University of Pittsburgh

GRADUATE AND PROFESSIONAL BULLETIN
2000 • 2003
USING THIS BULLETIN
Students who are interested in or accepted to any of the University of Pittsburgh’s graduate or professional programs other than those leading to the first-professional degrees offered by the University (MD, JD, LLM, PharmD, or DMD) will find useful most of the sections of this bulletin. Descriptions of the University, its regulations, and its services are included in the sections prior to the program-specific information in the Schools, Departments, and Programs section of the bulletin.

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

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

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

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

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

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

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

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

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

ENGLISH LANGUAGE FLUENCY FOR TEACHING ASSISTANTS/ FELLOWS

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

FINANCIAL SUPPORT AND VISA DOCUMENTS

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

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

ADDITIONAL INTERNATIONAL STUDENT REQUIREMENTS

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

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

ADMISSIONS STATUS

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

FULL GRADUATE STATUS

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

PROVISIONAL GRADUATE STATUS

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

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

SPECIAL STATUS

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

1. Students who are seeking advanced degrees but who are unable to meet the deadline for filing all required credentials for admission may be granted temporary admission provided they present acceptable evidence concerning their qualifications for graduate study. Regular admission must be accomplished within the first term of registration.

2. Students who are not seeking an advanced degree but who have specific qualifications for one or more courses, including courses required for learning or certification, may register for such courses subject to review by the department and the dean of the school. Schools providing such an opportunity may specify the number of credits or courses for which a student may enroll while in this status and should also clearly specify the limitations on transfer of such credits toward a graduate degree if the student is subsequently admitted to a graduate degree program.

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

GUARANTEES AND EARLY ADMISSION TO GRADUATE AND FIRST-PROFESSIONAL PROGRAMS

Undergraduate students receiving an academic merit scholarship who indicate certain professional programs (including communication science, dental medicine, education, law, medicine, physical therapy, and public and international affairs) as their intended field of study on the Freshman Application to the University of Pittsburgh will be automatically reviewed for guaranteed admission into that professional program. Early application is recommended, as spaces are limited.

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

TUITION DEPOSIT

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

DEFERRED ADMISSION

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

READMISSION

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

CHANGING THE FIELD OF GRADUATE STUDY

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

TUITION

TUITION DEPOSIT

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

<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/tuitionmpg.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/tuitionmpg.htm):

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

SPECIAL SERVICE FEES

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

COURSE FEES

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

PROGRAM FEES

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

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

Teaching and Research Appointments

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

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

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

Teaching Assistants (TA)

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

Teaching Fellows (TF)

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

Graduate Student Assistant (GSA)

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

Graduate Student Researcher (GSR)

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

Fellowships and Traineeships

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

Provost’s Development Fund

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

Owens Fellowships

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

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

Scholarships

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

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

Financial aid application procedures are outlined in the University of Pittsburgh’s Financial Aid Booklet and online at http://www.pitt.edu/~oaf. Information on Stafford Loans is available online at http://www.finaid.org/loans/staffordloan.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/inaith/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@srfs.pitt.edu or online http://www.bc.pitt.edu/sfs/paycenter.htm.

PAYMENT

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

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

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

CHECK AND CREDIT CARD ADJUSTMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

CENTER FOR INSTRUCTIONAL DEVELOPMENT & DISTANCE EDUCATION (CIDDE)
The Center for Instructional Development & Distance Education (CIDDE) was established to strengthen the instructional development and support services available to faculty and teaching assistants. The Center enables faculty to identify and use technology and other instructional resources available to them. CIDDE provides faculty and teaching assistants with a primary contact point for many of the instructional services they need, and it also assists in developing and supporting distance education programs and courses. CIDDE also hosts an orientation for new TAs each fall and provides ongoing training seminars for teaching assistants wanting to develop their teaching skills. For more information, visit CIDDE at 4227 Fifth Avenue (Masonic Temple), call (412) 624-3335, or visit CIDDE's Web site at http://www.pitt.edu/~ciddeweb/.

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

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

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

LEARNING RESEARCH AND DEVELOPMENT CENTER (LRDC)
The Learning Research and Development Center (LRDC) is a multidisciplinary research center whose mission is to understand and improve learning by children and adults in the organizational settings in which they live and work: schools, museums, and other informal learning environments, and workplaces.

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

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

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

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

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

OFFICE OF RESEARCH
The Office of Research is charged with administrative responsibility for all University research and related activities involving extramural sponsorship. The Office of Research serves as both a center of advocacy for research and related activities and a facilitator of the research environment. The functional areas supported by Office of Research staff include information services on potential sources of funding, project and proposal development assistance, and grants and contracts administration for both pre-award and selected post-award tasks. All funding proposals submitted by University personnel must be transmitted to and reviewed by Office of Research staff to assure adherence to internal and external policies and procedures. For more information on the office’s services, call (412) 624-7400, visit 350 Thackeray Hall, or see http://www.pitt.edu/~offres.
UNIVERSITY CENTER FOR INTERNATIONAL STUDIES (UCIS)
The University Center for International Studies (UCIS) is the central coordinating and support mechanism for the international activities of the University of Pittsburgh. As a University-wide center, UCIS supports interdisciplinary 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.ucsur.pitt.edu/.

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

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

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

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

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

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

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

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

AFFIRMATIVE ACTION

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

ATHLETICS

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

VARSITY SPORTS

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

INTRAMURAL AND CLUB SPORTS

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

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

SPORTS FACILITIES

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

BOOK CENTERS

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

CHILD CARE

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

COUNSELING CENTER

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

DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services (DRS) provides a broad range of support and services to assist students with disabilities. Services include, but are not limited to, the following: tape-recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, and non-standard exam arrangements. DRS can also assist students with accessibility to campus housing and transportation. Contact the DRS at (412) 648-7890 (voice or TDD) in room 216 of the William Pitt Union, or see http://www.pitt.edu/~osaweb/drs/drsh.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...
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](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](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-cover 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 also purchase parking permits at the Center for Teaching and Learning at (412) 204-0621.

The University of Pittsburgh Medical Center also operates a cafeteria at 3708 Fifth Avenue, Suite 500, Medical Arts Building. 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 for more information.

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 a credit card or bank card or a social security card must be presented. Students may also use a birth certificate as a form of non-photo identification.

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

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.

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/](http://p-and-t.parktran.pitt.edu/).

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 after 3:50 p.m. on weekdays and after midnight on weekends. For more information, contact the Parking Office, 204 Brackenridge Hall, (412) 624-4034.

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.

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.

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
CAMPUS FACILITIES & STUDENT SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT GOVERNMENT
The Graduate and Professional Student Association (GPSA) is the official umbrella graduate and professional student organization at the University of Pittsburgh. GPSA is made up of graduate student organizations (GSOs) from each of the schools at the University. The purpose of GPSA is to represent both the academic and non-academic interests of all graduate and professional students and to provide student-initiated and student-controlled services. GPSA coordinates efforts with graduate student organizations from the different University graduate and professional schools and provides graduate student representation on key University-wide committees. The GPSA also has a limited amount of funding to support student scholarship, including funding for student travel to academic conferences, for
interlibrary loans, and for academic programs sponsored by individual schools within the University. For more information, see the GPSA Web site at http://www.pitt.edu/~gpsa2.

**STUDENT ORGANIZATIONS**

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

**SURVIVAL SKILLS AND ETHICS PROGRAM**

The Survival Skills and Ethics Program sponsors a series of monthly workshops and activities designed to help train graduate and professional students in the skills necessary for success during and after their time at the University. These skills include the ability to communicate both orally and in writing, to learn and teach, to obtain and keep a job, to manage stress and time, and to behave responsibly. Graduate and professional programs often do not provide comprehensive training in all of these areas; the Survival Skills & Ethics Program encourages the development of mechanisms for assisting graduate and professional students in developing these skills. For more information on workshops and other services provided by the program, call (412) 624-7098, visit 4K57 Posvar Hall, or see http://www.pitt.edu/~survival/.

**VETERANS SERVICES**

The staff of the Office of Veterans Services assists veterans, war orphans, and veterans’ dependents in obtaining and using their VA educational benefits. In addition to these services, the office implements the VA work-study program. The staff serves as the veterans’ representative with the University, the Veterans Administration, and other related agencies. The office is located in room G-3 of Thackeray Hall. Call (412) 648-7885 or see http://www.pitt.edu/~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.
The quality of education that graduate students receive is greatly enhanced with good academic advising at all stages of their program. Given the diversity of these needs, each school and program must determine the best way to provide these services. Each program should have a document describing its view of good graduate advising practices and a clear policy on how good graduate advising is assessed and rewarded. For more information on academic advising at the graduate level, see Elements of Good Academic Advising at http://www.pitt.edu/~provost/advising.html.

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

# ALLOWABLE CREDITS

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

## ACCEPTANCE OF TRANSFER CREDITS

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

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

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

## COURSE WORK ACCEPTABLE AS GRADUATE CREDIT

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

## CREDIT BY COURSE EXAMINATION

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

## CROSS REGISTRATION CREDITS

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

## ENROLLMENT IN GRADUATE COURSES AS AN UNDERGRADUATE

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

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

REGISTRATION

REGISTERING FOR CLASSES

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

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

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

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

FULL-TIME AND PART-TIME STUDY

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

MAXIMUM CREDITS PER TERM

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

• The Katz Graduate School of Business allows its full-time MBA students to register for up to 18 credits in the Fall and Spring Terms before additional per credit tuition charges apply.

• The School of Law has no maximum number of credits in its first-professional programs for billing purposes, but permission of the associate dean is required to register for more than 15 credits per term.

• The Graduate School of Public Health allows students pursuing the Master of Health Administration or the Master of Public Health in Environmental and Occupational Health to take up to 16 credits during their first year of study.

• The School of Social Work allows its students to register for 16 credits in the Fall Term before additional per credit tuition charges apply.

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

REGISTRATION STATUS AT GRADUATION

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

INACTIVE STATUS

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

ADDING AND DROPPING COURSES

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

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

CROSS REGISTRATION

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

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

REGISTERRING FOR TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

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

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

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

MONITORED WITHDRAWAL FROM A COURSE

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form in the office of the school offering the course. Students must process the Monitored Withdrawal Request form within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the summer Schedule of Classes for those deadlines. Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form. The grade “W” will appear on the student’s grade report and transcript. There is no financial adjustment to students’ tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

RENSIGNING FROM THE UNIVERSITY FOR A SPECIFIC TERM

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

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

GRADING & RECORDS

QPA AND GPA

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

ACADEMIC STANDARDS

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

GRADING SYSTEM

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

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

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

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

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

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

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

**LETTER GRADES**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00 Superior Attainment</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00 Adequate graduate-level attainment</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>2.00 Minimal graduate-level attainment</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.25</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
</tr>
<tr>
<td>F</td>
<td>0.00 Failure</td>
</tr>
</tbody>
</table>

Courses in the first-professional programs (DDM, JD, LLM, MD, PharmD) use a different letter grade system; students should refer to the relevant school’s text in the First-Professional Programs section of this bulletin.

