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

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

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

ABOUT THE UNIVERSITY

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

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

HISTORY

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

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

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

In 1906, 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. In 1968, the dean of the Graduate School retired from his administrative role, and the position he had held was discontinued. General responsibility for the University's graduate programs was assigned to the provost pending reorganization of the University's graduate structure. The University Council on Graduate Study, the University administration, and members of the Graduate Faculty cooperated in drafting a proposed reorganization of graduate study, which was approved by written ballot by the entire Graduate Faculty and, in turn, accepted by Chancellor Wesley Posvar. This organizational structure became effective July 1, 1971 and is still the official structure.

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

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

ACCREDITATION

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

ACADEMIC ORGANIZATION AND PITTSBURGH CAMPUS OVERVIEW

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

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

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

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

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

ORGANIZATION OF GRADUATE AND PROFESSIONAL EDUCATION AT THE UNIVERSITY

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

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

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

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

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

## GRADUATE ADMISSIONS

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

### APPLICATION PROCEDURES

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

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

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

### APPLICATION DEADLINES

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

## GRADUATE ADMISSIONS OF INTERNATIONAL STUDENTS

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

### INTERNATIONAL STUDENT ACADEMIC BACKGROUND 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 regionally accredited U.S. institution.

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

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

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

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

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

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

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

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

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

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

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

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

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

**PROVISIONAL GRADUATE STATUS**

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

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

**SPECIAL STATUS**

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

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

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

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

**GUARANTEES AND EARLY ADMISSION TO GRADUATE AND FIRST-PROFESSIONAL PROGRAMS**

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

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

**TUITION DEPOSIT**

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

**DEFERRED ADMISSION**

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

**READMISSION**

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

**CHANGING THE FIELD OF GRADUATE STUDY**

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

TUITION

TUITION DEPOSIT

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

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

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

FULL TUITION

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

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

RESIDENCY/REDUCED TUITION

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

ELIGIBILITY FOR REDUCED TUITION

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

FINANCIAL OBLIGATION OF STUDENTS

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

FEES

Mandatory Fees

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

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

Special Service Fees

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

Course Fees

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

Program Fees

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

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

TEACHING AND RESEARCH APPOINTMENTS

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

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

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

TEACHING ASSISTANTS (TA)

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

TEACHING FELLOWS (TF)

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

GRADUATE STUDENT ASSISTANT (GSA)

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

GRADUATE STUDENT RESEARCHER (GSR)

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

FELLOWSHIPS AND TRAINEESHIPS

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

PROVOST’S DEVELOPMENT FUND

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

OWENS FELLOWSHIPS

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

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

SCHOLARSHIPS

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

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

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

LIFETIME LEARNING TAX CREDITS

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

For more information on Lifetime Learning Credits, see http://www.ed.gov/initst/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@sfs.pitt.edu or online http://www.bc.pitt.edu/sfs/paycenter.htm.

PAYMENT

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

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

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

CHECK AND CREDIT CARD ADJUSTMENTS

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

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

UNIVERSITY LIBRARY SYSTEM

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

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

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

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

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

- Hillman (main), which houses:
  - African-American
  - Buhl (social work)
  - East Asian
  - Government Documents
  - Latin American Studies
  - Special Collections
  - Allegheny Observatory
  - Business Information Center
  - Center for American Music
  - Chemistry
  - Computer Science
- Darlington Memorial
  - American History
- Engineering
- Fine Arts
- Information Sciences
- Langley
  - Biological Sciences
  - Neuroscience
  - Psychology
- Mathematics
- Music
- Physics/Astronomy
- Public and International Affairs/Economics

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

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

BARCO LAW LIBRARY

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

HEALTH SCIENCES LIBRARY SYSTEM

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

Falk Library of the Health Sciences serves as the flagship of the HSLS. It is located on the second floor of Seidell Hall. The library houses
resources, or to access HSL Online, see
For information about the Health Sciences Library System and its
Primary Care Online, and Scientific American Medicine Online.
STAT!Ref, Harrison’s Principles of Internal Medicine, Lippincott’s
Evidence-Based Medical Reviews, Micromedex, MDConsult,
full-text clinical and subspecialty textbooks, clinical practice
Wide Web to current biomedical databases, full-text journals, major
HSL Online, a digital clinical library, offers access through the World
Wide Web to current biomedical databases, full-text journals, major
full-text clinical and subspecialty textbooks, clinical practice
guidelines, and current drug and toxicology information. HSL Online
includes the following databases and information services: MEDLINE,
AIDSLine, CancerLit, Bioethicsline, HealthStar, CINAHL, PsycINFO,
Evidence-Based Medical Reviews, Micromedex, MDConsult,
STAT!Ref, Harrison’s Principles of Internal Medicine, Lippincott’s
Primary Care Online, and Scientific American Medicine Online.

