

University of Pittsburgh

**GRADUATE AND
PROFESSIONAL BULLETIN
2000 • 2003**

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.

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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, LLM, PharmD, 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

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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

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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

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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/~srfswweb/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.

UNIVERSITY OF PITTSBURGH



**FIRST-PROFESSIONAL
PROGRAMS**

SCHOOL OF DENTAL MEDICINE

The **School of Dental Medicine** has been an integral part of the University of Pittsburgh's growth for nearly a century. Established in 1896 as an independent institution named the Pittsburgh Dental College, the school was incorporated into the University in 1905.

A member of the American Dental Education Association (ADEA), the **School of Dental Medicine** is fully approved and accredited by the Commission on Dental Accreditation of the American Dental Association (ADA). Current enrollment includes 60 postdoctoral students, 320 predoctoral students (approximately 80 students in each of the four classes), and 75 dental hygiene students. Many members of the faculty hold positions within the UPMC Health System and Veterans Affairs Medical Centers, which provide additional clinical resources for teaching. Graduate students have numerous opportunities to participate in clinical experiences as fully integrated members of multidisciplinary health care teams.

Salk Hall was dedicated as the home of the **School of Dental Medicine** in 1967. Renovations have nearly doubled the building's square footage, adding office space, clinical facilities, and lecture halls. The Dental Medicine Learning Resource Center, equipped with audiovisual and computer equipment, provides students with state-of-the-art computer technology including dental informatics training.

The mission and goals of the **School of Dental Medicine** are consistent with the mission and goals of the University of Pittsburgh:

- 1) To offer superior educational opportunities in the First-Professional, Residency Training, and Dental Hygiene Programs that will respond to the needs of the Commonwealth and to the broader needs of society.
- 2) To provide high quality dental services to the people of the Commonwealth of Pennsylvania and society at large both within the **School of Dental Medicine** as well as within the affiliated hospitals of the medical center.
- 3) To engage in research and scholarly activities that will advance knowledge and extend the frontiers of oral health.
- 4) To offer continuing education programs reflecting recent developments and advances in dentistry adapted to personal, professional, and career objectives of the practitioner at the regional, national, and international levels.
- 5) To engage in public service activities by making available the expertise of the educational programs and clinical services of the **School of Dental Medicine** to the alumni, local community, public agencies, and the community at large.
- 6) To provide the leadership and cooperation in the development of innovative academic programs to meet the changing and dynamic educational needs of the region, the Commonwealth, and beyond.

CONTACT INFORMATION

School of Dental Medicine
429 Salk Hall
University of Pittsburgh
Pittsburgh, PA 15261
Phone: (412) 648-8437
Web site: <http://www.dental.pitt.edu>

The **School of Dental Medicine** offers the Doctor of Dental Medicine (DMD) degree. The requirements for the DMD program are detailed below. *For information on graduate degrees offered by the school, see the **School of Dental Medicine** listing on page 170 under Graduate Programs.*

ADMISSIONS REQUIREMENTS

In order to be considered for admission, applicants to the **School of Dental Medicine** must have met the following requirements (NOTE: the following requirements, deadlines, and procedures are comprehensive for students applying to the Doctor of Dental Medicine program. *Students applying for a Master of Dental Science or an advanced certificate program should refer to the information listed under Advanced Education Program Admission Information on page 171 and refer to the specific MDS or certificate program, since additional admissions requirements and different deadlines may apply*):

- Applicants must have completed at least 90 semester hours of undergraduate education and have an overall QPA of 3.00. It is preferred that an undergraduate degree be received from an accredited college before matriculation at the **School of Dental Medicine**, but this is not required. The following required course work must be completed before matriculating:

English	6 semester hours
Biology (lab must be included)	8 semester hours
Physics	6 semester hours
Inorganic Chemistry	8 semester hours
Organic Chemistry	6 semester hours

(Quarter-hour credits must be converted to semester-hour credits.)