**OTHER GRADES: INCOMPLETE, WITHDRAW, RESIGN**

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

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

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

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

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

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

**REPEATING COURSES**

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

**CHANGING GRADES**

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

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

GRADE REPORT

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

TRANSCRIPTS

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

ACADEMIC HONORS

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

PROBATION, SUSPENSION, AND DISMISSAL

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

EFFECT ON FINANCIAL AID AND SCHOLARSHIPS

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

EDITORIAL ASSISTANCE AND PUBLICATION OF THESIS/DISSERTATIONS

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

EDITORIAL ASSISTANCE

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

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

PUBLICATION OF THESES AND DISSERTATIONS

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

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

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

REGULATIONS PERTAINING TO MASTER OF ARTS AND MASTER OF SCIENCE DEGREES

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

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

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

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

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

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

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

COMPREHENSIVE EXAMINATION

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

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

THESIS OPTION

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

NON-THESIS OPTION

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

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

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

REGULATIONS PERTAINING TO PROFESSIONAL MASTER’S DEGREES

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

PROFESSIONAL MASTER’S DEGREE REQUIREMENTS

Professional master’s degrees are conferred upon those students who demonstrate comprehensive mastery of their general field of study. The professional master’s degree programs normally require the satisfactory completion of more than 30 credits of graduate study approved by the department. No professional master’s degree program may require fewer than 30 credits. No more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another accredited graduate institution. (See Acceptance of Transfer Credits, page 17, for further detail.) At least one-half of the credits earned in a master’s degree program must be at the graduate
level (the 2000 or 3000 series). No courses numbered below 1000 may be applied toward graduate degree requirements. Master's degrees are conferred only on those students who have completed all course requirements with at least a 3.00 QPA.

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

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

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

**REGULATIONS PERTAINING TO DOCTORAL DEGREES**

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

**ADMISSION TO DOCTORAL STUDY**

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

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

**PROGRAMS OF STUDY**

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

The overall form and content of each student's program is the responsibility of the Graduate Faculty of the department. To carry out this responsibility, the departments must ensure that each student has a major advisor who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines. The advisor may prescribe additional courses both within and outside the department that are essential and/or appropriate to the student's program.

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

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

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

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

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

**CREDIT REQUIREMENTS**

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

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

- The Faculty of Arts and Sciences accepts only 24 credits from a previously earned PhD in recognition of master's degree work.
- The Graduate School of Public Health accepts only six credits from a previously earned PhD degree in recognition of its students' work towards its Master of Science programs. Also, its students working towards the Master of Public Health may use credits from a previously earned PhD to satisfy no more than one-third of the required credits for the MPH.
Graduate students already enrolled may, when approved in advance by their department and the dean, spend a term or more at another graduate institution to obtain training or experience not available at the University of Pittsburgh and transfer those credits toward the requirements for an advanced degree at the University of Pittsburgh. In all cases, at least three terms, or 36 credits, of full-time doctoral study or the equivalent in part-time study must be successfully completed at the University of Pittsburgh.

RESIDENCY REQUIREMENT

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

PRELIMINARY EVALUATION

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

COMPREHENSIVE EXAMINATION

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

DOCTORAL COMMITTEE

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

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

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

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

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

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

OVERVIEW OR PROSPECTUS MEETING

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

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

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

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

REGISTERING FOR FULL-TIME DISSERTATION STUDY

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

DISSERTATION AND ABSTRACT

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

A dissertation should demonstrate the following characteristics:

- The establishment of a historical context for the presentation of an innovative and creative approach to the problem analysis and solution
- A clear understanding of the problem area as revealed by analysis and synthesis of a broad literature base
- A well-defined research design
- Clarity in composition and careful documentation
- Results of sufficient merit to be published in refereed journals or to form the basis of a book or monograph
- Sufficient detail so that other scholars can build on it in subsequent work
- The preparation of the author to assume a position within the profession

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

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

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

LANGUAGE OF THE DOCTORAL DISSERTATION

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

FINAL ORAL EXAMINATION

The final oral examination in defense of the doctoral dissertation is conducted by the doctoral committee and need not be confined to materials in and related to the dissertation. Any member of the Graduate Faculty of the University may attend and participate in the examination. The date, place, and time of the examination should be published well in advance in the University Times. Other qualified individuals may
be invited by the committee to participate in the examination. Only members of the doctoral committee may be present during the final deliberations and vote on the passing of the candidate. A report of this examination, signed by all the members of the doctoral committee, must be sent to the dean. If the decision of the committee is not unanimous, the case is referred to the dean for resolution. The chair of the doctoral committee should ensure that the dissertation is in final form before requesting signatures of the members of the committee.

**INTERDISCIPLINARY DOCTORAL PROGRAMS**

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

**GENERIC PROGRAMS**

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

**INDIVIDUALIZED PROGRAMS**

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

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

**OTHER DOCTORAL DEGREES**

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

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

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

### STATUTE OF LIMITATIONS/LEAVES OF ABSENCE

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

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

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

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

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

### GRADUATION

**REQUIREMENTS FOR GRADUATION**

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

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

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

CERTIFICATION FOR GRADUATION

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

COMMENCEMENT

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

RIGHTS AND RESPONSIBILITIES

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

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

ACADEMIC INTEGRITY POLICY

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

AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

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

AIDS POLICY

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

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

COMPUTING USE POLICY

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

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

COPYRIGHT POLICY

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

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

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

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

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

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

FACULTY-STUDENT RELATIONSHIPS

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

GRADUATE STUDENT RESEARCHER POLICY STATEMENT

Graduate Student Researchers (GSRs) at the University of Pittsburgh are graduate students who are receiving financial support from research funds in return for duties performed to meet the goals for which the funds were awarded. The research performed is also normally an integral part of the student’s research practicum experience, thesis, or dissertation. A primary goal of the appointment, from the point of view of both the University and the student, is to provide financial support to the graduate student. For the complete text of the GSR Policy Statement, refer to http://www.pitt.edu/~graduate/gsr.html.

HARASSMENT POLICIES

HARASSMENT

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

SEXUAL HARASSMENT

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

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

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

HUMAN RESEARCH SUBJECTS: INSTITUTIONAL REVIEW BOARD

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

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

PATENT POLICY

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

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

SMOKING POLICY

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

STUDENT CODE OF CONDUCT

The Student Code of Conduct is an outline of the non-academic rights and responsibilities of University students. The code defines offenses against students. A student or University official may file a complaint of violation of the Student Code of Conduct at the University Student Judicial System Office. For a copy of the code, please contact the Judicial System Office in 738 William Pitt Union at (412) 648-7918 or see http://www.pitt.edu/~osaweb/usjs/code.html.

JUDICIAL SYSTEM

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

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

TEACHING ASSISTANT/TEACHING FELLOW/GRADUATE STUDENT ASSISTANT POLICY STATEMENT

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

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

AREA OF CONCENTRATION AND MINORS

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

CERTIFICATE PROGRAMS

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

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

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

CROSS REGISTRATION

Carnegie Mellon University, Duquesne University, the Pittsburgh Theological Seminary, Robert Morris College, and the University of Pittsburgh offer graduate students the opportunity for cross registration in graduate programs in the five institutions in the Fall and Spring Terms. See Cross Registration in the Registration section of this bulletin for further details.

TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

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

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

COOPERATIVE-, DUAL-, AND JOINT-DEGREE PROGRAMS

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

Students must be admitted to both academic programs offering the dual or joint degrees being sought and must graduate from both degree programs at the same time. Students are advised to see the individual school for other specific requirements that apply.
Students who are interested in or accepted to any of the University of Pittsburgh's graduate or professional programs listed below other than those leading to the first-professional degrees offered by the University (MD, JD, 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, and should be read in conjunction with the specific program information detailed under the relevant school.

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 Graduate Programs section for programs leading to the graduate and professional advanced degrees as well as in the First-Professional Programs section since these schools offer both types of programs. Faculty are listed by their department or program at the end of the school.

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

### DEGREE- AND CERTIFICATE-GRANTING PROGRAMS

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

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

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<thead>
<tr>
<th>Program</th>
<th>Degree(s) Offered</th>
<th>Academic Center¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bioethics</td>
<td>MA</td>
<td>FAS</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>MS, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Biostatistics</td>
<td>MPH, MS, DrPH, PhD</td>
<td>GSPH</td>
</tr>
<tr>
<td>Business</td>
<td>MBA, PhD</td>
<td>Business</td>
</tr>
<tr>
<td>Cell Biology and Molec Phys</td>
<td>MS, PhD</td>
<td>Medicine</td>
</tr>
<tr>
<td>Cellular and Molecular Pathology</td>
<td>MS, PhD</td>
<td>Medicine</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>MSChE, PhD</td>
<td>Engineering</td>
</tr>
<tr>
<td>Chemistry</td>
<td>MS, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering</td>
<td>MSCE, PhD</td>
<td>Engineering</td>
</tr>
<tr>
<td>Civil Litigation</td>
<td>Certificate</td>
<td>Law</td>
</tr>
<tr>
<td>Classics</td>
<td>MA, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Clinical Cardiovascular Engineering</td>
<td>Certificate</td>
<td>Engineering</td>
</tr>
<tr>
<td>Clinical Research</td>
<td>MS, Certificate</td>
<td>Medicine</td>
</tr>
<tr>
<td>Communication Science and Disorders</td>
<td>MA, MS, PhD</td>
<td>SHRS</td>
</tr>
<tr>
<td>Computer Science</td>
<td>MS, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Cultural Studies</td>
<td>Certificate</td>
<td>FAS</td>
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<tr>
<td>Dental Medicine</td>
<td>DMD</td>
<td>Dental Medicine</td>
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<tr>
<td>East Asian Studies</td>
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<td>FAS</td>
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<tr>
<td>Eastern European Studies</td>
<td>Certificate</td>
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<tr>
<td>Economics</td>
<td>MA, PhD</td>
<td>FAS</td>
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<tr>
<td>Economic and Social Development</td>
<td>MPIA</td>
<td>GSPIA</td>
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<tr>
<td>Electrical Engineering</td>
<td>MSEE, PhD</td>
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<tr>
<td>Employee Assistance Program</td>
<td>Certificate</td>
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<tr>
<td>Endodontics</td>
<td>Certificate, MDS</td>
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<tr>
<td>English</td>
<td>MA, MFA, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Environmental and Occupational Health</td>
<td>MS, MPH, PhD</td>
<td>GSPH</td>
</tr>
<tr>
<td>Environmental Health Risk Assessment</td>
<td>Certificate</td>
<td>GSPH</td>
</tr>
<tr>
<td>Environmental Law, Science, and Policy</td>
<td>Certificate</td>
<td>Law</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>MPH, MS, DrPH, PhD</td>
<td>GSPH</td>
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<tr>
<td>Family and Marital Therapy</td>
<td>Certificate</td>
<td>Social Work</td>
</tr>
<tr>
<td>Film Studies</td>
<td>Certificate</td>
<td>FAS</td>
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<tr>
<td>French</td>
<td>MA, PhD</td>
<td>FAS</td>
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<tr>
<td>Genetic Counseling</td>
<td>MS</td>
<td>GSPH</td>
</tr>
<tr>
<td>Geology and Planetary Science</td>
<td>MS, PhD</td>
<td>FAS</td>
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<tr>
<td>Germanic Languages &amp; Literatures</td>
<td>MA, PhD</td>
<td>FAS</td>
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<tr>
<td>Gerontology</td>
<td>Certificate</td>
<td>Social Work</td>
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<tr>
<td>Global Political Economy</td>
<td>MPIA</td>
<td>GSPIA</td>
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<tr>
<td>Health Administration</td>
<td>MHA</td>
<td>GSPH</td>
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<tr>
<td>Health and Community Systems</td>
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<td>Nursing</td>
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<tr>
<td>Health Law</td>
<td>Certificate</td>
<td>Law</td>
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<tr>
<td>Program</td>
<td>Degree(s) Offered</td>
<td>Academic Center¹</td>
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<td>Health, Physical, and Recreation Education</td>
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<td>Health Promotion and Development</td>
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<tr>
<td>Health Promotion and Education</td>
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<td>Education/GSPH</td>
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<td>Health and Rehabilitation Sciences</td>
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<td>SHRS</td>
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<td>Health Services Administration</td>
<td>DrPH</td>
<td>GSPH</td>
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<td>Hispanic Languages &amp; Literatures</td>
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<td>FAS</td>
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<td>FAS</td>
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<td>GSPH</td>
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<td>Information Science</td>
<td>Certificate, MSIS, PhD SIS</td>
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<td>Instruction and Learning</td>
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<td>Intelligent Systems</td>
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<td>FAS</td>
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<td>MBA/MIB</td>
<td>Business</td>
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<td>Italian Languages &amp; Literatures</td>
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<td>JD</td>
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<td>Linguistics</td>
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<td>Management of Information Systems</td>
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<td>Maxillofacial Prosthetics</td>
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<td>Medieval and Renaissance Studies</td>
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<td>Molecular Pharmacology</td>
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<td>Molecular Virology &amp; Microbiology</td>
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<td>Multidisciplinary MPH</td>
<td>MPH (limited enrollment)</td>
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<td>Music</td>
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<td>FAS</td>
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<tr>
<td>Neurobiology</td>
<td>MS, PhD</td>
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<tr>
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<td>GSPH</td>
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<tr>
<td>Occupational Therapy</td>
<td>MOT</td>
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<tr>
<td>Orthodontics</td>
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<td>Philosophy</td>
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<tr>
<td>Psychology in Education</td>
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<td>Education</td>
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<td>GSPIA</td>
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<td>FAS</td>
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<td>Rhetoric and Communication</td>
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<tr>
<td>Security and Intelligence Studies</td>
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<td>GSPIA</td>
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<td>Slavic Languages &amp; Literatures</td>
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<td>FAS</td>
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<td>Social Work</td>
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<td>Statistics</td>
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<td>Telecommunications</td>
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<tr>
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¹ Acronyms for academic centers are as follows:

