

Department of Classics and Ancient Mediterranean Studies
Graduate Student Handbook

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PREFACE

The aim of this Handbook is to assist graduate students and faculty in the Department of Classics and Ancient Mediterranean Studies (CAMS) at The Pennsylvania State University. Its purpose is to provide information about the different graduate programs; to clarify policies and procedures regulating progression through the different graduate programs in the department; and to establish the parameters of student responsibility.

Students should read this Handbook carefully. It is, however, important for students to understand that the policies and procedures of the Fox Graduate school supersede any of those outlined by the Department of CAMS. For a complete explanation of the various Fox Graduate School regulations, students should refer to the most current edition of The Penn State **Bulletin: Graduate Degree Programs**. Although this Handbook has been formulated as best as possible to the policies of the University, it does not serve as a substitute for the requirements established by the Fox Graduate school.

General Information

THE DEPARTMENT OF CLASSICS AND ANCIENT MEDITERRANEAN STUDIES

The Department of Classics and Ancient Mediterranean Studies encompasses the ancient civilizations that arose and flourished around the Mediterranean basin (including Egypt, Greece, Rome, Anatolia, Israel, Mesopotamia, and North Africa) from the “cradle of civilization” in Mesopotamia (ca. 4000 BCE) to the end of Greco-Roman antiquity (ca. 600 CE). Our students analyze the culture, society, language, literature, history and material culture of these societies. Programs of study can concentrate on geographic areas, time periods, literary genres, philosophy, socio-cultural topics, stylistics, archaeology etc.

The ancient languages certificate is a post-baccalaureate (non-degree) program designed for students seeking additional preparation in one or more of the languages of the ancient Mediterranean world. The Master of Arts degree is a general humanistic degree designed to prepare students for a variety of situations, including future graduate work, secondary teaching, and jobs in the public and private sector. Our dual-title M.A./Ph.D. program in Ancient Mediterranean languages is a more specialized degree that graduate students in the philosophy department can pursue.

ABOUT PENN STATE

Penn State is composed of the main campus (University Park) and campuses at twenty-four other locations, as well as the Hershey Medical School and the Dickinson School of Law.

The University Park Campus of Penn State is located at the center of the state. It is within three to five hours of Baltimore, New York City, Philadelphia, Pittsburgh, and Washington, D.C. The surrounding town, the Borough of State College (population about 40,000), offers a variety of apartment dwellings, shopping areas, and specialty stores within walking distance of the campus. With the efficient bus system, many students do not need a car at the University.

There are approximately 43,000 students at the University Park campus, 6,000 of them graduate students. Penn State is a public land-grant institution offering undergraduate and graduate degree programs across the entire spectrum of the humanities, the social sciences, and the sciences. The University is large and well equipped, yet compact enough so that you can walk from one end of the campus to the other in half an hour. The Penn State graduate community is served by the J. Jeffrey and Ann Marie Fox Graduate School and the Graduate and Professional Student Association, both located in Kern Graduate Building, and by Penn State Global in Boucke Building. The Fox Graduate School's functions include admissions, financial aid, and general supervision of the graduate programs in all fields. The Graduate and Professional Student Association, which is composed of all graduate students, is an academic and service-oriented organization. Penn State Global provides help with visa information, guidance in finding housing, and international cultural events for the international graduate students who attend Penn State.

INTERNATIONAL STUDENTS AT PENN STATE

Penn State Global is located in 410 Boucke Building. Services of The International Student and Scholar Advising (ISSA), a division of Penn State Global provides assistance with immigration regulations and tax information; academic, financial, and personal counseling; emergency loans; billing for sponsored students; assistance in dealing with embassies, consulates, and sponsoring agencies; special orientation programs; mail service; housing information; job and travel information; home country employment information; an international student newsletter; advising international student organizations; and sponsoring intercultural activities.

The presence of international students greatly enhances the diverse climate that benefits everyone in the University community. To get involved with international activities, students should contact Penn State Global.