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

COMPUTING SERVICES AND SYSTEMS
DEVELOPMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AFFIRMATIVE ACTION

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

ATHLETICS

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

VARSITY SPORTS

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

INTRAMURAL AND CLUB SPORTS

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

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

SPORTS FACILITIES

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

BOOK CENTERS

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

CHILD CARE

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

COUNSELING CENTER

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

DISABILITY RESOURCES AND SERVICES

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

FOOD SERVICES

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

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

HEALTH CARE AND STUDENT HEALTH SERVICE

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

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

Students should have health insurance to protect themselves in the event of illness or injury. Also, some schools may require students to carry insurance as a condition of their enrollment, particularly when students may be in contact with blood-borne pathogens. A direct pay medical insurance plan, underwritten by MEGA Life and Health Insurance Company, is available to students registered at the University for three or more credits. While not a full-coverage plan, this plan is designed to provide a student’s basic health care needs, including services not offered at the Student Health Service such as hospitalization and emergency care. Students may enroll in the MEGA plan only during certain enrollment periods. Applications, enrollment deadlines, and further information on the plan are available at the Student Health Service for more information.

To obtain a PittCard, students must have registered for classes, and 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
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/~saser, 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.

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) 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

REGISTRATION FOR CLASSES

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

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

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

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

FULL-TIME AND PART-TIME STUDY

Students must be officially admitted to the University to be eligible to register for classes. Graduate students who register for nine to 15 credits in the Fall or Spring Term are full-time students and are assessed the tuition rate for their school (for detail, see http://www.ba.pitt.edu/irweb/ tuition/tuitionpg.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).

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

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.

REGISTRATION STATUS AT GRADUATION

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

INACTIVE STATUS

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

ADDING AND DROPPING COURSES

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

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

CROSS REGISTRATION

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

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

REGISTERING FOR TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY

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

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

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

MONITORED WITHDRAWAL FROM A COURSE

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

RESIGNING FROM THE UNIVERSITY FOR A SPECIFIC TERM

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

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

GRADING & RECORDS

QPA AND GPA

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

ACADEMIC STANDARDS

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

GRADING SYSTEM

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

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

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

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

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

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

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

**LETTER GRADES**

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

<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>3.75</td>
</tr>
<tr>
<td>A-</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>B-</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 QPA, a Course Repeat Form must be filed with the dean’s office.

**CHANGING GRADES**

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

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

GRADE REPORT

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

TRANSCRIPTS

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

ACADEMIC HONORS

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

PROBATION, SUSPENSION, AND DISMISSAL

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

EFFECT ON FINANCIAL AID AND SCHOLARSHIPS

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

EDITORIAL ASSISTANCE AND PUBLICATION OF THESES/DISSERTATIONS

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

EDITORIAL ASSISTANCE

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

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

PUBLICATION OF THESES AND DISSERTATIONS

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

The doctoral candidate is required to execute an agreement with University Microfilms, Inc. for the publication of the dissertation on microfilm (see Regulations Pertaining to Doctoral Degrees, page 23). Advisors should exercise responsibility in approving research topics that will not endanger long-term research projects or the safety or welfare of informants. Dependent upon the circumstances and the research point at which the danger is recognized, the provost’s office may authorize a delay in publication of a dissertation for up to a maximum of one calendar year. Similarly, a publication may be withheld for a maximum of six months, if required, for filing a patent application.

REGULATIONS PERTAINING TO MASTER OF ARTS AND MASTER OF SCIENCE DEGREES

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

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

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

Some master's programs may include approved areas of concentration or minors. Areas of concentration define and describe the student's specialty. Such areas of concentration or minors are added to the transcript upon the granting of the degree.

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

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

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

COMPREHENSIVE EXAMINATION

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

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

THESIS OPTION

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

NON-THESIS OPTION

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

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

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

REGULATIONS PERTAINING TO PROFESSIONAL MASTER’S DEGREES

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

PROFESSIONAL MASTER’S DEGREE REQUIREMENTS

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

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

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

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

REGULATIONS PERTAINING TO DOCTORAL DEGREES

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

ADMISSION TO DOCTORAL STUDY

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

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

PROGRAMS OF STUDY

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

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

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

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

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

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

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

CREDIT REQUIREMENTS

The minimum credit requirement for the PhD degree is met by six terms of registration as a graduate student for 12 or more credits per term or the equivalent number of credits taken in a reduced load over a longer period of time. If the school requires completion of its master’s degree program prior to admission into its doctoral program, at least four terms of registration for 12 or more credits per term or the equivalent number of credits in a reduced load are required as a minimum for the PhD degree. No more than 30 credits may be accepted for a master’s degree awarded by another institution to meet the preliminary and comprehensive examinations as well as to graduate.

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 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 body of literature. The dissertation must be relevant to an identifiable field as it is currently practiced, present a hypothesis tested by data and analysis, and provide a significant contribution or advancement in that field. It is the responsibility of the student’s doctoral committee to evaluate the dissertation in these terms and to recommend the awarding of the doctoral degree only if the dissertation is judged to demonstrate these qualities.

