

Department of History / Dietrich School

Graduate Student Handbook

Academic Year 2023-2024

History Ph.D. Program

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The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.

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1 Welcome

As the Director of Graduate Studies, I am pleased to welcome you to Carnegie Mellon's Department of History. This handbook is intended to clarify departmental policies concerning graduate study. It is not a comprehensive guide to University policies that may affect graduate students, and it does not supersede any such policies.

While this handbook is specific to your academic experience in the department, there are several other resources and offices that we encourage graduate students to consult during their tenure at Carnegie Mellon University. Information about The Word (the student handbook), the Office of Graduate and Postdoc Affairs, the Office of the Dean of Student Affairs and others is included in Appendix A of this handbook.

Christopher J. Phillips
Associate Professor and Director of Graduate Studies
Department of History

2 Vision, Mission & Philosophy

2.1 Vision

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

2.2 Mission

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.

2.3 Philosophy

- The Department of History conceives its primary missions as falling into six broad categories, all of vital importance:
 - contributing centrally to humanistic education and the internationalization of learning at Carnegie Mellon;
 - seeking excellence in undergraduate instruction by emphasizing breadth of learning, command of basic research skills, precision in writing, and facility in oral communication;
 - developing innovative undergraduate majors, all with an interdisciplinary orientation, in Social and Political History; Global Studies; and Ethics, History and Public Policy;
 - sponsoring a strong doctoral program that is based on the national, thematic and methodological strengths of the faculty and informed by broad transnational and global perspectives;
 - fostering an adventuresome intellectual climate that nurtures and rewards individual and collaborative scholarship, within and across disciplines;
 - and sustaining a commitment to diversity in the recruitment, mentoring, and retention of faculty, graduate students, and staff.

3 Degrees Offered

The department's graduate program only admits students for the Doctor of Philosophy in History. However, the department bestows a Master's Degree in History en route to the Ph.D. after the successful completion of four semesters of course work and the production of a research paper.

4 Using the Graduate Student Handbook

This handbook provides information on degree requirements and departmental resources as well as general guidance for graduate students in the Department of History.

The Graduate Student Handbook can also be found here:

<https://www.cmu.edu/dietrich/history/graduate/about/index.html>

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: <https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

Please see Appendix A for additional information about The Word and University resources.

5 Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the applicable grievance procedures for alleged violations of the Statement of Assurance is available at <https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf>.

The Office for Institutional Equity and Title IX may be reached at 412-268-7125 or institutionalequity@cmu.edu.

6 The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the

above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at:

<https://www.cmu.edu/student-affairs/theword/>

7 University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook:
<https://www.cmu.edu/student-affairs/theword//index.html>
- Academic Integrity Policy:
<https://www.cmu.edu/policies/student-and- student-life/academic-integrity.html>
- University Policies Website:
<https://www.cmu.edu/policies/>
- Office of Graduate and Postdoctoral Affairs:
<https://www.cmu.edu/graduate/policies/index.html>
- Additional Policy Resources (e.g. college/department specific policies)

Please see **Appendix A** for additional information about The Word and University resources.

8 Academic Calendar

The Academic Calendar can be found at:

<https://www.cmu.edu/hub/calendar/index.html>

and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

9 Departmental Information

9.1 Departmental Personnel

Dietrich College Dean: Richard A. Scheines, BH 154H, scheines@cmu.edu

History Department Head: Nico Slate, BH 240E, slate@andrew.cmu.edu

Director of Graduate Studies: Christopher J. Phillips, BH 231C, cjp1@cmu.edu

Graduate Advisor: Aidan Beatty BH 240A, aidanbea@andrew.cmu.edu

Business Manager: Natalie Taylor, BH 240D, nstaylor@andrew.cmu.edu

Undergraduate Advisor: Alexandra Garnhart-Bushakra, BH 240G, agarnhaR@andrew.cmu.edu

Department Coordinator: Victoria Donahoe, BH 240B, vdonahoe@andrew.cmu.edu

9.2 Departmental Resources

Departmental Resources

The History Department is located in Baker Hall 240. The department phone number is 412.268.2880. Fax number is 412.268.1019. The department website address is www.cmu.edu/dietrich/history/.

Computer technical support for technology owned by the university is available through <https://www.cmu.edu/dietrich/faculty-staff/computing/index.html>. Departmental Mailboxes, as well as copy machines and scanners for official department use, are also located in Baker Hall 240. Graduate students are assigned cubicle space in Baker 225C. This is open daily and requires a key outside of working hours. Please report any damages to the cubicle space or any need for new office supplies to Graduate Advisor, Aidan Beatty. Please report all other concerns to the department's business manager, Natalie Taylor.

10 Doctoral Degree Competition and Certification

10.1 Standard Degree Requirements & Degree Certification

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

Early Completion

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

Extended or Longer-than-Standard Completion

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Doctoral students who require an extended period to complete their degree requirements must consult with their academic program, and are subject to the CMU Policy on Doctoral Student Status (<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>), specifically the "Time to Degree" section.

10.2 Additional Guidance for Students

Program of Study

Students seeking guidance about their program of study and degree requirements should consult with

their academic advisor and/or appropriate associate dean.

Financial Aid and Student Account

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.)

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

International Students

Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

10.3 Statute of Limitations

As outlined in the Doctoral Student Status Policy:

<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>

students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of *All But Dissertation* status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

10.4 Residency Requirements and Expected Timeline

As outlined in the Doctoral Student Status Policy, <https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>, students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program. Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with

the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

In the Department of History, ABD status is attained upon approval of the prospectus. All doctoral candidates are required to be ABD In Residence in the semester in which their Ph.D. is to be conferred, and may be required to pay tuition on five units of study. Please refer to the Doctoral Student Process Flowchart and the All But Dissertation Status Detail Chart under Student Records here: <https://www.cmu.edu/es/forms/index.html>.

The university requires Ph.D. students to have a minimum of one year in residency on a CMU campus. In the Department of History, the coursework component of the degree extends this residency requirement to two years.

