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WELCOME

As the Director of Graduate Studies, I am pleased to welcome you to the Carnegie Mellon History Department Graduate Program. This handbook is intended to clarify departmental policies concerning graduate study in history. 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 Graduate Education Office, the Division of Student Affairs and others is included in Appendix A of this handbook.

Nico Slate
Professor and Director of Graduate Studies
Department of History
The Mission of The Department of History

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 adventurous 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 History Department offers a Master of Arts degree and a Ph.D. in History. The Master of Arts degree is a step toward the completion of the Ph.D.; it is not intended as a terminal degree. The program does not grant credit towards the Ph.D. for courses taken before enrollment.

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:
• 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 vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.


**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/.

Dietrich College Personnel

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

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 in Baker Hall 239.

Departmental Personnel

History Department Head: Donna Harsch, BH 240E, dh44@andrew.cmu.edu

Director of Graduate Studies: Nico Slate, BH 365, slate@cmu.edu

Graduate Coordinator: Lisa Everett, BH 240F, ls2y@andrew.cmu.edu

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

Graduate faculty list: https://www.cmu.edu/dietrich/history/people/index.html

Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, slauristic@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich- McIntyre is the Assistant Vice Provost for Graduate Education.

Departmental Information

Introduction

The graduate studies curriculum at Carnegie Mellon University is based on five thematic areas of faculty strength: African, African American and African diaspora; Culture and Power; Labor, Politics, and Social Movements; Technology, Environment, Science, and Health; and Women, Gender and Family. These areas, which cut across national and temporal boundaries, form the basis for a shared curriculum. Our program aims to provide students with broad exposure to transnational issues through a range of thematic and methodological courses, and also offers more specialized training in national and regional fields. The program places a great deal of emphasis on research. Students begin working with primary sources in their first year of study. Students generally pursue research topics based in national and regional fields, including the history of the United States, Europe (Germany, Russia), Asia (China, India), and Latin America. Almost all of our students serve as teaching assistants in a Global Histories survey course.
Regardless of which national or regional fields our students choose to research, our program encourages them to explore thematic issues that transcend national boundaries. Our program is small by design, and students receive a great deal of individual attention from faculty. All students participate in a yearlong research seminar.

The History Department sponsors a Graduate Student Forum, which provides graduate students with an opportunity to present their work in a conference-like setting. CMU hosts CAUSE, the Center for African American Urban Studies and the Economy, which sponsors speakers, post-doctoral fellowships and a wide range of other activities. CAUSE links race, work, and economic change over time with contemporary analyses of the urban labor force, employment policies, and community development.

www.cmu.edu/history/cause/

The History Department maintains an exchange with the Russian State University for the Humanities in Moscow, hosting Russian faculty and enabling graduate students and faculty to pursue research in Russian archives and libraries. The Department offers regular “brown bag” seminars to graduate students on professional development. It participates in the annual E.P. Thompson lecture, which features eminent social and labor historians from all over the world. It also sponsors the annual Margaret Morrison lecture in women’s history. Both lectures provide graduate students with the opportunity to participate in smaller seminars and discussions with the invited speakers.

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.

Degree Attainment

General Requirements

The basic requirements for the doctoral program are as follows:

1. Two years of coursework, with a total of 12.5 courses, including:

   • Theory and Method
   • Proseminar in United States history
   • Proseminar in Transnational history
   • Workshop in Digital History
   • Workshop in Public and Applied History
   • Research Seminar (two semesters)
Two of five courses in the following thematic clusters: African, African American and African diaspora; Culture and Power; Labor, Politics, and Social Movements; Technology, Environment, Science, and Health; and Women, Gender and Family

- Three directed readings courses or electives
- Mini course in instruction

2. Graduate Portfolio (no later than the end of the fifth semester)

3. Dissertation prospectus approval (no later than end of the sixth semester)

4. Completion of doctoral dissertation (by the end of the tenth year) As outlined in the Doctoral Student Status Policy, https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html, students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program. Assuming satisfactory work, students will obtain a Master’s Degree en route to the Ph.D. after the completion of two semesters of course work.

**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. Students should also begin consulting with other faculty about prospective fields for their graduate portfolio. Students are responsible for reporting these arrangements to the Director of Graduate Studies as well as keeping her or him informed of any subsequent changes in advisory relationships. (A faculty member from another department may serve on a student’s dissertation committee with the approval of the Director of Graduate Studies.)

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 a student or her or his advisor 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 (GSC) 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 GSC.

Registration

General

Most students will preregister in the fall and spring. The Coordinator of Graduate Studies will register new students. It is the students' responsibility to familiarize themselves with the registration guidelines issued by the Registrar. In changing a course, students must get approval from the Director of Graduate Studies.

Full-time/Part-time Status Requirements

Note that 36 units is required for students to be full time. International students must be in Full-time status for all semesters and need to consult the Office of International Education if they may not be in full time status.

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 advisers and with other students. 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.

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 the student is enrolled in a course for credit and decides later to audit it, he or she must change the official registration to an audit status.

ABD Status and Statute of Limitation Policies

As outlined in the Doctoral Student Status Policy, https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html, students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program
University policy states that upon completion of all formal degree requirements other than the dissertation, a student attains ABD (all-but-dissertation) status. In the Department of History, ABD status is attained upon approval of the prospectus. ABD students must complete their remaining degree requirements (that is, they must complete an approved dissertation) within ten years of matriculation. Students who fail to meet this deadline must reapply for admission to a currently offered degree program. Extraordinary circumstances might cause the Department to seek an extension of candidacy. Such an extension must receive the final approval of the Dean of the Dietrich College of Humanities and Social Sciences.

All doctoral candidates are required to be **ABD In Residence** in the semester in which their PhD is to be conferred, and are required to pay tuition on five units of study. The department cannot pay these fees. If, in their graduating semester, the candidate is employed by the Department of History as a teaching or research assistant, this tuition requirement is waived.

ABD students may list themselves **ABD In Absentia** and pay required university fees (currently only the Technology Fee) if they have been enrolled as full-time students for at least two academic years. When a student is **ABD In absentia** the University cannot certify them as students for immigration or loan purposes. The University's policies on **ABD In Residence** and **ABD In Absentia** students are detailed at the following website: [https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html](https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html)

The University’s policies regarding statute of limitations are detailed at


**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**.

**Process for Taking & Returning from Leave of Absence** (University process and/or departmental process) **University process:** [https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/](https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/)

**Process for ‘Withdrawal’ from Program. University process**


**Returning Students**

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.

**Registration for Prospectus and Dissertation**

After successful completion of course requirements (usually after four semesters) students register for the course, "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, "Dissertation."

