

Carnegie Mellon University

Department of History

Ph.D. Program

Graduate Handbook

2022-2023

Baker Hall 240
412.268.2880 (phone)
412.268.1019 (fax)

www.cmu.edu/dietrich/history/

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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

[Carnegie Mellon University](#)

Vision

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

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.

[The Department of History](#)

Mission

- 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.

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.

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>

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: 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.

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 application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex

discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu.

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/>.

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The Word/Student Handbook	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	www.cmu.edu/policies/
Office of Graduate and Postdoc Affairs	http://www.cmu.edu/graduate/policies/index.html

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

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.

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.

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 Program Coordinator: Amanda Katz, BH 240A, alkatz@andrew.cmu.edu

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

Senior Academic Coordinator: Amy Hallas Welles, BH 240C, ah18@andrew.cmu.edu

Administrative Coordinator: Victoria Donahoe, BH 240F, vdonahoe@andrew.cmu.edu

Doctoral Degree Completion and Certification

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

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

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.

Independent Study/Directed Readings

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.

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.

Oral Examination

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.

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 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.

Satisfactory Academic Standing and Formal Progress Review

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.

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.

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

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.

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.

Departmental Probation Policy: 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.

[Process for Appealing Final Grades](#)

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 an 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.

[Academic Integrity](#)

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.

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.

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

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 only be used as an "elective" within course requirements.

Internship

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).

Full-time/Part-time Status Requirements

Note that 36 units of coursework is required for students to be full time. In rare instances, with the approval of the Director of Graduate Studies, students may enroll on a part-time basis (e.g., one or two courses per semester). Part-time students are not eligible for stipendiary aid. Part-time students are expected to meet similar requirements to those outlined above. However, given the different rhythm of their studies, appropriate adjustments in timing will be made. International students must be in full-time status for all semesters and need to consult the Office of International Education if they may not fulfill this requirement.

Department 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."

Drop/Add/Withdraw Procedures

Students taking undergraduate and graduate 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.

Audit

Students wishing to audit a course must fill in the audit form, secure the instructor's signature, and send the form to the Registrar. There is a fee for auditing if the student is not registered full time. If students are enrolled in a course for credit and decide later to audit it, they must change the official registration to an audit status.

ABD Status, Residency Requirement and 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. 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.

Procedures for Leave of Absence or Withdrawal

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/>

Department Financial Support

General

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.

Types of Aid

Grants in Aid of Study: Grants in aid are awarded to new students whose prior academic records are extraordinarily strong. They cover yearly tuition and pay a monthly stipend. The terms of offer and duration of the Department's grants in aid for each student accepted into the Graduate Program are spelled out in the student's letter of admission into the program. The History Department considers this letter of admission into the program as a contract once the student formally accepts admission into the program and the terms of offer for financial aid.

The Department relies on three types of grants in aid: fellowships (in which no teaching or research duties are required), teaching assistantships (in which teaching and/or grading duties are required), and research assistantships (in which research duties under the supervision of a faculty member are normally required).

Depending on the number of undergraduates in introductory courses, qualified graduate students are employed as Teaching Assistants (TAs) and serve as section instructors under the supervision of course professors. The Director of Graduate Studies will evaluate all TA assignments on the basis of specific criteria, including previous teaching experience and training, academic qualifications, and satisfactory performance in our program. Teaching Assistants must have taken and passed the Department's Seminar in Instruction. The Head of the Department will make final TA assignments in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies. These selections will be consistent with the teaching needs of the Department and will take into consideration a fair distribution of appointments among students.

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>.

Tax Implications

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>.

Other Departmental and University Funding for Research and Travel

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.

GSA/Provost Office GuSH Grants

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>.

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>.

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.

Emergency Funding

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. The Department of History has a policy that allows graduate students facing financial hardship to apply for up to \$1000 of emergency funding per year. This funding could be used to pay for unexpected medical bills, immediate household needs (rent, food, utility bills), or other urgent expenses. The application process will consist of an email to the DGS who will have the ability to immediately approve any requests that are under \$500. Higher requests will need to go through the Head as well as the DGS. In the application email, the graduate student should explain what the funding is needed to cover. A short paragraph should suffice.