10.5 Registration Process/Procedures

Except for the Fall Semester of their first year, students are responsible for registering for courses for the upcoming semester. Registration is completed via this website: <https://www.cmu.edu/hub/> and is typically completed one semester in advance (during Fall semester for the following Spring semester, for example). The Graduate Coordinator or the Graduate Director will communicate with all students before the registration process begins in order to clarify the required courses for the upcoming semester and to provide suggestions for electives. In addition, it is recommended that all students discuss their planned courses with their advisors. Students are encouraged to reach out to the Graduate Coordinator or the Graduate Director with any questions about the registration process. Generally, questions about how to register should be directed to the Graduate Coordinator. Questions about which courses to register for should be directed to the Graduate Director.

After successful completion of course requirements (usually after four semesters) students register for the course, "History Prospectus," during their third year of residence. They are expected to meet the requirements for both the Graduate Portfolio and the Dissertation Prospectus during the third year. After successful defense of the Dissertation Prospectus, students register for the course, "History Dissertation."

11 Doctoral Degree Requirements and Related Policies/Protocols

11.1 Core Courses

General Requirements

The basic requirements for the doctoral program are as follows:

1. Two years of coursework (as specified under Coursework) with satisfactory grades, for a total of 150 units (12.5 courses)
2. Graduate Portfolio approval (no later than the end of the fifth semester)
3. Oral Examination successfully completed (no later than the end of the sixth semester)
4. Dissertation Prospectus approval (no later than end of the seventh semester)
5. Doctoral Dissertation approval (by the end of the tenth year)

Coursework

Required courses: 8.5

- Theory and Method
- Proseminar in United States history
- Proseminar in Transnational history
- Research Seminar (two semesters)
- Three of four thematic courses: Race, Nation, and Empire; Science, Technology and the Environment; Social and Political Movements; Labor and Work
- Mini course on instruction

The Research Seminar

The Research Seminar is a critical part of the graduate program. Here students develop and master the skills in research, analysis, and writing that are necessary before undertaking a doctoral dissertation. Students are encouraged to begin to identify a suitable dissertation topic and produce an original article-length contribution based on primary source research. Above all, students must demonstrate in the Research Seminar that they are capable of conducting research in primary sources and using these sources to develop new historical knowledge. The Graduate Studies Committee views a student's performance in the Research Seminar as perhaps the single best predictor of success in designing and completing a doctoral dissertation.

Students will be registered members of the research seminar for two semesters. The Research Seminar will require each student to complete a research paper by the conclusion of the second semester. The Seminar itself will focus initially around problem definition, move toward primary source location and evaluation, and evolve toward preliminary presentation and critique of students' research products. The Research Seminar instructor will work closely with students' advisors to keep them well informed of their student's progress in the seminar and solicit their impressions of each student's work.

11.2 Required Units for Degree Attainment

150 Units as distributed across the required courses and electives

11.3 Electives

Elective Courses: 4

- Additional thematic courses (more than the required three)
- Directed readings with individual faculty members
- Workshop in Digital History
- Workshop in Public and Applied History
- Departmental elective courses
- Undergraduate courses with an added graduate component
- Graduate Courses in other CMU departments or schools
- Graduate Courses at University of Pittsburgh or other area universities

11.4 Department Policy on Double Counting Courses

The history department normally does not allow courses to be double counted but students may petition the Graduate Studies Committee for exceptions should circumstances warrant.

11.5 Department Policy for Courses Outside the Department/College

The History department normally allows for courses at the graduate level taken outside the department or college to count as elective courses. Should students wish to take them to satisfy a required course, they should consult with their advisor and the Director of Graduate Studies in advance.

11.6 Department Policy/Process for Incompletes

University policy expects that students will complete a course during the academic semester in which the course is taken. However, if the instructor agrees, a grade of "I" (Incomplete) may be given when a student, for reasons beyond her or his control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of Incomplete provides no undue advantage to that student over other students.

In awarding an "I" grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. There must be a written agreement between the student and instructor that outlines the specific work that needs to be completed and the deadline by which that work should be submitted in order for the instructor to have the time to assess it and change the grade before the system triggers the default grade (which typically occurs at the end of the following semester). A copy of this written agreement should be provided to the student's primary academic advisor as well as the Director of Graduate Studies.

Students must complete the required course work no later than the end of the following academic semester or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of that following semester, or the Registrar will administratively assign the default grade. Graduate students should also note that the Graduate Studies Committee will be unfavorably impressed by students having unresolved incompletes or more than one incomplete in a semester. Students carrying Incompletes may register as prospectus candidates for one semester. During that semester, however, students must satisfy all Incompletes. Otherwise, they may be required to withdraw from the program.

The entire Graduate Student grading policy can be found at <http://www.cmu.edu/policies/student-and-student-life/grading.html>

11.7 Petition Procedures

All petitions are handled by the Graduate Studies Committee.

11.8 Department Policy/Process for Withdrawing from a course

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for withdrawing from courses as identified on the academic calendar. Information can be found at

<https://www.cmu.edu/hub/registrar/course-changes/index.html>

There is a separate calendar for doctoral level courses.

11.9 Drop/Add/Withdraw Procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at

<https://www.cmu.edu/hub/registrar/course-changes/index.html>

There is a separate calendar for doctoral level courses.

11.10 Department Policy/Protocol for Make-Up Exams

If the outcome of the Oral Exam is Failure on one or more fields, then the examiners, in conjunction with the Director of Graduate Studies and the student's advisor, determine a subsequent course of action for the student. This course of action may include retaking the examination in one or more fields in a timeframe to be determined by the Faculty Field Examiner and the Director of Graduate Studies. Students who have failed one or more fields of the oral exam will be allowed one more opportunity to pass. A second failure on one or more fields will normally constitute sufficient grounds for a student's dismissal from the program.

11.11 Course Waiver Policy

Normally courses cannot be waived based on previous work. Students can petition the Graduate Studies Committee if they feel prior coursework should count for PhD requirements.

11.12 Transfer Courses and Pittsburgh Council on Higher Education (PCHE)

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors or QPA calculations.

<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>

NOTE: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.

