

**Carnegie Mellon University  
Department of History**

# **Graduate Handbook**

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**September 2017**

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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 necessarily a comprehensive guide to University policies that may affect graduate students, and it does not supersede any such policies.

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

Katherine A. Lynch  
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 adventuresome intellectual climate that nurtures and rewards individual and collaborative scholarship, within and across disciplines; and
- sustaining a commitment to diversity in the recruitment, mentoring, and retention of faculty, graduate students, and staff.

## **Degrees Offered**

The 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.

## **University Policies & Expectations**

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

- The Word/Student Handbook: [www.cmu.edu/student-affairs/theword](http://www.cmu.edu/student-affairs/theword)
- Academic Integrity Website: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)
- Graduate Education Website: [www.cmu.edu/graduate/policies](http://www.cmu.edu/graduate/policies)

## **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. Obtain general information about Carnegie Mellon University by calling 412-268-2000. The Statement of Assurance can also be found on-line at: [www.cmu.edu/student-affairs/theword/assurance.html](http://www.cmu.edu/student-affairs/theword/assurance.html).

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. This statement of the Carnegie Mellon Code can also be found on-line at: [www.cmu.edu/student-affairs/theword/code.html](http://www.cmu.edu/student-affairs/theword/code.html).

## **Academic Integrity and Disciplinary Action**

The University's Statement on Academic Integrity can be found at the following link: [http://www.cmu.edu/student-affairs/theword/acad\\_standards/integrity.html](http://www.cmu.edu/student-affairs/theword/acad_standards/integrity.html)

The University's Academic Disciplinary Action Overview can be found at the following link: [http://www.cmu.edu/student-affairs/theword/acad\\_standards/creative/disciplinary.html](http://www.cmu.edu/student-affairs/theword/acad_standards/creative/disciplinary.html)

## **Dietrich College Personnel**

Dietrich College Dean: Richard A. Scheines, BH 154 - H, [scheines@cmu.edu](mailto: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.history.cmu.edu](http://www.history.cmu.edu). Computer technical support for technology owned by the university is available in Baker Hall 239.

### **Departmental Personnel**

History Department Head: Donna Harsch, BH 240, [dh44@andrew.cmu.edu](mailto:dh44@andrew.cmu.edu)

Director of Graduate Studies: Katherine A. Lynch, BH 237A-1, [kl18@andrew.cmu.edu](mailto:kl18@andrew.cmu.edu)

Graduate Coordinator: Timothy Ruff, BH 240, [truff@andrew.cmu.edu](mailto:truff@andrew.cmu.edu)

Graduate faculty list: [www.hss.cmu.edu/departments/history/graduate/gradfaculty.html](http://www.hss.cmu.edu/departments/history/graduate/gradfaculty.html)

History Department staff list: [www.hss.cmu.edu/departments/history/faculty/index.html](http://www.hss.cmu.edu/departments/history/faculty/index.html)

### **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, France, 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/](http://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.

## **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
  - Research Seminar (two semesters)
  - Three 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
  - Four directed readings courses or electives
  - Mini course in instruction
2. Doctoral Qualifying Exams (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)

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 doctoral qualifying exams. 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.

#### **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**

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:

[www.cmu.edu/hub/registration/graduates/abd.html](http://www.cmu.edu/hub/registration/graduates/abd.html)

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

[www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html](http://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html)

### **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](#).

### **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 Doctoral Qualifying Examinations 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- = 2.67 points, 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>

### **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;
  - passing the Doctoral Qualifying Exams within the third year of residence;
  - successfully defending a dissertation prospectus within the third year or within one semester of passing the Doctoral Qualifying Exam (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 defense of their dissertation prospectus, only those who have begun to produce finished chapters (or drafts of chapters) on a regular basis. The GSC's minimal standard for the production of "finished chapters (or drafts of chapters) on a regular basis" is three chapters per year.

After the student has passed the Doctoral Qualifying Exams, 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 hospitalization, medical 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: 8.5**

Theory and Method

Proseminar in United States history Proseminar in Transnational History Research Seminar (two semesters)

Three 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: 4**

Additional cluster courses (more than the required three)

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

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 of each student a complete research paper by the conclusion of its 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.