FAS = Faculty of Arts and Sciences
GSPH = Graduate School of Public Health
GSPIA = Graduate School of Public and International Affairs
SHRS = School of Health and Rehabilitation Sciences
SIS = School of Information Sciences
UCIS = University Center for International Studies
The School of Social Work, successor to the Division of Social Work in the Department of Sociology of the University, was founded in September 1938. The school shares with the University a commitment to the advancement of knowledge and applies that knowledge for the fulfillment of human potential through the prevention and amelioration of social problems. The school prepares social work students for competent professional practice and research, seeking to maximize human development, human dignity, social justice, and social equity for diverse populations. The school is dedicated to achieving excellence in scholarship through teaching, community service, research, and the dissemination of knowledge. Consistent with the University’s mission to serve the metropolitan area, the school has special concern for diverse populations. The school views these elements of its mission as continuing its historic commitment to the elimination of human suffering and the provision of opportunities that maximize human capabilities. The goals of the school are to:

- Develop knowledge and skills and promote values and ethics for the social work profession.
- Prepare undergraduate, graduate, and post graduate students to use problem-solving interventions and to use research to respond to personal and social problems that affect people as individuals and as members of families, groups, communities, and organizational systems.
- Promote the values of social justice and social equity; promote commitment to professional service with populations who are disadvantaged, discriminated against, or economically oppressed; and promote understanding, development, and application of strategies to relieve oppression, and to reduce the divisive and destructive effects of all forms of discrimination.
- Provide education at each degree level to diverse populations.
- Provide professional training and consultation to improve the quality and delivery of human services.
- Develop and participate in collaborative and interdisciplinary programs with other schools, departments, and programs of the University, and with social agencies, communities, organizations, government, and other universities.

The school offers a full continuum of social work educational programs on the undergraduate, master’s, and doctoral levels (as well as a continuing education program for practicing social workers). The school’s bachelor’s and master’s programs in social work are accredited by the Council on Social Work Education, and graduates are eligible for full membership in the National Association of Social Workers.

ADMISSIONS

Admission to the Master of Social Work (MSW) and PhD Programs is for Full Term (September) only. Applicants seeking full-time or part-time admission should submit the application far in advance of their expected entry into the program; all application materials are due no later than March 31 for the MSW Program and March 1 for the PhD Program of the year in which entry is expected. Applications are reviewed only upon receipt of all required materials. Application forms are available from:

Office Of Admissions
School of Social Work
2104 Cathedral Of Learning
University Of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 624-6302
E-mail: bpssw@pitt.edu
Web site: http://www.pitt.edu/~pittssw/

For more specifics on admissions requirements for the MSW or the PhD, consult the description of the relevant degree program.

ADMISSION OF STUDENTS FROM OTHER COUNTRIES

The School of Social Work welcomes applications from students in other countries whose credentials meet the requirements and the standards of the School of Social Work and the Office of International Services of the University.

The application procedure for students from other countries is as follows:

1) Submission of applications to both the School of Social Work and the Office of International Services. A “Bulletin of Information for International Students” is available from the Office of International Services, William Pitt Union; University of Pittsburgh; Pittsburgh, PA 15260; (412) 624-7129.

2) Applicants must submit the completed application form, additional required forms, and other required materials in English.

3) Applicants must include a non-returnable application fee of $40 in the form of a check or money order made payable to the University of Pittsburgh.

4) Official academic credentials must be accompanied by notarized English translations, preferably by the U.S. Consulate.

5) Letters of recommendation are required, preferably from former professors, but if unavailable, from others who have had an opportunity to assess intellectual capacity, character, and ability. If originals are not in English, official notarized translations must accompany them.

6) English is the language of instruction at the University of Pittsburgh. Each applicant must show clear evidence of his or her proficiency in English. A student whose native language is not English should take the Test of English as a Foreign Language (TOEFL), which is administered four times a year (October, January, March, and June) at more than 100 centers around the world. An applicant must make
arrangements to take the TOEFL at least five weeks in advance of the test dates. Locations may be obtained from the nearest United States Embassy, Consulate, or United States Information Service, or by writing directly to TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540, USA. Applicants seeking to enroll at the beginning of the academic year in September must take the TOEFL no later than the preceding March. Applicants must request Educational Testing Service to have the results of their tests sent directly to the University of Pittsburgh. A minimum score of 550 (or 213 on the computer-based test) is required for admission.

All students with a TOEFL score of less than 650 should take the Michigan Test of English Proficiency upon arrival.

If the examination results indicate additional language training is necessary, even though the applicant is academically admissible, he or she may be required to enroll in an Intensive English Language program at the University of Pittsburgh English Language Institute. (See page 11 for description of the English Language Institute.) In some situations the applicant may need only one or two courses in English, which may be taken along with academic courses. Enrollment in the English course is determined by additional testing administered by the English Language Institute. This applies only to those individuals who receive academic admission to the University of Pittsburgh.

7) Evidence of adequate financial resources for at least three terms of study at the University of Pittsburgh is a requirement that must be satisfied before the student visa form can be sent. The minimum financial requirement, in addition to the round-trip travel expenses, is estimated at approximately $25,000 for three terms. Financial support covering part of the student’s tuition is occasionally available for students in the MSW program, but the major contribution will necessarily come from the student in every case. Unless formally committed by the school, no financial aid from the school should be anticipated in planning finances. Applicants who will be supported by other organizations, private funds, or a combination of University support and private funds will be required to submit certification of the non-University sources of support. Certification for such funds must be in the form of official or notarized statements from a bank or organization that adequate funds are available and transferable for these purposes.

Upon completion of all academic and non-academic requirements and upon admission to the University of Pittsburgh, the International Student Adviser or the applicant’s sponsoring organization will issue an appropriate U.S. Government form permitting issuance of a visa for entry into the United States. International students on student visas are prohibited by the United States Immigration Service from engaging in part-time employment during their first year in the United States.

To facilitate the educational experience and to aid in the adjustment to the United States, the University offers the services of an International Student Advisor; Office of International Services, William Pitt Union; University of Pittsburgh; Pittsburgh, PA 15260.

Students from foreign countries who are in need of financial help should consult the U.S. Consulate or obtain the following through a UNESCO agency: Study Abroad Interchange, 1963; United Nations Educational, Scientific, and Cultural Organization; Paris, France.

FINANCIAL ASSISTANCE

Students interested in financial assistance to meet tuition and/or living costs should direct inquiries to both the Office of Admissions of the School of the Social Work and the University’s Office of Admissions and Financial Aid.

Students should be advised that limited resources often preclude any one funding source from granting awards that meet total financial needs. As a result, students are strongly encouraged to seek financial aid packages consisting of partial awards (including loans and scholarships) from a variety of sources.

Office of Admissions and Financial Aid
Bruce Hall
University Of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 624-PITT

See also the University-wide information on Financial Aid beginning on page 7.

SCHOOL OF SOCIAL WORK FINANCIAL AID SOURCES
Office of Admissions
Room 2104 Cathedral of Learning
School of Social Work
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 624-6302
Web site: http://www.pitt.edu/~pittssw

Applications for financial assistance are accepted only after an admissions decision has been made. Awards are made for a one-year period. New applications are required for each succeeding period.

ACADEMIC STANDARDS

The School of Social Work’s expectations for student and faculty conduct are described in school policies and embody the standards of professional social work. Students in the School of Social Work are required to adhere to the NASW Code of Ethics.

ACADEMIC REVIEW POLICY

The school maintains an academic review policy that applies to all degree students in the school and that seeks to insure qualitative standards of achievement (i.e., satisfactory performance in the field, satisfactory grades for academic course work, and reasonable rates of progress toward completion of degree requirements). The policy statement on academic review appears in the School of Social Work Student Handbook, which is given to all students at Orientation.

ACADEMIC INTEGRITY POLICY

The school also has an academic integrity policy that applies to all students and faculty members in the school and seeks to ensure that students and faculty members respect the ethical standards expected of them in the performance of their duties and responsibilities. The policy statement on academic integrity appears in the School of Social Work Student Handbook.

LEAVES OF ABSENCE

Under special conditions, graduate degree candidates may be granted one leave of absence. A maximum leave of two years may be granted to doctoral candidates and a leave of one year may be granted to
master’s students. A formal request for a leave of absence must be submitted to and approved by the program director and the associate dean. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Re-admission following an approved leave of absence is a formality.

**STATUTE OF LIMITATIONS**

There is a four-year limitation on the earning of the MSW degree. The four-year period is counted from the date of entry into the program for four full calendar years. Under extenuating circumstances (listed below), the adviser could recommend an extension of time to the program director and the associate dean. If approved, it would be recorded in the student’s folder with the period of extension and the conditions of completion of the program clearly delineated. Extenuating circumstances include an extended illness of the student, the death of a close family member, or an extended personal emergency.

There is an eight-year statute of limitations for the completion of the PhD. Course work and the comprehensive examinations should be completed within five years, and the dissertation within three. Under exceptional circumstances, a candidate for the PhD program may apply for an extension of the statute of limitations. The request must be approved by the doctoral program director and the associate dean. Requests for an extension of the statute of limitations must be accompanied by a program assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. Students who request an extension of the statute of limitations must demonstrate proper preparation for the completion of all current degree requirements.

**NASW CODE OF ETHICS**

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers’ conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work’s mission is based.
2. The Code summarizes broad ethical principles that reflect the profession’s core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict with each other or when ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work’s mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members. In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code’s values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional. Social work students are required to comply with NASW Code of Ethics. Copies can be obtained from the NASW Web page at [http://www.socialworkers.org/](http://www.socialworkers.org/).

**ADVISING AND PLACEMENT**

Students in both the MSW and PhD programs are assigned a faculty advisor at the beginning of their first semester. For MSW students, the faculty advisor’s functions are:

1. To assist the student in designing an educational plan in course selection and field practica planning and to assist in registration during the three registration periods of the academic year.
2. To review the student’s grade standing and to work closely with the field instructor in assigning the field work grade.
3. To provide consultation to the student on all matters relevant to his or her progress through the school.
4. To work collaboratively with the Office of Field Education to locate, or to serve as liaison to, field agencies within the concentration’s sphere of interest.