11.13 Protocol for evaluation of transfer credit

While the Department of History's Ph.D. program does allow students to take courses at the University of Pittsburgh and other PCHE members, we do not accept transfer credits earned before a student entered our Ph.D. program. The Department does not accept transfer credit from non-PCHE members without *prior* approval of the Director of Graduate Studies, following submission of the proposed course(s) description, university, instructor, and syllabus. The DGS, in consultation with the Graduate Studies Committee, has authority for accepting or rejecting transfer credit. No pass/fail graded course, or course receiving less than a "B" grade, is eligible for departmental credit, and such credit can typically only be used as an "elective" within course requirements.

11.14 Distance Education

In-person exams and classes are the standard for the department but requests for exceptions can be made to the Graduate Studies Committee.

11.15 Independent Study/ Directed Reading

In some cases students will have an opportunity to complete a Directed Readings course with an individual faculty member as one of their elective courses. This normally involves meeting regularly to discuss an agreed-upon list of books and/or articles, equivalent in difficulty and workload to a normal semester-long graduate-level course. Written assignments may or may not be a component of the course. These courses are letter-graded and students and faculty should agree in writing upon expectations in advance. Frequently students take Directed Readings courses with faculty who serve as field supervisors for the Graduate Portfolio, but this is not a requirement for a Directed Readings course, nor should it be assumed that a faculty member who participates in a Directed Readings course will serve as a field supervisor.

11.16 Requirements for those without a Bachelor's / Master's Degree in discipline

The Graduate Studies Committee deals with this on a case-by-case basis

11.17 Teaching Requirements

The department of history does not have a teaching requirement, but students normally teach as a condition of their financial package.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>

The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information:

<https://www.cmu.edu/student-success/>

11.18 Research Requirements

Grading system for research

Research conducted as part of study will be graded under the same conditions as coursework and dissertation

Research funding options

As department funds permit, the department provides financial support for student research carried out in conjunction with the Research Seminar.

All graduate students in good academic standing are eligible to apply for small research/travel grants through the History Department's Graduate Studies Committee.

The Committee gives preference to graduate students who are ABD, who are making good progress in research and writing, and who can demonstrate prior efforts to receive university (e.g., Graduate Small project Help, or GuSH) and/or external grants: www.cmu.edu/graduate/professional-development/research-funding.

University funds are also available to help pay costs of presenting papers at professional conferences: www.cmu.edu/graduate/professional-development/conference-funding

You may use Department grants to support research trips (domestic and international); expenses associated with presenting a paper at a professional conference; and miscellaneous research-related expenses (fees to enter archives, digital reproductions, photocopies, etc.).

Department grants are intended to supplement the paid, non-teaching semester(s) provided to each graduate student upon successful defense of her/his/their dissertation prospectus. Students should plan to complete the bulk of their research during the non-teaching semester(s).

Procedure for Applying for Departmental Funds:

1. Discuss the research/travel for which you are seeking a grant and your proposed budget with your faculty advisor.
2. Complete the short application form available from the Graduate Director or Graduate Coordinator and submit it via email.

Review of applications by the Graduate Studies Committee: the Graduate Studies Committee reviews applications for Department research funds on a rolling basis throughout the year. The Graduate Director makes decisions about grant applications up to \$500. The entire committee will review all requests for \$501 and above. In the event the committee is evenly divided, the Graduate Director will make the final decision.

GuSH Research Funding is a source of small research grant funds provided by the Graduate Student Assembly (GSA) and the Provost's Office and managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/graduate/professional-development/research-funding/index.html>

Resources and Regulations Governing Research at Carnegie Mellon

- Office of Sponsored Programs
<https://www.cmu.edu/osp/>
- Office of Research Integrity & Compliance
<https://www.cmu.edu/research-compliance/index.html>
- Intellectual Property Policy

<https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>

- Policy on Restricted Research
<https://www.cmu.edu/policies/research/restricted-research.html>
- Human Subjects in Research Policy <https://www.cmu.edu/policies/research/human-subjects-in-research.html>

Conference Funding

Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/graduate/professional-development/index.html>.

11.19 Internship Opportunities

Students have the option of completing a part-time internship. Internships are not required. Internships can be for a full-year or for a semester. These internships are normally completed in the fifth or sixth years. If a student opts to not teach for one semester while completing an internship, the department will cover the costs of the student's tuition, fees, and health insurance, and will provide the usual stipend. If a student secures a year-long internship, it is expected that the student will teach for at least one semester during that year. But if the student opts to not teach for either semester, the department will cover the costs of the student's tuition, fees, and health insurance, and will provide the usual stipend for one semester. In the second semester, the department will cover the costs of the student's tuition, fees, and health insurance, but will not provide a stipend. The graduate director will help students identify and secure internships, but the department cannot guarantee an internship nor the availability of any particular internship.

International students are required to consult with Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract (required addition to ensure the University is in compliance with immigration laws for F & J status students).

11.20 PhD Qualifying Exam Requirement

Once the portfolio has been approved, the oral examination will be scheduled. The oral examination will be of two to three hours in length, and will generally occur within 1 month of the approval of the portfolio. The oral examination will be open to the faculty as a whole, and notice of its date, time, and location shall be posted at least one week in advance. The student's advisor will preside at the oral examination. Each examiner is allowed at least thirty minutes to examine the student and to ask questions related to the student's portfolio and reading lists. Students should not have access to books or notes during the examination.

After all examiners have completed their questioning, the student and any faculty visitors are asked to leave the room. At this point, the head of the Committee polls the other members of the Committee to determine the outcome of the examination as a whole. The following outcomes are possible: High Pass; Pass; Failure in one field; Failure in two or more fields. The student is informed of the Committee's decision as soon as possible.

If the outcome of the Oral Exam is a High Pass or a Pass, then the student should proceed at once to the completion of the required Dissertation Prospectus. If the outcome of the Oral Exam is Failure on one or more fields, then the examiners, in conjunction with the Director of Graduate Studies and the student's advisor, determine a subsequent course of action for the student. This course of action may include retaking the examination in one or more fields in a timeframe to be determined by the Faculty Field Examiner and the Director of Graduate Studies. Students who have failed one or more fields of the oral exam will be allowed one more opportunity to pass. A second failure on one or more fields will normally constitute sufficient grounds for a student's dismissal from the program.