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.

Funding Sources Beyond the University – External Grants

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.

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.

Financial Aid and Student Accounts

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.

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.

Financial Aid and 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.

Additional Department and University Policies/Protocols

Advising

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.

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.

Graduate Studies Committee

The Graduate Studies Committee is responsible for admitting the incoming class of graduate students, overseeing the disbursement of aid, assigning teaching assistantships and fellowships, monitoring and assessing student progress, coordinating the graduate curriculum, awarding the Goldman Teaching Award, and other duties. The Department Head and the Director of Graduate Studies appoint the Graduate Studies Committee.

Graduate Committee/Student Representation

Two students are elected at the end of each academic year to serve as representatives of the Department's graduate student body during the following academic year. In addition to helping the Graduate Studies Committee formulate policy recommendations as requested, the student representatives attend regular faculty meetings. They are also responsible for planning the annual series of presentations around issues of professional development. Other graduate students may be invited to serve on ad hoc committees relating to the graduate or teaching programs.

Grandparent 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.

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.

English-Speaking proficiency requirements for TAs who are non-native English speakers

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 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/>.

Administrative Records

It is students' responsibility to keep their graduate files up to date. Inform the Graduate Coordinator of any changes in status, including changes in telephone numbers, addresses, removal of incomplete grades, etc.

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.”

International Students

International students are required to make full use of the services offered by CMU's Office of International Education <http://www.cmu.edu/oie/>. International students must consult with the Office of International Education to check eligibility before seeking an internship/co-op or signing an offer contract.

Vacation & Time-Off

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.

Withdrawal of a Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, the degree will be withdrawn promptly upon discovery of the falsification. The complete reference to this university policy is available at: <https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>.

Safeguarding Educational Equity

Assistance for Individuals with Disabilities

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.

Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm.

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

- Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/>, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157

- Counseling & Psychological Services, 412-268-2922

Additional resources and information can be found at:

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

Childbirth/Maternity Accommodation

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Any female student who gives birth to a child while engaged in coursework or research is eligible to take either a short-term absence or formal leave of absence. Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.

- Students in course work should consider options for the semester of the anticipated birth such as working with their course instructors to receive incomplete grades, electing to drop to part-time status or taking a full semester leave of absence.
- Students engaged in research must work with their faculty to develop plans for the research for the time they are away
- Students must contact the Office of the Dean of Students to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student.
 - Planning for the student's discussion with appropriate academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.
- Doctoral students 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 Maternity Accommodation or 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. To receive this support students must be registered with the Office of the Dean of Student Affairs for maternity accommodation.

Consensual Intimate Relationship Policy Regarding Undergraduate Students

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.

Appendix A

2022-2023

Highlighted University Resources for Graduate Students

and

The WORD, Student Handbook

Key Resources for Graduate Student Support

- Office of Graduate and Postdoc Affairs
- Office of the Dean of Students
- Center for Student Diversity and Inclusion
- Assistance for Individuals with Disabilities
- Eberly Center for Teaching Excellence and Educational Innovation
- Graduate Student Assembly
- Office of International Education
- Veterans and Military Community
- Ethics Reporting Hotline
- Policy Against Retaliation

Key Resources for Academic and Research Support

- Computing and Information Resources
- Student Academic Success Center
- University Libraries
- Research at CMU
- Office of Research Integrity & Compliance

Key Resources for Health, Wellness & Safety

- Counseling and Psychological Services
- University Health Service
- Campus Wellness
- Religious and Spiritual Life Initiatives
- University Police
- Shuttle and Escort Services
- The WORD

Graduate Education Office

www.cmu.edu/graduate; grad-ed@cmu.edu

The Graduate Education Office provides central support for all Master’s and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university-level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally we partner 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. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below

(not an exhaustive list).