### **PCHE Courses, Cross-Registration**

Carnegie Mellon University offers students the opportunity to take courses at neighboring institutions (such as the University of Pittsburgh) for credit through a cross-registration program. Read more on the Pittsburgh Council on Higher Education (PCHE) and Cross-registration at the following link: <https://www.cmu.edu/hub/registration/undergraduates/cross/index.html>.

### **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.

### **Doctoral Qualifying Examination (DQEs)**

DQEs should be taken in the student's third year by the end of the fifth semester (i.e. fall semester of third year) and must be passed no later than the end of the third year of study. The DQEs are designed to test students' mastery of a substantial body of literature, ideas, and concepts in three historical fields.

Although no single formula can define what is an acceptable field or ensemble of fields for Dissertation Qualifying Examinations, 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). Each DQE field shall require approximately 35-40 book equivalent readings.

### **Choosing the Three Fields**

The process for settling on DQE fields is as follows: Students should begin to think seriously about fields in the middle of their second semester of study. The student and the advisor should work together to design a preliminary ensemble of fields for the DQEs. The student should find appropriate faculty to supervise each of these fields. 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 in DQEs, and for the examination of the student for mastery of the literature included in the final design of each field.

### **The Two Parts of the DQEs**

DQEs include both written and oral components. The DQEs must be scheduled by the student no later than one calendar month prior to the date when the first examination is to be taken. DQEs consist of three written examinations, varying between one and three hours in length (at the discretion of the individual field supervisor), and an oral examination of two to three hours in length. These examinations must be taken within a two-week period. Each written examination will cover one of the student's fields and shall be closed-book, closed-note. The field examiner is normally the author of the examination for each field. No more than two fields may be administered by a single faculty member. Each examination will be read by the field examiner and at least one other member of the faculty prior to the oral examination. The student's advisor is responsible for lining up the second readers for each written exam (in consultation with the Director of Graduate Studies and with the approval of the individual field examiners). Second readers need not be specialists in the field for which they have been asked to read an exam. The field examiners constitute the student's Doctoral Qualifying Examinations Committee. The head of this Committee is the student's advisor.

### **The Written Exams**

Once the field examiners (first readers) have composed the field exam question(s) and submitted them to the Graduate Coordinator, they are free to communicate -- if they wish -- with the second readers about the question(s) and what they are looking for in the student's answers. However, once the student has completed the field exam, first and second readers are asked to send their grades to the Director of Graduate Studies and Graduate Coordinator *without conferring with one another*, in order to get two independent readings of the exam.

Faculty readers of the written DQE exams will notify the Director of Graduate Studies and the Graduate Coordinator of the "Pass" or "Fail" status of the exam they have read, in a timely fashion. If a faculty reader fails an exam, he or she is required to submit a written explanation along with the grade of "Fail". The Director of Graduate Studies will communicate grades and any comments to the student's advisor. If the student receives a grade of "Pass" on all three exams, s/he proceeds to the Oral exam. If the student receives a grade of "Fail" on one or more of the written exams, the Director of Graduate Studies will meet with the student's advisor to decide how to proceed. In most instances, a failure in one or more field examinations will involve a postponement of the oral examination and re-taking of one or more written field exams.

### **The Oral Exam**

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 head of the DQE Committee will preside at the oral examination. Each examiner is allowed at least thirty minutes to examine the student. The examiner can ask questions that follow up on the written examination (e.g., answers given by the student in the written examination or questions that the student chose not to answer on the written examination). The examiner can also ask questions that emerge from the student's formal preparations of the field but were not necessarily addressed in the written exam.

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 DQEs 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 DQEs is Failure on one or more fields, then the Dissertation Qualifying Examinations Committee, 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 either a written or oral exam will be allowed one more opportunity to pass it/them. 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, later than one semester after passing the Doctoral Qualifying Exam).

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.

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](http://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: [www.library.cmu.edu/datapub/sc/dissertation/decisions](http://www.library.cmu.edu/datapub/sc/dissertation/decisions)

## **Grandparent Policy**

In the event that the Department changes its policies or curriculum during a student's career, a student may opt to adopt the policies or curriculum of the new *Graduate Handbook*.