11.21 PhD Criteria for Advancement to Candidacy

Graduate Portfolio

Beginning in the fourth semester (normally spring of the 2nd year), all students create graduate portfolios in consultation with a team of three faculty members (the portfolio committee). The portfolio process, which culminates in the fifth semester, is an opportunity for students to gather all of the work produced in the first two years of the program, as well as to show mastery of three historical fields through historiographical essays.

Each student is required to select three fields for the Graduate Portfolio. At least one of the fields must be at the national level (e.g., the U.S., Russia, Germany) or at the regional level (e.g., Latin America, Europe, Atlantic World). The other two fields can be thematic or topical in design (e.g., environmental history, women's history, African-American history), and at least one should be comparative or transnational in scope (e.g., labor in Europe and the United States; technology in the U.S. and the Soviet Union; race and class in the U.S. and Latin America). With the support of their advisor, students may petition the Graduate Studies Committee for exceptions to the distribution requirement for the fields. Once a preliminary design (i.e., the basic titles and chronological bounds of the fields and the faculty field supervisors) is proposed, students should communicate their fields to the Director of Graduate Studies and the Graduate Coordinator. The Director will communicate any problems with the choice of fields to the faculty members of the Graduate Studies Committee. The Committee reserves the right to request modifications to the basic design of the fields if they do not conform to the above-stated guidelines, in which case the student must redesign the selection of fields. Once a preliminary design is approved, the student's advisor and the other faculty field supervisors assume responsibility for the student's development of these fields, for maintaining the department's objectives for field coherence and breadth, and for the examination of the student for mastery of the literature included in the final design of each field.

In the beginning of the fourth semester, students and their advisors should begin to think seriously about the make-up of their portfolio committee and the fields in which they will create their reading lists. The fields and the make-up of the portfolio committee should be finalized by the mid-point of the fourth semester (normally mid-March of the 2nd year).

By the end of the student's fourth semester, the student and field supervisors should have agreed on a reading list for each field. Each reading list will contain approximately 35-40 book-equivalent readings. Once agreed upon, the field definitions and reading lists should not be altered, except by mutual agreement of the student, advisor, and field examiners. Supervisors will meet regularly with students in the months leading up to the deadline for portfolio submission, with particular attention paid to the preparation of historiographical essays (one for each reading list, between 5,000 and 10,000 words in

length), which demonstrate mastery of the literature included in the reading list for each field.

The portfolio will be submitted no later than the last day of classes in the fifth semester (normally early December of the third year) and will include:

1. Overview – a 1-2 page document that summarizes the portfolio contents and explains how the student's fields, research, and teaching cohere.
2. Reading Lists – the three agreed-upon field reading lists.
3. Historiographic Essays – three essays (one for each reading list), between 5,000 and 10,000 words in length, excluding notes. In addition to referencing books on the formal list, these historiographical essays may also draw upon books students have *already* read as a normal part of coursework or research.

In addition, the portfolio will contain materials produced during the student's coursework with the aim of demonstrating the student's readiness for progressing to the dissertation. This material will include at least one polished product from every course taken, including but not limited to book reviews, grant proposals, syllabi from Directed Readings courses, teaching syllabi, and research papers.

Students may also include an appendix of additional material such as conference papers, public history contributions, or documentation of digital history projects.

Given that the student will normally be providing drafts of the historiographical essays to field supervisors over the course of the fifth semester, it is expected that in most cases the final portfolio submitted will meet with the approval of all three committee members, at which point the oral examination will be scheduled. If, however, a committee member is not satisfied with any piece of the portfolio after it is submitted, that committee member will communicate with the student and the student's advisor to explain what needs to be changed. If a committee member asks for changes to the portfolio that the student is not able to complete to the satisfaction of that committee member, the committee member will write a short note describing the impasse and will provide that note to the student's advisor and to the Director of Graduate Studies (DGS). If the advisor and the DGS are not able to help the student revise the portfolio to the satisfaction of the committee member, the DGS will appoint another faculty member as an external reader to assess the portfolio. If the student's advisor, the DGS, and the external reader agree that the student has completed a satisfactory portfolio, the student will advance to the oral examination. If they cannot agree, the matter will be referred to the Graduate Studies Committee. In the case of a dispute in which the DGS is also the student's advisor, then the Department Head will be called on to act as DGS during this process.

The Dissertation Prospectus

A dissertation proposal, in the form of a prospectus, should be submitted for approval to a dissertation committee during the sixth semester of study for full-time students (or within six months after passing the Oral Exam, if the exam is held in the sixth semester).

The prospectus is essentially a statement of intention. Its purpose is to outline in some detail the theoretical, methodological, and substantive dimensions of the dissertation, including the procedures and data sources (archival or otherwise) to be used and a rationale for the structure selected. It represents a highly informed and thoughtful plan about what the dissertation will be and how it will be

accomplished.

Students create a prospectus in consultation with their dissertation advisor and members of their dissertation committee. Committees will consist of the advisor and two or three other faculty members, usually chosen from the History faculty at CMU. Occasionally, faculty from other departments at CMU, faculty from other universities, or external experts may be among these members.

Faculty who participated in a particular student's Graduate Portfolio process are often asked to serve on that student's dissertation committee but the student should not assume that portfolio committee members will also serve as dissertation committee members. It is the responsibility of the student to consult with the dissertation advisor regarding the make-up of the dissertation committee, and to ask faculty members if they are willing and able to serve on the dissertation committee.

As the prospectus nears completion, each candidate, in consultation with the major advisor and the Director of Graduate Studies, should schedule a date for the oral defense of the prospectus. The prospectus must include a one-paragraph abstract that can be circulated to interested faculty and students for comment. One purpose of the defense is to demonstrate the candidate's ability to translate the proposed historical research into an approved dissertation. Another is to focus collegial attention on the student's research to the end of improving both the research process and the final product. The defense is NOT an examination, but rather a discussion with the student's dissertation committee plus any other interested faculty and, where acceptable to the candidate, interested students. The prospectus is then accepted, rejected, or the student is given one more opportunity to make modifications prior to formal acceptance. Once the prospectus is accepted, as evidenced by the submission of the Dissertation Prospectus Approval Form bearing the signatures of the student's advisor and the other dissertation prospectus committee members, the student officially enters Ph.D. candidacy (i.e., is "ABD"). Approved prospectuses are kept on file with the Department and may be consulted by students and faculty.

