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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THE UNIVERSITY OF PITTSBURGH

ABOUT THE UNIVERSITY

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

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

HISTORY

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

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

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

In 1910, a faculty committee drafted proposals, adopted by the board of trustees in 1913, making the Graduate School an independent administrative unit of the University and authorizing the selection of a Graduate Council. The Graduate School was grouped into three divisions (Humanities, Social Sciences, and Natural Sciences) in 1947. Until 1956, the administration of graduate study was the responsibility of the dean of the Graduate School and the Graduate Council. At that time, the individual schools and the three divisions were given direct administrative responsibility for their graduate programs in accord with the regulations established by the University Council on Graduate Study—formerly the Graduate Council. In 1968, the dean of the Graduate School retired from his administrative role, and the position he had held was discontinued. General responsibility for the University’s graduate programs was assigned to the provost pending reorganization of the University’s graduate structure. The University Council on Graduate Study, the University administration, and members of the Graduate Faculty cooperated in drafting a proposed reorganization of graduate study, which was approved by written ballot by the entire Graduate Faculty and, in turn, accepted by Chancellor Wesley Posvar. This organizational structure became effective July 1, 1971 and is still the official structure.

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

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

ACCREDITATION

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

ACADEMIC ORGANIZATION AND PITTSBURGH

CAMPUS OVERVIEW

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

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

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

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

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

ORGANIZATION OF GRADUATE AND PROFESSIONAL EDUCATION AT THE UNIVERSITY

While the University Council on Graduate Study (http://www.pitt.edu/~graduate/ucgs.html), acting for the Graduate Faculty, develops minimum standards for graduate work throughout the University, the immediate responsibility for developing and administering graduate programs is assigned to the deans and Graduate Faculty members of the several schools and the Faculty of Arts and Sciences. This responsibility applies both to the traditional MA, MS, and PhD programs and to programs leading to advanced professional degrees, except for first-professional degrees (i.e., the MD, JD, 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 ACADEMIC BACKGROUND

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

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

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

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

Any student scoring over 650 on the paper-based test (over 280 on the computer-based test) is exempt 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:

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

* 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.be.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/erinPgCrsInfo.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/~oaf. 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/initis/hope/tax_qa/sec2.html.

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@sfs.pitt.edu or online http://www.bc.pitt.edu/sfs/paycenter.htm.

PAYMENT

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

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

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

CHECK AND CREDIT CARD ADJUSTMENTS

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

ACADEMIC RESOURCES

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

UNIVERSITY LIBRARY SYSTEM

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

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

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

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

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

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

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

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

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

BARCO LAW LIBRARY

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

HEALTH SCIENCES LIBRARY SYSTEM

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

Falk Library of the Health Sciences serves as the flagship of the HSLS. It is located on the second floor of Scaife Hall. The library houses
more than 300,000 print volumes and receives approximately 2,000 journal subscriptions. The Falk Library collection also includes a special History of Medicine collection. In addition to the library’s print collection, the Computer and Media Center (CMC) includes videotapes, audiotapes, more than 100 public computers, and over 300 microcomputer software packages.

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

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

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

COMPUTING SERVICES AND SYSTEMS DEVELOPMENT

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

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

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

NETWORK AUTHORIZATION ACCOUNTS
All enrolled students are eligible for a network authorization account (NAA). The NAA will permit a student to establish a user ID and a password to provide access to the University’s network resources, a Mulberry E-mail account, the Internet/WWW, the University Library System’s PITTCAT system, and a printing allowance at the campus computing labs. All students who wish to use the University computing resources, including the ability to access their schedules and grades online or to shop at the e-Store, must have a network authorization account. Accounts are issued at any of the campus computing labs. Password re-set and other account modifications must be made between 8:30 a.m. and 5:00 p.m. at the Accounts Office at the 230 David Lawrence Hall lab. Please contact the CSSD Help Desk at (412) 624-HELP (624-4357) for assistance with accounts.

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

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

COMPUTER SALES AND DIGITAL CERTIFICATION
University of Pittsburgh students, faculty, and staff have access to the e-Store, an online retail provider of hardware, software, and peripherals, for their computing needs. Shopping at the e-Store requires a network authorization account and a digital certificate ID. Please see the e-Store’s Web site at http://e-Store.pitt.edu/ for 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) 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) 624-3790 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 Pitt 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/intramuals/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/~osasweb/drs/drs.html for more information.

FOOD SERVICES

The Department of Food Services operates several cafeterias and food courts on campus and administers a meal plan for students, including graduate and professional students. Cafeterias or food courts are located in the following University buildings: Tower A, Tower C, William Pitt Union, Cathedral of Learning, Sutherland Hall, Mervis
Hall, Benedum Hall, and Posvar Hall. Call (412) 648-2164 or see http://www.pitt.edu/~food/ for more information.