A dissertation should demonstrate the following characteristics:

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

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

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

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

LANGUAGE OF THE DOCTORAL DISSERTATION

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

FINAL ORAL EXAMINATION

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

**INTERDISCIPLINARY DOCTORAL PROGRAMS**

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

**GENERIC PROGRAMS**

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

**INDIVIDUALIZED PROGRAMS**

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

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

**OTHER DOCTORAL DEGREES**

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

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

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

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**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. Re-admission 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/~document/ethics/ethics.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.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

GRADUATE STUDENT RESEARCHER POLICY STATEMENT

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

HARASSMENT POLICIES

HARASSMENT

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

SEXUAL HARASSMENT

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

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

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

HUMAN RESEARCH SUBJECTS: INSTITUTIONAL REVIEW BOARD

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

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

PATENT POLICY

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

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

SMOKING POLICY

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

STUDENT CODE OF CONDUCT

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

JUDICIAL SYSTEM

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

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

TEACHING ASSISTANT/TEACHING FELLOW/GRADUATE STUDENT ASSISTANT POLICY STATEMENT

Teaching Assistants (TAs), Teaching Fellows (TFs), and Graduate Student Assistants (GSAs) at the University are graduate students who are receiving support in return for specified duties while gaining teaching and teaching-related experience under the guidance of faculty mentors. Their primary objective, from the standpoint of the University and the individual, is to make steady progress toward an advanced degree. TA/TF/GSA appointment status is dependent upon graduate student status. The complete policy statement for TA/TF/GSAs is available at http://www.pitt.edu/~graduate/tapolicy.html.
Special academic opportunities such as certificate programs provide students with ways to augment their education and experience with expanded study programs both on and off campus, in both university and professional settings.

**AREA OF CONCENTRATION AND MINORS**

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

**CERTIFICATE PROGRAMS**

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

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

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

**CROSS REGISTRATION**

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

**TWO INDEPENDENT DEGREE PROGRAMS SIMULTANEOUSLY**

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

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

**COOPERATIVE-, DUAL-, AND JOINT-DEGREE PROGRAMS**

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

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

Students who are interested in or accepted to any of the University of Pittsburgh’s graduate or professional programs listed below other than those leading to the first-professional degrees offered by the University (MD, JD, 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 Center</th>
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</thead>
<tbody>
<tr>
<td>Acute Care Nurse Practitioner</td>
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<td>Administrative and Policy Studies</td>
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<td>Anatomy-Histology</td>
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<td>Astronomy</td>
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<td>Behavioral and Community Health Sciences</td>
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<td>GSPH</td>
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<td>Biochemistry &amp; Molecular Genetics</td>
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<td>Bioengineering</td>
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<thead>
<tr>
<th>Program</th>
<th>Degree(s) Offered</th>
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<td>Communication Science and Disorders</td>
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<tr>
<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 School of Health and Rehabilitation Sciences (SHRS) was established in 1969 as the sixth school of the health sciences. The school’s mission was not only to educate entry-level practitioners but also to prepare established clinicians to be leaders in their professions. Today, SHRS offers professional and post-professional education in the following areas: clinical dietetics and nutrition, communication science and disorders, emergency medicine, health information management, health information systems, health care supervision and management, occupational therapy, physical therapy, and rehabilitation science and technology. In addition, SHRS offers doctoral programs in Communication Science and Disorders and in Rehabilitation Science.

SHRS is dedicated to developing research opportunities to enable students to meet the growing needs of the health-care and rehabilitation fields. Faculty and students have access to sophisticated research equipment and laboratories, including facilities for the measurement and study of motion; balance disorders; human performance; hearing disorders; speech, language and cognitive disorders; neurophysiological parameters; wheelchair performance and design; and the HIM computer laboratory. The school has established the Center for Assistive Technology, the NIDRR Rehabilitation Engineering Research Center, and the Pitt/VA Human Engineering Laboratories. Faculty provide programmatic direction in a variety of multidisciplinary centers associated with the University of Pittsburgh Medical Center, including the Facial Nerve Center, the Jordan Balance and Vestibular Laboratory, Sports Medicine Institute, Centers for Rehab Services, LLC, and the Comprehensive Spine Center. Students have access to all on-campus health care facilities, where graduate students assist in serving clients and conducting research.

SHRS graduate programs are administered through the Departments of:

- Clinical Dietetics and Nutrition
- Communication Science and Disorders
- Health Information Management
- Occupational Therapy
- Physical Therapy
- Rehabilitation Science and Technology

SHRS faculty collaborate with faculty from other schools in the health sciences to conduct research into professional techniques, developing and extending their effectiveness.

SHRS students at all levels learn how to apply their knowledge to promote health, prevent disease, cure sickness, and effect rehabilitation of the disabled. They learn to have the utmost respect for the value and dignity of the people they serve and to recognize the importance of a humanistic approach to health care. They question accepted practices of their professions and thus develop and improve those practices, and they work as a team with other health professionals in preventing and treating disease and disability. They learn to become professional leaders in hospitals and other health care settings.