LIBRARY RESOURCES

The general collections in the [Penn State University Libraries](#) include over 8,000,000 bound volumes and 38,500 serials, as well as large holdings of maps, documents, photographs, manuscripts, and archives. The University Libraries' website facilitates easy and rapid access to its holdings. In addition, you should feel free to consult Chuck Jones, the Tombros Librarian for Classics and Humanities: cej14@psu.edu

WEAVER RESOURCES

All students have access to the CAMS library located on the third floor of the Weaver Building. This is a non-circulating library and a designated quiet space. Students should see the Director of Graduate Studies upon their arrival for the door code. Students looking for a space to hold office hours are encouraged to reserve a study room in the Pattee Library:

<https://libraries.psu.edu/services/rooms-spaces>

Master of Arts Degree Requirements

Requirements for the M.A. degree consist of a total of 30 credits, with at least 18 credits at the 500 level.

Core Courses

As part of the general requirements for the M.A. degree, students must complete two core courses: CAMS 550 and CAMS 560. These courses are generally taken in the first year of study but may be delayed until the second year.

Seminar Requirements

Students must complete 18 credits in either CAMS, GK, LATIN, or HEBREW courses at the 400 and 500 level. Other courses in related subject matter may also be considered with approval by the Director of Graduate Studies.

Master's Paper

During the second year of study, students will complete a master's paper (6 credits of CAMS 596). This paper may originate as a seminar paper presented in connection with formal course work. It should demonstrate significant research accomplishment.

The paper will be directed by the student's graduate faculty adviser and one additional member of the graduate faculty chosen in consultation with their graduate adviser. Both members must approve the paper in its final form before the adviser awards it a letter grade.

Finally, students must complete all RECR requirements.

Responsible and Ethical Conduct of Research (RECR) Requirements

All graduate students in the College of the Liberal Arts entering graduate programs are required to complete a unit on Responsible and Ethical Conduct of Research that is appropriate for their field of study prior to receiving a master's degree at Penn State. In the department of CAMS, the RECR requirement is fulfilled by

- A) Successfully completing Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research Course;
- B) An [online 30-minute orientation](#) session run in the first two weeks of the semester by the office of Responsible and Ethical Conduct of Research;
- C) A Canvas module on navigating the mentor/ mentee relationship;
- D) Research best practices module of CAMS 550.

Dual-Title M.A in Linguistics

This dual-title degree is designed to enrich students' Ancient Mediterranean studies program through coursework in the scientific study of language and through the integration of that training into the student's Master's paper.

Admission Requirements

Applicants to this dual-title degree program should have a junior/senior cumulative average of at least 3.30 (on a 4.00 scale) and appropriate academic preparation. Preference will be given to those students who have an academic record that demonstrates experience in Linguistics and/or an ancient Mediterranean language (e.g., Greek, Latin, Hebrew, etc.) at the intermediate level. Where applicable, a minimum GPA of 3.5 (on a 4.00 scale) is requisite for graduate work previously undertaken. Prospective students seeking admission to this dual-title degree program are required to write a statement of purpose of approximately 500 words that addresses the ways in which their research and professional goals will reflect an interest in interdisciplinary research in their participating program and Linguistics.

Degree Requirements

To qualify for a dual-title degree, students must satisfy the requirements of the Ancient Mediterranean Studies program, as well as the degree requirements for the interdisciplinary dual-title in Linguistics.

In addition, for the dual-title M.A. in Linguistics, students must take six credits from among the following courses:

LING 502	Historical Linguistics	3 credits
LING 500	Syntax II	3 credits
LING 504	Phonology II	3 credits

Substitutions may be made with approval by the Directors of Graduate Studies of both departments (CAMS and Linguistics).

The M.A. capstone or culminating evaluations must incorporate disciplinary knowledge from Linguistics, and its evaluation (e.g. by an M.A. paper committee) must include a faculty member from Linguistics as well as AMS.

Dual-Title M.A./Ph.D. in Ancient Mediterranean Languages

M.A.