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

HEALTH CARE AND STUDENT HEALTH SERVICE

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

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

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/~srfsweb/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.
SCHOOL OF PHARMACY

Founded in 1878, the School of Pharmacy is the oldest of the University’s schools of the health professions. Since its inception, the School of Pharmacy has been at the forefront of changes in pharmacy education. Today, the School offers a Doctor of Pharmacy (PharmD) degree, a six-year program configured in a course of study requiring two years (62 credits) of pre-professional courses taken during the freshman and sophomore years followed by four years in the School of Pharmacy’s professional program.

The professional curriculum emphasizes problem solving and critical thinking, blending classroom and laboratory learning with clinical practice experiences. As students progress through the curriculum they develop the knowledge, skills, and attitudes required to deliver pharmaceutical care to their patients.

The school’s mission is to be a nationally recognized leader of the profession of pharmacy by virtue of the excellence of the school’s educational, research, and pharmaceutical care programs.

The University of Pittsburgh School of Pharmacy is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610, (312) 664-3575, (800) 533-3606 (fax, 312-664-4652), and is a member of the American Association of Colleges of Pharmacy.

CONTACT INFORMATION

School of Pharmacy
Office of the Dean
1104 Salk Hall
3501 Terrace Street
Pittsburgh, Pa 15261
Phone: (412) 648-8579
Fax: (412) 648-1086
E-mail: rxschool+@pitt.edu
Web site: http://www.pharmacy.pitt.edu/

ADMISSIONS REQUIREMENTS & APPLICATION DEADLINES

Applicants for admission to the School of Pharmacy must be eligible for admission to the University and have successfully completed, or be in the process of completing, all prerequisite mathematics and science subjects, as noted below, no later than the Spring Term of the year of admission. All other pre-professional courses should be completed no later than the first day of the Fall Term of admission. All courses must be taken for a letter grade.

The professional curriculum has a lock-step design, in which courses taught in the first-professional year are prerequisite to courses in the second year, second year courses are prerequisite to those taught in third year, and so forth. Consequently, the curriculum is not designed to accommodate those who have fulfilled portions of the course requirements at other pharmacy schools. The school does not admit students to advanced standing because they have completed portions of the professional course requirements at other colleges or universities.

The Admissions Committee will consider applicants who have successfully completed the pre-professional courses in an accredited college or university in the United States.

The application deadline for admission to the program is March 1.

PRE-PROFESSIONAL COURSE REQUIREMENTS:

General Biology (with lab)     8 credits
General Chemistry (with lab)   8 credits
Organic Chemistry (with lab)   8 credits
English Composition           6 credits
Calculus                      4 credits
Statistics                    4 credits
Psychology (Intro)            3 credits
Economics (Intro or Micro)    3 credits
Elective courses*             18 credits
TOTAL*                       62 credits

Freshman Studies, one credit, is recommended for University of Pittsburgh freshmen.

+At least six credits must be earned in the humanities and six credits in the social sciences. A course in public speaking is recommended.

ENGLISH LANGUAGE REQUIREMENT

Academic success is strongly dependent upon the ability to communicate well in English. Listening, speaking, reading, and writing proficiency must be well developed in order to succeed in the curriculum. Such proficiency is much greater than that required for ordinary everyday living. Therefore, every effort should be made to perfect English proficiency prior to entering the University.

Non-native English speaking applicants to the professional program are required to provide evidence of their proficiency in the English language by completing the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB) and the Test of Spoken English (TSE). Official TOEFL results should be sent directly to the University of Pittsburgh by the Educational Testing Service. The institutional code for the University of Pittsburgh is 2927 and the department code for Pharmacy is 47.

Applicants should register to take these exams by October 1 so the test results are received by the March 1 deadline. For more information about TOEFL and TSE, call the Educational Testing Service at (609) 771-7760. MELAB information is available from the English Language Institute at (313) 764-2416 (http://www.lsa.umich.edu/eli/melab.htm). See also page 4 of this bulletin, English Language Proficiency Requirements, for more information.

COMPUTER COMPETENCY

All students should be able to utilize word processing and spreadsheet software, the University’s E-mail system, and the World Wide Web. Students unfamiliar with these basic computer applications should complete a computer literacy course.