**Formal Progress Review**

In addition to fulfilling general registration and course requirements, students must make satisfactory progress toward their respective degrees. For full-time students, the Graduate Studies Committee will conduct a formal progress review at the end of each year. 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.

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- = 2.67points, C+ = 2.33 points; C = 2.0 points, C- = 1.67 points, D+ = 1.33 points D = 1.0 points, R = Failure

The entire Graduate Student grading policy can be found at [http://www.cmu.edu/policies/student-and-student-life/grading.html](http://www.cmu.edu/policies/student-and-student-life/grading.html)

**Satisfactory Progress, Departmental Probation Policy**

**The Department's criteria for satisfactory progress are as follows:**

1. Full-time Ph.D. students must meet a range of specific requirements in a timely manner:
   - completing all course work at an acceptable grade level no later than the fifth semester of residence;
   - completing and defending the Graduate Portfolio within the third year of residence;
   - successfully defending a dissertation prospectus within the third year or within one semester of completing and defending the Graduate Portfolio (thus gaining ABD status);
   - for students not seeking financial aid from the Department of History or the University beyond the period specified in their initial letters of appointment, completing an acceptable doctoral dissertation within ten years of matriculation;
for students seeking financial aid from the Department of History or the University beyond the period specified in their initial letters of appointment, 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.

The Graduate Studies Committee will, in general, recommend to the Department Head for financial aid beyond the period specified in their initial letters of appointment only those students who are making satisfactory progress in research and, for those students who are twelve months beyond the defence 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 three chapters per year.

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).

2. In addition, 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. Students whose work is judged acceptable for course credit but persistently below the level demanded of a practicing member of the historical profession, will be notified of this deficiency. This deficiency must be corrected if the student is to remain in the program. If the deficiency is not corrected, or is at any time judged severe, the student will be dropped from the program as early as the end of the first semester of study and as late as the Dissertation Prospectus Defense.

3. Grades: Graduate students in course work should maintain an average of "B" (3.0) or better for all course work in the first two semesters of residence. These grades are absolute minima for receipt of the master's degree, but they do not guarantee continuation in the program. After the first year, Ph.D. students must maintain at least a 3.33 average or better for all formal courses. 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.

4. 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. 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. In such an event, the students would lose their continuous enrollment status, meaning the loss of health insurance, and like benefits, and would be required to begin repayment of student loans. The loss of continuous enrollment status may be especially consequential for foreign students, since if they lose their status as graduate students, immigration laws may require them to leave the country.

5. Departmental Probation Policy applies to students in their fifth and sixth years: Any student in the fifth or sixth year who fails to submit a completed chapter draft or its equivalent to his/her 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 normally be dropped from funding.

Part-time Students

In rare instances, with the approval of the Director of Graduate Studies, students may enroll on a part-time basis (i.e., 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.

Basic Requirements For The Ph.D.

Courses

Total number of courses required: 12.5 (Three courses per semester, 4 semesters, plus mini course in instruction)

Required courses: 9.5

- Theory and Method
- Proseminar in United States history
- Proseminar in Transnational history
- Workshop in Digital History
- Workshop in Public and Applied History
- Research Seminar (two semesters)
- Two of five courses in the following thematic clusters: African, African American and African diaspora; Culture and Power; Labor, Politics, and Social Movements; Technology, Environment, Science, and Health; and Women, Gender and Family
- Mini course in instruction
Elective Courses: 3

Additional cluster courses (more than the required two)

Directed readings with individual faculty members

Departmental elective courses

Undergraduate courses with an added graduate component

Courses in related CMU departments or schools

Courses at University of Pittsburgh

Scheduling:

Research Seminar 1: spring year 1

Research Seminar 2: fall year 2

Transnational Proseminar: fall every other year

U.S. Proseminar: fall every other year

Workshop in Digital History: spring every other year

Workshop in Public and Applied History: spring every other year

Theory and Methods: fall year 1

Cluster courses: each cluster will offer one course in a two-year span

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, a student must demonstrate in the Research Seminar that she or he is 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 a 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.

**Transfer Courses, PCHE Courses, Cross-Registration**

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.) For more information, see [https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html](https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html).

While the Department of History’s PhD 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 PhD program.

**Graduate Research Forum**

During the spring semester, the department generally holds a Graduate Research Forum, which is modelled after the meetings of professional associations. At the Forum, graduate students present their work, receive comments from more advanced graduate students who function as commentators, and respond to questions from the audience, which generally includes a large proportion of graduate students and faculty. All students in the Research Seminar are encouraged to present their work at the Forum.

**Graduate Portfolio**

Beginning in the 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 middle of the 3rd year, is an opportunity for students to gather all of the work produced in the first two years of the program, and to connect that work to extensive reading lists in particular fields and other materials that prepare students for future teaching and for doctoral research.

In the fall of the 2nd year, students 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 student and the advisor should work together to design a preliminary ensemble of fields, and to identify appropriate faculty to supervise each of these fields and to serve on the student’s portfolio committee. The fields and the make-up of the portfolio committee should be finalized by the end of March of the 2nd year.

Although no single formula can define what is an acceptable field or ensemble of fields for the Graduate Portfolio reading lists, the following guidelines are nevertheless necessary to maintaining consistency and ensuring that students shape their work in ways that reflect the organization of the historical profession.

Each student is required to select three fields:

At least one of the fields must be at the national level (e.g., the U.S., Russia, Germany) and/or at the
regional level (e.g., Latin America, Europe, Atlantic World, etc.) The other 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).

Once a preliminary design (i.e., the basic titles and chronological bounds of the fields and the faculty field supervisors) is arrived at, the student should communicate his or her fields to the Director of Graduate Studies and the Graduate Coordinator. The Director will communicate any problems s/he perceives 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.

By the end of April of the student’s second year, the student will provide to all three portfolio committee members copies of all written materials assembled at that point. These materials will include all relevant essays written over the student’s first two years in the program. The student will also provide draft reading lists for each field. Each reading list will contain approximately 35-40 book equivalent readings.

By the end of May, the student and all three examiners will sign a written agreement stipulating what each committee member is asking of the student. At this point, reading lists, additional essays, and all other materials must be agreed upon.