Students completing a dual M.A. in Ancient Mediterranean Languages (AML) are required to take 9 credits of AML-related coursework at the 400 or 500 level or above. This coursework must include:

1. CAMS 550 (3 credits)
2. An ancient language course at the 400 or 500-level (3 credits)
3. 500-level language course or seminar in which significant work is done in an ancient language (3 credits)

Ph.D.

The dual-title doctoral degree requires 15 credits of AML-related coursework at the 400 or 500 level or above, as follows:

Core Courses

As part of the general requirements for the Ph.D. degree, students must complete two core courses: CAMS 550 and CAMS 560.

Language Courses

Students must take 6 credits of ancient language coursework at the 400- or 500-level.

Thesis Research

3 credits of the student's thesis research must be done as AML 600

In addition to this coursework, an AML graduate supervisory committee, chaired by a CAMS faculty member closely related to the student's field of interest, will supervise the graduate study of each student accepted into this dual-title program until all AML-related coursework is completed. Students will be expected to attend and participate actively in the CAMS regularly scheduled colloquia.

**This dual-title program is currently only available to graduate students in the philosophy department.*

Graduate Minors in Ancient Mediterranean Studies or Ancient Mediterranean Languages

A graduate minor is available in either Ancient Mediterranean Studies or Ancient Mediterranean Languages at both the M.A. and Ph.D. level.

Students completing a minor at the M.A. level must complete 6 credits at the 400- or 500-level, at least 3 of which must be at the 500 level.

Students completing a minor at the Ph.D. level must complete 15 credits at the 400- or 500-level, at least 8 of which must be at the 500-level.

Ancient Languages Certificate

Requirements for the post-baccalaureate certificate consist of a total of 12 credits, 9 of which must be in ancient language coursework at the 400- or 500- level.

1. Students must elect a primary language to focus on. 6 of the 9 credits must be coursework in their primary language.
2. The remaining 3 credits can be coursework in a second language or in their primary language of focus.
3. In addition, students must take a writing-intensive seminar at either the 400 or 500 level.

Advising, Coursework, and Registration

Selecting and Changing Advisers

A student's initial adviser is the Director of Graduate Studies prior to the start of classes. By the end of their first semester, students should have selected a primary adviser from the graduate faculty. This adviser need not be the faculty member who will direct the student's master's paper but should be connected to one of the student's research interests. Students should remain in frequent contact with their adviser regarding fields of study, course selection, and the completion of degree requirements.

Throughout their tenure in the program, the choice of adviser is up to the student and may be changed by the student at any time (normally after consultation with the Director of Graduate Studies). Once a student begins to work on their master's paper, the paper adviser typically replaces the academic adviser.

M. A. Letters of Evaluation

Students will receive a letter of evaluation at the end of their first semester and at the end of each academic year which addresses their overall performance in the program, in addition to their development as potential future members of the profession. The letter will reflect input from all available faculty members. Students are advised to address any concerns and suggestions which arise in the annual evaluation as actively as possible, and to do so in a timely fashion. They are also encouraged to discuss the letter's contents at any time with their faculty advisor(s) and/or the Director of Graduate Studies.

Lectures, Workshops, and Other Events

All graduate students are expected to attend department lectures, workshops, and other events. Attending and participating in these events is considered an essential part of a graduate student's professional development. Attendance in person is strongly encouraged, but exceptions for remote participation will be considered for students who commute from beyond the immediate State College area. If a student must miss an event, they should notify both their advisor and the DGS as soon as possible.

Course Selection and Course Load

Credits for Graduate Students with Teaching Assistantships

To maintain full student status, Teaching Assistants must register for a minimum of 9 credits per semester and may take as many as 12 credits. Credits taken for audit are not counted into the minimum but are counted into the maximum number of credits allowed per semester. Students who wish to take more than 12 credits must be granted an exception on an individual basis by the adviser (with the concurrence of the Director of Graduate Studies) and the Fox Graduate School.