- All applicants must take the Dental Admission Test (DAT). This test is an objective instrument administered by the Council on Dental Education of the American Dental Association (ADA) and is accepted by all dental schools in the United States. The DAT should be taken no later than October of the calendar year preceding the year of expected entrance to the **School of Dental Medicine**. The test covers Survey of Natural Science, Reading Comprehension, Quantitative Reasoning, and Perceptual Ability (two- and three-dimensional problem solving).
- Proficiency in written and spoken English is required of all applicants. The Test of English as a Foreign Language (TOEFL) is mandatory for all international applicants. A minimum score of 550 is necessary for admission. The Michigan Test of English Language Proficiency (MTELP) may also be required. *See English Language Proficiency Requirements on page 4 of this bulletin for further detail.*

- Applicants must submit an application through the American Dental Education Association Application Service (ADEAAS). The deadline for applying through ADEAAS is December 1 of the year before the applicant anticipates entering. Candidates are encouraged to apply any time after June of the calendar year preceding the year of expected entrance to the **School of Dental Medicine**. (Applicants to MDS or advanced certificate programs should check for different deadlines.) For an application, please visit the ADEAAS Web site at <http://www.aads.jhu.edu>. A processing fee of \$35 (\$50 for non-U.S. citizens) will be required for consideration of the applicant's ADEAAS application and must be sent directly to the **School of Dental Medicine**.
- Formal admissions interviews will be scheduled only after applications have been reviewed. All applicants are welcome to visit the school.

SELECTION OF STUDENTS

The Admissions Committee begins application review in November. Students are selected on the basis of academic achievement, recommendations, and performance on the DAT. All candidates are thoroughly evaluated and seriously considered. Letters of acceptance are mailed on or after December 1 until the class is filled. Once an applicant is accepted, a nonrefundable \$500 tuition deposit is required to hold a place in the class. A second deposit of \$500 is required by May 1 of the entering year.

TRANSFER STUDENTS

The Admissions Committee considers transfer students who are in good academic and disciplinary standing from other accredited dental programs if space permits. Those candidates must meet all entrance requirements and may be required to take written and/or practical examinations. Completed course work will be considered for transfer status on a case-by-case basis.

FINANCIAL ASSISTANCE

The following section details financial assistance available to students in the **School of Dental Medicine**. *For additional information, refer to the Financial Aid section on page 7.*

SCHOLARSHIPS

Scholarships are awarded through the Office of Student Services (429 Salk Hall). A complete listing of these sources can be obtained from the Office of Student Services, Recruitment/Financial Aid Area. Applicants are reviewed on the basis of academic status as well as financial need. The amount of each award ranges from \$500 to \$1,500 per academic year. These scholarships are available to First-Professional students only. A variety of external scholarship sources are also available.

LOANS

Information regarding loan programs is subject to regular revision and should be verified annually with the Office of Student Services, Recruitment/Financial Aid area.

International students should note that financial aid may only be awarded to those students who are identified as U.S. citizens or Permanent Alien residents with I-151 or I-551 cards. Proof of identification may be required. All other students should contact the Office of International Student Services, 725 William Pitt Union, Pittsburgh, PA 15260 or call (412) 624-7129. *International students*

should also see page 3 for additional information (Graduate Admissions of International Students).

The loan amount available to each student is determined by financial need. The Free Application for Federal Student Aid (FAFSA) form is available from the Office of Student Services Recruitment/Financial Aid area. This form is used to collect income and asset information, which is calculated into an expected contribution amount. This amount, when subtracted from the educational costs, results in the financial need.

In addition to the FAFSA, the Student 1040/A/EZ Form from the immediate past calendar year and the Dmed Financial Aid Data Form must be submitted before any financial aid eligibility can be determined. These forms represent the minimum documentation required for any financial assistance. All information is to be returned to the Office of Student Services Recruitment/Financial Aid area by April 15 of the year in which the applicant plans to matriculate.

Students are eligible to participate in the following loan programs reviewed below:

- **Subsidized Stafford Loan:** The Subsidized Stafford Loan (SSL) was formerly known as the Guaranteed Student Loan. This loan allows a maximum of \$8,500 per academic year. The interest rate is variable on this loan; however, it cannot exceed 8.25% and is paid by the government during at least half-time enrollment.
- **Nonsubsidized Stafford Loan:** The Nonsubsidized Stafford Loan (NSL) allows a maximum of \$30,000 per academic year and closely parallels the former Supplemental Loan for Students. The interest rate for this loan is also variable and cannot exceed 8.25%; however, the borrower has the option of paying the interest or having it capitalized. Applicants may apply for both the SSL and NSL using the Stafford Common Loan application, which may be obtained from the same lender as any previous Stafford loans. If there is no previous Stafford lender or the previous lender is located outside Pennsylvania, any lender within the Pennsylvania Higher Education Assistance Agency (PHEAA) may be used.