## **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 dollars. The entire committee will review all requests for 501 dollars 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](http://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<sup>1</sup>**

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

#### **Grants obtained to fund research semester(s)**

Students who obtain external grants to help fund themselves during one or more research semesters will receive their stipends in addition to the external grant money. The department will also pay tuition, health care and fees.

#### **Grants obtained to fund research beyond the research semester(s)**

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<sup>1</sup> The external grants considered here do not include small grants that cover only travel to collections.

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 historians, there are several places to find advertisements for academic jobs. These include the American Historical Association's employment information available either in paper form in the American Historical Association's monthly publication *Perspectives* (available in the History Department Office) or online at: <http://careers.historians.org/jobs>. Other online sources include the job listings of The *Chronicle of Higher Education* <http://chronicle.com/section/Jobs/61/> and H-Net [https://www.h-net.org/jobs/job\\_browse.php](https://www.h-net.org/jobs/job_browse.php).

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: [www.cmu.edu/hub/records/verifications/index.html](http://www.cmu.edu/hub/records/verifications/index.html).

### **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 web site: [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 must submit a [Voluntary Disclosure of Disability Form \[pdf\]](#) to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

For more information please see <http://www.cmu.edu/education-office/disability-resources/>. 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](http://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](mailto: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](http://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**

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. 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](http://www.cmu.edu/student-affairs/index.html), to inquire about an Emergency Student Loan.

### **Appendix A**

#### **Highlighted University Resources for Graduate Students and *The Word*, Student Handbook**

#### **Key Offices for Graduate Student Support**

##### **Office of the Assistant Vice Provost for Graduate Education**

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: [www.cmu.edu/graduate](http://www.cmu.edu/graduate).

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Student of Color Series (SOC)

### **Office of the Dean Student Affairs**

[www.cmu.edu/student-affairs](http://www.cmu.edu/student-affairs)

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include:

- Career and Professional Development Center
- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Orientation & First Year Programs (*note: for undergraduate students*)
- Office of International Education (OIE)
- Student Activities
- Student Life.

Graduate students will find the enrollment information for Domestic Partner Registration in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable 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 the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

### **Assistance for Individuals with Disabilities**

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu) to access the services

available at the university and initiate a request for accommodations.

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

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

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to pre-prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found at:

[www.cmu.edu/teaching/graduatestudentsupport](http://www.cmu.edu/teaching/graduatestudentsupport).

### **Carnegie Mellon Ethics Hotline**

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 financial matters, academic and student life, human relations, health and campus safety or research.

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

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

### **Graduate Student Assembly**

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

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action in locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus,

Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

## **Intercultural Communication Center (ICC)**

[www.cmu.edu/icc/](http://www.cmu.edu/icc/)

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

## **Office of International Education (OIE)**

[www.studentaffairs.cmu.edu/oie/](http://www.studentaffairs.cmu.edu/oie/)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. 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; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; 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.

## **Key Offices for Academic & Research Support**

### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at [it-help@cmu.edu](mailto:it-help@cmu.edu).

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: [www.cmu.edu/computing/guideline](http://www.cmu.edu/computing/guideline).

## **Research at CMU**

[www.cmu.edu/research](http://www.cmu.edu/research)

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major

contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance](http://www.cmu.edu/research-compliance)

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, 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**

[www.studentaffairs.cmu.edu/counseling](http://www.studentaffairs.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 confused about why they are feeling upset and perhaps confused about how to deal with it. 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 services are provided at no cost.. Appointments can be made in person or by telephone, 412-268-2922.

#### **Health Services**

[www.cmu.edu/health-services](http://www.cmu.edu/health-services)

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 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. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

## University Police

[www.cmu.edu/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, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services (additional information included in the Parking and Transportation section of the handbook below), fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

## Shuttle and Escort Services

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found online at: [www.cmu.edu/police/shuttleandescort](http://www.cmu.edu/police/shuttleandescort)

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 [www.cmu.edu/police/annualreports](http://www.cmu.edu/police/annualreports).

## The Word

[www.cmu.edu/student-affairs/theword](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 their 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: [www.cmu.edu/policies](http://www.cmu.edu/policies).

Carnegie Mellon Vision, Mission

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
- 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
- Student's Rights
- 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
- SafeWalk
- Survivor Support Network
- 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
- Statement of Assurance

Last updated: July 18, 2017