Credits for Graduate Students (M.A.) without Teaching Assistantships

To maintain full-time student status, graduate students must register for a minimum of 9 credits per semester and may register for as many as 15 credits. Students who wish to take more than 15 credits must be granted an exception on an individual basis through the Office of Graduate Student Programs in Kern Building.

Course Registration

Except for students new to the Department, it is advisable that students register in advance for courses during the registration period of the preceding semester. Failure to do so may result in one of the following consequences: (1) the course may be closed and the student may not be able to take it; (2) the course may be cancelled due to insufficient enrollment. In general, graduate courses are numbered 500-600. However, the Department permits the use of courses numbered 400 to 499. The decision to take a 400-level course should be made in consultation with the adviser.

Courses for the first semester in the program will be selected in consultation with the Director of Graduate Studies during an initial advising session that occurs prior to the start of fall

semester classes. A student's adviser should be consulted prior to all subsequent course registration.

GRADING SYSTEM

The Graduate School Bulletin mandates the following policies:

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment.

The following grading system is in effect: any one of nine quality grades (A, A-, B+, B, B-, C+, C, D, F) may be given a graduate student for course work. Cumulative grade point averages are calculated on a 4.0 scale.

At the 400, 500, and 600 levels, grades of A, A-, B+, B, B-, C+, and C denote graduate credit, whereas D and F are failing grades for graduate students. A course in which a D has been obtained cannot be used to meet graduate degree requirements and will not count toward total credits earned. A grade of C indicates acceptable but substandard achievement. See [GCAC 401](#). A minimum grade-point average of 3.0 for work done at the University is required for all graduate degrees. See [GCAC-404](#).

Unsatisfactory Scholarship

A graduate student who fails to maintain satisfactory scholarship (3.0 GPA) or to make acceptable progress toward degree completion may be terminated from the graduate program. Receiving a C grade for a final research paper (regardless of the course grade) is considered a serious academic warning and should be addressed immediately with the student's adviser and the Director of Graduate Studies.

Deferred Grades

If work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade. Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than twelve weeks after the course end date as noted on the Registrar's Schedule of Courses, unless an extension of a specific duration to a specified date is agreed upon by the instructor and student and approved by the Fox Graduate School that allows for a completion deadline longer than twelve weeks.

A DF grade that is not resolved before the end of this period automatically converts to an F and cannot be changed without approval by the Fox Graduate School.

No DF grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's degree completed for a student continuing through for a doctoral degree) and the doctoral qualifying and

comprehensive examinations, and final oral examination/final performances. Graduate programs may add additional benchmarks.

There are only three circumstances under which a course grade, once assigned, can be changed: (1) if there was a calculating or recording error on the instructor's part in the original grade assignment (Senate Policy 48-30); (2) if it is a course for which an R grade has been approved and in which an initial R can be assigned and changed later to a quality grade; (3) if, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

"NG" Designation

NG (No Grade): If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within 12 weeks following the posting of the NG automatically becomes an F.

An NG that has converted to an F may not be changed without approval from the Fox Graduate School.

No NG grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's degree completed for a student continuing through for a doctoral degree) and the doctoral qualifying and comprehensive examinations, and final oral examination/final performances. Graduate programs may add additional benchmarks.

"R" Designation

In the case of thesis work, either in progress or completed, and in certain courses (e.g., 590, 594, 595, 596, 597, 600, 601, and a few others) approved by the Graduate Council, the instructor may report the symbol R in place of a grade. An R does not influence the grade-point average. It indicates that the student has devoted adequate effort to the work scheduled but gives no indication of its quality. The symbol may be used, for instance, in courses that are officially designed to extend over more than one semester or in courses for which a quality grade is inappropriate. An R in an approved course need not be changed later to a quality grade but may be changed if the instructor deems it appropriate when the course work has been completed. Normally, a quality grade must be reported no later than the end of the following semester.