Repayment on both the SSL and NSL begins six months following graduation with a repayment period of ten years. This is the initial source of financial assistance for all students and will be assumed in all award packaging. Further information and applications may be obtained from the lending institution or by contacting PHEAA directly at 800-692-7392.

- **Health Professions Student Loan:** The Health Professions Student Loan (HPSL/HPL) has an interest rate of 5%, which is subsidized while the student maintains at least half-time enrollment status. Award amounts range from \$1,000 to \$9,000 per academic year and are determined by class costs, financial status, and account balance. Repayment of this subsidized loan begins 12 months after graduation with a maximum repayment period of 10 years. In order to be considered for this loan, supplemental information regarding parental income must be submitted. There are no exceptions to this requirement, regardless of age or marital status. Applicants with SSL applications and complete aid files will automatically be considered for this loan program. No separate application form is needed. This loan is available to First-Professional students only.

ACADEMIC STANDARDS: PROFESSIONAL/ETHICAL CONDUCT STATEMENT FOR STUDENTS

Students will be evaluated on all aspects of professional behavior and ethical conduct. The evaluation will encompass criteria such as the student's interactions with faculty, supervisors, staff, patients, and peers, as well as how the student completes all clinical and didactic assignments within scheduled deadlines and in keeping with both the quality and standards established by the **School of Dental Medicine** faculty and the University of Pittsburgh faculty. Additionally, student compliance with all established policies and procedures will be evaluated when considering student promotion and board eligibility. Established policies and procedures are published in the Guidelines for Dental Students. The Guidelines for Dental Students document is available online at <http://dental.pitt.edu/>.

GRADING

Each course instructor will state clearly his/her policy regarding grades and evaluation at the beginning of the course. A written document will be distributed to all students at the first class meeting. All required courses are graded according to the University's letter grade system for first-professional courses (see <http://www.pitt.edu/HOME/PP/policies/09/09-01-01.html>). Student advising begins with the faculty course director. It is the student's responsibility to seek advice from the faculty in any course in which the student has a grade lower than a C+.

DMD PROGRAM REQUIREMENTS

The Doctor of Dental Medicine program at the University of Pittsburgh's **School of Dental Medicine** requires four years to complete. For a complete list of the required courses, please refer to the listing of course offerings below. Upon successful completion of the course requirements, the student is eligible to take the Northeast Regional Board Examinations and apply for state licensure. Please note that course offerings are subject to change.

DMD CURRICULUM

Following is a listing of all DMD courses and a typical curriculum for each of the four years of the program:

FIRSTYEAR*Fall Term*

ANAHS 5111	General Histology	3.0
ANAHS 5130	Oral Histology	3.0
BHVSCI 5110	Professionalism in Dentistry	2.0
BHVSCI 5111	Health Psychology	1.0
CDENT 5111	Data Interpretation	1.0
DENT 5110	Intro to Clinical Dentistry	2.0
DSBIOC 5110	Dental Biochemistry	5.0
RESTD 5111	Dental Anatomy / Morphology	3.0
RESTD 5115	Dental Anatomy / Morphology Lab	0.0

Spring Term

ANAHS 5140	General Gross Anatomy	5.0
ANAHS 5160	Head & Neck Anatomy	5.0
DENT 5141	Intro to Clinical Dentistry 2	1.0
DENT 5142	Pre-clinical PBL	1.0
DSPHL 5180	Physiology	5.0
PERIO 5151	Periodontology 1	1.0
PROSTH 5141	Occlusion 1	2.5
PROSTH 5145	Occlusion 1 Lab	0.0