Faculty examiners will meet regularly with students during the fall semester of the 3rd year. The portfolio will be submitted in December of the 3rd year and will include:

1. Overview. A short 5-10 page document that summarizes the portfolio contents and explains how the student’s fields, research, and teaching cohere.
2. Three thematically organized reading lists displaying the chronological, geographical, and topical contours of each of the student’s three fields.
3. Three historiographic essays (one for each reading list), between 5,000 and 10,000 words in length, including notes.
4. Research papers – at least one, the equivalent in scope and length of a research based journal article.
5. Book reviews – at least two, approximately 300-500 words, along the lines of those published in scholarly journals.
6. One grant proposal.
7. Teaching material including at least two syllabi.
8. An intellectual and professional agenda – this is a statement of no more than one thousand words explaining how the student plans to continue to build on their portfolio through future research and through other initiatives that might open a variety of future career paths.

In addition to the required material listed above, portfolio committee members may ask a student to write synthetic essays displaying a more comprehensive view of a field than is typically evidenced in papers written for more narrowly focused courses or independent studies. Students will not be required to
produce more than two such essays, of no more than three thousand words each, for any one field.

Students may also include an appendix of additional material such as conference papers, public history contributions, or descriptions of digital history projects. The appendix may also include material produced in course work or elsewhere on topics outside the geographical or temporal parameters of the fields.

Given that the student will be providing drafts to each committee member over the course of the fall, it is expected that in most cases the final portfolio submitted in December 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 in December, that committee member will communicate with the student and the student’s adviser 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 adviser and to the DGS. If the adviser 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 and to provide another opinion. If the student’s adviser, the DGS, and the external reader agree that the student has completed a satisfactory portfolio, the student will advance to the 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 in the department at least one week in advance. The student’s adviser 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.

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, determines 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 the oral exam will be allowed one more opportunity to pass. Failure in a second round of exams will normally constitute sufficient grounds for a student’s exclusion from the program.

The Dissertation Prospectus

A dissertation proposal, in the form of a prospectus, should normally be submitted for approval to a prospectus committee no later than the sixth semester of study for full-time students (and, in no event,
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, 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 adviser 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

We cannot overstate the importance of producing a high-quality doctoral dissertation in a student’s professional development. It is vital to a student’s initial job search and usually provides the foundation for the student’s first major scholarly contributions. 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 within ten years of initial matriculation that is formally approved by his or her dissertation committee. The style of the dissertation must conform to the guidelines laid out in the Department's "Doctoral Dissertation Style and Deadline Checklist" (available from the Graduate Coordinator) and the Chicago Manual of Style available through the CMU library at: www.chicagomanualofstyle.org/home.html

Dissertations that do not adhere to these guidelines will not be accepted. University regulations for the submission of dissertations can be found at:
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.

Grandparent Policy

When policies are changed it is 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.

Financial Aid, Fellowships, And Grants

General

The Department offers several types of financial aid. These awards are designed to assist students in various phases of their graduate study. Although a variety of criteria are used in granting the awards, their continuance always depends on satisfactory progress in the program. The Graduate Studies Committee (faculty only) 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 tuition and a 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 written by the Director of Graduate Studies. The History Department considers this letter of admission into the program as a contract once the student provides a formal letter of acceptance of admission into the program and of 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 are 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 (e.g., in "Global Histories"). 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 Undergraduate Advisor. These selections will be consistent with the teaching needs of the Department and will take into consideration a fair distribution of appointments among qualified applicants.

**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.

**Departmental and University Funding for Research and Travel Beyond the Research Seminar**

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

We give preference to graduate students who are ABD, who are making good progress in research and writing, and who can demonstrate prior efforts to get university (e.g., Graduate Small project Help, or GuSH) and/or external grants [www.cmu.edu/graduate/professional-development/research-funding](http://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](http://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 dissertation prospectus. You should plan to complete the bulk of your 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 to the former via email.

**Review of Applications by the Graduate Studies Committee**
The Graduate Studies Committee (faculty only) 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 divided, the Graduate Director will make the final decision.

GSA/Provost Office GuSH Grants

GuSH Research grants provide small grants of $750 to graduate students for forwarding their research at Carnegie Mellon University. Grants are provided by the Graduate Student Assembly and the Provost's Office, and are managed by the Office of the Assistant Vice Provost for Graduate Education. GuSH grants are intended to be used against costs incurred in the completion of research required for a graduate degree at Carnegie Mellon. These funds are intended to be used by students whose personal or departmental resources have been exhausted. A graduate student is eligible for one grant in each fiscal year (July 1 to June 30) they are a graduate student. More information on GuSH Research grants can be found at the following link: http://www.cmu.edu/graduate/professional-development/research-funding/

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 monthly publication Perspectives (available in the book rack of the departmental office) also contains information about grants and deadlines for them.

Information on grants and post-docs is available on: http://scholarships.fatomei.com/

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, National Science, and Spencer Foundation, Chateaubriand and American Association of University Women fellowships.

Funding Implications of External Grants

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)

1 The external grants considered here do not include small grants that cover only travel to collections.
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, health care 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 department will pay health insurance, tuition and fees, and the student will be relieved of teaching duties during the term of the grant.

b. If the grant is less than the stipend but greater than $5,000 for one semester, the department will make up the difference between the amount of the grant and the amount of the stipend. The department will pay health insurance, tuition, and fees. The student will be relieved of teaching duties during the term of the grant.

c. If the grant is less than $5,000 for one semester, the student may keep the amount of the grant in addition to the stipend, but there will be no release from teaching duties.

**The Job Search**

In preparation for job placement, students should meet with their advisors and organize a dossier by the late summer/early autumn of the academic year in which they are seeking a job. This dossier should usually include: a curriculum vitae, cover letter, writing sample, statement of teaching philosophy, academic transcripts, and letters of recommendation (usually three or four in number). Teaching portfolios often include records of teaching evaluations as well. [See below] Prospective academic employers will usually ask for all or a combination of these items. This is also true of agencies that award post-doctoral fellowships. It is the students' responsibility to ask their advisors for help in drafting cover letters, writing a teaching philosophy statement, selecting appropriate writing samples to accompany job applications, and arranging for mock interviews or job talks. It is the responsibility of advisors to guide their students through these and all other aspects of the job search.

Students seeking a job should furnish their advisors and other faculty who are writing letters of recommendation with information about all of the jobs they are applying for, the job description, and due dates when the recommendations are due.


For those seeking positions outside academia, the Career and Professional Development Center at Carnegie Mellon -- while designed mainly to advise undergraduates -- also offers one-on-one meetings to
advise graduate students on their job searches. Their main website is: [www.cmu.edu/career](http://www.cmu.edu/career). The advisor who works with our graduate students is Kristin Staunton [kstaunton@cmu.edu]. Relevant websites also include The Versatile PhD [https://versatilephd.com]

To facilitate the application process, students can request that their referees upload their letters of recommendation to such online services as Interfolio [www.interfolio.com](http://www.interfolio.com). For a fee, this online dossier service will forward letters of recommendation to prospective employers.

