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.
TABLE OF CONTENTS

THE UNIVERSITY OF PITTSBURGH ...................... 1

About the University ........................................ 1
History ..................................................... 1
Accreditation ............................................... 1
Academic Organization and Pittsburgh Campus Overview .... 1
Organization of Graduate and Professional
Education at the University ................................ 2

APPLICATION FOR ADMISSION .................. 3

Graduate Admissions ......................................... 3
Application Procedures ..................................... 3
Application Deadlines ..................................... 3

Graduate Admissions of
International Students .................................... 3
International Student Application Deadlines and
Application Fee ............................................ 3
International Student Academic Background and
Credentials .................................................. 3
English Language Proficiency Requirements ............. 4
English Language Fluency for Teaching Assistants/Fellows ...... 4
Financial Support and Visa Documents .................. 4
Additional International Student Requirements .......... 4

Admissions Status .......................................... 4
Full Graduate Status ....................................... 4
Provisional Graduate Status ............................. 5
Special Status .............................................. 5
Guarantees and Early Admission to Graduate
and First-Professional Programs ......................... 5
Tuition Deposit ............................................. 5
Deferred Admission ...................................... 5
Readmission ............................................... 5
Changing the Field of Graduate Study ..................... 5

FINANCIAL ISSUES:
TUITION, FEES, LOANS, & SCHOLARSHIPS .......... 6

Tuition .................................................. 6
Tuition Deposit .......................................... 6
Full Tuition ................................................ 6
Residency/Reduced Tuition ................................ 6
Eligibility for Reduced Tuition ........................... 6
Financial Obligation of Students ......................... 6
Fees ....................................................... 6

Financial Aid ............................................ 7
Teaching and Research Appointments ..................... 7
Teaching Assistants (TA) ................................ 7
Teaching Fellows (TF) ................................... 7
Graduate Student Assistant (GSA) ......................... 7
Graduate Student Researcher (GSR) ....................... 7
Fellowships and Traineeships ............................ 7
Scholarships ............................................. 7
Stafford Loans .......................................... 8
Lifetime Learning Tax Credits .......................... 8

Deferred Payments ....................................... 8
Aid Deferrals ............................................ 8
Deferred Tuition Payment Plan .......................... 8
Payment .................................................. 8

CAMPUS FACILITIES & STUDENT SERVICES .... 9

Academic Resources ...................................... 9
University Library System ............................... 9
Barco Law Library ....................................... 9
Health Sciences Library System ......................... 9
Computing Services and Systems Development ........... 10
Campus Computing Labs ................................ 10
Network Authorization Accounts ....................... 10
Network Port Connectivity ............................. 10
Computer Consulting Services .......................... 10
Computer Sales and Digital Certification ................. 10
Computing Workshops and Training .................... 10
Network Services ....................................... 10
Research and Academic Support ...................... 10
Center for Biotechnology and Bioengineering .......... 10
Center for Instructional Development &
Distance Education (CIDDE) .......................... 11
Center for Philosophy of Science ....................... 11
English Language Institute ............................. 11
Institutional Review Board .............................. 11
Learning Research and Development Center (LRDC) .... 11
Learning Skills Center .................................. 11
Office of Measurement and Evaluation of Teaching (OMET)... 11
Office of Research ...................................... 11
University Center for International Studies (UCIS) .... 12
University Center for Social and Urban Research (UCSUR)... 12
Writing Center ......................................... 12
Services for New Teaching Assistants ................... 12

Housing ................................................... 12

Student Resources ...................................... 13
Affirmative Action ....................................... 13
Athletics .................................................. 13
Book Centers .......................................... 13
Child Care .............................................. 13
Counseling Center ...................................... 13
Disability Resources and Services ....................... 13
Food Services .......................................... 13
Health Care and Student Health Service ................ 14
ID Center .............................................. 14
International Services ................................... 14
Parking and Transportation ............................. 14
PITT ARTS .............................................. 15
Placement Service ...................................... 15
Public Safety ......................................... 15
Sexual Assault Services ................................. 15
Student Government .................................... 15
Student Organizations ................................... 16
Survival Skills and Ethics Program ....................... 16
Veterans Services ....................................... 16
William Pitt Union ..................................... 16

GENERAL ACADEMIC REGULATIONS .......... 17

Advising ................................................... 17

Allowable Credits ...................................... 17
Acceptance of Transfer Credits ......................... 17
Course Work Acceptable as Graduate Credit ............ 17
Credit by Course Examination .......................... 17
Cross Registration Credits ............................................. 17
Enrollment in Graduate Courses as an Undergraduate ...... 17

Registration ................................................................. 18
Registering for Classes .................................................... 18
Full-Time and Part-Time Study ........................................ 18
Maximum Credits per Term ............................................. 18
Registration Status at Graduation ..................................... 18
Inactive Status ............................................................... 18
Adding and Dropping Courses ......................................... 18
Auditing Courses ........................................................... 19
Cross Registration ........................................................... 19
Registering for Two Independent
Degree Programs Simultaneously ...................................... 19
Registering for Cooperative-, Dual-, and
Joint-Degree Programs ..................................................... 19
Monitored Withdrawal from a Course ............................... 19
Resigning from the University for a Specific Term .............. 19

Grading & Records .......................................................... 19
QPA and GPA ................................................................. 19
Academic Standards ......................................................... 19
Grading System ............................................................. 19
University Grading Options ............................................. 20
Letter Grades ................................................................. 20
Other Grades: Incomplete, Withdraw, Resign ................. 20
Repeating Courses ......................................................... 20
Changing Grades ........................................................... 20
Academic Record ............................................................ 21
Grade Report ................................................................. 21
Transcripts ..................................................................... 21
Academic Honors ........................................................... 21
Probation, Suspension, and Dismissal ......................... 21
Effect on Financial Aid and Scholarships ...................... 21

Editorial Assistance and Publication
of Theses/Dissertations .................................................. 21
Editorial Assistance ........................................................ 21

Regulations Pertaining to Master of
Arts and Master of Science Degrees ................................. 21
MA and MS Requirements .............................................. 22
Comprehensive Examination ......................................... 22
Thesis Option ............................................................... 22
Non-thesis Option ........................................................ 22

Regulations Pertaining to
Professional Master’s Degrees ........................................ 22
Professional Master’s Degree Requirements ..................... 22

Regulations Pertaining to
Doctoral Degrees .......................................................... 23
Admission to Doctoral Study ............................................. 23
Programs of Study ......................................................... 23
Credit Requirements ....................................................... 23
Residency Requirement ................................................... 24
Preliminary Evaluation .................................................... 24
Comprehensive Examination ......................................... 24
Doctoral Committee ....................................................... 24
Overview or Prospectus Meeting ..................................... 24
Admission to Candidacy for the Doctor of
Philosophy Degree ....................................................... 25
Registering for Full-Time Dissertation Study ................. 25
Dissertation and Abstract .............................................. 25
Language of the Doctoral Dissertation ............................ 25
Final Oral Examination ................................................. 25

Interdisciplinary Doctoral Programs ................................ 26
Other Doctoral Degrees ................................................ 26

Statute of Limitations/Leaves of Absence ......................... 26

Graduation ................................................................. 26
Requirements for Graduation ......................................... 26
Application to Graduate ................................................ 27
Certification for Graduation ........................................... 27
Commencement ............................................................ 27

Rights and Responsibilities .............................................. 27
Academic Integrity Policy ............................................... 27
Affirmative Action and Non-Discrimination Policy .......... 27
AIDS Policy ................................................................. 27
Computing Use Policy .................................................... 27
Copyright Policy ............................................................ 27
Drug-Free School and Workplace Policy ......................... 28
Faculty-Student Relationships ....................................... 28
Family Educational Rights and Privacy Act ...................... 28
Graduate Student Researcher Policy Statement ............... 28
Harassment Policies ....................................................... 28
Human Research Subjects: Institutional Review Board .... 28
Patent Policy ................................................................. 28
Research Integrity .......................................................... 29
Smoking Policy .............................................................. 29
Student Code of Conduct ............................................. 29
Judicial System .............................................................. 29
Teaching Assistant/Teaching Fellow/Graduate
Student Assistant Policy Statement ............................... 29

SPECIAL ACADEMIC OPPORTUNITIES ................................ 30
Area of Concentration and Minors .................................. 30
Certificate Programs ...................................................... 30
Cross Registration ........................................................ 30
Two Independent Degree Programs Simultaneously ....... 30
Cooperative-, Dual-, and Joint-Degree
Programs ........................................................................ 30

SCHOOLS, DEPARTMENTS,
AND PROGRAMS ......................................................... 31
Degree- and Certificate-Granting
Programs ........................................................................ 31

FACULTY OF ARTS AND SCIENCES ........................................ 34
Contact Information ....................................................... 34
Admissions ................................................................. 34
Deferred Admission ....................................................... 34
Transferring Between FAS Departments ......................... 34
Admission of International Students ............................... 34
Admission Status .......................................................... 35
Early Admission Program .............................................. 35
Inactive Status/Readmission ........................................... 35
Financial Assistance ....................................................... 35
Teaching and Research Appointments ......................... 35
Academic Standards ...................................................... 38
Credits and Grade Points ................................................. 38
Academic Probation and Dismissal ................................. 38
Withdrawal from Courses ............................................. 38
Repetition of Courses .................................................... 38
Grade Changes ............................................................. 38
<table>
<thead>
<tr>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>42</td>
</tr>
<tr>
<td>Bioethics</td>
<td>47</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>48</td>
</tr>
<tr>
<td>Chemistry</td>
<td>52</td>
</tr>
<tr>
<td>Classics</td>
<td>54</td>
</tr>
<tr>
<td>Communication</td>
<td>57</td>
</tr>
<tr>
<td>Computer Science</td>
<td>58</td>
</tr>
<tr>
<td>Cultural Studies</td>
<td>61</td>
</tr>
<tr>
<td>East Asian Languages and Literatures</td>
<td>63</td>
</tr>
</tbody>
</table>

**TABLE OF CONTENTS**

- Independent Study .......................................................... 38
- Directed Study ................................................................. 38
- Transfer Credits ............................................................... 38
- Registration of Undergraduate Students for Graduate Credit ................................................................. 39
- Statue of Limitations and Leaves of Absence ................................................................. 39
- Advising and Placement ......................................................... 39
- FAS Degree Requirements ...................................................... 39
- Requirements for the MA, MS, and MFA Degrees ................................................................. 39
- Credit Requirements .............................................................. 39
- Foreign Language Requirement .................................................. 40
- Comprehensive Examination ..................................................... 40
- Thesis .................................................................................. 40
- Application for Graduation ..................................................... 40
- Graduation Certification ........................................................ 40
- Requirements for the PhD Degree .............................................. 40
- Credit Requirements .............................................................. 40
- Course Requirements .............................................................. 40
- Foreign Language and/or Other Tools of Research ................................................................. 40
- Preliminary Examination .......................................................... 40
- Comprehensive Examination ..................................................... 40
- Doctoral Committee ................................................................. 40
- Admission to Candidacy for the PhD Degree ..................................... 40
- Dissertation ........................................................................ 41
- Language of the Doctoral Dissertation ........................................ 41
- Final Oral Examination ........................................................... 41
- Multiple Degree Options .......................................................... 41
- Department and Program Descriptions ........................................ 42
- Anthropology Contact Information .............................................. 42
- Admissions ................................................................. 42
- Financial Assistance .............................................................. 42
- Degree Requirements .............................................................. 42
- Requirements for the Master’s Degree ........................................ 42
- Requirements for the PhD Degree .............................................. 43
- Department Course Listings ...................................................... 45
- Bioethics Contact Information .................................................. 47
- Research ................................................................. 47
- Facilities ................................................................. 47
- Other Opportunities .............................................................. 47
- Admissions ................................................................. 47
- Financial Assistance .............................................................. 48
- Degree Requirements .............................................................. 48
- Requirements for the Master’s Degree ........................................ 48
- Program Courses ................................................................. 48
- Biological Sciences Contact Information ......................................... 48
- Research ................................................................. 49
- Facilities ................................................................. 49
- Interdepartmental Programs ...................................................... 49
- Structural Biophysics ............................................................... 49
- MD/PhD Program ................................................................. 49
- Admissions ................................................................. 49
- Financial Assistance .............................................................. 50
- Degree Requirements .............................................................. 50
- Requirements for the Master’s Degree ........................................ 50
- Requirements for the PhD Degree .............................................. 50
- Course Listings ................................................................. 50
- Chemistry Contact Information .................................................. 52
- Research ................................................................. 52
- Analytical Chemistry ............................................................. 52
- Biological Chemistry ............................................................. 52
- Inorganic Chemistry .............................................................. 52
- Organic Chemistry ............................................................... 52
- Physical Chemistry ............................................................... 52
- Facilities ................................................................. 52
- Chemical Physics Program ........................................................ 52
- Admissions ................................................................. 52
- Information for Newly Admitted Students ........................................ 52
- Degree Requirements .............................................................. 53
- Requirements for the Master’s Degree ........................................ 53
- Requirements for the PhD Degree .............................................. 53
- Course Listings ................................................................. 53
- Classics Contact Information ..................................................... 54
- Research ................................................................. 54
- Facilities ................................................................. 54
- Program in Classics, Philosophy, and Ancient Science ................................................................. 54
- Admissions ................................................................. 55
- Financial Assistance .............................................................. 55
- Degree Requirements .............................................................. 55
- Requirements for the Master of Arts Degree ........................................ 55
- Requirements for the PhD Degree .............................................. 55
- Course Listings ................................................................. 55
- Communication Contact Information ............................................... 57
- Research ................................................................. 57
- Facilities ................................................................. 57
- Interdisciplinary Programs ...................................................... 58
- Admissions ................................................................. 58
- Prerequisites for Graduate Study ................................................ 59
- Financial Assistance .............................................................. 59
- Degree Requirements .............................................................. 59
- Requirements for the Master’s Degree ........................................ 59
- Specialized Master of Science Tracks ........................................... 59
- Requirements for the PhD Degree .............................................. 59
- Course Listings ................................................................. 60
- Cultural Studies Contact Information .................................................. 61
- Publications ................................................................. 62
- Admissions ................................................................. 62
- Financial Assistance .............................................................. 62
- Requirements for the Master’s Certificate ........................................ 62
- Requirements for the Doctoral Certificate ....................................... 62
- Course Listings ................................................................. 62
- East Asian Languages and Literatures Contact Information .................................................. 63
- Admissions ................................................................. 63
- Financial Assistance .............................................................. 63
- Faculty Advisory Committee ........................................................ 63
- Admission to the MA Program ........................................................ 63
Physics and Astronomy .......................................................... 112
Contact Information ......................................................... 112
Research ........................................................................... 112
Facilities ............................................................................. 113
Admissions ......................................................................... 113
Financial Assistance ......................................................... 113
Degree Requirements ....................................................... 113
Requirements for the Master’s Degree ............................... 113
Requirements for the PhD Degree ...................................... 113
Course Listings .................................................................... 113

Mathematics ............................................................................. 102
Contact Information ......................................................... 102
Research ............................................................................. 102
Facilities ............................................................................. 102
Admissions ......................................................................... 102
Financial Assistance ......................................................... 102
Degree Requirements ....................................................... 102
Requirements for the Master’s Degree ............................... 102
Requirements for the PhD Degree ...................................... 102
Course Listings .................................................................... 102

Medieval and Renaissance Studies ....................................... 104
Contact Information ......................................................... 104
Library Resources ............................................................. 104
Special Features ................................................................ 105
Admissions ......................................................................... 105
Financial Assistance ......................................................... 105
Requirements for the Certificate ....................................... 105
Course Listings .................................................................... 105