RESTD 5112	Amalgam Restorations	2.5
RESTD 5116	Amalgam Restorations Lab	0.0

Summer Term

DENT 5177	Preclinical PBL	2.0
DSMIC 5170	Nutrition	1.0
DSMIC 5171	Microbiology	5.0
DSMIC 5175	Microbiology Lab	0.0
OMP 5170	Pathology	4.0
PERIO 5178	Introduction to Clinical Periodontics	1.0
PROSTH 5170	Cast Restorations	3.0
PROSTH 5176	Cast Restorations Lab	0.0
RESTD 5172	Tooth Colored Restorations	2.5
RESTD 5176	Tooth Colored Restorations Lab	0.0

SECONDYEAR*Fall Term*

DENT 5240	Current Concepts 1	3.0
DENT 5242	Introduction to PCC	1.0
DENT 5247	Treatment Planning PBL	1.0
OMP 5240	Oral & Maxillofacial Pathology	4.0
ORSUR 5241	Oral Surgery 1	1.0
ORTHO 5242	Orthodontics 3 (Diagnosis)	2.5
ORTHO 5245	Orthodontics 3 Lab	0.0
PEDENT 5253	Pediatric Dentistry 3	1.0
PERIO 5242	Periodontology 3	1.0
PROSTH 5241	Complete Dentures 1	2.5
PROSTH 5245	Complete Dentures 1 Lab	0.0
PROSTH 5272	Fixed Partial Dentures 2	3.5
PROSTH 5275	Fixed Partial Dentures 2 Lab	0.0
RESTD 5240	Endodontics	2.5
RESTD 5242	Radiology	1.5
RESTD 5245	Endodontics Lab	0.0

Spring Term

DSANE 5211	Anesthesia 1	2.0
DSPHL 5214	Pharmacology & Therapeutics	5.0
OMP 5211	General & Systemic Pathology 2	1.0
ORTHO 5221	Orthodontics 1	1.0
PEDENT 5211	Pediatric Dentistry 1	2.0
PEDENT 5212	Pediatric Dentistry 2	1.0
PERIO 5211	Periodontology 2	1.0
PROSTH 5212	Removable Partial Dentures	3.0
PROSTH 5216	Removable Partial Dentures Lab	0.0
PROSTH 5211	Fixed Partial Dentures	3.0
PROSTH 5215	Fixed Partial Dentures Lab	0.0
RESTD 5213	Cariology	1.0

Summer Term

DENT 5272	Occlusion 2	1.0
DSANE 5272	Anesthesia 2	1.0
DSANE 5271	Medicine for Dentists	1.0
ORSUR 5282	Oral Surgery 2	1.0
ORTHO 5274	Orthodontics 4 (Treatment)	1.5
ORTHO 5275	Orthodontics 4 Lab	0.0
PEDENT 5279	Clinical Pediatric Dentistry	3.0
PEDENT 5284	Pediatric Dentistry 4	0.5
PROSTH 5282	Complete Dentures 2	1.5
PROSTH 5286	Complete Dentures 2 Lab	0.0
RESTD 5271	Esthetic Dentistry	2.5
RESTD 5276	Esthetic Dentistry Lab	0.0

THIRDYEAR**Fall Term**

DSANE 5312	Anesthesia 2	1.0
ORSUR 5313	Oral Surgery 3	1.0
PEDENT 5315	Pediatric Dentistry 5	1.0
PERIO 5313	Periodontology 4	1.0
PROSTH 5312	Removable Partial Dentures 2	1.0
PROSTH 5319	Clinical Removable Prosthodontics	3.0
RESTD 5312	Endodontics 2	1.0
RESTD 5319	Clinical Restorative Dentistry	3.0

Spring Term

CDENT 5311	Practice Administration	1.0
CDENT 5313	Intro to Dental Public Health	1.0
DENT 5349	PrimarCare Clinic	3.0
DSANE 5343	Anesthesia 3	1.0
OMP 5340	Oral & Maxillofacial Pathology	4.0
ORSUR 5344	Oral Surgery 4	1.0
PERIO 5344	Periodontology 5	1.0
PROSTH 5342	Fixed Partial Dentures 3	1.0
PROSTH 5343	Occlusion 3 (TMD Management)	1.0
PROSTH 5349	Clinical Removable Prosthodontics	3.0
PROSTH 5353	Complete Dentures 3	1.0
PROSTH 5359	Clinical Fixed Prosthodontics	3.0
RESTD 5349	Clinical Restorative Dentistry	3.0

