Welcome to the Carnegie Mellon University Department of Statistics. The Department attempts to provide a harmonious, non-competitive environment for studying, learning and doing research. We are very careful in our admissions decisions, and we admit students with the expectation that they will successfully obtain an advanced degree. The faculty works closely with students to help them achieve their goals, and the program is adaptable to individual needs.

The graduate program in statistics at Carnegie Mellon University is directed toward training students to become statistical scientists. The courses are demanding, and sometimes the work may seem overwhelming, yet through sustained effort students can achieve enormous intellectual and personal growth. Our faculty members often seem busy (and are) with undergraduate teaching, research, and professional activities, but we all get great satisfaction from guiding novice statisticians into the field and we thus make interactions with graduate students a top priority. This handbook provides some general information and describes many of the customs and rules of the Department. We hope that the details presented below will not obscure our major message: we are very pleased to have you here and will do all we can to assure you a rewarding experience.

1 Purpose of Handbook and Related Documents

This Handbook provides general information about the Department, and the conventions and regulations that govern student life. Related documents include:

- The brochure *Graduate Studies in Statistics*, which has been incorporated into our web pages; it describes both the specific courses of study leading to the Master’s and Ph.D. degrees and the general environment a student might expect to find here; it also contains photographs and brief statements from each faculty member concerning their interests (the most up-to-date version of this material is available on our web page);

- *Introduction to the Department of Statistics computation facilities*;

- *Guidelines for the doctoral data analysis requirements in the Department of Statistics*, which describes the nature of the Advanced Data Analysis project and the timetable for its completion; and

- *Guidelines for the qualifying examination and the doctoral dissertation in the Department of Statistics*, which describes Departmental, College, and University rules concerning timing and structure of the thesis proposal, the thesis defense, and the final document.

The University also produces publications about policy affecting graduate students:

- The *Student Handbook* includes information on general University policies;

- The *Graduate Student Handbook* provides the rules and regulations pertaining to graduate students and describes the various support programs and services provided by the University.

Students should receive these upon their arrival and are encouraged to review them and become familiar with the policies that govern the operation of the University.

Questions concerning any of the topics covered here, or any other matters pertaining to the functioning of the Department, may be addressed to any of the faculty or staff. However, the person most likely to know the answers is often the Business Manager (Leslie Levine); the Department Head (Rob Kass) is responsible for determining policy through consultation with the Associate Heads (Kathryn Roeder and Chris Genovese), the Director of Graduate Studies (Kathryn Roeder), and the rest of the faculty.
2 General information

The Department of Statistics is housed in four suites in Baker Hall: BH 132, BH 232, BH 228, and BH 229, and PH 226D and SC 218. Faculty, student, and staff offices are interspersed throughout these areas. There is a conference room in BH 232, a lounge and small kitchen in BH 132, and a library in BH 229. In addition, there are graduate student computer rooms in BH 232 and BH 229. Mailboxes are in the lobby of BH 232.

2.1 Orientation

Three formal orientation activities will be of interest to new graduate students in Statistics.

- Two weeks before fall classes start, the Intercultural Communications Center (ICC) holds a week-long Foreign Student Orientation. This orientation covers many aspects of campus and American culture that may not be familiar to foreign students, and also introduces them to the facilities of the ICC.

  New graduate students in Statistics who are unfamiliar with American academic culture, or for whom English is a second language, are required to attend this Foreign Student Orientation. You will receive information about it from the Department, or directly from ICC.

- During the week before fall classes start, the Statistics Department holds a two-day orientation for all incoming graduate students. Important, basic information about the Department and about being an effective TA and grader is covered. In addition, this is a time for new students to go over their academic programs with their faculty advisers, and to meet other students in the department.

  Every new graduate student in Statistics should attend the Statistics Department orientation. You will receive information about this orientation from the Department.

- The Office of Student Affairs holds a campus-wide orientation for new graduate students, usually the Saturday afternoon before fall classes start. There is also a welcoming party organized by the Graduate Student Organization (GSO) on campus.

  We recommend that new students also attend the Office of Student Affairs orientation, and become acquainted with GSO. Information about events sponsored by the Office of Student Affairs and GSO is mailed directly to new students from each organization.