Music ..................................................................................... 105
Contact Information ......................................................... 105
Program in Composition and Theory ................................. 105
Program in Ethnomusicology ............................................. 106
Program in Historical Musicology ..................................... 106
Admissions ......................................................................... 106
Application Deadlines ....................................................... 106
Financial Assistance ......................................................... 106
Degree Requirements ....................................................... 106
Requirements for the Master’s Degree ............................... 106
Requirements for the PhD Degree ...................................... 106
Course Listings .................................................................... 106

Neuroscience ......................................................................... 108
Contact Information ......................................................... 108
Research ............................................................................. 108
Admissions ......................................................................... 109
Degree Requirements ....................................................... 109
Financial Assistance ......................................................... 109
Philosophy ........................................................................... 109
Contact Information ......................................................... 109
The Center for Philosophy of Science ................................. 110
Program in Classics, Philosophy, and Ancient Science ....... 110
The Department of History and Philosophy of Science ...... 110
Admissions ......................................................................... 110
Financial Assistance ......................................................... 110
Degree Requirements ....................................................... 110
Requirements for the Master’s Degree ............................... 110
Requirements for the PhD Degree ...................................... 110
Course Listings .................................................................... 110

Admissions ........................................................................... 113
Financial Assistance ......................................................... 113
Degree Requirements ....................................................... 113
Requirements for the Master’s Degree ............................... 113
Requirements for the PhD Degree ...................................... 113
Course Listings .................................................................... 113

Political Science ...................................................................... 115
Contact Information ......................................................... 115
Admissions ......................................................................... 115
Financial Assistance ......................................................... 115
Degree Requirements ....................................................... 115
Requirements for the Master’s Degree ............................... 115
Requirements for the PhD Degree ...................................... 116
Course Listings .................................................................... 116

Psychology ............................................................................. 119
Contact Information ......................................................... 119
Research ............................................................................. 119
Facilities ............................................................................. 119
Admissions ......................................................................... 119
Financial Assistance ......................................................... 119
Degree Requirements ....................................................... 119
Requirements for the Master’s Degree ............................... 119
Requirements for the PhD Degree ...................................... 119
Course Listings .................................................................... 120

Religious Studies ................................................................... 121
Contact Information ......................................................... 121
Admissions ......................................................................... 121
Financial Assistance ......................................................... 121
Degree Requirements ....................................................... 122
Requirements for the Master’s Degree ............................... 122
Requirements for the PhD Degree ...................................... 122
Course Listings .................................................................... 123

Slavic Languages and Literatures .......................................... 125
Contact Information ......................................................... 125
Admissions ......................................................................... 125
Financial Assistance ......................................................... 125
Degree Requirements ....................................................... 125
Requirements for the Master’s Degree ............................... 125
Requirements for the PhD Program ................................. 126
Course Listings .................................................................... 127

Sociology ............................................................................... 128
Contact Information ......................................................... 128
Facilities ............................................................................. 128
Publications ....................................................................... 128
Admissions ......................................................................... 128
Financial Assistance ......................................................... 128
Degree Requirements ....................................................... 129
Requirements for the Master’s Degree ............................... 129
Requirements for the PhD Degree ...................................... 129
Course Listings .................................................................... 129

Statistics .............................................................................. 130
Contact Information ......................................................... 130
Research ............................................................................. 130
Facilities ............................................................................. 130
Admissions ......................................................................... 130
Financial Assistance ......................................................... 131
Degree Requirements ....................................................... 131
Requirements for the Master’s Degree ............................... 131
Requirements for the PhD Degree ...................................... 131
Course Listings .................................................................... 131
<table>
<thead>
<tr>
<th>MBA Program Descriptions</th>
<th>154</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time MBA Program</td>
<td>154</td>
</tr>
<tr>
<td>Part-Time/Evening MBA Program</td>
<td>158</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAS Administration</th>
<th>136</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>135</td>
</tr>
<tr>
<td>Certificate Program</td>
<td>135</td>
</tr>
<tr>
<td>Directed Study</td>
<td>135</td>
</tr>
<tr>
<td>Course Listings</td>
<td>135</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAS Faculty</th>
<th>136</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Africana Studies</td>
<td>136</td>
</tr>
<tr>
<td>Department of Anthropology</td>
<td>136</td>
</tr>
<tr>
<td>Department of Biological Sciences</td>
<td>137</td>
</tr>
<tr>
<td>Department of Chemistry</td>
<td>138</td>
</tr>
<tr>
<td>Department of Classics</td>
<td>139</td>
</tr>
<tr>
<td>Department of Communication</td>
<td>139</td>
</tr>
<tr>
<td>Department of Computer Science</td>
<td>139</td>
</tr>
<tr>
<td>Department of East Asian Languages and Literatures</td>
<td>140</td>
</tr>
<tr>
<td>Department of Economics</td>
<td>140</td>
</tr>
<tr>
<td>Department of English</td>
<td>140</td>
</tr>
<tr>
<td>Department of French and Italian Languages and Literatures</td>
<td>141</td>
</tr>
<tr>
<td>Department of Geology and Planetary Science</td>
<td>142</td>
</tr>
<tr>
<td>Department of Germanic Languages and Literatures</td>
<td>143</td>
</tr>
<tr>
<td>Department of Hispanic Languages and Literatures</td>
<td>143</td>
</tr>
<tr>
<td>Department of History</td>
<td>143</td>
</tr>
<tr>
<td>Department of History and Philosophy of Science</td>
<td>144</td>
</tr>
<tr>
<td>Department of Linguistics</td>
<td>144</td>
</tr>
<tr>
<td>Department of Mathematics</td>
<td>145</td>
</tr>
<tr>
<td>Department of Music</td>
<td>145</td>
</tr>
<tr>
<td>Center for Neuroscience</td>
<td>146</td>
</tr>
<tr>
<td>Department of Philosophy</td>
<td>147</td>
</tr>
<tr>
<td>Department of Physics and Astronomy</td>
<td>148</td>
</tr>
<tr>
<td>Department of Political Science</td>
<td>149</td>
</tr>
<tr>
<td>Department of Psychology</td>
<td>150</td>
</tr>
<tr>
<td>Department of Religious Studies</td>
<td>150</td>
</tr>
<tr>
<td>Department of Slavic Languages and Literatures</td>
<td>151</td>
</tr>
<tr>
<td>Department of Sociology</td>
<td>151</td>
</tr>
<tr>
<td>Department of Statistics</td>
<td>151</td>
</tr>
<tr>
<td>Department of Studio Arts</td>
<td>151</td>
</tr>
<tr>
<td>Department of Theatre Arts</td>
<td>152</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KATZ GRADUATE SCHOOL OF BUSINESS</th>
<th>153</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>153</td>
</tr>
<tr>
<td>Application Procedures</td>
<td>153</td>
</tr>
<tr>
<td>Degree Options</td>
<td>153</td>
</tr>
<tr>
<td>Special Academic Opportunities</td>
<td>153</td>
</tr>
<tr>
<td>Graduation</td>
<td>154</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MBA Program Descriptions</th>
<th>154</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time MBA Program</td>
<td>154</td>
</tr>
<tr>
<td>Part-Time/Evening MBA Program</td>
<td>158</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctoral Program</th>
<th>161</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>161</td>
</tr>
<tr>
<td>Application Procedures</td>
<td>161</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>161</td>
</tr>
<tr>
<td>Sequence of Study</td>
<td>162</td>
</tr>
<tr>
<td>Timeline to Graduation</td>
<td>162</td>
</tr>
<tr>
<td>Placement</td>
<td>162</td>
</tr>
<tr>
<td>Individual Program Design</td>
<td>162</td>
</tr>
<tr>
<td>Accounting</td>
<td>162</td>
</tr>
<tr>
<td>Artificial Intelligence</td>
<td>163</td>
</tr>
<tr>
<td>Business Environment, Ethics, and Public Policy</td>
<td>163</td>
</tr>
<tr>
<td>Finance</td>
<td>164</td>
</tr>
<tr>
<td>Information Systems</td>
<td>164</td>
</tr>
<tr>
<td>Marketing</td>
<td>165</td>
</tr>
<tr>
<td>Operations and Decision Sciences</td>
<td>165</td>
</tr>
<tr>
<td>Organizational Behavior and Human Resource Management</td>
<td>165</td>
</tr>
<tr>
<td>Strategic Planning and Organizational Studies</td>
<td>166</td>
</tr>
<tr>
<td>PhD Course Listings</td>
<td>166</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL OF DENTAL MEDICINE</th>
<th>170</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>170</td>
</tr>
<tr>
<td>Residency Training Programs</td>
<td>170</td>
</tr>
<tr>
<td>Admission Information</td>
<td>170</td>
</tr>
<tr>
<td>Selection Process Criteria</td>
<td>171</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>171</td>
</tr>
<tr>
<td>Advanced Education in General Dentistry</td>
<td>171</td>
</tr>
<tr>
<td>Certificate in Dental Anesthesiology</td>
<td>171</td>
</tr>
<tr>
<td>Dental Public Health</td>
<td>172</td>
</tr>
<tr>
<td>MDS and Certificate Programs in Endodontology</td>
<td>172</td>
</tr>
<tr>
<td>Maxillofacial Prosthetics</td>
<td>173</td>
</tr>
<tr>
<td>Oral and Maxillofacial Surgery</td>
<td>173</td>
</tr>
<tr>
<td>MDS and Orthodontics and Dentofacial Orthopedics</td>
<td>174</td>
</tr>
<tr>
<td>Advanced Pediatric Dentistry</td>
<td>174</td>
</tr>
<tr>
<td>MDS and Periodontics</td>
<td>175</td>
</tr>
<tr>
<td>MDS and Prosthodontics</td>
<td>175</td>
</tr>
</tbody>
</table>

| School of Dental Medicine Faculty | 175 |

<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>176</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>176</td>
</tr>
<tr>
<td>Types of Programs Offered</td>
<td>176</td>
</tr>
<tr>
<td>Admission</td>
<td>176</td>
</tr>
<tr>
<td>Changing Programs Offered</td>
<td>178</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>178</td>
</tr>
<tr>
<td>Advising</td>
<td>179</td>
</tr>
<tr>
<td>Teacher Education Regulations</td>
<td>179</td>
</tr>
</tbody>
</table>
Master’s Degree Requirements .................................................. 180
Common Requirements .......................................................... 181
Quality Point Average/Academic Probation ............................... 181
Statute of Limitations .................................................................. 181
Plan of Studies .......................................................................... 181
Master’s Comprehensive Examination ....................................... 182
Master’s Degree with Thesis ..................................................... 182
Master’s Degree with Thesis Equivalent ..................................... 182
Graduation Requirements .......................................................... 183
Doctoral Degree Requirements .................................................... 183
Credit Requirements .................................................................... 184
Statute of Limitations ................................................................. 184
Doctoral Preliminary Examination ............................................... 185
Advancement to Doctoral Study .................................................. 185
Doctoral Comprehensive Examination ....................................... 185
Dissertation Overview ................................................................ 186
Approval of Research with Human Subjects .............................. 186
Advancement to Doctoral Candidacy .......................................... 186
Dissertation ................................................................................ 186

Department of Administrative and Policy Studies .................................. 187
Admission ................................................................................. 187
School Leadership Development Program .................................... 187
Higher Education Administration Program ............................... 188
Social and Comparative Analysis in Education (SCAE) ................... 188
Department of Administrative and Policy Studies Courses ............. 188

Department of Health, Physical, and Recreation Education ................. 190
Contact Information ................................................................ 190
Admission ................................................................. 190
Degree Options ..................................................................... 190
Developmental Movement Program .......................................... 191
Exercise Physiology Program .................................................... 191
Health Promotion and Education Program ................................. 191
Sports Medicine Program .......................................................... 191
Department of Health, Physical, and Recreation Education Courses ... 191

Department of Instruction and Learning ........................................ 192
Admission ............................................................................. 192
Cognitive Studies Program ......................................................... 192
Early Childhood Education Program .......................................... 193
Elementary Education Program ................................................. 194
Reading Education Program ....................................................... 194
Secondary Education Program .................................................... 195
English/Communications Education Specialization ...................... 195
Mathematics Education Specialization ......................................... 196
Science Education Specialization ............................................... 196
Social Studies Education Specialization ....................................... 198
Foreign Language Education Specialization ................................. 198
Special Education Program ......................................................... 199
Supervisor of Special Education ................................................ 200
Special Education Doctoral Degrees .......................................... 200
Admission to Doctoral Programs in Special Education .................... 200
Education of Deaf and Hard-of-Hearing Students .......................... 200
Specialization ........................................................................ 200
Early Intervention for Children with Disabilities ........................... 200
Specialization ........................................................................ 201
Mental and Physical Disabilities Specialization ............................ 201

General Special Education ....................................................... 202
Vision Studies Specialization ..................................................... 202
Department of Instruction and Learning Course Listings ......... 202

Department of Psychology in Education ......................................... 207
Child Development and Child Care (CD&CC) Program ............... 207
Contact Information ............................................................. 207
Admission Application Process .................................................. 208
Financial Assistance .............................................................. 208
Advising and Placement ........................................................... 208
CD&CC Program Requirements ................................................ 208
CD&CC Curriculum ................................................................ 208
Specializations ..................................................................... 209
Child Development and Child Care Courses .............................. 209
School Counseling Program ....................................................... 209
Admission to School Counseling Program ................................ 209
School Counseling Degree and Certification Options ............... 209
Developmental and Educational Psychology Program ............. 210
Admission to Developmental and Educational Psychology Program ... 210
Research Methodology Program ............................................. 210
Admission to Research Methodology Program .......................... 210
Research Methodology Program Degree Options ..................... 211
Department of Psychology in Education Courses ..................... 211

School of Education Faculty ...................................................... 212
Department of Administrative and Policy Studies ....................... 212
Department of Health, Physical, and Recreation Education ........ 213
Department of Instruction and Learning ..................................... 213
Department of Psychology in Education ................................... 215

SCHOOL OF ENGINEERING ................................................. 216
Contact Information ............................................................. 216
Admissions ............................................................................ 216
Financial Aid ........................................................................ 217
Advisors ............................................................................. 217
Responsibility for Academic Progress ....................................... 217
Master of Science Programs ..................................................... 217
Doctor of Philosophy Programs ............................................... 218
Entrance to the PhD Program ................................................... 218
Course and Dissertation Credit Requirements .......................... 218
Doctor of Philosophy Examinations ............................................ 218
Preliminary Examination (Qualifier) .......................................... 218
Comprehensive Examination .................................................... 218
Final Oral Examination (Defense) ............................................. 219
Admission to PhD Candidacy .................................................... 219
Doctoral Committee ............................................................... 219
PhD Dissertation ................................................................. 219

Department of Bioengineering ..................................................... 219
Contact Information ............................................................. 219
Master of Science Programs ..................................................... 220
Doctor of Philosophy Program ................................................ 220
Bioengineering Graduate Courses .......................................... 220

Department of Chemical and Petroleum Engineering ..................... 220
Contact Information ............................................................. 221
Master of Science in Chemical Engineering (Research-Oriented Program) ... 221
Master of Science in Chemical Engineering (Professional Engineer Program) ... 221
Master of Science in Petroleum Engineering ................................ 221
Dual Master’s Degree ............................................................ 222
COURSE LISTINGS .......................................................... 254

Master of Physical Therapy .............................................. 254
SHRS Graduate ............................................................. 254
Communication Science and Disorders .................................. 255

SCHOOL OF INFORMATION SCIENCES ........................ 258

Mission of the School ..................................................... 258
Goals of the School ......................................................... 258
Contact Information ......................................................... 258
Admission .................................................................. 258
Financial Assistance ....................................................... 259
Academic Standards ....................................................... 259
Transfer of Credits ........................................................ 259
Satisfactory/Audit (S/N) Grading System .......................... 259
Advising and Placement .................................................. 259
Major and Degree Options .............................................. 259
Special Academic Opportunities/Programs ....................... 260
Colloquia ................................................................ 260
Continuing Education ..................................................... 260
Student Organizations .................................................... 260
Alumni Association ......................................................... 260
Beta Phi Mu ................................................................ 260

