

University of Pittsburgh

GRADUATE AND
PROFESSIONAL BULLETIN
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USING THIS BULLETIN

Students who are interested in or accepted to any of the University of Pittsburgh's graduate or professional programs other than those leading to the first-professional degrees offered by the University (MD, JD, LLM, PharmD, or DMD) will find useful most of the sections of this bulletin. Descriptions of the University, its regulations, and its services are included in the sections prior to the program-specific information in the Schools, Departments, and Programs section of the bulletin.

Students interested in first-professional programs (MD, JD, LLM, PharmD, or DMD) can ignore much of the bulletin prior to the First-Professional Programs section, but should familiarize themselves with the general information on the University, as well as the section on Campus Facilities & Student Services, and the University-wide policies detailed in Rights and Responsibilities. The Schools of Medicine, Law, Dental Medicine, and Pharmacy appear in the Schools, Departments, and Programs section for programs leading to the graduate and professional advanced degrees as well as in the First-Professional Programs section since these schools offer both types of programs. Faculty are listed by their department or program at the end of the school.

Students should note that the listings of requirements and procedures for admissions, registration, and other information listed in the sections prior to the more program-specific information provided in the Schools, Departments, and Programs section of this bulletin represent the minimum requirements and basic procedures. Students should consult the information on their specific school, program, and department for detail on additional or stricter requirements and procedures.

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UNIVERSITY OF PITTSBURGH



THE UNIVERSITY OF PITTSBURGH

ABOUT THE UNIVERSITY

The University of Pittsburgh is an internationally respected center of learning and research, offering exceptional educational opportunities in the humanities, sciences, and professions. The University's mission is to advance teaching, research, and public service. This tripartite commitment enables the University to serve others by:

- educating diverse students from the region, the nation, and the world;
- expanding the boundaries of knowledge, discovery, and technology; and
- enhancing quality of life in the western Pennsylvania region and beyond.

HISTORY

The University began in the Pennsylvania wilderness as the Pittsburgh Academy in 1787, the year the U.S. Constitution was adopted. Thirty-two years later, the Pittsburgh Academy became the Western University of Pittsburgh, and in 1908, the school changed its name to the University of Pittsburgh.

The recognition of graduate study at the University of Pittsburgh began with the awarding of Master of Arts degrees in 1836. By 1870, over 30 MA degrees had been awarded. These degrees were conferred for study beyond the Bachelor of Arts degree. In 1884, Chancellor Milton Goff set up a two-year professional study program leading to either a Master of Philosophy (predecessor of the Master of Science degree) or a Master of Arts degree and a three-year program leading to a Doctor of Philosophy degree. Before admission to these programs, each student was required to show proficiency in three areas of study. Both master's and doctoral candidates were required to prepare and defend theses.

In 1906, new rules were formulated for graduate study, requiring students to be in residence and requiring the completion of one year of study or 30 credits for the master's degree and three years or 90 credits for the doctoral degree. The catalogues of 1908 and 1909 announced the establishment of the Graduate School with five departments offering courses for the Doctor of Philosophy degree. These departments, plus five others, offered courses for the Master of Arts degree.

In 1910, a faculty committee drafted proposals, adopted by the board of trustees in 1913, making the Graduate School an independent administrative unit of the University and authorizing the selection of a Graduate Council. The Graduate School was grouped into three divisions (Humanities, Social Sciences, and Natural Sciences) in 1947. Until 1956, the administration of graduate study was the responsibility of the dean of the Graduate School and the Graduate Council. At that time, the individual schools and the three divisions were given direct administrative responsibility for their graduate programs in accord with the regulations established by the University Council on Graduate Study—formerly the Graduate Council. In 1968, the dean of the Graduate School retired from his administrative role, and the position he had held was discontinued. General responsibility for the

University's graduate programs was assigned to the provost pending reorganization of the University's graduate structure. The University Council on Graduate Study, the University administration, and members of the Graduate Faculty cooperated in drafting a proposed reorganization of graduate study, which was approved by written ballot by the entire Graduate Faculty and, in turn, accepted by Chancellor Wesley Posvar. This organizational structure became effective July 1, 1971 and is still the official structure.

Thus, during the 200-plus year history of the University, graduate education has grown to encompass the Faculty of Arts and Sciences and all 13 of the professional schools, which share a commitment to meet the nation's need for well-educated researchers, scholars, and leaders of professions and the tri-state region's need for trained professionals.

A private institution for most of its past, the University of Pittsburgh became state-related in 1966, establishing a relationship with the Commonwealth of Pennsylvania that continues to benefit both partners. Today, as an elected member of the prestigious Association of American Universities, the University of Pittsburgh claims its place among the top public research universities in the nation.

ACCREDITATION

The University of Pittsburgh, including its four regional campuses, is accredited by the Middle States Association of Colleges and Schools' Commission on Higher Education. In addition, schools, programs, and departments may be accredited by discipline-specific accrediting bodies. *See Schools, Departments, and Programs section of this bulletin for this information.*

ACADEMIC ORGANIZATION AND PITTSBURGH CAMPUS OVERVIEW

An independent, state-related, coeducational institution, the University of Pittsburgh's Pittsburgh campus offers a multitude of degree-granting and other programs housed in 16 undergraduate, graduate, and professional schools. The University system includes the Pittsburgh campus and four regional campuses at Bradford, Greensburg, Johnstown, and Titusville; the regional campuses offer undergraduate programs only.

More than 90 buildings are located on the Pittsburgh campus, which covers 132 acres in the culturally rich Oakland neighborhood. At the heart of the campus stands a central landmark—the Cathedral of Learning, a 42-story Gothic tower, which is the tallest school building in the western hemisphere. The Cathedral contains the remarkable Nationality Rooms: 26 classrooms, each of them designed to reflect a distinct culture.

On the Pittsburgh campus, over 3,400 faculty serve 25,900 students, including 9,100 graduate and 16,800 undergraduate students. Alumni accomplishments range from managing Fortune 500 corporations, to writing best-selling novels, to unlocking the secrets of DNA...and more.

The University of Pittsburgh remains a place of enduring tradition and vitality, true to the work ethic of western Pennsylvania, rich in intellectual rigor, and committed to preparing students for their lives and careers.

WEB ADDRESS

For more information on the University of Pittsburgh, see the University's Web site at <http://www.pitt.edu/>.

ORGANIZATION OF GRADUATE AND PROFESSIONAL EDUCATION AT THE UNIVERSITY

While the University Council on Graduate Study (<http://www.pitt.edu/~graduate/ucgs.html>), acting for the Graduate Faculty, develops minimum standards for graduate work throughout the University, the immediate responsibility for developing and administering graduate programs is assigned to the deans and Graduate Faculty members of the several schools and the Faculty of Arts and Sciences. This responsibility applies both to the traditional MA, MS, and PhD

programs and to programs leading to advanced professional degrees, except for first-professional degrees (i.e., the MD, JD, LL.M., Pharm.D., and DMD). The provost has responsibility for the general supervision of graduate and professional programs, including first-professional degree programs, throughout the University, giving leadership to the deans and faculties in maintaining high standards of instruction and research.

Faculty are appointed to the Graduate Faculty by the provost upon recommendation by the dean on the basis of an appraisal by the faculty of a department or other appropriate faculty group. Graduate Faculty are competent in graduate instruction and in supervision of student research at all levels and are active in advancing knowledge through their own research.

APPLICATION FOR ADMISSION

Graduate admissions to the University of Pittsburgh are handled by the particular graduate school or program; there is no central admissions office for graduate and professional schools at the University.

This section details only the University requirements and procedures for admission to the University. The Graduate Admissions Office of each school provides admissions information for prospective students to that school. *Schools' admissions requirements are listed under the Schools, Departments, and Programs section of this bulletin.*

The admissions information in this section is subject to change at any time. It is intended to serve only as a general source of information.

GRADUATE ADMISSIONS

Decisions regarding admission are based on an overall evaluation of all the credentials submitted by the candidate and in accord with the availability of faculty, facilities, and student support necessary to meet the applicant's expressed academic and research needs and interests. Many departments or programs have a limited number of places available. *Interested students should refer to the Schools, Departments, and Programs section of this bulletin in addition to the general admission information provided here.*

APPLICATION PROCEDURES

Students seeking admission should call or write for application forms and descriptive materials to the school or program of intended graduate study. In many cases, application materials are available online; prospective students are encouraged to check the Web site of their programs of interest. *See Schools, Departments, and Programs sections of this bulletin for contact information.*

Students should then return to the department or school the completed application forms and a check (not cash) for the application fee payable to the University of Pittsburgh. Generally, students applying online have the option of paying application fees online via credit card or by sending a check. The application fee is required of all applicants and is non-refundable; it does not apply toward the payment of tuition. *The fee varies from school to school, so prospective students should refer to the information on the relevant school in the Schools, Departments, and Programs section of this bulletin for the specific application fee required or go to that school's or department's Web site.*

Applicants must also request that the registrars of all undergraduate and any graduate schools attended send official transcripts of their records to the department or school of intended graduate study. In addition, many schools and departments require additional material. These materials may include any or all of the following: scores achieved on standardized examinations such as the Graduate Record Examination or the Graduate Management Admission Test, letters of recommendation, term papers written during previous study, evidence of work/life experience, evidence of motivation for graduate study, and a statement of career objectives. Applicants should arrange for a personal interview if requested by the department or school.

APPLICATION DEADLINES

See the Schools, Departments, and Programs sections of this bulletin for specific application deadlines, but note that students applying for fellowships and assistantships should file their applications at the earliest possible date. Applicants interested only in admission may be considered up to the deadline dates, but postponing applications may entail the risk that available spaces will be filled. Some programs admit students only for a particular term, so prospective students are encouraged to check with the school and program for specific admissions information.

GRADUATE ADMISSIONS OF INTERNATIONAL STUDENTS

Students from other countries should start the application process for admission nine to 12 months in advance of the date of intended enrollment and complete the process no less than three months before the registration date for the student's first term. Some schools may require even earlier applications. Applicants wanting to be considered for financial assistance must submit completed applications much earlier. Requests for application forms should be directed to the school in which the student wishes to enroll. All applicants should also take note of specific school and program requirements, such as the Graduate Record Examination (GRE scores). *Specific requirements are listed in the Schools, Departments, and Programs section of this bulletin.*

INTERNATIONAL STUDENT APPLICATION DEADLINES AND APPLICATION FEE

International students should contact the individual department or program to which they are applying to determine the required application deadlines for submitting a completed application, financial aid form, and application fee. Many programs have their application materials online via their Web sites. In general, international students should submit applications no less than three months before the term in which they want to begin taking classes. The deadlines and fees vary according to the school and program to which the student is applying. The fee must be submitted in the form of a check or money order made payable to the University of Pittsburgh. *See the individual school's international application information in the Schools, Departments, and Programs section of this bulletin for details or go to the school's or department's Web site.*

INTERNATIONAL STUDENT ACADEMIC BACKGROUND AND CREDENTIALS

The minimum requirement for admission to a graduate program is the completion of a bachelor's degree from an accredited institution in the United States or the completion of a level of education that the University of Pittsburgh deems comparable to a bachelor's degree from a regionally accredited U.S. institution.

Applicants are required to submit official original academic credentials. Official original academic credentials that are issued in a language other than English must be accompanied by a certified English translation. In addition, in cases where the grade reports, academic record, examination results, or transcript does not attest to the awarding of a degree or other academic qualification, a certified copy of the original certificate or diploma awarding the degree or qualification must be submitted. Certificates or diplomas that are

issued in a language other than English must be accompanied by a certified English translation.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Graduate students must possess sufficient proficiency in English to enable them to understand lectures, participate successfully in class discussion, and, in general, to be able to study without being hindered by language problems. To facilitate determination of proficiency, official results of the Test of English as a Foreign Language (TOEFL) are required if the applicant's native language is not English; this applies even if English has been the medium of instruction. A minimum score of 550 or higher on the TOEFL is required for admission to graduate study (or a TOEFL score of 213 on the computer-based test).

All students with a TOEFL score less than 650 (or 280 on the computer-based test) may be required by the department, program, or school to take the Michigan Test of English Proficiency upon arrival. Based on the test results, students may be required by their academic department to take courses in English as a foreign language before registering for graduate courses or may be required to take one or two such English courses in addition to graduate courses.

Any student scoring over 650 on the paper-based test (over 280 on the computer-based test) is exempted from further testing. The requirement to submit the results of the TOEFL may be waived if the applicant has recently received a satisfactory score on other tests of English language proficiency or has recently earned a degree from a regionally accredited institution in the United States.

The Educational Testing Service administers the TOEFL test at testing centers throughout the world. Students may take the test either in a traditional paper format or on a computer. Further information, testing dates, and test applications are available directly from the Test of English as a Foreign Language, Box 6151, Princeton, New Jersey, 08541, USA or by contacting a U.S. Consulate, an office of the U.S. Information Agency, an office of the U.S. Educational Commission, or a binational center. Information about the TOEFL is also available on the World Wide Web at <http://www.toefl.org/>. Applicants seeking September enrollment must take the TOEFL no later than the preceding March.

International students who are non-native speakers of English can contact the English Language Institute (ELI) on the University of Pittsburgh campus for assistance in meeting English proficiency requirements and taking the TOEFL. *See the Campus Facilities & Student Services section of this bulletin, page 9, for more information on the ELI.*

ENGLISH LANGUAGE FLUENCY FOR TEACHING ASSISTANTS/ FELLOWS

Teaching assistants (TAs) and teaching fellows (TFs) who are non-native speakers of English must be evaluated through a test designed to assess spoken English and English comprehension, approved by the Office of the Provost and administered by the English Language Institute (ELI). The Office of the Provost in consultation with ELI will establish minimum scores acceptable to permit a TA/TF to teach. Individual academic centers or departments may require higher scores than the established University minimums. All TAs/TFs with unsatisfactory scores on this test will be given non-teaching assignments and are required to take special course work until they attain a passing score. An unsatisfactory score at the time of reappointment is sufficient cause for nonrenewal of the student's TA/TF appointment. *See relevant school section in Schools, Departments, and Programs for more details.*

FINANCIAL SUPPORT AND VISA DOCUMENTS

While admission decisions are not based on financial support information, all applicants who are not U.S. citizens or Permanent Residents must submit a Financial Support Statement with their applications, even if applying for financial aid from the department. An award may not cover the entire cost of studies.

The Office of International Services cannot issue the document needed to apply for a student visa to enter the United States or to transfer non-immigrant status to the University of Pittsburgh until evidence of financial support adequate to cover the entire program of study has been submitted. Therefore, submission of a Financial Support Statement with an application will facilitate the issuance of a visa document.

ADDITIONAL INTERNATIONAL STUDENT REQUIREMENTS

The University of Pittsburgh reserves the right, even after arrival and enrollment, to make individual curricular adjustments whenever particular deficiencies or needs of a student are identified. In such instances, students may be required to take, at their own expense and without receiving credit, courses in English as a foreign language (*see English Language Proficiency Requirements above*) or courses prerequisite to their course of study to make up deficiencies.

It is strongly recommended that students arrive in Pittsburgh at least two weeks before the start of the term to allow sufficient time to make housing arrangements and take part in the orientation program conducted by the Office of International Services. In addition, the advising section of the Office of International Services, located in 708 William Pitt Union, offers assistance on a wide range of matters of concern to students from other countries. Call (412) 624-7120 or see <http://www.pitt.edu/~osaweb/ois/oisinfo.html> for more information.

ADMISSIONS STATUS

Admission may be granted or denied only by the dean of the school or his or her designee. However, non-immigrant students may be denied visa documents for non-academic reasons by the Office of International Services. Acceptable students are admitted to graduate study in a specific department or school with "full," "provisional," or "special" graduate status depending on their qualifications and objectives. The qualifications described below represent the minimum standards of the University. These may be made more stringent or specific at the option of the department or school.

FULL GRADUATE STATUS

For admission to full graduate status, an applicant must be a graduate of an accredited U.S. college or university and must be considered qualified for advanced study by the department or school. This normally is demonstrated by a B average (a quality point average of 3.00 on a 4.00 scale) or better in the total undergraduate program. (Note: the **Faculty of Arts and Sciences** requires a B average in the major field of study, and some of that school's departments require higher levels of achievement.) If students with less than a B average present alternative evidence (such as completion of an advanced degree or successful relevant work experience) of superior ability, they may be considered for full graduate status on the recommendation of the department of proposed graduate study. Only students with full graduate status may take the PhD preliminary evaluation, take the

MA/MS or PhD comprehensive examination, be considered for the award of an advanced degree or certificate, or be graduated.

PROVISIONAL GRADUATE STATUS

Applicants who are graduates of a recognized college or university but who do not qualify for admission to full graduate status because of deficiencies in either their undergraduate program or their scholastic achievement may be considered for provisional graduate status if strong supporting evidence of their ability to complete a graduate program is provided. Courses taken to remove deficiencies do not contribute toward completion of graduate degree requirements. Transfer from provisional to full graduate status is initiated and recommended by the department and is possible only after removal of deficiencies and other conditions noted at the time of admission and satisfactory progress in graduate work.

A student on provisional or special status or on probation is not eligible to take the PhD preliminary evaluation, to take the MA/MS or PhD comprehensive examination, or to be graduated.

SPECIAL STATUS

Students may be granted temporary admission as “special status” under the following circumstances:

1. Students who are seeking advanced degrees but who are unable to meet the deadline for filing all required credentials for admission may be granted temporary admission provided they present acceptable evidence concerning their qualifications for graduate study. Regular admission must be accomplished within the first term of registration.
2. Students who are not seeking an advanced degree but who have specific qualifications for one or more courses, including courses required for learning or certification, may register for such courses subject to review by the department and the dean of the school. Schools providing such an opportunity may specify the number of credits or courses for which a student may enroll while in this status and should also clearly specify the limitations on transfer of such credits toward a graduate degree if the student is subsequently admitted to a graduate degree program.

See Schools, Departments, and Programs section for specific requirements connected to special status students.

GUARANTEES AND EARLY ADMISSION TO GRADUATE AND FIRST-PROFESSIONAL PROGRAMS

Undergraduate students receiving an academic merit scholarship who indicate certain professional programs (including communication science, dental medicine, education, law, medicine, physical therapy, and public and international affairs) as their intended field of study on the Freshman Application to the University of Pittsburgh will be

automatically reviewed for guaranteed admission into that professional program. Early application is recommended, as spaces are limited.

Exceptionally able undergraduate University of Pittsburgh students may be admitted to full graduate status if their graduate and undergraduate schools have approved early admission as a permitted option and have established standards and procedures, and if the student needs no more than 24 credits to complete the baccalaureate degree. Credits earned while enrolled in the graduate program may also be counted toward fulfilling undergraduate degree requirements. *See Schools, Departments, and Programs section for further information on the possibility of early admission to specific programs.*

TUITION DEPOSIT

Once a student is admitted to a program, some of the graduate and professional schools at the University of Pittsburgh require a tuition deposit of \$100 to \$500 to secure the student's place in the incoming class. *Students should refer to Financial Issues: Tuition, Fees, Loans, & Scholarships, page 6, or to the admissions information for their specific school to determine the amount required for the tuition deposit.*

DEFERRED ADMISSION

If a department or school so approves, a student may defer admission for one year without having to complete any additional applications. If approved, the student is sent a new admission letter. Approval of a student's request to defer admission does not necessarily mean that any financial aid awarded is also deferred. *See Aid Deferrals, page 8, for more information on deferring financial aid.*

READMISSION

A student who has not registered for at least one credit or full-time dissertation study during a 12-month period will be transferred automatically to inactive status and must file an application for readmission to graduate study (and pay the application fee) before being permitted to register again. Inactive students cannot apply to graduate, nor take preliminary or comprehensive exams. Readmission is not automatic nor does it necessarily reinstate the student to the academic status enjoyed prior to becoming inactive. When readmitted, the student must be prepared to demonstrate proper preparation to meet all current admission and degree requirements. Readmission is automatic, however, for students who receive prior approval for a formal leave of absence.

CHANGING THE FIELD OF GRADUATE STUDY

A student already admitted to graduate study and desiring to change a major department of graduate study must file an application for such a change in the office of the dean or the department of the school the student wishes to enter. The application for admission to the new department will be evaluated in the same manner as an application from a new student.

FINANCIAL ISSUES: TUITION, FEES, LOANS, & SCHOLARSHIPS

TUITION

TUITION DEPOSIT

Some graduate and professional schools at the University of Pittsburgh require tuition deposits to secure the admitted student's place in the incoming class. These deposits are non-refundable and are applied toward the student's first term tuition costs. The schools that require deposits and the specific amounts are as follows:

<u>School</u>	<u>Amount</u>
Katz Graduate School of Business	
MBA Program	\$200
PhD Program	\$100
School of Dental Medicine	\$500
School of Health and Rehabilitation Sciences*	
MPT Program	\$250
School of Information Sciences	\$100
School of Law	
Due April 15	\$200
Due June 15	\$300
School of Medicine	\$100
School of Nursing (Anesthesia)	\$250
Graduate School of Public and International Affairs	\$200
Graduate School of Public Health	\$100

* NOTE: The other programs in the **School of Health and Rehabilitation Sciences** (MA, MS, and PhD) do not require a tuition deposit.

FULL TUITION

Graduate students enrolled for nine to 15 credits during the Fall and Spring Terms are considered full-time and pay a flat tuition rate. Students enrolled for one to eight credits are considered part-time and pay for individual credits. Students enrolled in the Summer Term also pay for individual credits, regardless of how many credits are taken (The **Katz Graduate School of Business** is an exception: full-time MBA students pay a flat rate in the Summer Term). See *Deferred Payments and Payment Adjustments* sections below for information regarding tuition payment plans.

Tuition rates are school specific. Students pursuing two degrees or a degree and a certificate simultaneously must list one as the primary academic program and may list the other as a secondary academic program on the registration form; students are billed at the tuition rate of the primary academic program. Please refer to the tuition rate for the school in which you are enrolled. The University's tuition chart is online at <http://www.ba.pitt.edu/irweb/tuition/tuithmpg.htm>.

RESIDENCY/REDUCED TUITION

Students who reside in the Commonwealth of Pennsylvania may be eligible for reduced tuition through state appropriations (*see Eligibility for Reduced Tuition below*). Eligibility is determined by criteria outlined in the *University of Pittsburgh Guidelines for Determining Eligibility for Reduced Tuition Rates*, available online at <http://www.bc.pitt.edu/sfs/paycenter.htm#TF>.

ELIGIBILITY FOR REDUCED TUITION

Assessment of full tuition or reduced tuition is based on whether the student is a permanent resident of the Commonwealth of Pennsylvania. Full tuition is charged to non-residents. A student who has lived in Pennsylvania for a continuous period of 12 months before enrollment in any institution of higher education in the state may be eligible for reduced tuition. The student must be a citizen of the United States or have an immigrant or permanent visa. For a student less than 21 years of age, both the student and parent(s) or legal guardian(s) must meet the residency requirements for eligibility.

FINANCIAL OBLIGATION OF STUDENTS

The University of Pittsburgh has the right to withhold services if a student defaults on any financial obligation until repayment arrangements have been made that are satisfactory to the office or department to which the debt is owed.

FEES

MANDATORY FEES

The following are mandatory fees assessed to students each term (current rates are available online at <http://www.ba.pitt.edu/irweb/tuition/tuithmpg.htm>):

- Student Activity Fee
- Student Health Fee
- Computer and Network Service Fee
- Security, Safety, and Transportation Fee

SPECIAL SERVICE FEES

These fees may be charged for University transactions that are processed beyond deadlines, due dates, and specified time limits.

COURSE FEES

Certain courses have fees associated with enrollment in the course. These courses are identified in the *Schedule of Classes and Course Descriptions*. The *Schedule of Classes* is online at <http://www.pitt.edu/~srfsweb/crinPgCrsInfo.htm>.

PROGRAM FEES

Certain graduate and first-professional programs have fees associated with enrollment in the program. These are typically fees for equipment or required insurance. See the *Schools, Departments, and Programs* section of this bulletin for more information.