New graduate students in Statistics are assigned a faculty advisor and a graduate student contact by the Department. The student contacts can help new students adjust to Carnegie Mellon and to Pittsburgh, by answering questions and discussing any difficulties new students might encounter. You should meet with your faculty advisor to discuss your academic programs during the Statistics Department orientation; this is also a good time to seek out and introduce yourself to your graduate student contact. All new students should also meet with the Director of Graduate Studies around the time classes begin.

The class Perspectives in Statistics introduces each faculty member to new students, via a one-hour lecture on a favorite topic; this gives students an initial feeling for the interests of all the faculty members.

2.2 Office Keys

Each student is provided with at least two keys: one labelled 1603 followed by a number, which opens the student’s office and departmental common areas (i.e., lobby doors, copy rooms, computer rooms, conference room, lounge, and library), and another labelled 1603 001 which opens the entry doors to the department wings (BH 132, 229, 232). If you will be holding office hours in our TA room in the Student Center (Room 219), you should ask Leslie for a copy of the 5906 33 key. Most graduate students have a locking file
cabinet. There should be a key identification code either on the lock or taped to the side of the cabinet. This code should match the number on your file cabinet key. The lock identifier should be kept in place, so that replacement keys can be made when needed.

2.3 Security

Although Pittsburgh does not have the crime problems of many major American cities, theft and assault remain occasional threats on or near the Carnegie Mellon campus. Students should be careful with their belongings and should avoid walking alone in poorly lit or remote areas. For the safety of everyone, and in the interests of protecting our valuable equipment, it is extremely important that all students be very careful about the security of the Department. After the staff have left for the day, the Department is considered closed: the computer rooms and copier rooms should be locked when not in use and people not affiliated with the Department, including undergraduate students, should not be admitted to the Departmental suites unless accompanied by a Department member. In particular, students needing course materials should be asked to come to the Department during usual business hours (8:30 a.m.—5:00 p.m.). If strangers are found in the wing after hours, they should be asked to identify themselves and their purpose for being there; if the situation is uncomfortable, Security should be called (at extension 8-2323).

2.4 Photocopier and Fax Usage

The Department has two copiers. The Océ machine in BH 132 is especially well suited for double-sided copying, collated copies, and large copy jobs. The Toshiba machine in BH 229 should only be used for smaller copying jobs. Statistics graduate students are permitted to use the copiers for personal as well as Departmental purposes. When photocopying, pertinent copy information should be entered in the copier log.

- When making copies for a class, enter the course number on the log.
- When making copies for grant-related research work, enter the faculty member’s name and identify the agency funding the research (NSF, ONR, NIMH, etc.).
- When making copies for thesis research, the thesis advisor should determine how the copies should be recorded.
- When making copies for personal use, indicate that on the log; personal copies are billed at the rate of $.05/copy and invoices are issued on a quarterly basis.

The fax machine is located in BH 132L and may be used for personal as well as Departmental document transmission. The charge for sending a fax is $1.00 per fax, plus any phone charges in excess of $1.00. The Departmental fax number is 412-268-7828 (which is 412-CMU-STAT). After sending a fax the sender’s name and billing information (agency funding the research, etc.) should be written on the activity report, which is produced by the machine, and then the report should be placed in the designated box. Fax invoices are billed quarterly.

2.5 Telephone Usage

Each of the student offices is equipped with a telephone, which can be used for calls within the Pittsburgh area.
2.6 Office Supplies

The Department does not provide personal office supplies for students. However, if supplies are needed for teaching or for research with a faculty member, requests may be made to one of the secretaries.

2.7 General Courtesy

Out of courtesy to everyone in the Department, all common areas (i.e., kitchen, lounge, copy rooms, and computer rooms) should be kept in good shape. Dirty dishes and utensils should not be left in the kitchen; spills should be cleaned immediately. The refrigerator is for short-term storage only; all items should be removed after a few days, before any spoilage occurs. Please label any bags or items in the refrigerator with your name or initials. The refrigerator is cleaned weekly and unlabelled items will be removed. All items in the copy rooms should be returned to their proper places immediately after use.