Department of Information Science and Telecommunications .......................... 260

Contact Information ......................................................... 261
Admissions ................................................................ 261
Registration and Residence Requirements ........................... 261
Master of Science in Information Science (MSIS) Program .............. 261
MSIS Admission Prerequisites ......................................... 262
MSIS Degree Requirements .............................................. 262
MSIS Statute of Limitations .............................................. 262
Master of Science in Telecommunications (MST) Program .............. 262
MST Admission Prerequisites ......................................... 262
MST Requirements ......................................................... 262
MST Statute of Limitations .............................................. 262
Doctor of Philosophy in Information Science (PhD - IS) Program ....... 262
PhD - IS Admission Requirements .................................. 263
PhD - IS Degree Requirements ........................................ 263
PhD Statute of Limitations .............................................. 263
Telecommunications Concentration ................................... 263
Certificates – Information Science and Telecommunications .......... 264
DIST Course Listings ....................................................... 264
Graduate Courses in Telecommunications .......................... 265

Department of Library and Information Science .............................. 266

Contact Information ......................................................... 266
Admissions ................................................................ 266
Master of Library and Information Science (MLIS) Program ............ 266
MLIS Degree Requirements .............................................. 266
Doctor of Philosophy in Library and Information Science (PhD - LIS) Program 267
PhD - LIS Admission Requirements .................................. 267
PhD - LIS Degree Requirements ........................................ 267
Statute of Limitations ..................................................... 268
School Library Certification Program (SLCP) ......................... 268
Supervisor of Library Science Certification (SLSC) Program .......... 268
Certificate of Advanced Study in Library and Information Science (CAS/LIS) Program 269
DLIS Course Listings ....................................................... 269

School of Information Sciences Faculty ................................... 270

Department of Information Science and Telecommunications ........ 270

Department of Library and Information Science ......................... 270

SCHOOL OF LAW-MSL DEGREE .................................. 272

Contact Information ......................................................... 272
Admissions ................................................................ 272
Financial Assistance ....................................................... 272
Academic Standards ....................................................... 272
Advising and Placement .................................................. 272
Degree Requirements ..................................................... 272
Major and Degree Options .............................................. 272

Faculty ............................................................... 272

SCHOOL OF MEDICINE ........................................... 273

Clinical Research Training Program (CRTP) ......................... 273

Contact Information ......................................................... 273

Interdisciplinary Biomedical Science Graduate Program ............... 273

Contact Information ......................................................... 273
Admissions ................................................................ 273
Financial Assistance ....................................................... 274
Academic Standards ....................................................... 274
General Degree Requirements – All Interdisciplinary Biomedical Science Students ......................................................... 274
Biochemistry and Molecular Genetics Program ....................... 274
Cell Biology and Physiology Program .................................. 274
Cellular and Molecular Pathology Program ............................ 275
Human Genetics Program ................................................ 275
Immunology Program ..................................................... 275
Molecular Pharmacology Program ....................................... 275
Molecular Toxicology Program .......................................... 276
Molecular Virology and Microbiology Program ....................... 276
Neurobiology ................................................................. 276
Interdisciplinary Biomedical Science Graduate Program Faculty .......... 277

TABLE OF CONTENTS ix
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Health Services</td>
<td>316</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>Affiliated Educational Certificate Programs</td>
<td>316</td>
</tr>
<tr>
<td>Certification in Public Health and Aging</td>
<td>316</td>
</tr>
<tr>
<td>Management of Nonprofit Organization</td>
<td>316</td>
</tr>
<tr>
<td>Certification Program</td>
<td>316</td>
</tr>
<tr>
<td>Certificate in Women’s Studies</td>
<td>317</td>
</tr>
<tr>
<td>Certificate in Latin American Studies</td>
<td>317</td>
</tr>
<tr>
<td>Research Focus</td>
<td>317</td>
</tr>
<tr>
<td>Contact Information</td>
<td>317</td>
</tr>
<tr>
<td>Admission: MPH Applicants</td>
<td>317</td>
</tr>
<tr>
<td>Admission: MPH/PhD in Social Work Applicants</td>
<td>317</td>
</tr>
<tr>
<td>Admission: MHPE Applicants</td>
<td>318</td>
</tr>
<tr>
<td>Admission: MPH/JD Applicants</td>
<td>318</td>
</tr>
<tr>
<td>Admission: MHA, MHA/MBA, and MHA/MPH Applicants</td>
<td>318</td>
</tr>
<tr>
<td>Admission: DrPH Applicants</td>
<td>318</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>318</td>
</tr>
<tr>
<td>Requirements for Master’s Degrees</td>
<td>318</td>
</tr>
<tr>
<td>Master of Public Health (MPH) Requirements</td>
<td>318</td>
</tr>
<tr>
<td>MPH/JD Requirements</td>
<td>318</td>
</tr>
<tr>
<td>MPH/PhD in Social Work Requirements</td>
<td>319</td>
</tr>
<tr>
<td>MPH/MPA and MPH/MPA Requirements</td>
<td>319</td>
</tr>
<tr>
<td>Master of Health Promotion and Education (MHPE) Requirements</td>
<td>319</td>
</tr>
<tr>
<td>Master of Health Administration (MHA) Requirements</td>
<td>319</td>
</tr>
<tr>
<td>Requirements for the Doctor of Public Health Program</td>
<td>319</td>
</tr>
<tr>
<td>Requirements for Certificate Programs</td>
<td>319</td>
</tr>
<tr>
<td>Certification in Public Health and Aging</td>
<td>319</td>
</tr>
<tr>
<td>Management of Nonprofit Organizations</td>
<td>319</td>
</tr>
<tr>
<td>Certification Program</td>
<td>319</td>
</tr>
<tr>
<td>Certificate in Women’s Studies</td>
<td>319</td>
</tr>
<tr>
<td>Certificate in Latin American Studies</td>
<td>319</td>
</tr>
<tr>
<td>Department of Human Genetics</td>
<td>319</td>
</tr>
<tr>
<td>Major Educational Areas and Programs</td>
<td>320</td>
</tr>
<tr>
<td>Human Genetics</td>
<td>320</td>
</tr>
<tr>
<td>Genetic Counseling</td>
<td>320</td>
</tr>
<tr>
<td>Research</td>
<td>320</td>
</tr>
<tr>
<td>Contact Information</td>
<td>320</td>
</tr>
<tr>
<td>Admission</td>
<td>320</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>320</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>320</td>
</tr>
<tr>
<td>MS in Human Genetics Requirements</td>
<td>320</td>
</tr>
<tr>
<td>MS in Genetic Counseling Requirements</td>
<td>321</td>
</tr>
<tr>
<td>PhD Human Genetics Requirements</td>
<td>321</td>
</tr>
<tr>
<td>Department of Infectious Diseases and Microbiology (IDM)</td>
<td>321</td>
</tr>
<tr>
<td>Contact Information</td>
<td>321</td>
</tr>
<tr>
<td>Admission</td>
<td>321</td>
</tr>
<tr>
<td>Early Admission into the PhD and MS Programs</td>
<td>321</td>
</tr>
<tr>
<td>Standard Admission into the PhD and MS Programs</td>
<td>322</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>322</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>322</td>
</tr>
<tr>
<td>Requirements for Master’s and Doctoral Degrees</td>
<td>322</td>
</tr>
<tr>
<td>Requirements for PhD</td>
<td>322</td>
</tr>
<tr>
<td>DrPH Program Requirements</td>
<td>322</td>
</tr>
<tr>
<td>MS Program Requirements</td>
<td>323</td>
</tr>
<tr>
<td>MPH Program Requirements</td>
<td>323</td>
</tr>
<tr>
<td>Multidisciplinary Master of Public Health Program</td>
<td>323</td>
</tr>
<tr>
<td>Contact Information</td>
<td>323</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>323</td>
</tr>
<tr>
<td>GSPH Course Offerings</td>
<td>324</td>
</tr>
<tr>
<td>Graduate School of Public Health Faculty</td>
<td>326</td>
</tr>
<tr>
<td>Graduate School of Public and International Affairs</td>
<td>333</td>
</tr>
<tr>
<td>Contact Information</td>
<td>333</td>
</tr>
<tr>
<td>Admissions</td>
<td>333</td>
</tr>
<tr>
<td>Non-Degree Admission</td>
<td>334</td>
</tr>
<tr>
<td>Admission Prerequisites</td>
<td>334</td>
</tr>
<tr>
<td>Admission Deadlines</td>
<td>334</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>334</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>334</td>
</tr>
<tr>
<td>Advising and Placement</td>
<td>334</td>
</tr>
<tr>
<td>Master’s Degree Requirements</td>
<td>335</td>
</tr>
<tr>
<td>Major and Degree Options</td>
<td>335</td>
</tr>
<tr>
<td>Special Academic Opportunities/Programs</td>
<td>336</td>
</tr>
<tr>
<td>Master of Public Administration (MPA)</td>
<td>336</td>
</tr>
<tr>
<td>Requirements for the Master of Public Administration</td>
<td>336</td>
</tr>
<tr>
<td>Policy Research and Analysis (PRA)</td>
<td>337</td>
</tr>
<tr>
<td>Required courses</td>
<td>337</td>
</tr>
<tr>
<td>Public and Nonprofit Management (PNM)</td>
<td>337</td>
</tr>
<tr>
<td>Required courses</td>
<td>337</td>
</tr>
<tr>
<td>Urban and Regional Affairs (URA)</td>
<td>337</td>
</tr>
<tr>
<td>Required courses</td>
<td>337</td>
</tr>
<tr>
<td>Criminal Justice (CJ) Minor</td>
<td>338</td>
</tr>
<tr>
<td>Environmental Management and Policy (EMP) Minor</td>
<td>338</td>
</tr>
<tr>
<td>Nonprofit and Nongovernmental Organizations (NGO) Minor</td>
<td>338</td>
</tr>
<tr>
<td>Personnel and Labor Relations Minor</td>
<td>338</td>
</tr>
<tr>
<td>Requirements for the Certificate in Personnel and Labor Relations</td>
<td>339</td>
</tr>
<tr>
<td>MPA Program Course Listings</td>
<td>339</td>
</tr>
<tr>
<td>Master of Public and International Affairs (MPIA)</td>
<td>340</td>
</tr>
<tr>
<td>Requirements for Masters of Public and International Affairs</td>
<td>340</td>
</tr>
<tr>
<td>Economic and Social Development Major (MPIA/ESD)</td>
<td>340</td>
</tr>
<tr>
<td>Human Resource Management in Development</td>
<td>341</td>
</tr>
<tr>
<td>Global Political Economy Major</td>
<td>341</td>
</tr>
<tr>
<td>Security and Intelligence Studies Major</td>
<td>342</td>
</tr>
<tr>
<td>MPIA Program Course Listings</td>
<td>342</td>
</tr>
<tr>
<td>Master of Public Policy and Management (MPPM)</td>
<td>343</td>
</tr>
<tr>
<td>Requirements for Masters of Public Policy and Management (MPPM)</td>
<td>343</td>
</tr>
<tr>
<td>Doctor of Philosophy in Public and International Affairs</td>
<td>343</td>
</tr>
<tr>
<td>Requirements for the PhD</td>
<td>343</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>344</td>
</tr>
<tr>
<td>Mentors</td>
<td>344</td>
</tr>
<tr>
<td>Preliminary Planning Meeting</td>
<td>344</td>
</tr>
</tbody>
</table>
Annual Reviews ................................................................. 344
Doctoral Core Courses .................................................... 344
Other Courses ................................................................ 344
Language Requirements .................................................. 344
Fields of Study .................................................................. 344
Policy Issue Area Field ................................................... 344
Research and Technical Skills Field ................................. 344
Comprehensive Examinations .......................................... 344
Dissertation ...................................................................... 345
Colloquium .................................................................... 345
Defense .......................................................................... 345
Doctoral Program Course Listing ...................................... 345

Graduate School of Public and International Affairs Faculty .............................................. 345

SCHOOL OF SOCIAL WORK ........................................ 347
Admissions ...................................................................... 347
Financial Assistance ....................................................... 348
Academic Standards ....................................................... 348
NASW Code of Ethics ....................................................... 349
Advising and Placement .................................................. 349
MSW and PhD Degree Requirements ............................... 350
Degree Options .................................................................. 350
MSW Joint and Cooperative Degree Programs .................. 350
PhD Joint Degree Programs ............................................. 351
Special Academic Opportunities ...................................... 351

Master of Social Work .................................................... 351
MSW Admissions Information ........................................... 352
Financial Assistance for MSW Students ............................ 353
MSW Degree Requirements ............................................. 353
MSW Academic Standards: Probation ................................ 353
Part-Time MSW Students .................................................. 353
Advanced Standing and Exemptions for MSW Course Work .................................................. 353
Organization of the MSW Curriculum ............................... 353
Foundation Curriculum ................................................... 353
Concentration Curricula ................................................... 354
Community Organization and Social Administration (COSA) Concentration ................................... 354
Direct Practice with Individuals, Families, .......................... 354
and Groups Concentration ............................................. 355
Direct Practice Certificate Programs ................................ 357
MSW Courses ................................................................ 358

Post-Master's Certificate Programs ................................. 359
Post-Master's Family Therapy Certificate .......................... 359
Admission Requirements .................................................. 359

Post-Master's Employee Assistance Program Certificate .................. 359
Admission Requirements .................................................. 360

Post-Master's Home and School Visitor Certification Program .............................................. 360

Doctor of Philosophy Program ....................................... 360
Admission to Doctoral Program ....................................... 360
Program Transfer Credits .................................................. 361
Financial Assistance for Doctoral Students .......................... 361
Doctoral Curriculum Objectives ...................................... 361
Doctoral Requirements ..................................................... 361
Grades in Course Work .................................................... 362
Program Flexibility and Individualization .......................... 362
Core Doctoral Curriculum .............................................. 362

Interdisciplinary Components of Doctoral Curriculum .................................................. 362
Specialization In Mental Health Services Research .................. 362
CSWE Requirements for School of Social Work Faculty Positions .................................. 362
Comprehensive Examination ......................................... 363
Doctoral Dissertation .................................................... 363
PhD Courses .................................................................. 363

School of Social Work Faculty ......................................... 363

UNIVERSITY CENTER FOR INTERNATIONAL STUDIES .............................................. 365
Contact Information ....................................................... 365
Admission to Certificate Programs ................................... 365
Advising ........................................................................ 365
Certificate Requirements .............................................. 365
Major and Degree Options .............................................. 365

Asian Studies Program .................................................... 365
Asian Studies Certificate Requirements ............................ 366
Financial Assistance ....................................................... 366
Asian Studies Program — Graduate Course Listing .................. 366

Latin American Studies ................................................... 370
Admissions to Center for Latin American Studies ............... 370
Financial Assistance ....................................................... 370
Requirements for Certificates ........................................ 370
Graduate Certificate in Latin American Studies .................. 370
Graduate Certificate in Latin American Social and Public Policy ........................................ 371
Center for Latin American Studies Course List .................. 371

West European Studies ................................................... 372
Financial Assistance ....................................................... 373
Requirements for the Certificate ..................................... 373
West European Studies Course List ................................. 373

East European Studies, Russian Studies, and Soviet Studies .................................................. 376
Financial Assistance ....................................................... 377
Requirements for REES Certificates ............................... 377
REES Course List ......................................................... 377