In the PhD Program before the beginning of the first term, students are assigned a faculty advisor by the Doctoral Program Director. The doctoral student’s advisor’s functions are to:

1. Assist the student in designing an educational plan in course selection and to assist in the registration of the student.
2. Review a student’s grades at the end of each term.
3. Provide consultation to the student on matters relevant to his or her progress through the school.
4. Annually meet with the student to assess the student’s achievement in core courses and electives or to assess progress toward completion of the program.

Although PhD students are assigned faculty advisors, they are free to change faculty advisors if they so desire. To change advisors, the student must consult with the doctoral program director. When the chairperson of the dissertation committee is selected, that faculty member becomes the student’s advisor.

The School of Social Work maintains a Career Placement Office that assists graduating students and alumni in their efforts to locate professional social work employment. There are, at times, summer and part-time work opportunities for students. The Placement Service Office is located in Room 2104 Cathedral of Learning (624-0074).
All notice of jobs, announcement of recruiters, and related information will be placed in a loose-leaf notebook in the Placement Office and also posted on the bulletin board in the Student Lounge on the 22nd Floor. Students must make contact with the prospective employer directly for any additional information. Resume writing workshops and a resume bank are additional services provided by this office.

**MSW AND PhD DEGREE REQUIREMENTS**

The Master of Social Work (MSW) degree requires the satisfactory completion of a minimum of 58 credits—40 class and 18 field practicum. Candidates for the MSW degree must demonstrate successful completion of the required foundation courses, concentration-specific courses, and field practicum, and must have a minimum overall QPA of 3.00.

The PhD Program requires seven core courses, one policy elective, plus a minimum of six elective courses. Additionally, students must pass a Comprehensive Examination and successfully complete a dissertation. Students must have a minimum QPA of 3.00 in order to graduate.

**DEGREE OPTIONS**

In addition to the MSW and PhD degrees, graduate students in the School of Social Work have the opportunity to select from several unique dual degree programs. MSW students can avail themselves of one of the three joint or cooperative degree programs; two joint degree programs are available to PhD students.

**MSW JOINT AND COOPERATIVE DEGREE PROGRAMS**

Detailed below are joint degree programs offered by the School of Social Work in tandem with the Graduate School of Public and International Affairs, the Pittsburgh Theological Seminary, and the Hebrew Union College School of Jewish Communal Service.

- **MSW/Master of Public Administration, MSW/Master of Public and International Affairs**
  Two innovative joint degree programs are offered by the School of Social Work and the Graduate School of Public and International Affairs (GSPIA). Students entering these programs can earn master’s degrees from both the School of Social Work and GSPIA. In the School of Social Work, students would pursue the Community Organization and Social Administration (COSA) concentration. In GSPIA, students have the option of pursuing a Master of Public Administration or a Master of Public and International Affairs.

  These joint programs offer students a broad educational program that prepares them for eventual employment in public sector, community organization, or human service agency administration; community development or social policy planning and analysis; and a host of other combinations of such service positions. The joint programs provide students with additional opportunities to expand their knowledge base and to develop more marketable professional skills than are usually acquired through single-degree programs.

  Degree candidates must meet the minimum foundation, core, and specialized requirements of both schools, except where substitutions are appropriate and approved by the academic advisors. Depending upon which joint degree program the student elects, the total number of credits required for graduation ranges from 72 to 80 credits. For most students, this means that individual programs can be completed within six to seven terms of full-time residency. Students electing to terminate the joint degree program before its completion must complete all the work required by the respective schools for either degree in order to receive that degree separately. Applications for admission are processed individually by each school.

Requests for further information concerning the Graduate School of Public and International Affairs may be addressed to Admissions, Registration, and Financial Aid in 3L03 Posvar Hall. (412-648-7640). See also the Graduate School of Public and International Affairs section of this bulletin beginning on page 333.

- **Master of Social Work/Master of Divinity**
  Social work and theology have many historical, philosophical, and applied commonalities. In an effort to integrate the two educational experiences and prepare professionals competent to integrate their practice skills, the School of Social Work, in co-operation with the Pittsburgh Theological Seminary, has developed a cooperative degree program leading to the Master of Social Work and Master of Divinity degrees.

  This program provides a full social work and theological education that may be completed in four years by virtue of mutual and reciprocal educational planning between the institutions. Candidates for the degrees normally enter the Seminary and concentrate on theological studies during the first two years of the program. The third and fourth years are spent primarily in the School of Social Work with approximately one course each term being taken at the Seminary. Students electing to terminate the cooperative degree program before its completion must complete all the work required by the respective institutions for either degree in order to receive that degree separately. Applications for admission are processed independently by each institution.

Requests for further information concerning the Pittsburgh Theological Seminary and its various programs may be addressed to the Director of Admissions, Pittsburgh Theological Seminary, 616 North Highland Avenue, Pittsburgh, PA 15206, or call (412) 362-5610, ext. 2116. The Seminary Web site is http://www.pts.edu/.

- **Master of Social Work/Master of Arts in Jewish Communal Service**
  The University of Pittsburgh School of Social Work and the Hebrew Union College School of Jewish Communal Service have collaborated in offering a cooperative degree program for the education of people interested in professional social work careers in Jewish communal service. Career opportunities for such professionally educated staff include homes for the aged, councils and federations, community centers, family and children’s service agencies, vocational and employment services, Hillel foundations, hospitals, and residential treatment centers, among others.

  The first year of the program is spent at the Los Angeles campus of Hebrew Union College, and the second year is offered at the University of Pittsburgh. Students completing both programs, which include class work and field work, earn the MSW and the MA. The provision of advanced standing and equivalencies makes it possible to earn both degrees within a 22-month period. Students electing to terminate the cooperative degree program before its completion must complete all the work required by the respective institutions for either degree in order to receive that degree separately. Applications for admission are processed independently by each school.

Requests for further information concerning the Hebrew Union College and its various programs may be addressed to the Office of Admissions, Hebrew Union College—Jewish Institute of Religion, 3077 University Avenue, Los Angeles, CA 90007, or call (213) 749-3424.
The School of Social Work offers two joint degree programs to PhD students: one leading to the MSW and the PhD and another with the Graduate School of Public Health. (Separate applications are required for either MSW or MPH admission).

**Dual MSW-PhD Program**

Each year, a small number of entering PhD students come into the doctoral program in social work with a master’s degree in a field other than social work (e.g., sociology, psychology, urban affairs). Such students may be interested in earning a master’s degree in social work for any number of reasons, such as:

- The desire to develop a richer background in social work practice than can be obtained solely in the doctoral program
- An interest in gaining some practice experience in social work, coupled with the theoretical underpinnings of substantive and skills-oriented courses, in preparation for a position in social work administration
- A career goal in social work research, wherein the researcher needs to be knowledgeable about and identified with the social work enterprise
- A career goal in social work education: teaching on the undergraduate and/or graduate level in social work

To accommodate these needs, a dual degree MSW/PhD program has been created. Students must apply and be admitted to each program.

**Joint MPH-PhD Option**

Students in the joint Master of Public Health/PhD program must be admitted to the Graduate School of Public Health as well as to the doctoral program in the School of Social Work. Course requirements for both programs must be fulfilled.

Students in the joint MPH/PhD program generally apply 12 credits from the MPH curriculum towards their elective coursework for the PhD.

**SPECIAL ACADEMIC OPPORTUNITIES**

The school offers several academic resources and programs for its students, as detailed below:

**STUDENT PARTICIPATION ON SCHOOL COMMITTEES**

Students have opportunities to participate in the governance of the School of Social Work by serving on school committees. Information about the purposes and functions of the committees is distributed during the beginning of each Fall Term. Through the Office of the Associate Dean for Admissions and Student Affairs students can volunteer to serve on committees and become full members of those committees.

**STUDENT EXECUTIVE COUNCIL (SEC)**

All degree students in the School of Social Work comprise the membership of the student organization that elects the Student Executive Council. The Council concerns itself with student life and serves as a liaison with the administration and faculty.

The Student Executive Council relies heavily on student participation and it endeavors to be of service to the student body. Activities include the publication of a Student Newsletter, the development of discussion sessions around critical social issues, the provision of opportunities for social action, the participation in planning for orientation, and the planning of a variety of social events.

In addition SEC members, representing the student body, are appointed to serve on the following organizations and/or committees: Black Action Society; Student Chapter, NASW; Student Chapter, NABSW; Alumni Association (Liaison); BASW Club; and Graduate and Professional Student Association (GPSA).

**BLACK ACTION SOCIETY (BAS)**

The primary purpose of the Black Action Society is to provide a supportive service system to African American students in the School of Social Work. It is the hope of the Black Action Society that through its continued efforts and the cooperation of the Office of Student Affairs, African American students who matriculate in the School of Social Work will contribute significantly to the well being of the African American community as well as the general community. The BAS Office is located in Room 2201A of the Cathedral of Learning.

**BUHL LIBRARY**

The Buhl Library of Social Work is a special collection of books, journals, and other resource materials specifically focused on social work. The Buhl Library is located on the first floor of Hillman Library and is staffed by a full-time social work librarian. Additionally, students at the School of Social Work have full access to the wide range of services provided by the University of Pittsburgh Library system.

**MASTER OF SOCIAL WORK**

The leadership required from social work professionals demands an MSW practitioner who possesses a repertoire of specialized knowledge and skills and whose practice is informed by the values and ethics of the profession. As we enter the 21st century, social workers confront a variety of new challenges, as well as many that have long existed. MSW practitioners, who work with and on behalf of individuals, families, groups, organizations, and communities, are faced with the need to develop innovative interventions in a rapidly changing practice environment. Such new, creative solutions to society’s problems will be realized only if social work professionals have had a rigorous and thorough education.

The MSW curriculum, based on a liberal arts perspective, is designed to provide students with a professional education that includes both breadth and depth in knowledge and skill development. The foundation curriculum addresses the acquisition of knowledge, skills, and values that comprise generalist social work practice. Upon this foundation, which is required of all MSW students, rests curricula programs that prepare students for autonomous practice at an advanced level in one of two skill concentrations: Direct Practice with Individuals, Families, and Groups and Community Organization and Social Administration (COSA). Each of these concentrations affords students the opportunity to develop in-depth specialized knowledge and skills.

Graduate social work education entails both classroom and agency-based field learning. Both forms of instruction are integral parts of the Master of Social Work Program. Field placements are selected individually and tailored to the student’s learning needs. Agency-based instructors, known as field instruction faculty, select, structure, and supervise learning opportunities for the student within the assigned field placement. For regular students, field-based instruction consists of 1,296 hours of structured learning activities in two distinct field placements. Advanced-standing students generally complete 936 hours at a single placement.
MSW ADMISSIONS INFORMATION

The following section details admissions information particular to applicants to the MSW program.

ADMISSION REQUIREMENTS

Persons seeking admission to the MSW program must exhibit the leadership potential and professional capabilities essential to function effectively in the profession and must meet minimum academic requirements. A bachelor’s degree from an accredited college or university is required. The applicant’s academic record must show the capacity for successful work at the graduate level; a minimum of a B average (3.00 QPA on a 4.00 scale) in all undergraduate work is required. A few exceptions may be made on the basis of extenuating circumstances that might indicate that a student’s undergraduate performance is below academic potential. In these situations, students will be admitted to the MSW program on provisional status and will be expected to achieve a minimum QPA of 3.00 during their first term.