The department -- through the Graduate Student Brownbag series organized by the Grad Representatives -- regularly schedules seminars on job applications and job-interviewing when requested by students themselves. Students should convey their need for such brown bags to the Grad Reps and/or Director of Graduate Studies.

### Teaching

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

Evaluation and Certification of English Fluency for Instructors:

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: [www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html](http://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html)

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the Intercultural Communication Center (ICC) helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the ICC website for additional information: [www.cmu.edu/icc](http://www.cmu.edu/icc)

### Miscellaneous

**Administrative Records**

It is the 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, and the like.

**Enrollment Verification**

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at: [https://www.cmu.edu/hub/registrar/student-records/verifications/](https://www.cmu.edu/hub/registrar/student-records/verifications/)

**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.

**Graduate Committee/Student Representation**

Two students serve as representatives of the graduate student body, which selects its representatives no later than the end of the second semester. In addition to helping the Graduate Studies Committee formulate policy recommendations, the student representatives work closely with the Director of Graduate Studies and attend regular faculty meetings. They are also responsible for planning the annual series of brown bag lunches around issues of professional development. Brown bags should be planned in consultation with the Director of Graduate Studies. Other graduate students may be invited to serve on ad hoc committees relating to the graduate or teaching programs.

**University Policies**

A wide range of issues of interest to graduate students can be found at the CMU Graduate Education website: [www.cmu.edu/graduate/](http://www.cmu.edu/graduate/)

A Policies link connects you to a page providing links to academic, research, and community policies.

**Vacation & Time-Off**

Students with graduate assistantships are expected to continue their research during academic breaks (including summer months) with the exception of official University holidays. Paid time off for personal business or vacations generally is not included as part of a graduate’s financial support.

**OTHER POLICY RESOURCES**

**Assistance for Individuals with Disabilities**


The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](http://www.cmu.edu/education-office/disability-resources/) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, [getchell@cmu.edu](mailto:getchell@cmu.edu) to access the services available at the university and initiate a request for accommodations.

**Protocol for Review/Redress of Academic Conflicts**
Summary of Graduate Student Appeal and Grievance Procedures

www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

Safeguarding Educational Equity
Policy Against Sexual Harassment and Sexual Assault

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323;
- University Health Services, 412-268-2157;
- Counseling & Psychological Services, 412-268-2922

Maternity Accommodation Protocol

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

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a 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 are encouraged to consult with relevant university faculty and staff as soon as possible as they
begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs 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 her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

University Financial Aid

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

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.

Residency Requirements and Expected Timeline for Meeting Milestones

The university has a requirement of one year in full time residency, departments may have other requirements beyond this. The timeline for milestones such as taking require courses, qualifying exams, proposals and final dissertation should be provided in this section. If a student doesn’t meet these milestones what are the consequences?

Drop/Add/Withdraw procedures

Students taking undergraduate and Master’s level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes/index.html There is a separate calendar for doctoral level courses which can also be found at the above webpage.

Transfer Courses & PCHE

https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html. Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)
Grades and Grading
Process for Appealing Final Grades [https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html](https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html)

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

Academic Integrity

Please review the University Policy on Academic Integrity [https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html](https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures [https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html](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.

University Wide Protocol: [https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html](https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)

Process for Taking & Returning from Leave of Absence (University process and/or departmental process) University process: [https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/](https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/)


Enrollment Verification (recommended text)
Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at: [https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html](https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html).

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Students with 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 Catherine Getchell, 412-268-612, getchell@cmu.edu.

**Student-Professor Relationship**

This is an opportunity to discuss the department’s philosophy and practical expectations regarding the professional relationship between graduate students and their advisors as well as other faculty. This may be explicit or may guide discussion topics at meetings between advisors and students. Sample topics include:

- The changing role of an advisor over the lifetime cycle of the graduate student- advising on classes, research methods and processes, writing, publication process, conference presentations, dissertation writing and defense, job search
- Research management, time management and work expectations, how research project assignment will be made, reporting requirements, responsibility for budgets and appropriate charges, safety requirements in laboratories and studios, management of support staff-undergraduates or new graduate students, publication expectations and processes- decisions of authorship lineup, writing responsibilities, determination of when a publication is ready for submission, faculty’s responsibility for monitoring the integrity with which the research is carried out, student’s responsibility for accurate record keeping, ethical responsibilities of research endeavors
- Attending Conferences and Meetings- funding resources, determination of submission of abstracts for presentation or publication, how will the decisions be made about who represents the research at conferences, protocols of representing Carnegie Mellon at conferences
- Respect and Confidentiality- maintaining confidentiality of research projects and publications, respect of confidentiality among and between group members
- Communication- maintain open lines of communication, respond to one another in a timely fashion, address conflicts respectfully and seek guidance when needed, clearly define timelines and expectations. (See Appendix B for a Best Practices example)

**Protocol for Review/Redress of Academic Conflicts**

This section is where the department should define the department level and college level avenues available to graduate students who feel the need to address an academic concern, outlining each step of review or redress if the previous step doesn’t resolve the issue. The department should also outline the department approach and college approach for resolving academic conflicts brought forward by the
faculty. The department should also refer students to the Summary of Graduate Student Appeal and Grievance Procedures. The suggested text is directly below.

**Summary of Graduate Student Appeal and Grievance Procedures**
[https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html](https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html)

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, [s Laurie mcIntyre@cmu.edu](mailto:slausrichmceintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts.

**Safeguarding Educational Equity**
**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](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/](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/resources.html](https://www.cmu.edu/title-ix/resources-and-information/resources.html).

**Maternity Accommodation Protocol**
[https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html](https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html)

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a 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 are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs 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 her academic contact(s) (advisor, associate dean, etc.) will 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 a Maternity Accommodation.

Change of Address
Departments are asked to encourage students to keep their current local address up-to-date in SIO. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements, etc. (See Appendix B for a Best Practices example.)

New Policies/“Grandfather” Policy
The inclusion of this section in the department graduate student handbook is vital. It is important to be transparent and clear to avoid future conflict. It is imperative that graduate students understand that the information about degree attainment and departmental and/or college policies and protocols are binding. At the same time, degree attainment criteria change and departmental and/or college policies and protocols are updated. It is important to be explicit with graduate students about the criteria, policies and protocols for which they will be to complete and/or follow in order to successfully graduate. (See Appendix B for a Best Practices example.)