Other requirements for admission depend on the admission option under which a student applies. The options are detailed in the next section.
ADMISSION OPTIONS

The School of Pharmacy admits students to its program under one of two admission statuses – conditional or open. The two admission statuses and their relevant requirements are detailed below:

CONDITIONAL ADMISSION

Conditional admission status is offered to select freshman students who enroll at one of the University of Pittsburgh campuses. High school students who rank in the upper 10% of their graduating class, score 1100 or higher on the Scholastic Achievement Test (SAT) with a minimum of 550 in the Math section, and who specify Pharmacy on the application, are eligible for this type of admission. Students should first submit an application to the University of Pittsburgh; Office of Admissions and Financial Aid; Bruce Hall, Second Floor; Pittsburgh, PA 15260, indicating an interest in studying pharmacy. Offers for conditional admission to the School of Pharmacy will be extended to qualified students as applications are received. Since only one half of the spaces in the pharmacy class will be allocated to this type of admission, the number of offers will be limited. Once the allotted slots are filled, no more offers will be extended. Students interested in taking advantage of this type of admission are urged to apply early, as these spaces are typically filled before December 15.

Conditional status students are expected to perform well in their pre-professional courses. In order to be guaranteed admission to the School of Pharmacy, students must earn an overall GPA of 3.00 or greater and a 3.00 QPA in the required math and science courses, without repeating any courses or earning any grade below C. Students who meet these performance criteria will be admitted, provided they complete the requirements for admission to the school and submit a Supplemental School of Pharmacy Application before the March 1 deadline. See Application Procedure — Conditionally Admitted Students below.

OPEN ADMISSION

Qualified University of Pittsburgh students and students attending other universities are encouraged to apply to the School of Pharmacy. The minimum requirements for admission to the School of Pharmacy’s professional program are: 1) Completion of the pre-pharmacy course requirements; 2) Quality point average of 2.75; and 3) Completion of a Supplemental School of Pharmacy Application.

In previous years, approximately 10% to 20% of the class were comprised of students who completed their pre-professional courses at other colleges and universities.

APPLICATION PROCEDURE

The application procedure to the School of Pharmacy varies according to whether the student is a conditionally admitted student, a University of Pittsburgh student who is applying for open admission, or a transfer student from another University.

CONDITIONALLY ADMITTED STUDENTS

Students who have successfully completed the pre-professional requirements and the conditions outlined in their letters of acceptance may apply to transfer to the School of Pharmacy by completing a Supplemental School of Pharmacy Application. The Supplemental Application and a copy of grade reports through the Fall Term of the second pre-professional year (or an unofficial transcript) should be returned to the Office of the Dean, 1104 Salk Hall, postmarked no later than March 1 to be considered for fall admission. Supplemental School of Pharmacy Application materials may be obtained from the academic advisor, or by calling or visiting the Office of the Dean; 1104 Salk Hall; Pittsburgh, PA 15261; (412) 648-8579.

UNIVERSITY OF PITTSBURGH STUDENTS

University of Pittsburgh students may apply to transfer to the School of Pharmacy by completing a Supplemental School of Pharmacy Application. The Supplemental Application and a copy of grade reports through the Fall Term of the second pre-professional year (or an unofficial transcript) should be returned to the Office of the Dean, 1104 Salk Hall, postmarked no later than March 1 to be considered for fall admission. Supplemental School of Pharmacy Application materials may be obtained from the academic advisor, or by calling or visiting the Office of the Dean, 1104 Salk Hall, Pittsburgh, PA 15261, (412) 648-8579.

TRANSFER APPLICANTS

Students attending other universities and colleges are encouraged to apply to the School of Pharmacy. Students should first contact the Office of Admissions and Financial Aid, 4227 Fifth Avenue, Pittsburgh, PA 15213, (412) 624-7488 to obtain a transfer application. After submitting a non-refundable $35 application fee and completing the application, transfer students who meet the minimum requirements outlined above will receive a Supplemental School of Pharmacy Application. The Supplemental Application and a copy of grade reports through the Fall Term of the second pre-professional year (or an unofficial transcript) should be returned to the Office of the Dean, 1104 Salk Hall, postmarked no later than March 1 to be considered for Fall admission.

EVALUATION OF APPLICANTS

The Admissions Committee of the School of Pharmacy makes its decisions after reviewing all of the information submitted by the applicant. The Admissions Committee normally completes its work at the end of March; applicants will be notified beginning April 1 of the Committee’s decision.

The School accepts students who have a variety of career expectations and educational experiences. Every effort is made to encourage and recruit students with diverse cultural, economic, and social backgrounds. Sound scholarship is important, but other qualities may outweigh very high grades or attendance at prestigious universities. In addition to intellectual promise, the committee is impressed by evidence that the candidate functions well in the community, is sincerely motivated, communicates well, and gives evidence of leadership ability.

TUITION DEPOSIT

Upon acceptance, University of Pittsburgh students must reserve their space in the incoming class by payment of a non-refundable $100 deposit, which will be applied toward the entering term’s tuition. Students accepted for admission from schools other than the University of Pittsburgh will be required to submit a non-refundable deposit of $500 to reserve a space in the class.