In order to ensure that students come to the program with a sufficiently broad academic base, all applicants must have a minimum of 60 undergraduate (or undergraduate plus graduate) credits in the liberal arts: thirty of the credits must be in the social and behavioral sciences, and another thirty credits must be distributed between the humanities and natural sciences. Applicants should have one course in human biology and one in descriptive statistics; these are counted toward the 60 credits of liberal arts. Course credits may be counted from among the following:

- **The Humanities**: English, fine arts, languages, literature, philosophy, religious studies, speech.
- **Social and Behavioral Sciences**: anthropology, Africana studies, child development, economics, geography, history, legal studies, political science, psychology*, social work, sociology, studies in non-Western cultures.
- **Natural Sciences**: biology, computer science, mathematics, psychology*, statistics.
- **(*Psychology courses may be counted as either natural or social science credits.**

All applications will be reviewed in the Office of the Associate Dean of Admissions and Student Affairs to determine whether or not they have met the liberal arts, human biology, and descriptive statistics requirements.

The review of the academic record will include a computation of the cumulative quality point average (QPA), an identification of areas of significantly high performance, and a notation of the range of social science and other related course work.

Credit hours in undergraduate social work courses are also considered as social sciences. The level of performance in social science courses and particularly in social welfare and/or social work courses will be of specific interest.

APPLICATION PROCEDURES

In addition to submitting the school application (as detailed under Admissions on page 347 above), students applying to the MSW program must submit the following:

- **Reference Letters**
  The application will need to include four letters of reference from individuals acquainted with the applicant and in a position to evaluate his or her potential for professional practice, including at least one academic reference and a reference from the undergraduate field work or internship supervisor, where appropriate.

- **Resume**
  The application will need to include a current resume describing the applicant’s educational background, work history, past field or internship experiences, academic honors or distinctions, volunteer experience, and any other relevant life experiences.

- **Written Statement**
  A four-part written statement has to accompany the application. In it, the applicant describes life influences that led to selection of a career in social work, special skills and abilities that will help the applicant to benefit from the graduate program, expectations the applicant has from a graduate education, and the applicant’s views on a contemporary issue in the field. This statement should be typewritten and should not exceed eight pages.

- **Transcripts**
  Applications must be accompanied by a transcript from each college or university attended. If work is still in progress at the time of application, a supplemental transcript can be forwarded at the end of the term. While a decision for acceptance may be made while academic work is still in progress, a final transcript, bearing the official seal of the college or university and indicating the conferral of a baccalaureate degree, will have to be submitted before the applicant can register for course work.

- **Other Supporting Materials**
  Any applicant wishing to support the application with results of the Miller Analogies Test, the Graduate Record Examination, or results of any other tests, may do so. Such tests or examinations are not required by the school, and any applicant not wishing to include them will in no way be jeopardized.

Special circumstances may indicate the need for additional supporting materials (references, etc.) to be submitted in support of the application. The school reserves the right to require selected additional materials as it deems appropriate.

- **Selection of Concentration**
  Applicants are required to designate one skill concentration chosen from either: COSA (Community Organization and Social Administration) or Direct Practice with Individuals, Families, and Groups. The appropriateness of the concentration selection is evaluated on the basis of the applicant’s resume and written statement. If the applicant is uncertain about which concentration to select, the matter should be discussed with the Associate Dean of Admissions before an application is submitted.

A change in concentration after matriculation is not advisable. Under no circumstances will a request for a change in concentration be considered any later than after one term of study for full-time students and two terms of study for part-time students. A request for a concentration change is reviewed by the two concentration chairpersons, the MSW program director, and the associate dean for academic affairs.
ADMISSIONS INTERVIEW
Admissions interviews may be initiated by the admissions officer of the school in some special circumstance. Decisions on applications for admission are usually made without such an interview. All applicants are welcome to seek information-sharing interviews.

FINANCIAL ASSISTANCE FOR MSW STUDENTS
Financial assistance for MSW students is very limited. A small number of grants (as opposed to loans) are available directly from the School of Social Work and are awarded to full-time graduate MSW students on the basis of financial need. (There are no loan programs available directly from the school.) The school’s Financial Aid Application entitles students to consideration for the following grants, which comprise the school’s financial aid offerings for the master’s program:

- School of Social Work Fellowships
- Alumni Association Grants
- Federal Grants
- Foundation Grants
- Graduate Student Assistantships (GSAs)

Additionally, the Master of Social Work program has a variety of paid field placements that are available on a very limited basis.

MSW DEGREE REQUIREMENTS
The MSW degree requires the satisfactory completion of a minimum of 58 credits — 40 in class work and 18 in field practica — with a minimum QPA of 3.00. Although MSW students must take their required courses for a letter grade, elective courses offered and taken in the graduate program of the School of Social Work may be taken for an H/S/U grade. All graduate field instruction courses shall be taken for S/U grades. No student will be permitted to graduate with a C, F, or U grade in a required course or a U grade in the field practicum.

MSW ACADEMIC STANDARDS: PROBATION
A student is placed on probation when his or her overall QPA falls below 3.00. The academic advisor and program director, in concert with the student, shall determine the time frame in which the student’s QPA must be brought up to the level of 3.00. The conditions of the probation and the time frame for removal of the probationary status shall be recorded in the student’s folder and in writing to the student.

Should the student fall below the 3.00 average in any one term, or receive a C, F, or U grade in a required course or field work, the academic review process shall be initiated. The student will work with the academic advisor in order to determine how the student might satisfactorily complete the requirements for the program within the appropriate sequencing in the curriculum. Required courses must be retaken.

These policies regarding probationary status in the MSW program do not apply to students admitted with provisional status unless the provisional status has been lifted.

PART-TIME MSW STUDENTS
Students pursuing a part-time course of study must be prepared to take some courses during the day, and field placement sites that offer evening or weekend instruction are very limited. Part-time students are expected to take their foundation courses (the equivalent of the first Fall Term for full-time students) on a part-time basis during the first year and then begin concentration courses and field instruction, on either a part-time or a full-time basis. Part-time students who have completed 20 credits of course work must begin their first field placement; enrollment in further courses after 20 credits is reached is contingent on the initiation of the field placement. Part-time students doing field instruction must complete a minimum of 16 clock hours each week, with at least eight of those hours done during the regular work day of the agency. Students will also be expected to make arrangements with employers and other involved individuals to take their field instruction at a site and with a supervisor other than those of their current employer. In order to earn their MSW degree in four years, all part-time students must recognize that they will need to enroll for a minimum of two courses per term in two of the three terms during the academic year. The following options are acceptable:

1. Two courses (two or more credits per course) or
2. One course (two or more credits) plus a minimum of three field credits or
3. A minimum of five field credits (equivalent to two courses)

ADVANCED STANDING AND EXEMPTIONS FOR MSW COURSE WORK
Students entering the MSW program may be granted Advanced Standing, which is defined as the awarding of academic credit toward a degree, if within seven calendar years prior to beginning the master’s program they received a degree from an accredited undergraduate social work program or they completed their first full year of master’s-level work at an accredited graduate social work program. In addition, students who have completed other post-graduate course work may be eligible for an Exemption, which is defined as the waiving of a required academic course in the School of Social Work following an evaluation finding that the student’s previous work is essentially identical to the required course being waived. Such an exemption would not, however, reduce the number of credits required for graduation. Unless the applicant has completed a full year of graduate social work education at an accredited program, the maximum number of transfer credits accepted is 12 for course work and five for field work.

ORGANIZATION OF THE MSW CURRICULUM
The MSW program entails both class and field requirements distributed across foundation and skills concentration curricula. The MSW foundation curriculum is the same for all MSW degree students. All students must complete the school’s designated class and field requirements for one of two skills concentrations: Community Organization and Social Administration (COSA) or Direct Practice with Individuals, Families, and Groups.

A change in concentration after matriculation is not advisable. (See Selection of Concentration on page 352 for further details on changing concentrations.)

FOUNDATION CURRICULUM
With guidance from the Curriculum Policy Statement of the Council on Social Work Education, the school’s Mission Statement, and the Statement of Objectives of the MSW program, the school designed the foundation curriculum to provide all incoming master’s students with the basic values, knowledge, and skills needed for generalist social work practice. The acquisition of the basic value orientation, theoretical knowledge, and frames of reference for practice establishes a basis for students to progress through the advanced and specialized curricula.
of the master’s program. All MSW students must complete the MSW Foundation requirements listed below before being permitted to take concentration courses; second-level human behavior and the social environment, social welfare, or research courses; electives; and concentration field practicum, unless they are exempted via Advanced Standing credit, testing, or academic plan that is approved by the advisor and the program director.

The foundation requirements (20 credits total) are:

- SWBEH 2063 Human Behavior and the Social Environment 3 crs.
- SWWEL 2081 Social Welfare 3 crs.
- SWGEN 2099 Foundation Field Work 5 crs.

### CONCENTRATION CURRICULA

The objectives of the curricula for the two skills concentrations are to prepare students for autonomous social work practice at an advanced level of specialization. Building on the foundation curriculum, the concentrations contribute to students’ understanding of individuals, families, groups, communities, and institutions. The concentrations also foster students’ understanding of the health, education, and social welfare systems in which they and their designated constituencies will be mutually engaged. Both concentrations promote the acquisition of an advanced level of knowledge and skills relevant to their particular practice areas.

The educational objectives, curricular requirements, and options for the two skills concentrations are listed below:

#### COMMUNITY ORGANIZATION AND SOCIAL ADMINISTRATION (COSA) CONCENTRATION

With the merger of community organization and social administration into a single concentration (COSA), the program in community practice was formed. Drawing upon the history of each of these former concentrations – the program in community organization was the first of its kind in the nation, and the program in social administration was among the first to be formed — COSA presents a distinctive educational opportunity. Emphasizing the preparation of graduates for leadership in the human services, students should expect a stimulating intellectual curriculum. For students seeking executive careers as managers, administrators, organizers, policy makers, and public officials, COSA presents exciting innovations in class and field education. Seeking to expand the paradigm of social work practice, COSA invites students to direct their respective educational interests to either private, public, or nonprofit sector careers. Positions in business, government, health care, developmental disabilities, conservation and environment introduce a vast array of organizational and community settings available to COSA graduates. Students who wish to emphasize community organizations – the mobilization of people and assets of a community toward realization of their self-determined goals – will find ample opportunity afforded by COSA's curriculum. Among these many functions, organizers work to empower people so that they can identify their strengths and resources and build on them through planning and self-directed action to achieve their goals. The opportunity to engage in economic development and human services organizing is also available to students.

COSA offers a parallel option for those students inclined toward a career in social administration. Graduates have commonly accepted positions as agency executives, program managers, legislation aides, educators, and policy analysts. Students who aspire to positions that direct the energies and resources of complex organizations to the benefit of the human condition will find COSA's options of interest.

Beginning with the Fall 2000 Term, COSA students may select from a wide array of courses made available by further implementation of the community practice curriculum. Students should confer with their advisors to insure proper course selection as changes in required and elective courses occur throughout COSA's implementation.

In the past, students were restricted to either the community organization curriculum or the social administration curriculum. COSA will eventually allow them to select from both, thereby allowing for a broader, more diversified curriculum. COSA will offer students the opportunity to emphasize either community organization, social administration, or (preferably) both as their curriculum design. New students in Fall 2000 will have the following curriculum option:

#### Curriculum (Academic Year 2000-2001)

##### Community Organization

- SWCOSA 2083 Introduction to COSA
- SWCOSA 2091 Strategies & Tactics
- SWCOSA 2092 Adv. Seminar in COSA Planning Course
- SWWEL Second Level Policy
- SWRES 2047 Community Assessment
- COSA Elective
- First Field Placement (8 cr.)
- Second Field Placement (10 cr.)