FINANCIAL AID

Financial assistance for graduate students can be provided in the form of teaching and research appointments, fellowships, traineeships, tuition scholarships, and loans. The type of aid available depends on the school or program to which the student is admitted; students are encouraged to contact their school directly for more information about the types of financial assistance available. Admission to graduate study does not necessarily carry any implications concerning the award of financial aid.

TEACHING AND RESEARCH APPOINTMENTS

Students may receive financial support as teachers or researchers in their respective programs. In these positions, students are either teaching assistants (TAs), teaching fellows (TFs), graduate student assistants (GSAs), or graduate student researchers (GSRs). These appointments are generally for two terms at a time; guidelines covering these appointments and their current salary ranges are available through links from the University's Graduate Studies Web page at <http://www.pitt.edu/~graduate/>. In recognition of academic merit, the University offers TA/TF/GSA/GSR scholarships including tuition, fees (excluding the student activity fee), and individual medical insurance coverage. TAs/TFs/GSAs and GSRs can also purchase family medical coverage (for spouse and/or dependent children) by paying the difference between the premium costs for the individual option and the family option.

The University's policy concerning Teaching Assistants and Teaching Fellows, dealing with appointments, reappointments, terminations, benefits, and responsibilities, is contained in the *University TA/TF/GSA Policy Statement*, sent to all new Teaching Assistants. The University's policy concerning Graduate Student Researchers is contained in the *University GSR Policy Statement*, sent to all new GSRs. *The Teaching Assistant/Teaching Fellow/Graduate Student Assistant Policy Statement can also be found on page 28 of this bulletin under Rights and Responsibilities, and the University Graduate Student Researcher Policy Statement can be found on page 27.*

Students receiving these academic appointments must follow the relevant University policies as they apply to faculty and staff of the University of Pittsburgh; *see Rights and Responsibilities section of this bulletin for details*. For more information on what teaching and research positions may be available in a given program, *see the relevant information in Schools, Departments, and Programs*.

TEACHING ASSISTANTS (TA)

Teaching Assistants (TAs) are graduate students who have not qualified for an appointment as a teaching fellow. The duties of a TA might include teaching recitation sections, monitoring quizzes, assisting in laboratory instruction, or participating in related activities involving undergraduate programs. Full appointments usually require approximately 20 assigned hours per week.

TEACHING FELLOWS (TF)

Teaching Fellows (TFs) are graduate students more educationally advanced or experienced than a TA, typically holding the equivalent of a master's degree. The salaries for TFs are slightly higher than those for TAs. Full appointments usually require approximately 20 assigned hours per week.

GRADUATE STUDENT ASSISTANT (GSA)

Graduate Student Assistants (GSAs) are graduate students who perform duties to assist in the educational or research mission of the University, but do not teach classes, recitations, or labs. GSAs might assist a faculty member in library research, editorial duties, or similar academic tasks. Full appointments usually require approximately 20 assigned hours per week.

GRADUATE STUDENT RESEARCHER (GSR)

Research grants funded by government and private agencies provide a variety of full- and part-time research positions for graduate students. Most, but not all, of the GSR positions, which are also referred to as Graduate Research Assistants, are in projects that are directly related to the thesis or dissertation research of the student; all provide the student with valuable research training and experience.

FELLOWSHIPS AND TRAINEESHIPS

There are a variety of fellowships and traineeships available from the University of Pittsburgh and many other organizations that provide funding to students needing financial assistance and/or showing evidence of academic excellence. These awards may include a stipend, a tuition scholarship, health care coverage, or all three. Among the fellowships available from the University to students across a broad range of disciplines are the following:

PROVOST'S DEVELOPMENT FUND

This program is intended to provide financial support and development opportunities for women and disadvantaged students pursuing the doctorate or professional degree that would qualify them for an academic or administrative appointment. Financial assistance will be made available on the basis of need and merit. Any U.S. citizen or permanent resident who is enrolled in or admitted to a graduate program at the University is eligible. Ideally, the candidate would be in the advanced stages of the PhD program so that support for one year would complete the program. Applications are available from the Office of the Provost, 801 Cathedral of Learning, or online at <http://www.pitt.edu/~cedeno/pdfapp99.html>.

OWENS FELLOWSHIPS

A bequest of Samuel T. Owens Jr. makes fellowships available at the University of Pittsburgh for needy students who show promise of high academic achievement. These fellowships carry an annual stipend of \$2,000. The fellowships may be used in payment of tuition, books, and living expenses during the academic year for which the award is granted. Owens Fellowships are not available for a single term. Application forms are available in the University Office of Admissions and Financial Aid, Masonic Temple, Pittsburgh, PA 15260, (412) 624-7488. The deadline for application is usually in April.

For more information on specific fellowships and traineeships available to students in a particular program, see the Schools, Departments, and Programs section of this bulletin.

SCHOLARSHIPS

Scholarships from the University of Pittsburgh are a form of merit- and need-based financial aid. Outside scholarships are also applied toward tuition and other mandatory educational expenses. Scholarships do not have to be repaid.

STAFFORD LOANS

Stafford Loans are long-term, low interest rate loan programs available to degree-seeking students enrolled on at least a half-time basis. The amount of the loan is dependent upon financial need, but for a graduate student it could be as high as \$18,500 per academic year. While there is no deadline for applying, Stafford Loans can take as many as 60-90 days to be approved; therefore, students who intend to start graduate school in the Fall Term should start the loan process no later than May 15.

Financial aid application procedures are outlined in the University of Pittsburgh's *Financial Aid Booklet* and online at <http://www.pitt.edu/~oafa>. Information on Stafford Loans is available online at <http://www.finaid.org/loans/studentloan.phtml>; the University's Graduate Admissions and Financial Aid site (<http://www.pitt.edu/~graduate/admissions.html>) includes links to loan information for graduate students.

LIFETIME LEARNING TAX CREDITS

Taxpayers are eligible to claim a non-refundable Lifetime Learning Credit against their federal income taxes for the qualified tuition and related expenses of students who are enrolled in eligible educational institutions. Through 2002, the amount that may be claimed as a credit is equal to 20 percent of the taxpayer's first \$5,000 of out-of-pocket qualified tuition and related expenses for all the students in the family. After 2002, the credit amount is equal to 20 percent of the taxpayer's first \$10,000 of out-of-pocket qualified tuition and related expenses. Qualified tuition and related expenses for graduate-level education are eligible for the Lifetime Learning Credit.

For more information on Lifetime Learning Credits, see http://www.ed.gov/inits/hope/tax_qa/sec2.html.

DEFERRED PAYMENTS

AID DEFERRALS

Once students have applied for and been notified of financial aid eligibility, they may defer payments by obtaining a Financial Aid Deferral form in the Office of Admissions and Financial Aid and then submitting the form to the Student Payment Center. Whether a deferral of aid is allowed is dependent upon the type of aid awarded.

DEFERRED TUITION PAYMENT PLAN

Students in good financial standing with the University and registered during the Fall, Spring, or Summer Terms for three or more credits are eligible to participate in a deferred tuition payment plan to pay current term charges in three installments. First-time participants in the plan must make these arrangements in person at the Student Payment Center. Thereafter, participants may elect a mail option.

There is a \$20 fee each time a student sets up a payment plan, and an interest charge of 1% monthly on the unpaid principal is added to the remaining two installment payments. For more information on the deferred tuition payment plan, please contact the Student Payment Center via E-mail at payment@srfs.pitt.edu or online <http://www.bc.pitt.edu/sfs/paycenter.htm>.

PAYMENT

University statements may be paid by cash, check, or credit card; however, cash cannot be mailed or dropped into the Student Payment Center's depository. The University accepts Discover, MasterCard, and Visa credit card payments in person, by mail, or telephone. The Student Payment Center is located in room G-7 of Thackeray Hall. The mailing address is P.O. Box 371998, Pittsburgh, PA 15250-7998, and the phone number is (412) 624-7550.

Due dates are clearly designated on billing statements and are always the 17th of the month. Failure to pay the amount due (or to arrange a deferred tuition payment plan by the due date) will result in a late payment fee for students without a valid deferral.

If students who have a tuition scholarship (for example, via a TA/TF/GSR/GSA appointment) receive a tuition statement indicating that their tuition has not been paid, they should immediately contact the school or department administering the scholarship for assistance in correcting the error.

CHECK AND CREDIT CARD ADJUSTMENTS

As appropriate, payment made by check may be refunded to students. Adjustments to credit cards are made to the payer's credit card account and will be reflected on the Discover, MasterCard, or Visa monthly statement.

CAMPUS FACILITIES & STUDENT SERVICES

ACADEMIC RESOURCES

The University of Pittsburgh has a wide variety of academic resources that provide the infrastructure to aid students with their research and computing needs.

UNIVERSITY LIBRARY SYSTEM

271 Hillman Library
(412) 648-7710
E-mail: feedback@library.pitt.edu
Web site: <http://www.library.pitt.edu>

The University Library System (ULS) of the University of Pittsburgh is represented by 14 libraries located on the Pittsburgh campus, the Allegheny Observatory Library, the Archives Service Center, and a storage facility at UPARC in Harmarville. The ULS is a member of the Association of Research Libraries (ARL), the Oakland Library Consortium (OLC), and Pennsylvania Academic Library Connection, Inc. (PALCI). Through membership in several Pennsylvania consortia of libraries, cooperative borrowing arrangements have been developed with other Pennsylvania institutions.

Other University of Pittsburgh libraries include the Barco Law Library and the Health Sciences Library System (*see below for detail*), both located in Pittsburgh, as well as the four regional campus libraries—Bradford, Greensburg, Johnstown, and Titusville.

The University of Pittsburgh libraries and collections provide an abundant amount of information and services to the faculty, students, staff, administrators, and researchers of the University. In fiscal year 1999, the University's collections totaled nearly four million volumes, nearly four million pieces of microforms, and 26,000 subscriptions (these subscriptions include more than 24,000 print subscriptions and nearly 2,000 electronic journals). Also, through the Graduate and Professional Student Association (GPSA), interlibrary loan grants of up to \$25 a year are available to all graduate and professional students at the University to help offset the increasing costs of interlibrary loans between University of Pittsburgh libraries and those on other campuses. (*See* <http://www.pitt.edu/~gpsa2/>.)

Under the administration of the University Librarian, the University Library System (ULS) includes the following libraries and collections:

- Hillman (main), which houses:
 - African-American
 - Buhl (social work)
 - East Asian
 - Government Documents
 - Latin American Studies
 - Special Collections
- Allegheny Observatory
- Business Information Center
- Center for American Music
- Chemistry
- Computer Science

- Darlington Memorial
 - American History
- Engineering
- Fine Arts
- Information Sciences
- Langley
 - Biological Sciences
 - Neuroscience
 - Psychology
- Mathematics
- Music
- Physics/Astronomy
- Public and International Affairs/Economics

The Hillman Library is the largest library facility with seating for 1,530 users. It offers an open stack arrangement and an extensive range of library services. In addition to the main collection, which is comprised primarily of humanities and social sciences subject areas, the Hillman Library is comprised of seven other libraries and collections, maps, national, and international newspapers, and microform facilities.

PITTCAT is the University of Pittsburgh's online library catalog, offering author, title, subject, and keyword access to materials in all University libraries. PITTCAT currently contains bibliographic holdings and circulation information for more than three million titles, representing most of the book and periodical collections in all University libraries. In addition, the University libraries provide access to many remote resources for University of Pittsburgh faculty, students, and staff, including Digital Dissertations, EBSCOhost, InfoTrac, CIS Compass, MUSE, JSTOR, Science Direct, Web of Science, netLibrary, and numerous other electronic journals. PITTCAT and the other databases are available through the ULS Web site at <http://www.library.pitt.edu>.

BARCO LAW LIBRARY

The Barco Law Library, occupying three floors of the five-story Law School Building, is available to anyone needing to use its resources for legal research purposes. Likewise, the Government Document collection is available for use by the public at large. Call (412) 648-1323 for more information or see the library's Web site at <http://www.law.pitt.edu/library>.

HEALTH SCIENCES LIBRARY SYSTEM

The Health Sciences Library System (HSLs) at the University of Pittsburgh is comprised of three distinct libraries that support the educational, research, patient care, and service activities of the schools of the health sciences (**Medicine, Dental Medicine, Pharmacy, Health and Rehabilitation Sciences, Nursing, Public Health**) and the UPMC Health System. This library system includes the Falk Library, the Nursing Collection in the Learning Resources Center of the School of Nursing, and the Western Psychiatric Institute and Clinic (WPIC) Library.

Falk Library of the Health Sciences serves as the flagship of the HSLs. It is located on the second floor of Scaife Hall. The library houses

more than 300,000 print volumes and receives approximately 2,000 journal subscriptions. The Falk Library collection also includes a special History of Medicine collection. In addition to the library's print collection, the Computer and Media Center (CMC) includes videotapes, audiotapes, more than 100 public computers, and over 300 microcomputer software packages.

WPIC Library is one of the world's most comprehensive resources in psychiatry and the behavioral sciences, with approximately 70,000 books, 420 journals, and 600 audio tapes. The WPIC Library collection also includes 550 videotapes held at the Benedum Audiovisual Center. The Nursing Library is located on the second floor of Victoria Hall and includes about 10,000 books and 150 journal titles.

HSL Online, a digital clinical library, offers access through the World Wide Web to current biomedical databases, full-text journals, major full-text clinical and subspecialty textbooks, clinical practice guidelines, and current drug and toxicology information. HSL Online includes the following databases and information services: MEDLINE, AIDSLine, CancerLit, Bioethicsline, HealthStar, CINAHL, PsycINFO, Evidence-Based Medical Reviews, Micromedex, MDConsult, STAT!Ref, Harrison's Principles of Internal Medicine, Lippincott's Primary Care Online, and Scientific American Medicine Online.

For information about the Health Sciences Library System and its resources, or to access HSL Online, see <http://www.hsls.pitt.edu/>, or E-mail medlibq+@pitt.edu.

COMPUTING SERVICES AND SYSTEMS DEVELOPMENT

CONTACT INFORMATION

728 Cathedral of Learning
Phone: (412) 624-4357
Web site: <http://technology.pitt.edu/>

Computing Services and Systems Development (CSSD) is the comprehensive service center for the University of Pittsburgh's computing support and systems development environment. A number of those services provided by CSSD are detailed below. For a full discussion of CSSD's services, consult the Web page listed above.

CAMPUS COMPUTING LABS

CSSD operates six primary computer labs on the Pittsburgh campus, providing students with access to Intel, Macintosh, and UNIX workstations and an array of software applications needed to fulfill the demands of students' academic endeavors. The six computing labs are located at 1077 Benedum Hall, G27/G62 Cathedral of Learning, 1E01 Posvar Hall, First Floor Hillman Library, 230 David Lawrence Hall, and C114 Sutherland Hall. The 230 David Lawrence Hall lab is open 24 hours a day, seven days a week. For hours of operation for all campus computing labs, please call (412) 624-5061.

NETWORK AUTHORIZATION ACCOUNTS

All enrolled students are eligible for a network authorization account (NAA). The NAA will permit a student to establish a user ID and a password to provide access to the University's network resources, a Mulberry E-mail account, the Internet/WWW, the University Library System's PITTCAT system, and a printing allowance at the campus computing labs. All students who wish to use the University computing resources, including the ability to access their schedules and grades online or to shop at the e-Store, must have a network authorization account. Accounts are issued at any of the campus computing labs. Password re-set and other account modifications must be made

between 8:30 a.m. and 5:00 p.m. at the Accounts Office at the 230 David Lawrence Hall lab. Please contact the CSSD Help Desk at (412) 624-HELP (624-4357) for assistance with accounts.

NETWORK PORT CONNECTIVITY

Students can access the University's network from home with their network authorization account and a modem through the remote access modem pool. Please contact the CSSD Help Desk at (412) 624-HELP (624-4357) for assistance.

COMPUTER CONSULTING SERVICES

CSSD has a staff of skilled information technology (IT) professionals who are available to help troubleshoot problems 24 hours a day, seven days a week. CSSD consultants are available to help with problems such as network connectivity, software difficulties, or even hardware malfunctions. Please call the CSSD Help Desk at (412) 624-HELP (624-4357) for assistance.

COMPUTER SALES AND DIGITAL CERTIFICATION

University of Pittsburgh students, faculty, and staff have access to the e-Store, an online retail provider of hardware, software, and peripherals, for their computing needs. Shopping at the e-Store requires a network authorization account and a digital certificate ID. Please see the e-Store's Web site at <http://e-Store.pitt.edu/> for University-recommended computer systems and for instructions on obtaining a digital certificate. Call the CSSD Help Desk at (412) 624-HELP (624-4357) for more information.

COMPUTING WORKSHOPS AND TRAINING

CSSD offers Quickstart classes, a series of short courses designed to orient new and experienced users to the University's network, the Mulberry E-mail environment, and the selection of software applications available in the campus computing labs. CSSD also offers a selection of Java and Microsoft certification courses for students. For additional information and a schedule of classes, please see the CSSD Workshop site at <http://www.pitt.edu/~workshop> or call the CSSD Help Desk at (412) 624-HELP (624-4357).

NETWORK SERVICES

The Network Services area of CSSD is responsible for the development and maintenance of the University's information technology network supporting voice, video, and data. The backbone of the University-distributed computing services is PittNet, a network based on Ethernet technology that serves the diverse communications needs of the entire University community. For additional information, please see the Network Services site at <http://technology.pitt.edu/network/index.html> or call (412) 624-4357.

RESEARCH AND ACADEMIC SUPPORT

A number of centers at the University support teaching, research, and academic skills for graduate students in a variety of fields. Those centers are detailed below in alphabetical order.

CENTER FOR BIOTECHNOLOGY AND BIOENGINEERING

The Center for Biotechnology and Bioengineering is a leading center for research in biology and bioengineering. The center's headquarters, a new 80,000 square foot building located in a high-technology business park near the University, houses 100 researchers actively pursuing projects in the center's main programs in applied enzymology, cell culture, biomaterials, gene therapy, and artificial organs. The center's goals include training new generations of scientists; accelerating the process of innovation in biotechnology and

bioengineering; and providing assistance to the industrial community through industrially supported applied projects.

For more information on the center, call (412) 383-9700 or see the center's Web site at <http://www.pitt.edu/~biotech/>.

CENTER FOR INSTRUCTIONAL DEVELOPMENT & DISTANCE EDUCATION (CIDDE)

The Center for Instructional Development & Distance Education (CIDDE) was established to strengthen the instructional development and support services available to faculty and teaching assistants. The Center enables faculty to identify and use technology and other instructional resources available to them.

CIDDE provides faculty and teaching assistants with a primary contact point for many of the instructional services they need, and it also assists in developing and supporting distance education programs and courses. CIDDE also hosts an orientation for new TAs each fall and provides ongoing training seminars for teaching assistants wanting to develop their teaching skills. For more information, visit CIDDE at 4227 Fifth Avenue (Masonic Temple), call (412) 624-3335, or visit CIDDE's Web site at <http://www.pitt.edu/~ciddeweb/>.

CENTER FOR PHILOSOPHY OF SCIENCE

The Center for Philosophy of Science promotes scholarship and research, encourages scholarly exchanges, and fosters publications in the philosophy of science as well as in the philosophically informed history of science and related fields. The center is dedicated to bridging the gulf between the sciences and the humanities by helping to develop and disseminate a philosophical understanding and appreciation of the sciences. The center pursues its mission not only locally and regionally, but also nationally and internationally. The center sponsors a visiting fellows program, an annual lecture series, a number of colloquia and workshops, and a variety of other programs. Like other centers at the University of Pittsburgh, the Center for Philosophy of Science is a unit for research rather than teaching. For more information on the center, visit the center in room 817 of the Cathedral of Learning, or on the Web at <http://www.pitt.edu/~pittcntr/>.

ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) provides credit-bearing English as a Second Language (ESL) courses for students admitted to the University's degree programs, as well as intensive instruction in ESL for people who need to meet proficiency requirements to enter a university. Credit courses are offered in speaking, writing (including the research paper), and reading/vocabulary. Through the **School of Engineering**, a technical writing for ESL graduate course is provided. During the summer, the ELI offers five-week ESL programs for students entering MBA and MPIA graduate programs. Non-credit courses cover reading, writing, listening, speaking, and grammar. For more information, call (412) 624-5901, E-mail elipitt+@pitt.edu, stop by room 2816 Cathedral of Learning, or visit the Institute's Web site at <http://www.eli.pitt.edu>.

INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) is charged with overseeing and approving all research at the University involving humans as subjects. For more information on the IRB's policies and practices, call (412) 692-4370 or see the IRB's Web site at <http://www.ofres-hs.upmc.edu/irb/irb.htm>.

LEARNING RESEARCH AND DEVELOPMENT CENTER (LRDC)

The Learning Research and Development Center (LRDC) is a multidisciplinary research center whose mission is to understand and

improve learning by children and adults in the organizational settings in which they live and work: schools, museums, and other informal learning environments, and workplaces.

Fields of research include: processes of learning; learning in schools and museums; education improvement; education policy and practice; learning and technology; and learning and work. For more information, visit the center's Web site at <http://www.lrdc.pitt.edu>.

LEARNING SKILLS CENTER

The Learning Skills Center (LSC) offers free learning support services for University of Pittsburgh students, staff, and faculty. The math component provides tutoring for the University's introductory math courses and individual consultation for improving study strategies and confidence in math. Individual and group study skills services are available through the study skills component. In the study skills workshop, students learn, discuss, and practice strategies for improving textbook reading, lecture note taking, memory, time management, and test performance. Individual appointments can also be made for general study skills, for suggestions on how to study specific subjects, or for help in reducing test anxiety.

Supplemental Instruction groups are conducted by the LSC for traditionally difficult introductory courses to give students the opportunity to learn and practice effective study strategies while studying the content of the course. The reading component provides diagnostic services, individualized programs in comprehension and vocabulary, and speed reading workshops.

For more information, contact the center at (412) 648-7920, room 311 William Pitt Union (open Monday through Friday from 8:30 a.m. to 5:00 p.m. and some weekday evenings), or see <http://www.lsc.pitt.edu>.

OFFICE OF MEASUREMENT AND EVALUATION OF TEACHING (OMET)

The Office of Measurement and Evaluation of Teaching (OMET) provides services to the University community related to student evaluation of teaching, the scoring of objective classroom tests, the administration of paper-and-pencil and computer-based admission and certification examinations, and consultation regarding research design and analysis. Instructors teaching a class, lab, or recitation can receive student feedback about their teaching by completing a request form that is available in both their respective departments and in G-39 CL (call 624-6147 for information). Information about test scoring and administration is available in G-33 CL (call 624-6440). OMET's Web site is located at <http://www.pitt.edu/NewPittInfo/omet.html#stu>.

OFFICE OF RESEARCH

The Office of Research is charged with administrative responsibility for all University research and related activities involving extramural sponsorship. The Office of Research serves as both a center of advocacy for research and related activities and a facilitator of the research environment. The functional areas supported by Office of Research staff include information services on potential sources of funding, project and proposal development assistance, and grants and contracts administration for both pre-award and selected post-award tasks. All funding proposals submitted by University personnel must be transmitted to and reviewed by Office of Research staff to assure adherence to internal and external policies and procedures. For more information on the office's services, call (412) 624-7400, visit 350 Thackeray Hall, or see <http://www.pitt.edu/~offres/>.

UNIVERSITY CENTER FOR INTERNATIONAL STUDIES (UCIS)

The University Center for International Studies (UCIS) is the central coordinating and support mechanism for the international activities of the University of Pittsburgh. As a University-wide center, UCIS supports multidisciplinary programs of research and instruction in international and area studies, linking departments and schools of the University. It connects the University with private and public sector institutions, other universities, and institutions in other countries to strengthen the University's international dimension of teaching, research, and public service. UCIS aids students in their acquisition of international knowledge through certificate programs, study abroad programs, curriculum developments, and seminars; assists faculty in their international research, teaching, and service; and develops and manages international programs and projects. The center offers graduate certificate programs through its four area studies centers (Asian Studies, Latin American Studies, Russian and East European Studies, and West European Studies), all of which are designated by the federal government as National Resource Centers. Area studies certificates give evidence of language proficiency and area knowledge, which students find useful for international careers or for advanced degrees with a focus in a particular world area.