The Department provides each student with office space and access to computing facilities. Both of these must be shared with other students. Students should try to share these facilities as courteously as possible.

Within each office students should try to decide among themselves how the office should function. In making this decision, students should keep in mind that the offices are intended as a place for work. Disturbances to a quiet working environment, such as socializing or speaking on the phone for lengthy periods of time, should be minimized. In addition, students often work together in an office and, while this is beneficial to them, it may disturb other officemates. Exactly how much disturbance is tolerated should be left up to the students in each office: some offices may be filled with people who don’t mind disturbances, others with students who require quiet most of the time. In deciding office policy, it is usually best to respect the feelings of those who need quiet.

In situations where it is impossible to maintain an effective working environment, students may request an office change through the Student Advisory Committee (SAC).

Similar courtesies should be practiced in the computer rooms. Computers play a vital role in all graduate students’ classroom work and research, so a quiet, yet congenial and supportive, atmosphere should be maintained. Students should also try to equitably share these resources. For example, students should not leave themselves logged in when they leave the room and should not use computers for personal use, or game playing, when others need the resource. More information is contained in the Department document on using computers.

2.8 DeGroot Library

The library in BH 229 is for the use of Department members only. Library books and journals should be used in the library when possible, and if taken out of the library, should be returned as soon as possible, certainly within 24 hours.

3 Degree Requirements

3.1 Master’s Degree

The program leading to the degree of Master of Science in Statistics is structured for those students who wish to gain, at the graduate level, an effective operational knowledge of the theory and methods of statistics, and of the applications of statistical methods in other fields. This program prepares students for positions as statisticians in industry and government. It can also serve as a first step toward a doctoral degree in statistics.
Candidates for the degree of Master of Science (M.S.) in Statistics must complete 96 units of satisfactory work at Carnegie Mellon (96 units being equal to two semesters of full-time study). To be “satisfactory,” no grade shall be lower than C, and the average grade shall be at least B. Several of the M.S. level courses offered by the department are mini-semester courses lasting half a semester. Graduate courses are typically 12 units per semester (6 units per mini-semester).

The program of study leading to the M.S. degree is flexible and can be modified according to the student’s background and interests. The core of the Master’s program consists of four semester-long courses: Intermediate Probability (36-703), Intermediate Statistics (36-705), Regression Analysis (36-707), and Linear Models and Experimental Design (36-708). The remainder of the program consists primarily of mini-semester courses in statistical methodology. Students are encouraged to get experience in applying statistical ideas to real-world problems by taking Statistical Practice (36-726) and, when possible, by participating in workshops and special projects with individual faculty members.

M.S. candidates are required to pass a written comprehensive examination. The exam has two parts, involving theory and data analysis. The theory exam includes required problems from the core courses and optional problems from additional courses. The data analysis exam is intended to evaluate general data-analytical problem-solving skills, rather than specific techniques. Students are advised to look at old exams to see the kind of problems given. Recent exams have been collected in the directory /afs/andrew/stat/data/Exams.

3.2 Ph.D. Degree

The program leading to the degree of Doctor of Philosophy in Statistics seeks to strike a balance between theoretical and applied statistics. The actual course of study may be arranged according to the interests of the individual student. The Ph.D. program prepares students for university teaching and research careers, and for industrial and governmental positions involving research in new statistical methods.

Students in the Ph.D. program must have knowledge commensurate with successful completion of our M.S. program. Most students (including some who already have M.S. degrees from other universities) go through our M.S. program before continuing on to work on their Ph.D. Advanced students who enter the program ready for Ph.D.-level courses are normally required to fill in their background with courses from the M.S. program and to complete the M.S. exam.

Additional requirements for the Ph.D. include the following:

1. The completion of one year of full-time graduate work at the University.

2. Enrollment in at least 12 units of formal course work during each semester in which the student is in residence at the University.

3. Demonstration of proficiency in probability theory, statistical theory, and data analysis including the use of computers. This includes completion of written Ph.D. qualifying examinations in probability and statistical theory, and a qualifying examination in data analysis consisting of written and oral presentation of work on a year-long project as part of Advanced Data Analysis (36-757,758). The exams in probability and statistical theory are essentially final exams for the course sequences 36-753,754 and 36-755,756. Students in certain special programs, such as the joint program in Statistics and Public Policy with the Heinz School, may substitute alternative advanced disciplinary proficiency for proficiency in probability theory.