FINANCIAL ASSISTANCE: UNIVERSITY-WIDE AND SCHOOL-SPECIFIC

The University offers four types of financial aid: scholarships, grants-in-aid, tuition loans, and student employment. In making awards, the University Committee on Scholarships and Student Aid will consider, on a comparative basis, the scholastic attainment, character, and leadership potential of each applicant. Stipends are established in
Financial aid is available from a variety of federal, state, and private sources. Students should consult the financial aid section of the school's Web site: [http://www.pharmacy.pitt.edu/](http://www.pharmacy.pitt.edu/). Additional information on financial aid can be obtained by calling the Office of Admissions and Financial Aid at (412) 624-PITT, by E-mail: oafa+@pitt.edu, or on the Web: [http://www.pitt.edu/~oafa/](http://www.pitt.edu/~oafa/). See also the section on Financial Aid on page 7.

Federal and state grants and scholarships, although widely available, are generally reserved for the most economically disadvantaged students. Students should investigate with the University of Pittsburgh’s financial advisors their eligibility for federal and state programs. The relevant federal programs are:

- **Pell Grants and Supplemental Education Opportunities Grants** — federal scholarships available for the neediest undergraduate students.
- **College Work Study Program** — a combination of federal and University funds used to pay salaries for students who work on campus.
- **National Direct Student Loan Program** — a campus-based, low interest bearing loan program for undergraduate students.
- **Stafford Loan Program and Parent Loans for Undergraduate Students** — educational loan programs administered by local banking institutions.

The University’s financial advisors are the best source of information about local grants or scholarships that go beyond federal and state programs. Students are encouraged to look outside of the health professions for additional support. Students may be able to compete successfully for economically or academically awarded scholarships from private groups and associations.

A student’s academic performance is an important aspect of the School of Pharmacy’s pre-professional programs. The school encourages students to complete their courses with distinction, and the academic achievement of these students is recognized with a congratulatory letter from the dean. The academic achievement of these students is recognized with a congratulatory letter from the dean. The academic achievement of these students is recognized with a congratulatory letter from the dean.

**ACADEMIC AND PROFESSIONAL STANDARDS**

The following sections detail the School of Pharmacy’s academic and professional standards.

**ACADEMIC INTEGRITY**

The School of Pharmacy students are responsible for upholding the standards of behavior outlined in the University’s Guidelines on Academic Integrity (http://www.pitt.edu/~graduate/ail.html), the University’s policy on sexual harassment, and other policies related to student behavior.

Enrollment in the School of Pharmacy carries with it obligations of conduct within and outside of the classroom. Professional students are expected to have the highest standards of personal integrity and conduct themselves in a manner that is a credit to themselves, the school, and the profession.

Each year, students will be asked to sign a copy of the University of Pittsburgh School of Pharmacy Code of Conduct that reaffirms their commitment to ethical and professional behavior. Details of the Code are outlined on the school’s Web site (http://www.pharmacy.pitt.edu/).

**GRADING SYSTEM**

Doctor of Pharmacy students are subject to the provisions of the Guidelines and Regulations for the Promotion of Students in force at the time. All students will be given a copy of these guidelines and regulations upon entry into the program.

With the exception of experiential learning courses, all courses in the School of Pharmacy are graded on an A, B, C, D, or F basis. Experiential learning courses are graded on a satisfactory, unsatisfactory, or honors basis (H/S/U). See University policy on the grading system for first-professional programs at [http://www.pitt.edu/HOME/PP/policies/09/09-01-01.html](http://www.pitt.edu/HOME/PP/policies/09/09-01-01.html).

**DEAN’S LIST**

To be placed on the School of Pharmacy’s Dean’s List, a student must have earned a term quality point average of 3.25 or greater. The academic achievement of these students is recognized with a congratulatory letter from the dean.

**IMMUNIZATION POLICY**

The University requires the immunization of all incoming freshmen against measles, mumps, and rubella, as a condition of attendance at the University of Pittsburgh. Incoming freshmen must provide the University Student Health Service documentation of immunization that includes the month, day, and year that the immunizations were administered. Completed immunization forms must be kept on file in the Student Health Service.

Exemptions may be granted based on a written statement from a physician that the immunization may be detrimental to the health of the student, or on a student’s objection to immunization on religious grounds, or on the basis of a strong moral or ethical conviction, similar to a religious belief. However, if an outbreak of measles, mumps, or rubella occurs, the State Health Department may require the school to exclude from classes students who do not provide proof of immunity to these diseases.

The School of Pharmacy requires proof of immunization against measles, mumps, rubella, chicken pox, hepatitis B, tetanus, diphtheria, and polio. In addition, all students are required to provide the results of a tuberculin skin test (PPD Mantoux method) prior to enrollment and each year thereafter. With the exception of hepatitis B, students must complete all of the immunizations prior to enrollment. The first of the three immunizations for hepatitis must be completed prior to the first day of class. The entire series must be completed before the end of the first-professional year in order to enroll in the experiential learning course. The school strongly urges students to obtain health insurance coverage.