For more information, contact UCIS at 4G Posvar Hall, (412) 648-7390, or <http://www.ucis.pitt.edu/index.html>.

UNIVERSITY CENTER FOR SOCIAL AND URBAN RESEARCH (UCSUR)

Established in 1972 to carry out basic and applied social science research, the University Center for Social and Urban Research (UCSUR) is a focal point for collaborative interdisciplinary and multidisciplinary studies. Faculty from the University's **Faculty of Arts and Sciences** and the professional schools participate in UCSUR's research programs. More than 60 federal, state, and local agencies, and foundations support the basic and applied research of the Center.

UCSUR is the major survey research facility at the University of Pittsburgh. The center provides opportunities for faculty collaboration in the development of research projects. It also provides state-of-the-art survey research facilities and other services to assist in formulating and executing research projects; information and technical services for local governments, community groups, and educational institutions; and primary and secondary data acquisition and analysis.

UCSUR is a Pennsylvania State Data Center research affiliate responsible for helping local academic institutions, businesses, governments, and other organizations in Southwestern Pennsylvania access and analyze U.S. Bureau of the Census data.

For more information on UCSUR, call (412) 624-5442 or see <http://www.pitt.edu/~ucsur/>.

WRITING CENTER

The Writing Center, located in the University's English department, offers tutoring assistance for students who need help with their writing in any class. Tutors will help solve writing problems with students but will not edit or write text. Students may drop in any time, but it is best to call for an appointment. The Writing Center is open Monday through Friday and also has some evening hours. For more information, call (412) 624-6556, stop by room 501 Cathedral of Learning, or see <http://www.pitt.edu/~englweb/writecent.html>.

SERVICES FOR NEW TEACHING ASSISTANTS

The University has a variety of support mechanisms for new teaching assistants to help them develop and improve their teaching skills. Each fall, the Center for Instructional Development & Distance Education (CIDDE) hosts an orientation for new TAs. The program includes required workshops led by experienced TAs and faculty on promoting academic integrity and creating an inclusive classroom. Elective workshop topics address issues such as teaching in labs, teaching recitations, and dealing with difficult situations. A panel of professors and students describe the University's undergraduate population to new TAs. For registration information, call (412) 624-6671. CIDDE also publishes a Teaching at Pitt handbook that includes helpful information for new TAs.

Also, CIDDE and the Office of Measurement and Evaluation of Teaching (OMET) provide further training and evaluation for teaching assistants (*see above for detail on CIDDE and OMET*).

 HOUSING

Pittsburgh has a number of pleasant residential neighborhoods with private homes that have been converted to apartments. Many graduate and professional students live in Oakland, where the University is located, or in the surrounding neighborhoods of Shadyside, Squirrel Hill, Highland Park, and Mount Washington. All of these areas are within walking distance or easy commuting distance of the University. Public bus transportation is widely available and is free (inside Allegheny County limits) to University students.

Ruskin Hall is the only residence hall on campus for graduate students. It is designated as living space for graduate students studying medicine, law, or other health-related professionals. Students interested in Ruskin Hall should contact the Property Management Department (*see below*).

HOUSING RESOURCE CENTER

The Housing Resource Center provides assistance to students, staff, and faculty in identifying, renting, leasing, or purchasing suitable living accommodations. The Housing Resource Center provides the following: information on University-owned apartments; an apartment-roommate matching service; a sublet service; maps of Pittsburgh and surrounding areas; rental tips; campus shuttle schedules; free local telephone service to contact landlords; and listings of apartments inspected and approved by the City of Pittsburgh. Call (412) 624-6998, visit the office at 127 North Bellefield Street, or see <http://www.pitt.edu/~property/hrc.html>.

PROPERTY MANAGEMENT

The Department of Property Management manages several off-campus apartment buildings near the University for students, faculty, and staff. For more information on the buildings and how to make a rental application, call (412) 624-9900, visit the office at 127 North Bellefield Avenue, or see <http://www.pitt.edu/~property/pm.html>.

STUDENT RESOURCES

The University is committed to providing a high quality of life for its students and towards that end supports a variety of offices and activities designed to aid students in realizing their potential and having a fulfilling campus life.

AFFIRMATIVE ACTION

In addition to its work with developing, implementing, and monitoring the University's affirmative action program, the Office of Affirmative Action is responsible for receiving, investigating, and mediating complaints from any members of the University community who believe they have been discriminated against or harassed on the basis of their race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Individuals may request information and advice anonymously if they wish. The privacy of all parties will be respected. The office is located in room 901 of the Cathedral of Learning and the phone is (412) 648-7860. See <http://www.hr.pitt.edu/general/Affirm.htm> for further information on the office's services and the University's affirmative action policy.

ATHLETICS

The University offers a variety of opportunities for students to participate in athletics on the intramural and club levels as well as on-campus facilities for group sports and individual exercise.

VARSITY SPORTS

The University offers nine varsity sports each for men (baseball, basketball, cross country, diving, football, soccer, swimming, indoor and outdoor track, and wrestling) and women (basketball, cross country, diving, gymnastics, soccer, swimming, tennis, indoor and outdoor track, and volleyball). For tickets, scheduling, or other information about these sports, call (412) 648-8200 or visit the Pittsburgh Panthers Web site at <http://www.pittsburghpanthers.com>.

INTRAMURAL AND CLUB SPORTS

New outdoor playing fields are available behind the renovated Cost Sports Center. Call (412) 648-8210 for more information or visit the intramural program's Web site at <http://www.pitt.edu/~soeforum/hpred/intramurals/Imexperi.html>.

Sports clubs offer participation in a wide array of sports such as cycling, crew, hockey, and rugby. Contact the Student Organization Resource Center at 119 William Pitt Union, (412) 624-7116 for a complete list of sports clubs, or visit the club site at <http://www.education.pitt.edu/intramurals/>.

SPORTS FACILITIES

There are a variety of sports facilities available for use by individuals and groups. In Trees Hall, there are two swimming pools (call 412-648-8210 for pool information), a weight room, and courts for basketball, racquetball, handball, and squash. The Fitzgerald Field House also has two basketball courts and a 220-yard indoor track (call 412-648-8213 for schedule of available times). The Cost Center has nine indoor tennis courts, and fitness centers are available at Bellefield and Lothrop Halls. Bellefield Hall also has a swimming pool. The new Convocation and Events Center, scheduled to open on the Pitt Stadium site in 2001, will house a large student recreation and fitness center, among other amenities.

BOOK CENTERS

The University owns and operates two bookstores on campus: the Book Center and the Health Book Center. The Book Center, located at 4000 Fifth Avenue, carries textbooks for most University courses, as well as a general book selection, school supplies, and sundries such as art supplies, stationery, greeting cards, and calendars. Call (412) 648-1455 or see <http://www.pitt.edu/~bookctr/> for more information. The Health Book Center, located at 3527 Forbes Avenue, carries all course books for the **Schools of Medicine, Dental Medicine, Health & Rehabilitation Sciences, Nursing, Pharmacy, and Public Health**. Call (412) 648-8915 or see <http://www.pitt.edu/~bookctr/hbc.htm> for more information.

CHILD CARE

The University Child Development Center provides care and early childhood education to children of faculty, staff, and students of the University of Pittsburgh. Children range in age from six weeks through six years and participate in a wide range of programs that include full- and part-time infant, toddler, and preschool options and full-day kindergarten. There is a school-age summer program as well. The center serves the University as a laboratory school and the greater community as a model of early childhood excellence. There is a lengthy waiting list and prospective parents are encouraged to put children on that list as soon as possible. It is acceptable to put an unconceived child on the list in the interest of prudent planning. The Center is located at 635 Clyde St. and is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. For more information, call (412) 383-2100 or see <http://www.hr.pitt.edu/ucdc/child.html>.

COUNSELING CENTER

The University Counseling Center provides free, confidential services to all students. The staff consists of psychologists, psychiatrists, and career counselors. Services include individual counseling, group counseling and the Career Resource Center. Students may come to the center for assistance with problems of an emotional, social, marital, academic, or career nature. The Center is located in room 334 of the William Pitt Union and is open year-round from Monday through Friday from 9 a.m. to 5 p.m., with additional hours from 6:00 p.m. to 9:00 p.m. on Monday nights during the Fall and Spring Terms. Call (412) 648-7930 for an appointment or see <http://www.pitt.edu/~counsel> for more information.

DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services (DRS) provides a broad range of support and services to assist students with disabilities. Services include, but are not limited to, the following: tape-recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, and non-standard exam arrangements. DRS can also assist students with accessibility to campus housing and transportation. Contact the DRS at (412) 648-7890 (voice or TDD) in room 216 of the William Pitt Union, or see <http://www.pitt.edu/~osaweb/drs/drs.html> for more information.

FOOD SERVICES

The Department of Food Services operates several cafeterias and food courts on campus and administers a meal plan for students, including graduate and professional students. Cafeterias or food courts are located in the following University buildings: Tower A, Tower C, William Pitt Union, Cathedral of Learning, Sutherland Hall, Mervis

Hall, Benedum Hall, and Posvar Hall. Call (412) 648-2164 or see <http://www.pitt.edu/~food/> for more information.

The University of Pittsburgh Medical Center also operates a cafeteria on the 11th floor of Scaife Hall.

HEALTH CARE AND STUDENT HEALTH SERVICE

All full-time students pay a Student Health Fee each term to cover a variety of services at the Student Health Service, which is located in Suite 500, Medical Arts Building, 3708 Fifth Avenue. The Student Health Service is a multi-service healthcare facility that offers outpatient clinical services, gynecology, and family planning, as well as comprehensive health education programs. Call (412) 383-1800 or see <http://www.pitt.edu/~studhlth> for more information.

The University of Pittsburgh Pharmacy, located in the same suite as the Student Health Service, offers over-the-counter and prescription medication, often at lower prices than available elsewhere. Call (412) 383-1850 or see <http://www.pitt.edu/~pittrx> for more information.

Students should have health insurance to protect themselves in the event of illness or injury. Also, some schools may require students to carry insurance as a condition of their enrollment, particularly when students may be in contact with blood-borne pathogens. A direct pay medical insurance plan, underwritten by MEGA Life and Health Insurance Company, is available to students registered at the University for three or more credits. While not a full-coverage plan, this plan is designed to provide a student's basic health care needs, including services not offered at the Student Health Service such as hospitalization and emergency care. Students may enroll in the MEGA plan only during certain enrollment periods. Applications, enrollment deadlines, and further information on the plan are available at the Student Health Service, Suite 500, Medical Arts Building, 3708 Fifth Avenue, Pittsburgh, PA 15260, (412) 383-1800, or by contacting the Office of Risk Management at (412) 624-0621.

Teaching Assistants, Teaching Fellows, Graduate Student Assistants, and Graduate Student Researchers with eligible academic appointments are currently eligible to enroll in a managed care plan. The University will cover the cost of this insurance for these eligible graduate students. Coverage is available for eligible spouses and dependents by paying the difference between the individual and dependent options through a monthly payroll deduction. Students supported by fellowships and traineeships may be eligible to purchase membership in this insurance plan by paying the full cost of the coverage through a monthly deduction.

ID CENTER

Every student, faculty, and staff member at the University must get an ID card from the ID Center, located in room 107 McCormick Hall. The PittCard is used to access a variety of campus buildings and to take advantage of on-campus services, including libraries, computer labs, student discounts, and the like. The card also affords access to off-campus benefits such as free bus rides on Port Authority Transit (see *Parking and Transportation*).

To obtain a PittCard, students must have registered for classes, and must present some form of photo identification, such as a driver's license or passport. If a student does not have any photo identification, several forms of signature ID, such as credit or bank cards or a social security card must be presented. Students may also use a birth certificate as a form of non-photo identification.

There is no charge for the initial PittCard. However, there is a \$20 replacement fee for lost, stolen, or damaged cards. Call (412) 624-7643 (624-7632 after hours) or see <http://www.pitt.edu/~idcenter/index.html> for more information.

INTERNATIONAL SERVICES

The Office of International Services provides services on matters relevant to international students and scholars. Among the services provided are the evaluation of foreign academic credentials for applicants to the University of Pittsburgh with education outside the United States; the issuance of visa documents; orientation for new international students; counseling on personal, social, and financial matters; information and advising on regulations of the Immigration and Naturalization Service and other government agencies, as well as the processing of documents for enrolled international students for travel and employment. To contact the Office of International Services, phone (412) 624-7120, fax (412) 624-7105, or E-mail ois@pitt.edu. The office's mailing address is Office of International Services, 708 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260-5071.

PARKING AND TRANSPORTATION

The University provides a variety of parking and transportation services, both on and off campus, some of which are detailed below. For more complete information, call the University Department of Parking, Transportation, and Services' 24-hour hotline at (412) 624-8800 or see <http://p-and-t.parktran.pitt.edu/>.

PARKING SERVICES

A limited number of parking permits are available for graduate and professional students living in Ruskin Hall and for those students who commute from off-campus. Permits are sold on a first-come, first-served basis. Daily student commuter parking is also available in several lots located throughout the campus. No permit is required for these facilities; charges are based on daily or hourly rates. Commuter students may also purchase parking permits at the Center for Biotechnology and Bioengineering, an off-campus lot connected to main campus by a shuttle. Evening/weekend student parking permits are available to those who do not need to park until after 3:50 p.m. on weekdays. For more information, contact the Parking Office, 204 Brackenridge Hall, (412) 624-4034.

RIDESHARING

Daily commuter students can save money by sharing a ride with other students. A free, computerized matching service is available to find names and phone numbers of others interested in sharing a ride. Call (412) 624-0687 for more information.

PITTSBURGH CAMPUS TRANSPORTATION SYSTEM

University of Pittsburgh students may ride all of the Pitt buses and shuttles for free by showing a valid University ID. In addition, students are permitted two guest riders (space permitting). Buses and shuttles normally have a 25- to 35-minute route. Detailed maps and time schedules are available in the lobbies of many campus buildings, libraries, and residence halls.

VAN CALL

An on-call Van Call is available from 7 p.m. until 3 a.m. Sunday through Wednesday, and from 7 p.m. until 5 a.m. Thursday through Saturday, to transport students from campus to a residence or from a residence to campus. This service is only available for those not on a fixed shuttle route and within the following area around the campus: South—Second

Avenue/Center for Biotechnology and Bioengineering parking; North—Baum Boulevard; West—Robinson/Craft Avenue; and East—Morewood Avenue. Van Call will also pick up students at the downtown Greyhound bus station on Sundays only. Students may call (412) 624-1700 to have the on-call van dispatched to their location.

PORT AUTHORITY

University of Pittsburgh students may ride any Port Authority bus, incline, or trolley within Allegheny County for free by showing their valid University ID card. Port Authority bus schedules are available at the Transportation Office in Forbes Pavilion, the Parking Office at Brackenridge Hall (room 204), and in the lobby of the William Pitt Union.

BICYCLE REGISTRATION PROGRAM

Registration of bicycles is recommended as a deterrent to theft, to help in the identification of lost or stolen bicycles, and to help the Department of Parking, Transportation, and Services better accommodate cyclists at the University. Registration is free. Bicycle rack parking is also free. Bicycle parking maps, regulations, and safety tips are available from the department. Bicycle lockers may be rented for \$40 per term, plus a \$10 refundable locker key deposit. Call (412) 624-0687 for more information.

PITT ARTS

PITT ARTS is a program designed to provide the University's students with access to and information about the many cultural institutions in Pittsburgh. The program's Web site gives information about a wide range of events in music, film, theater, visual arts, lectures, museums, and other cultural programming both on campus and in the city at large; it also provides information about volunteering for different cultural organizations in the city. PITT ARTS has programs designed for both resident and commuting students, including providing free access during the Fall and Spring Terms for all University students with a valid ID to several museums in Oakland: Phipps Conservatory and the Carnegie Museums of Art and Natural History.

PITT ARTS and the Department of Parking, Transportation, and Services also sponsor the Cultural Bus for the convenience of Pitt students every Sunday through the Fall and Spring terms. The Cultural Bus (number 17U) departs from the William Pitt Union, on Bigelow Boulevard, beginning at 12:00 noon. The 17U Cultural Bus takes students to some of Pittsburgh's key cultural destinations, including the Andy Warhol Museum, Heinz Hall, the Senator John Heinz Regional History Center, the Mattress Factory, and the Carnegie Science Center. Schedules are available at the William Pitt Union Parking Office (204 Brackenridge Hall), and Transportation Office, 3525 Forbes Avenue, and online at the Parking and Transportation Web site: <http://p-and-t.parktran.pitt.edu/>.

For more information, visit PITT ARTS at <http://www.pitt.edu/~pittarts/>.

PLACEMENT SERVICE

Graduate and professional students should consult with their faculty mentors as well as departmental, program, or school placement services as their primary source for guidelines on career development specific to their discipline. As a secondary resource, the University Placement and Career Services, though mainly designed to assist undergraduates, has a variety of services that may be of use to graduate and professional students.

Placement and Career Services is designed to work with students at each step of the Pitt Pathway, a developmental model for career planning and implementation. Specific services that assist students in implementing their plan and beginning their job search include an on-campus recruiting program, a resume referral service, current job postings posted on the Web site and on job boards, and use of an alumni volunteer database entitled AlumNet. Placement and Career Services helps students establish contact with employers in the fields of business, government, health care, education, industry, and private research. A credential service maintains letters of recommendation files that are sent at the request of the student to prospective employers and graduate schools. PCS also maintains a part-time/summer job database for students interested in temporary or part-time work on and off campus. For more complete information on services provided by Placement and Career Services call (412) 648-7130, stop by room 224 William Pitt Union, or see <http://www.placement.pitt.edu>.

PUBLIC SAFETY

The Department of Public Safety provides police and security services to the University community. For emergency calls dial 811 from on-campus phones or (412) 624-2121 from off-campus phones. The University of Pittsburgh Police Department's main headquarters is located in G1N30 Posvar Hall. For general information calls (non-emergency), dial (412) 624-4040. For more information on the Department of Public Safety, see <http://www.pitt.edu/~police/>.

SEXUAL ASSAULT SERVICES

The Office of Sexual Assault Services provides individual and group counseling designed to alleviate the trauma associated with sexual assault and sexual harassment. University of Pittsburgh students who have been sexually assaulted or who have experienced some form of sex discrimination are eligible for services. Emergency, medical, legal, and police support are provided. Students are assisted in negotiating course schedule or room changes and in obtaining medical, legal, and counseling resources available to them within the University and local communities.

The peer education program is an integral component of Sexual Assault Services. P.E.E.R.S. (Peer Educators for an Environment Free of Rape and Sexual Exploitation) is a volunteer student outreach program whose mission is to create an awareness of the dynamics of sexual assault on the Pitt campus, promote healthy relationships and effective communication, and reduce the occurrence of sexual victimization.

For more information, call (412) 648-7856, visit 926 William Pitt Union or see <http://www.pitt.edu/~saserv>, or call (412) 648-7844.

STUDENT GOVERNMENT

The Graduate and Professional Student Association (GPSA) is the official umbrella graduate and professional student organization at the University of Pittsburgh. GPSA is made up of graduate student organizations (GSOs) from each of the schools at the University. The purpose of GPSA is to represent both the academic and non-academic interests of all graduate and professional students and to provide student-initiated and student-controlled services. GPSA coordinates efforts with graduate student organizations from the different University graduate and professional schools and provides graduate student representation on key University-wide committees. The GPSA also has a limited amount of funding to support student scholarship, including funding for student travel to academic conferences, for

interlibrary loans, and for academic programs sponsored by individual schools within the University. For more information, see the GPSA Web site at <http://www.pitt.edu/~gpsa2>.

STUDENT ORGANIZATIONS

Over 250 certified student organizations provide a myriad of opportunities for extracurricular activity. In addition to student government, media, publications, and programming organizations, there are clubs for sports, recreation, performing arts, politics, religion, service, professional and academic pursuits, ethnic and cultural enrichment, and many other specialized interests. A complete list of certified student organizations is available from the Office of Student Activities (140 William Pitt Union, 412-648-7830, or see <http://www.pitt.edu/~studact/>).

SURVIVAL SKILLS AND ETHICS PROGRAM

The Survival Skills and Ethics Program sponsors a series of monthly workshops and activities designed to help train graduate and professional students in the skills necessary for success during and after their time at the University. These skills include the ability to communicate both orally and in writing, to learn and teach, to obtain and keep a job, to manage stress and time, and to behave responsibly. Graduate and professional programs often do not provide comprehensive training in all of these areas; the Survival Skills & Ethics Program encourages the development of mechanisms for assisting graduate and professional students in developing these skills.

For more information on workshops and other services provided by the program, call (412) 624-7098, visit 4K57 Posvar Hall, or see <http://www.pitt.edu/~survival/>.

VETERANS SERVICES

The staff of the Office of Veterans Services assists veterans, war orphans, and veterans' dependents in obtaining and using their VA educational benefits. In addition to these services, the office implements the VA work-study program. The staff serves as the veterans' representative with the University, the Veterans Administration, and other related agencies. The office is located in room G-3 of Thackeray Hall. Call (412) 648-7885 or see <http://www.pitt.edu/~srfswb/vetPgVetServ.htm> for more information.

WILLIAM PITT UNION

The William Pitt Union, built just over 100 years ago as the Schenley Hotel, has been extensively remodeled and renovated. The union is located across Bigelow Boulevard from the Cathedral of Learning and serves as the focal point for campus activities, student organizations, and the Division of Student Affairs. The union features a recreation center, arcade, food service, information service, art gallery, TV room, dance studio, lounges, meeting rooms, student organization offices, ticket office, dining rooms, and several multi-use spaces for programs. To reach the union's information desk, call (412) 648-7815.

GENERAL ACADEMIC REGULATIONS

ADVISING

The quality of education that graduate students receive is greatly enhanced with good academic advising at all stages of their program. Given the diversity of these needs, each school and program must determine the best way to provide these services. Each program should have a document describing its view of good graduate advising practices and a clear policy on how good graduate advising is assessed and rewarded. For more information on academic advising at the graduate level, see Elements of Good Academic Advising at <http://www.pitt.edu/~provost/advising.html>.

Students are encouraged to consult with the individual school for school-specific advising services. In addition, the online *Schedule of Classes* can be a useful advising tool (see <http://www.pitt.edu/~srfsweb/crseinPgCrslInfo.htm>) in planning a course of study.

ALLOWABLE CREDITS

There are certain limitations on the credits that can be earned towards a graduate degree at the University of Pittsburgh. Those limitations are detailed below.

ACCEPTANCE OF TRANSFER CREDITS

Students who have completed graduate courses in degree-granting graduate programs at other accredited institutions prior to admission to the University of Pittsburgh should submit official transcripts from those institutions at the time they apply so that the courses can be evaluated for transfer credit. In no case may the total number of credits transferred exceed the maximum number stated in the sections of this bulletin pertaining to advanced degree requirements. *For more detail, see credit requirement information in the sections on Regulations Pertaining to Master of Arts and Master of Science Degrees, Professional Master's Degrees, or Doctoral Degrees as well as the relevant program information in Schools, Departments, and Programs.* Grades (and quality points) are not recorded for credits accepted by transfer.

Transfer credits will not be accepted for courses in which a grade lower than B (QPA=3.00) or its equivalent has been received. No credit will be granted toward an advanced degree for work completed in extension courses, correspondence courses, courses delivered electronically, or those offered in the off-campus center of another institution unless those courses are approved for equivalent graduate degrees at that institution and the institution has an accredited program.