Summer Term

BHVSCI 5381	Ethics	0.5
CDENT 5370	Intro to Dental Public Health 2	1.0
CDENT 5371	Practice Management	1.0
ORSUR 5379	Clinical Oral Surgery	3.0
PEDENT 5379	Clinical Pediatric Dentistry	3.0
PERIO 5379	Clinical Periodontics	3.0
PERIO 5389	Clinical Preventive Dentistry	3.0
PROSTH 5370	Dental Materials 1	1.0
PROSTH 5371	Implantology	1.0
PROSTH 5376	Implantology Lab	0.0
PROSTH 5379	Clinical Fixed Prosthodontics	3.0
RESTD 5373	Oral Radiology	2.0
RESTD 5379	Clinical Restorative Dentistry	3.0
RESTD 5389	Clinical Radiography	3.0

FOURTHYEAR**Fall Term**

DSPHL 5421	Drug Interactions	1.0
OMP 5412	Oral Medicine	1.0
PERIO 5415	Periodontology 6	1.0
PROSTH 5412	Dental Materials	1.0
PROSTH 5419	Clinical Removable Prosthodontics	3.0
PROSTH 5429	Clinical Fixed Prosthodontics	3.0
PROSTH 5413	Implantology 2	1.0
PROSTH 5416	Implantology 2 Lab	0.0
RESTD 5429	Clinical Restorative Dentistry	3.0

Spring Term

DENT 5420	Current Concepts 2	3.0
ORTHO 5449	Clinical Orthodontics	3.0
PERIO 5459	Clinical Preventive Dentistry	3.0
PROSTH 5414	Fixed Prosthodontics 4	1.0
PROSTH 5440	Dental Oncology	1.0
PROSTH 5441	Geriatrics	1.0
PROSTH 5449	Clinical Removable Prosthodontics	3.0
PROSTH 5459	Clinical Fixed Prosthodontics	3.0
RESTD 5449	Clinical Restorative Dentistry	3.0

Summer Term

ORSUR 5489	Clinical Oral Surgery	3.0
PEDENT 5489	Clinical Pediatric Dentistry	3.0
PERIO 5489	Clinical Periodontics	3.0
PROSTH 5489	Clinical Removable Prosthodontics	3.0
RESTD 5489	Clinical Restorative Dentistry	3.0

SCHOOL OF DENTAL MEDICINE FACULTY

CYNTHIA K. ADAMS, *Assistant Professor, Restorative, DMD*, University of Pittsburgh

SUDHA AGARWAL, *Associate Professor, Oral Medicine, MSc*, Agra University; PhD, Northeastern University

JOHN D. ALVIN, *Associate Professor, Pharmacology, PhD*, University of Pittsburgh

MOHSEN AZARBEL, *Associate Professor, Prosthodontics, DMD*, University of Tehran; MDS, University of Pittsburgh

JOHN J. BAKER, *Associate Professor, Microbiology, PhD*, University of California

GAYLE L. BALL, *Assistant Professor, Dental Hygiene, MA*, University of Antioch

ELVIS L. BARNES, *Professor, Oral Medicine, MD*, University of Arkansas

RICHARD BENNETT, *Professor, Anesthesia, DDS*, Ohio State University; PhD, University of Pittsburgh

EDWARD BENZ, *Assistant Professor, Pediatric Dentistry, DMD*, University of Pittsburgh

NANCY W. BERK, *Assistant Professor, Behavioral Sciences, PhD*, Vanderbilt University

LATHE L. BOWEN, *Associate Professor, Oral Surgery, DMD*, University of Alabama

EDWARD S. BRAUN, *Assistant Professor, Prosthodontics, DDS*, University of Pittsburgh; MSD, University of Minnesota

THOMAS W. BRAUN, *Professor, Oral Surgery, DMD*, University of Pittsburgh; PhD, University of Pittsburgh

WALTER A. BRETZ, *Assistant Professor, Restorative, DDS*, University of Rio de Janeiro; DrPh, University of Michigan

THOMAS N. BRINDOCK, *Assistant Professor, Restorative, DMD*, University of Pittsburgh

MICHAEL J. BUCKELY, *Associate Professor, Oral Surgery, DMD*, University of Connecticut