The mission of the school is to advance the theoretical base of knowledge underlying the practice of health and rehabilitation disciplines and professions through research, teaching, and professional service.

**CONTACT INFORMATION**

Office of Admissions  
School of Health and Rehabilitation Sciences  
4019 Forbes Tower  
Pittsburgh, PA 15260  
Phone: (412) 383-1252  
E-mail: shrsadmis+@pitt.edu  
Web site: www.shrs.upmc.edu

**ADMISSIONS: MASTER’S DEGREE PROGRAMS**

The minimal requirements for admission into a SHRS master’s science degree program are listed below (further requirements for PhD applicants and applicants to the entry-level professional Master of Occupational Therapy and the Master of Physical Therapy programs are detailed under those sections). These criteria have not been weighted or placed in order of importance:

- For admission to full status, applicants must have completed a baccalaureate degree or first-professional degree with an overall QPA of 3.00 or better (based on a 4.00 point scale). An applicant with less than 3.00 QPA in the overall undergraduate and professional programs but with favorable professional credentials may be considered and may be admitted to provisional status upon recommendation of the admissions committee.

- For Master of Science program emphases in clinical dietetics and nutrition, occupational therapy, or physical therapy, the applicant must be licensed, registered, or certified in the respective professions.

- The applicant must present a description of professional and/or educational goals that are realistically attainable during enrollment in the graduate program. An interview may be required of the applicant at the request of the admissions committee.

- Letters of recommendation should address the applicant’s academic, professional, and personal attributes, as well as potential for meaningful graduate study.

- The Graduate Record Examination (GRE) is required for admission to the program in Communication Science and Disorders.

Decisions regarding admission will be based on an overall evaluation of all credentials, and will be made in accord with the availability of faculty and facilities necessary to meet the applicant’s expressed goals for graduate study.
APPLICATION PROCEDURES

Applicants must complete and return the application form to the SHRS Office of Admissions, including:

- Official transcripts from all colleges or universities attended.
- The completed application form, including the applicant’s personal statement concerning his or her goals for graduate study. Applicants are invited to submit resumes or curriculum vitae that include summaries of professional activities and achievements and listings of any continuing professional education courses attended.
- Three letters of recommendation from individuals who can speak with authority about the applicant’s suitability as a candidate for rigorous graduate study.
- Scores on the GRE examination for application to the Department of Communication Science and Disorders.
- A non-refundable application fee of $40 must accompany the application in the form of a check or money order payable to the University of Pittsburgh.

Additional application requirements as required by specific SHRS programs are detailed under that program’s description.

APPLICATION DEADLINES

All master’s programs within the Department of Communication Science and Disorders have a March 20 application deadline for admission in the Fall Term. The programs in the Master of Science in Health and Rehabilitation Sciences have rolling admissions. (Please note: these deadlines do not apply to SHRS doctorate programs, the Master of Occupational Therapy program, or the Master of Physical Therapy Program. Consult the information listed under those program descriptions for more information.) Class size varies from program to program; therefore, it is advisable to submit applications as early as possible.

INTERNATIONAL STUDENT APPLICANTS

Applicants from foreign countries must follow all of the preceding admission procedures. Students applying to the Master of Science focus in the Physical Therapy program who have graduated from allied health educational programs in foreign countries must have their credentials evaluated. (See also the Graduate Admissions of International Students section in the front of this bulletin.)

ACADEMIC STANDARDS

In addition to following the University-wide academic rules and regulations as detailed in the General Academic Regulations section of this bulletin, SHRS has a number of school-specific academic standards as well, as detailed below.

MAINTENANCE OF ACTIVE STATUS

All students working toward graduate degrees must be registered for a minimum of three credits in each 12-month period from the time of admission until the degree is granted. Those students who fail to observe this rule will be placed on inactive status and will have to seek formal readmission in order to continue their graduate programs. Students must register for at least one credit during the term in which they plan to be graduated.

READMISSION

As detailed in the Readmission section at the front of this bulletin (page 5), a student who has not registered for at least one credit during a 12-month period will be transferred automatically to inactive status and must file an application for readmission to graduate study (including paying the application fee and submitting three letters of recommendation) before being permitted to register again.

If the requirements for successful completion of the specific graduate program in which the student was enrolled have changed during the period of non-enrollment, the readmitted student may be required to meet the revised requirements of the program that are in effect at the time of readmission. This will be decided by the chair/director of the student’s particular program.

ACADEMIC PROBATION

When the QPA of a graduate student falls below 3.00 in any one term or period of nine credits, the student is automatically placed on academic probation. The student will have a maximum of one term of full-time study or the equivalent (nine credits) to demonstrate the ability to achieve an overall QPA of 3.00. Failure to do so will subject the student to immediate dismissal from the program. Students whose records show a disproportionate number of G, I, N, or W grades may be placed on probation or may be dropped from the program.

NON-THESIS OPTION

Students pursuing a master’s degree with a non-thesis option are required to take six credits in an area in which they want to further their professional skills. See description of the relevant program for a description of individual requirements.