4. The completion of an oral examination covering areas of specialization, in which the student has begun to carry out research in connection with a proposed doctoral dissertation topic. (This is the “thesis proposal” and is discussed in Guidelines for the qualifying examination and the doctoral dissertation in the Department of Statistics.)
5. The mastery of basic teaching skills. This may be demonstrated by satisfactory service for at least one semester as a teaching assistant in an undergraduate course assigned by the Department Head.

6. The completion of a program of reading and research undertaken with the guidance of a thesis supervisor selected by the candidate.

7. The demonstration of full competence in the chosen areas of specialization, realized by the submission of an acceptable thesis and a successful defense in a final public oral examination. (See Guidelines for the qualifying examination and the doctoral dissertation in the Department of Statistics.)

In addition to their course studies and assigned duties, doctoral students are expected to participate in seminar and workshop courses, assist in teaching, and aid in research projects.

3.3 All But Dissertation Status (ABD)

Doctoral candidates who have met the first five requirements for the Ph.D. degree listed above, including successful presentation of their thesis proposal (the oral examination), are considered to have completed “all but dissertation” (ABD). At this point University rules on time limits to complete the degree, and related policies, go into effect. See the University’s Graduate Student Handbook for an explanation of these. Students who are ABD need register for only five credits per semester.

3.4 Courses taken outside the Department of Statistics

Students are encouraged to take courses in other departments to broaden their training in statistical science. When they take such courses, statistics graduate students typically are treated like other students in the class and thus receive grades determined by the instructor.

3.5 English as a Second Language

Students who are just beginning their graduate school experience often find the first few weeks to be anxious times. Adjusting to a new university, finding housing, not knowing anyone in a new city, and worrying about one’s preparation are only some of the many concerns a new graduate student may experience. These problems of adjustment are more difficult for students coming from foreign countries. Such students may have been educated in universities that are very different from Carnegie Mellon University. Moreover, those students may be unfamiliar with American culture and may have some difficulty speaking and understanding English. It is important that all American graduate students be sensitive to the additional adjustment burdens that these foreign students are experiencing and be as helpful as possible to create an atmosphere in which a smooth adjustment will occur.

Carnegie Mellon University has resources to assist foreign students. The Intercultural Communication Center (ICC) has many programs available for foreign students ranging from English as a Second Language (ESL) to handling job interviews. The most important program for new graduate students entering the Department of Statistics is the program to improve a student’s English language skills. All graduate students for whom English is not their native language must visit the ICC and be tested. This is vital because, in accordance with state law, Carnegie Mellon University will not permit any non-native English speaker to have contact with undergraduates as an educator (in the classroom, laboratory, or office) unless they are certified by the ICC. Furthermore, all graduates from our department will need to have excellent English language communication skills to function comfortably as professional statisticians, for example to present papers at meetings of the professional societies.
The Department recognizes that mastering English will present a challenge for some of our graduate students. Nevertheless, every non-native English speaking graduate student must by the end of their third semester in our program achieve a score on the ICC certification test that satisfies state and departmental rules for contact with undergraduates. Failure to do so may cause immediate termination of financial support.

4 Communication Between Students and Faculty

4.1 Advising

Graduate students need good advice concerning their academic program and should meet regularly (several times per semester) with their advisors to discuss their academic progress.

There are two distinct stages in the advising system. When a student initially enrolls in the graduate program, he or she is assigned an academic advisor. These assignments are made somewhat arbitrarily and, in some cases, it may occur that a student would prefer to have a different advisor. A student wishing to change advisors should talk with the Department Head or the Director of Graduate Studies to initiate such a change.

To coordinate the advice offered to new students it is essential that, after meeting with the advisor and determining a schedule, each first-year student meet with the Director of Graduate Studies to have that schedule approved. This helps the Department assure that students in similar situations will receive similar advice on the program they should follow.