**INTERNSHIP**

Pharmacy students who plan to complete the requirements for pharmacy licensure in Pennsylvania must complete 1500 hours of internship under the supervision of a licensed pharmacist. A maximum of 750 hours of internship credit may be gained from practical experience obtained through the school’s curriculum. Students must complete the remaining hours on their own. Non-resident students should contact the board of pharmacy in their state to learn about internship requirements in their state.

Inquiries regarding qualifications for licensure in Pennsylvania should be made to: Executive Secretary, Pennsylvania State Board of Pharmacy, Box 2649, Harrisburg, PA 17105-2649 (the Web site is: [http://www.dos.state.pa.us/bpoa/phadb.htm](http://www.dos.state.pa.us/bpoa/phadb.htm)).
EXPERIENTIAL LEARNING

Experiential learning sites are located throughout Allegheny County and the state of Pennsylvania. In the first three years of the professional curriculum, students are placed at sites within a 30-mile radius of the campus. Transportation to and from experiential sites is the student’s responsibility. University of Pittsburgh students can ride a Port Authority Bus at no charge anywhere in Allegheny County by showing the driver a valid and current University ID. More information about this benefit and bus schedules can be found on the University’s Web site at: http://p-and-t.parktran.pitt.edu/transportation/ShuttleSchedules.html.

At present, nearly 70 percent of pharmacy students complete their fourth year clerkships at clinical sites in Allegheny County. Although every effort is made to meet individual student needs, the school cannot guarantee that students will be placed at sites near their home or campus address. Entering students should understand that they may be required to complete portions of their fourth professional year at locations other than Allegheny County. Transportation to clinical sites and housing costs are the student’s responsibility. Because students are involved in a wide variety of activities during the clerkship period, a car may be a necessary resource.

ADVISING

Advisors in the College of Arts and Sciences Advising Center, 252 Thackeray Hall, assist pre-pharmacy students with pre-professional requirements. Questions regarding professional requirements, licensing, and career opportunities are referred to faculty or staff in the School of Pharmacy.

Once enrolled in the School of Pharmacy, students meet individually with the Director of Student Affairs to plan a course of study.

Faculty advisors are available for students who wish guidance on career decisions, advice on selection of rotations, and personal or professional problems. Student participation is voluntary, and the program is designed to be supportive and informal.

PLACEMENT

Internship positions are posted on the University’s Placement Center Web site (http://www.placement.pitt.edu/). Students may learn of other intern opportunities by attending one of the many informational workshops held throughout the academic year.

The University’s Placement Center facilitates placement of graduating students. Recruiters from community, institutional, government, and industrial practice settings visit the University campus during the Fall Term to discuss career opportunities in their organizations.

DEGREE REQUIREMENTS

To earn the degree of Doctor of Pharmacy, the student must demonstrate satisfactory achievement in required course work prescribed by the curriculum (detailed below under Program Description), earning an overall QPA of 2.00 or higher. Refer to the school’s Web site at http://www.pharmacy.pitt.edu/ for the guidelines for academic progress.

SPECIAL ACADEMIC OPPORTUNITIES/PROGRAMS

Students in the School of Pharmacy begin their clinical experience during the first semester of the first-professional year. Their clinical experience becomes more complex as they progress in the curriculum, culminating in their last academic year. Students may select an area of practice that interests them most and complete rotations under the direction of experienced preceptors. Off-campus rotations may be arranged through the U.S. Public Health Service, the Food and Drug Administration, the pharmaceutical industry, professional associations, and a variety of non-traditional practice settings.

Research projects, ranging from molecular and basic science problems to clinical outcomes, may be completed under the guidance of a school faculty member. Research rotations are available for students interested in pursuing a graduate degree or research career.

All students are members of the Academy of Students of Pharmacy, the student branch of the American Pharmaceutical Association. There are a variety of other professional organizations that are active in the school. Students are encouraged to attend regional, state, and national professional meetings and seminars.

Tutors are available through the Rho Chi Society, pharmacy’s honor society, for students who need additional help with their courses.