MEDICK M. CAPIRANO, *Associate Professor, Prosthodontics, DMD*, University of Pittsburgh

TEH-HSING CHIU, *Professor, Microbiology, PhD*, University of Pittsburgh

JOHN M. CLOSE, *Assistant Professor, Dental Public Health*, BS, University of Pittsburgh; PMSD, University of Pittsburgh

BOBBY M. COLLINS JR., *Assistant Professor, Oral Medicine*, DDS, University of North Carolina

TERRY CRABB, *Visiting Instructor, Dental Hygiene*, BS, University of Pittsburgh

MICHAEL A. CUDDY, *Visiting Assistant Professor, Anesthesia*, DMD, University of Pittsburgh

ROGER CWFYNAR, *Associate Professor, Prosthodontics*, DMD, University of Pittsburgh

PETER N. DEMAS, *Associate Professor, Oral Surgery*, DMD, University of Pittsburgh; MD, University of Pittsburgh

PETER DURYEA, *Associate Professor, Prosthodontics*, DMD, University of Pittsburgh

MARGARET ELLIOTT, *Associate Professor, Pediatric Dentistry*, DDS, Temple University; MPH, John Hopkins University

KENNETH R. ETZEL, *Associate Professor, Microbiology*, PhD, Creighton University

POURAN FAMILI, *Associate Professor, Periodontics*, DMD, University of Pittsburgh; MDS, University of Pittsburgh

JUDITH E. GALLAGHER, *Assistant Professor, Dental Hygiene*, MEd, University of Pittsburgh

SEEMA GANATRA, *Visiting Assistant Professor, Oral Medicine*, DDS, University of Alberta, Canada; MSD, Indiana University

JAMES GUGGENHEIMER, *Professor, Restorative*, DDS, Columbia University

THOMAS C. HART, *Visiting Associate Professor, Oral Medicine*, DDS, Emory University; PhD, Virginia Commonwealth University

DONALD R. HOFFMAN, *Associate Professor, AEGD*, DMD, University of Pittsburgh; PhD, University of Pittsburgh

HEIDI M. HUBER, *Assistant Professor, Oral Surgery*, DMD, University of Pittsburgh

YAHIA H. ISMAIL, *Professor, Prosthodontics*, DMD, University of Pittsburgh; PhD, University of Pittsburgh

LEE JOHNS, *Assistant Professor, Periodontics*, DMD, University of Pittsburgh

WALTER T. KALISTA JR., *Assistant Professor, Prosthodontics*, DMD, University of Pittsburgh

RUPALI KAPUR, *Assistant Professor, Orthodontics*, BDS, Delhi University; MS, University of Oklahoma

DON A. KINNEY, *Assistant Professor, Prosthodontics*, DDS, Georgetown University

GEORGE W. KNIGHT, *Assistant Professor, Oral Surgery*, DMD, University of Pittsburgh

MATTHEW KORBICH, *Assistant Professor, Prosthodontics*, DMD, University of Pittsburgh

JOHN A. MAGERA, *Associate Professor, Anesthesia*, DDS, Indiana University

JEAN MALINIC, *Assistant Professor, Prosthodontics*, DMD, University of Pittsburgh

MARY LOUISE MARAZITA, *Professor, Oral and Maxillofacial Surgery*, PhD, University of North Carolina

NINA MARKOVIC, *Assistant Professor, Behavioral Sciences*, PhD, University of Pittsburgh; MS, Columbia University; BSDH, Thomas Jefferson University

M. MCCORMICK-PIPKO, *Associate Professor, Periodontics*, PhD, University of Pittsburgh

SUZANN P. MCGEARY, *Visiting Assistant Professor, Dental Hygiene*, DDS, University of West Virginia

RENEE MILLER, *Visiting Instructor, Periodontics*, BS, West Liberty State College

BERNARD J. MONCLA, *Research Associate Professor, Microbiology*, PhD, Washington State University

MARK P. MOONEY, *Associate Professor, Oral Medicine*, PhD, University of Pittsburgh

PAUL A. MOORE, *Professor, Dental Public Health*, DMD, University of Pittsburgh; PhD, University of Pittsburgh