The completion of requirements for advanced degrees must be satisfied through registration at the Pittsburgh campus of the University of Pittsburgh. Graduate students already enrolled may, when approved in advance by their department and the dean, spend a term or more at another graduate institution to obtain training or experience not available at the University of Pittsburgh and transfer those credits toward the requirements for an advanced degree at the University of Pittsburgh. In such instances, neither the University nor any of its

components is responsible for providing any financial assistance to the graduate student.

COURSE WORK ACCEPTABLE AS GRADUATE CREDIT

A substantial proportion of courses acceptable toward a graduate degree should be designed explicitly for graduate students. Introductory graduate-level (master's-level) courses are numbered 2000-2999, and those at an advanced graduate-level (doctoral-level) are numbered 3000-3999. To be eligible for a master's degree, a student must have completed at least four courses (12 credits) or one-half the total number of credits submitted for the degree, whichever is greater, at the graduate-level (2000 or 3000 series). Doctoral students must complete additional graduate-level courses as determined by his or her department or school. No lower-level undergraduate courses numbered 0001-0999 may be applied toward a graduate degree.

CREDIT BY COURSE EXAMINATION

Some schools at the University offer credit by course examination. Each school authorized to offer graduate courses clearly specifies in its section of this bulletin whether or not students may obtain credit toward a degree in this fashion and, if so, for which courses. A school granting graduate credit for life or work experience will do so only through the option of credit by examination.

CROSS REGISTRATION CREDITS

Students may register for graduate courses at Carnegie Mellon University, Duquesne University, the Pittsburgh Theological Seminary, and Robert Morris College under the Pittsburgh Council on Higher Education (PCHE) cross registration agreement. Such work, if approved in advance by the student's advisor, will not be considered as transfer credit and may be counted for credit toward a graduate degree; the grade earned will be used in computing the student's quality point average. *See also Cross Registration in Registration section of this bulletin.*

ENROLLMENT IN GRADUATE COURSES AS AN UNDERGRADUATE

University of Pittsburgh undergraduate students with sufficient preparation are permitted to enroll in certain graduate courses at the University following procedures determined by each school. The graduate credits earned may be counted toward the undergraduate degree if approved by the student's school. These may not be counted as credits toward a graduate degree except as noted below.

Undergraduate students who need fewer than 15 credits to complete requirements for the baccalaureate degree and who intend to continue study toward an advanced degree may be permitted during their final term to register for graduate courses that will later apply toward a graduate degree. The student must obtain written permission from the school of proposed graduate study that the courses may count when and if the student is admitted into the graduate degree program. This privilege should not be granted if the proposed total program exceeds a normal full-time load. Although these credits will appear

on the undergraduate transcript, they will not count toward fulfilling undergraduate degree requirements. They will be posted as advanced standing credits on the graduate transcript.

REGISTRATION

REGISTERING FOR CLASSES

After being admitted to a graduate program, students may register for classes with their academic advisor. The registration period for a term or session is published in the University's *Schedule of Classes* (see <http://www.pitt.edu/~srfsweb/crseinPgCrsInfo.htm>), in course descriptions, on calendars (including the University's Academic Calendar at <http://www.pitt.edu/~provost/calendar.html>), and in numerous other publications.

Students registering for the first time are advised to complete registration well before the beginning of the term. Typically, the first day of classes is the last day for students to register. After the start of classes, registration for new and continuing students is permitted only in unusual circumstances and only with the written approval of the dean and the payment of a late registration fee.

Many students have the convenience of processing their registration form online in their school or advisor's office. Students may also process their registration form in the Registration Office, G-1 Thackeray Hall.

Students are required to have the signature of their academic advisor on the registration form. The student's signature on the registration form creates a financial obligation to the University of Pittsburgh. Once students have registered, they may view their class schedules online at <http://student-info.pitt.edu>.

FULL-TIME AND PART-TIME STUDY

Students must be officially admitted to the University to be eligible to register for classes. Graduate students who register for nine to 15 credits in the Fall or Spring Term are full-time students and are assessed the tuition rate for their school (for detail, see <http://www.ba.pitt.edu/irweb/tuition/tuithmpg.htm>). A school may require students enrolled in a degree program to register for more than nine credits. Students who register for fewer than nine credits are part-time students and are billed on a per-credit basis. During the Summer Term and Summer Sessions, most students are billed on a per credit basis regardless of the number of credits taken. At the **Katz Graduate School of Business**, full-time MBA students are billed a flat rate in the Summer Term (since this is a one-year program, tuition is spread over three terms).

Doctoral students who have completed all credit requirements for the degree, including any minimum dissertation credit requirements, and are working full-time on their dissertations may register for full-time dissertation study, which carries no credits or letter grade but provides students full-time status. Students so enrolled are assessed a special tuition fee but are still responsible for paying the full-time computer and network, security/transportation, student health service, and activity fees. Students must consult with the dean's office of their school for permission to register for full-time dissertation study.

MAXIMUM CREDITS PER TERM

No student is permitted to register for more than 15 graduate credits without written permission from the dean of the academic center in which the student is pursuing a degree. Graduate students who register for more than 15 credits will be billed for each additional credit that exceeds their full-time tuition rate. Exceptions include the following:

- The **Katz Graduate School of Business** allows its full-time MBA students to register for up to 18 credits in the Fall and Spring Terms before additional per credit tuition charges apply.
- The **School of Law** has no maximum number of credits in its first-professional programs for billing purposes, but permission of the associate dean is required to register for more than 15 credits per term.
- The **Graduate School of Public Health** allows students pursuing the Master of Health Administration or the Master of Public Health in Environmental and Occupational Health to take up to 16 credits during their first year of study.
- The **School of Social Work** allows its students to register for 16 credits in the Fall Term before additional per credit tuition charges apply.

Individual schools and departments may restrict the maximum program of any or all of their graduate students.

REGISTRATION STATUS AT GRADUATION

All graduate students must register for at least one credit or full-time dissertation study during the 12-month period preceding graduation (that is, must be on active status) and must be registered for the term in which they plan to graduate. Waivers may be obtained by submitting a written request to the registrar from the dean of the school. The request should be based on extenuating circumstances, e.g. inability of the student's dissertation committee to meet during the final term when a student has given reasonable notice or the student has completed all degree requirements in a previous term.

INACTIVE STATUS

Students who have not registered for at least one credit or full-time dissertation study (eligible doctoral students) during a 12-month period are transferred to inactive status and must file an application for readmission to graduate study (application fee required) before being permitted to register again. Students on inactive status cannot apply to graduate or take preliminary or comprehensive examinations. Also, students on inactive status are not eligible to use University facilities and should not expect to receive counseling from the faculty or active supervision by their advisor and committee.

ADDING AND DROPPING COURSES

Students may add and drop course(s) only during the add/drop period. The dates for the add/drop period are listed in the University's *Schedule of Classes*, in course descriptions, on calendars (including the University's Academic Calendar at <http://www.pitt.edu/~provost/calendar.html>), and in numerous other publications. Students who no longer wish to remain enrolled in a course after the add/drop period has ended may withdraw from the course or resign from the University. See *Monitored Withdrawal from a Course or Resigning from the University*.

AUDITING COURSES

With the consent of the school and instructor, students may choose to audit a course. To audit a course, a student must register and pay tuition for the course. The N grade is not counted toward graduation or the QPA.

CROSS REGISTRATION

Carnegie Mellon University, Duquesne University, the Pittsburgh Theological Seminary, Robert Morris College, and the University of Pittsburgh offer graduate students the opportunity for cross registration in graduate programs in the five institutions in the Fall and Spring Terms. Credits earned by cross registration in graduate courses at Carnegie Mellon, Duquesne University, the Pittsburgh Theological Seminary, and Robert Morris College, when approved in advance by the student's graduate advisor, are accepted as University of Pittsburgh credits for the purpose of the calculation of the quality point average and the completion of degree requirements. Each department at each institution retains the authority to establish the prerequisites for admission and the maximum enrollment in its own courses and to grant priority in registration to its own graduate students.

Cross registration is only available in the Fall and Spring Terms. Only full-time students may cross register. Students who cross register do not pay tuition to the host institution; however, they are responsible for any additional fees associated with the course such as laboratory fees, books, and the like. During the summer, students may attend one of the above colleges as guest students, but they must pay that institution's tuition and fees. Students are discouraged from cross registering during their term of graduation to avoid any delays in the receipt of course credit needed to graduate. Students should meet with their advisor before they cross register. *See also Cross Registration Credit.*

REGISTERING FOR TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

Students may pursue two independent graduate degrees simultaneously in two different schools within the University or two different departments within the same school. Normally, such students should be enrolled for no more than a total of 15 credits per term. Special approvals and regulations apply before a student is allowed to register for courses in pursuit of two independent graduate degrees. *See Special Academic Opportunities, page 30, for further detail.*

REGISTERING FOR COOPERATIVE-, DUAL-, AND JOINT-DEGREE PROGRAMS

Dual- and joint-degree programs result in two degrees being awarded. Requirements for these programs include all or most of the requirements of two distinct academic degree programs. Dual programs exist within a single school; joint programs exist between two or more schools; cooperative programs are administered by two or more institutions. Before registering for courses in pursuit of a cooperative-, dual-, or joint-degree program, a student must be admitted to both programs. *See Special Academic Opportunities, page 30, for further detail.*

MONITORED WITHDRAWAL FROM A COURSE

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form in the office of the school offering the course.

Students must process the Monitored Withdrawal Request form within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the summer *Schedule of Classes* for those deadlines. Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form. The grade "W" will appear on the student's grade report and transcript. There is no financial adjustment to students' tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

RESIGNING FROM THE UNIVERSITY FOR A SPECIFIC TERM

If students decide to drop all of their courses after the add/drop period has ended and before 60% of the term or session has been completed, they must resign from the University for that term. Official resignation from the University requires students to contact the Student Appeals Office. Students have several options. They may resign in person, by mail, or by calling (412) 624-7585 where students may leave a message 24 hours a day, including weekends and holidays. An R grade will appear on the student's academic transcript. Tuition is prorated from the date of the student's notification to the Student Appeals Office of the student's desire to resign, unless 60% of the term has been completed, in which case there is no refund.

After the 60% point in time of the term or session has passed, students who wish to terminate their registration may process withdrawal from all classes only with the permission of their academic dean. If the reason for withdrawal is medical or psychological in nature, the academic dean may consult with the director of Student Health Service prior to making a determination. There is no financial adjustment associated with this procedure, which results in the assignment of W grades for the courses.

GRADING & RECORDS

QPA AND GPA

Quality Point Average (QPA) and Grade Point Average (GPA) are numerical indications of a student's academic achievement. QPA is the average of letter grades earned toward a degree. GPA is the average of total letter grades earned.

ACADEMIC STANDARDS

An average of at least B (QPA=3.00) is required in the courses that make up the program for any graduate degree. A student with full graduate status is automatically placed on probation whenever his or her cumulative QPA falls below 3.00. Each school determines the restrictions placed on a student on probation. *See Probation, Suspension, and Dismissal for further detail.*

GRADING SYSTEM

The University of Pittsburgh has a standard letter grade system (*see Letter Grades below*). Some additional grading options are available in some courses as determined by the school and the instructor (*see sections below on University Grading Options and Other Grades*). Students are subject to the grading system of the school in which they are taking the course.

UNIVERSITY GRADING OPTIONS

Individual schools may elect to offer one of the following grade options for its courses:

LG	Letter Grade
H/S/U	Honors/Satisfactory/Unsatisfactory
S/N	Satisfactory/Audit
LG and H/S/U	Letter Grade & Honors/Satisfactory/Unsatisfactory
LG and S/N	Letter Grade & Satisfactory/Audit

From among the grading options approved by the school, each department identifies those it deems acceptable for its courses. Furthermore, each course instructor may specify, within the grading options approved by the school and department, which grading options may be selected by students taking his or her course.

Students should choose a grading option from those listed with the course in the *Schedule of Classes*. Grade Option/Audit Request forms for graduate courses are not required and will not be accepted by the Office of the Registrar. Schools establish their own deadlines and procedures for processing grade option and audit requests.

Students receive the grade H or S for satisfactory work and U for unsatisfactory work. The grades H and S are counted toward graduation but not the student's QPA. The grades N and U are not counted toward graduation or the QPA. The S grade indicates adequate graduate attainment; in evaluating thesis or dissertation research, an instructor may only use the S/N grading option.

Students may audit a course and receive an N grade with the consent of the instructor and school offering the course. However, to audit a course, a student must register and pay tuition for the course. The N grade is not counted toward graduation or the QPA.

LETTER GRADES

The University's letter grade system for graduate courses (not first-professional) is as follows:

Grade		Quality Points
A+	=	4.00
A	=	4.00 Superior Attainment
A-	=	3.75
B+	=	3.25
B	=	3.00 Adequate graduate-level attainment
B-	=	2.75
C+	=	2.25
C	=	2.00 Minimal graduate-level attainment
C-	=	1.75
D+	=	1.25
D	=	1.00
D-	=	0.75
F	=	0.00 Failure

Courses in the first-professional programs (DDM, JD, LLM, MD, PharmD) use a different letter grade system; students should refer to

the relevant school's text in the First-Professional Programs section of this bulletin.

OTHER GRADES: INCOMPLETE, WITHDRAW, RESIGN

Upon a student's completion of a course, one of the grades listed below may appear on the student's transcript in lieu of one of the options selected by the student and/or instructor under University Grading Options. None of these grades carries quality points. Students should consult with their individual school for information on any school-specific regulations regarding these grades.

G GRADE

The G grade signifies unfinished course work due to extenuating personal circumstances. Students assigned G grades are required to complete course requirements no later than one year after the term in which the course was taken. After the deadline has passed, the G grade will remain on the record, and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation.

I GRADE

The I grade signifies incomplete course work due to nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars.

W GRADE

The W grade signifies that a student withdrew from course. *See Withdrawing from Courses for more information.*

R GRADE

The R grade indicates that a student has resigned from the University. *See Resigning from the University for more information.*

Z GRADE

The Z grade indicates that an instructor has issued an invalid grade.

REPEATING COURSES

A student may repeat any course in which a grade of B- or lower is received if an authorization to repeat the course is given by the student's advisor and/or department. A school may restrict the type and/or number of different courses that may be repeated during one degree program. The grade earned by repeating a course is used in lieu of the grade originally earned, although the original grade is not erased from the transcript. No course may be repeated more than twice. No sequence course may be repeated for credit after a more advanced course in that sequence has been passed with a B or higher grade. The repeated course must be the same as that in which the original grade was earned. In extenuating circumstances, a department chair, with the dean's approval, may substitute another course of similar content. Grades of W, R, or N reported for the repeated course will not be counted as a course repeat. To initiate only the last course grade being computed in the QPA, a Course Repeat Form must be filed with the dean's office.

CHANGING GRADES

Only the instructor of a course may change a student's grade by submitting a Change of Grade Card. All grade changes require the authorization of the dean of the school from which the original grade was issued. While each school may determine a time limit for grade changes, they should be processed no later than one year after the initial grade was assessed. Changes in I grades are exempt from this one-year policy.

ACADEMIC RECORD

The academic record is not an official University transcript, but a document containing a student's complete University of Pittsburgh academic history. In addition to the information provided on the transcript (as listed below), the academic record provides students and advisors with admission data, academic events, and advanced standing/placement/transfer credit information. Students with no outstanding financial obligations to the University can receive one free copy of their academic records each term in G-3 Thackeray Hall. For more information, send E-mail to transcert@pdc.srfs.pitt.edu.

GRADE REPORT

At the end of each term, a grade report is prepared by the Office of the University Registrar and mailed to the student, provided that all charges have been paid. This report shows the total credits carried, the grade received in each course, and total quality points earned. Shortly after the term ends, students can also access their grades online via the secure server at <http://student-info.pitt.edu/>.

TRANSCRIPTS

An academic transcript serves as a permanent record of a student's academic progress. The transcript is a cumulative record of the student's QPA, as well as a record of the department, title, and grade for each course in which the student has enrolled. Students may request an official transcript that bears the seal of the University of Pittsburgh and the signature of the University Registrar at a cost of \$3.00 per copy. Currently enrolled students may also receive one free unofficial copy of their transcript per term for personal use. Upon graduation, the transcript reflects a student's degree and date; major; and, if applicable, honors, area of concentration, and minor.

ACADEMIC HONORS

Schools and programs may recognize academic achievement by students through fellowships, scholarships, and other awards. Students should consult with their individual school and/or program for more information.

PROBATION, SUSPENSION, AND DISMISSAL

Students who fail to make satisfactory progress may be subject to academic probation and/or suspension and dismissal. Students who have completed at least nine quality point credits and whose QPA falls below 3.00 will be placed on academic probation by the dean of their school. After a certain period of time on academic probation (the period is determined by the student's school), a student is subject to academic suspension and restricted from registering for classes in that school. Details of the school's probation system are available through that school.

EFFECT ON FINANCIAL AID AND SCHOLARSHIPS

Conditions for loan eligibility and many scholarships (including those for teaching assistants, teaching fellows, graduate student assistants, and graduate student researchers) usually require students to complete a specified number of credits each year and maintain a specified quality point average (QPA: credits counting toward the degree). Questions about the effect of unsatisfactory academic standing on loans should be directed to the Office of Admissions and Financial Aid in the Masonic Temple (4227 Fifth Avenue) at (412) 624-7488. Questions

about the effect of unsatisfactory academic standing on scholarships, including teaching and research assistantships, should be directed to the particular graduate school.

EDITORIAL ASSISTANCE AND PUBLICATION OF THESES/DISSERTATIONS

All graduate students must follow University regulations regarding editorial assistance and publishing of theses and dissertations as detailed below.

EDITORIAL ASSISTANCE

A student preparing a dissertation or other written work as part of academic requirements may, when appropriate, use the assistance of professional editors, provided that the following rules are observed:

- (1) The student receives the approval of the research advisor or professor of the course in which written work is being submitted.
- (2) The student receives assistance only in use of language and not in the subject matter of the written work.
- (3) The student acknowledges and describes all editorial assistance in the report.

PUBLICATION OF THESES AND DISSERTATIONS

Any thesis or dissertation may be published, either by the University or through an outside agency, provided due credit is given the University. No form of publication, however, will relieve the student of his or her responsibility to supply the proper abstract and the specified number of complete copies of the thesis or dissertation for binding and deposit in the University Library System.

The doctoral candidate is required to execute an agreement with University Microfilms, Inc. for the publication of the dissertation on microfilm (*see Regulations Pertaining to Doctoral Degrees, page 23*).

Advisors should exercise responsibility in approving research topics that will not endanger long-term research projects or the safety or welfare of informants. Dependent upon the circumstances and the research point at which the danger is recognized, the provost's office may authorize a delay in publication of a dissertation for up to a maximum of one calendar year. Similarly, a publication may be withheld for a maximum of six months, if required, for filing a patent application.

REGULATIONS PERTAINING TO MASTER OF ARTS AND MASTER OF SCIENCE DEGREES

The Master of Arts (MA) and Master of Science (MS) degree programs provide an introduction to scholarly activities and research and often serve as preparation for teaching careers. These degrees are awarded for the completion of a coherent program designed to assure the mastery of specified knowledge and skills, rather than a random accumulation of a certain number of courses. The overall form and content of the student's program of study is the responsibility of the faculty of the department. To carry out this responsibility, each student must be assigned a major advisor, who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines.

MA AND MS REQUIREMENTS

The Master of Arts and Master of Science degrees normally require the satisfactory completion of approximately 30 credits of graduate study approved by the department or school. No Master of Arts or Master of Science degree program may require fewer than 24 course credits. Not more than six credits may be granted toward the completion of the requirements for a master's degree for work completed at another accredited graduate institution or for work previously completed at the University of Pittsburgh. *See Acceptance of Transfer Credits on page 17 for further information.*

At least four courses (12 credits) or one-half the master's degree program, whichever is greater, must be at the graduate-level (the 2000 or 3000 series) and must be completed with an average grade of B (3.00). No course numbered below 1000 may be applied toward graduate degree requirements.

Some master's programs may include approved areas of concentration or minors. Areas of concentration define and describe the student's training and expertise within the broader discipline. Minors represent significant coursework completed in an area related to the student's specialty. Such areas of concentration or minors are added to the transcript upon the granting of the degree.

Master's degrees are conferred only on those students who have completed all courses required for the degree with an average grade of B (i.e., a 3.00 QPA).

The requirement of proficiency in foreign languages is at the discretion of individual departments or schools.

Departments provide students with a copy of school and departmental regulations appropriate for their program. Students are expected to become familiar with these and to satisfy all prescribed degree requirements.

COMPREHENSIVE EXAMINATION

MA or MS degrees are conferred only upon those students who, in one or more comprehensive examinations or the equivalent, show that they have mastered the general field of their graduate study. Each department or similar unit is responsible for specifying the content and procedure for administration of the comprehensive examination and will specify for each candidate the field of his or her examination, which may vary from student to student. When a program substitutes an equivalent requirement for the comprehensive examination, the department should notify the University Council on Graduate Study and describe the substitution.

Students on inactive, special, or provisional status or on probation are not eligible to take a comprehensive examination. These examinations must be taken at least one month prior to the last day of the term in which the degree is to be granted. The results must be reported promptly to the office of the dean but no later than the last day of the term in which the examination is administered. A student who is unable to complete all degree requirements within a two-year period after passing the comprehensive examination may be re-examined at the discretion of the department or school.

THESIS OPTION

The requirement of a thesis or its equivalent is at the discretion of individual departments or schools. If a thesis is submitted, its form must be in accord with specifications stipulated in the *University Style and Form Manual*. Each candidate must provide a suitable number of copies of the thesis for review and use as designated by the thesis examining committee, consisting of at least three members of the faculty recommended by the major advisor and approved by the department chair. The final oral examination in defense of the master's thesis is conducted by the thesis committee, and a report of this examination signed by all members of the committee must be filed in the office of the dean. After the examination, at least one copy of the approved thesis must be deposited with the dean, who forwards it to the appropriate offices for microfilming and deposit in the University Library System. A receipt for the thesis binding/microfilming fees must be submitted with the thesis.

NON-THESIS OPTION

It is usual for a program to require additional course work if a thesis is not required.

For the Master of Arts degree, students must acceptably describe, in writing, one or more substantial intellectual experiences or accomplishments. In programs in which a master's thesis is optional, the student must satisfy this requirement by submitting a paper (or papers), as designated by the major department, and must demonstrate competence in using methods of scholarship.

For the Master of Science degree, a paper or research project is usually required.

REGULATIONS PERTAINING TO PROFESSIONAL MASTER'S DEGREES

The professional master's degree programs are generally similar to those for the MA and MS except that they emphasize instruction in professional affairs and practice and serve as preparation for careers in the professions. The program of study is a coherent program designed to assure the mastery of specified knowledge and skills, rather than a random accumulation of a certain number of courses. The overall form and content of the student's program of study is the responsibility of the student's department or school. To carry out this responsibility, each student must be assigned a major advisor, who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines.

PROFESSIONAL MASTER'S DEGREE REQUIREMENTS

Professional master's degrees are conferred upon those students who demonstrate comprehensive mastery of their general field of study. The professional master's degrees normally require the satisfactory completion of more than 30 credits of graduate study approved by the department. No professional master's degree program may require fewer than 30 credits. No more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another accredited graduate institution. (*See Acceptance of Transfer Credits, page 17, for further detail.*) At least one-half of the credits earned in a master's degree program must be at the graduate

level (the 2000 or 3000 series). No courses numbered below 1000 may be applied toward graduate degree requirements. Master's degrees are conferred only on those students who have completed all course requirements with at least a 3.00 QPA.

Most professional master's degree programs provide opportunities for theoretical studies and practical applications. Students are expected to acquire professional skills through course work, projects, internships, practica, and/or research papers as part of demonstrating their comprehensive mastery of their field of study.

Requirements vary from school to school. Departments provide students with a copy of school and departmental regulations appropriate for their programs. Students are expected to become familiar with these and to satisfy all prescribed degree requirements.