FIRST-PROFESSIONAL PROGRAMS ................................ 380

SCHOOL OF DENTAL MEDICINE ........................................ 381
Contact Information ....................................................... 381
Admissions Requirements .............................................. 381
Selection of Students ..................................................... 382
Transfer Students ......................................................... 382
Financial Assistance ....................................................... 382
Scholarships ................................................................. 382
Loans ........................................................................... 382

Academic Standards: Professional/Ethical Conduct Statement For Students .................. 383
Grading ................................................................. 383
DMD Program Requirements ........................................ 383
DMD Curriculum ......................................................... 383

School of Dental Medicine Faculty .................................. 384
SCHOOL OF LAW .................................................. 387
Contact Information ........................................... 387
Admissions .......................................................... 387
Admission: Transfer and Visiting Students .............. 387
Flex-Time Program ............................................ 387
Financial Assistance ............................................ 388
Academic Standards .......................................... 388
Advising and Placement ...................................... 388
Degree Requirements .......................................... 389
Joint Degree Options .......................................... 389
Law and Public Administration (JD/MPA) ............... 389
Law and International Affairs (JD/MPIA) ............... 389
Law and Business Administration (JD/MBA) ......... 389
Law and Public Health (JD/MPH) ......................... 389
Law and Bioethics (JD/MA) .................................. 389
Law and Industrial Management (JD/MSIA) ........... 389
Law and Public Management (JD/MS) .................... 389
Law and Arts Management (JD/MAM) ................. 389
Special Academic Opportunities/Programs ............ 389
Health Law Certificate Program .......................... 389
Environmental Law, Science, and Policy Certificate Program .............................................. 390
International and Comparative Law Certificate Program ............................................................. 391

LLM Program for Foreign Law Graduates .............. 391
Admission to LLM Program for Foreign Law Graduates ................................................................. 391
Financial Assistance ........................................... 392
Academic Standards .......................................... 392
Advising and Placement ...................................... 392
Degree Requirements .......................................... 392
Special Academic Opportunities/Programs: Center for International Legal Education ............ 392

School of Law Faculty ........................................ 392

SCHOOL OF MEDICINE ......................................... 394
Contact Information ........................................... 394
Requirements for Admission ................................ 394
International Applicants ..................................... 394
Application Procedures and Deadline .................... 394
Financial Aid ..................................................... 395
Academic Standards .......................................... 395
Grading ............................................................. 395
Advising ............................................................. 396
Degree Requirements .......................................... 396
Degree Options ................................................... 396

School of Medicine Faculty ................................ 396
Department of Anesthesiology .............................. 396
Department of Cell Biology and Physiology .......... 399
Department of Dermatology ................................ 399
Department of Emergency Medicine ..................... 400
Department of Family Medicine and Clinical Epidemiology .................................................. 400
Department of Medicine ...................................... 400
Department of Molecular Genetics and Biochemistry ............................................................... 406
Department of Neurobiology ................................ 407
Department of Neurology .................................... 408
Department of Neurosurgery ............................... 408
Department of Obstetrics, Gynecology, and Reproductive Sciences ......................................... 409

Department of Ophthalmology ............................ 410
Department of Orthopaedic Surgery ....................... 411
Department of Otalaryngology ............................. 412
Department of Pathology .................................... 413
Department of Pediatrics ..................................... 415
Department of Pharmacology ............................... 418
Department of Physical Medicine and Rehabilitation ................................................................. 418
Department of Psychiatry .................................... 419
Department of Radiation Oncology ....................... 422
Department of Radiology .................................... 423
Department of Surgery ........................................ 424
Department of Urology ........................................ 427

SCHOOL OF PHARMACY .......................................... 429
Contact Information ........................................... 429
Admissions Requirements and Application Deadlines ................................................................. 430
Admission Options ............................................. 430
Conditional Admission ........................................ 430
Open Admission ................................................ 430
Application Procedure ........................................ 430
Tuition Deposit .................................................. 430
Financial Assistance: University-Wide and School-Specific .................................................. 430
Academic and Professional Standards .................... 431
Advising ............................................................. 432
Placement .......................................................... 432
Degree Requirements .......................................... 432
Special Academic Opportunities/Programs ............ 432

Program Description ........................................... 432
School of Pharmacy Course Offerings .................... 433
School of Pharmacy Faculty ................................ 433

ADMINISTRATIVE OFFICERS ................................. 437
BOARD OF TRUSTEES ........................................... 437
DEANS OF THE UNIVERSITY. PITTSBURGH CAMPUS ................................................................. 437
SCHOOLS AND CAMPUS ....................................... 437

ACADEMIC CALENDAR 2001-2004 ......................... 438
INDEX ................................................................. 441
MAP ................................................................. 452

NONDISCRIMINATION POLICY STATEMENT ........... 454
THE UNIVERSITY OF PITTSBURGH

ABOUT THE UNIVERSITY

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

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

HISTORY

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

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

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

In 1910, a faculty committee drafted proposals, adopted by the board of trustees in 1913, making the Graduate School an independent administrative unit of the University and authorizing the selection of a Graduate Council. The Graduate School was grouped into three divisions (Humanities, Social Sciences, and Natural Sciences) in 1947. Until 1956, the administration of graduate study was the responsibility of the dean of the Graduate School and the Graduate Council. At that time, the individual schools and the three divisions were given direct administrative responsibility for their graduate programs in accord with the regulations established by the University Council on Graduate Study—formerly the Graduate Council. In 1968, the dean of the Graduate School retired from his administrative role, and the position he had held was discontinued. General responsibility for the University’s graduate programs was assigned to the provost pending reorganization of the University’s graduate structure. The University Council on Graduate Study, the University administration, and members of the Graduate Faculty cooperated in drafts 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 years history of the University, graduate education has grown to encompass the Faculty of Arts and Sciences and all 13 of the professional schools, which share a commitment to meet the nation’s need for well-educated researchers, scholars, and leaders of professions and the tri-state region’s need for trained professionals.

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

ACCREDITATION

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

ACADEMIC ORGANIZATION AND PITTSBURGH CAMPUS OVERVIEW

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

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

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

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

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

ORGANIZATION OF GRADUATE AND PROFESSIONAL EDUCATION AT THE UNIVERSITY

While the University Council on Graduate Study (http://www.pitt.edu/~graduate/ucgs.html), acting for the Graduate Faculty, develops minimum standards for graduate work throughout the University, the immediate responsibility for developing and administering graduate programs is assigned to the deans and Graduate Faculty members of the several schools and the Faculty of Arts and Sciences. This responsibility applies both to the traditional MA, MS, and PhD programs and to programs leading to advanced professional degrees, except for first-professional degrees (i.e., the MD, JD, LLM, PharmD, and DMD). The provost has responsibility for the general supervision of graduate and professional programs, including first-professional degree programs, throughout the University, giving leadership to the deans and faculties in maintaining high standards of instruction and research.

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

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

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

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

GRADUATE ADMISSIONS

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

APPLICATION PROCEDURES

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

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

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

APPLICATION DEADLINES

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

GRADUATE ADMISSIONS OF INTERNATIONAL STUDENTS

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

INTERNATIONAL STUDENT APPLICATION DEADLINES AND APPLICATION FEE

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

INTERNATIONAL STUDENT ACADEMIC BACKGROUND AND CREDENTIALS

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

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

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

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

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

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

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

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

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

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

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

It is strongly recommended that students arrive in Pittsburgh at least two weeks before the start of the term to allow sufficient time to make housing arrangements and take part in the orientation program conducted by the Office of International Services. In addition, the advising section of the Office of International Services, located in 708 William Pitt Union, offers assistance on a wide range of matters of concern to students from other countries. Call (412) 624-7120 or see http://www.pitt.edu/~osas/ 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>$200</td>
</tr>
<tr>
<td>MBA Program</td>
<td></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>Due April 15</td>
<td>$200</td>
</tr>
<tr>
<td>Due June 15</td>
<td>$300</td>
</tr>
<tr>
<td>School of Law</td>
<td>$100</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>$250</td>
</tr>
<tr>
<td>School of Nursing (Anesthesia)</td>
<td></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/tuition.htm.

RESIDENCY/REDUCED TUITION

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

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/tuition.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/criPgCrsInfo.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/](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](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/~osafa. Information on Stafford Loans is available online at http://www.finaid.org/loans/studentloan.phtml; the University's Graduate Admissions and Financial Aid site (http://www.pitt.edu/~graduate/admissions.html) includes links to loan information for graduate students.

LIFETIME LEARNING TAX CREDITS

Taxpayers are eligible to claim a non-refundable Lifetime Learning Credit against their federal income taxes for the qualified tuition and related expenses of students who are enrolled in eligible educational institutions. Through 2002, the amount that may be claimed as a credit is equal to 20 percent of the taxpayer's first $5,000 of out-of-pocket qualified tuition and related expenses for all the students in the family. After 2002, the credit amount is equal to 20 percent of the taxpayer's first $10,000 of out-of-pocket qualified tuition and related expenses. Qualifed 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/inaits/hope/tax_qa/sec2.html.

DEFERRED PAYMENTS

AID DEFERRALS

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

DEFERRED TUITION PAYMENT PLAN

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

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

PAYMENT

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

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

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

CHECK AND CREDIT CARD ADJUSTMENTS

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

ACADEMIC RESOURCES

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

UNIVERSITY LIBRARY SYSTEM

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

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

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

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

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

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

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

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

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

COMPUTING SERVICES AND SYSTEMS
DEVELOPMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OFFICE OF RESEARCH
The Office of Research is charged with administrative responsibility for all University research and related activities involving extramural sponsorship. The Office of Research serves as both a center of advocacy for research and related activities and a facilitator of the research environment. The functional areas supported by Office of Research staff include information services on potential sources of funding, project and proposal development assistance, and grants and contracts administration for both pre-award and selected post-award tasks. All funding proposals submitted by University personnel must be transmitted to and reviewed by Office of Research staff to assure adherence to internal and external policies and procedures. For more information on the office’s services, call (412) 624-7400, visit 350 Thackeray Hall, or see http://www.pitt.edu/~offres/.
UNIVERSITY CENTER FOR INTERNATIONAL STUDIES (UCIS)
The University Center for International Studies (UCIS) is the central coordinating and support mechanism for the international activities of the University of Pittsburgh. As a University-wide center, UCIS supports multidisciplinary programs of research and instruction in international and area studies, linking departments and schools of the University. It connects the University with private and public sector institutions, other universities, and institutions in other countries to strengthen the University’s international dimension of teaching, research, and public service. UCIS aids students in their acquisition of international knowledge through certificate programs, study abroad programs, curriculum developments, and seminars; assists faculty in their international research, teaching, and service; and develops and manages international programs and projects. The center offers graduate certificate programs through its four area studies centers (Asian Studies, Latin American Studies, Russian and East European Studies, and West European Studies), all of which are designated by the federal government as National Resource Centers. Area studies certificates give evidence of language proficiency and area knowledge, which students find useful for international careers or for advanced degrees with a focus in a particular world area.

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

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

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

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

For more information on UCSUR, call (412) 624-5442 or see http://www.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 at any time, but it is best to call for an appointment. The Writing Center is open Monday through Friday and also has some evening hours. For more information, call (412) 624-6556, stop by room 501 Cathedral of Learning, or see http://www.pitt.edu/~englweb/writecent.html.

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

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

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

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

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

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

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

AFFIRMATIVE ACTION

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

ATHLETICS

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

VARSITY SPORTS

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

INTRAMURAL AND CLUB SPORTS

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

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

SPORTS FACILITIES

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

BOOK CENTERS

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

CHILD CARE

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

COUNSELING CENTER

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

DISABILITY RESOURCES AND SERVICES

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

FOOD SERVICES

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

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/uccd/child.html.

COUNSELING CENTER

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

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

HEALTH CARE AND STUDENT HEALTH SERVICE

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

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

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

Teaching Assistants, Teaching Fellows, Graduate Student Assistants, and Graduate Student Researchers with eligible academic appointments are currently eligible to enroll in a managed care plan. The University will cover the cost of this insurance for these eligible graduate students. Coverage is available for eligible spouses and dependents by paying the difference between the individual and dependents by paying the difference between the individual and the plan. Coverage is available for eligible spouses and dependents by paying the difference between the individual and family plans, as well as comprehensive health education programs. Coverage is available for eligible spouses and dependents by paying the difference between the individual and family plans, as well as comprehensive health education programs. Call (412) 383-1800 or see http://www.pitt.edu/~studhlth for more information.

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ID CENTER

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

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

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

INTERNATIONAL SERVICES

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

PARKING AND TRANSPORTATION

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

PARKING SERVICES

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

RIDESHARING

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

PITTSBURGH CAMPUS TRANSPORTATION SYSTEM

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

VAN CALL

An on-call Van Call is available from 7 p.m. until 3 a.m. Sunday through Wednesday, and from 7 p.m. until 5 a.m. Thursday through Saturday, to transport students from campus to a residence or from a residence to campus. This service is only available for those not on a fixed shuttle route and within the following area around the campus: South—Second
Avenue/Center for Biotechnology and Bioengineering parking; North—Baum Boulevard; West—Robinson/Craft Avenue; and East—Morewood Avenue. Van Call will also pick up students at the downtown Greyhound bus station on Sundays only. Students may call (412) 624-1700 to have the on-call van dispatched to their location.

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT ORGANIZATIONS

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

SURVIVAL SKILLS AND ETHICS PROGRAM

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

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

VETERANS SERVICES

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

ADVISING

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

Students are encouraged to consult with the individual school for school-specific advising services. In addition, the online Schedule of Classes can be a useful advising tool (see [http://www.pitt.edu/~srfsweb/crsinPgCrsInfo.htm](http://www.pitt.edu/~srfsweb/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/crsinPgCrsInfo.htm](http://www.pitt.edu/~srfsweb/crsinPgCrsInfo.htm)), in course descriptions, on calendars (including the University’s Academic Calendar at [http://www.pitt.edu/~provost/calendar.html](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](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](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).

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

### MAXIMUM CREDITS PER TERM

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

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

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

### REGISTRATION STATUS AT GRADUATION

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

### INACTIVE STATUS

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

### ADDING AND DROPPING COURSES

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

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

CROSS REGISTRATION

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

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

REGISTERING FOR TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

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

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

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

MONITORED WITHDRAWAL FROM A COURSE

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

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

RESIGNING FROM THE UNIVERSITY FOR A SPECIFIC TERM

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

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

GRADING & RECORDS

QPA AND GPA

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

ACADEMIC STANDARDS

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

GRADING SYSTEM

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

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

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

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

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

Students receive the grade H or S for satisfactory work and U for unsatisfactory work. The grades H and S are counted toward graduation but not the student's 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 Superior Attainment</td>
</tr>
<tr>
<td>A</td>
<td>4.00</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 THESES/DISSERTATIONS

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

EDITORIAL ASSISTANCE

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

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

PUBLICATION OF THESES/DISSERTATIONS

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

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

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

REGULATIONS PERTAINING TO MASTER OF ARTS AND MASTER OF SCIENCE DEGREES

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

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

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

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

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

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

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

COMPREHENSIVE EXAMINATION

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

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

THESIS OPTION

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

NON-THESIS OPTION

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

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

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

REGULATIONS PERTAINING TO PROFESSIONAL MASTER’S DEGREES

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

PROFESSIONAL MASTER’S DEGREE REQUIREMENTS

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

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

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

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

**REGULATIONS PERTAINING TO DOCTORAL DEGREES**

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

**ADMISSION TO DOCTORAL STUDY**

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

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

**PROGRAMS OF STUDY**

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

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

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

Doctoral level courses are numbered in the 3000 series, but courses numbered below 2000 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 identifiable field as it is currently practiced, present a hypothesis tested by data and analysis, and provide a significant contribution or advancement in that field. It is the responsibility of the student’s doctoral committee to evaluate the dissertation in these terms and to recommend the awarding of the doctoral degree only if the dissertation is judged to demonstrate these qualities.