Vacations and Time-Off
It is important that graduate students do not assume that their time-off follows the academic calendar of courses but programs should also be aware that time off contributes to a healthier student experience. Many are coming from an undergraduate environment where their university employment followed their course schedule or from a work environment where they had earned a certain period of time off. For many graduate degree programs, the expectation is that graduate students continue research during academic breaks (except for University Holidays) and time away from campus should be negotiated. It is important to also clarify that University Holidays are student holidays as well and the students need to consult their faculty about coverage during University Holidays if they have challenges with taking time off during that time, i.e. if experiments are running that need to be monitored continuously. Arrangements can be made for students to take an equal number of days off at another time. (See Appendix B for a
Financial Support

Departmental Financial Support

This section provides the department with the opportunity to be explicit and transparent with graduate students about the financial support being provided by the department. It is also important to provide graduate students with the schedule for the funding payments. It is common for graduate students to arrive and make living arrangements assuming that the funding payments will begin shortly after the start of the academic year. In some cases, the first funding source does not arrive until late September, after living expense are expected from landlords and such. The payment schedule will assist graduate students with planning.

A comprehensive Department Financial Support section should include information about the following as it applies to the program/department/college:

- Requirements of Awarding and Continuation of Funding
  - Is there a tie to research or other requirements?
- Fees Covered by Department
  - Health Insurance Requirement – does the department cover it?
  - Tech Fees?
  - Student Activities Fee?
  - PAT Transit Fee?
  - Travel/Conference Funding?

Opportunities for funding within the department and/or college
Process for applying for the department/college funding (suggested text) 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](https://www.cmu.edu/graduate/professional-development/index.html)

- Funding Payment Schedule
- Additional Sources for Financial Support (See Appendix B for a Best Practices example)
  - Grading? Teaching? Lecturer? Research? Support staff in department office?
- Tax Implications of Financial Support
- Procedure for Written Notification of Change in Financial Support
  - Include Minimum Timeframe of Such Notice
- Recourse if Funding is Lost
  - International Students Notify OIE
  - Emergency Student Loan through the department?
  - (Suggested text) 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

Outside Funding, Fellowship and Scholarship Opportunities (See Appendix B for a Best Practices example)

- Departmental
- Nationally through the discipline
- Impact of outside fellowships and scholarships on departmental support

Research Funding

- Opportunities for funding within the department and/or college
- Process for applying for the department/college funding
- (suggested text) 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: www.cmu.edu/graduate.

Department Policy on Outside employment/internships

- Impact of outside employment on internal support
- If CMU employment (non-departmental) or external employment is allowed.
- International students must contact the Office of International Education regarding ability to hold employment.

Availability of Summer Employment

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

(See Appendix B for a Best Practices example)

University Financial Aid

Graduate students (except Tepper School of Business & Heinz College graduate students. Tepper and Heinz should edit and include the applicable financial aid information in the department handbook) 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.

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.
Appendix A
2019-2020
Highlighted University Resources for Graduate Students and
The WORD, Student Handbook

Key Offices for Graduate Student Support

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. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

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 all issues related to the graduate student experience

The Graduate Education Office is directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, who offers personalized consultations with graduate students to support their academic success, connects them with relevant resources, and clarifies university level policies.

The Graduate Education Office also works with the colleges and departments by informing and assisting in forming 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 our graduate students’ advancement.

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 following offices and departments (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

Graduate students will find the enrollment information for Domestic Partner Registration and 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.

The Office of Community Standards and Integrity provides consultation, support, resources and follow-up on questions and issues related to Academic Integrity: https://www.cmu.edu/student-affairs/ocsi/students/index.html

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.

**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**


The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](http://www.cmu.edu/education-office/disability-resources/) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with 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 Catherine Getchell, 412-268-6121, getchell@cmu.edu.

**Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://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/graduatesupport/index.html](http://www.cmu.edu/teaching/graduatesupport/index.html).

**Graduate Student Assembly**

[www.cmu.edu/stugov/gsa/index.html](http://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](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.

Intercultural Communication Center (ICC)
www.cmu.edu/icc/
The Intercultural Communication Center (ICC) is a support service for nonnative English speakers, both newly arrived international students as well as students who attended high school and/or undergraduate programs in the US. The ICC offers seminars, workshops, and 1-1 consultations that develop the language and cross-cultural skills needed to succeed in academic programs at Carnegie Mellon University. The ICC provides International Teaching Assistant (ITA) testing, a required test indicating a nonnative speaking TA has the language proficiency required to work with students in classes, labs or individual meetings. The ICC also supports International Teaching Assistants in developing fluency and cultural understanding to teach successfully at Carnegie Mellon University.

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. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, 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 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, non-educational resources and international military service information 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 relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.

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

Academic Coaching/Consulting - The Office of Academic Development  
https://www.cmu.edu/acaddev/coaching/index-grad.html

The Academic Coaching Program is a student assistance program that supports graduate students in the development and/or improvement of skills, strategies, and processes that are necessary for a productive and successful experience at CMU and beyond. Support for graduate students comes in two forms: Individualized Sessions and Group Workshops. Individualized Sessions are the primary focus and can be best understood as working with a personal consultant. Academic Coaches/Consultants meet with students regularly, in a one-on-one capacity, in order to assess a student’s needs and implement strategies to satisfy those needs, while providing a variety of support throughout the process. Areas of focus include, but are not limited to:
• ♠ Self-Management
  • o Developing and/or adjusting your organizational system
  • o Managing time and combating stress and procrastination
  • o Prioritization and decision making
  • o Advancing mindset, self-efficacy, and belongingness
  • o Balancing coursework, research, and professional development opportunities

• ♠ Study Skills
  • o Identifying and modifying your learning process
  • o Metacognition
  • o Test-taking and note-taking strategies
  • o Content comprehension and retention

Computing and Information Resources

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

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

Global Communication Center

https://www.cmu.edu/gcc

The Global Communication Center offers free one-on-one tutoring and workshops for native and non-native English speakers from any academic discipline. Our tutors are trained to provide research-backed communication strategies on written, oral, and visual communication projects, in the sciences and the humanities. We can help you improve the effectiveness of your communication in any academic project, including the following:

• ♠ Technical reports
• ♠ Dissertations
• ♠ Research posters
• ♠ Oral presentations
• ♠ Journal articles
• ♠ Grant proposals
• ♠ Class essays

You can visit us at any stage in the project—whether you are just getting started and need to talk through ideas or are putting the finishing touches on a final draft. We also offer workshops on topics including crafting
professional emails, team communication, PowerPoint slide design, data visualization, and job application materials. For more information, to view our resources, or to schedule an appointment, visit our website.