GREGORY J. MORAN, *Assistant Professor, Restorative*, DMD, University of Pittsburgh

LUIS F. MOTA, *Visiting Assistant Professor, Periodontics*, DDS, Central University of Venezuela; MDS, Colegio e. Friedman, Caracas Venezuela

MADHU K. NAIR, *Assistant Professor, Restorative*, BDS, Government Medical College, Trivandrum India; MS, University of North Carolina

KATHERINE NEISWANGER, *Research Assistant Professor, Oral Surgery*, PhD, University of California, Los Angeles

KAREN F. NOVAK, *Assistant Professor, Periodontics*, DDS, University of North Carolina; PhD, University of Texas

MICHAEL J. NOVAK, *Associate Professor, Periodontics*, BDS, Guys Hospital; PhD, University of Rochester

MARNIE OAKLEY, *Assistant Professor, Restorative Dentistry*, DMD, University of Pittsburgh

SNEHLATA ONEROI, *Visiting Assistant Professor, Orthodontics*, BDS, University of Delhi; MDS, Kasturba Medical College

MARK W. OCHS, *Associate Professor, Oral Surgery*, DMD, University of Pittsburgh; MD, University of North Carolina

JOSEPH F. PETRONE, *Assistant Professor, Orthodontics*, DDS, University of North Carolina; MSD, Case Western Reserve University

NICHOLAS P. PEISCO, *Associate Professor, Oral Medicine*, PhD, University of Florida

DENNIS N. RANALLI, *Professor, Pediatric Dentistry*, DDS, Temple University; MDS, University of Pittsburgh

ANGELINA RICCELLI, *Associate Professor, Dental Hygiene*, MS, University of Pittsburgh

ERIC T. RIPPERT, *Assistant Professor, Oral Surgery*, DMD, College of the Holy Cross

ARTHUR M. RODRIGUEZ, *Assistant Professor, Prosthodontics*, DMD, University of Pittsburgh

LAWRENCE G. SCHNEIDER, *Associate Professor, Restorative*, DDS, Ohio State University

JAMES J. SCIOTE, *Assistant Professor, Orthodontics*, DDS, University of North Carolina; PhD, Michigan University

ALI SEYEDAIN, *Visiting Assistant Professor, Periodontics*, DMD, University of Pittsburgh, BS, University of Alabama

AZAFAR SIDDIQUI, *Assistant Professor, Prosthodontics*, BDS, University of Punjab, Pakistan; MS, University of London, England

LEE J. SLATER, *Visiting Professor, Oral Medicine*, DDS, University of California; MS, Indiana University

WARREN M. STOFFER, *Professor, Prosthodontics*, DMD, University of Pittsburgh

DEBORAH STUDEN-PAVLOVICH, *Associate Professor, Pediatric Dentistry*, DMD, University of Pittsburgh

JON B. SUZUKI, *Professor, Periodontics*, PhD, Illinois Institute of Technology; DDS, Loyola University

TERESA THOMPSON, *Visiting Instructor, Dental Hygiene*, BS, Marshall College

KATHLEEN VERGONA, *Associate Professor, Anatomy/Histology*, PhD, University of Pittsburgh

JAMES A. WALLACE, *Assistant Professor, Restorative*, DDS, Case Western Reserve University; MDS, Case Western Reserve University

ROBERT J. WEYANT, *Associate Professor, Dental Public Health*, DMD, University of Pittsburgh; DrPh, University of Michigan

ALBERT W. WHITEHEAD, *Assistant Professor, Student Services*, DMD, University of Pittsburgh; MBA, University of Pittsburgh

LAWSON A. WILKINSON, *Assistant Professor, Anesthesia*, DMD, University of Pittsburgh; BSTA, Saint Francis College

NIDAL YACOUB, *Visiting Assistant Professor, Prosthodontics*, DDS, University of ALEPPO Syria; MDS, University of Pittsburgh

VICTORIA L. ZAJACK, *Research Associate, Dental Public Health*, MPH, Ohio State University

HUSSEIN L. ZAKI, *Professor, Oral Surgery*, DDS, Ohio State University; MSc, Drexel University

YINGZE ZHANG, *Visiting Research Assistant Professor, Microbiology*, PhD, University of Pittsburgh