A dissertation should demonstrate the following characteristics:

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

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

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

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

LANGUAGE OF THE DOCTORAL DISSERTATION

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

FINAL ORAL EXAMINATION

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

INTERDISCIPLINARY DOCTORAL PROGRAMS

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

GENERIC PROGRAMS

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

INDIVIDUALIZED PROGRAMS

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

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

OTHER DOCTORAL DEGREES

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

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

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

STATUTE OF LIMITATIONS/LEAVES OF ABSENCE

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

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

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

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

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

GRADUATION

REQUIREMENTS FOR GRADUATION

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

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

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

CERTIFICATION FOR GRADUATION

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

COMMENCEMENT

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

RIGHTS AND RESPONSIBILITIES

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

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

ACADEMIC INTEGRITY POLICY

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

AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

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

AIDS POLICY

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

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

COMPUTING USE POLICY

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

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

COPYRIGHT POLICY

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

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

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

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

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

For complete text on this policy, see http://www.pitt.edu/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.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 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>
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<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>
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<tr>
<td>Anatomy-Histology</td>
<td>Certificate</td>
<td>Dental Medicine</td>
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<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>
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<tr>
<td>Applied Statistics</td>
<td>MBA/MA</td>
<td>Business/FAS</td>
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<tr>
<td>Area Studies</td>
<td>Certificate</td>
<td>UCIS</td>
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<tr>
<td>Asian Studies</td>
<td>MS, PhD</td>
<td>FAS</td>
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<tr>
<td>Astronomy</td>
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<tr>
<td>Behavioral and Community Health</td>
<td>MPH</td>
<td>GSPH</td>
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<tr>
<td>Sciences</td>
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<tr>
<td>Biochemistry &amp; Molecular Genetics</td>
<td>MS, PhD</td>
<td>Medicine</td>
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<tr>
<td>Bioengineering</td>
<td>MSBeng, PhD</td>
<td>Engineering</td>
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<tr>
<th>Program</th>
<th>Degree(s) Offered</th>
<th>Academic Center¹</th>
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</thead>
<tbody>
<tr>
<td>Bioethics</td>
<td>MA</td>
<td>FAS</td>
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<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 Administration</td>
<td>MBA, PhD</td>
<td>Business</td>
</tr>
<tr>
<td>Cell Biology and Molecular</td>
<td>MS, PhD</td>
<td>Medicine</td>
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<td>Pathology</td>
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<td>Chemical Engineering</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Civil &amp; Environmental Engineering</td>
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<tr>
<td>Clinical Cardiovascular</td>
<td>Certificate</td>
<td>Engineering</td>
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<tr>
<td>Research</td>
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<tr>
<td>Communication Science and Disorders</td>
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<td>Computer Science</td>
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<tr>
<td>Cultural Studies</td>
<td>Certificate</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>
<td>MA</td>
<td>FAS</td>
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<tr>
<td>Eastern European Studies</td>
<td>Certificate</td>
<td>UCIS</td>
</tr>
<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>GSPH</td>
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<tr>
<td>Electrical Engineering</td>
<td>MSEE, PhD</td>
<td>Engineering</td>
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<tr>
<td>Employee Assistance Program</td>
<td>Certificate</td>
<td>Social Work</td>
</tr>
<tr>
<td>Endodontics</td>
<td>Certificate, MDS</td>
<td>Dental Medicine</td>
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<tr>
<td>English</td>
<td>MA, MFA, PhD</td>
<td>FAS</td>
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<tr>
<td>Environmental and Occupational Health</td>
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<tr>
<td>Environmental Health Risk Assessment</td>
<td>Certificate</td>
<td>GSPH</td>
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<tr>
<td>Environmental Law, Science, and Policy</td>
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<tr>
<td>Epidemiology</td>
<td>Certificate</td>
<td>Law</td>
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<tr>
<td>Family and Marital Therapy</td>
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<tr>
<td>Film Studies</td>
<td>Certificate</td>
<td>Social Work</td>
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<tr>
<td>French</td>
<td>MA, PhD</td>
<td>FAS</td>
</tr>
<tr>
<td>Genetic Counseling</td>
<td>MS</td>
<td>FAS</td>
</tr>
<tr>
<td>Geology and Planetary Science</td>
<td>MS, PhD</td>
<td>GSPH</td>
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<tr>
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<tr>
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<td>Program</td>
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<td>Women’s Studies</td>
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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 mission of the Katz Graduate School of Business is to create and disseminate knowledge that enhances the quality of the management of organizations. The school seeks to nurture high quality research and to encourage the infusion of new knowledge created through this research into undergraduate, graduate, and non-degree educational programs and community involvement. The Katz School is dedicated to delivering excellent programs that provide its students with superior skills to meet the evolving demands of the organizations for which they work.

The vision of the Katz School is to be locally, nationally, and internationally renowned as a leader in business education. The primary goals of the school are to have a highly ranked MBA program, to enhance its reputation as a producer of significant scholarly research, and to ensure that all the programs offered by Katz are of the highest quality possible and contribute to building the reputation of the school.

The Katz School awards the Master of Business Administration (MBA) degree as well as other master’s degrees and the PhD. Full-time and part-time programs are available in the following areas: accounting; economics; finance; organizational behavior and human resource management; management information systems; marketing; operations, decision sciences, and artificial intelligence; strategy, environment, and organizations. The Katz School is accredited by AACSBS – the International Association for Management Education.

CONTACT INFORMATION

Katz Graduate School of Business
Office of the Dean
372 Mervis Hall
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 648-1500
Web site: http://www.katz.pitt.edu/

APPLICATION PROCEDURES

Please refer to individual program descriptions in this section for further information regarding application procedures for MBA programs and the doctoral program.

DEGREE OPTIONS

In addition to the MBA and the PhD in Business Administration, the Katz School offers a number of dual and joint degree options for students who wish to specialize and add a second professional degree to the MBA:

- Master of Health Administration
- MBA and Master of Health Administration
- MBA and Juris Doctorate

For further information regarding these dual- and joint-degree programs, please refer to MBA Program Descriptions on pages 154 to 158.

SPECIAL ACADEMIC OPPORTUNITIES

The Katz School offers the following special opportunities/programs:

PROFESSIONAL WORKSHOPS

MBA students participate in a variety of workshops throughout the program. During the Transition Module (see description of Full-time MBA Program on page 154 for description of the module), students take a self-assessment to identify strengths and weaknesses in various managerial skills. Results of this capability assessment and career evaluation exercise help students determine those workshops that will be most beneficial to them such as presentation skills, project management, conflict resolution, creativity, problem solving, and time management.

STUDY ABROAD

As part of a six-credit MBA international elective course, students spend four to six weeks studying at a school in another country (past countries include the Czech Republic and India).

INTERNATIONAL FIELD STUDIES

As part of a three-credit MBA international elective course, students spend 10 days in another part of the world studying business culture and practices and visiting different companies in other parts of the world (regions visited in the past include Eastern Europe and Latin America).

AMERICAN ASSEMBLY DIALOGUE

Through the American Assembly Dialogue, some of the country’s highest ranking executives gather on campus each spring to discuss the significant economic and social issues of the day in response to an agenda prepared by selected MBA students. Past topics have included corporate social structure, globalization, and organizational culture.

Katz is the only school in the country to hold this annual one-day executive-student interchange which has been co-sponsored by the New York-based American Assembly since 1971.

EXECUTIVES IN RESIDENCE

Three times a year, senior executives from leading firms spend one to two days on campus — teaching classes, giving lectures, and meeting informally with Katz students.

EXECUTIVE BRIEFINGS

The Executive Briefing series also fosters ties between students and business leaders. Each month, CEOs from major Pittsburgh and national corporations come to Katz to share their thoughts on issues...
of most concern to them in the workplace with MBA students. Question and answer sessions follow presentations made by CEOs.

**KATZ BUSINESS ALLIANCE**
The Katz Business Alliance is a partnership between the school and over 50 businesses in the Pittsburgh region. These organizations provide annual funding for Katz Alliance Fellowships awarded to full-time MBA students. Members also attend seminars by Katz faculty and benefit from student projects and internships.

**BUSINESS ALUMNI ASSOCIATION**
Graduates of the Katz School and College of Business Administration (CBA) are members of the Business Alumni Association. Katz School/CBA alumni automatically receive Managing Magazine and the @Katz.edu newsletter. Both publications update alumni on the activities at the school, provide news about the faculty, and a class notes section brings everyone up-to-date with news about fellow graduates. Katz was the first school at the University to provide its graduates with a cyberspace connection to the school and each other through the Alumni Online Community.

**STUDENT ORGANIZATIONS AND CLUBS**
Students govern themselves through the Student Executive Board (SEB), whose members are elected each fall. SEB is academically and socially oriented, representing the class to the school's administration, inviting graduates back to speak, and sponsoring a number of social functions and athletic events throughout the academic year.

MBA and doctoral students have participated in numerous school and University clubs and organizations including the American Civil Liberties Union Student Club, American College Healthcare Executives, Entrepreneurship Club, Graduate and Professional Student Association, Invest Club, Roberto Clemente Association, and many more.

**GRADUATION**
A special Katz School graduation ceremony for all graduating MBA and doctoral students is held in mid-June at the David Lawrence Convention Center.

**MBA PROGRAM DESCRIPTIONS**
The following section details the full range of programs for students interested in pursuing an MBA or an MBA and another degree at the same time.

**FULL-TIME MBA PROGRAM**
The innovative approach of the 11-month full-time MBA program provides students with significant benefits. The opportunity costs are lower than a traditional MBA program spanning two years since Katz students are back in the work force in half the time. Almost half of the credits in this 50-credit program are electives. In combination with the core coursework, students may choose to gain an in-depth focus in an area of advanced study. Through Management Learning Organizations (MLOs), students learn the importance of teamwork and successfully managing team dynamics. These MLOs also help students hone their analytical skills and work as a team to develop creative, practical, and viable solutions for a wide variety of problems. At the Katz School, students work in a fast-paced, rigorous environment that provides them with an excellent foundation for business in the 21st century.

The full-time MBA program consists of a Transition Module, which is a two-week orientation period at the beginning of the program, followed by six course sessions lasting seven weeks apiece. A seven-week course session typically includes four to five courses of 1.5 credits each. Three credit courses are spread out over two modules, making their total duration 14 weeks. The program runs from the beginning of July until the middle of June of the following year.

**MBA PROGRAMS CONTACT INFORMATION**
Katz Graduate School of Business
Office of Enrollment Management
276 Mervis Hall
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 648-1700
Fax: (412) 648-1659
E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

**MBA APPLICATION PROCEDURES AND DEADLINES**
A rolling admissions system is used, so early application is encouraged. The school's Admissions Committee reviews full-time applications approximately every four to six weeks from November through May. International students should submit their applications by February 15. Applicants also have the option of applying online via the school's Web site.

In addition to the application and the written essays detailed therein, students must submit transcripts of all previous academic work at colleges or universities, two letters of recommendation, and results of the Graduate Management Admission Test (GMAT). International students must also submit results from the Test of English as a Foreign Language (TOEFL).

**Admissions Qualifications**
Prospective students applying to the MBA program must have completed the following requirements to qualify for admissions consideration:

- An earned undergraduate degree or equivalent from an accredited college or university
- Previous coursework or demonstrated capacity in mathematics; applicants must satisfactorily complete at least one university-level calculus course that covers both differentiation and integration. Applicants who have not completed the calculus requirement will be considered for admission and if accepted, admission will be conditional until the satisfactory completion of a calculus course. Full-time MBA candidates are required to complete the calculus course prior to the July start date.
- Coursework in accounting, economics, statistics, and computer science is recommended prior to entering the MBA program.
- Applicants are expected to have excellent communication and interpersonal skills that are evaluated through written essays, test scores, and/or a personal interview.

**Applicant Selection Criteria**
The Admissions Committee reviews and evaluates each applicant's academic record, aptitude for graduate study in business as indicated by the GMAT, letters of recommendation, essays, professional work history, previous academic work, and other information.
The Admissions Committee is interested in the applicant’s evidence of academic qualification, personal characteristics that predict success in a management career, and the individual’s expression of motivation for graduate business study, as well as of thoughtful, realistic career objectives.

FINANCIAL ASSISTANCE
The awarding of financial aid is highly competitive since there is a limited amount of scholarship support available. Consideration of financial aid is independent of the admissions decision.

Full-time MBA candidates requesting financial aid should submit completed admissions and financial aid applications by February 15 of the year of expected entry into the program. Applications submitted or completed after February 15 will be reviewed for scholarship aid only if resources are still available. The primary source of financial assistance is tuition scholarships, awarded in various amounts and applied against tuition charges. These scholarships are primarily merit-based; financial need is a secondary consideration.

To be considered for scholarships, applicants must submit the Katz School scholarship aid application included with the application materials. International candidates are considered for Katz School scholarships but must show evidence of sufficient resources for completion of the MBA program as part of the application process. Katz School scholarships are generally available only to full-time MBA students and usually awarded prior to matriculation.

Occasionally, Katz offers teaching fellowships or assistantships to MBA students who have compelling professional credentials. Because of the amount of coursework students must undertake, evidence of superb time management skills in addition to professional credentials or certification is required.

There are several loan funds available for MBA students. All of them offer low interest rates. The school’s Web site provides more details. For information on applying for Stafford Loans and other forms of financial support, see the Financial Aid section of this bulletin beginning on page 7.

TUITION AND FEES
Based on the school’s 11-month program and course schedule, students pay half-term tuition at the beginning of the Transition Module; full tuition during the Fall and Spring Terms, and half-term tuition in the Summer Term. In addition to the University-wide fees, MBA students are also required to pay a $1,700 fee* (regardless of residency) for the Transition Module and all professional workshops, and a $395 laptop fee* each term (exceptions are made for students who have equivalent laptops). A $200* nonrefundable deposit fee is required of all applicants admitted to the full-time program. See the school’s Web site for the most up-to-date information on tuition and fees: http://www.katz.pitt.edu/.

(* These fees are subject to change.)

MBA PROGRAM ACADEMIC STANDARDS
The following section details academic standards for the full-time MBA programs.

Good Academic Standing
In order to maintain good academic standing, a cumulative quality point average of 3.00 or above in all courses applicable to the MBA degree is required throughout the program and for graduation from the MBA program.

Academic Probation and Dismissal Policy
Any student whose QPA falls below 3.00 at any time during the program may be subject to academic probation and/or dismissal from the full-time MBA program. Exceptions to the school’s guidelines and procedures may be considered only through written petition to the Assistant Dean for MBA Program.

Dean’s List
The Dean’s List for full-time MBA students is compiled at the end of each term and consists of 20% of the student body with the highest quality point averages.

Other Academic Honors
The Katz School recognizes high academic achievement through the following honors and awards.

Beta Gamma Sigma is an international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business and management programs. Each year, MBA as well as CBA (College of Business Administration) and doctoral students are inducted into Beta Gamma Sigma.

Marshall Alan Robinson Prize is awarded at graduation to a full-time MBA student who has demonstrated academic and professional excellence in the MBA program.

Albert Wesley Frey Prize is awarded to a full-time MBA student for the highest academic performance among all full-time graduating students.

Vincent W. Lanfear Prize is awarded to an evening MBA student for highest academic performance among all part-time graduating students.

Sheth Scholar in Marketing is awarded to two MBA students each year for exemplary performance in marketing coursework.