The second stage in the advising system is the Ph.D. thesis stage. This usually occurs after a Ph.D. degree candidate has passed two of the three major Ph.D. requirements (qualifying examinations in probability, statistics or the advanced data analysis project). At this stage of a student’s program, he or she is encouraged to talk with many faculty members about possible thesis topic areas. After these discussions, the student should select a particular faculty member and engage in reading and research in a focused area to identify a thesis topic. The faculty member supervising this reading and research project will normally become the student’s academic advisor. The student is not committed to continue on this project. It is possible for a student to change projects and advisors at this stage; however, such changes are relatively rare as it is assumed that the student will carefully select the project.

Overall, the Department prides itself on its flexible and non-competitive program and encourages discussion on all matters of concern. Within particular classes, students are encouraged to discuss difficulties with the instructor. This is helpful to both the instructor and the student. The instructor receives feedback about the class, its level, and its pace, as well as specific difficulties students may be having. On the other hand, if a student is having difficulties in a class because of some gaps in his or her background, then discussion with the instructor may lead to some changes in the student’s program. If, for any reason, a student feels uncomfortable talking to an instructor he or she should bring their concerns to the Director of Graduate Studies, the Department Head, or the Student Advisory Committee, as discussed in the next subsection.

4.2 Additional vehicles for communication

The Department encourages open communication among all members of our community, especially between students and faculty. Students are invited to raise academic or personal issues with any faculty member. Nevertheless, there may be situations, such as concerns about the quality of teaching in a particular course, where direct interaction with a particular faculty member is difficult for a student. In such a situation, all graduate students should be aware that a major part of the Department Head’s duties is addressing such issues. Furthermore, all such complaints or concerns will be handled in confidence by the Department Head.
A second vehicle for communication is the Department of Statistics Student Advisory Committee (SAC). This is a very important committee which serves as a formal link between the graduate students and the faculty. The SAC deals with a range of issues such as providing input for changes in the department curriculum, evaluating faculty who are candidates for promotion or tenure, and determining graduate student stipend levels. The members of the SAC are elected by the students themselves and the role which the SAC plays within the department depends very much upon its membership. A strong SAC can contribute greatly to the department.

The Department Head (and/or the Director of Graduate Studies) meets with groups of students on a regular basis throughout the year to discuss general issues of concern.

4.3 Evaluation of Students

Twice each year the faculty meets to assess student achievement and provide feedback so that each graduate student is aware of his or her standing, progress toward a degree, any necessary remedial work, and any possible change in financial support. Each student receives a letter summarizing the results of the faculty discussion.

The first faculty meeting is held at the end of the Fall semester. In addition to offering an evaluation of a student’s academic progress, the letter often contains information on financial support for the next academic year, for students whose program would ordinarily continue beyond the current semester. In most cases, a student’s support is renewed, subject only to continued satisfactory performance. In rare cases, specific requirements are described which a student must meet in order to have his or her financial support continued beyond the current semester.

The second faculty meeting is held in May, at the conclusion of the Spring semester. The primary topic of discussion is an evaluation of students in light of the results from the Masters and Ph.D. examinations.

Since every student is evaluated at these meetings, it is very important that each student meet with his or her advisor, the Director of Graduate Studies, or the Department Head to review academic progress and standing. If at any time a student is making inadequate progress toward a degree, that student will be notified in writing.

5 Financial Support

Financial support awards are made in the initial offer letter admitting students to the graduate program. The most common award is for a one-year period and includes tuition and a nine-month stipend. The monthly stipend requires a student to serve as a teaching assistant, a course assistant or a research assistant. With occasional exceptions, those duties should require no more than ten to twelve hours per week.

Some students may receive financial support from outside fellowships such as those awarded by the National Science Foundation, the Howard Hughes or Hertz Foundation, or the Office of Naval Research. These external awards typically provide partial tuition support and a stipend. The Department of Statistics often supplements the partial tuition awards to provide full tuition support. Some of the fellowship supported students may wish to earn additional support. Typically, the department will offer them the opportunity to be a teaching assistant or a course assistant.