PROGRAM DESCRIPTION

The curriculum for the professional program in pharmacy leading to the PharmD degree requires 121 credits taken over the four years following the student’s two pre-professional years (Note: this curriculum is subject to change):

**FALL TERM – First-Professional Year (P-1)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHARM 5110</td>
<td>Profession of Pharmacy 1</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5112</td>
<td>Experiential Learning 1</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PHARM 5114</td>
<td>Anatomy &amp; Physiology 1</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 5116</td>
<td>Biochemistry 1</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 5118</td>
<td>Principles of Drug Action</td>
<td>4 cr.</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15 cr.</strong></td>
</tr>
</tbody>
</table>

**SPRING TERM – First-Professional Year (P-1)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>PHARM 5111</td>
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<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5113</td>
<td>Experiential Learning 2</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PHARM 5115</td>
<td>Anatomy &amp; Physiology 2</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 5117</td>
<td>Biochemistry 2</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 5119</td>
<td>Drug Development 1</td>
<td>4 cr.</td>
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<td><strong>Total</strong></td>
<td><strong>15 cr.</strong></td>
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</tbody>
</table>

**FALL TERM – Second Professional Year (P-2)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHARM 5210</td>
<td>Profession of Pharmacy 3</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5212</td>
<td>Experiential Learning 3</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PHARM 5214</td>
<td>Pharmacotherapy of Infectious Disease 1</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5216</td>
<td>Cardiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 5218</td>
<td>Drug Development 2</td>
<td>4 cr.</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16 cr.</strong></td>
</tr>
</tbody>
</table>

**SPRING TERM - Second Professional Year (P-2)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHARM 5211</td>
<td>Profession of Pharmacy 4</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5213</td>
<td>Experiential Learning 4</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PHARM 5215</td>
<td>Pharmacotherapy of Infectious Disease 2</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5217</td>
<td>Nephrology</td>
<td>2 cr.</td>
</tr>
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<td>PHARM 5219</td>
<td>Drug Development 3</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHARM 5221</td>
<td>Critical Care</td>
<td>1 cr.</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16 cr.</strong></td>
</tr>
</tbody>
</table>
FALL TERM – Third Professional Year (P-3)
PHARM 5310 Profession of Pharmacy 5 3 cr.
PHARM 5312 Experiential Learning 5 1 cr.
PHARM 5314 Immunology 3 cr.
PHARM 5316 Pulmonology/Rheumatology 2 cr.
PHARM 5318 Endocrinology 3 cr.
PROFESSIONAL ELECTIVE 3 cr.
15 cr.

SPRING TERM – Third Professional Year (P-3)
PHARM 5311 Profession of Pharmacy 6 3 cr.
PHARM 5313 Experiential Learning 6 1 cr.
PHARM 5315 Oncology/Hematology 3 cr.
PHARM 5317 Gastroenterology/Nutrition 2 cr.
PHARM 5319 Neurology/Psychiatry 3 cr.
PROFESSIONAL ELECTIVE 3 cr.
15 cr.

FALL TERM – Fourth Professional Year (P-4)
PHARM 5401 Advanced Pharmacy Practice Experience 1 4 cr.
PHARM 5402 Advanced Pharmacy Practice Experience 2 4 cr.
PHARM 5403 Advanced Pharmacy Practice Experience 3 4 cr.
PHARM 5404 Advanced Pharmacy Practice Experience 4 4 cr.
16 cr.

SPRING TERM – Fourth Professional Year (P-4)
PHARM 5405 Advanced Pharmacy Practice Experience 5 4 cr.
PHARM 5406 Advanced Pharmacy Practice Experience 6 4 cr.
PHARM 5407 Advanced Pharmacy Practice Experience 7 4 cr.
PHARM 5400 PharmD Seminar 1 cr.
13 cr.

Total Professional Credits: 121

SCHOOL OF PHARMACY COURSE OFFERINGS
PHARM 2003 Introduction to Pharmacoeconomics
PHARM 2007 Special Topics in Drug Research
PHARM 5110 Profession of Pharmacy 1
PHARM 5112 Experiential Learning 1
PHARM 5114 Anatomy & Physiology 1
PHARM 5116 Biochemistry 1
PHARM 5118 Principles of Drug Action
PHARM 5111 Profession of Pharmacy 2
PHARM 5113 Experiential Learning 2
PHARM 5115 Anatomy & Physiology 2
PHARM 5117 Biochemistry 2
PHARM 5119 Drug Development 1
PHARM 5210 Profession of Pharmacy 3
PHARM 5212 Experiential Learning 3
PHARM 5214 Pharmacotherapy of Infectious Disease 1
PHARM 5216 Cardiology
PHARM 5218 Drug Development 2
PHARM 5211 Profession of Pharmacy 4
PHARM 5213 Experiential Learning 4
PHARM 5215 Pharmacotherapy of Infectious Disease 2
PHARM 5217 Nephrology
PHARM 5219 Drug Development 3
PHARM 5221 Critical Care
PHARM 5310 Profession of Pharmacy 5
PHARM 5312 Experiential Learning 5
PHARM 5314 Immunology
PHARM 5316 Pulmonology/Rheumatology
PHARM 5318 Endocrinology
PHARM 5311 Profession of Pharmacy 6
PHARM 5313 Experiential Learning 6
PHARM 5315 Oncology/Hematology
PHARM 5317 Gastroenterology/Nutrition
PHARM 5319 Neurology/Psychiatry
PHARM 5401 Advanced Pharmacy Practice Experience 1
PHARM 5402 Advanced Pharmacy Practice Experience 2
PHARM 5403 Advanced Pharmacy Practice Experience 3
PHARM 5404 Advanced Pharmacy Practice Experience 4
PHARM 5405 Advanced Pharmacy Practice Experience 5
PHARM 5406 Advanced Pharmacy Practice Experience 6
PHARM 5407 Advanced Pharmacy Practice Experience 7
PHARM 5400 PharmD Seminar
PHARM 5800 Special Topics
PHARM 5801 Pharmaceutical Care to Underserved Populations
PHARM 5803 Special Topics 2
PHARM 5804 Complementary and Alternative Medicine Practices
PHARM 5805 Community Pharmacy Management
PHARM 5806 Pediatric Pharmaceutical Care