Grade Reports and Transcripts
Students may access their grades at the end of the 14-week terms (Fall and Spring) and at the end of the seven-week terms (Summer) via the following Web site: http://student-info.pitt.edu. At the conclusion of each of the University’s academic terms, the University will mail a grade report to each student’s address on file with the Registrar’s Office. Only the Registrar’s Office mails grade reports. The school’s student records office does not report grades to students at the end of each term. After grades have been mailed, the school’s student records office can provide an Internal Academic Report to any student upon request. These reports contain all courses, grades, and the overall QPA. Official transcripts may be obtained from the Registrar’s Office, G-3 Thackeray Hall, for a fee.

Transfer of Graduate Level Courses
Students are permitted to transfer up to 17 graduate credit hours from other AACSB-accredited MBA programs. However, these credits may not have been applied to another degree. If a student earned a degree at another school, the student must verify by letter that the courses desired for transfer did not apply to that degree; if a degree was not earned then a letter is not necessary. All courses must be completed with a grade of “B” or higher to be eligible for transfer consideration.

If a student wishes to have previously earned graduate credits applied to the MBA degree as transfer credits, the appropriate forms must be completed and returned to the school’s student records office. The
student will be informed of the results after a review by the appropriate faculty members.

If a student must relocate during his or her studies at the *Katz School*, 17 credits may be taken at an AACSB-accredited MBA program to complete the MBA degree at the University of Pittsburgh. Courses taken at other institutions may or may not be approved by the *Katz School* faculty. It is therefore recommended that each course be pre-approved for transfer before enrollment.

A student must have earned a minimum of 33 credits from the University of Pittsburgh in order to qualify for an MBA degree from the *Katz School*. Note that all transfer credits are subject to the guidelines imposed by the statute of limitations. Thus, in order to count toward the MBA degree, all transfer credits must have been taken within four years from the date of matriculation in the MBA Program at the *Katz School*.

### Statute of Limitations

The *Katz School* requires completion of all degree requirements within four years of original registration. Under extraordinary circumstances, this statute may be extended, one year at a time, to a maximum of six years. Extension of the statute of limitations will be considered by the Associate Dean upon written request. A detailed request must be filed before the end of the statutory period. Under no circumstances will a student be allowed more than six years to complete the MBA degree.

This statute of limitations also governs the acceptability of transfer credits. Presented as part of the MBA degree, credits earned outside the *Katz School* must have been earned within the four-year period of the date of graduation. Credits more than four years old but less than six years as of graduation will be considered for acceptance upon written petition to the Associate Dean.

### Academic Integrity

All students are expected to adhere to the school’s Code of Academic Standards, copies of which are available in the dean’s office as well as the school library. These standards follow the University’s guidelines with several procedure changes. Students may also contact the school’s academic integrity officer for advice or clarification of academic integrity guidelines.

### MBA Advising

Full-time professional academic advisors provide academic advising to full-time and evening MBA students and serve as information resources. Advisors are available to meet with students throughout the year to assist with the registration process, review course offerings, plan course schedules for the term, and address issues related to academic performance and fulfillment of degree requirements. Faculty members also provide MBA students guidance on course selection based on course content and career options within a concentration area.

### Placement

The goal of the Career Services Center is to help students meet their career objectives. Comprehensive career management programs and special events are provided to prepare students for the job search and to develop career plans. Throughout the year, a variety of programs and services are offered to prepare students to compete aggressively in the job market. This is accomplished through a series of workshops and resources that have been combined to form a comprehensive Career Management Program. Some elements of this program are:

- Interview Skills workshop
- Case Interview workshop
- Mock Interview Day
- Personal Best Day
- Career Fair
- Networking workshop and assistance
- On-campus interviewing
- Online job databanks (Jobtrak/Career Central)
- One-on-one career counseling
- Videotaped practice interviews
- Web-based resume referral system

Interaction with the corporate community is also an integral part of the program, benefiting both employers and students. While it allows company representatives to create a presence on campus, it gives students an opportunity to learn about important industry trends. The *Katz School* follows standards for placement established by the MBA Career Services Council. Final statistics are reported as of September 30 every year. Information concerning the most recent graduating class can be found on the school’s Web site.

### MBA Degree Requirements

All students must fulfill the following requirements in order to receive the full-time MBA degree:

1. A minimum of 50 credits of approved graduate work
2. The appropriate distribution of required core courses and elective courses
3. A minimum cumulative quality point average (QPA) of 3.00

### MBA Core Curriculum

The following core courses, totaling 28.5 credits, are required of all full-time MBA students (credit amounts are noted in parentheses):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACC 2404/2405</td>
<td>Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BQOM 2404/2405</td>
<td>Statistical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BECN 2401</td>
<td>Economic Analysis for Managerial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>BFIN 2005</td>
<td>Financial Management</td>
<td>2</td>
</tr>
<tr>
<td>BMKT 2410</td>
<td>Marketing Management</td>
<td>2</td>
</tr>
<tr>
<td>BOAH 2401</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BOAH 2410</td>
<td>Human Resources for Competitive Advantage</td>
<td>2</td>
</tr>
<tr>
<td>BMIS 2410</td>
<td>Information Systems</td>
<td>2</td>
</tr>
<tr>
<td>BQOM 2410</td>
<td>Decision Technologies in Manufacturing &amp; Operations Mgmt</td>
<td>2</td>
</tr>
<tr>
<td>BSE0 2401</td>
<td>Business Ethics &amp; Social Performance (1.5)</td>
<td></td>
</tr>
<tr>
<td>BIND 2401</td>
<td>Competing in a Global Environment</td>
<td>3</td>
</tr>
<tr>
<td>BSEO 2405</td>
<td>Managing Strategic Performance</td>
<td>2</td>
</tr>
</tbody>
</table>

The remaining credits required for the degree are to be taken in the student’s area of study and in other elective course work.

### Areas of Study

In place of majors, the *Katz School* offers areas of study in accounting; economics; finance; management of information systems; marketing; organizational behavior and human resource management; operations, decision sciences, and artificial intelligence; strategy, environment, and organizations. Students can customize their MBA to suit their
career goals by choosing from a wide array of electives in these eight fields.

Students may also choose to take elective courses through other professional schools at the University including the School of Law, the Graduate School of Public Health, the School of Social Work, the Graduate School of Public and International Affairs, and the School of Information Sciences.

In addition, there are sets of courses designated as signature programs that prepare MBA students for given career paths and provide an interdisciplinary depth of field. There are currently signature programs available in finance, marketing, management of information systems, productivity and quality control, human resources, and strategy.

A description of each of the eight areas of study follows:

■ Accounting
Advanced study in accounting prepares students to better understand the activities of business and not-for-profit organizations. The accounting courses emphasize the understanding of accounting data to facilitate the use of these data by business managers concerned with the proper allocation of resources and with making investment decisions.

■ Economics
Courses in economics synthesize from the literature of economics those principles and findings that assist in the performance of managers. Microeconomic analysis is centered on the determination of price and output levels in the firm, contingent upon the competitive structure in which the firm operates. Elective courses provide greater understanding of the macro and international environments in which business operates, the use of game theory in business strategy, and economic forecasting.

■ Finance
The study of finance is designed to prepare students for managerial careers in corporate finance, investment analysis, financial consulting, and financial institutions. The coursework presents an integrated treatment of the economic foundations of finance, and the functions of capital markets and financial institutions. The courses provide a thorough understanding of how capital and financial markets operate, and how to manage corporate assets and financial claims in the marketplace. Primary emphasis is placed on the role of the financial manager in achieving corporate objectives. This includes financial planning, capital budgeting, financial control, raising capital, and investing management. The signature program in finance is in valuation with a strong emphasis in corporate finance.

■ Management Information Systems
An MBA with a focus in Information Systems (IS) prepares students to operate in the modern “information intensive” business environment in one of the growing number of positions requiring a combination of business and computer information systems expertise. The central theme is that information has become a critical resource that can be employed by business to its advantage in the competitive marketplace. The role of information systems in the organization is no longer restricted to the service function that was performed in the early years of the computer era.

Students electing this area of study will be prepared to manage information effectively, to assess the most appropriate role to be played by information and information technology in the overall business strategy, and to work with others to ensure that information systems are developed to fulfill the organization’s information objectives. For those desiring more intensive work in IS, a double degree combining the MBA with the MS in the Management of Information Systems (MIS) is also available. This degree is a Katz School signature program and is a high teaching priority for the faculty. See the description of the MBA/MIS Program on page 154.

■ Marketing
This area of study is designed to prepare students for careers in marketing management. Marketing is a critical decision area not only in commercial (for profit) organizations but also in healthcare, government, educational, and other non-profit institutions. Among the topics discussed are marketing strategy, new product development, marketing research, pricing, distribution, advertising and promotion, brand management, and global marketing.

This area of study prepares students for careers in brand management, sales, advertising, and general marketing. In addition, the school has recently developed a signature program in product development and management that focuses on engineered products and technology-oriented services. This program involves the participation of the Department of Industrial Engineering in the University’s School of Engineering.

■ Organizational Behavior and Human Resource Management
Organizational Behavior and Human Resource Management focuses on understanding human behavior at work and developing effective management strategies for maximizing the human capital within organizations. This program examines current issues such as employee involvement, high performance work systems, and the use of teams within organizations.

In addition, many traditional areas are emphasized due to their critical role in effectively managing people at work, including motivation, leadership, performance assessment, and communication. Strengths of this area are its interdisciplinary nature that relies on a solid grounding in the behavioral sciences, applied statistics, and economics. The effective utilization of the human capital within a rapidly changing, global environment is a key aspect of sustained competitive advantage within organizations of today and tomorrow.

■ Operations, Decision Sciences, and Artificial Intelligence
The “operations” function of a firm deals with the effective production and distribution of goods and services, and thus forms an integral part of the management activity in industries as diverse as banking, financial services, software, telecommunications, electronics and automobiles. An MBA with a focus in “operations” prepares students for a line job in such industries as well as for a career in management consulting.

The importance of this area has grown rapidly in recent years for three reasons. First, improvements in the computer and information processing technologies have resulted in easier and more widely spread applicability and use of operations modeling techniques. These techniques allow managers to identify, even in the presence of uncertainty, “best” decisions quickly, and to evaluate “what-if” scenarios easily. Second, inexpensive and automated data collection and manipulation has led to the burgeoning data mining and artificial intelligence industries. These techniques allow managers to glean useful managerial information from large amounts of data.
Finally, in an effort to improve their performance, companies are focusing on their intra- and inter-firm value chains. Restructuring the value chains has led to improved profitability at the companies. All three trends are expected to continue in the future, further increasing the importance of the operations function. The operations faculty offer several signature programs, which the students can choose from depending on their career interests and objectives.

- **Strategy, Environment, and Organizations**
  This area of study offers two fields in which MBA students may focus: Strategic Planning and Policy and Public Affairs and Social Policy.

  **Strategic Planning and Policy**
  Organizations of all sizes and degrees of complexity depend on the planning and implementation skills of their general managers for the attainment of their objectives. The strategic planning and policy field is concerned with the development of frameworks for analyzing strategic problems and opportunities confronting corporate-level executives and managers of business units.

  MBAs who are interested in participating in the definition, analysis, and execution of major decisions, many of which are ill-defined and risky, should consider elective courses in the strategic planning and policy field. Students in strategy pursue a variety of career options including corporate staff analysis, general management, entrepreneurship, and new business formation.

  Although the MBA program is designed to provide all students with a certain level of understanding of these strategic management issues and processes, the pursuit of different combinations of strategic planning and policy electives will strengthen one's preparation for particular types of assignments in competitive analysis, planning systems design, technology strategy, acquisition studies, and new venture development.

  **Public Affairs and Social Policy**
  Advanced study in this area focuses on the management of public affairs and corporate social policies. Most business firms operate in complex environments where governmental regulations, public policies, social pressure groups, legal and political systems, technological innovations, and ethical standards directly affect managerial decision making. The strategies and techniques for coping with these environmental forces and for managing a firm's external social relations are given special attention in a series of advanced courses. The major emphasis is upon development of professional competence in the management of a firm's public and social relationships.

  Public affairs managers can be found in departments of public affairs, issues management, strategic planning, community relations, charitable or philanthropic relations and corporate foundations, stockholder or customer services, media relations, and government relations. Public affairs management is important in corporations, as well as in nonprofit organizations such as private foundations, and cultural institutions.

**PART-TIME/EVENING MBA PROGRAM**

The part-time/evening MBA program was recently ranked among the top 20 in the country by *US News and World Report* in their annual ranking of business programs. The evening program offers nearly the same curriculum and encompasses the same teaching philosophies as the full-time MBA program. The MBA can be earned in three years by taking approximately six credits per term. The program runs year-round with Fall, Spring, and Summer trimesters of 14 weeks each. Classes are conducted on weekday evenings, with some Saturday classes available.

**CONTACT INFORMATION**

Office of Enrollment Management
Katz Graduate School of Business
276 Mervis Hall
Pittsburgh, PA 15260
Phone: (412) 648-1700
E-mail: mba-admissions@katz.pitt.edu
Web site: [http://www.katz.pitt.edu/](http://www.katz.pitt.edu/)

**ADMISSIONS**

Students are admitted in the Fall, Spring, and Summer Terms. Applicants should submit an application one or two months in advance of the desired entry date.

Candidates must have a bachelor’s degree from an accredited U.S. school or the non-U.S. equivalent; proficiency in calculus (if not, may be admitted conditionally and required to enroll in one MBA course while meeting this requirement); ability to speak, read, and write fluently in English.

The Graduate Management Admission Test (GMAT) is required, and for international applicants, the Test of English as a Foreign Language (TOEFL) is also a requirement.

**TUITION AND FEES**

Evening MBA students pay on a per credit basis each term (1.5 – 8.5 credits considered part-time). In addition to the University-wide fees, a $60 professional workshop fee (subject to change) is required each term.

**ACADEMIC PROBATION AND DISMISSAL POLICY**

If the student’s GPA falls below 3.00 upon completion of 12 credits or any time thereafter, the student will be subject to academic probation and/or dismissal from the program. Exceptions to the school’s guidelines and procedures may be considered only through written petition to the Assistant Dean for MBA Program.

**PART-TIME DEGREE REQUIREMENTS**

All students must fulfill the following requirements in order to receive the part-time MBA degree:

1) A minimum of 52.5 credits of approved graduate work

2) The appropriate distribution of required core courses and elective courses

3) A minimum cumulative quality point average (QPA) of 3.00

**EVENING MBA CORE CURRICULUM**

The following core courses (totaling 34.5 credits) are required of all evening MBA students. The majority of core courses are three credits due to the format of the evening program. Electives are similar to the full-time MBA offerings.

- **BACC 2401** Accounting (3)
- **BQOM 2401** Statistical Analysis (3)
- **BECN 2401** Economic Analysis for Managerial Decisions (3)
- **BFIN 2006** Financial Management (3)
BMKT 2410 Marketing Management (3)
BOAH 2401 Organizational Behavior (3)
BOAH 2411 Human Resources for Competitive Advantage (3)
BMIS 2411 Information Systems (3)
BQOM 2411 Decision Technologies in Manufacturing & Operations Mgmt (3)
BSEO 2401 Business Ethics and Social Performance (1.5)
BIND 2401 Competing in a Global Environment (3)
BSEO 2406 Managing Strategic Performance (3)

MBA/MASTER OF SCIENCE IN THE MANAGEMENT OF INFORMATION SYSTEMS (MS-MIS) PROGRAM

The Katz School offers a dual-degree program that awards both an MBA and an MS in the Management of Information Systems. The curriculum extends the 11-month MBA program to include advanced MIS coursework and a practicum in information management. Full-time students can complete the dual-degree program (73.5 credits required) in 20 months, four of which are usually spent working in an internship position. The program can be completed on a part-time/evening basis. The MS also can be completed by students who have already earned an AACSB-accredited MBA degree.