GRADUATION REQUIREMENTS

Candidates for the degree of Master of Arts* or Master of Science from the School of Health and Rehabilitation Sciences must, in addition to completing all course and other degree requirements, have a minimum QPA of 3.00. All students must be registered for at least one credit during the term in which they plan to be graduated. An Application for Graduation must be filed in the SHRS Office of Student Services at the time of registration for the term/session in which the student expects to be graduated. No student will be graduated with an existing F, G, or I grade in a required course. No student will be graduated who has not resolved all financial obligations with the University. Graduation caps, gowns, and hoods may be purchased from the Book Center.

* Master’s students in communication science and disorders choosing the non-thesis option will receive a MA degree.

MASTER OF ARTS AND MASTER OF SCIENCE PROGRAMS

The School of Health and Rehabilitation Sciences offers several Master of Arts, Master of Science, and Doctorate programs. The Department of Communication Science And Disorders offers Master of Arts and Master of Science degrees in Communication Science and Disorders with specializations in Speech-Language Pathology, and Audiology. The Master of Science degree program in Health and Rehabilitation Sciences offers graduate and post-professional education with foci in:

- Clinical Dietetics/Nutrition
- Health Information Systems
- Health Care Supervision and Management
• Occupational Therapy
• Physical Therapy (Neuromuscular and Musculoskeletal)
• Rehabilitation Science and Technology

**CLINICAL DIETETICS/NUTRITION**

Dietitians who are registered through the Commission on Dietetic Registration (CDR) and individuals who possess a baccalaureate degree from an ADA-approved program may pursue a Master of Science degree in Health and Rehabilitation Sciences with an emphasis in clinical dietetics/nutrition. This emphasis provides advanced clinical practice that highlights specialization in selected areas of clinical dietetics practice.

NOTE: This program will provide applicants who are not registered through the Commission on Dietetic Registration (CDR) with the MS degree in Health and Rehabilitation Sciences but will not provide the required clinical experiences for registration. Those interested in clinical experience necessary to establish registration eligibility should apply for the coordinated undergraduate program.

The Clinical Dietetics/Nutrition program requires that students take a minimum of 46 credits distributed over the courses listed below:

**CLINICAL DIETETICS/NUTRITION CURRICULUM (17 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2901</td>
<td>Introduction to Research Methodology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2903</td>
<td>Issues in the Health System</td>
<td>2 cr.</td>
</tr>
<tr>
<td>BOST 2011</td>
<td>Principles of Statistical Reasoning</td>
<td>2 cr.</td>
</tr>
<tr>
<td>BOST 2041</td>
<td>Introduction to Statistical Methods 1</td>
<td>2 cr.</td>
</tr>
<tr>
<td>BOST 2042</td>
<td>Introduction to Statistical Methods 2</td>
<td>2 cr.</td>
</tr>
<tr>
<td>PSYED 2014</td>
<td>Statistical Methods 1</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSYED 2015</td>
<td>Statistical Methods 2</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*Any two of these courses can be used to fulfill the research course requirement. Alternate selections require approval by the dean.*

**THESIS OR NON-THESIS OPTIONS (SIX CREDITS)**

Clinical Dietetics/Nutrition students may elect to pursue the MS degree with or without a thesis. Both options require the completion of six credits. Which courses must be taken depends on which option is selected. Those students pursuing the thesis option must take the following:

HRS 2924/2925 Graduate Research Proposal 2 cr.
HRS 2925 Graduate Research 1-6 cr.

Those students pursuing the non-thesis option must take the following:

HRS 2926 Scholarly Paper 3 cr.
Elective courses or independent study 3 cr.

Successful completion of the comprehensive examination is a requirement for graduation.

**REQUIRED COURSES (17 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAHS 2020</td>
<td>Mammalian Physiology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HRS 2600</td>
<td>CDN Research Seminar</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2620</td>
<td>Nutrition Services for Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHARM 2002</td>
<td>Concepts of Pharmacology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2610</td>
<td>Food Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2621</td>
<td>Advanced Seminar in Clinical Dietetics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**ELECTIVES (MINIMUM OF SIX CREDITS)**

Students may develop a subspecialty emphasis in clinical dietetics in areas including renal, diabetes, geriatric nutrition care, metabolic nutrition care, or nutrition in developmental disabilities and rehabilitation through elective courses and research requirements.

**COMMUNICATION SCIENCE AND DISORDERS: MASTER’S DEGREE PROGRAM**

The Communication Science and Disorders program has been designed to provide students with:

1. a specialized academic education in communication processes and disorders, including disorders of speech, language, and hearing;
2. the knowledge and skills needed to critically evaluate empirical research; and
3. clinical expertise in the diagnosis and treatment of individuals having communicative disorders.

The master’s degree program has two specializations, one in speech-language pathology (which has both a general clinical track and a public school track) and one in audiology. The Educational Standards Board of the American Speech-Language-Hearing Association accredits both.