SCHOOL OF PHARMACY FACULTY
JANET AMICO, Professor of Pharmaceutical Sciences, MD, Medical College of Philadelphia

SHERRIE L. ASPINALL, Assistant Professor of Pharmacy and Therapeutics, PharmD, Duquesne University

HERBERT BARRY III, Professor of Pharmaceutical Sciences, PhD, Yale University

CARLENE BAUM, Assistant Professor of Pharmaceutical Sciences, PhD, State University of New York

GILBERT J. BURCKART, Department Vice Chair; Professor of Pharmacy and Therapeutics, PharmD, University of Kentucky

AMY CALABRESE, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Pittsburgh

KERRY A. CHOLKA, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Pittsburgh

ELLEN COHN, Assistant Professor of Pharmaceutical Sciences, PhD, University of Wisconsin

KIM COLEY, Associate Professor of Pharmacy and Therapeutics, PharmD, Philadelphia College of Pharmacy and Science
SHARON CONNOR, Assistant Professor of Pharmaceutical Sciences, PharmD, University of Illinois

GALINA KIRILLOVA, Research Assistant Professor of Pharmaceutical Sciences, PhD, Moscow State University

SHARON E. COREY, Assistant Professor of Pharmaceutical Sciences, PhD, West Virginia University

LEVENT KIRISCI, Assistant Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

MICHAEL DEYOUNG, Assistant Professor of Pharmaceutical Sciences, PhD, University of Minnesota

JOSEPH E. KNAPP, Professor of Pharmaceutical Sciences, PhD, Ohio State University

BAL WANT N. DIXIT, Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

JOANNE KOWIATEK, Instructor of Pharmacy and Therapeutics, BS, University of Pittsburgh; MPM, Carnegie Mellon University

SCOTT R. DRAB, Instructor of Pharmaceutical Sciences, BS, University of Pittsburgh

EDWARD P. KRENZELOK, Professor of Pharmacy and Therapeutics, PharmD, University of Minnesota

MARIJA DUNN, Research Assistant Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

PATRICIA D. KROBOTH, Department Vice Chair: Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

DAVID J. EDWARDS, Professor of Pharmaceutical Sciences, PhD, University of North Carolina

MARY BETH LANG, Instructor of Pharmacy and Therapeutics, BS, University of Pittsburgh; MPM, Carnegie Mellon University

REGINALD F. FRYE, Assistant Professor of Pharmaceutical Sciences, PharmD, Mercer University; PhD, University of Pittsburgh

SUSAN LENHART, Assistant Professor of Pharmacy and Therapeutics, PharmD, Duquesne University

CARL GAINOR, Assistant Professor of Pharmaceutical Sciences, JD, PhD, University of Pittsburgh

DESI LIU, Associate Professor of Pharmaceutical Sciences, PharmD, University of Tennessee

LIDIA GAJEWSKI-VERBANAC, Assistant Professor of Pharmaceutical Sciences, PharmD, Wayne State University

JOHN C. LOWE, Assistant Professor of Pharmacy and Therapeutics, BS, University of North Dakota; MBA, University of Pittsburgh

JUDITH GAVAVER, Research Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

GARY R. MATZKE, Professor of Pharmaceutical Sciences, PharmD, University of Minnesota

ROBERT B. GIBBS, Associate Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

RAE ANN MAXWELL, Assistant Professor of Pharmacy and Therapeutics, PhD, University of Pittsburgh

MARY Hess, Assistant Professor of Pharmacy and Therapeutics, PharmD, St. Louis College of Pharmacy

H. WILLIAM MCGHEE, Assistant Professor of Pharmacy and Therapeutics, PharmD, Wayne State University

SUSAN HOGUE, Instructor of Pharmacy and Therapeutics, BS, University of Pittsburgh; MPM, Carnegie Mellon University