CONTACT INFORMATION

Associate Director
MS in MIS Program
Katz Graduate School of Business
182 Mervis Hall
Pittsburgh, PA 15260
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E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

MBA/MASTER OF INTERNATIONAL BUSINESS (MIB)

With this dual-degree program students can earn an MBA and a Master of International Business degree in about two years. To qualify for the program, candidates must have a minimum of two years of college-level language education or the equivalent proficiency in a second language. In addition, an integral part of the program is a required foreign internship in which a relevant foreign language is used in the work setting on a routine basis. The MBA/MIB dual degree requires all of the MBA work plus 24 additional credits for a total of 74 credits. The dual degree can be completed on a part-time/evening basis. Students who have already earned an AACSB-accredited MBA can obtain the MIB degree by completing 31.5 credits of coursework.

CONTACT INFORMATION

Office of Enrollment Management
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276 Mervis Hall
Pittsburgh, PA 15260
Phone: (412) 648-1700
E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

MBA/MASTER OF ARTS

The Katz School and the Area Studies Programs offer a dual MBA/MA degree that incorporates MBA courses and graduate level interdisciplinary courses in the Faculty of Arts and Sciences (FAS). Four area studies programs in East Asian Studies, Latin American Studies, Russian and East European Studies, and West European Studies, allow students to tailor the curriculum to prior experience and current interests. Students must meet a foreign language competency requirement and submit separate applications to the Katz School and to FAS. This program requires a total of 75 credits and can be completed on a part-time/evening basis as well.

CONTACT INFORMATION

Office of Enrollment Management
Katz Graduate School of Business
276 Mervis Hall
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E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

MBA/MASTER OF PUBLIC AND INTERNATIONAL AFFAIRS (MPIA)

Offered with the Graduate School of Public and International Affairs, the joint MBA/MPIA enables students who are in the process of acquiring professional training in public policy (with a focus on international relations) to simultaneously obtain a substantial knowledge of private sector management with a focus on international business. The program normally requires at least five terms of full-time study and a total of 75 credits. It can also be completed on a part-time/evening basis.

CONTACT INFORMATION

Office of Enrollment Management
Katz Graduate School of Business
276 Mervis Hall
Pittsburgh, PA 15260
Phone: (412) 648-1700
E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

MASTER OF HEALTH ADMINISTRATION (MHA) AND MBA

A Master of Health Administration (MHA) degree is offered jointly by the Katz School and the Graduate School of Public Health. The program is fully accredited and offers an inter-school curriculum that includes a management residency and lecture series. The MHA degree (30 credits required) can be completed in one and a half years of full-time study or on a part-time/evening basis. Students can also earn an MBA (50 credits required) in addition to the MHA.

CONTACT INFORMATION

Graduate School of Public Health
University of Pittsburgh
Crabtree Hall
Pittsburgh, PA 15260
Phone: (412) 624-3125
E-mail: mba-admissions@katz.pitt.edu

MBA/JOINT DEGREE IN BUSINESS AND LAW (MBA/JD)

The Katz School and the School of Law provide the opportunity for a student to earn both an MBA and a JD degree in a period of three and a half years of full-time study. A total of 115 credits is required for both degrees.
CONTACT INFORMATION
Admissions Office
University of Pittsburgh
School of Law
Pittsburgh, PA 15260
Phone: (412) 648-1412

EXECUTIVE MBA

The Executive MBA (EMBA) is a 20-month program that enables professional managers to earn a fully accredited MBA degree (51 credits required) without career interruption by attending classes on alternate Fridays and Saturdays. This program requires seven to ten years of mid-level management experience for admittance.

CONTACT INFORMATION
Director
Executive MBA Program
Mellon Hall
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 648-1607

INTERNATIONAL EXECUTIVE MBA

An International Executive MBA program is also available and the MBA degree (51 credits required) can be earned in 18 months in two international locations: Sao Paulo, Brazil and Celakovice, Czech Republic. Students are in residence for nine-14 days every two months.

CONTACT INFORMATION
Director
International Business Center
Katz Graduate School of Business
343 Mervis Hall
Pittsburgh, PA 15260
Phone: (412) 648-1509
E-mail: mba-admissions@katz.pitt.edu
Web site: http://www.katz.pitt.edu/

MBA COURSE LISTINGS

Listed below are the MBA courses typically offered by the Katz School.

BACC 2404 Accounting 1
BACC 2405 Accounting 2
BACC 2510 Intermediate Financial Reporting and Analysis 1
BACC 2511 Intermediate Financial Reporting and Analysis 2
BACC 2517 Accounting for Non-Profit Organizations
BACC 2521 Accounting for Business Combination & Consolidation
BACC 2524 A Risk Analysis Approach to Auditing
BACC 2528 Managerial Accounting
BACC 2531 Tax Accounting 1
BACC 2532 Tax Accounting 2
BACC 2536 Financial Statement Interpretation
BACC 2537 Taxes and Management Decisions
BACC 2549 Strategic Cost Management
BACC 2060 Independent Study in Accounting

BAIM 2527 Rule-Based Expert Systems 1
BAIM 2528 Rule-Based Expert Systems 2
BECN 2016 International Monetary Economics
BECN 2017 International Trade and Investment
BECN 2401 Economic Analysis for Managerial Decisions
BECN 2509 Global Macroeconomics 1
BECN 2510 Global Macroeconomics 2
BECN 2513 Managing Risk in a Global Enterprise
BECN 2060 Independent Study in Economics
BFIN 2005 Financial Management
BFIN 2011 Corporate Finance
BFIN 2013 Efficiency of Capital Markets
BFIN 2015 Short-Term Finance
BFIN 2019 Investment Management
BFIN 2020 Capital Markets
BFIN 2023 Financial Institutions: Theory
BFIN 2024 Financial Institutions: Structure/Issues
BFIN 2030 Valuation 1
BFIN 2130 Valuation 2
BFIN 2031 Creating Value Through Restructuring
BFIN 2047 Topics in Investments
BFIN 2048 Applied Corporate Finance
BFIN 2053 International Corporate Finance
BFIN 2054 International Capital Markets
BFIN 2057 Derivatives
BFIN 2060 Independent Study in Finance
BIND 2401 Competing in a Global Environment
BIND 2500 International Research
BIND 2552 Firm Behavior in Emerging Market Economy
BIND 2554 Entering Foreign Markets 1
BIND 2555 Entering Foreign Markets 2
BIND 2558 International Professional Study Abroad 1
BIND 2559 International Professional Study Abroad 2
BIND 2060 Independent Study in Business Administration
BIND 2063 Independent Study in International Business
BMIS 2051 Project Management
BMIS 2053 Human and Computer Interaction
BMIS 2070 Telecommunication Management
BMIS 2410 Information Systems
BMIS 2536 Enterprise-Wide Computing Solutions
BMIS 2547 Distributed Architecture (Client Server)
BMIS 2548 Process-Oriented Business Programming
BMIS 2549 Object-Oriented Business Programming
BMIS 2556 MIS Practicum
BMIS 2566 Data Structures
BMIS 2569 Object-Oriented Systems Design
BMIS 2577 Local Area Networks
BMIS 2578 Commerce on the Information Superhighway
BMIS 2584 Managing Software Design
BMIS 2586 Impact Analysis
BMIS 2588 Data Base Management
BMIS 2589 Systems Analysis and Design
BMIS 2060 Independent Study in Management Information Systems
BMKT 2410 Marketing Management
BMKT 2509 Marketing Planning and Strategy
BMKT 2513 Consumer Behavior 1
BMKT 2514 Consumer Behavior 2
BMKT 2516 Current Issues in Marketing Management
BMKT 2521 Industrial Marketing
BMKT 2522 Sales Management
BMKT 2523 International Marketing
BMKT 2525 Product Management
BMKT 2526 Product Development and Management
BMKT 2528 Advertising
BMKT 2529 Pricing and Sales Promotion
BMKT 2532 Pricing Strategies and Tactics
BMKT 2060 Independent Study in Marketing
BOAH 2401 Organizational Behavior
BOAH 2410 Human Resources for Competitive Advantage
BOAH 2517 Interpersonal Skills
BOAH 2519 Negotiations 1
BOAH 2520 Negotiations 2
BOAH 2521 Staffing Organizations
BOAH 2522 Compensation
BOAH 2523 Human Resources Planning & Strategy 1
BOAH 2524 Human Resources Planning & Strategy 2
BOAH 2527 Cross Cultural Dimensions of International Management
BOAH 2531 Interpersonal and Communication Skills
BOAH 2060 Independent Study in Human Resources Management
BQOM 2404 Statistical Analysis 1
BQOM 2405 Statistical Analysis 2
BQOM 2410 Decision Technologies in Manufacturing & Operations Management
BQOM 2515 Applied Decision Technologies: Project Management
BQOM 2518 Simulation
BQOM 2521 Decision Making in a Complex Environment
BQOM 2527 Rule-Based Expert Systems
BQOM 2530 Distribution Networks
BQOM 2531 Supply Chain Management
BQOM 2545 Production Management
BQOM 2549 Strategic Cost Management
BQOM 2571 Decision Technologies: Financial Services
BQOM 2574 Data Mining 1
BQOM 2575 Data Mining 2
BQOM 2904 Creativity & Problem Solving
BQOM 2060 Independent Study in Quantitative Methods
BSEO 2402 Managing Public Affairs and Regulation
BSEO 2405 Managing Strategic Performance
BSEO 2511 Management of Strategic Alliances
BSEO 2523 Comparative Management
BSEO 2525 Competitive Intelligence
BSEO 2528 Legal Environment of Business
BSEO 2530 Strategic Planning & Control
BSEO 2531 Entrepreneurship and New Venture Initiation
BSEO 2536 International Corporate Planning 1
BSEO 2537 International Corporate Planning 2
BSEO 2538 Strategic Leadership
BSEO 2540 Government Regulation
BSEO 2061 Independent Study in Strategic Planning and Policy

DOCTORAL PROGRAM

The Doctoral Program in Business Administration seeks to prepare students for careers in research and teaching in management and related areas at leading business schools and universities. This is accomplished by fostering a learning environment in which students can achieve intellectual growth and fulfillment. Successful completion of the doctoral program therefore entails much more than the satisfaction of a set of formal requirements. Doctoral students are expected to assess their knowledge and skills in regular consultation with the faculty and to develop a set of educational experiences that will fulfill their needs and facilitate the pursuit of personal goals.

CONTACT INFORMATION

Director
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APPLICATION PROCEDURES

All application materials must be submitted by February 1 of the year of expected entry into the program. The basic prerequisite for admission to the doctoral program is the equivalent of an American bachelor’s degree. Many applicants also have advanced degrees and professional experience. Scores on the GMAT or GRE (as well as on the TOEFL for international students) are required, along with recommendation letters and transcripts.

FINANCIAL AID

Most financial aid for doctoral students is in the form of an assistantship that requires research and some teaching. The assistantship provides a stipend, tuition remission, and health insurance. Assistantships are available to domestic as well as international students. Funds associated with specific research projects are sometimes available to students, and faculty often help students obtain funding for dissertation research.
SEQUENCE OF STUDY

Progress to the PhD consists of, in order: the seminar phase, comprehensive examinations, and the dissertation. Students complete coursework in the seminar phase. This is the time during which the student sets scholarly standards and goals. Every student prepares a written statement called the Field Statement upon declaring a major and minor. This is also the time to form relationships with faculty members and begin developing research skills.

Most doctoral courses involve research projects and the majority of students, including all those with assistantships, work on faculty research from an early stage.

Formal requirements in the seminar phase are:

- Twelve credits of work to ensure a basic level of competence in the disciplines and functions relevant to management. This includes core doctoral seminars in microeconomic analysis and behavioral concepts and analysis. In addition, students choose six credits of MBA coursework in areas significantly different from their major. Some or all of these requirements may be exempted in special cases depending on educational background and doctoral course objectives.
- Twenty-one doctoral credits in the major and nine in the minor (see section on the respective program for details)
- A teaching requirement
- At least nine credits in research methodology
- A preliminary evaluation

Comprehensive examinations are written and oral examinations in the major and minor. Each student’s exams are designed individually, focusing on the area(s) of specialty. The student is expected to demonstrate comprehensive ability, meaning the ability to synthesize and build on all that he or she has learned. The dissertation is independent research on a problem of significant size and importance. Students choose a Dissertation Committee to guide them through the process. Once a sizable part of the research has been completed, the student must take an Overview Examination—a final check on the viability and worth of the project—before writing and defending the dissertation.

For more details on requirements of doctoral students, see Regulations Pertaining to Doctoral Degrees beginning on page 23.

TIMELINE TO GRADUATION

Most students earn the PhD in four to five years. The seminar phase typically lasts two years, while the comprehensive exams and the dissertation together require an additional two to three years to complete.

PLACEMENT

The Katz School’s goal is to place PhD graduates in universities that consistently produce high quality business research, and a successful record has been established in this regard. Alumni are on leading faculties worldwide, from the London Business School to the University of Southern California. Other alumni across the U.S. teach at the Universities of Texas, Illinois, Minnesota, Wisconsin, Carnegie Mellon, NYU, Michigan State, Vanderbilt, and many more.

PhD placement is a high-priority for Katz faculty and a formal support system has been established for this purpose. Starting at least a year before graduation, faculty members in the student’s area(s) of interest help the student to clarify career plans and to identify, as well as screen, position openings. Faculty then pave the way with introductions and recommendations, and guide students through the interviewing and networking process at professional conferences.

INDIVIDUAL PROGRAM DESIGN

The school offers structured doctoral programs in the following areas:

- Accounting
- Artificial Intelligence
- Business Environment, Ethics, and Public Policy
- Finance
- Information Systems
- Marketing
- Operations Management
- Organizational Behavior and Human Resource Management
- Strategic Planning and Organizational Studies

Within the framework of these nine standard programs, every PhD student plans a unique, individual course of study. A student may choose any of the nine areas as a major or as a secondary course of study. Also, a minor based on courses from another department may be appropriate if it is distinctive and supports the major area.

Each of the areas of study provides additional choices to meet student interests and developmental needs. All have subspecialties; all explore a range of current topics. In addition, to expand the option in the core areas, students are invited to draw on courses and research opportunities from anywhere in the Katz School, in other parts of the University, or in other institutions.

Two goals must be balanced in planning an individual program. One is to acquire a sound body of knowledge in recognized disciplines and methods. The other is to choose a mix of courses, mentors, and research topics geared to the student’s own interests and talents. Ideally this will lead to a truly original dissertation, followed by a career of meaningful research.

ACCOUNTING

The doctoral program in accounting provides an opportunity for study in a variety of specialties in managerial accounting, financial accounting, governmental and healthcare accounting, and auditing. Students are encouraged to follow their special interests and to take courses as needed in other departments of the University and at other universities in the city.

ACCOUNTING CURRICULUM

The accounting curriculum has been designed with the presumption that almost all students will seek academic careers at research-oriented institutions when they graduate. The accounting faculty helps students develop as much human capital as possible during their program of study to give them a running start in an academic career. This involves having students acquire knowledge and research skills in both general and specific areas, gaining experiences in making research presentations and fielding questions, and taking steps to become a future educator. In this spirit, students are required to take doctoral seminars in accounting as well as a number of courses outside of accounting but related to an individual student’s specific interest.
The accounting area includes two levels of requirements: core courses and electives.

■ Core course requirements
A. All students are required to have a basic knowledge of accounting represented by the following two courses:
   BACC 2401 – Financial Reporting and Control
   BACC 2528 – Managerial Accounting

Students are expected to have the above background before entering the doctoral program. However, promising students without the full background are sometimes admitted conditionally based on their completing the necessary coursework at Katz.