Professional master's degrees are conferred upon those students who demonstrate comprehensive mastery of the general field of study. This includes: (a) satisfactory completion of all course requirements and (b) other performances that indicate comprehensive mastery such as examinations, internships, research projects, theses, and practica. These requirements vary from school to school; students should refer to the specific requirements of their program in the Schools, Departments, and Programs section of this bulletin.

REGULATIONS PERTAINING TO DOCTORAL DEGREES

While the regulations governing doctoral study in this section represent university-wide policy, *students should check the Schools, Departments, and Programs section of this bulletin* and with their advisor for any expansions of or exceptions to these rules.

ADMISSION TO DOCTORAL STUDY

In some departments, the requirements for admission to graduate study and for admission to doctoral study are identical, while other departments require the completion of a master's degree or its equivalent as a prerequisite for admission to doctoral study. Admission to doctoral study does not include any implication concerning admission to candidacy for the Doctor of Philosophy degree.

Normally, only one major department of graduate study is permitted for the PhD degree. However, a few formal interdisciplinary programs and, under some circumstances, some independently designed interdisciplinary doctoral programs are available (*see Interdisciplinary Doctoral Programs, page 26*).

PROGRAMS OF STUDY

PhD programs offered at the University of Pittsburgh provide a coherent series of courses, seminars, and discussions designed to develop in the student a mature understanding of the content, methods, theories, and values of a field of knowledge and its relation to other fields. Each program trains the student in the methods of independent research appropriate to the discipline and provides an advisor and a committee to guide the student in an extended investigation of an original and independent research project of significance in the field.

The overall form and content of each student's program is the responsibility of the Graduate Faculty of the department. To carry out this responsibility, the departments must ensure that each student has

a major advisor who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines. The advisor may prescribe additional courses both within and outside the department that are essential and/or appropriate to the student's program.

Some doctoral programs may include approved areas of concentration used to define and describe the student's training and expertise within the broader discipline. Such an area of concentration is added to the transcript upon the granting of the degree.

Doctoral level courses are numbered in the 3000 series, but courses numbered in the 2000 series may also be appropriate for doctoral study. Normally, courses numbered below 2000 do not meet the minimum requirements for doctoral study, although they may be taken to supplement a doctoral program.

Students must maintain a minimum cumulative QPA of 3.00 in courses to be eligible to take the preliminary and comprehensive examinations as well as to graduate.

The requirement of proficiency in the use of foreign languages or other tools of research is at the discretion of individual departments or schools.

Departments provide students with a copy of school and departmental regulations appropriate for their program and, in turn, students are expected to become familiar with these and to satisfy all prescribed degree requirements.

CREDIT REQUIREMENTS

The minimum credit requirement for the PhD degree is met by six terms of registration as a graduate student for 12 or more credits per term or the equivalent number of credits taken in a reduced load over a longer period of time. If the school requires completion of its master's degree program prior to admission into its doctoral program, at least four terms of registration for 12 or more credits per term or the equivalent number of credits in a reduced load are required as a minimum for the PhD degree. No more than 30 credits may be accepted for a master's degree awarded by another institution to meet the minimum credit requirement; some schools have more stringent requirements, including the **Faculty of Arts and Sciences** and the **Graduate School of Public Health**, both of which will accept only 24 credits for a master's degree awarded by another institution.

In recognition of graduate study beyond the master's degree successfully completed elsewhere, no more than 12 additional credits may be accepted at the time of admission to meet the minimum credit requirement. (*See also Acceptance of Transfer Credits, page 17.*) No more than 30 credits may be accepted for a previously earned PhD degree in recognition of master's degree work, though some schools have more stringent requirements, including the following:

- The **Faculty of Arts and Sciences** accepts only 24 credits from a previously earned PhD in recognition of master's degree work.
- The **Graduate School of Public Health** accepts only six credits from a previously earned PhD degree in recognition of its students' work towards its Master of Science programs. Also, its students working towards the Master of Public Health may use credits from a previously earned PhD to satisfy no more than one-third of the required credits for the MPH.

Graduate students already enrolled may, when approved in advance by their department and the dean, spend a term or more at another graduate institution to obtain training or experience not available at the University of Pittsburgh and transfer those credits toward the requirements for an advanced degree at the University of Pittsburgh. In all cases, at least three terms, or 36 credits, of full-time doctoral study or the equivalent in part-time study must be successfully completed at the University of Pittsburgh.

RESIDENCY REQUIREMENT

Students seeking the PhD degree are required to engage in a minimum of one term of full-time doctoral study, which excludes any other employment except as approved by their departments.

PRELIMINARY EVALUATION

The preliminary evaluation should be designed to assess the breadth of the student's knowledge of the discipline, the student's achievement during the first year of graduate study, and the potential to apply research methods independently. The form and nature of the evaluation should be approved at the school level. It should be conducted at approximately the end of the first year of full-time graduate study. The evaluation is used to identify those students who may be expected to complete a doctoral program successfully and also to reveal areas of weakness in the student's preparation. Evaluation results must be reported promptly to the dean's office, but no later than the last day of the term in which the evaluation occurs. A student on provisional, inactive, or special status or on probation is not eligible to take the preliminary evaluation.

COMPREHENSIVE EXAMINATION

The comprehensive examination should be designed to assess the student's mastery of the general field of doctoral study, the student's acquisition of both depth and breadth in the area of specialization within the general field, and the ability to use the research methods of the discipline. In some programs, the comprehensive examination is combined with the overview or prospectus meeting. It should be administered at approximately the time of the completion of the formal course requirements and should be passed at least eight months before the scheduling of the final oral examination and dissertation defense. In no case may the comprehensive examination be taken in the same term in which the student is to graduate. Examination results must be reported promptly to the dean's office but no later than the last day of the term in which the examination is administered. A student who is unable to complete all degree requirements within a five-year period after passing the comprehensive examination may be re-examined at the discretion of the department or school. A student on provisional, inactive, or special status or on probation is not eligible to take the comprehensive examination.

DOCTORAL COMMITTEE

Before the student is admitted to candidacy for the PhD degree, the student's major advisor proposes, for the approval of the department chair or director of the school's doctoral program and the dean, a committee of four or more persons, including at least one from another department in the University of Pittsburgh or from an appropriate graduate program at another academic institution, to serve as the doctoral committee. The majority of the committee, including the major advisor, must be full or adjunct members of the Graduate Faculty (see <http://www.pitt.edu/~graduate> for most recent Graduate Faculty

roster). This committee must review and approve the proposed research project before the student may be admitted to candidacy.

This doctoral committee has the responsibility to advise the student during the progress of the candidate's research and has the authority to require high quality research and/or the rewriting of any portion or all of the dissertation. It conducts the final oral examination and determines whether the dissertation meets accepted standards.

Meetings of the doctoral candidate and his/her dissertation committee must occur at least annually from the time the student gains admission to doctoral candidacy. During these meetings, the committee should assess the student's progress toward the degree and discuss objectives for the following year and a timetable for completing degree requirements. It is the responsibility of the dean of each school to determine a mechanism for monitoring the occurrence of these annual reviews.

The membership of the doctoral committee may be changed whenever it is appropriate or necessary, subject to the approval of the department chair and the dean.

When a doctoral committee member leaves the University, he or she must be replaced unless the dissertation is almost complete or the member has an essential role on the committee. In the latter case, the dean's approval should be obtained. When the chair of a committee leaves and cannot be conveniently replaced, a co-chair must be appointed from within the department, and the restructured committee requires the approval of the dean and either the department chair or the director of the school's doctoral program. If the defense takes place within a few months of the chair's departure, the requirement of the co-chair is usually waived.

A retired faculty member may remain as a member or chair of a committee if he or she is spending considerable time in Pittsburgh or the vicinity and is still professionally active. Retired faculty who meet these criteria may also be appointed as a member or as a co-chair (but not chair) of a newly formed committee. Retired faculty who leave the Pittsburgh area and/or do not remain professionally active should be replaced on committees and the revised committee approved by the dean and either the department chair or the school's director of doctoral programs.

OVERVIEW OR PROSPECTUS MEETING

Each student must prepare a dissertation proposal for presentation to the doctoral committee at a formal dissertation overview or prospectus meeting. The overview requires the student to carefully formulate a plan and permits the doctoral committee members to provide guidance in shaping the conceptualization and methodology of that plan. The doctoral committee must unanimously approve the dissertation topic and research plan before the student may be admitted to candidacy for the doctoral degree. Approval of the proposal does not imply either the acceptance of a dissertation prepared in accord with the proposal or the restriction of the dissertation to this original proposal. If the research proposed in the overview or prospectus involves human subjects, that proposed research must be approved by the University Institutional Review Board (IRB) before it may be carried out. *For details, see Human Research Subjects: Institutional Review Board under Rights and Responsibilities on page 28, and a description of the Institutional Review Board on page 28.*

ADMISSION TO CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

Admission to candidacy for the Doctor of Philosophy degree constitutes a promotion of the student to the most advanced stage of graduate study and provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, students must fulfill the following requirements:

- Be in full graduate status
- Have satisfied the requirement of the preliminary evaluation
- Have completed formal course work with a minimum quality point average of 3.00
- Have passed the comprehensive examination
- Have received approval of the proposed subject and plan of the dissertation from the doctoral committee following an overview or prospectus meeting of the committee

In some schools, admission to candidacy is a prerequisite to registration for dissertation credits. Students are informed of admission to candidacy by written notification from the dean, who also states the approved doctoral committee's composition.

REGISTERING FOR FULL-TIME DISSERTATION STUDY

Doctoral students who have completed all credit requirements for the degree, including any minimum dissertation credit requirements, and are working full-time on their dissertations may register for **Full-Time Dissertation Study**, which carries no credits or letter grade but provides students full-time status. Students so enrolled are assessed a special tuition fee but are still responsible for the full-time computer and network, security/transportation, student health, and activity fees. Students must consult with the dean's office of their school for permission to register for full-time dissertation study.

DISSERTATION AND ABSTRACT

Each student must write a dissertation that presents the results of his or her research project. An appropriate research project involves a substantive piece of original and independent research grounded in an appropriate body of literature. The dissertation must be relevant to an identifiable field as it is currently practiced, present a hypothesis tested by data and analysis, and provide a significant contribution or advancement in that field. It is the responsibility of the student's doctoral committee to evaluate the dissertation in these terms and to recommend the awarding of the doctoral degree only if the dissertation is judged to demonstrate these qualities.

A dissertation should demonstrate the following characteristics:

- The establishment of a historical context for the presentation of an innovative and creative approach to the problem analysis and solution
- A clear understanding of the problem area as revealed by analysis and synthesis of a broad literature base
- A well-defined research design

- Clarity in composition and careful documentation
- Results of sufficient merit to be published in refereed journals or to form the basis of a book or monograph
- Sufficient detail so that other scholars can build on it in subsequent work
- The preparation of the author to assume a position within the profession

If the dissertation is the result of a collaborative research effort, the project should be structured in such a way that the student's dissertation results from one clearly identified piece of work in which the student has unquestionably supplied the major effort. The contributions of the student and the other collaborators must be clearly identified.

Published articles authored by the student and based on research conducted for the dissertation study may be included in the dissertation if the student's department and school have a written policy that this is acceptable. In any case, the published work must be logically connected and integrated into the dissertation in a coherent manner, and sufficient detail must be presented to satisfy the characteristics of a dissertation. The student should be the sole or primary author of the published work. If the published articles were co-authored, the contribution of the student must be clearly delineated in the introduction so the committee can ascertain that the student's own work satisfies the requirements of a dissertation. The Style and Form Manual gives instructions on incorporating articles into the dissertation.

Candidates for the doctoral degree must provide a suitable number of copies of the dissertation, as determined by the doctoral committee and school policy, for review and use during the final oral examination. The general format of the dissertation and the abstract is determined by the Office of the Provost and is set forth in the University's Style and Form Manual. Specific instructions should be available in the office of the dean of the school. After the final oral examination is successfully completed, the candidate must deposit with the dean at least one copy of the approved, completed dissertation and abstract in final form, at least two additional copies of the dissertation abstract, and a receipt for payment of the dissertation binding/microfilm fees. The candidate is also required to execute an agreement with University Microfilms Inc. for the publication of the dissertation on microfilm and for the publication of the abstract of the dissertation in *Dissertation Abstracts*.

LANGUAGE OF THE DOCTORAL DISSERTATION

The language in which doctoral dissertations are written shall normally be English. Exceptions may be granted by the student's dean with the approval of the dissertation advisor and committee, but only for sound reasons of scholarship. Permission shall never be granted on the grounds of the student's inadequate command of English.

FINAL ORAL EXAMINATION

The final oral examination in defense of the doctoral dissertation is conducted by the doctoral committee and need not be confined to materials in and related to the dissertation. Any member of the Graduate Faculty of the University may attend and participate in the examination. The date, place, and time of the examination should be published well in advance in the University Times. Other qualified individuals may

be invited by the committee to participate in the examination. Only members of the doctoral committee may be present during the final deliberations and vote on the passing of the candidate. A report of this examination, signed by all the members of the doctoral committee, must be sent to the dean. If the decision of the committee is not unanimous, the case is referred to the dean for resolution. The chair of the doctoral committee should ensure that the dissertation is in final form before requesting signatures of the members of the committee.

INTERDISCIPLINARY DOCTORAL PROGRAMS

A student may be admitted into one of two types of interdisciplinary doctoral programs, generic and individualized.

GENERIC PROGRAMS

Generic programs are ongoing, formally structured, and approved doctoral programs. Admission to these programs follows the same procedures as those of departmental programs.

INDIVIDUALIZED PROGRAMS

Individualized programs are specially designed to permit an exceptionally able student who has earned a master's degree or the equivalent to pursue an interdisciplinary doctoral program structured to satisfy his or her unique goals. Such students should apply to the dean of the school if the departments involved in the proposed program are organized within one school or to the provost if the departments are organized within more than one school. The student must satisfy the admission requirements of each of the departments or schools involved in the proposed program.

If the request is approved, the dean or the provost, in consultation with the departments concerned, will designate five members from these departments to serve as an advisory committee. After these advisors meet with the student, a chief advisor is selected to assume responsibility for general guidance to the student. These advisors continue their responsibility until the student is admitted to candidacy for the PhD degree and may, if it is appropriate, continue as the doctoral committee for this student.

OTHER DOCTORAL DEGREES

The University of Pittsburgh, through its professional schools, offers the following doctoral degrees in professional fields of study: Doctor of Education and Doctor of Public Health.

These doctoral degree programs are similar to those for the PhD in the degree of rigor required; the minimum total credit requirements and permissible transfer credits; the requirements for the successful completion of a preliminary evaluation and a comprehensive examination; the admission to doctoral candidacy; the nomination of a doctoral committee; the preparation of the dissertation and abstract; the publication of the dissertation; and the successful completion of the final oral examination. Professional doctoral dissertations are usually based on an in-depth empirical research project by the student and are intended to permit the student to apply relevant theory and knowledge as well as to demonstrate skills in analysis of a major problem and to contribute to the improvement of practice in the student's area of specialization.

Such doctoral degree programs may differ from those for the PhD in several ways. They are generally more strongly focused on professional affairs and practice and often serve as preparation for or advancement of careers in the professions.

STATUTE OF LIMITATIONS/LEAVES OF ABSENCE

The purpose of the statute of limitations is to ensure that a graduate degree from the University of Pittsburgh represents mastery of current knowledge in the field of study. Individual schools within the University may adopt policies that are more stringent, but not less, than those stated here.

All requirements for MA and MS degrees must be completed within a period of four consecutive calendar years from the student's initial registration for graduate study; all professional master's degrees, within five years. Dual degrees and joint degrees that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Council on Graduate Study.

From the student's initial registration for graduate study, all requirements for the PhD degree must be completed within a period of ten years, or within eight years if the student has received credit for a master's degree appropriate to the field of study. A student who is unable to complete all degree requirements within a five-year period after passing the comprehensive examination may be re-examined at the discretion of the department or school. Programs for professional doctoral degrees, for which the majority of candidates pursue part-time study while working full-time within their chosen disciplines, may be granted a longer statute of limitations by the schools offering the degrees.

Under exceptional circumstances, a candidate for an advanced degree may apply for an extension of the statute of limitations. The request must be approved by the department or departmental committee (master's or doctoral) and submitted to the dean for final action. Requests for an extension of the statute of limitations must be accompanied by a departmental assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. Students who request an extension of the statute of limitations must demonstrate proper preparation for the completion of all current degree requirements.

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students or one year to master's students. The length and rationale for the leave of absence must be stated in advance, recommended to the dean by the department, and approved by the dean. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Readmission following an approved leave of absence is a formality.

GRADUATION

REQUIREMENTS FOR GRADUATION

Graduation requirements for MA, MS, professional master's, and doctoral degrees are described earlier in this bulletin under the relevant sections detailing the regulations pertaining to each degree. In order to graduate from the University of Pittsburgh, a graduate student must be an active University of Pittsburgh student registered for at least one credit or full-time dissertation study in the term of graduation. *See specific schools and programs for detailed information on degree and graduation requirements.*

APPLICATION TO GRADUATE

Students must file an application for graduation in the dean's office of their school early in the term in which graduation is expected. Each school establishes its own deadline by which students must apply for graduation. Students should check with their dean's office for the deadline. As noted above, students must be active and registered in the term in which they are to graduate; in exceptional circumstances, students who complete all the degree requirements at the end of a term but graduate in the next term may petition the dean of the school for a waiver of this registration requirement. The requirement that a student be on active status cannot be waived.

Prior to the end of the term in which they graduate, all doctoral candidates must submit to the dean's office a completed Survey of Earned Doctorates.

CERTIFICATION FOR GRADUATION

The Graduate Faculty of the department or program evaluates the performance of the student. If that performance is satisfactory, a report should be submitted to the dean certifying that the candidate has satisfactorily completed all departmental requirements for a graduate degree. The dean, after confirming that the overall school and University requirements have been met, certifies the candidate for graduation.

COMMENCEMENT

Candidates for graduation are encouraged to appear in person at the Annual Commencement Convocation, usually held the Sunday after the Spring Term ends. Although the degree is officially conferred at commencement, diplomas are mailed to graduates several weeks later.

RIGHTS AND RESPONSIBILITIES

The University has a number of official policies affecting students. For complete and current text on all University policies, please see http://www.pitt.edu/HOME/PP/pp_handbooks.html.

The information below summarizes several key University-wide policies affecting graduate students, but students are also responsible for being cognizant of those University, school, and departmental regulations relevant to their programs of study.

ACADEMIC INTEGRITY POLICY

Students have the right to be treated by faculty in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those recognized within the profession). Students have the responsibility to be honest and to conduct themselves in an ethical manner while pursuing academic studies. Should a student be accused of a breach of academic integrity or have questions regarding faculty responsibilities, procedural safeguards including provisions of due process have been designed to protect student rights. These general procedures may be found in Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures at <http://www.pitt.edu/~graduate/ail.html>. Individual schools have their own academic integrity policies, and students are encouraged to review these school-specific guidelines, as well.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities.

AIDS POLICY

The University of Pittsburgh does not discriminate against individuals who are diagnosed as HIV positive or as having AIDS. The University recognizes that the health condition of individuals is personal and confidential. Reasonable precautions will be taken to protect information regarding the health condition of all members of the University community. Based on medical evidence that indicates that there is no risk of transmitting HIV through casual contact in the classroom or circumstances involving only casual contact with others, the University will impose no undue restrictions on faculty, staff, or students who are infected with HIV.

For complete text on this policy, see <http://www.pitt.edu/HOME/PP/policies/06/06-01-01.html>.

COMPUTING USE POLICY

Every member of the University community has two basic rights regarding computing: privacy and a fair share of resources. It is unethical for another person to violate these rights. All users, in turn, are expected to exercise common sense and decency with regard to the campus computing resources. Please read Ethical Guidelines for Computing, available in campus computing labs or online at <http://www.pitt.edu/~document/ethics/ethics.html>, for details.

Students are subject to the rules and regulations as described in the University of Pittsburgh Student Code of Conduct (*see below*). Students should realize that any misuse of computing resources may result in the suspension of their computing privileges.

COPYRIGHT POLICY

The University of Pittsburgh affirms that, except as specifically exempted by this policy, faculty, staff, and students are entitled to claim copyright ownership, including world-wide rights, in the following works authored by them: books, articles, educational coursework, similar works that are intended to disseminate the results of academic research or scholarly study, popular fiction or nonfiction works, poems, musical compositions, and other works of artistic imagination.

The University has no proprietary interest in copyrightable materials produced by faculty, staff, or students under contract with entities external to the University (in which the faculty, staff, or students have no controlling or majority interest), except as specifically exempted by this policy. For complete text of the policies, including the aforementioned exemptions, see <http://www.pitt.edu/HOME/PP/policies/11/11-02-02.html>.

DRUG-FREE SCHOOL AND WORKPLACE POLICY

The University of Pittsburgh prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

Violation of this policy will result in disciplinary action within 30 days, including, but not limited to, a warning, written reprimand, suspension, dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Any University employee paid from federally funded grants or contracts, or any students participating in any federally funded or Guaranteed Student Loan program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities.

For complete text on this policy, see <http://www.pitt.edu/HOME/PP/policies/06/06-02-01.html>.

FACULTY-STUDENT RELATIONSHIPS

The University's educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature (that is, sexual and/or romantic) compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member.

If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student.

Definition Note: In this policy, the definition of "faculty member" refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students so appointed. For complete text on this policy, see <http://www.pitt.edu/DOC/94/271/42590/policies/02/02-04-03.html>.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, the University guarantees that students have the right to inspect all personally identifiable records maintained by the institution and may challenge the content and accuracy of those records through appropriate institutional procedures. It is further guaranteed by the University that student records containing personally identifiable information will not be released except as permitted by the Family Educational Rights and Privacy Act. See <http://www.pitt.edu/~srfweb/buckley.htm> for more information on FERPA.

GRADUATE STUDENT RESEARCHER POLICY STATEMENT

Graduate Student Researchers (GSRs) at the University of Pittsburgh are graduate students who are receiving financial support from research

funds in return for duties performed to meet the goals for which the funds were awarded. The research performed is also normally an integral part of the student's research practicum experience, thesis, or dissertation. A primary goal of the appointment, from the point of view of both the University and the student, is to provide financial support to the graduate student. For the complete text of the GSR Policy Statement, refer to <http://www.pitt.edu/~graduate/gsr.html>.

HARASSMENT POLICIES

HARASSMENT

No University employee, student, or individual on University property may intentionally harass or abuse a person (physically or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment.

SEXUAL HARASSMENT

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned.

It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated the University's policy against sexual harassment, will be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. For more information, see <http://www.pitt.edu/~provost/har.html>.

HUMAN RESEARCH SUBJECTS: INSTITUTIONAL REVIEW BOARD

The University of Pittsburgh is guided by the ethical principles regarding all research involving humans as subjects, as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (entitled: *Ethical Principles and Guidelines for the Protection of Human Subjects for Research [the "Belmont Report"]*).

Most research at the University involving humans as subjects must be reviewed and approved by an Institutional Review Board (IRB) before the research will be allowed to proceed. For complete text of the IRB's policies and practices, see <http://www.irb.pitt.edu/> or contact the IRB at (412) 692-4370.

PATENT POLICY

A University student, during his/her period of enrollment, may be responsible for new discoveries and inventions that could have commercial value and contribute to scientific, technological, social, and cultural progress. Those accomplishments should be patented in the best interest of the student, the University, the public, and the government. The University's policy on patents determines the rights and obligations of the student and the University in any technology the student may invent while enrolled in the University. Details of this University policy are available from the Office of Technology Transfer and Intellectual Property at 200 Gardner Steel Conference Center and at <http://www.pitt.edu/HOME/PP/policies/11/11-02-01.html>.

RESEARCH INTEGRITY

The University of Pittsburgh seeks excellence in the discovery and dissemination of knowledge. Excellence in scholarship requires all members of the University community to adhere strictly to the highest standards of integrity with regard to research, instruction, and evaluation. Research misconduct carries potential for serious harm to the University community, to the integrity of science, and to society as a whole. The University's Research Integrity Policy is available online at <http://www.pitt.edu/DOC/94/271/42590/policies/11/11-01-01.html>.