##### Social Administration

- SWCOSA 2083 Introduction to COSA
- SWCOSA 2085 Financial Management
- SWCOSA 2038 Supervision & Personnel Management COSA Elective
- SWWEL Second Level Policy
- SWRES 2028 Administrative Data Processing
- First Field Placement (8 cr.)
- Second Field Placement (10 cr.)
COSA Specializations

COSA students may tailor their education to prepare for specific fields of practice by selecting certain combinations of courses and field placement experiences. Students can specialize in one of two different practice areas: human services organizing or community economic development organizing. Students are not required to specialize, but those who choose to do so must declare a specialization no later than the end of the first term of study. All specialization courses may not be available during evening hours. Students who do not complete all the specified courses for a specialization are not penalized.

Outlined below are the aims and curriculum requirements of the two COSA specializations.

Specialization In Human Services Organizing

The organization of the human services often reflects the need for greater cooperation and coordination among diverse, specialized services. Increasingly, providers have discovered the advantages of working in partnership to meet today’s human service needs. This specialization prepares social workers to organize both within and between services providers on issues of service delivery, coordination, cooperative program development, funding collaboration, and coalition building.

The sequence of courses blends the skills of generalist practice with those of administration, planning, and community organization. MSW students enrolled in this specialization must meet all other requirements for the Master of Social Work (MSW) degree, including those required for their COSA concentration. They may include selections from the following for 12 credits:

SWCOSA 2014 Management Seminar in Developmental Disabilities
SWCOSA 2040 Grant Proposal Writing
SWCOSA 2054 Executive Leadership
SWCOSA 2057 Governance, Boards, and Committees
SWCOSA 2085 Financial Management of Non-Profit Institutions (or PIA 2104)
SWCOSA 2090 Bargaining and Negotiation
SWCOSA 2094 Human Services Organizing

Specialization in Community Economic Development Organizing

Community-based economic development has become a major strategy for urban neighborhoods, industrial communities, and even older suburbs throughout the nation. A new kind of community organization is the “community development corporation,” of which there are numerous examples in the Pittsburgh region and thousands nationwide. There is a growing shortage, however, of the special kind of multi-skilled professional required for this complex work. Especially scarce are professionals with competence in both grass roots decision-making and economic activities such as housing development and enterprise start-up and expansion.

The sequence of courses for this specialization combines economic development perspectives with the planning, organizing, management, policy, and financial management skills of the COSA concentration. MSW students who select this specialization are expected to meet all other requirements for the Master of Social Work (MSW) degree. In addition to these requirements, students must complete 12 credits from the following courses:

SWCOSA 2096 Community Economic Development Organizing
SWCOSA 2098 Advanced Community Economic Development Organizing

Electives (student chooses electives with advisor consent)

COSA Certification Program

MSW students in the COSA concentration may elect as part of their graduate studies to obtain a certificate. This certificate program, which is a School of Social Work certificate and therefore will not appear on the transcript, entails specific “packages” of courses and field placement experiences that permit students to tailor their education to prepare for specific fields of practice. The Human Services Management certificate is available for students in the COSA concentration. Students are not required to pursue a certificate program, but those who choose to do so must declare their intention to do so no later than the end of the first term of study.

Human Services Management Certification

The certification in Human Services Management supplements the Master of Social Work degree for COSA students aspiring to positions in management. In a professional market that has become increasingly attractive to graduates of other professions, the certification in Human Services Management signals the unique preparation and competence of social work graduates.

The Human Services Management Certification is based upon an extended prescription of class and internship options. The requirements include:

Required Foundation Courses 12 credits
Required Concentration Courses 9 credits
Required 2nd-Level Courses 9 credits
Concentration Electives 2-3 credits
Additional Human Services Management Certificate Electives 7-8 credits
Course Work Subtotal 40 credits
Field Work Foundation Field Work 5 credits
Certificate Field Work 13 credits
Field Work Subtotal 18 credits
Total credits: 58 credits

DIRECT PRACTICE WITH INDIVIDUALS, FAMILIES, AND GROUPS CONCENTRATION

The Direct Practice with Individuals, Families, and Groups concentration equips students with advanced intervention skills needed for autonomous practice. Course work and field practica prepare students for direct practice with socio-culturally diverse populations of individuals, families, and groups. Practice approaches include psychodynamic, cognitive-behavioral, and social systemic, and span the range of modalities from therapeutic core training, to family and marital therapy, to group treatment. Direct practice skills form the basis of service in family and children’s agencies, mental health and mental retardation programs, health services, adult services, and substance abuse treatment. Consistent with an emphasis on client strengths, students become skilled at mobilizing a variety of formal and informal support systems to assist clients in addressing their needs and in realizing their fullest human potential.

Students must take second-level human behavior, policy analysis, and social work research courses that have content specific to direct
practice. Two direct practice skills courses are required along with two skills electives. Thirteen credit hours of concentration field practicum must be completed; the first three of these credits are completed in the latter portion of the first-year field practicum. The second-year practicum is offered for 10 credits.

Below are the curriculum requirements for the basic direct practice program.

**Required Courses (10-12 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWINT 2082</td>
<td>Models of Intervention</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>

Plus at least one of these three advanced Direct Practice courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWINT 2031</td>
<td>Advanced Direct Practice – Behavioral/Cognitive</td>
<td>3 crs.</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWINT 2032</td>
<td>Advanced Direct Practice – Social Systems</td>
<td>3 crs.</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWINT 2033</td>
<td>Advanced Direct Practice – Psychodynamic</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>

Two Direct Practice Electives 4 or 6 crs.

**2nd Level Required Behavior Courses (three credits)**

(Must take one of the following):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWBEH 2061</td>
<td>Human Behavior: Childhood and Adolescence</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>

**2nd Level Required Policy Courses (three credits)**

(Must take one of the following):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWWEL 2056</td>
<td>Health Care and Public Policy</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWWEL 2057</td>
<td>Mental Health and Public Policy</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWWEL 2059</td>
<td>Child and Family Policy</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWWEL 3039</td>
<td>Social Policy in Gerontology</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>

**2nd Level Required Research Courses (three credits)**

(Must take one of the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRES 2024</td>
<td>Clinical Research</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWRES 2033</td>
<td>Evaluative Research in Social Services</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWRES 2045</td>
<td>Qualitative Research</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWRES 2051</td>
<td>Single Subject Research</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>

Direct Practice Skill Electives:

Students must take two direct practice skill elective courses (four to six credits). A wide range of skill elective courses are offered that allow students to gain advanced skills in particular intervention methods and/or with specific client populations.

**Free Electives**

The remaining four to six course credits needed to complete the required minimum of 40 course credits can be satisfied through social work courses or courses with relevant content from other academic graduate departments.

**Field Requirements (18 credits)**

First field placement 8 crs.

(five credits foundation field; three credits concentration-specific field)

Second field placement (concentration-specific) 10 crs.

### Direct Practice Specializations

**Specialization in Children, Youth, and Families**

Children and youth can be vulnerable for a number of reasons. For some children, family experiences can be harmful, parents can be non-supportive or punitive, or family life can be chaotic or unresponsive to their needs. However, for most children and youth who are at risk for developmental delay or emotional difficulties, environmental and social forces may play a major role in their disabling situations. Families experiencing ongoing poverty may find it difficult to meet basic needs of members, despite exceptional efforts to do so. Parents rearing children in an oppressive society may find it impossible to protect their children from the impact of discrimination. This specialization prepares MSW students to work with children, youth, and families who are experiencing, or who are vulnerable to experiencing, poverty, racial oppression, or other forms of discrimination or maltreatment. The Children, Youth, and Families Specialization considers a range of service needs—from prevention to remediation.

The sequence of courses provides the knowledge and skills needed by social workers to implement appropriate interventions, to conduct and assess relevant research, and to develop effective policies and programs. MSW students selecting this specialization are expected to meet all other requirements for the Master of Social Work (MSW) degree, including those required for the Direct Practice with Individuals, Families, and Groups concentration. Thus, in addition to the required Models of Intervention (2082) and Advanced Direct Practice (2031, 2032, or 2033) courses, students’ advanced knowledge and skills are further developed with the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWBEH 2062</td>
<td>Human Behavior: Children and Families At-Risk</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWWEL 2059</td>
<td>Child and Family Policy At-Risk</td>
<td>3 crs.</td>
</tr>
<tr>
<td>SWINT 2096</td>
<td>Social Work Practice with African-American Families</td>
<td>3 crs.</td>
</tr>
</tbody>
</table>
systems are thoroughly examined. Recent changes in mental health interventions and delivery service agencies, community mental health programs, and private psychiatric facilities, counseling centers, family and children's socialization, and Social Work with Drug & Alcohol Abuse.

The specialization in mental health prepares students to be independent clinicians and practitioners in a variety of mental health settings such as psychiatric facilities, counseling centers, family and children's social service agencies, community mental health programs, and private practice. Recent changes in mental health interventions and delivery systems are thoroughly examined.

Specialization in Health Care
The specialization in health care prepares students for advanced practice at various levels of responsibility and leadership within a complex field of practice. The health care scene is characterized by rapid, erratic changes and future uncertainties. These conditions require modification and expansion of traditional medical social work practice roles and skills. Social workers for the health care field need to be prepared for practice flexibility involving employment in non-traditional settings under new and different auspices involving different sources of funding. While the curriculum for Health Care Specialization stresses the need for non-traditional practice strategies and skills, it strongly promotes the traditional value of quality health care accessible to all.

The sequence of courses provides the knowledge and skills needed by social workers to help people maintain good health, prevent or minimize illness, and manage the psychodynamic components of illness. MSW students selecting this specialization are expected to meet all other requirements for the Master of Social Work (MSW) degree, including those required for the Direct Practice concentration. Thus, in addition to the required Models of Intervention (2082) and Advanced Direct Practice (2031, 2032, or 2033) courses, students’ advanced knowledge and skills are further developed with the following courses:

- **SWBEH 2065** Human Behavior: Mental Health 3 crs.
- **SWBEH 2066** Human Behavior: Health/Mental Health 3 crs.
- **SWWEL 2057** Mental Health and Public Policy 3 crs.
- **SWINT 2018** Clinical Skills and Psychopathology 3 crs.

Appropriate electives are: Family Violence, Drug and Alcohol Abuse, Advanced Direct Practice with Children; Social Work in Educational Settings; Child Sexual Abuse; Child Physical Abuse; Child and Family Advocacy; and Social Work with Drug & Alcohol Abuse.

Field Education: The first field placement (eight credits) must include three credits focused on direct practice and the second placement (10 credits) is completed in a children, youth, and families setting.

**DIRECT PRACTICE CERTIFICATE PROGRAMS**
MSW students may elect as part of their graduate studies to obtain one of four certificates. These certificate programs entail specific “packages” of courses and field placement experiences that permit students to tailor their education to prepare for specific fields of practice.

Certificates designated as University of Pittsburgh certificates (i.e. Gerontology) will appear on the student's official University transcript; certificates designated here as School of Social Work certificates do not appear on the transcript. Students are not required to pursue a certificate program, but those who choose to do so must declare their intention to do so no later than the end of the first term of study. All certificate courses may not be available during evening hours. Students who do not complete all the specified courses for a certificate are not penalized.

Outlined below are the aims and curriculum requirements of the three Direct Practice with Individuals, Families, and Groups certificate programs.

Gerontology Certificate (University of Pittsburgh Certificate)
The certificate program in aging, offered by the School of Social Work, has been in place since 1980 and continues to attract an increasing number of Direct Practice MSW students. The program's goals are to enhance students' understanding of the aging process and to provide them with the skills relevant to practice with and on behalf of the elderly. Knowing how to work with the elderly as a social work professional offers many career opportunities in an era where that segment of the population is steadily increasing.