Graduate Handbook Statement on Accommodations for Students with Disabilities

Penn State is committed to providing access to students with disabilities to the university's graduate programs. The Office for Student Disability Resources (SDR) offers support specifically tailored to the needs of graduate students. The office considers the need for accommodations in the following areas: 1) graduate assistantship accommodations; 2) coursework accommodations; 3) lab, fieldwork, and clinical work accommodations; 4) qualifying / comprehensive exams accommodations; 5) thesis / dissertation accommodations. An overview of disability resources specific to graduate students can be found here:

<https://equity.psu.edu/offices/student-disability-resources/graduate-students-with-disabilities>

To be considered for reasonable accommodations, students are required to contact the SDR office, participate in an intake interview, provide documentation, and complete the registration process. Students should be aware that it may take time to go through the intake process, and that they may not know in advance whether accommodations will be needed either for their coursework or for their milestone exams. We thus recommend that students register with SDR for any eligible disabilities in advance, ensuring that all documentation is in place should accommodations be needed at any point during their graduate program. Students can register with SDR and choose not to request accommodations once registered.

Once registered, students can approach course instructors (for course accommodations) and/or the DGS or PIC (for accommodations to other program requirements, including benchmark examinations) to request accommodations. For milestone examinations, this process is **required** for **each** milestone examination for which you request accommodations. Specific accommodations are determined through an interactive process and tailored to each student's needs with the goals of upholding rigor and disciplinary expectations in each of the distinct components of graduate education.

Students who would like accommodations for academic events (such as non-course-based department colloquia or seminars) that are not covered under the official SDR categories are encouraged to express these needs to the program leadership (e.g. DGS, PIC, or program head) and/or SDR.

GRADUATE STUDENT RESPONSIBILITIES AND PRIVILEGES

Responsibilities

1. It is the responsibility of graduate students to ensure they are informed about all departmental and Fox Graduate School policies and procedures. All such policies have been clearly formulated in this Handbook and more extensively in the Graduate School Bulletin. Failure to read pertinent information or to obtain it from appropriate sources may result in serious delays in progress toward the degree.
2. It is the responsibility of students to strike a reasonable and manageable balance between teaching responsibilities and academic work. It is best to determine early in one's graduate career how much time should be devoted to both sets of responsibilities in order to accomplish them both successfully.
3. It is the responsibility of students to seek out their advisers, understanding that faculty members are not necessarily always available when students find it convenient. However, every faculty member has posted office hours. Students should take advantage of these hours to have frequent discussions with their advisers.
4. It is the responsibility of Teaching and Research Assistants to fulfill all of the terms of their employment contracts in a professional manner.
5. Students are expected to participate in the academic life of the department outside of class by attending guest lectures and departmental colloquia.
6. Most important, it is the responsibility of students to engage in their academic work in a manner consistent with the scholarly goals set forth by the Department and with the more tangible goal of completing the degree requirements in a timely fashion through work of high quality. Students should not define academic work as merely the material assigned in courses but should also supplement their learning through independent research in the library.

Rights and Privileges

1. Students can expect faculty to react substantively and in depth to written and oral work presented in courses. They should feel free to discuss their work in separate meetings with instructors in order to get corrective feedback and constructive criticism.
2. Students can expect that, although any programmatic modifications cannot be applied retroactively, they always have the choice of entering the modified program. Policies and procedures in place at the time of admission to the program will continue to apply to them through the end of their program. However, interrupted study is likely to result in the application of the new policies at the point of re-entry (with the exception of participation in Penn State international exchange programs).
3. Students have the right to evaluate each faculty member at the end of each course, using both the standardized University evaluation form.
4. Students should feel free to raise issues and make suggestions to the Director of Graduate Studies and to individual faculty members.

Assistantships and Support for Students Graduate Assistantships

Assistantships are contracts to provide services to the department in the form of research or teaching assistance for which a stipend is received. An assistantship provides students with a monthly stipend during the fall and spring semesters plus a grant-in-aid of resident education tuition in exchange for research and teaching assistance responsibilities that occupy approximately twenty hours per week. Students with assistantships schedule 9–12 credits of coursework each semester. A student's specific assistantship duties will be determined by the faculty member to whom that student has been assigned.