B. The accounting focus consists of seven courses, five of which are the following required doctoral seminars:
   BACC 3011 – Management Control Systems
   BACC 3012 – Survey of Financial Accounting Research
   BACC 3014 – Behavioral Research in Accounting
   BACC 3015 – Analytical Research in Accounting
   BACC 3017 – Accounting Workshop

■ Electives
The remaining courses required should be chosen to enhance students’ expertise in their prospective areas of research. Students may take these additional courses in other departments of the University or at other universities in the city.

SECONDARY COURSE OF STUDY IN ACCOUNTING (FOR DOCTORAL STUDENTS FOCUSING IN OTHER AREAS)
A secondary course of study in accounting offers the opportunity to acquire expertise across the various accounting functions. This secondary course of study may be of particular interest to students in areas such as finance and information systems. The secondary course of study in accounting requires a basic knowledge of the two accounting courses listed under “A” above and:

   BACC 3011 – Management Control Systems
   BACC 3012 – Survey of Financial Accounting Research

Students pursuing the secondary course of study in accounting should also take one other doctoral seminar identified by the student and the student’s advisors.

ARTIFICIAL INTELLIGENCE
Artificial Intelligence is an inherently interdisciplinary field of study that, in a business school environment, provides opportunities for research in a wide variety of functional areas. The PhD program offers a thorough grounding in the scientific and theoretical bases of AI. The faculty in this area have an empirical orientation, and are particularly interested in research that combines artificial intelligence and management science and statistics. Core requirements include courses in artificial intelligence theory and programming, optimization, networks and graph theory, and cognitive processes and problem solving.

Beyond coursework, the program stresses student involvement in applied research through relationships with the local business community and at the Katz School’s Artificial Intelligence in Management (AIM) Laboratory. The AIM Lab is a key resource for student and faculty research. Current and recent AIM Lab projects have been funded by the U.S. Army, Bayer, Blue Cross of Western PA, Tippins, Legent, Rockwell International, and Glaxo. Students have used their experiences with such projects, and data stemming from the lab, in their research.

AI CURRICULUM
PhD students in artificial intelligence are expected to develop a program of study that will enhance their understanding of potential problem areas in management, and build their skills in formulating, designing, and creating systems and theories to help solve these problems.

This course of study requires a total of seven courses, including one course each in:
   AI programming techniques
   Optimization theory
   AI theory
   Problem solving and modeling techniques
   Networks and graph theory

Advanced seminars and electives should reflect the student’s interests and intended area(s) of application. Students are encouraged to do research in areas of current faculty interest, for the opportunity to develop and use AI techniques in management.

SECONDARY COURSE OF STUDY IN ARTIFICIAL INTELLIGENCE
A secondary course of study in artificial intelligence consists of a coherent set of four courses from among the core areas mentioned above.

BUSINESS ENVIRONMENT, ETHICS, AND PUBLIC POLICY
The PhD Program in Business Environment, Ethics, and Public Policy is one of only a handful of such programs in the U.S. The faculty in this area studies the complex ways in which business organizations interact with, respond to, and actively manage their environments. This field addresses the basic problems of organizational governance, organization environment management, and related ethical and social issues. The Business, Government, and Society Research Institute supports research by Katz faculty.

CURRICULUM IN BUSINESS ENVIRONMENT, ETHICS, AND PUBLIC POLICY
PhD students in this field are expected to achieve an understanding of the basic literature and theory of the field; the methodologies appropriate for research; and a set of special theoretical perspectives or issue/problem areas appropriate for research in this area.

In addition, a major portion of the program consists of seminars on advanced topics reflecting the scholarly and research interests of the faculty.

The course of study consists of core courses, advanced seminars, and electives.
Core courses
BENV 3011 Corporate Social Performance: Core Readings
BENV 3013 Environmental Research Methodology
BENV 3014 Empirical Research in Corporate Leadership, Ethics, and Social Performance

Advanced seminars
BENV 3012 Values and Ethics in Organizations and Society
BENV 3031 Government Regulation
BENV 3032 Managing Environments
BENV 3091 Independent Readings in Business Environment, Ethics, and Public Policy

Electives
Students are expected to design a coherent concentration for their elective and advanced seminar courses. Elective courses may be taken outside the Katz School. Students may design their advanced seminar/elective concentration to focus on cross-cutting or interdisciplinary fields. Suggested elective courses include independent readings courses (BENV 3091/92).

SECONDARY COURSE OF STUDY IN BUSINESS ENVIRONMENT, ETHICS, AND PUBLIC POLICY
The secondary course of study consists of BENV 3011 and six additional credits to be selected from the core courses or advanced seminars.

FINANCE
Finance focuses on issues relating to the acquisition, allocation, and valuation of financial resources. It deals with corporate financial policy, optimal consumption-investment decisions, and the nature of capital market equilibrium in a world of uncertainty. In particular, it is concerned with analyzing portfolio decisions of individual investors, financing and investment decisions by firms, the determination of the market values of capital assets, and the behavior of security prices in different markets.

The finance faculty emphasizes formal modeling of these issues and empirical testing of the various theoretical developments. The PhD program has a strong research orientation and is intended to develop research capabilities in financial economics.

Students focusing in finance must take the core of finance courses, a set of advanced seminars, and electives.

Core courses
BFIN 3011 Theory of Finance 1
BFIN 3012 Theory of Finance 2
BFIN 3013 Empirical Research in Finance

Advanced seminars
BFIN 3015 Valuation Models in Finance
BFIN 3016 Advanced Topics: Research in Capital Markets
BFIN 3016 Advanced Topics: Corporate Governance and the Structure of Enterprise
BFIN 3016 Advanced Topics: Recent Research in Finance
BFIN 3016 Advanced Topics: Research Methods in Finance
BFIN 3017 Mathematical Methods in Research

Students are required to take the core courses, three to six credits of the advanced seminars, plus courses in microeconomics, economics, probability theory, and continuous-time mathematics, according to the students’ backgrounds and needs.

SECONDARY COURSE OF STUDY IN FINANCE
Courses required for the secondary course of study in finance are as follows:

BFIN 3011 Theory of Finance 1
BFIN 3012 Theory of Finance 2
BFIN 3013 Empirical Research in Finance

In addition, it is recommended that students take at least one special readings course or an approved elective from the courses offered in the MBA program.

INFORMATION SYSTEMS
The PhD program in Information Systems (IS) focuses on the management and organizational uses of computerized information systems. All students are expected, by the end of their first year of study, to have basic competence in computer programming, systems analysis and design techniques, and data base management systems. In addition, students must fulfill research methodology requirements, take six to eight doctoral IS seminars in the major area, and three to four seminars in a related secondary course of study area. Most students start with a small-scale research study as part of BIS 3011/Current Issues in IS Research, a doctoral seminar generally taken in the first term.

The course of study consists of a set of IS prerequisites, core doctoral seminars in the IS area, and additional seminars leading to qualifying and comprehensive exams.

IS Prerequisites
In doctoral seminars, it is assumed students have completed these master’s-level courses or their equivalents:

BMIS 2410 Management Information Systems
BMIS 2589 Systems Analysis and Design
BMIS 2588 Data Base Management

IS Doctoral Seminars
Generally, at least six doctoral seminars are offered in each two-year period. Students are usually expected to enroll in all seminars that are offered in their first two years of study.

The core consists of:

BIS 3011 Current Issues in IS Research
BIS 3012 Foundations of Research in IS

Other seminars offered recently were:

BIS 3015 Advanced Topics: IS Development and Implementation
BIS 3015 Advanced Topics: Information Technology and Organizational Coordination
BIS 3019 Human-Computer Interaction
BIS 3020 Strategic Management of IT
A non-credit workshop, BIS 3018, is offered each year; all doctoral students and faculty participate regularly in this workshop. Students receive a “pass-fail” grade for the workshop taken in the term that is most convenient for them to formally register.

SECONDARY COURSE OF STUDY IN INFORMATION SYSTEMS
The secondary course of study in IS may be fulfilled by completing BIS 3011, 3012, and any two other doctoral-level IS seminars except BIS 3018.

MARKETING
The PhD program in marketing is intended to give students both the substantive knowledge and the practical research skills necessary to make contributions to marketing thought and practice. After acquiring the fundamentals, students have considerable freedom in selecting advanced coursework and a focus of study within their specialization. Along with seminars offered by the marketing faculty, students are encouraged to take seminars in related areas such as economics, sociology, psychology, statistics, philosophy, and anthropology.

This course of study involves seven marketing related courses for a total of 21 credit hours. Courses may be selected from the following seminar list. Students may also petition to have specific MBA-level marketing courses in the Katz School or courses elsewhere in the University count for credit toward a marketing focus.

The marketing seminars consist of:

BMKT 3011 Current Research in Marketing
BMKT 3012 Theory Construction in Marketing
BMKT 3013 Behavioral Science Applications in Marketing
BMKT 3014 Foundations of Marketing Management
BMKT 3015 Foundations of Consumer Behavior
BMKT 3016 Advanced Topics in Marketing: Emerging Issues
BMKT 3017 Applications of Analytical Methods in Marketing
BMKT 3018 Special Topics in Marketing 1: Marketing Models
BMKT 3019 Special Topics in Marketing 2: Scaling and Measurement Issues

SECONDARY COURSE OF STUDY IN MARKETING
The secondary course of study consists of three courses of the student’s choosing.

OPERATIONS AND DECISION SCIENCES
Doctoral study in operations addresses the role of quantitative models in managerial decision-making, and covers the methodologies as well as the applications of management science. Because of the variety of faculty research interest there is great flexibility in choosing a research topic, including disciplinary research on the methodology of operations research and interdisciplinary research with another area such as artificial intelligence, management information systems, finance, accounting, or marketing.

PhD students must take three courses in the core plus 12 credits from the following advanced seminars or other approved electives. With the advisor’s approval, students may substitute any of these courses with appropriate graduate-level courses from statistics, economics, or engineering disciplines.

Core Courses
- BQOM 3011 Linear Programming
- BQOM 3012 Nonlinear Programming
- BQOM 3013 Stochastic Processes
- BQOM 3019 Simulation Methodology

Advanced seminars
- BQOM 3014 Networks
- BQOM 3015 Statistical Decision Theory
- BQOM 3016 Analytic Hierarchy Process
- BQOM 3017 Advanced Topics in Operations Management
- BQOM 3018 Decision Making in Complex Environments

SECONDARY COURSE OF STUDY IN OPERATIONS
The secondary course of study consists of BQOM 3011, 3013, and one other approved PhD seminar from among those given above or from other approved electives.

ORGANIZATIONAL BEHAVIOR AND HUMAN RESOURCE MANAGEMENT
The PhD program in organizational behavior and human resource management (OBHR) focuses on the behavioral processes and strategies of organizations and how they affect individual, group, and organizational performance. Excellence in content knowledge and research skills is strongly emphasized. The program provides an overview of both organizational behavior and human resources management; students can choose to concentrate in either area.

The course of study consists of a set of core courses and electives. Core courses required of all students are:

- BOAH 3002 Foundations of Organizational Behavior
- BOAH 3003 Foundations of Human Resource Management

Students will then go on to concentrate in one of these two areas. All students, however, are further required to take the following:

- At least three credit hours in research methods and six credit hours in statistics. (In consultation with the student’s advisor, the student can select research methods and statistics courses offered in the Katz School, through other University departments, or through other universities.)

- Three elective courses totaling nine credit hours, of which two courses must be in the OBHR area. OBHR electives are:

  - BOAH 3021 Behavioral Systems and Management Thought
  - BOAH 3023 Research in Employee Relations and Public Policy
  - BOAH 3025 Theory and Methods in Human Resources Management
  - BOAH 3027 Research Methods in Organizational Behavior
  - BOAH 3029 Groups in Organizations
  - BOAH 3031 Advanced Topics in Organizational Behavior
  - BOAH 3033 Research Practicum
SECONDARY COURSE OF STUDY IN OBHR

The secondary course of study consists of the two core courses and one additional OBHR seminar for a total of nine credit hours.

STRATEGIC PLANNING AND ORGANIZATIONAL STUDIES

Students in Strategic Planning and Organizational Studies study the problems and issues facing general managers who must formulate and implement strategic relationships between organizations and their environments. Prior research that examines effective planning techniques, corporate strategies, and implementation systems will form the core of many seminars, and improved research projects will be the objective of dissertation efforts. Graduates of this program are now serving in major academic, corporate, and government roles.

STRATEGIC PLANNING AND ORGANIZATIONAL STUDIES CURRICULUM

This program offers two tracks: Organizational Studies and Strategic Planning and Policy. Each is described separately below.

Organizational Studies Track

The organizational studies track focuses on the system-wide dynamics that determine the effectiveness of the overall organization. Topics include organization design, organizational change and development, organization power and conflict, and the nature of organizational effectiveness.

Students have considerable flexibility in selecting advanced courses and a focus of study after acquiring the fundamentals of research methodology and organization theory.

The required seminars for the major in Organizational Studies are:

- BORG 3011 Foundations of Organization Theory
- BORG 3012 Research Methods in Organizational Studies 1
- BORG 3013 Research Methods in Organizational Studies 2
- BORG 3015 Contemporary Organization Theory

Students must take a minimum of two additional seminars in the Katz School and one approved seminar in another department of the University (e.g., psychology, sociology, anthropology, philosophy, mathematics and statistics, etc.).

Suggested seminars:

- BORG 3014 Systems Change and Organization Development
- BORG 3016 Organization Conflict and Power
- BORG 3017 Organization Design and Structure
- BORG 3018 Organization Cultures
- BORG 3019 Advanced Organizational Topics
- BORG 3099 Readings in Organizational Studies

Secondary Course of Study in Organizational Studies

The secondary course of study in Organizational Studies requires the completion of two courses:

- BORG 3011 Foundations of Organization Theory
- BORG 3015 Contemporary Organization Theory

Students must take at least two additional seminars in either the Katz School (e.g., the suggested seminars above) or approved seminars in other departments of the University; students can take both required seminars plus an additional seminar.

Strategic Planning and Policy Track

The strategic planning and policy field focuses on the concepts and frameworks for formulating and implementing strategic decisions in complex organizations. It is expected that students will have completed an MBA-level course such as management policy before embarking on the major or secondary course of study.

Students pursuing a major in Strategic Planning and Policy must take the following courses:

- BSPP 3011 Strategic Planning Systems
- BSPP 3012 Strategic Environmental Analysis
- BSPP 3013 Corporate Strategy Research
- BSPP 3014 Political and Social Strategic Processes

Students must also take three courses, such as:

- BECN 3012 Applied Microeconomic Theory
- BORG 3014 Systems Change and Organizational Development
- BSPP 3015 Workshop in Strategic Planning and Policy

Secondary Course of Study in Strategic Planning and Policy

The secondary course of study in Strategic Planning and Policy requires the completion of two courses:

- BSPP 3011 Strategic Planning Systems
- BSPP 3013 Corporate Strategy Research

Plus at least two of the following:

- BSPP 3012 Strategic Environmental Analysis
- BSPP 3014 Political and Social Strategic Processes
- BSPP 3015 Systems Change and Organizational Development
- BSPP 3015 Workshop in Strategic Planning and Policy

PhD COURSE LISTINGS

Listed below are the doctoral courses offered by the Katz School.

ACCOUNTING

- BACC 3011 Management Control Systems
- BACC 3012 Survey of Financial Accounting Research
- BACC 3014 Behavioral Research in Accounting
- BACC 3015 Analytical Research in Accounting
- BACC 3017 Accounting Workshop

BUSINESS ENVIRONMENT, ETHICS, AND PUBLIC POLICY

- BENV 3011 Corporate Social Performance: Core Readings
- BENV 3012 Values and Ethics in Organizations and Society
- BENV 3013 Environmental Research Methodology
- BENV 3014 Empirical Research in Corporate Leadership, Ethics, & Social Performance
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<td>FINANCE</td>
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<td>Current Issues in IS Research</td>
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