**GENERAL COMMUNICATION SCIENCE AND DISORDERS PROGRAM REQUIREMENTS**

Master’s students in both the speech-language pathology and audiology specializations have a series of shared requirements that are detailed below:

### Comprehensive Examination and Thesis Option

All students are required to pass a two-part oral and written comprehensive examination. The purpose of the comprehensive examination is to assess students’ abilities to think critically, to communicate their thoughts in written and oral form, and to demonstrate both their grasp of the major academic content provided in their graduate program and their understanding of the clinical process. To satisfy both written and oral components of the comprehensive examination, students will present (first in writing, and then orally) a case from their own clinical experience to a committee of two or three faculty, clinical supervisors, or field faculty members. The written portion of the comprehensive examination will include a written report and analysis of the student’s case. If the student passes the written portion, an oral examination is scheduled. During the oral examination, the student must present the case, and then respond to and discuss questions posed by the committee regarding the case and information pertaining to the case. Students may sign up to take their comprehensive examinations at any time after their second term of full-time study. Students cannot take the comprehensive examination if on provisional or special status. The examination must be passed at least one month before the last day of the term in which the degree will be granted.

The option to complete a master’s thesis is also available. Completion of a thesis allows the student to earn the Master of Science degree in Communication Science and Disorders and exempts the student from the comprehensive examination.
**Proseminar Requirement**
All students must complete the Proseminar requirement, which consists of attending a specified number of scientific and professional presentations that have relevance to communication science and disorders.

**Clinical Practicum**
Clinical practicum requirements are met in the University of Pittsburgh Speech and Hearing Clinic Network (accredited by the American Speech-Language-Hearing Association) and at any of the approximately 40 Pittsburgh-area facilities with which the program is affiliated. These include the major hospitals, specialty clinics, and private practices in the area, as well as public and private schools. All coursework and practicum credits must be completed with a minimum grade of B to satisfy requirements for the degree.

**MASTER’S PROGRAM IN SPEECH-LANGUAGE PATHOLOGY CURRICULUM**
The master’s program specialization in speech-language pathology has two tracks: the general clinical track and the public school track. The general clinical track requires 50 credits of academic coursework in addition to the clinical experiences specified above. The public school track prepares students who wish to work in a public school setting, according to Pennsylvania certification requirements. The program is designed to require two full years (six terms) of study, but some students may be able to complete the requirements in five terms. Coursework must be passed with a B grade or better in order to count for graduation and to qualify the student for the comprehensive examination. The curriculum for the two tracks is detailed below.

**General Clinical Track**
- Required Coursework – 47 credits
- Graduate Seminar – three credits
- Clinic Practicum – 13 credits
- Proseminar – zero credits (four registrations satisfactorily completed)
- Total Credits – 63

**Public School Track**
In addition to the course requirements for the general clinical track, students must have at least 12 credits of education coursework at the undergraduate level (which can be taken during the master’s program), and four to six credits from two additional graduate seminars in Special Education (one credit courses are not eligible). Also, at least six of the 13 clinic practicum credits must be taken in a school setting.

The progression of courses in the two tracks is as follows:

**First Year: Fall Term (13 credits)**
- CSD 2060 Proseminar 0 cr.
- CSD 2039 Motor Speech Disorders 3 cr.
- CSD 2064 Orientation to Clinical Procedures 3 cr.
- CSD 2070 Articulation and Phonological Disorders 3 cr.
- CSD 2071 Child Language Disorders 3 cr.
- CSD 206x Clinic Practicum 1 cr. (2065 – Network; 2066 – Outplacement)

**Spring Term (10-13 credits)**
- CSD 2060 Proseminar 0 cr.
- CSD 2055 Pediatric Audiological Rehabilitation* 3 cr.
- CSD 2073 Voice Disorders 3 cr.
- CSD 2075 Aphasia 3 cr.

**Summer Term (two-15 credits)**
- CSD 2041 Management of Hearing Problems* 3 cr.
- CSD 2074 Cleft Palate and Craniofacial Disorders 3 cr. (take 1st or 2nd year)
- CSD 2082 Professional Issues (take 1st or 2nd year) 2 cr.
- CSD 2478/9 Graduate Seminar** 3 cr. (2065 – Network; 2066 – Outplacement)
- CSD 2065/6 Clinic Practicum 2-4 cr.