Graduate students will find the enrollment information for [Domestic Partner Registration and Childbirth/Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#). This Office also manages the [Emergency Student Loan \(ESLs\)](#) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

Additional resources for graduate students include [College Liaisons](#) and the [Student Support Resources](#) team. [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 student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of 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 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)
- Transgender and non-binary student programs

Assistance for Individuals with Disabilities

<http://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. 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](#) 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

www.cmu.edu/teaching

We offer 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, our 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 www.cmu.edu/teaching/graduatestudentsupport/index.html.

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html

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. Our recent accomplishments are a testament to GSA 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 – a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA’s continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at gsa@cmu.edu to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

<http://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 and advisement. 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

<http://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 uro-vaedbenefits@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.

Topic areas for reporting may include, but are not limited to:

- Academic and Student Life
- Bias Reporting
- Discriminatory Harassment / Sexual Misconduct / Title IX
- Employee Misconduct
- Employment Related
- Environmental Health and Safety / Pandemic Safety
- Financial Matters
- Health and Wellness
- Information Systems and Data Privacy
- Public Safety & Criminal Activity
- Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting 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

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 it-help@cmu.edu.

Student Academic Success Center

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

Student Academic Support Programs

Communication and Language Support

Communication Support: The program offers free consultations for all CMU students on their written, oral, and visual projects. Our trained communication consultants help communicators convey ideas clearly and effectively on a variety of STEM and humanities topics. Consultants support communication excellence on essays, technical reports, oral presentations, slides, data visualization, advanced English language learning, and many other project types. Clients can bring in a project at any stage including brainstorming ideas, organizing thoughts, responding to instructor feedback, or putting finishing touches on the final draft.

Support is offered in several modes:

- *One-on-one communication tutoring* (in-person or Zoom synchronous meeting)--Clients meet with a consultant to improve the logic, clarity, and flow of writing or presentation and receive expert feedback that will strengthen a project. When making an appointment, clients upload a draft, instructor prompts, and rubrics so consultants can use specific criteria to give relevant feedback. See the [appointment types](#) offered.
- *Video response* (asynchronous) – Clients upload documents in advance, then receive a 20- to 30-minute recorded video with a consultant's feedback. The feedback video will be received within 5 days after the scheduled appointment.
- *Group appointments*--Participate with your group to accomplish peer reviews or focus on collaborative presentation strategies.
- [Workshops](#)--Workshops are available on a variety of topics and help attendees learn research-backed communication strategies.
- [Resources](#)--An online collection of handouts and videos that concisely explain specific communication strategies are available.

Language and Cross-cultural Support:

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students

can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues. Students can choose from sessions on

- giving how to give a strong presentation,
 - writing academic emails,
 - analyzing expectations and strategies for clear academic writing,
 - talking how to talk about oneself as a professional in the U.S.,
 - developing clearer pronunciation,
 - using accurate grammar,
 - building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom.

Learning Support

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

“Just in Time” Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

University Libraries

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

www.cmu.edu/research/index.shtml

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 is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

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

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 Health 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. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We 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. Our RSLI staff are here 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

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

412-268-2323

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 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. Graduate students can obtain a copy by contacting the University Police Department at 412-268-2323. The annual security and fire safety report is also available online at: <https://www.cmu.edu/police/annualreports/>.

Shuttle and Escort Services

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

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

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. 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. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

Carnegie Mellon Vision, Mission

Statement of Assurance

Carnegie Mellon Code

Academic Standards, Policies and Procedures

- Educational Goals
- Academic and Individual Freedom
- Academic Disciplinary Actions Overview
- Statement on Academic Integrity Standards for Academic & Creative Life

- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations
- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- Shuttle and Escort Services

- Spiritual Development
- University Police
- Student Activities
- University Stores

Community Standards, Policies and Procedures

- Active Medical Assistance Protocol
- Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property
- Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy Immunization Policy
- Missing Student Protocol
- Non-Discrimination Policy
- On-Campus Emergencies
- Pets
- Political Activities
- Recycling Policy
- Riotous and Disorderly Behavior
- Safety Hazards
- Scheduling and Use of University Facilities
- Sexual Harassment and Sexual Assault Policy
- Smoking Policy
- Student Accounts Receivable and Collection Policy and Procedures
- Student Activities Fee
- Student Enterprises
- Workplace Threats and Violence Policy