Penn State is on a semester calendar system. The period of instruction each semester is fifteen weeks. *Graduate assistants are appointed for eighteen weeks of activities each semester.* Although assistantship responsibilities begin and end each semester, the academic year appointment (thirty-six weeks) begins on the Monday following the last day of summer session final exams and continues until the last day of exams for the spring semester, less the period of time classes are suspended at Thanksgiving, over the December holidays, and during Spring Break.

In making assignments effort is made to match student interests with available assistantships, but students may be assigned assistantships outside their areas of interest. *A graduate assistant may not accept concurrent employment inside or outside the University unless special permission is obtained from the Director of Graduate Studies or Department Head.*

Assistantship stipends are paid monthly. For the fall semester, graduate assistants will be paid one fifth of the semester stipend at the end of August (if processed in time), and then monthly through December. For the spring semester, graduate assistants will receive one fifth of the semester stipend at the end of January (if processed in time), and then monthly through May.

Funding is renewed on a yearly basis and is competitive. Preference will be given to students who have excelled academically and who are progressing towards completion of the degree.

In addition to receiving a grant-in-aid of tuition during the period of appointment, a graduate student may be eligible for other forms of tuition assistance or loans.

Students are urged to consult the Fox Graduate School website on Types of Graduate Support: gradschool.psu.edu/funding

Students are also encouraged to apply for outside support. Some sources can be found here: camws.org/awards/index.php
classicalstudies.org/awards-and-fellowships
thesportula.wordpress.com/

Summer Tuition Assistance Program (STAP)

If a graduate assistant is appointed for both the fall and spring semesters of an academic year, the student is eligible to apply for the Summer Tuition Assistance Program (STAP) for tuition coverage of up to nine (9) credits of summer coursework towards their graduate degree. ***STAP funding is competitive and requires an application from eligible graduate students.*** STAP applications must be submitted and approved by the student's program.

Students may [submit an application](#) beginning in February, and applications are accepted on a rolling basis. The College of the Liberal Arts receives limited STAP funds, therefore, students seeking summer tuition assistance are advised to apply early.

Policies and Procedures

The Graduate Studies Committee

The Graduate Studies Committee (GSC) is composed of faculty members chosen by the department head. The GSC is chaired by the Director of Graduate Studies, and their work is assisted by the Graduate Staff Coordinator. The main functions of this committee are:

- to assist in administering the graduate program,
- to propose and consider revisions in the program and the curriculum,
- to review and accept applicants for admission to graduate study in CAMS, and
- to make recommendations concerning the renewal of graduate student assistantships

Academic Standards

The department of CAMS follows the College of the Liberal Arts Graduate Student Academic Integrity Interim Policy. All students in any of the department's graduate programs are subject to that policy. The policy is available through the [College's Academic Integrity webpage](#). Students who have questions about academic integrity issues should contact their advisers, another faculty member, or the Director of Graduate Studies.

Use of Generative AI Tools

Unless specifically allowed by course instructors, students may not use generative AI tools, such as ChatGPT. To do otherwise would be a violation of academic integrity standards. The use of generative AI tools in research projects, such as the master's paper, is strictly not allowed.

Department Appeals Procedure

Decisions of a faculty adviser or committee may be appealed to the Director of Graduate Studies and the Department Head. With all appeals, the decision of the Department Head is final.

University-Level Graduate Student Problem Resolution

Expectations for graduate student conduct, procedures for adjudication of allegations of violation of the University's code of conduct, and procedures for resolving concerns and

disagreements involving graduate students at the university level are contained in the **University's Graduate Education Policies** (**GCAC-801** and **GCAC-802**).

Termination of Graduate Study

The procedure for termination of a graduate student for unsatisfactory scholarship is set forth in the **University's Graduate Education Policies** (**GCAC-803** and **GCAC 804**). A graduate student will not be permitted to continue in the Department of CAMS if they:

1. Fail to attain a grade point average of at least 3.0 by the end of the second semester of full-time study (or 18 credits of coursework) and every semester thereafter.
2. Fail to adhere to the University Code of Conduct.