**Second Year: Fall Term (13-16 credits)**
- CSD 2060 Proseminar 0 cr.
- CSD 2042 Audiological Assessment 3 cr.
- CSD 2042 Audiological Assessment Lab 1 cr.
- CSD 2072 Fluency Disorders 3 cr.
- CSD 2275 Cognitive - Communicative Disorders 3 cr.
- CSD 2065/6 Clinic Practicum* 3 cr. (2065 – Network; 2066 – Outplacement)

**Spring Term (11-17 credits)**
- CSD 2060 Proseminar 0 cr.
- CSD 2061 Clinical Interviewing & Counseling 2 cr.
- CSD 2081 Research Strategies and Tactics 3 cr.
- CSD 2250 Child Language Disorders 2 3 cr.
- CSD 2478/9 Graduate Seminar** 3 cr.
- CSD 2065/6 Clinic Practicum 3-6 cr. (2065 – Network; 2066 – Outplacement)

**Summer Term (zero-13 credits)**
- CSD 2074 Cleft Palate and Craniofacial Disorders 3 cr. (take 1st or 2nd year)
- CSD 2082 Professional Issues (take 1st or 2nd year) 2 cr.
- CSD 2478/9 Graduate Seminar** 3 cr.
- CSD 2065/6 Clinic Practicum* 5 cr. (2065 – Network; 2066 – Outplacement)

*SLP students must take either CSD 2055 (Pediatric Audiological Rehabilitation), offered every year, or CSD 2041 (Management of Hearing Problems), which is offered in alternating years.

**One Graduate Seminar is required for graduation.
**

**MASTER’S PROGRAM IN AUDIOLOGY CURRICULUM**
The master’s program specialization in audiology requires 64 credits of academic coursework in addition to the clinical experiences specified below. The program is designed to be completed in six consecutive terms of study. Coursework must be passed with a B grade or better in order to count for graduation and to qualify the student for the comprehensive examination.

- Required Coursework – 61 credits
- Clinic Practicum – 13 credits
- Proseminar – zero credits (four registrations satisfactorily completed)
- Total Credits – 74

**First Year: Fall Term (11 credits)**
- CSD 2060 Proseminar 0 cr.
- CSD 2040 Audiological Assessment 3 cr.
- CSD 2042 Audiological Assessment Lab 1 cr.

Total Credits – 240
HEALTH INFORMATION SYSTEMS CURRICULUM

Students must take a minimum of 41–42 credits to complete the Health Information Systems program. Those credits are distributed as follows:

**Required courses (nine-10 credits)**

- HRS 2903 Issues in the Health System 2 cr.
- HRS 2438 Research Methods and Clinical Data Analysis 2 cr.
- *BIOST 2011, Statistics 3 cr.
- 2041, 2042 or PIA 2007 or PSYCH 2014,2015 2-3 cr.
- HRS 2439 Health Information Systems Internship 3 cr.
- HRS 2903 Issues in the Health System 2 cr.
- HRS 2420 Introduction to Health Information Systems 3 cr.
- HRS 2422 Object-Oriented and Web Programming 3 cr.
- HRS 2423 Information Technology in Health Systems 3 cr.
- HRS 2424 Data Base Management in Health Care 3 cr.
- HRS 2425 Software Engineering Project Management 3 cr.
- HRS 2437 Implementing Information Technology 2 cr.
- HRS 2439 Health Information Systems Internship 3 cr.
- HRS 2435 Finance and Accounting in Health Prof. 3 cr.
- HRS 2465 Human Factors in Leadership Skill Devel. 3 cr.

**Required Health Informatics Courses (20 credits)**

- HRS 2416 Introduction to Telecommunications 2000 3 cr.
- HRS 2428 Software Engineering Project Management 3 cr.
- HRS 2437 Implementing Information Technology in Health Care Environments 2 cr.
- HRS 2903 Issues in the Health System 2 cr.

**Required Health Management Courses (six credits)**

- HRS 2435 Finance and Accounting in Health Prof. 3 cr.
- HRS 2465 Human Factors in Leadership Skill Devel. 3 cr.

**Thesis/Non-Thesis Option (six credits)**

Students pursuing the thesis option must take the following courses:

- HRS 2924 Graduate Research Proposal 2 cr.
- HRS 2925 Graduate Research 4 cr.

Students pursuing the non-thesis option must take six credits in an area in which they want to further develop their professional skills; this area of further study will focus on one of the following:

1. Technical/Information Science (School of Information Science courses)
2. Medical Informatics (Center for Biomedical Informatics courses)
3. Health Care Supervision and Management (Department of Health Information Management)
A comprehensive examination is a requirement and should be scheduled by advisor and student.

**HEALTH CARE SUPERVISION AND MANAGEMENT (HSM)**

A master's science degree with an emphasis in health care supervision and management provides credentialed health professionals an opportunity for career advancement. This 42-credit program is designed for the professional in health care, rehabilitation, or long-term care who wishes to attain skills, knowledge, and credentials at the graduate level to prepare for a supervisory management position or to upgrade competencies developed earlier in his/her career. Students with a special interest in long-term care for the aging may complete a three-course emphasis in this area offered in collaboration with the Graduate School of Public Health, Department of Health Services Administration, as part of their degree requirements.

**HSM ADMISSION REQUIREMENTS**

In addition to those requirements listed under general admissions criteria for all SHRS students, those applicants applying to the Health Care Supervision and Management program must have the appropriate credentials and experience in a health profession. Applicants without the credentials but with other relevant training and career experience who wish to develop competencies in health care supervision and management will also be given admission consideration.