MSW students enrolled in the program are expected to meet all other requirements for the Master of Social Work (MSW) degree, including those required for the Direct Practice with Individuals, Families, and
Groups concentration. Thus, in addition to the required Models of Intervention (2082) and Advanced Direct Practice (2031, 2032, or 2033) courses, students pursuing the Gerontology Certificate complete the following courses:

**SWBEH 2077** Human Behavior: Adult Development and Aging 3 crs.
**SWWEL 2039** Social Policy and Gerontology 3 crs.
**SWINT 2030** Direct Practice with the Elderly 3 crs.
An elective relevant to gerontology practice 2-3 crs.

Field Education: For students pursuing this certificate, the first field placement (eight credits) must include three credits focused on direct practice and the second placement (10 credits) is completed in the area of aging.

- **Home and School Visitor Certification (PA Department of Education Certificate)**

This certificate, which is offered by the PA Department of Education, enhances the professional competence of all Home and School Visitors (school social workers) engaged in the provision of vital services in public and private elementary and secondary schools. The course credit hours (27 credits) required for the certificate are distributed between classes offered primarily by the School of Social Work and those in the School of Education. Students must also complete a 10-credit field placement in an educational setting under the direct supervision of an MSW graduate who has two years’ post-master’s experience and Home and School Visitor/School of Social Work certification. MSW students enrolled in the program are expected to meet all other requirements for the Master of Social Work (MSW) degree, including those required for the Direct Practice with Individuals, Families, and Groups concentration. Thus, in addition to the required Models of Intervention (2082) and Advanced Direct Practice (2031, 2032, or 2033) courses, students pursuing Home and School Visitor Certification complete the following courses:

**SWBEH 2062** Human Behavior: Children and Families At-Risk 3 crs.
**SWWEL 2059** Child and Family Policy (Policy II) 3 crs.

Electives: Two elective courses (five-six credits) must be taken from an extensive menu of child and family courses, including Home-Centered Intervention; Foster Care and Adoption; Residential Treatment; Social Work Practice with African American Families; Child Physical Abuse; Child Sexual Abuse; Family Violence; Child and Family Advocacy; Social Work with Drug and Alcohol Abuse; Direct Practice with Children.

Field Education: The first field placement (eight credits) must include three credits focused on direct practice, and the second placement (10 credits) is completed in a public or private agency serving at-risk children and families.

- **MSW COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SWINT 2004</td>
<td>Death &amp; Dying</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2011</td>
<td>Social Work Practice with Families</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2012</td>
<td>Home Centered Intervention</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWCOSA 2014</td>
<td>Seminar in Development Disabilities</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2018</td>
<td>Clinical Skills in Psychopathology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWGEN 2019</td>
<td>Intergenerational Program in Human Serv.</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SWWEL 2020</td>
<td>Child &amp; Family Advocacy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWRES 2021</td>
<td>Foundations of Social Work Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWRES 2023</td>
<td>Directed Study in Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWRES 2028</td>
<td>Administrative Data Processing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2030</td>
<td>Direct Practice with Elderly</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2031</td>
<td>Advanced Direct Practice: Cognitive/Behavioral</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2032</td>
<td>Advanced Direct Practice: Social Systems</td>
<td>3 cr.</td>
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<tr>
<td>SWRES 2033</td>
<td>Evaluative Research in the Social Services</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2033</td>
<td>Advanced Direct Practice: Psychodynamic</td>
<td>3 cr.</td>
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<tr>
<td>SWGEN 2034</td>
<td>Foundations of Social Work Practice with Diverse Populations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2035</td>
<td>Family Violence</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SWCOSA 2038</td>
<td>Supervision &amp; Personnel Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWWEL 2039</td>
<td>Social Policy in Gerontology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWCOSA 2040</td>
<td>Grant Proposal Writing</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SWINT 2042</td>
<td>Social Work in Drug &amp; Alcohol Abuse</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2046</td>
<td>Short Term Treatment</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SWINT 2047</td>
<td>Foster Care &amp; Adoption</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SWRES 2047</td>
<td>Community Assessment</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2049</td>
<td>Direct Practice with Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2050</td>
<td>Marital Therapy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWRES 2051</td>
<td>Single Subject Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWWEL 2051</td>
<td>Economics in Social Work</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWINT 2053</td>
<td>Social Work Practice with Groups</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SWWEL 2056</td>
<td>Health &amp; Public Policy</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Courses listed above from the School of Education—law, learning, and special education—are taken as the three elective courses.

Field Education: The first field placement (eight credits) must include three credits focused on direct practice, and the second placement (10 credits) is completed in a school setting.

- **Child Welfare Certification (School of Social Work Certificate)**

Child welfare is both one of the oldest forms of professional social work practice and one of the largest arenas of current practice. Public child welfare agencies exist by federal law in every county in the United States. However, child welfare activities are not the province of government agencies only; private agencies play important roles as service providers, service coordinators, and advocates. Positions abound in protective services (child abuse and neglect), foster care, adoptions, group and residential care, out-patient separation and attachment treatment programs, parenting programs, family preservation and support programs, child custody and family court settings, hospitals, head start programs, and many other such settings.

MSW students enrolled in this program are expected to meet all other requirements for the Master of Social Work (MSW) degree, including those required for the Direct Practice concentration. Thus, in addition to the required Models of Intervention (2082) and Advanced Direct Practice (2031, 2032, or 2033) courses, students pursuing the Child Welfare Certification complete the following two courses:

**SWBEH 2062** Human Behavior: Children and Families At-Risk 3 crs.
**SWWEL 2059** Child and Family Policy (Policy II) 3 crs.
Through part-time study over a two-year period, participants will design. The curriculum now operating is as described below.

The post-master's Family Therapy Certificate has been jointly designed by family therapy educators and practitioners to provide a specialized sequence of courses, field practice, and supervision for social workers and other helping professionals who wish to practice in workplace settings. The Family Therapy Certificate Program, although the program can be completed within two years. This certificate program is presently undergoing revision.

The post-master's Employee Assistance Program Certificate has been jointly developed by social work educators and employee assistance professionals to provide a specialized sequence of courses, field practice, and supervision for social workers and other helping professionals who wish to practice in workplace settings. The Employee Assistance Program Certificate, as currently designed, provides 21 credits (315 hours) of post-master's study, and participants have up to four years of part-time study to complete the certificate program, although the program can be completed within two years. This certificate program is presently undergoing revision.
The University of Pittsburgh has one of the oldest social work doctoral programs in the United States, awarding its first DSW degrees in 1949. In 1963, the program’s degree was changed to a PhD. Information regarding the Doctor of Philosophy Program is available online at http://www.pitt.edu/~pittssw/.

In addition to the description of the PhD in Social Work given below, doctoral students should consult the Regulations Pertaining to Doctoral Degrees, beginning on page 23.

ADMISSION TO DOCTORAL PROGRAM

The doctoral program is open to:

1. Applicants having the intellectual capacity and professional motivation to achieve the goals of the PhD program in social work.
2. People who hold the Master of Social Work degree; at least two years of post-MSW practice experience is strongly preferred.
3. Qualified people whose master’s degrees are in a related discipline or profession (e.g. sociology, social psychology, political science, economics, public health, public administration) and have at least two years of post-master’s experience relevant to the field of social work.

The following information will be required to process the application:

1. Completion of the Application for Study form.
2. Copies (official) of all undergraduate and graduate transcripts.
3. A general statement of the applicant’s learning goals and future career goals. This statement should relate past and current experience to the applicant’s educational and career objectives for the future.
4. A short discussion of a social policy issue that the applicant views as important for the social welfare arena. This social problem analysis should focus on an issue that has current and future implications for the human services field. The discussion should be limited to three double-spaced pages.
5. Five letters of reference. These should be from five professionals who can evaluate the applicant’s prior academic and/or professional activities and competence. The applicant should include some academic references from social work educators whenever possible and exclude references from persons who know the applicant only in a personal capacity.
6. Application fee of $40.

The following factors are considered in reviewing applications:

1. Academic achievement in undergraduate and graduate work commensurate with the demands of doctoral study.
2. Motivation for doctoral education and leadership roles in social work as demonstrated in the application narrative, in educational goals and policy statements, and in work and life experiences.
3. Knowledge of social work perspectives and activities.
4. Career goals that are relevant to, and may be enhanced by, doctoral education in social work. This assumes that the applicant’s career goals relate to the goals of the program.

5. Interest and/or prior experience in social policy analysis and research.

6. Academic background in complementary knowledge areas.

7. Recommendations by academic and professional references.

Applications are available from:

Office of Admissions
School of Social Work
Room 2104 Cathedral of Learning
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 624-6302
Web site: http://www.pitt.edu/~pittsw/

Applications should be received no later than March 1 of each year. Admission to the program is for the Fall Term only. The doctoral program is strongly committed to a policy of equal educational opportunity for people of all races, creeds, and ethnic origins.

PROGRAM TRANSFER CREDITS

Students who have earned graduate-level credits at the University of Pittsburgh or at another accredited institution within seven years preceding entry to the doctoral program may be eligible for advanced standing. Advanced standing consists of awarding academic credit toward the degree for post-master’s work completed when such work is evaluated as entirely comparable. Official transcripts certifying graduate course work completed in a degree-granting graduate program should be submitted at the time of application. The maximum number of credits that can be transferred and accepted for advanced standing is 12.

See Allowable Credits in the General Academic Regulations section of this bulletin, beginning on page 17, for more details on requirements for transfer credits.

FINANCIAL ASSISTANCE FOR DOCTORAL STUDENTS

The doctoral program in the School of Social Work makes every effort to assist full-time students who are U.S. citizens or have permanent resident status both through funds awarded by the school and with information about funds awarded elsewhere. Most funding covers two semesters (one academic year). There are a number of types of funding available, including teaching assistantships, graduate student assistantships, research assistantships, fellowships, and other special awards. Students applying for loans from outside sources apply at the Student Aid Office, 2nd floor Bruce Hall; the phone number is (412) 624-7488. (See Financial Aid on page 7 for more information.)

Students are admitted to the doctoral program on the basis of their merits as doctoral students. Funding is awarded based on the basis of need, which is verified by a form entitled “Application for Student Aid.” This is available only for full-time students who are U.S. citizens or have permanent resident status. This form is obtained from the Office of Admissions, completed and returned to the office, and then reviewed by the doctoral program director, dean, and associate dean for allocation of funds as available.

DOCTORAL CURRICULUM OBJECTIVES

The curriculum that has been developed for the doctoral program strongly emphasizes social problem areas as coordinating themes in theory, research methodology, and social policy courses. The overall goal is to integrate the acquisition of basic knowledge, methods of empirical testing, and application to real-world situations. Course materials draw heavily on several priority areas of social work concern, including mental illness, income maintenance, women’s issues, family policy, and issues related to diverse populations.

By the time students have completed the program, they should have acquired the following:

1. Knowledge of relevant social science theory
2. Advanced skills in research methodology and statistics
3. Advanced knowledge of social welfare policy (history) and policy analysis
4. Knowledge of relevant fields of practice, theoretical and policy perspectives, and research findings
5. Exposure to an interdisciplinary frame of reference through mechanisms provided internally by the doctoral program and externally through access to other disciplines and professions in the wider University

To fulfill the program objectives, students entering the doctoral program must have passed a graduate course in introductory statistics. The first required statistics course in the program (SW3029) presumes knowledge of basic descriptive statistics, as regularly taught in departments of psychology, sociology, education, and others. Entering students who took introductory statistics more than five years ago may wish to take a refresher course before beginning the program.

Although entering students are not required to have completed course work or other experience relevant to computer literacy, possessing basic computer skills will be an asset to students beginning the program.