The ABD Status Agreement Form can be found at:

<https://www.cmu.edu/hub/docs/abd-status-agree.pdf>

11.22 PhD Dissertation

Faculty within the Department of History cannot overstate the importance of producing a high-quality doctoral dissertation in a student's professional development. It is the most important part of the doctoral program and represents the culmination of the entire course of study.

After approval of the prospectus, each student must complete a dissertation that is formally approved by the dissertation committee within ten years of initial matriculation. The style of the dissertation must conform to the Department's guidelines (available from the Graduate Coordinator) and the Chicago Manual of Style. Additional university regulations for the submission of dissertations can be found at: <https://www.library.cmu.edu/datapub/sc/dissertation/submitting>. Dissertations that do not adhere to these guidelines will not be accepted.

11.23 Process for Completing a Master's Degree enroute to a Ph.D.

The department's graduate program only admits students for the Doctor of Philosophy in History.

However, the department bestows a Master's Degree in History en route to the Ph.D. after the successful completion of four semesters of course work and the production of a research paper.

11.24 Certification of Degree

The department of history offers a doctorate of philosophy in history.

11.25 Leave of Absence

A student may leave Carnegie Mellon by either taking a leave of absence (leaving the university temporarily with the firm and stated intention of returning) or by withdrawing from the university (leaving the university with no intention of returning). Students who wish to leave the program temporarily must complete a Leave of Absence form specifying the reasons for leave and indicating the expected date of return. In the event of a Leave of Absence, all financial aid and all other benefits are discontinued. Students who wish to withdraw permanently from the program must complete a Withdrawal form.

Students who wish to return to the program from a Leave of Absence must contact the Director of Graduate Studies in writing of this intention no later than the last day of the semester preceding the intended semester of return. The student must then file a Petition to Return from Leave of Absence form with the Registrar at least thirty days prior to the start of the intended semester of return. If the student desires financial assistance upon return, all financial aid applications are due six months before the expected date of return.

More information on the Leave of Absence and Withdrawal processes are found here:

<https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

11.26 Withdrawal of Degree

Withdrawal of a degree is a University level process. Reference University Policy for withdrawal of degree:

<https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>

11.27 Student-Professor Relationship

The Director of Graduate Studies serves as liaison between graduate students and the larger faculty and will generally handle advising for the first year of study.

Students should try to meet as many faculty members as possible during their first two years of study. By the time of completion of their second semester of study, students are strongly encouraged to select an individual advisor if not assigned one upon entry into the program. Students are responsible for reporting these arrangements to the Director of Graduate Studies as well as keeping them informed of any subsequent changes in advisory relationships.

11.28 Advising

The advisory relationship is a very important one, for it typically implies an extensive and long-lasting relationship in which the advisor takes formal or informal responsibility for a variety of important aspects of the advisee's professional education. Directing the dissertation is the most obvious of these, but it also includes general educational advice, career planning, active assistance in the initial (and often

subsequent) job search, and other components of professional socialization.

Sometimes students or their advisors may decide that it would be best for that student's progress or well-being to change advisors. In such instances, a student should consult with the Director of Graduate Studies, who will work with the student and relevant faculty members to ensure a smooth and minimally disruptive transition to a mutually agreeable new advisor. In the event that the Director of Graduate Studies is the student's advisor, the Department Head will facilitate the change of advisor.

The Job Search

Students should be planning for post-graduate employment throughout their time as graduate students, taking advantage of internships, teaching opportunities, informal interviews and other departmental and university resources. The department – through the Graduate Student brown bag series organized by the Grad Representatives – regularly schedules seminars on job applications and job-interviewing when requested by students themselves. Students should convey their desire for such brown bags to the Grad Reps and/or Director of Graduate Studies.

Normally the student's advisor plays a large role in preparing students for their job search, but students should be pro-active in seeking out other mentors and advisers. It is students' responsibility to ask their advisors or otherwise consult university resources for help in drafting cover letters or resumes, selecting appropriate writing samples and other application materials, or preparing for interviews. For those seeking employment within universities, there are several resources online, including the AHA's listings (<http://careers.historians.org/jobs>), the job listings of The Chronicle of Higher Education <http://chronicle.com/section/Jobs/61/> and H-Net https://www.h-net.org/jobs/job_browse.php. For those seeking positions outside academia, the Career and Professional Development Center at Carnegie Mellon provides resources for job searches. Their main website is: www.cmu.edu/career.

11.29 Review/Redress of Academic Conflicts

Normally, conflicts are handled via the advisor and/or the Director of Graduate Studies, the Graduate Advisor or the Department head. If additional steps are necessary, students can refer to the **Summary of Graduate Student Appeal and Grievance Procedures** for additional policy.

11.30 Summary of Graduate Student Appeal and Grievance Procedures

Graduate students who seek review of academic and non-academic issues should consult the following:

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here.

These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program.

12 Grading and Evaluation

12.1 Dept./College Grading Scale/System

Departmental evaluations encompass faculty assessments of student work in general. Criteria for these assessments include oral and written communication skills, conceptual sophistication, analytical skills, research capabilities, grasp of historiography, ability to think independently, teaching quality, and consistency of performance in the program, among others.

The Carnegie Mellon grade scale is as follows: A+ = 4.33 points; A = 4.0 points; A- = 3.67 points; B+ = 3.33 points; B = 3.0 points; B- = 2.67 points; C+ = 2.33 points; C = 2.0 points; C- = 1.67 points; D+ = 1.33 points; D = 1.0 points; R = Failure

Graduate students in course work should maintain an average of "B" (3.0) or better for all course work in the first two semesters. After the first year, Ph.D. students must maintain at least a 3.33 average or better for all formal courses. These grades are absolute minima for receipt of the master's and doctoral degrees, but they do not guarantee continuation in the program. Students receiving course grades of B or lower should discuss their performance with their instructors. Students whose grade reports contain more than one B (this includes B+s) should take this as a warning sign and consider initiating a discussion on progress with the Director of Graduate Studies.