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 consults on, advises about and handles 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 issues that are significant for them in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and perhaps confused about how to deal with those feelings. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS also provides workshops and group sessions specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 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 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 the university, 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 via bit.ly/BeWellatCMU or 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 (emergency only), 412-268-6232 (non-emergency)  
The University Police Department is located at 300 South Craig Street (entrance is on 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 registration. Visit the department’s website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print 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 412-268-6232. 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 Code

Academic Standards, Policies and Procedures
   Educational Goals
   Academic and Individual Freedom
   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
  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
Appendix B Best Practices

Mission or Philosophy/Brief Overview of Department Example:
Provided with permission from the Department of Modern Languages Graduate Student Handbook, MA in Applied Second Language Acquisitions 2016-17 and PhD in Applied Second Language Acquisition 2016-17

Philosophy
The Department is grounded in the philosophy that languages constitute not only a practical means of communication, but also vital expressions of culture and revealing indices of cognitive activity. On the basis of these convictions, the Department combines language study with the study of language. The goal of this endeavor is to assist students in developing communicative language proficiency, knowledge of the language learning process, and insight into the culture of the speech communities represented by the language.

In light of the global demands made by rapidly changing geopolitical realities, the Department of Modern Languages is committed to seeking new means for extending cross-cultural literacy and enhancing communicative competencies throughout the University and society at large.

Focus on the study of language in its diverse sociocultural contexts brings together specialists in the fields of psychology, linguistics, language, literature, and culture. This combination of scientific and humanistic interests informs a variety of research projects and course offerings, including broadly interdisciplinary courses that provide new options for integrating language and discipline-specific study. In both its teaching and research, the Department’s professional concerns reside with the cognitive processes of second language acquisition, the social contexts for bilingualism and language policy issues, and the distinguishing cultural values and voices of European, Latin American, and Asian civilizations, both past and present.

Department/College Graduate Student Ombudsman Example:
Provided with permission from the Department of Chemistry Guide to Graduate Studies, 2014-15.

Resources for Exceptional or Challenging Situations

Ombudsperson

Rea Freeland serves as ombudsperson for graduate students to assist with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

- Difficulty in communications with advisor, particularly when those difficulties may lead to considering changing advisors or leaving the program
- Conflict with other group members that is difficult to resolve within the group
- Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science, or
Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family or financial challenges.

Upon the student’s request, information shared will be kept in confidence, as long as no laws require otherwise. Should help be needed from additional sources, the student would be asked before sharing confidential information. More about departmental ombudspersons can be found on the MCS website at www.cmu.edu/mcs/grad/ombudsperson.html.

In the event that a difficulty cannot be resolved within the department, Rea Freeland in the capacity of ombudsperson for all MCS graduate students can also assist with following the grievance procedures for resolving difficult matters, which are available here: www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.

Additionally, students may confer with the university graduate ombudsman, Suzie Laurich- McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

**Statute of Limitations Example:**

*Provided with permission from the Department of Civil & Environmental Engineering Graduate Student Handbook 2016-17*

**Doctor of Philosophy**

Passing the Ph.D. Qualifying Examination admits a student to candidacy for the Ph.D. degree for a period of no longer than six calendar years. This time period includes any in absentia registration for those students who have completed all degree requirements other than formal submission of the thesis and who have left the Carnegie Mellon campus. More specific requirements for this period are discussed below. If at the end of this six-year period the Ph.D. has not been awarded, the student will be automatically dropped as a degree candidate. The student must then reapply to his or her department for admission to the graduate program and will be judged competitively with other students applying at the same time. A department may also require that the student petition the CIT College Council for permission to be readmitted. If the student is readmitted, he or she, at the discretion of the department, may be requested to once again pass the Qualifying Examination before the Ph.D. is awarded. Of course, a student may petition for extension of the six-year limit under extenuating circumstances such as a forced change of advisor, military service or prolonged illness. Any petition for extension must be made and approved during the last academic semester prior to the end of the six-year statute of limitations, and will only be granted for one calendar year at a time. In addition, individual departments within CIT may set a maximum allowable time after admission to full-time graduate study; for example, a total period of not more than eight years.

The six-year time limit will continue to pertain to students registering in absentia. It is anticipated that the total in absentia period will not exceed one calendar year. Refer to the CIT Graduate Policy website for
policy "all but dissertation (ABD)" and "in absentia" status.

**Dept./College Grading Scale/System Example:**
*Provided with permission from the Department of Civil & Environmental Engineering Graduate Student Handbook 2016-17*

**Grading**

The general grading policy is described on the [university grading policy page](#). The following are CIT-specific policies for graduate grading.

Project work may be given an S (Satisfactory) grade on a semester-by-semester basis, but a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or R) must be given in the final semester for a multi-semester project. The units with an S grade are counted toward degree requirements but are not included in computing the average grade.

Course work or graduate project units with a grade of C- or lower are not acceptable toward graduate degree requirements.

**MS Degree**

The CEE MS program require 96 units. The average grade of 96 units applied to the degree shall be at least B, and the student may choose any 96 units satisfying the degree requirements of the first 120 units attempted to compute the grade average.

Pass/fail grades are not permitted for courses used to satisfy MS course requirements. Graduate students who are required to take additional undergraduate courses to build up the core foundations of engineering may not elect the pass/fail option for these courses.

**Withdrawal of a Degree**
*Provided with permission from the INI Student Handbook 2017-2018 Academic Year*

**C. 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](https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html).
Purchasing and Reimbursement Protocols and Policies Example:
Provided with permission from the Department of Civil & Environmental Engineering Graduate Student Handbook 2016-17

Purchasing Procedure
All purchases of goods, services, and equipment using University funds, including restricted accounts and research grants and contracts, must receive prior approval from (Name), the Director of Finance and Administration, and, in the case of research grants and contracts, the faculty principal investigator. There are different requisition forms for different types of purchases. These forms are available for download at: http://www.ce.cmu.edu/resources/index.html. Questions should be directed to (Name), the Publications and Business Support Coordinator. Please complete all requested information to insure prompt and accurate purchases. If you are not sure, please ask before buying. Only authorized department staff are able to confirm an order with an outside vendor. Please plan ahead. Rush orders for pick-up or delivery and orders of over $1,000 are difficult to accommodate.

If you use your own cash, check or credit card to make a purchase over $20, it may not be possible to reimburse you for the expenditure. Since the University is a tax-exempt institution, under no circumstances will sales tax be reimbursed. All purchases must have prior approval of the principal investigator. All purchases over $20 must be handled by the CEE Business Office by a staff member with purchasing authority. Purchases below $20 will be reimbursed with authorization from the principal investigator and the CEE Business Office.