ADA MEZZICH, Associate Professor of Pharmaceutical Sciences, PhD, Ohio State University

DENISE L. HOWRIE, Associate Professor of Pharmacy and Therapeutics, PharmD, University of Cincinnati

MICHAEL MOKOTOFF, Professor of Pharmaceutical Sciences, PhD, University of Wisconsin, Madison

LEAF HUANG, Director, Center for Pharmacogenetics; Professor of Pharmaceutical Sciences, PhD, Michigan State University

RONALD O'NEILL, Assistant Professor of Pharmacy and Therapeutics, PharmD, Duquesne University

DOUGLAS D. JANSON, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Minnesota

SAMUEL POLOYAC, Assistant Professor of Pharmaceutical Sciences, PharmD, University of Pittsburgh; PhD, University of Kentucky

KIEL JOHNSON, Assistant Professor of Pharmaceutical Sciences, PharmD, University of Minnesota

RICHARD PTACHCINSKI, Associate Professor of Pharmacy and Therapeutics, PharmD, Massachusetts College of Pharmacy

HEATHER J. JOHNSON, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Minnesota

PHILLIP D. PULSINELLI, Associate Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

RANDY P. JUHL, Dean; Professor of Pharmaceutical Sciences, PhD, University of Iowa

TED L. RICE, Associate Professor of Pharmacy and Therapeutics, MS, University of North Carolina

JOHN H. KILWEIN, Associate Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh

LISA ROHAN, Assistant Professor of Pharmaceutical Sciences, PhD, University of Pittsburgh
MICHAEL J. ROMANO, Assistant Professor of Pharmacy and Therapeutics, BS, Duquesne University

MEREDITH L. ROSE, Assistant Professor of Pharmacy and Therapeutics, PharmD, Duquesne University

PAUL L. SCHIFF JR., Professor of Pharmaceutical Sciences, PhD, Ohio State University

ROWENA N. SCHWARTZ, Associate Professor of Pharmacy and Therapeutics, PharmD, University of Texas, Austin

TERRENCE L. SCHWINGHAMMER, Associate Professor of Pharmaceutical Sciences, PharmD, Purdue University

AMY L. SEYBERT, Assistant Professor of Pharmacy and Therapeutics, PharmD, Purdue University

MICHAEL SHULLO, Instructor of Pharmacy and Therapeutics, PharmD, University of Pittsburgh

SUSAN SKLEDAR, Assistant Professor of Pharmacy and Therapeutics, BS, MPH, University of Pittsburgh

JILL SLIMICK-PONZETTO, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Pittsburgh

RANDALL B. SMITH, Associate Dean for Research; Professor of Pharmaceutical Sciences, PhD, University of Kentucky

GARY P. STOEHR, Associate Dean for Student and Academic Affairs; Associate Professor of Pharmaceutical Sciences, PharmD, Duquesne University

JENNIFER A. STOFFEL, Assistant Professor of Pharmacy and Therapeutics, PharmD, University of Wisconsin, Madison

JACK SUTCLIFFE, Assistant Professor of Pharmaceutical Sciences, MS, University of Pittsburgh

DENNIS SWANSON, Assistant Dean for Special Projects; Professor of Pharmacy and Therapeutics, MS, University of Southern California

RALPH TARTER, Professor of Pharmaceutical Sciences, PhD, University of Oklahoma

JAMES TJON, Assistant Professor of Pharmacy and Therapeutics, PharmD, Duquesne University

LAUREN TRILLI, Assistant Professor of Pharmacy and Therapeutics, PharmD, Ohio State University

GORDON VANSCOY, Assistant Dean for Managed Care; Associate Professor of Pharmaceutical Sciences, PharmD, MBA, University of Pittsburgh

MICHAEL VANYUKOV, Associate Professor of Pharmaceutical Sciences, PhD, USSR Academy of Medical Sciences

RAMAN VENKATARAMANAN, Professor of Pharmaceutical Sciences, PhD, University of British Columbia

MARGARET M. VERRICO, Instructor of Pharmacy and Therapeutics, BS, University of Pittsburgh

FRANCIS VITALE, Senior Lecturer of Pharmaceutical Sciences, MA, Duquesne University

REGIS R. VOLLMER, Professor of Pharmaceutical Sciences, PhD, University of Houston

ROBERT WEBER, Assistant Professor of Pharmacy and Therapeutics, MS, Ohio State University

MARIA YARAMUS, Instructor of Pharmacy and Therapeutics, PharmD, Duquesne University

WILLIAM ZAMBONI, Assistant Professor of Pharmaceutical Sciences, PharmD, University of Pittsburgh

MICHAEL A. ZEMAITIS, Department Vice Chair; Associate Professor of Pharmaceutical Sciences, PhD, Pennsylvania State University