Incomplete grades: University policy expects that students will complete a course during the academic semester in which the course is taken. However, if the instructor agrees, a grade of "I" (Incomplete) may be given when a student, for reasons beyond her or his control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of Incomplete provides no undue advantage to that student over other students.

In awarding an "I" grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. There must be a written agreement between the student and instructor that outlines the specific work that needs to be completed and the deadline by which that work should be submitted in order for the instructor to have the time to assess it and change the grade before the system triggers the default grade (which typically occurs at the end of the following semester). A copy of this written agreement should be provided to the student's primary academic advisor as well as the Director of Graduate Studies.

Students must complete the required course work no later than the end of the following academic semester or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of that following semester, or the Registrar will administratively assign the default grade. Graduate students should also note that the Graduate Studies Committee will be unfavorably impressed by students having unresolved incompletes or more than one incomplete in a semester. Students carrying Incompletes may register as prospectus candidates for one semester. During that semester, however, students must satisfy all Incompletes. Otherwise, they may be required to withdraw from the program.

After the student has completed and defended the Graduate Portfolio, the student's major advisor is the principal and primary faculty member who consults with the student, receives information, and advises

the Graduate Studies Committee about the student's progress. In keeping with this role, the student's advisor is responsible for timely and accurate reporting to the Graduate Studies Committee on the student's progress. In addition, however, the student is required each spring to fill out a yearly progress report (form available from and due to the Graduate Coordinator).

The Graduate Studies Committee will, in general, recommend to the Department Head for financial aid only those students who are making satisfactory progress in research and, for those students who are twelve months beyond the defense of their dissertation prospectus, only those who have begun to produce finished chapters (or drafts of chapters) on a regular basis. The GSC's minimal standard for the production of "finished chapters (or drafts of chapters) on a regular basis" is two chapters per year.

12.2 Department policy on grades for retaking a course

Ordinarily, classes cannot be retaken, except by special permission of the Graduate Studies Committee.

12.3 Department policy on pass/fail, satisfactory/unsatisfactory

No pass/fail graded course, or course receiving less than a "B" grade, is eligible for departmental credit, and such credit can only be used as an "elective" within course requirements.

Students whose work is persistently below the level demanded of a practicing member of the historical profession will be notified of this deficiency (even if the work is judged acceptable for course credit). This deficiency must be corrected if the student is to remain in the program. Students who are carrying more than one Incomplete at any time will also be considered on probation. If the deficiency is not corrected during the probationary period, or is *at any time* judged severe, the student will be dropped from the program. Students in the third and fourth year will be required to meet the deadlines for the portfolio, oral exam, and prospectus, or will be put on probation. Similarly, students in the fifth or sixth year who fail to submit a completed chapter draft or its equivalent to their advisor for more than one semester will be considered on academic probation. Students who fail to bring themselves into compliance with the criteria of "satisfactory progress" at the end of the semester in which they have been placed on probation will be dropped from funding and potentially required to withdraw from the program.

12.4 University Policy on Grades

The entire Graduate Student grading policy can be found at:

<http://www.cmu.edu/policies/student-and-student-life/grading.html>

12.5 Process for Appealing Final Grades

<https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html>

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

12.6 Policy on Grades for Transfer Courses

<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations.

12.7 GPA Requirements and QPA Requirements for graduation

After the first year, Ph.D. students must maintain at least a GPA of 3.33 average or better for all formal courses. These grades are absolute minima for receipt of the master's and doctoral degrees, but they do not guarantee continuation in the program. Students receiving course grades of B or lower should discuss their performance with their instructors. Students whose grade reports contain more than one B (this includes B+s) should take this as a warning sign and consider initiating a discussion on progress with the Director of Graduate Studies.

12.8 Satisfactory Academic Standing

Beyond the grades received in courses, the Department's criteria for satisfactory progress require that full-time Ph.D. students meet a range of specific milestones in a timely manner:

- Completing all course work (which includes the resolution of any outstanding "Incomplete" grades) at an acceptable grade level no later than the fifth semester.
- Completing the Graduate Portfolio in the fifth semester and the Oral Examination no later than the sixth semester.
- Successfully defending a dissertation prospectus (thus gaining ABD status) within the sixth semester or within six months of passing the Oral Examination; the absolute final deadline for a prospectus to be submitted to the committee is the mid-term of the seventh semester in order to allow ample time for it to be defended. A student *cannot* receive financial support for an eighth semester without a successfully defended dissertation prospectus on file.
- For students seeking financial aid from the Department of History or the University, producing demonstrable evidence of research achievement and writing following the dissertation prospectus defense. Students should plan on taking their research semester in the fourth year, and should complete the bulk of their archival, statistical, and/or library source research during their fourth year. They should write up the results of their research in years five and six, and finish the dissertation by the end of the second semester of year six.
- For students not seeking financial aid from the Department of History or the University, completing an acceptable doctoral dissertation within ten years of matriculation.

12.9 Regular Reviews and Evaluations by Department

In addition to fulfilling general registration and course requirements, students must make satisfactory progress toward their degrees. The Graduate Studies Committee will normally conduct a formal progress review at the end of each year for every student. The Graduate Director may, however, at any time solicit information from advisors about the progress of their advisees. Students will be informed in

writing about their progress at the end of each academic year or more frequently if circumstances warrant. Students may formally appeal the Graduate Studies Committee's evaluation to the Department Head.

12.10 Academic Integrity

<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures <https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html> is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

13 Safeguarding Educational Equity

13.1 Assistance for Individuals with Disabilities

<http://www.cmu.edu/education-office/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal:

<https://rainier.accessiblelearning.com/cmu/>

or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

13.2 Sexual Misconduct Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking, and violation of protective measures. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.

The University's Sexual Misconduct Policy is available at:

<https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The University's Policy Against Retaliation is available at:

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office for Institutional Equity and Title IX

<http://www.cmu.edu/title-ix/>
412-268-7125

institutionalequity@cmu.edu

- University Police

<https://www.cmu.edu/police/>
412-268-2323

Additional resources and information can be found at:

<https://www.cmu.edu/title-ix/resources-and-information/index.html>

13.3 Gestational and Parental Accommodations

<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

Accommodations for Gestational Parents

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities.

Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- **Formal Leave of Absence**– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (<https://www.cmu.edu/oie/>) before considering this option due to visa implications.

Parental Accommodation for Doctoral Students

The university offers a Parental Accommodation for qualifying doctoral student parents to include up to four (4) weeks of time away from academic responsibilities with continued stipend support. This

accommodation can be utilized within six months of the birth or placement of a child through adoption, foster care or legal guardianship. Gestational parents may utilize both the Short-Term Accommodation for Gestational Parents and the parental accommodation.

Careful planning and consultation is necessary given the unique contexts and requirements of each student's situation. Students will remain fully enrolled and will receive assistance in navigating the necessary planning and consultation processes.

Financial Assistance for Student Parents

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (<https://www.cmu.edu/student-affairs/dean/loans/>) from the Office of the Dean of Students.

Doctoral Stipend Continuation (Gestational Parents) – Doctoral students who are the gestational parent and who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Accommodation for Gestational Parents or during a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary.

Doctoral Stipend Continuation (Non-gestational Parents) – Doctoral students who receive an academic stipend funded by Carnegie Mellon and are becoming a parent by adoption, birth, or through guardianship are eligible to continue to receive stipend funding for up to four (4) weeks during a Short-Term Parental Accommodation.

13.4 Consensual Intimate Relationship Policy Regarding Undergraduate Students

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

14 Additional department and university policies/protocols

14.1 Verification of Enrollment

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification.

Enrollment verification can be requested online through The HUB at:

<https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html>

14.2 Change of Address

The department encourages students to keep their current local address up-to-date in SIO. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements, etc.

14.3 Requirement for providing personal computing resources

Students are expected to provide their own computing resources but can seek technical support from Computing Services. Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or it-help@cmu.edu.”

14.4 New Policies / “Grandfather” Policy

When policies are changed because the department believes the new rules offer an improvement, any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

14.5 Time Away from Academic Responsibilities

It is important that graduate students do not assume that their time-off follows the academic calendar of courses. Time away from research and teaching obligations is important for students as well as faculty. The Department of History provides a 12-month stipend, however, with the understanding that doctoral students are working full-time towards their degree even when classes are not in session. Students who wish to take time off to such an extent that it may interfere with satisfactory progress towards the degree should discuss their situation with their advisor and/or the Director of Graduate Studies.

14.6 Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the **Employment Eligibility Verification (I-9) Policy [pdf]** covering the university’s I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU’s **Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf]**, or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

15 Financial Support

15.1 Statement of Department Financial Support

The department's commitment to financial support is outlined in each student's letter of admission.

Stipends are paid on a biweekly basis

15.2 Awarding and Continuation of Funding

The Department offers several types of financial aid. These awards are designed to assist students during their graduate study. Although a variety of criteria are used in granting or maintaining the awards, *their continuance always depends on satisfactory progress in the program*. The Graduate Studies Committee evaluates and makes recommendations to the Department Head on all financial aid matters.

15.3 Types of Department Funding

Research funding options

As department funds permit, the department provides financial support for student research carried out in conjunction with the Research Seminar.

All graduate students in good academic standing are eligible to apply for small research/travel grants through the History Department's Graduate Studies Committee.

The Committee gives preference to graduate students who are ABD, who are making good progress in research and writing, and who can demonstrate prior efforts to receive university (e.g., Graduate Small project Help, or GuSH) and/or external grants: www.cmu.edu/graduate/professional-development/research-funding.

University funds are also available to help pay costs of presenting papers at professional conferences: www.cmu.edu/graduate/professional-development/conference-funding

You may use Department grants to support research trips (domestic and international); expenses associated with presenting a paper at a professional conference; and miscellaneous research-related expenses (fees to enter archives, digital reproductions, photocopies, etc.).

Department grants are intended to supplement the paid, non-teaching semester(s) provided to each graduate student upon successful defense of her/his/their dissertation prospectus. Students should plan to complete the bulk of their research during the non-teaching semester(s).

Procedure for Applying for Departmental Funds:

1. Discuss the research/travel for which you are seeking a grant and your proposed budget with your faculty advisor.
2. Complete the short application form available from the Graduate Director or Graduate Coordinator and submit it via email.

Review of applications by the Graduate Studies Committee: the Graduate Studies Committee reviews applications for Department research funds on a rolling basis throughout the year. The Graduate Director makes decisions about grant applications up to \$500. The entire committee will review all requests for \$501 and above. In the event the committee is evenly divided, the Graduate Director will make the final decision.

Funding for Research Associated with the Research Seminar (79-701 and 79-702)

As department funds permit, the department provides financial support for student research carried out in conjunction with the Research Seminar.

Health Insurance and Fees

In addition to covering tuition, the department normally pays the technology fee for students receiving financial aid. Students are responsible for paying any applicable activities and transportation fees. If students elect to enroll in Carnegie Mellon University's Student Health Insurance Plan (SHIP), the University will cover 100 percent of the premium for individual coverage under SHIP. While students will have the opportunity to purchase partner, spouse or dependent coverage under the SHIP plan, and/or dental and vision plans, the University's support will be limited to 100 percent of the *individual coverage amount*. If students wish to elect the required health insurance coverage under an alternate plan, they will not be eligible for the University support referenced here. More information is found here: <https://www.cmu.edu/health-services/student-insurance/index.html>.

Conference Funding

Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: <https://www.cmu.edu/graduate/professional-development/index.html>.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

15.4 Funding Payment Schedule

Standard stipends are paid biweekly across the entire year, starting on 16 August of each year, continuing to 15 August of the following.

15.5 Additional Sources for Financial Support

There are no additional formal paid positions for graduate students but additional paid positions do emerge based on departmental and faculty need.

16 Research Funding

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's

Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/research-funding/index.html>

16.1 Outside Funding, Fellowship and Scholarship Opportunities

Your advisor should be the major source of information and guidance about the availability of external monies to support research and when to apply for them. Those students who are members of the American Historical Association can consult the Association's online directory of grants, fellowships, and prizes: www.historians.org/awards-and-grants. The American Historical Association's publications also contains information about grants and deadlines for them.