All Carnegie Mellon students who enroll for 19 or more units in a semester must pay their Student Activities Fee (currently $65/semester) at The Hub, located in Warner Hall. The monies generated by this fee are administered by the CMU Student Government organization to support various campus activities. Additionally, a $25/semester fee for transportation is assessed your student account. The fee allows you to ride PAT busses by showing your university ID. The Graduate Student Organization (GSO) receives some of this money, and it in turn divides some of its allocation among graduate student departments.
5.1 Continuation of Financial Support

When the Department admits a student with financial support, it does so with the expectation that this support will be continued as long as the student is making satisfactory progress toward his or her degree. Each January and May, the Department Head writes a letter to each student outlining academic progress. Commitments for financial support are usually made in the January letter. Students are usually expected to complete their Master’s degree in one or two years and their Ph.D. degree within an additional 3 years. Support beyond that time is considered exceptional and requires a student to demonstrate continued effort and commitment.

5.2 Summer Support

The financial award usually does not promise summer support. Although the Department does not guarantee summer funding, in recent years financial support has been found for every student seeking it. The Department attempts to arrange for work whose pay will be approximately equivalent to a regular stipend over three months. The most common way in which students earn summer support is through teaching and grading. Graduate students teach for one of two six-week periods during the summer, and earnings are at least $2,500. Some graduate students are supported by faculty research projects. In late February or early March, the Department Head collects information from students about their summer plans and wishes. Some students may plan to take a position outside Carnegie Mellon, while others may desire to stay at Carnegie Mellon and seek employment here. Plans frequently change, but it is important to keep the Department Head informed.

Non-native English speaking students need to ensure that their language skills are sufficient for teaching at Carnegie Mellon University. Those students must be certified by the Intercultural Communication Center before they will be permitted to teach. Thus, certification may be required for summer support.

5.3 Graduate Student Consulting and Outside Employment

Full-time graduate students in the Department of Statistics are ordinarily expected to devote full-time attention and energies to their educational and research endeavors. Coursework and research assignments are planned to completely occupy full-time students, which ordinarily precludes outside employment and consulting. Students are generally advised to decline such work and concentrate on their graduate studies.

In exceptional cases, there may be opportunities for outside consulting or employment which would provide helpful experience in addition to remuneration. However, coursework, research, and teaching assignments must take precedence over outside work, and in no circumstances should external employment commitments exceed one day per week. Before assuming such outside commitments all full-time graduate students are urged to consult their academic advisor, the Graduate Advisor, or the Department Head. Also, graduate students should be careful about consulting where conflict-of-interest and intellectual property issues may arise. In such cases, prior approval of the Department Head must be obtained. Information on University policy concerning intellectual property is contained in the University’s Student Handbook.

5.4 Conference and Seminar Attendance

The Department encourages students to attend and participate in statistics conferences. These conferences give students a chance to meet other researchers and learn of their work. They also provide students the opportunity to present their own work and to make contacts that could lead to employment.

The Department tries to offer some financial support for conference attendance, especially when the student has some official function such as presenting a paper or poster. For major meetings such as the annual
meeting of the American Statistical Association, the Department has offered modest partial stipends to participating students (often $250 per student, though this may depend on the total cost to the Department). It is expected that students will make every effort to obtain as much of their own funding as possible to help defray the costs. The Department Head or any other faculty member can help identify possible funding sources, and Carnegie Mellon University has a limited amount of funding available for supporting graduate student travel to conferences.

The Department of Statistics also sponsors seminars by statisticians from outside Carnegie Mellon University, which are attended by all faculty and graduate students. Students are encouraged to meet and interact with these visiting scholars.

5.5 Payroll information

5.5.1 Payroll dates

Employees are paid on the last working day of the month beginning in September. Pay checks and direct deposit advices may be picked up from the Academic Coordinator after 10:00 a.m. on payday.

5.5.2 Taxation

For the purposes of determining a student’s taxable income, the Department designates that $600 of a student’s academic year stipend is tax-exempt ($66/month). This represents an estimated cost for books, supplies, and fees required for coursework. It is the student’s responsibility to retain receipts that document expenditures for these items.

Information about taxes that may be withheld from paychecks are included in the Financial Information section of the Graduate Student Handbook.

5.5.3 I-9 forms

All students who are receiving a paycheck from the University must complete form I-9 prior to employment. Required by the U.S. government, the I-9 verifies identity and employment eligibility. The student must present documents which prove the student’s identity and eligibility to work in the U.S. The reverse side of the I-9 form lists the documents that are acceptable proof of identity and eligibility.