Receipts and packing slips for all purchases are to be promptly given to (Name) for reconciliation and purchase documentation.

Office supplies are available for purchase at the University Shoppe and are not provided by the department. Teaching assistants should speak to (Name) for research and teaching related supplies.

Graduate Student Reimbursement Policy

Business Expenses
Legitimate business expenses can be reimbursed by the department. (Name) will help you claim reimbursement provided you have the following:

- receipt indicating item purchased and proof of payment
- business purpose for purchasing item
- account to be charged for reimbursement
- Approval (by faculty) and subsequent signature for reimbursement
- Signed expense report

Please consult with (Name) prior to incurring the expense for additional instruction.
Travel Expenses
Legitimate travel expenses can be reimbursed by the department. (Name) will help you claim reimbursement once you provide the following:

- hotel receipts must show a zero balance with proof of payment and your name
- receipts for meals must be collected, unless you claim per diem meals; both daily meals and per diem meals cannot be claimed for the same travel expense report
- Personal car mileage is calculated at $0.55 per mile; mileage covers gas, but not tolls.
- Business purpose for travel
- Account to be charged for reimbursement
- Approval (by faculty member) and subsequent signature for reimbursement
- Signed travel expense report

Conditions:
All receipts must have proof of purchase indicated. For business expenses, tax will not be reimbursed under any circumstance, except for non-travel business meals. To avoid paying tax, see if a staff member can purchase the item for you with a University-provided Procurement Credit Card. Items that cost $20.00 or less can be submitted to the department Petty Cash Officer for cash. Items that cost over $20.00 must be submitted to the staff assistant for a check, available for direct deposit, mailing or pickup at Cash Operations in Warner Hall.

Tax will be reimbursed for expenses incurred due to normal business related travel (hotel, airfare, meals), but NOT for miscellaneous expenses such as the purchase of a replacement mouse for a department laptop, poster board for a presentation, etc., purchased while traveling or preparing for travel. These items should have been purchased through a department approved buyer thus not incurring tax expense.

Change of Address
Provided with permission from the INI Student Handbook 2017-2018 Academic Year

H. Change of Address
INI students are responsible for notifying the INI and HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

Students can change their address using SIO, which is available via the HUB website:

New Policies/“Grandfather” Policy Example:
Provided with permission from the Department of Modern Languages Graduate Student Handbook, MA in Applied Second Language Acquisitions 2016-17 and PhD in Applied Second Language Acquisition 2016-17
1.6.4 New Policies
When policies are changed it is 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.

Vacations & Time-Off Example:
Provided with permission from the Materials Science and Engineering Department from the information provided in the Doctoral Degree Program document revised 2016.

X. Graduate Student Time Off Policy

Students with graduate assistantships are expected to continue with their research during academic breaks (including Summer months) with the exception of official University holidays*. Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break (up to ten days) must get approval for that break from his/her advisor and, if required by the terms of the student's support package, must make up the work. Supported graduate students wishing to take longer periods of personal time off must do so without financial support and must receive approval from their advisor at least five weeks prior to the requested time off. The advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support package can be processed.

*University Holidays:
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day
Financial Support Examples:

**Tuition and Funding**
*Provided with permission from the Mechanical Engineering 2014-15 website:*

http://www.cmu.edu/me/graduate/funding/index.html.

Current tuition rates and cost of living including books, insurance, activities and technology fees, food and lodging costs can be found at the Enrollment Services website. Research assistantships, teaching assistantships, and special fellowships are available to qualified, full- time students in the Ph.D. program ONLY. Financial aid from the department includes full graduate tuition plus a monthly stipend. Health insurance and activities fees are the responsibility of the student. **Master's programs are not funded by the department, however students are welcome to apply for external funding opportunities. Please review the extensive data available on-line: [http://www.cmu.edu/fso](http://www.cmu.edu/fso).**

**Research Assistantships**
Research assistantships are provided by research projects which are funded by government agencies, private industries, and consortia. R.A.s will be expected to conduct appropriate research under the direction and guidance of their research advisor.

**Teaching Assistantships**
Teaching assistantships are awarded to faculty members who then award these positions to selected students. Teaching assistant duties include, but are not be limited to, holding office hours, conducting recitation classes, and grading. There are minimum English proficiency requirements that must be met in order for a student to accept a teaching assistantship. Pennsylvania state law requires that all students who are not native speakers of English take and pass a state administered proficiency test. Support for teaching activities can be found through the Eberly Center for Teaching Excellence, located in Warner Hall 425. Students who will be T.A.s for the department are encouraged to visit the Teaching Center and to take advantage of the information and services located there.

**Outside Employment**
Students are not allowed to be employed outside of the university during the academic year nor during the summer if they are being supported by the department.

**Semester Breaks and Vacations**
Students with graduate assistantships are expected to continue with their research during academic breaks (including the Summer months) with the exception of the official university holidays. A complete list of the official university holidays can be found at the Human Resources website.

Due to federal regulations governing graduate student support, paid time off for personal business and vacations is not provided. A supported graduate student wanting to take a one week break during one of the summer months in which they are receiving a stipend is expected to get approval for that break with their advisor and make up the work during the other three weeks of that month. Supported graduate students wishing to take longer periods of personal time off must do so without pay and must receive advanced approval from their research advisor a minimum of four weeks prior to the requested time off. The advisor
must then notify the Graduate Program Administrator and Business Manager of this approval so that stipend adjustments can be processed.

**Consumer Information**
Carnegie Mellon University suggests that all current and prospective students be informed consumers. Please see this link for detailed consumer information: [https://www.cmu.edu/hub/consumer-information/](https://www.cmu.edu/hub/consumer-information/).

**Internal Funding Opportunities through Carnegie Mellon**

**Financial Aid Information:** [https://www.cmu.edu/sfs/financial-aid/index.html](https://www.cmu.edu/sfs/financial-aid/index.html)

**Fellowships**
Students who are interested in applying for external fellowships should see their advisor or check the on-line information provided by the Office of Scholarships and Fellowships Web site. The Web site is an excellent resource for locating an abundance of information regarding available funding for students.

**Financial Assistance**
Research assistantships and special fellowships are available to qualified, full-time students in the Ph.D. program. Financial aid from the department includes full graduate tuition plus a monthly stipend for each academic month. Health insurance, activities and other fees are the responsibility of the students. Many students pay for their Carnegie Mellon health insurance and other charges directly from their stipend through TMS. Information regarding this option is available on the Student Health Office web site. Other questions concerning payment options should be addressed to The Hub.