Graduate students are strongly encouraged to apply for outside funding from foundations, government agencies, and other sources, especially after they have completed their prospectuses. Students in the Department have been successful in obtaining dissertation support from the Mellon, Fulbright, Woodrow Wilson, Guggenheim, Smithsonian, National Science, and Spencer Foundation, Chateaubriand and American Association of University Women fellowships.

Funding Implications of External Grants

(This section does not apply to small grants that cover only travel to collections or to present conference papers.)

External grants considered here fall into one of two categories – those used to fund one or more research semesters, and those that are designed to fund research beyond the research semester(s).

Grants obtained to fund research semester(s): Students who obtain external grants to help fund themselves during one or more research semesters will receive their stipends in addition to the external grant money. The department will also pay tuition, healthcare and fees.

Grants obtained to fund research beyond the research semester(s): Students who obtain external grants beyond the research semester(s) will be considered differently according to the amount of the grant:

- a. If the grant is greater than or equal to the amount of the stipend, the student will be relieved of teaching duties during the term of the grant while the department will maintain its existing level of support for benefits, tuition, and fees.
- b. If the grant is less than the stipend but greater than \$5,000 for one semester (or the equivalent for the year), the department will both relieve the student of teaching duties during the term of the grant while also supplementing the grant so the student receives a normal stipend. In addition, the department will maintain its existing level of support for benefits, tuition, and fees.
- c. If the grant is less than \$5,000 for one semester (or the equivalent for the year), the student may keep the amount of the grant in addition to the stipend, but there will be no release from teaching duties or their equivalent.

16.2 Availability of Summer Employment

International students must contact the OIE regarding their ability to hold employment.

16.3 Department Policy on Outside Employment

The department does not explicitly prohibit outside employment, although international students must contact the Office of International Education regarding the ability to hold employment. Students receiving financial support from the department are reminded that they are considered “full-time”

students, however, and are expected to complete coursework, fulfill teaching obligations, etc., accordingly. Further, any such employment, aside from the department's Internship program, can be held by students receiving financial support from the department only to the extent to which it does not interfere with the completion of satisfactory progress towards the degree.

International students must contact the Office of International Education regarding their ability to hold employment.

16.4 Tax Implications of Financial Support

The receipt of funding from the university may carry tax implications. The department does not provide guidance regarding any potential tax implications. Students may wish to consult the IRS (<https://www.irs.gov/individuals/students>) or a tax adviser. Additionally, international students may wish to consult <https://www.cmu.edu/oie/settling-in-guide/tax-information.html>.

16.5 Procedure for Written Notification of Change in Financial Support

Students will be informed in writing with at least sixty days' notice of any unexpected change in financial support, normally alongside a notice of failure to make satisfactory progress. This does not apply to expected changes in financial support as outlined in the department's letter of admission to students. The Graduate Studies Committee and Department Head make an effort, when feasible and if departmental funds exist, to provide notice of any change in financial support prior to a final semester of support.

16.6 Lost Funding

International Students must notify the Office of International Education (OIE) if they lose their funding. Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students to inquire about an Emergency Student Loan:

<https://www.cmu.edu/student-affairs/index.html>

16.7 University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: <https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

16.8 Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students:

<https://www.cmu.edu/student-affairs/index.html>

to inquire about the types of emergency funding available to enrolled students.

Appendix A
2023-2024
Highlighted University Resources for Graduate Students

Note: The following pages are meant to broadly include only some of the resources available to graduate students. It is not an exhaustive appendix of resources, and students are strongly encouraged to visit the various websites linked below for the most up-to-date information.

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Key Resources for Graduate Student Support

Office of Graduate and Postdoctoral Affairs

<https://www.cmu.edu/graduate>

graded@cmu.edu

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students

<https://www.cmu.edu/student-affairs/dean/>

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with

additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs

The Division of Student Affairs includes (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

Center for Student Diversity & Inclusion

<https://www.cmu.edu/student-diversity/>

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)

Assistance for Individuals with Disabilities

<https://www.cmu.edu/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. The Office works to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation Process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268- 6121.

Eberly Center for Teaching Excellence & Educational Innovation

<https://www.cmu.edu/teaching/>

The Eberly Center offers a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other

institutions. Regardless of one's current or future teaching context and duties, Eberly's goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at:

<https://www.cmu.edu/teaching/graduatestudentsupport/>

Graduate Student Assembly

<https://www.cmu.edu/stugov/gsa/>

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA's recent accomplishments are a testament to their making a difference, and steps to implementing the vision laid out by the strategic plan.

<https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html>

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

<https://www.cmu.edu/oie/>

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website and conducting orientation and pre-departure programs.

Veterans and Military Community

<https://www.cmu.edu/veterans/>

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at urovaedbenefits@andrew.cmu.edu or 412-268-8747.

Carnegie Mellon Ethics Hotline

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation

It is the policy of Carnegie Mellon University to protect from retaliation

any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at:

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

Key Offices for Academic & Research Support

Computing and Information Resources

<https://www.cmu.edu/computing/>

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

Student Academic Success Center

<https://www.cmu.edu/student-success/>

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

University Libraries

<https://www.library.cmu.edu/>

The University Libraries offers a wide range of information, resources,

and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:

- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals, and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

<https://www.cmu.edu/research/>

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information are found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

<https://www.cmu.edu/research-compliance/>

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of

allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

<https://www.cmu.edu/counseling/>

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Health Services

<https://www.cmu.edu/HealthServices/>

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care, and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

<https://www.cmu.edu/wellness/>

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

Religious and Spiritual Life Initiatives (RSLI)

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. RSLI staff are available to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

<https://www.cmu.edu/police/>

x2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies. The report also contains statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at x2323. The annual security

and fire safety report is also available online at:

<https://www.cmu.edu/police/annualreports/>

Shuttle and Escort Services

<https://www.cmu.edu/parking/transport/>

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

The WORD

<https://www.cmu.edu/student-affairs/theword/>

The WORD is Carnegie Mellon University's online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <https://www.cmu.edu/policies/>.