Health Insurance

Graduate assistants and fellows are eligible to receive University-subsidized health insurance through the Graduate Assistant and Graduate Fellow Health Insurance plan. The University pays 80% of the premium for students in this plan. The remaining 20% of the student premium will be deducted from the September through May stipend checks. The coverage runs through the summer, with deductions for summer (June and July) taken out of spring stipend checks. By default, every graduate assistant and fellow is automatically enrolled in the health insurance plan every year. The University also offers subsidized dental and vision plans (these are not mandatory for international students and international dependents). Again, by default, each graduate assistant and fellow is automatically enrolled in the dental and vision plans every year. To secure medical ID cards, students should access My Account at uhcsr.com/myaccountlanding. A graduate student must go to the [University Health Services](#) first for treatment or a referral, during hours of operation. If an emergency or the office is closed, they should go to Mount Nittany Medical Center.

Domestic students are required to submit their health insurance coverage information via LionPATH after registering for classes. We strongly encourage students who do not have adequate insurance coverage to purchase the Penn State Student Health Insurance Plan (SHIP).

All international students are required to provide proof of health insurance coverage that meets a certain set of criteria or purchase the Penn State SHIP. International students can provide proof of coverage through LionPATH after they register for classes and after open enrollment begins. Students are automatically enrolled in this health insurance plan by default; information about waiving enrollment can be found on your LionPATH or Workday accounts, must be sure to follow the proper procedure by the appropriate deadline to waive health insurance or to add their dependents to the plan

The University pays 76% of the premium for partner or children. The remaining 24 percent will be deducted from the September through May stipend checks. If you have dependents, you must re-enroll them every fall semester. Dependents are not automatically reenrolled. To enroll dependents, you must fill out a Dependent Enrollment Form by the appropriate deadline every academic year. For more information on this form, contact the Student Health Insurance at 302 Student Health Center (814-865-7467). Please [see the Student Insurance Office website](#) or contact the Student Insurance Office at uhs-insurance@psu.edu for additional information or questions.

Residency Requirement

Graduate assistantships are provided to degree-seeking students enrolled in residence in the Fox Graduate School at Penn State as aids to completion of advanced degrees. As such, students on assistantships or fellowships are expected to be in residence during the academic year unless they have received prior permission from the Director of Graduate Studies or Department Head. The University has [specific rules about the ability to work off campus](#) which must always be followed.

Students who need to take short trips away from campus for personal or research-related reasons should discuss the trip with both their adviser and the Director of Graduate Studies so arrangements can be made to complete any GA-related responsibilities during their absence.

Guidelines for Graduate Student Absences or Leaves

Unless students have received explicit approval from the Director of Graduate Studies or the Department Head, graduate assistants are expected to be in residence and available during the regular academic year. There are university policies that pertain to short-term absences, medical and family leaves, and parental leaves. Students concerned about longer leaves should consult the [graduate school policies on absences and leaves for graduate assistants](#) which pertain only to issues related to the individual as a graduate assistant.

Sexual Harassment Awareness and Prevention Training

The department requires all graduate students to comply with university policy regarding sexual harassment in the workplace. This policy (AD85) is [outlined here](#). As part of this compliance, graduate students are required to complete Title IX training within thirty days of employment at Penn State.

Mandatory Reporting of Child Abuse Training

The department requires all graduate students to follow university policy regarding mandatory reporting of child abuse. This policy is stated below: All Penn State employees and Authorized Adults are required to complete a Reporting Child Abuse training every three years (See Penn State Policies AD72 and AD39). After you complete the training, you are required to maintain and/or produce a current certificate upon request. If you are classified as an Authorized Adult, you also need to share a copy of the certificate with your program director, manager, or supervisor.

This publication is available in alternative media on request. Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified

applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. UBR CLA 25-049