DOCTORAL REQUIREMENTS

The doctoral program requires seven core courses, one policy elective, plus a minimum of six electives, which may be two-, three- or four-credit courses. Most full-time students will spend two years (that is, the Fall and Spring Terms of two sequential years) to meet their course requirements. (Full-time is defined as nine or more credit hours per semester.) A rough timetable of the general flow of full-time students through the program is as follows:

1. Core curriculum plus electives taken during the Fall and Spring Terms of the first and second years
2. Comprehensive Examination taken after completion of all courses
3. Identification of dissertation topic and committee and approval by doctoral director after completion of comprehensive examination
4. Defense of a Dissertation Overview with committee review (which allows admission to doctoral candidacy)
5. Dissertation Defense usually one year or more following admission to doctoral candidacy
*Students who are able to take courses in other departments/schools and/or work on dissertations during the Spring and Summer Terms can sometimes shorten this timetable.

**GRADES IN COURSE WORK**

It is required that students will maintain an average grade of 3.00 or better in all course work. If a student receives a grade lower than B- in a required course, the course will have to be repeated. Whether the courses are required or elected, more than one grade of C+ or lower will be the basis for a formal Academic Review.

**PROGRAM FLEXIBILITY AND INDIVIDUALIZATION**

An individual student's program should reflect the student's career goals and personal interest. This program, therefore, maintains as much flexibility and individualization as possible. This individualization is built upon the core curriculum through planning with the student's academic advisor for elective course work and enrichment experiences, including teaching and research assistantships.

**CORE DOCTORAL CURRICULUM**

During the first two terms in the program, full-time students are usually primarily involved in taking the required courses in the four essential areas of study: social welfare, social science theory, research methods, and social policy. Part-time students are required to select among these areas in the first year of course work. These core courses are provided by the doctoral program. A brief description of each area of study follows with a listing of credits awarded and sequencing or options. Where Roman numerals are attached to course names, this indicates that courses must be taken in sequence. The core doctoral curriculum totals 28 of the required 40-46 minimum credits.

**SOCIAL WELFARE COURSES:**

SWWEL 3030 Evaluation of American Social Welfare History and Policy (3 crs.)
  (Fall)
  Required (3 crs. total)

**SOCIAL SCIENCE THEORY COURSES:**

SWGEN 3053 Macro Social Science Theory (3 crs.)
  (Fall)

SWGEN 3044 Micro Social Science Theory (3 crs.)
  (Spring)
  No sequencing: both required (6 crs. total)

**RESEARCH METHODS COURSES:**

SWRES 3029 Inferential Statistics (3 crs.)
  (Fall)

SWRES 3020 Research Methods I (3 crs.)
  (Fall)

SWRES 3021 Multivariate Methods (4 crs.)
  (Spring)

SWRES 3022 Research Methods II (3 crs.)
  (Fall of second year)
  3020 and 3022 are taken in sequence, with inferential statistics (3029) taken along with or prior to the start of the sequence. (13 crs. total)

**SOCIAL POLICY COURSES:**

SWWEL 3037 Social Policy Analysis I (3 crs.)
  Additional policy course (3 crs.)
  One basic social policy analysis course is required; one additional policy course is required; options for course choice are available (6 crs. total)

**INTERDISCIPLINARY COMPONENTS OF DOCTORAL CURRICULUM**

The core requirement of the program involves 28 of the 40-46 minimum credits. The student is then usually able to use the six elective course selections to pursue more specialized interests. Certain options available in the program, especially the Joint Public Health Master's/Social Work PhD option and the graduate certificate in Women's Studies, offer particular advantages but tend to restrict the number of electives open to students. Students are encouraged to take graduate-level course work in other schools and departments of the University insofar as this is feasible within their program requirements. Many social welfare-related fields are open: sociology, economics, women's studies, social psychology, political science, law, urban affairs, public health, and others. The student can choose his or her courses from all graduate programs in the University. The student may take no more than two MSW courses as electives.

**SPECIALIZATION IN MENTAL HEALTH SERVICES RESEARCH**

This specialization is designed to prepare students for conducting research on mental health services topics, especially in areas addressed by our NIMH Center for Mental Health Services Research: access to services, adherence to treatment, and effectiveness. In addition to standard doctoral course requirements, this track specifies three more required courses (which can be counted toward the six general elective courses that all students take), three additional elective courses tailored to the mental health service focus, and participation in research-related activities. Required courses are: SW 3041 Mental Health Services Research, SW 2040 Grant Proposal Writing, and SW 3024 Directed Studies in Research. For the doctoral policy elective, students should take SWWEL 3057 Mental Health and Public Policy. Students should take other electives that support their research agenda. Psychiatric Epidemiology and Health Economics in the Graduate School of Public Health are strongly recommended. In addition, each student should take an elective in advanced statistics or research methodology. Students are also expected to attend Center Research Initiatives Seminars. Students will complete dissertation research that addresses the services themes listed above.

**CSWE REQUIREMENTS FOR SCHOOL OF SOCIAL WORK FACULTY POSITIONS**

Students interested in a faculty position in a School of Social Work after completing their PhD should be advised that the Council on Social Work Education, the accrediting body for social work undergraduate and master's programs, requires that social work practice courses be taught by faculty with the MSW plus two years of full-time post-MSW experience. Therefore, it is strongly recommended that any MSW graduates entering the doctoral program without such experience plan to obtain it before completing their PhD, and that any non-MSW graduate who desires an academic position in a School of Social Work should consider the option of the school's dual MSW-PhD program and plan to accumulate two years of full-time social work practice experience before seeking an academic position in social work.
ADMISSION TO PHD CANDIDACY IS ACCOMPLISHED THROUGH THE SUCCESSFUL COMPLETION OF A COMPREHENSIVE EXAMINATION. THIS EXAMINATION IS REQUIRED AND WILL BE TAKEN AT A TIME WHEN ALL REQUIRED AND ELECTIVE COURSE REQUIREMENTS ARE COMPLETED. THE COMPREHENSIVE EXAMINATION IS DESIGNED TO ASSESS STUDENT’S MASTERY OF THE FIELD OF SOCIAL WORK WITH PARTICULAR EMPHASIS ON THE CORE CURRICULUM AREAS WITHIN THE DOCTORAL PROGRAM AND THEIR INTERRELATIONSHIPS. THE EXAMINATION IS WRITTEN AND FOCUSES ON THE FOUR CORE CURRICULAR AREAS, NAMELY, SOCIAL WELFARE, SOCIAL POLICY, RESEARCH, AND SOCIAL SCIENCE THEORY AS THEY RELATED TO A SOCIAL PROBLEM AREA SELECTED BY THE STUDENT AS AN AREA OF SPECIALIZATION. THE EXAM IS GIVEN TWO TIMES A YEAR — LATE AUGUST AND EARLY JANUARY.

**COMPREHENSIVE EXAMINATION**

**DOCTORAL DISSERTATION**

The doctoral dissertation should represent a creative effort to build knowledge and theory in the field of social welfare. The first step in the dissertation effort is the preparation and submission of a brief proposal to the chairperson and the doctoral program director. Once this brief proposal is approved, the student begins preparation for the overview by forming a committee of faculty willing to assist and advise in the process of completing the dissertation. This committee must be composed of a minimum of four faculty members, three of whom must be School of Social Work faculty. Meetings of the doctoral candidate and his/her dissertation committee must occur at least annually to discuss objectives for the following year. The student then works with his or her committee, especially the chairperson, to prepare a dissertation overview, which consists of all the chapters of the dissertation up through methodology and plans for analysis of data. This overview must be defended orally in a meeting of the full dissertation committee. After acceptance of the overview by the dissertation committee, the candidate may proceed to the final stage of data collection, analysis, and interpretation. A second oral defense is held at the completion of a full dissertation. For a complete description of the dissertation proposal and approval process, see Regulations Pertaining to Doctoral Degrees, beginning on page 23.

**PhD COURSES**

- **SWRES** 3020 Research Methods I 3 crs.
- **SWRES** 3021 Multivariate Methods 4 crs.
- **SWRES** 3022 Research Methods II 3 crs.
- **SWRES** 3024 Directed Study in Research 3 crs.
- **SWRES** 3026 Evaluative Research 3 crs.
- **SWGEN** 3028 Directed Study in Teaching 3 crs.
- **SWRES** 3029 Inferential Statistics 3 crs.
- **SWWEL** 3030 Evaluation of American Social Welfare History and Policy 3 crs.
- **SWWEL** 3031 Social Policy Analysis 3 crs.
- **SWWEL** 3039 Social Policy and Gerontology 3 crs.
- **SWRES** 3041 Mental Health Services Research 3 crs.
- **SWRES** 3042 Epidemiological Analysis of Social Problems 2 crs.
- **SWGEN** 3044 Micro Social Science Theory 3 crs.
- **SWRES** 3045 Qualitative Research 3 crs.
- **SWRES** 3047 Community Assessment 3 crs.
- **SWGEN** 3053 Macro Social Science Theory 3 crs.
- **SWWEL** 3057 Mental Health and Public Policy 3 crs.
- **SWWEL** 3059 Child & Family Policy 3 crs.
- **SWWEL** 3061 Politics and Economics in Public Social Welfare Policy 3 crs.
- **SWGEN** 3066 Seminar in Social Work Education 3 crs.

*Courses marked with an asterisk are required/core courses. (Students must choose a third policy course to complete their core requirements.)*

**SCHOOL OF SOCIAL WORK FACULTY**

- **CAROL ANDERSON**, Professor of Psychiatry and Social Work; Director, Center for Mental Health Services Research, PhD, University of Pittsburgh
- **HELEN CAHALANE**, Child Welfare Education for Leadership (CWEL) Academic Coordinator and Lecturer, School of Social Work, PhD, University of Pittsburgh
- **VALIRE CARR-COPELAND**, Associate Professor, School of Social Work, PhD, University of Pittsburgh
- **KATHRYN COLLINS**, Assistant Professor, School of Social Work, PhD, University of South Carolina
- **JOYCE CRAWFORD MITCHELL**, Assistant Professor, School of Social Work, MSW, University of Alabama
- **CAROLINE DONOHUE**, Child Welfare Education for Leadership (CWEL) Agency Coordinator and Lecturer, School of Social Work, MSW, University of Pittsburgh
- **RAFAEL J. ENGEL**, Interim Associate Dean of Academic Affairs and Associate Professor, School of Social Work, PhD, University of Wisconsin
- **DAVID E. EPPERSON**, Dean and Professor, School of Social Work, PhD, University of Pittsburgh
- **BERNADETTE J. FLETCHER**, Assistant Professor, School of Social Work, PhD, University of Denver
- **CATHERINE G. GREENO**, Assistant Professor, School of Social Work, PhD, Stanford University
- **NANCY K. GROTE**, Assistant Professor, School of Social Work, PhD, University of Pittsburgh
- **C. MATTHEW HAWKINS**, Assistant Professor, School of Social Work, MSW, University of Pittsburgh
- **AURORA P. JACKSON**, Associate Professor, School of Social Work, PhD, Ohio State University
- **GARY F. KOESKE**, Professor, School of Social Work, PhD, Northwestern University
- **PATRICIA KOLAR**, Director of Field Education and Lecturer, School of Social Work, MSW, University of Pittsburgh
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GRADY H. ROBERTS, JR., Associate Dean for Admissions and Student Affairs and Associate Professor, School of Social Work, PhD, University of Pittsburgh

ESTHER SALES, Professor and Director of PhD Program, School of Social Work, PhD, University of Michigan

EDWARD W. SITES, Professor, School of Social Work, PhD, University of Pittsburgh

TRACY SOSKA, Director of Continuing Education; Lecturer; and Coordinator — Post Master’s Certificate Program in Family Therapy, School of Social Work, MSW, University of Pittsburgh

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SANDRA WEXLER, Assistant Professor and Director of MSW Program, School of Social Work, PhD, University of California, Berkeley

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HIDENORI YAMATANI, Interim Associate Dean of Research and Professor, School of Social Work, PhD, University of Pittsburgh