SMOKING POLICY

Smoking is prohibited in all University-owned and leased facilities, including residence halls and off-campus housing facilities, and in all University vehicles, including motor pool vehicles, campus buses, and vans, with explicit limited exceptions described in University Policy 04-05-03.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is an outline of the non-academic rights and responsibilities of University students. The code defines offenses against students. A student or University official may file a complaint of violation of the Student Code of Conduct at the University Student Judicial System Office. For a copy of the code, please contact the

Judicial System Office in 738 William Pitt Union at (412) 648-7918 or see <http://www.pitt.edu/~osaweb/usjs/code.html>.

JUDICIAL SYSTEM

The Office of the University Student Judicial System coordinates the Campus Judicial Board. It also receives, previews, and acts upon complaints of violations of the Student Code of Conduct. Its purpose is to provide due process and fair treatment in disciplinary actions. All complaints should be filed here.

Judicial Affairs also conducts a Student Mediation Program, monitors FERPA (Family Educational Rights and Privacy Act) guidelines on student records, and screens requests for contact of students.

TEACHING ASSISTANT/TEACHING FELLOW/ GRADUATE STUDENT ASSISTANT POLICY STATEMENT

Teaching Assistants (TAs), Teaching Fellows (TFs), and Graduate Student Assistants (GSAs) at the University are graduate students who are receiving support in return for specified duties while gaining teaching and teaching-related experience under the guidance of faculty mentors. Their primary objective, from the standpoint of the University and the individual, is to make steady progress toward an advanced degree. TA/TF/GSA appointment status is dependent upon graduate student status. The complete policy statement for TA/TF/GSAs is available at <http://www.pitt.edu/~graduate/tapolicy.html>.

SPECIAL ACADEMIC OPPORTUNITIES

Special academic opportunities such as certificate programs provide students with ways to augment their education and experience with expanded study programs both on and off campus, in both university and professional settings.

AREA OF CONCENTRATION AND MINORS

Some graduate programs may include approved areas of concentration or minors. Areas of concentration define and describe the student's training and expertise within the broader discipline. Minors represent significant course work completed in an area related to the student's specialty. An area of concentration that is specified for a particular degree program can only be posted to the academic record and the official transcript of those students completing the degree program. A graduate minor offered by the faculty at the Pittsburgh campus is available to any graduate student enrolled in an academic degree program on the campus provided that the school from which the student is graduating recognizes this minor. For each degree, only one minor and one area of concentration can be pursued. Areas of concentration or minors are added to the transcript upon the granting of the degree. *See the Schools, Departments, and Programs section of this bulletin for available areas of concentration and minors.*

CERTIFICATE PROGRAMS

Students may enrich their educational experience by electing to take an academic interdisciplinary certificate program in the areas listed at the start of the Schools, Departments, and Programs section of this bulletin (*see page 31*).

A certificate program at the graduate level is a coherent set of courses and related work in a particular area; the minimum credit requirement is 15 credits, of which 12 credits must be earned at the University of Pittsburgh. The certificate may appear on the transcript as a degree goal and will appear on the final transcript as an awarded certificate.

A student must be formally admitted into a certificate program. The requirements for each certificate vary and students should contact the certificate program director.

CROSS REGISTRATION

Carnegie Mellon University, Duquesne University, the Pittsburgh Theological Seminary, Robert Morris College, and the University of Pittsburgh offer graduate students the opportunity for cross registration

in graduate programs in the five institutions in the Fall and Spring Terms. *See Cross Registration in the Registration section of this bulletin for further details.*

TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

Students may pursue two independent graduate degrees simultaneously in two different schools within the University or two different departments within the same school. Students desiring to enroll in two degree programs must have approval from both program faculties and their respective deans, must be admitted into both programs, and must satisfy the degree requirements of both programs. Students are billed at the tuition rate of the primary academic program. Normally, such students should be enrolled for no more than a total of 15 credits per term.

The same examination, thesis, or dissertation cannot be used to fulfill requirements for two independent degrees, although a maximum of six credits of course work may be used in partial fulfillment of the requirements of both degrees. It is the responsibility of the dean or deans, if two schools are involved, to ensure that this regulation is enforced.

COOPERATIVE-, DUAL-, AND JOINT-DEGREE PROGRAMS

Dual- and joint-degree programs result in two degrees being awarded. Requirements for these programs include all or most of the requirements of two distinct academic degree programs. These programs may result in a student earning two separate master's degrees, a master's and a first-professional degree, or a master's or first-professional degree and a doctoral degree, but never result in a student earning two separate doctoral degrees. Dual programs exist within a single school; joint programs exist between two or more schools; cooperative programs are administered by two or more institutions. The same course, examination, or thesis may be used to fulfill requirements only if so specified in the documents formally establishing the joint- or dual-degree program approved by the University.

Students must be admitted to both academic programs offering the dual or joint degrees being sought and must graduate from both degree programs at the same time. Students are advised to see the individual school for other specific requirements that apply.

SCHOOLS, DEPARTMENTS, AND PROGRAMS

Students who are interested in or accepted to any of the University of Pittsburgh's graduate or professional programs listed below other than those leading to the first-professional degrees offered by the University (MD, JD, LL.M., PharmD, or DMD) will find useful most of the sections of this bulletin. Descriptions of the University, its regulations, and its services are included in the sections prior to the program-specific information in the Schools, Departments, and Programs section of the bulletin, and should be read in conjunction with the specific program information detailed under the relevant school.

Students interested in first-professional programs (MD, JD, LL.M., PharmD, or DMD) can ignore much of the bulletin prior to the First-Professional Programs section, but should familiarize themselves with the general information on the University, as well as the section on Campus Facilities & Student Services, and the University-wide policies detailed in Rights and Responsibilities. The **Schools of Medicine, Law, Dental Medicine, and Pharmacy** appear in the Graduate Programs section for programs leading to the graduate and professional advanced degrees as well as in the First-Professional Programs section since these schools offer both types of programs. Faculty are listed by their department or program at the end of the school.

Students should note that the listings of requirements and procedures for admissions, registration, and other information listed in the sections prior to the more program-specific information provided in the Schools, Departments, and Programs section of this bulletin represent the minimum requirements and basic procedures. Students should consult the information on their specific school, program, and department for detail on additional, stricter, or more specific requirements and procedures.

DEGREE- AND CERTIFICATE-GRANTING PROGRAMS

The University of Pittsburgh offers numerous graduate degrees, first-professional degrees, and certificates in its graduate and professional schools. These degree and certificate programs are listed below.

Program	Degree(s) Offered	Academic Center¹
Acute Care Nurse Practitioner	MSN	Nursing
Administrative and Policy Studies	MA, MEd, EdD, PhD	Education
Anatomy-Histology	Certificate	Dental Medicine
Anesthesiology	Certificate	Dental Medicine
Anthropology	MA, PhD	FAS
Applied Mathematics	MA, M	FAS
Applied Statistics	MA, MS	FAS
Area Studies	MBA/MA	Business/FAS
Asian Studies	Certificate	UCIS
Astronomy	MS, PhD	FAS
Behavioral and Community Health Sciences	MPH	GSPH
Biochemistry & Molecular Genetics	MS, PhD	Medicine
Bioengineering	MSBeng, PhD	Engineering

Program	Degree(s) Offered	Academic Center¹
Bioethics	MA	FAS
Biological Sciences	MS, PhD	FAS
Biostatistics	MPH, MS, DrPH, PhD	GSPH
Business Administration	MBA, PhD	Business
Cell Biology and Molecular Physiology	MS, PhD	Medicine
Cellular and Molecular Pathology	MS, PhD	Medicine
Chemical Engineering	MSChE, PhD	Engineering
Chemistry	MS, PhD	FAS
Civil & Environmental Engineering	MSCEE, PhD	Engineering
Civil Litigation	Certificate	Law
Classics	MA, PhD	FAS
Clinical Cardiovascular Engineering	Certificate	Engineering
Clinical Research	MS, Certificate	Medicine
Communication Science and Disorders	MA, MS, PhD	SHRS
Computer Science	MS, PhD	FAS
Cultural Studies	Certificate	FAS
Dental Medicine	DMD	Dental Medicine
East Asian Studies	MA	FAS
Eastern European Studies	Certificate	UCIS
Economics	MA, PhD	FAS
Economic and Social Development	MPIA	GSPH
Electrical Engineering	MSEE, PhD	Engineering
Employee Assistance Program	Certificate	Social Work
Endodontics	Certificate, MDS	Dental Medicine
English	MA, MFA, PhD	FAS
Environmental and Occupational Health	MS, MPH, PhD	GSPH
Environmental Health Risk Assessment	Certificate	GSPH
Environmental Law, Science, and Policy	Certificate	Law
Epidemiology	MPH, MS, DrPH, PhD	GSPH
Family and Marital Therapy	Certificate	Social Work
Film Studies	Certificate	FAS
French	MA, PhD	FAS
Genetic Counseling	MS	GSPH
Geology and Planetary Science	MS, PhD	FAS
Germanic Languages & Literatures	MA, PhD	FAS
Gerontology	Certificate	Social Work
Global Political Economy	MPIA	GSPH
Health Administration	MHA	GSPH
Health and Community Systems	MSN	Nursing
Health Law	Certificate	Law

Program	Degree(s) Offered	Academic Center¹
Health, Physical, and Recreation Education	MS, PhD	Education
Health Promotion and Development	MSN	Nursing
Health Promotion and Education	MHPE	Education/GSPH
Health and Rehabilitation Sciences	MS	SHRS
Health Services Administration	DrPH	GSPH
Hispanic Languages & Literatures	MA, PhD	FAS
History	MA, PhD	FAS
History & Philosophy of Science	MA, PhD	FAS
History of Art & Architecture	MA, PhD	FAS
Human Genetics	MS, PhD	GSPH
Immunology	MS, PhD	Medicine
Industrial Engineering	MSIE, PhD	Engineering
Infectious Diseases & Microbiology	MPH, MS, DrPH, PhD	GSPH
Information Science	Certificate, MSIS, PhD	SIS
Instruction and Learning	MA, MAT, MEd, MS, EdD, PhD	Education
Intelligent Systems	MS, PhD	FAS
International Business	MBA/MIB	Business
International and Comparative Law	LLM	Law
International and Comparative Law	Certificate	Law
Italian Languages & Literatures	MA	FAS
Latin American Social and Public Policy	Certificate	UCIS
Latin American Studies	Certificate	UCIS
Law	JD	Law
Library and Information Science	Certificate, MLIS, PhD	SIS
Linguistics	MA, PhD	FAS
Management of Information Systems	MS	Business
Management Program for Health Professionals	Certificate	Nursing/GSPH
Manufacturing Systems Engineering	MSMfSE	Engineering
Materials Science & Engineering	MSMSE, PhD	Engineering
Mathematics	MA, MS, PhD	FAS
Maxillofacial Prosthetics	Certificate	Dental Medicine
Mechanical Engineering	MSME, PhD	Engineering
Medicine	MD	Medicine
Medieval and Renaissance Studies	Certificate	FAS
Molecular Pharmacology	MS, PhD	Medicine
Molecular Virology & Microbiology	MS, PhD	Medicine
Multidisciplinary MPH	MPH (limited enrollment)	GSPH
Music	MA, PhD	FAS
Neurobiology	MS, PhD	Medicine
Neuroscience	MS, PhD	FAS
Nurse Anesthesia	MSN	Nursing

Program	Degree(s) Offered	Academic Center¹
Nursing	PhD	Nursing
Occupational Medicine	MPH	GSPH
Occupational Therapy	MOT	SHRS
Orthodontics	Certificate, MDS	Dental Medicine
Periodontics	MDS	Dental Medicine
Petroleum Engineering	MSPE	Engineering
Philosophy	MA, PhD	FAS
Pharmaceutical Sciences	MS, PhD	Pharmacy
Pharmacy	PharmD	Pharmacy
Physical Therapy	MPT	SHRS
Physics	MS, PhD	FAS
Policy Research and Analysis	MPA	GSPIA
Political Science	MA, PhD	FAS
Prosthodontics	MDS	Dental Medicine
Psychology	MS, PhD	FAS
Psychology in Education	MA, MEd, PhD	Education
Public and International Affairs	PhD	GSPIA
Public and Nonprofit Management	MPA	GSPIA
Public Policy and Management	MPPM	GSPIA
Radiation Health	Certificate	GSPH
Rehabilitation Engineering	Certificate	Engineering
Rehabilitation Science	PhD	SHRS
Rehabilitation Technology	Certificate	SHRS
Religion (Cooperative Program in the study of)	PhD	FAS
Religious Studies	MA	FAS
Rhetoric and Communication	MA, PhD	FAS
Russian Studies	Certificate	UCIS
Security and Intelligence Studies	MPIA	GSPIA
Slavic Languages & Literatures	MA, PhD	FAS
Social Work	MSW, PhD	Social Work
Sociology	MA, PhD	FAS
Soviet Studies	Certificate	UCIS
Statistics	MA, MS, PhD	FAS
Studies of Law	MSL	Law
Teaching English to Speakers of Other Languages	Certificate	FAS
Telecommunications	Certificate, MST	SIS
Theater Arts	MA, MFA, PhD	FAS
Urban and Regional Affairs	MPA	GSPIA
West European Studies	Certificate	UCIS
Women's Studies	Certificate	FAS

¹ Acronyms for academic centers are as follows:

FAS = Faculty of Arts and Sciences

GSPH = Graduate School of Public Health

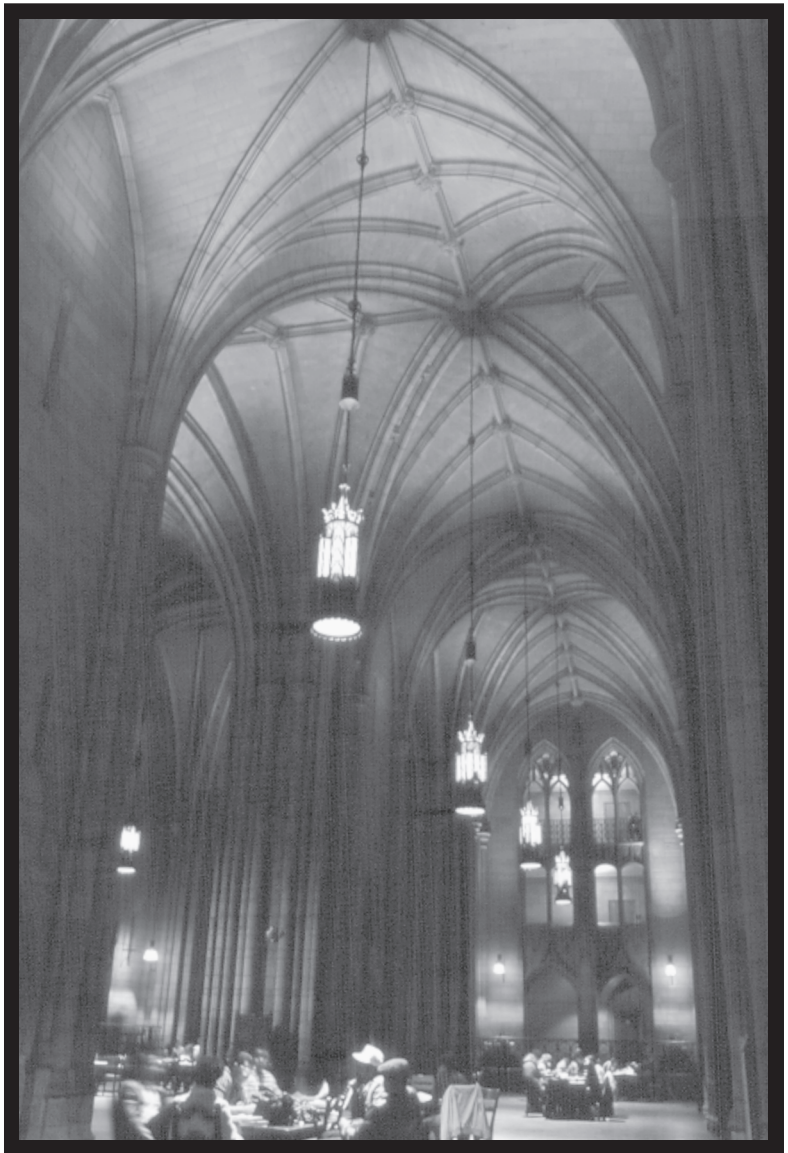
GSPIA = Graduate School of Public and International Affairs

SHRS = School of Health and Rehabilitation Sciences

SIS = School of Information Sciences

UCIS = University Center for International Studies

UNIVERSITY OF PITTSBURGH



GRADUATE PROGRAMS

GRADUATE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS

The mission of the **Graduate School of Public and International Affairs (GSPIA)** is to prepare students to make substantive contributions to society through careers as managers, advisors, and policy analysts in government and nonprofit organizations in a multitude of geographic locations throughout the world. This mission is accomplished through dedication to quality teaching that builds skills and commitments to the core values, challenges, and rewards of public service. It is supported through basic and applied research on timely issues of public management, international, regional and urban affairs, and policymaking. The school and faculty are committed to making a difference in the world by drawing on diverse skills and knowledge to improve the performance of public and nonprofit organizations that contribute to free and just societies in the United States and abroad. To accomplish these ends, **GSPIA** teaches, conducts research, and performs public service in the following areas:

- The management and administration of public and nonprofit agencies
- The growth and sustainable development of urban metropolitan regions throughout the world
- The economic and social development of newly independent and developing states
- The emerging dynamics that are shaping today's international political economy
- Threats to and issues in international security

The mission of **GSPIA** stresses the importance of democratic responsibilities and personal integrity in the management of human affairs as well as the professional qualifications required for managing constructive change. Students and faculty alike are required to:

- Demonstrate the highest standards of ethical and professional conduct
- Use critical thinking and problem solving skills in addressing public policy issues
- Consider the international and inter-sectoral aspects of public affairs
- Develop partnerships with others both internal and external to the University of Pittsburgh

CONTACT INFORMATION

GSPIA

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Web site: <http://www.gspia.pitt.edu/>

ADMISSIONS

GSPIA admits persons who have demonstrated intellectual competence and high motivation in an academic and/or professional environment and who will enrich the quality of life in the school. Individuals from varied cultural, academic, and social backgrounds provide an exciting frame of reference for the stimulating exchanges so vital to a dynamic academic process. The following are required of all applicants:

TRANSCRIPTS

Applicants must have earned a bachelor's degree from an accredited U.S. institution or a degree that is equivalent to a four-year U.S. bachelor's degree. Official transcripts of all undergraduate and graduate academic work to date must be provided, including certified English translations of documents in other languages. Final transcripts indicating the award of the bachelor's degree must be submitted prior to enrollment. Applicants are expected to have a B or better average (3.00 QPA) in their work to date. It is desirable, but not mandatory, that PhD applicants have a master's degree in public and international affairs or in the social sciences before undertaking doctoral study.

APPLICATION AND FEES

Applicants must submit a completed admissions application and a non-refundable \$40 application fee.

LETTERS OF RECOMMENDATION

Applicants must submit three letters of recommendation, with two from faculty members if applicants graduated within the last three years. Otherwise, letters of recommendation will be accepted from supervisors and professional colleagues. MPPM and non-degree applicants are required to submit only two letters of recommendation from supervisors or professional colleagues.

ESSAYS

The first two of the three essays on the application are required for MPA, MPIA, and PhD. MPPM applicants need complete the first essay only. In response to the first essay, applicants are asked to submit a clear statement of purpose that indicates why and how the master's or PhD program will contribute to their career goals. In the second essay, applicants are asked to provide a brief substantive analysis of a national or international policy issue. For the third essay, which is optional, applicants are asked to discuss any further information or special circumstances that should be taken into consideration by the Admissions Committee.

WRITING SAMPLE

Doctoral applicants are required to submit a writing sample, such as a research paper or thesis, in addition to the required essays.

RESUME

All applicants must submit a resume, which, in addition to employment, includes honors, memberships in professional organizations, community service, and volunteer activities. The resumes of MPPM applicants should indicate a minimum of five years of substantial managerial experience in a public sector position, a nonprofit agency, or a private sector organization where issues of public policy are present.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

For international applicants, the results of the TOEFL must be submitted. Applicants must have a minimum score of 550 on the paper-based or 213 on the computer-based TOEFL, earned within the last two years. MPPM applicants are expected to have TOEFL scores of 600 on the paper-based test or 250 on the computer-based equivalent. The TOEFL is required of all applicants who are non-native speakers of English.

GRADUATE RECORD EXAMINATION (GRE)

Official GRE scores, taken no more than three years prior to application, are required for doctoral admission, but are optional for admission to master's degree programs. Applicants may also submit scores from the Graduate Management Admissions Test (GMAT) instead of GREs for doctoral admission.

NON-DEGREE ADMISSION

Non-degree admission is for individuals who wish to change careers or improve their current employment status and persons who are degree candidates at other institutions who wish to transfer credits from **GSPIA** to their home institution. Persons wishing to be considered for non-degree status must submit a completed application and application fee, along with a letter requesting non-degree status. The letter should include the reasons for requesting non-degree status, the course(s), certificate, or specialization desired, and how pursuing this course of study relates to professional enhancement. In addition to the above, applicants are to submit official transcripts of all college-level academic work completed and two letters of reference. One letter should be from an employer.

Guest students who are taking courses for transfer to another institution need only submit an application and fee and a transcript from their home school. Applicants pursuing an advanced certificate program must have previously earned a master's degree in a relevant field or must possess a bachelor's degree and a minimum of five years of relevant professional experience.

ADMISSION PREREQUISITES

Though not required for admission, applicants to **GSPIA**'s master's programs are strongly encouraged to take courses in microeconomics, macroeconomics, and statistics prior to enrolling in **GSPIA**. In addition, it is suggested that applicants have prior experience with statistical, spreadsheet, and presentation software packages. Students who have not had formal course work in the above may take preparatory courses offered in **GSPIA** or the University early in their programs.

ADMISSION DEADLINES

The following admission deadlines apply to individuals who do not wish to be considered for financial aid (*those applicants who are interested in financial aid should see section on Financial Assistance below*):

- To be admitted in the Fall Term, the deadline for applications to be received is March 1
- To be admitted in the Spring Term, the deadline for applications to be received is September 1 (PhD program only)
- To be admitted in the Summer Term, the deadline for applications to be received is March 1 (MPPM program only)

FINANCIAL ASSISTANCE

Applicants who wish to be considered for financial assistance from the school must submit all application materials on or before February 1. Scholarships, fellowships, and student employment are awarded to full-time students admitted with full graduate status in the school's master's and doctoral programs. These annual awards, made to students admitted in the fall of each academic year, are to be applied to tuition and living expenses incurred during the Fall and Spring Terms. Financial assistance is generally unavailable to students who are admitted in the Spring or Summer Terms.

Financial aid, based primarily on academic performance and to a lesser extent on need, is granted in amounts ranging from partial to full tuition scholarships, work awards, and assistantships. Once financial aid is awarded, the school is committed to funding students' second year, providing recipients are in good academic standing, that is, a 3.30 cumulative QPA and a minimum of 12 credits a term. Eligible U.S. citizens and permanent residents may apply for Stafford Loans throughout the year. *See section on Financial Aid beginning on page 7 for more information.*

International applicants seeking financial assistance must also submit the Financial Certification Form, which is enclosed with the admissions application materials.

ACADEMIC STANDARDS

Students are expected to maintain a minimum QPA of 3.00 (on a 4.00 scale) throughout their academic program. In addition to earning a minimum QPA of 3.00, to be eligible for graduation, students are also required to have earned a 3.00 average in their school-wide core and a 3.00 average in their program core courses.

Although C or lower grades may be given, these are not considered as indicating acceptable performance. Under no circumstances will any grade of U or C- or lower be counted among the minimum total number of credits required for the degree.