Financial Assistance is renewable based on a student’s acceptable performance in course work and research and availability of funds.

If a student is supported by the department through an external grant or contract, and this funding is lost, reduced, or changed, the advisor will notify the student accordingly. All efforts will be made to facilitate the student’s continuation in his/her degree program, **if the student is progressing in an acceptable manner**.

**Emergency Loans**
The Office of the Dean of Student Affairs offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month).

**Taxes**
The deadline for local, state, and federal taxes is April 15. Questions about your tax status should be addressed to the IRS or the Pennsylvania Department of Revenue. Although subject to federal taxes, student stipends are generally not assessed local or state taxes.

**External Funding Opportunities Outside Carnegie Mellon**

**U.S. Department of Education Resources**
U.S. citizens and permanent residents may complete the Free Application for Federal Student
Aid (FAFSA) on line at https://fafsa.ed.gov/

Students may obtain information regarding their loans through the William D. Ford Direct Loan Program, including deferment forms and payment information at http://www.dlsonline.com/index.asp.

Information about the federal student aid programs may be found at www.studentaid.ed.gov.

Additional Loan Resources

Grad PLUS

Effective July 1, 2006 a graduate or professional student may be eligible to borrow a Federal Graduate PLUS Loan. This loan allows you, not your parents, to borrow up to the cost of attendance less any other financial aid you receive. It has a fixed interest rate of 8.5%, and no aggregate limits. You must be a US citizen or permanent resident to qualify. Credit checks are also required to determine eligibility, but the credit criteria are much less stringent than for most private alternative loans. If you don’t meet the credit criteria you may still obtain the loan with an “endorser” who does meet the credit requirements. PLUS applicants cannot have adverse credit based on a review of at least one credit report from a national credit reporting agency. Adverse credit is defined as:

- No Federal Student Aid loans in default or delinquent status
- No accounts that are 90 days or more past due
- No evidence of default, foreclosure, tax lien, repossession, wage garnishment, or judgments in the last 5 years
- No accounts in collection
- No accounts that were “write-offs” or never able to collect upon A lack of credit history or insufficient credit history is not considered adverse credit. Credit-worthiness is not based on a FICO score, debt to income ratio, or annual salary. You must complete a FAFSA and have applied for your annual loan maximum eligibility under the Stafford program first. You will also have to complete a Master Promissory Note (MPN) and Addendum for this loan. The interest rate is fixed at 8.5%. The difference between lenders will be the “repayment incentives” they offer students to reduce the cost of the loan and possibly the interest rate during repayment as well. Because interest rates seem to be on the rise, and private alternative loans have variable rates with no upper limit, we are recommending Graduate PLUS for 2006-07 in lieu of alternative loans. Attached please find a comparison chart.

If you decide to apply for the GRAD PLUS loan here at SAIS, here are the instructions: You will need to log into http://www.asa.org. You will need to follow the instructions for applying for the GRAD PLUS loan and be sure to complete your Master Promissory Note. A drop down list of our preferred lenders will pop up for your convenience. Preferred lenders have been chosen because of the benefits that they offer our students and in addition, will not charge the 1% default fee mentioned in the attached comparison chart. If you choose to go with an outside lender, please keep in mind that there is a possibility that you may be charged a 1% default fee.

Private Loans

Students who need additional funds beyond the financial aid package offered by SAIS have the option to borrow funds through a private lender. These loans are credit based, so applicants may need a cosigner. International students may utilize private lenders if they have a US citizen or permanent resident as a cosigner.
Other Resources
The following websites are available for researching other sources of financial aid. Please be sure to pay
close attention to the stated application deadlines.

www.finaid.com
www.collegeinfo.org
www.fastweb.com
www.SALLIEMAЕ.COM
www.MACH25.com
College Board Scholarship Search
Fastaid.com
Wiredscholar.com
Fellowship Resources Compiled by the Soros Fellowship:
http://www.pdsoros.org/links.html
National Association of Fellowship Advisors:
http://www.nafadvisors.org/scholarships.htm

Additional Sources of Financial Aid for International Students
The following information is designed to help international students in the search for additional sources of
financial aid for attendance at SAIS. This list includes a Fellowship Program from the Institute of International
Education, a number of Loan Programs, and relevant websites and online sources of information.

I. Grants and scholarships:
1. Institute of International Education (IIE)
The IIE is a nonprofit organization that promotes international education. They provide information about the
Fulbright Program on their website: www.iie.org. Number and amount of
grants differs from country to country. They also publish several useful guides,
including Funding for US Study: A guide for Foreign Nationals, English Language Orientation
Programs (a guide to ESL programs in the US), and Academic Year Abroad. Books can be ordered
through e-mail to iie-books@iie.org.

You may also write to:
Institute of International Education (IIE)
809 United Nations Plaza
New York, NY 10017-3580

2. Ford Foundation International Fellowship Program (IFP)
The Foundation sponsors three minority graduate fellowship programs - predoctoral, doctoral, and
postdoctoral - through the National Research Council. For information write or call the
National Research Council
2101 Constitution Avenue
Washington, DC 20418 tel:
(202) 334-2872

The IFP provides support for up to three years of formal graduate-level study. Fellows will be selected from countries in Africa and the Middle East, Asia, Latin America, and Russia where the foundation maintains active overseas programs. U.S. nationals are not eligible, although fellows may study in the United States. IFP Fellows must be nationals of eligible countries. Please refer to the following website for more detailed information concerning the application process, eligible candidates, and IFP requirements: www.fordfound.org

International students may find the information on the websites below helpful in researching funding sources:

www.internationalscholarships.com
www.edupass.org
www.educationusa.state.gov
Native Leadership Scholarship (women only)
http://www.onsf.uconn.edu/find-scholarships/opportunities-for-non-us-citizens/
International Options.pdf

Financial Aid for Ph.D. Students
Carnegie Mellon University recognizes that the pursuit of a doctorate requires a significant commitment of time and financial resources. Although we strive to provide financial support to talented applicants and continuing students, we encourage Ph.D. students to research and apply for external funding sources.

Fellowships and Grants
National Science Foundation: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201
Fellowship resources compiled by the National Association of Fellowship Advisors:
http://www.nafadvisors.org/scholarships.htm

Loans
Ph.D. students who hold American citizenship or who are permanent residents of the United States may submit the Free Application for Federal Student Aid (FAFSA) so that the Office of Financial Aid may determine their eligibility for loans through the William D. Ford Direct Stafford Loan Program. International students with a credit worthy US cosigner may apply for private educational loans through Citibank’s Citiassist Loan Program.