The I-9 form must be completed at the Payroll Office (407 S. Craig St.). An appointment may be made by calling 8-2097. The form must be completed at least three weeks prior to the first pay day. The Business Manager can provide a list of documents you will need to present at the Payroll Office.

5.5.4 Change of address and phone number

Address or phone number change should be reported to both the Business Manager and the HUB. This will help to ensure that all University records are up to date.

5.5.5 Social security numbers (foreign students only)

All students must have a valid Social Security number to be added to the payroll system. You should go to the Social Security Administration Office in Pittsburgh and apply for an official Social Security number. When the official number is received both the Department’s Academic Coordinator and the HUB must be notified. This will ensure that all databases are kept current and parallel.
6 Student Rights

6.1 Grievance procedures at the Departmental level

From time to time students may have worries or complaints about some aspect of life within the Department. Graduate students are encouraged to discuss such concerns with any faculty member, especially their advisors or the Department Head. Indeed, an important part of the Department Head’s job is to hear from graduate students about the problems they face. The Department tries to solve problems informally and has so far always succeeded in doing so, but there may come a time when a problem arises that cannot be resolved through informal procedures. To provide for this situation, there is a formal grievance procedure.

The investigative process will commence when a student files a grievance in writing with the Department Head. The grievance will be heard by a three-person board including the Department Head, a member of the Student Advisory Committee and a Statistics Department faculty member or suitable substitutes, as determined by the Department Head. The board will render a written recommendation, with copies sent to the student, the Dean’s office, and those against whom the grievance was brought (if specific individuals are involved). No person against whom the grievance is brought will have a role in investigating it. If the Department Head is among those against whom the grievance is brought, then the Dean will be asked to designate another senior faculty member from the Statistics Department to substitute for the Department Head on the three-person board.

University policies and agreements governing student, staff, and faculty rights supersede this Departmental procedure. If a satisfactory settlement is not reached through the activity of the three-person board described above, the student may bring the grievance to the Dean and, subsequently, to the Provost (see the following two subsections below). In this case the Departmental board’s written recommendation will be part of the preliminary background information reviewed by the Dean or Provost or other University official before any action is taken.

The student may withdraw the grievance at any point throughout the Departmental investigation.

6.1.1 Grievances within the College of Humanities and Social Sciences

Graduate students are encouraged to discuss their concerns with members of their academic department. If they wish, the Associate Dean for Academic Affairs and the Dean are also available at any stage of the process. All discussions will be considered confidential.

Any graduate student who has exhausted normal grievance procedures within the Department may present a grievance to the office of the Dean of the College. The Dean may request statements or testimony from other parties involved, and will consider the grievance in an ad hoc committee composed of the Dean, a faculty member from a department not involved in the grievance and a graduate student from a second uninvolved department. The committee will present its decision in writing to all parties involved.

6.1.2 University contacts and procedures

Provost Mark Kamlet personally serves as the advocate for graduate students in the central administration. It is his responsibility to ensure that issues addressed by the departments, colleges and university are handled fairly and adequately. He encourages any graduate student to discuss matters with him which they believe might be inappropriate to raise at the department or college level.

Barbara Lazarus, Associate Provost for Academic projects, Michael Murphy, Dean of Student Affairs, and Patricia Harned, Assistant to the Dean of Student Affairs also meet regularly with graduate students. Students are likewise encouraged to speak directly to their graduate student representatives and to the president of the Graduate Student Organization, Gregory Huckstep.
If a conflict cannot be resolved at the Department or College level, an appeal may be made to the Provost at the request of one of the parties involved. The Provost may handle the case with the advice of others and/or choose to refer the case to a committee.

6.2 New policies

When policies are changed it is because the Department believes the new rules offer an improvement. 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 the case in which degree requirements are changed and certain courses no longer exist, the Department will try to find some compromise that would allow those students to satisfy the original requirements.

7 Statement of Assurance

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Department of Defense policy of “Don’t ask, don’t tell, don’t pursue” excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the Provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone (412) 268-6684 or the Vice President for Enrollment, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone (412) 268-2056.