PROBATION

Students are automatically placed on academic probation when their QPA falls below the minimum 3.00 average or when they fail to complete a G grade by the end of the term following the one in which the G was assigned.

DISMISSAL

Students who fail to correct the deficiencies of their academic probation within one term of enrollment are subject to dismissal. Should a recommendation to dismiss be made by the division director, students may first appeal the decision to the division faculty for faculty review. Faculty decisions may be appealed to the associate dean.

For additional information on academic standards and procedures, students are referred to **GSPIA**'s Handbook of Academic Policies and Procedures for Master's Degree Programs, **GSPIA**'s Doctoral Studies Handbook, and the University's Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures.

ADVISING AND PLACEMENT

Academic Advising: Each student is assigned a faculty advisor based on, whenever possible, the compatibility of student and faculty academic interests. Faculty advisors assure that students, through proper course selection, can make productive use of the resources of

the school and the University during their period of residence. In addition, faculty advisors are responsible for counseling their advisees about career opportunities in the student's area of study; for counseling advisees who have been placed on probation; and for approving the advisee's school-wide required and elective courses, proposed thesis or dissertation topics, and supervised internships. Advisors and students monitor academic progress and identify areas where corrective action on the part of students may be required. It is essential, therefore, that students consult periodically with their advisors. Unless students subsequently request a change, faculty members originally assigned will continue as advisors throughout the students' program of study. If, however, a change in faculty advisor is requested, students must obtain the signed approval of the new advisors.

Professional Development and Career Placement: GSPIA places great emphasis on assisting students in determining the best and most appropriate positions available. In addition to faculty advisors, the school provides resources and guidance for students throughout their course of study as they devise strategies to identify professional opportunities. Among the many services offered through the Office of Career Services are individual career advising, internship and job search assistance, and a series of career-related workshops and special events. Extensive reference materials on jobs, fellowships, and internships are made available in a variety of ways, including Career Notes, a bi-weekly electronic publication listed on the Career Services Web page (<http://www.pitt.edu/~csgspia/>). Workshops cover such topics as resume preparation, job search strategies, negotiation skills, researching companies, and using technology in securing employment. Special events include Foreign Service information sessions, mock interviews for the Presidential Management Internship Program, a career information fair, and Table Talk, an interactive meeting with alumni, foundations, and agency representatives, held annually in Washington, DC.

MASTER'S DEGREE REQUIREMENTS

The following section details general requirements for all master's candidates in **GSPIA**. For more program-specific requirements, see the relevant program under *Program Descriptions* below.

MPA AND MPIA PROGRAMS

A minimum of 48 credits is required for the completion of the Master of Public Administration (MPA) and the Master of Public and International Affairs (MPIA) degrees. All students are to complete the following 12-credit requirement unless exempted through examination or prior academic or professional experience:

PIA	2007	Quantitative Methods I (A waiver examination for this course is encouraged for students with prior college-level course work in statistics.)
Or		
PIA	2001	Quantitative Methods II (Prerequisite: PIA2007 Quantitative Methods I)
PIA	2008	Economics for Public Affairs (This requirement can be met by having earned a B or better grade in both microeconomics and macroeconomics at the undergraduate level. For Economic and Social Development students with prior college-level course work in economics, PIA 2004 Economics for Public Management and Policy and PIA 2005 Microeconomics are substituted for this requirement.)

PIA	2009	Policy Analysis (Prerequisite: PIA 2007 Quantitative Methods I)
PIA	2095	Computer Competency (Non-credit computer skills course to be taken in the first term of study)
PIA	2096	Capstone Seminar (This three-credit seminar is taken near the end of the program, after the student has completed the above core courses and earned at least 24 credits.)
PIA	2098	Internship (A professional non-credit internship placement is usually taken in the summer between the first and second term in residence, unless waived.)

MPPM PROGRAM

As part of the requirements for the Master of Public Policy and Management (MPPM), the school's executive management degree program, students must complete a minimum of 30 credits. Included in the 30 credit minimum, are the following two courses, for six credits, that are required of all students in that program:

PIA	2850	Public Service Skills and Competencies in the 21st Century
PIA	2896	MPPM Policy Seminar

MAJOR AND DEGREE OPTIONS

GSPIA offers the following degrees wholly within the school:

- **Master of Public Administration (MPA)**, including majors in:
 - Policy Research and Analysis
 - Public and Nonprofit Management
 - Urban and Regional Affairs
- **Master of Public and International Affairs (MPIA)**, including majors in:
 - Economic and Social Development
 - Global Political Economy
 - International Affairs
 - Security and Intelligence Studies
- **Master of Public Policy and Management (MPPM)**
- **Doctor of Philosophy (PhD)**
- **Dual degrees in MPA/MPIA**

GSPIA also offers joint degree programs in conjunction with the **Katz Graduate School of Business**, the **School of Law**, the **School of Information Sciences**, the **Graduate School of Public Health**, and the **School of Social Work**. Through these combined degrees, the exceptional resources of the University are available for extended professional training, allowing students to receive two degrees in a shorter period than would normally be required if they were to pursue the two separately.

MBA/MPIA

The joint degree with the **Katz Graduate School of Business** prepares MPIA students to work in the increasingly global economy. It provides students with the administrative, managerial, and financial skills necessary for business as well as an understanding of international

economic, political, and cultural aspects that define the international business environment. Students earn both an MBA and the MPIA degrees. This joint degree program can be completed in two years.

JD/MPIA OR JD/MPA

The **School of Law** offers rigorous training for students preparing for a professional career that combines law with public policy and management. Students completing the program receive the Juris Doctor degree and the MPIA or MPA from **GSPIA**. The two degrees can be completed in four years.

MSW/MPIA OR MSW/MPA

GSPIA and the **School of Social Work** enable students to prepare for careers in social service delivery, nonprofit management, and social policy. Students receive a Master of Social Work and either the MPA or the MPIA from **GSPIA**. The two degrees can be completed in three years.

MIS/MPIA OR MIS/MPA

GSPIA also offers a joint-degree program with the **School of Information Sciences**. Because **GSPIA** degree programs contain from 12 to 15 elective courses, by judicious selection of these courses, students are able to complete an MPA or MPIA degree and a Master of Information Science (MIS) degree with only one or two extra terms of course work. Graduates of this combined program are offered positions as designers and managers of information systems in public, private, and nonprofit areas in the United States and abroad.

MPH/MPA OR MPH/MPIA

The joint degree program with the **Graduate School of Public Health** is designed for students who are interested in health issues in less developed societies. With changes in the structure, management, and financing of governmental and voluntary organizations that provide public health services, trained professionals are needed to manage these dramatic changes. Some of the changes include the increasing use of managed care models to provide physical and behavioral services; privatizing health services; strengthening community support for de-institutionalized mentally ill and developmentally impaired individuals; using more sophisticated information systems and for monitoring and evaluating patient outcomes. Students participating in this joint program earn both an MPA or MPIA and the Master of Public Health in Health Services Administration.

SPECIAL ACADEMIC OPPORTUNITIES/PROGRAMS

GSPIA offers a variety of academic programs to complement the degree programs offered. Included amongst these are area studies, exchange programs, and research and travel grants.

AREA STUDIES

GSPIA students are encouraged to participate in area studies programs, offered through the **University Center for International Studies**, that include Asian Studies, the Center for Western European Studies, and the European Union Center, the Center for Latin American Studies, and the Center for Russian and East European Studies. *For further information, see UCIS's section beginning on page 365 of this bulletin.*

EXCHANGE PROGRAMS

Many **GSPIA** students choose to enrich their experience by attending universities abroad for a portion of their course of study. They may earn up to twelve credits toward the degrees of Master of Public Administration or Master of Public and International Affairs. The School of Public Administration of the Getulio Vargas Foundation in Rio de Janeiro, Brazil, the Institute for Social Studies at The Hague,

and the Universities of Sussex and Wales in Great Britain have entered into agreement with **GSPIA**, establishing reciprocal programs of student exchange. Students are also encouraged to take advantage of the extensive study abroad opportunities available through the University's Study Abroad Office. (Students may contact the office in room 802 of the William Pitt Union by calling 412-648-7413.)

RESEARCH AND TRAVEL GRANTS

Budget permitting, each year the Office of the Dean and the school's academic divisions make available small grants to students. Uses for these grants can include attending professional development conferences, presenting papers, and supporting internships and study abroad activities.

MASTER OF PUBLIC ADMINISTRATION (MPA)

The Master of Public Administration (MPA) program stresses the interplay of public policy and management processes. The course of study encompasses the examination of political, social, economic, bureaucratic, and regulatory areas, focusing on urban and regional, state, federal, and international issues. Students are exposed to substantive course work in managing organizations and in analyzing and evaluating public policies.

This program is designed to enhance students' knowledge of the political, social, economic, bureaucratic, and regulatory climate in which decisions are made both in the U.S. and in other countries. Above all, the objective of the instruction in this degree program is to help students not only to understand what is, but also what can be.

Students who have international interests are encouraged to take courses that have an international focus. Courses selected in consultation with faculty advisors can be substituted from those listed above under Master's Degree Requirements.

In rankings compiled by *U.S. News and World Report*, the school placed in the top 20 among schools of public policy and public administration. In the same March 1998 report, the MPA's nonprofit management specialization ranked sixth nationally (*see Requirements for Minors: Management of Public and Nonprofit Organizations on page 338*).

REQUIREMENTS FOR THE MASTER OF PUBLIC ADMINISTRATION

The MPA degree requires a minimum of 48 credits, distributed as follows:

School-wide Requirements (See Master's Degree Requirements above)	12 cr.
MPA Core Courses:	9 cr.
PIA 2000 Administration of Public Affairs	
PIA 2100 Managing Information Technology	
PIA 2104 Financial Management	
Major Courses	15 cr.
Electives	12 cr.
Minimum Required Credits	48 cr.

MPA students are required to select a major from among the three listed below. These three majors (Policy Research and Analysis, Public and Nonprofit Management, and Urban and Regional Affairs) are also offered as minors.

POLICY RESEARCH AND ANALYSIS (PRA)

The PRA major incorporates elements from economics, operations research, management science, decision theory, political science, and applied ethics. PRA students will be qualified for a range of professional positions, including: managers and staff of nonprofit organizations and think tanks; financial and budget analysts in national, regional, and local agencies; program evaluators in nonprofit human services organizations; legislative analysts working at the state and national levels; consultants to public and nonprofit sector clients; and advisors on ethical issues facing policy makers and managers.

The major curriculum, comprised of 15 credits, follows:

REQUIRED COURSES:

PIA	2001	Quantitative Methods II
PIA	2004	Microeconomics for Public Management and Policy (prerequisite: PIA 2008 Economics for Public Affairs)
PIA	2117	Public Program Evaluation

TWO ADDITIONAL COURSES FROM THE FOLLOWING AREAS:**■ Operations Research/ Management Science**

PIA	2145	Benefit Cost Analysis
PIA	2151	Introduction to Management Science
PIA	2152	Decision Theory
PIA	2154	Topics in Management Science
PIA	2165	Advanced Information Technology and Public Management

■ Ethics and Public Policy

PIA	2192	Ethics and Public Life
PIA	2518	Ethics in International Affairs and Development

■ Research Methods

PIA	2003	Research Methods
PIA	2150	Quasi-Experimental Design and Quantitative Policy Modeling
PIA	2715	Economic and Demographic Spatial Data Analysis
PIA	3000	Applied Multivariate Analysis
PIA	3050	Practicum in Qualitative Research

To qualify for a minor in PRA, students must complete a minimum of nine credits, which must include the required courses for the major.

PUBLIC AND NONPROFIT MANAGEMENT (PNM)

In the PNM major, students develop skills in the management of human resources; management and control of financial resources; development and implementation of organizational direction and strategy; understanding of the unique issues and opportunities facing private nonprofit organizations; and use and interpretation of advanced analytical techniques in addressing issues of organizational effectiveness and efficiency. Students who complete this major are likely to be competitive for jobs that require a solid foundation in the principles of organizational behavior and general management. Such jobs might include assistant town managers, program directors in nonprofit agencies, assistant directors of finance, or assistant directors of human resources.

The major curriculum, comprised of 15 credits, follows:

REQUIRED COURSES:

PIA	2103	Personnel Management and Labor Relations in the Public and Nonprofit Sectors
PIA	2117	Public Program Evaluation
PIA	2185	Strategic Management in Public and Nonprofit Organizations

TWO ADDITIONAL COURSES FROM THE FOLLOWING:**■ Operations Analysis**

PIA	2010	Managing Organizations
PIA	2143	Productivity in the Public Sector
PIA	2152	Decision Theory
PIA	2154	Topics in Management Science
PIA	2160	Introduction to Computers for Administrators
PIA	2165	Advanced Information Technology and Public Management

■ Financial Management

PIA	2004	Microeconomics for Public Management and Policy (prerequisite: PIA 2008 Economics for Public Affairs)
PIA	2122	Urban Public Finance
PIA	2140	Budgeting as a Program and Policy Instrument
PIA	2144	Public Sector Accounting

To complete a PNM minor, students must complete a minimum of nine credits, which must include the required courses for the major.

URBAN AND REGIONAL AFFAIRS (URA)

URA majors gain expertise in regional governance theory and practice, spatial analysis, technical skills, and regional problem-solving applications to prepare them to help improve metropolitan and urban environments and the lives of those living in them. Students acquire skills that include managing regional institutions, planning and managing economic development activities, sustaining public-private linkages, delivering regional services, implementing neighborhood and community development, managing nonprofit agencies and organizations, etc.

Students engage in participatory research with regional and urban governments, nonprofit organizations, and community-based groups. And as graduates, they will qualify for a wide variety of professional positions, including: economic and community development specialists, managers and staff administrators in regional governance institutions, regional policy analysts, local government administrators and financial analysts with a regional perspective, city managers, and managers of regional services.

The 15-credit URA major includes:

REQUIRED COURSES

PIA	2004	Microeconomics for Public Management and Policy
PIA	2125	Metropolitan Regional Governance and Development
PIA	2715	Economic and Demographic Spatial Data Analysis

TWO COURSES FROM THE FOLLOWING:

PIA	2122	Urban Public Finance
PIA	2124	Comparative Regional Governance
PIA	2127	Urban Service Delivery and Policy
PIA	2188	Economic Development Strategies and Practice
PIA	2705	Neighborhood and Community Change
PIA	2715	Economic and Demographic Spatial Data Analysis
PIA	2740	Planning and Analysis for Sustainable Metropolitan Regions

To complete a URA minor, students must complete a minimum of nine credits, which must include the required courses for the major.

REQUIREMENTS FOR THE MINOR

Nine credits are required to complete a minor. In addition to the three MPA majors, which can also be taken as minors, MPA students can also earn minors in criminal justice, environmental management and policy, nonprofit and nongovernmental organizations, and personnel and labor relations. Minor areas of study requirements are described below.

CRIMINAL JUSTICE (CJ) MINOR

The CJ minor is designed for students who want to pursue careers in areas of crime analysis, criminal justice policy, management of criminal justice agencies, and other relevant professional tracks. The minor builds skills in criminal law, transnational aspects of organized crime, criminal justice theory and research, and specialized and emerging types of criminal activity such as computer crime and drug-related crimes. Course requirements are as follows:

PIA	2281	Contemporary Theories of Justice (required)
PIA	2290	Topics in Public Administration: Criminal Law (required)

One additional course from the following:

PIA	2164	Computer Crime
PIA	2365	Transnational Organized Crime
PIA	2290	Topics in Public Administration: Advanced Crime Analysis
PIA	2290	Topics in Public Administration: Drugs and Crime
PIA	2290	Topics in Public Administration: Crime and Politics

ENVIRONMENTAL MANAGEMENT AND POLICY (EMP) MINOR

This interdisciplinary minor builds on knowledge regarding the economic, social, and political aspects of environmental policies; the environmental impact of policies and management options in other domains; and analytical tools and frameworks for environmentally conscious policymaking, including ecological, economic, social, scientific, and legal linkages.

Students must complete a minimum of nine credits in the courses outlined below. They will be strongly advised to take at least one additional course in this field as one of their electives.

PIA	2115	Environmental Economics and Management (required, prerequisite: PIA 2008 Economics for Public Affairs)
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One additional course from the following:

PIA	2112	Environmental Economics and Law
PIA	2111	Health, Safety, and Environmental Risks
PIA	2116	Topics in Environmental Management
PIA	2114	Environmental and Economic Sustainability
PIA	2490	Development, the Environment, and the Economy
PIA	2715	Economic and Demographic Spatial Data Analysis
PIA	2751	Land Use Control and Development Control Law

Graduate level courses with environmental content, in the **Schools of Law, Engineering, and Public Health**, and in the Departments of Geology and Biology, will be accepted on a case-by-case basis.

NONPROFIT AND NONGOVERNMENTAL ORGANIZATIONS (NGO) MINOR

The private nonprofit sector is a vast and growing force in the political and economic environment, both in the U.S. and abroad. The NGO minor helps to prepare students for careers in the private nonprofit sector as managers, policy analysts, planners, and program specialists. Students learn to work on boards of trustees, raise funds for general operations and special programs, work effectively within the legal and political environment of nonprofit organizations, market nonprofit programs in a competitive environment, and work effectively with other institutional actors in government, business, and nonprofit organizations.

Students must complete a minimum of nine credits in courses related to the field of nonprofit management. They will be strongly advised to take at least one additional course in this field as one of their electives. The minimum requirements for this minor are as follows:

PIA	2170	Management of Nonprofit Organizations (required)
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Two additional courses from the list below or from other courses offered in the University:

PIA	2524	Financing Nongovernmental Organizations (NGOs for Development)
PIA	2561	Project Planning and Design
PIA	2526	Micropolitics: Nongovernmental Organizations and Development in a Civil Society
PIA	2171	Legal Issues in Nonprofit Management
PIA	2172	Fundraising for Nonprofit Organizations
PIA	2173	Project Development and Proposal Writing
PIA	2174	Marketing and Strategic Planning for Nonprofit Organizations
PIA	2175	Leadership and Governance for Nonprofit Organizations
PIA	2176	Training and Development for Nonprofit Organizations

PERSONNEL AND LABOR RELATIONS MINOR

This program is designed for students who are planning for careers in personnel and labor relations or who wish to obtain further exposure to techniques for effective workforce management. The following knowledge and skills are emphasized:

(1) The technical aspects of personnel administration (examinations and selection; position classification; cost forecasting; pay; fringe benefits and pension plans; human resource planning)	PIA	2005	Macroeconomics (prerequisite: PIA 2008 Economics for Public Affairs or waiver)
	PIA	2007	Quantitative Methods I
(2) Collective bargaining, contract administration, and arbitration	PIA	2008	Economics for Public Affairs
	PIA	2009	Policy Analysis (prerequisite: PIA 2007 Quantitative Methods I)
(3) Current issue areas (equal employment opportunity and affirmative action, workforce diversity, comparable worth, merit pay)	PIA	2010	Managing Organizations
	PIA	2090	Foreign Study
(4) Productivity enhancement and more effective management of the workforce	PIA	2095	Computer Competency
	PIA	2096	Capstone Seminar
Students must complete a minimum of nine credits in this field. The minimum requirements for this minor are as follows:	PIA	2097	Independent Study
	PIA	2098	Internship
PIA 2103 Personnel Management and Labor Relations in the Public and Nonprofit Sectors (required)	PIA	2099	Thesis
PIA 2134 Seminar in Personnel Management and Labor Relations (required)	PIA	2100	Managing Information Technology
	PIA	2102	Administrative Theory
Elective courses may be selected from the following:	PIA	2103	Personnel Management, Labor Relations in the Public and Nonprofit Sectors
PIA 2111 Health, Safety, and Environmental Risks	PIA	2104	Financial Management
PIA 2133 Current Issues in Personnel Management	PIA	2111	Health, Safety, and Environmental Risks
PIA 2132 Group Dynamics in Organizations	PIA	2112	Environmental Economics and Law
PIA 2134 Seminar in Personnel Management and Labor Relations	PIA	2114	Environmental and Economic Sustainability
	PIA	2115	Environmental Economics and Management (prerequisite: PIA 2008 Economics for Public Affairs)
PIA 2143 Productivity in the Public Sector		2116	Topics in Environmental Management
PIA 2170 Management of Nonprofit Organizations	PIA	2117	Public Program Evaluation
PIA 2176 Training and Development for Nonprofit Organizations	PIA	2119	Policy Design and Implementation
PIA 2183 Organizational Development	PIA	2122	Urban Public Finance
PIA 2185 Strategic Management in Public and Nonprofit Organizations	PIA	2123	Theory and Practice of Local Government
PIA 2193 Gender, Race, and Public Policy	PIA	2124	Comparative Regional Governance
BOAH 2537 Conflict Resolution in the Workplace: Part I	PIA	2125	Metropolitan Regional Governance and Development
BOAH 2538 Conflict Resolution in the Workplace: Part II	PIA	2127	Urban Service Delivery and Policy
Personnel and Labor Relations is also offered as an advanced certificate. Completion of the certificate requires the completion of 15 credits, including the required courses outlined in the minor.	PIA	2132	Group Dynamics in Organizations
	PIA	2133	Current Issues in Personnel Management
	PIA	2134	Seminar in Personnel Management and Labor Relations in Public and Nonprofit Organizations
REQUIREMENTS FOR THE CERTIFICATE IN PERSONNEL AND LABOR RELATIONS	PIA	2140	Budgeting as a Program and Policy Instrument
The MPA program offers a certificate of advanced study in Personnel and Labor Relations. Completion of the certificate requires the completion of 15 credits, including the required courses outlined in the curriculum for the minor (<i>see Personnel and Labor Relations Management in Public and Nonprofit Sectors Minor for details on the curriculum requirements</i>).	PIA	2142	Public Sector Accountability
	PIA	2143	Productivity in the Public Sector
	PIA	2144	Public Sector Accounting
	PIA	2145	Benefit Cost Analysis
	PIA	2150	Quasi-Experimental Design and Quantitative Policy Modeling
MPA PROGRAM COURSE LISTINGS	PIA	2151	Introduction to Management Science
PIA 2000 Administration of Public Affairs	PIA	2152	Decision Theory
PIA 2001 Quantitative Methods II (prerequisite: PIA 2007 Quantitative Methods I)	PIA	2153	Calculus for Public Policy
	PIA	2154	Topics in Management Science
PIA 2003 Research Methods	PIA	2155	Theory of Games: Concepts, Methods, and Applications
PIA 2004 Microeconomics for Public Management and Policy (prerequisite: PIA 2008 Economics for Public Affairs or waiver)	PIA	2157	Dynamic Optimization for Policymaking
	PIA	2160	Introduction to Computers for Administrators

PIA	2164	Computer Crime
PIA	2165	Advanced Information Technology and Public Management
PIA	2170	Management of Nonprofit Organizations
PIA	2171	Legal Issues in Nonprofit Management
PIA	2172	Fundraising for Nonprofit Organizations
PIA	2173	Project Development and Proposal Writing
PIA	2174	Marketing and Strategic Planning for Nonprofit Organizations
PIA	2175	Leadership and Governance for Nonprofit Organizations
PIA	2176	Training and Development for Nonprofit Organizations
PIA	2183	Organizational Development
PIA	2185	Strategic Management in Public and Nonprofit Organizations
PIA	2188	Economic Development Strategies and Practice
PIA	2192	Ethics and Public Life
PIA	2193	Gender, Race, and Public Policy
PIA	2281	Contemporary Theories of Justice
PIA	2290	Topics in Public Administration
PIA	2705	Neighborhood and Community Change
PIA	2706	Urban and Regional Methods
PIA	2708	Urban and Regional Theory
PIA	2709	Critical Issues in Planning
PIA	2715	Economic and Demographic Spatial Data Analysis
PIA	2740	Planning and Analysis for Sustainable Metropolitan Regions
PIA	2746	Housing Policy and Urban Development
PIA	2751	Land Use Control and Development Control Law
PIA	2752	Linking Transportation Economic and Community Development: Urban Places
PIA	2755	Regional Development and Global Economy
PIA	2756	Locally Based Initiatives

MASTER OF PUBLIC AND INTERNATIONAL AFFAIRS (MPIA)

The MPIA degree has three majors: Economic and Social Development (ESD), Global and Political Economy (GPE), and Security and Intelligence Studies (SIS).

The Economic and Social Development major involves the application of economics, public management, political science, and sociology to planned change in a number of areas, including agriculture, urban development, industry, public health, non-governmental organizations, education, and social programs. Students in international development, trained to recognize the economic, social, and political environments in which communities develop, gain experience planning, analyzing, appraising, and implementing projects at the local, regional, national, and international levels.

The Global and Political Economy major studies the interaction between economic and political processes in an international order

moving toward globalization. Their studies will include courses in international trade; international finance; states and markets; multinational corporations, trade and technology, debt distribution and welfare, protectionism and liberalization.

The Security and Intelligence Studies major considers the meaning of security as it has changed and broadened in recent decades as the range of threats to national and international security has widened to include some that were previously ignored and others that were unimaginable. Students in the Security and Intelligence Studies major will examine the concept of security itself, the evolution of threats to national and international security, including conventional military, nuclear, chemical and biological weapons, as well as forms of terrorism and threats to economic and security and the environment.

REQUIREMENTS FOR MASTERS OF PUBLIC AND INTERNATIONAL AFFAIRS

The MPIA majors in Economic and Social Development, Global Political Economy, and Security and Intelligence Studies each require a minimum of 48 credits as detailed under each major description below.

ECONOMIC AND SOCIAL DEVELOPMENT MAJOR (MPIA/ESD)

For the ESD major, the following curriculum requirements apply:

School-wide Requirements (see Master's Degree Requirements above)			9 cr.
ESD Major Requirements			15 cr.
PIA	2004	Microeconomics for Public Management and Policy (prerequisite: PIA 2008 or waiver)	
PIA	2005	Macroeconomics (prerequisite: PIA 2008 or waiver)	
PIA	2501	Issues in Development Management and Policy (prerequisite: PIA 2008 or waiver)	
PIA	2510	Economic Development and Policy Choices	
ESD Skills Course (see below)			3 cr.
ESD Focus Field Courses (see below)			9 cr.
Electives			12 cr.
Minimum Required Credits			48 cr.

ESD Skills Courses

Students will choose one three-credit course from among those in the following areas listed below:

Statistics, Econometrics and Research Methods

PIA	2001	Quantitative Methods II
PIA	2003	Research Methods
ECON	1150/60	Applied Economics

Project/Program/Policy Design and Evaluation

PIA	2151	Introduction to Management Science
PIA	2157	Dynamic Optimization for Policymaking
PIA	2560	Project and Program Design

Methods for Management

PIA	2104	Financial Management
PIA	2132	Group Dynamics in Organizations

PIA	2155	Theory of Games: Concepts, Methods, and Applications
BACC	2017	Accounting for Nonprofit Organization

■ ESD Focus Field Courses

ESD majors are required to complete three courses for nine credits in one of the following focus fields:

Economic Development and Public Policy

Courses in this field focus on the economic analysis of the socio-economic effects of various public policies.

PIA	2115	Environmental Economics and Management
PIA	2116	Topics in Environmental Management
PIA	2302	International Financial Policy
PIA	2319	International Trade
PIA	2322	World Economic Patterns
PIA	2572	Earnings and Employment in the Third World
PIA	2755	Regional Development and Global Economy
PIA	2490	Development, the Environment, and the Economy

Social and Political Dimensions of Development

Courses in this field address the theoretical and conceptual issues in development.

PIA	2193	Gender, Race and Public Policy
PIA	2301	International Political Economy
PIA	2371	North-South Relations and International Economy
PIA	2490	Topics in International Affairs: Women in Development
PIA	2518	Ethics in International Affairs and Development
PIA	2525	Politics of Development

Public and Development Management

This focus field is available to students who plan to manage development programs in government (*see MPA Program Course Listings for appropriate courses on managing personnel, budget and finances, the environment, management science, and management information systems*).

Nongovernmental Organizations (NGOs), Private-Volunteer Organizations (PVOs) and Community Development

See course listings under MPA program descriptions of the Nonprofit and Nongovernmental Organizations minor and the Public and Nonprofit Management major.

PIA	2170	Management of Nonprofit Organizations
PIA	2526	Micro-Politics: Nongovernmental Organizations and Development in a Civil Society
PIA	2520	Agricultural and Rural Development

Development Planning

Students will learn both theory and techniques for analyzing the spatial processes of development, with emphasis in areas such as economic development, housing, transportation, poverty, and community development.

PIA	2188	Economic Development Strategies and Practices
PIA	2322	World Economic Patterns
PIA	2515	Policymaking for Development under Conditionality
PIA	2706	Urban and Regional Methods

Environmental Management and Policy

(See course listing for MPA minor program in Environmental Management and Policy for possible courses.)

HUMAN RESOURCE MANAGEMENT IN DEVELOPMENT

Students are encouraged to select relevant courses in educational administration and health services administration from the **Schools of Education** and **Public Health**, respectively. With the assistance of their faculty advisors, students will select courses that will expose them to the impact of education, health, or population on economic and social indicators in developing countries; to the analytical approaches used by international agencies to design projects and implement policies; and to the various methodological tools used to evaluate the efficiency and effectiveness of a country's human resources.

GLOBAL POLITICAL ECONOMY MAJOR

For the Global Political Economy major leading to the Master of Public and International Affairs, students are required to complete a minimum of 48 credits:

School-wide Requirements (see Master's Degree Requirements above)		12 cr.
MPIA/GPE Core Courses		15 cr.
PIA	2005	Macroeconomics (prerequisite: PIA 2008: Economics for Public Affairs, or waiver)
PIA	23XX	Global Political Economy: Theories and Public Policy
PIA	2303	Security and Intelligence Studies: Theories and Public Policy
PIA	20XX	Global Governance: Theory and Public Policy (required)
PIA	23xx	Nationality, Nation-States, and International Politics (required)
PIA	23xx	Professional Skills Workshops (four non-credit sessions)
Four additional courses required from the following:		
PIA	2319	International Trade
PIA	2302	International Finance
PIA	23xx	MNCs, Technology, and Investment
PIA	23xx	States and Markets
PIA	23xx	Liberalization
PIA	23xx	Debt, Distribution, and Welfare
Electives		12 cr.
Minimum Required Credits		9 cr.
		48 cr.

SECURITY AND INTELLIGENCE STUDIES MAJOR

For the Security and Intelligence Studies major leading to the Master of Public and International Affairs, students are required to complete a minimum of 48 credits:

School-wide Requirements			12 cr.	PIA	23xx	Global Political Economy: Theories and Public Policy
MPIA/SIS Core Courses			9 cr.	PIA	23xx	Security and Intelligence Studies: Theories and Public Policy
PIA	2005	Macroeconomics (required, prerequisite: PIA 2008: Economics for Public Affairs or waiver)		PIA	23xx	International Trade: Theories and Issues
PIA	23xx	Global Political Economy: Theories and Public Policy		PIA	23xx	International Finance: Theories and Issues
PIA	2303	Security and Intelligence Studies: Theories and Public Policy		PIA	23xx	MNCs, Trade, and Technology
PIA	20xx	Global Governance: Theory and Public Policy (required)		PIA	23xx	Trade in Services
PIA	23xx	Nationality, Nation-States, and International Politics (required)		PIA	23xx	States and Markets
PIA	23xx	Professional Skills Workshops (four non-credit sessions)		PIA	23xx	Protectionism and Liberalization
Four additional courses required from the following:				PIA	23xx	Debt, Distribution, and Welfare
PIA	2341	Non-Military Approaches to International Security		PIA	23xx	Globalization: Theories and Critiques
PIA	2365	Transnational Crime		PIA	23xx	Topics and Global Political Economy
PIA	23xx	Intelligence Analysis		PIA	23xx	Non-Military Approaches to International Security
PIA	23xx	Peacemaking and Peacekeeping		PIA	23xx	Transnational Organized Crime and International Security
PIA	23xx	Current Issues in U.S. Security Policy		PIA	23xx	Intelligence Analysis
PIA	23xx	Topics in International Security	12 cr.	PIA	23xx	Peacemaking and Peacekeeping
Electives			12 cr.	PIA	23xx	Current Issues in U.S. Security Policy
Minimum Required Credits			48 cr.	PIA	23xx	The Proliferation of Weapons of Mass Destruction
MPIA PROGRAM COURSE LISTINGS				PIA	23xx	Terrorism
PIA	2001	Quantitative Methods II		PIA	23xx	Computer Crime, Information Warfare, and Information Security
PIA	2003	Research Methods		PIA	23xx	Criminal Intelligence Analysis
PIA	2004	Microeconomics for Public Management and Policy (prerequisite: PIA 2008 or waiver)		PIA	23xx	Topics in Regional Security
PIA	2005	Macroeconomics (prerequisite: PIA 2008 or waiver)		PIA	23xx	Topics in International Security
PIA	2007	Quantitative Methods I		PIA	2300	Working in International Affairs
PIA	2008	Economics for Public Affairs		PIA	2301	International Political Economy
PIA	2009	Policy Analysis (prerequisite: PIA 2007: Quantitative Methods I)		PIA	2302	International Financial Policy
PIA	2090	Foreign Study		PIA	2303	National and International Security Policy
PIA	2095	Computer Competency		PIA	2305	Foreign Policy and Diplomacy
PIA	2096	Capstone Seminar		PIA	2314	Multinational Corporations and Political Risk Analysis
PIA	2097	Independent Study		PIA	2316	Intercultural Communication
PIA	2098	Internship		PIA	2319	International Trade
PIA	2099	Thesis		PIA	2321	Political Economy of International Trade
PIA	23xx	Nationality, Nation-States, and International Politics		PIA	2322	World Economic Patterns
PIA	23xx	Global Governance		PIA	2336	Role of Strategic Intelligence in International Security Studies
				PIA	2337	U.S. Security Policy in Asia
				PIA	2341	Alternative Approaches to National Security
				PIA	2344	Problems in International Security
				PIA	2358	International Affairs Regional Foreign Policy Workshop
				PIA	2363	International History
				PIA	2364	Comparative Foreign Policy
				PIA	2365	Transnational Organized Crime and International Security
				PIA	2368	Multinational Regionalism
				PIA	2371	North-South Relations and International Economy

PIA	2376	Transatlantic Relations	Specialization Courses (See below)	15 cr.
PIA	2377	U.S. and the Atlantic Alliance	Electives	9 cr.
PIA	2490	Topics in International Affairs	Minimum Credits Required	30 cr.
PIA	2490	Topics in International Affairs: Development, the Environment, and the Economy	Specializations available to MPPM students are:	
PIA	2501	Issues in Development Management and Policy	• Criminal Justice	
PIA	2510	Economic Development and Policy Choices	• Economic and Social Development/Development Planning	
PIA	2515	Policymaking under Conditionality	• Environmental Management and Policy	
PIA	2518	Ethics in International Affairs and Development	• International Political Economy	
PIA	2520	Agricultural and Rural Development	• International Security Studies	
PIA	2522	Politics of Global Resources	• Management of Nonprofit Organizations	
PIA	2524	Financing Nongovernmental Organizations for Development	• Personnel and Labor Relations	
PIA	2525	Politics of Development	• Urban Management	
PIA	2526	Micropolitics: Nongovernmental Organizations and Development in a Civil Society	• Local and Regional Development	
PIA	2560	Project and Program Design		
PIA	2561	Project Planning and Design		
PIA	2572	Earnings and Employment in the Third World		
PIA	2573	Latin American Development Seminar		
PIA	2574	African Development Seminar		
PIA	2575	Seminar in Southeast Asian Development		
PIA	2583	Economic Development		

DOCTOR OF PHILOSOPHY IN PUBLIC AND INTERNATIONAL AFFAIRS

The mission of the doctoral program is to advance the frontiers of knowledge in public and international affairs as they are managed both within and across countries. The doctoral program pursues that mission through the education and training of individuals for research in applied settings (e.g. NGOs, NPOs, research centers, and think tanks) and scholarly careers in academia. Emphasis is placed on the acquisition and integration of knowledge through research and on its applications to concerns in the public sector. The education and training mission of the Doctoral Studies Program is encapsulated in its four goals:

- (1) To admit into the program only the most qualified applicants from both the United States and abroad
- (2) To offer a Doctoral Studies Program that enables students and faculty to devote their energies to the advancement of knowledge and practice in the field of public and international affairs
- (3) To educate students in the most advanced theoretical perspectives in public and international affairs
- (4) To train students in research methodologies and technical skills that are tailored to the requirements of policy settings

REQUIREMENTS FOR THE PHD

The PhD program requires the completion of 72 credits of coursework and six credits for the dissertation (78 credits total). The curriculum for doctoral students is outlined as follows:

School-wide Doctoral Core Courses (see detail below)	12 cr.
PIA 3000 Applied Multivariate Analysis	
PIA 3010 Theories of Social Science and Public Policy	
PIA 3020 Evidence and Inference	

MASTER OF PUBLIC POLICY AND MANAGEMENT (MPPM)

This executive management program, designed for accomplished professionals, gives credit for a level of managerial knowledge and administrative skills that less experienced students do not possess. The curriculum is flexible, and can be tailored to individual interests or needs. At the beginning of the program, MPPM students will be exposed to a variety of resources on the emerging context of professional public service as well as normative frameworks regarding the types of skills and competencies needed for the public service.

REQUIREMENTS FOR MASTERS OF PUBLIC POLICY AND MANAGEMENT (MPPM)

The degree consists of 10 courses, for a total of 30 credits. Three components make up the curriculum:

- (1) Foundation courses (including MPPM Policy Seminar)
- (2) Specialized area of study courses
- (3) Elective courses

These course requirements are distributed as follows:

Foundation Courses	6 cr.
PIA 2850 Public Service Skills and Competencies in the 21st Century	
PIA 2896 MPPM Policy Seminar	

PIA 3050 Practicum in Qualitative Research

Field and Electives Courses (see detail below in Other Courses)

60 cr.

Dissertation (see detail below)

6 cr.

Minimum Required Credits

78 cr.

Students must complete 72 credits of course work, excluding the six dissertation credits, with a minimum QPA of 3.00 in order to qualify for final approval of their comprehensive examinations. Students must take at least 36 credits of course work at the University while enrolled in the Doctoral Studies Programs, including a minimum of one term of full-time study that excludes employment except as approved.

ADVANCED STANDING

For students with pertinent master's degrees, a maximum of 30 credits for course work may be applied to the doctoral degree. In recognition of graduate study beyond the master's degree successfully completed elsewhere, a maximum of 12 additional credits may be applied to the minimum credit requirement, with the proviso that the total of master's degree credits and post-master degree credits not exceed 36 credits of advanced standing. Advanced standing credits will be given only for course work that contributes to the PhD in Public and International Affairs. Students may not use advanced standing credits to waive the doctoral core courses.

MENTORS

At the time of admission, students will be assigned initial mentors from the **GSPIA** faculty. The mentors should have expertise compatible with their students' interests and be actively engaged in researching and publishing in specific fields.

PRELIMINARY PLANNING MEETING

Early in the first term of enrollment, students will meet with their mentors to design tentative plans of study, discuss the selection of fields, and evaluate transfer credits.

ANNUAL REVIEWS

Students will have an annual review after two terms of study. Mentors and the coordinator of the doctoral program will discuss the student's progress and allow for modifications in the fields, mentors, and plans of study. Students will be informed of the conclusion at the reviews and invited to discuss with mentors. Successful completion of the first annual review fulfills the University requirement of a preliminary examination.

DOCTORAL CORE COURSES

All doctoral students must take four core courses as early in their program as possible. In order to remain in the program and to be eligible to take the comprehensive examinations, students must earn a grade of B or better in each of the four courses.

OTHER COURSES

The Doctoral Program has five standard fields: Development Policy, Foreign and Security Policy, International Political Economy, Public Administration, and Public Policy. Students are encouraged to take course work in two of these fields, either within or outside of **GSPIA**. Students are not required to show evidence of course work in order to

take the comprehensive examination in a specific field, exclusive of the core and field requirements. The amount of course work will depend upon the students' backgrounds and career goals. Plans of Study for courses in each of the selected fields should be worked out in consultation with mentors at the time of the Preliminary Planning Meeting and during the Annual Review.

LANGUAGE REQUIREMENTS

Proficiency in a foreign language is not a requirement for the doctoral degree. Students who wish to work or conduct research in non-English speaking environments will need to develop proficiency in the relevant language and this will become a requirement for them.

FIELDS OF STUDY

Students must complete four fields of study. These fields will consist of (1) two standard fields, (2) a policy issue area field, and (3) a research and technical standards skills field. The standard fields should represent a coherent body of knowledge in public and international affairs that will contribute to the student's dissertation and subsequent career. To this extent, the fields should complement each other, with theory, knowledge, and research skills being mutually reinforcing. Program field guidelines provide specific directions, indicate the nature of the comprehensive examinations, and list the significant literature in the field. These guidelines are available in the Office of Student Services.

POLICY ISSUE AREA FIELD

This field focuses on a specific policy arena set within a specific socio-geographical context. Students must develop an in-depth understanding of the key policy issues within the policy arena and be knowledgeable about the formulation and implementation of specific policy initiatives and programs. Examples include:

- Environmental policy in the United States before the national Environmental Protection Act
- Local governmental finances in Eastern Europe after the break-up of the Soviet Union
- Rural development policy in southern Africa in the 1990s
- Trade policy within the European Economic Community

More detailed guidelines for this requirement can be obtained from the Office of Student Services.

RESEARCH AND TECHNICAL SKILLS FIELD

Students must complete a minimum of 12 graduate credits in a research or technical skills area with a grade of B or better in each course. Two of these courses must include the doctoral core courses, PIA 3000 Multivariate Analysis and PIA 3050 Practicum in Qualitative Research. The other six graduate level credits should be selected from courses offered in **GSPIA**, the University, or another university.

COMPREHENSIVE EXAMINATIONS

Comprehensive examinations are offered twice a year: August and January. There will be no exceptions. At least two months prior to the examinations, the Coordinator of Doctoral Studies will announce the dates of the examinations in one or more fields. Students will submit a Statement of Examination Intent Form, which indicates the fields in which students wish to be examined, and the students' mentors for each field. The Office of Student Services will check that all requirements for taking the comprehensives have been met and will

forward the results of that review to the coordinator, who will approve students' eligibility to take the examination.

The Research and Technical Skills Field and the Policy Issue Area Field examinations can be taken prior to completing 72 credits of course work but only after having taken all four required courses. The examinations in the two Program Fields are normally taken after the completion of course work. This requirement can be waived, however, at the discretion of the Coordinator of Doctoral Studies. The results of the examinations will be made available within four weeks following the submission date of the final examination for that sitting.

Comprehensive examinations will consist of questions that reflect on the central issues in the field. Students will be required to set issues within the relevant theoretical and policy frameworks and cite the appropriate literature. Additionally, students will be expected to produce a well-organized, logical, and clearly written response. Additional guidelines can be found in each field's Program field guidelines.

Each comprehensive examination will be written and read by a minimum of two faculty members. The division representative for that field will coordinate the writing and grading of the examination and will select another faculty member to be involved. The examinations will be graded Pass, Fail, or Pass with Distinction. Students who fail comprehensive field examinations will be allowed to retake them within one year of the initial examination. A Fail in any field on the second attempt is grounds for dismissal from the program.

DISSERTATION

Immediately after satisfying the comprehensive examination requirement, the student will proceed with the formation of a Dissertation Proposal Committee, consisting of a minimum of four faculty, at least one of whom must be from outside of **GSPIA**. The chair must be an active faculty member whose primary or secondary appointment is in **GSPIA**. Members should be chosen to best aid the students in designing, conducting, and presenting the dissertation research. The majority of the committee, including the chair and/or major advisor, must be full or adjunct members of the Graduate Faculty. The Coordinator of the Doctoral Program must approve the Dissertation Proposal Committee.

COLLOQUIUM

Approximately two months, but not later than a week, prior to the oral defense, students must hold a public colloquium on the dissertation. Students and faculty will attend the colloquium, which has two purposes. First, it will allow for a broad sharing of dissertation research within **GSPIA**. Second, it will give students an opportunity to practice their presentations and receive valuable criticism with which to revise the dissertation before the defense. Students cannot proceed to the defense unless the colloquium requirement has been met.

DEFENSE

An oral dissertation defense will be conducted by members of the Dissertation Committee and need not be confined to materials in and related to the dissertation. The defense should be held only when the members of the committee have read the dissertation and jointly agree that it is substantially complete. Any member of the graduate faculty of the University may attend and participate in the examination. Faculty and students are encouraged to attend defenses, but only the members of the Dissertation Committee will be allowed to deliberate and vote on whether to pass or fail the student.

DOCTORAL PROGRAM COURSE LISTING

PIA	3000	Applied Multivariate Analysis
PIA	3001	Seminar in Research Design
PIA	3002	Seminar in Organization Theory
PIA	3010	Theories of Social Science and Public Policy
PIA	3020	Evidence and Inference
PIA	3050	Practicum in Qualitative Research
PIA	3090	Topics in Doctoral Studies
PIA	3097	Independent Study
PIA	3099	Dissertation

GRADUATE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS FACULTY

CAROLYN BAN, *Dean and Professor*, PhD, Stanford University

DAVIS B. BOBROW, *Professor; with joint appointment in the Department of Political Science*, PhD, Massachusetts Institute of Technology

MICHAEL J. BRENNER, *Professor*, PhD, University of California, Berkeley

SIDDHARTH CHANDRA, *Assistant Professor*, PhD, Cornell University

LOUISE K. COMFORT, *Professor*, PhD, Yale University

PHYLLIS D. COONTZ, *Associate Professor; with joint appointment in the Department of Sociology*, PhD, University of Colorado

HECTOR CORREA, *Professor*, PhD, Netherlands School of Economics

JAMES P. DEANGELIS, *Associate Professor*, MCRP, Yale University

SABINA E. DEITRICK, *Associate Professor and Co-Director; Urban and Regional Analysis, University Center of Social and Urban Research*, PhD, University of California, Berkeley

BILL R. DEWALT, *Distinguished Service Professor and Director; Center for Latin American Studies; with joint appointment in the Department of Anthropology*, PhD, University of Connecticut

WILLIAM N. DUNN, *Professor*, PhD, Claremont Graduate School

STEPHEN C. FARBER, *Professor and Director; Environmental Policy Studies, University Center for Social and Urban Research; with joint appointment in the School of Law*, PhD, Vanderbilt University

DONALD M. GOLDSTEIN, *Professor*, PhD, University of Denver

LEON L. HALEY, *Associate Professor*, PhD, University of Pittsburgh

PAUL Y. HAMMOND, *Distinguished Service Professor*, PhD, Harvard University

LAURA A. HASTINGS, *Assistant Professor*, PhD, Massachusetts Institute of Technology

RICHARD W. HOOLEY, *Professor*, PhD, Columbia University

JOHN F. KARNS, *Associate Professor*, JD, PhD, University of Pittsburgh

KEVIN P. KEARNS, *Associate Professor and director, Public and Urban Affairs Division*, PhD, University of Pittsburgh

C. AUGUSTUS MARTIN, *Assistant Professor*, PhD, University of Pittsburgh

WILLIAM F. MATLACK, *Professor*, PhD, University of Pennsylvania

JEROME B. MCKINNEY, *Professor*, PhD, University of Missouri

JOHN MENDELOFF, *Professor, with joint appointment in the Graduate School of Public Health*, PhD, University of California, Berkeley

DAVID Y. MILLER, *Associate Professor and Associate Dean*, PhD, University of Pittsburgh

CLYDE E. MITCHELL-WEAVER, *Associate Professor*, PhD, University of California, Los Angeles

LISA S. NELSON, *Assistant Professor*, PhD, University of Wisconsin, Madison

PAUL J. NELSON, *Assistant Professor*, PhD, University of Wisconsin, Madison

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