**HSM CURRICULUM (41-42 CREDITS)**

Students must take a minimum of 41-42 credits to complete the Health Care Supervision and Management program. Those credits are distributed as follows:

**Required courses (nine-10 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2903</td>
<td>Issues in the Health System</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HRS 2438</td>
<td>Research Methods and Clinical Data Analysis</td>
<td>2 cr.</td>
</tr>
<tr>
<td>*BIOST 2011, 2041 or 2042 or PIA 2007, or PSYED 2014, 2015, 2016</td>
<td>Statistics</td>
<td>2-3 cr.</td>
</tr>
<tr>
<td>HRS 2920</td>
<td>Administrative Internship</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*Course(s) selected in consultation with advisor.

**Required Health Informatics Courses (six credits):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2420</td>
<td>Introduction to Health Information Systems</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

And one course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2423</td>
<td>Information Technology in Health Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2424</td>
<td>Database Management in Health Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2428</td>
<td>Software Engineering Project Management</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Thesis/Non-Thesis Option (six credits)**

Students pursuing the thesis option must take the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2924</td>
<td>Graduate Research Proposal</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HRS 2925</td>
<td>Graduate Research</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

Students electing the non-thesis option are required to take six credits in an area in which they want to further develop their professional skills.

**Area of Concentration (20 credits):**

HSM students must take twenty credits in the area of concentration, split between required and elective courses.

**Required Courses (12 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2405</td>
<td>Organization Studies for the Health and Rehabilitation Professions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2435</td>
<td>Finance and Accounting Concepts for the Health and Rehabilitation Professions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2445</td>
<td>Human Resource Management/Labor Relations in Health Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2465</td>
<td>Human Factors in Leadership Skill Development</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Elective Courses (eight credits)**

**HRS 2480** Dimensions in Aging: Culture and Health 2 cr.

**HRS 2488** Research Methods on Aging 2 cr.

**HRS 2495** Ethics and Decision-making in Health and Rehabilitation 2 cr.

**HRS 2470** Human Communications 3 cr.

**HRS 2450** Evaluation Research and Program Evaluation in Health and Rehab 3 cr.

**HRS 2460** Planning and Strategic Analysis in Health Care 3 cr.

**HRS 2708** The Individual and Social Experience of Disability 3 cr.

**HRS 2474** Disability Policy and Systems 3 cr.

**Suggested courses for students with interest in long-term care administration and aging.**

Comprehensive Examination: A comprehensive examination is a requirement and should be scheduled by advisor and student.

**OCCUPATIONAL THERAPY**

The master's science degree with graduate emphasis in occupational therapy is customized to meet students' professional career goals and learning needs in practice, education, management, or research. Guided learning is a pivotal concept of the program. Examples of competencies that can be developed are: clinical specialization (e.g., pediatrics, home health care, ergonomics), case management, health care auditing, data management, developing instructional media, program development, program evaluation, grant proposal writing, public speaking, professional writing, teaching skills, and clinical research. Required courses, which are kept to a minimum, focus on current and emerging issues in the science of occupational therapy practice as well as the process skills needed to locate, understand, and evaluate the evidence that supports occupational therapy practice. Elective courses are selected from academic departments throughout the University and enable students to pursue their particular career interests. The capstone educational requirement, the scholarly paper or research project, emphasizes a topic or skill identified as significant for in-depth study.

Occupational therapists who graduated with a minimum of a 3.00 grade point average from an entry-level occupational therapy program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) are eligible to apply for this post-professional master of science degree program. Foreign applicants need to have the equivalent of a baccalaureate degree in occupational therapy from a World Federation of Occupational Therapists (WFOT) approved program. For those students interested in an entry-level professional program in occupational therapy, see the description of the Master of Occupational Therapy program detailed later in this bulletin.
OCCUPATIONAL THERAPY CURRICULUM (36 CREDITS)
Students must take 36 credits to complete the master of science program in occupational therapy:

Required Core courses (12 credits)
HRS 2501 Functional Assessment 3 cr.
HRS 2502 Human Performance Analysis 3 cr.
HRS 2503 Human Performance Adaptation 3 cr.
HRS 2504 Directed Readings 3 cr.
(The comprehensive examination covers HRS 2501, 2502, 2503, 2504)

Research Preparation (four-nine credits)
HRS 2500 OT Research Seminar 1 cr.
HRS 2901 Introduction to Research Methodology 3 cr.
HRS 2903 Issues in the Health System (or alternative) 2 cr.
PSYED 2014 Statistical Methods 1 cr.

Career Design/ Re-Design Emphasis (nine-14 credits)
Electives to be decided with the student’s advisor 9-14 cr.

Thesis or Non-Thesis Option (six credits)*
HRS 2924 Graduate Research Proposal 2 cr.
HRS 2925 Graduate Research (Prerequisite of HRS 2924) 4 cr.
OR
HRS 2926 Scholarly Paper or Project 6 cr.
* Six credits of graduate coursework may substitute.

A minimum of six credits is required for each option. Students electing to pursue the non-thesis option must develop an Alternate Research Competency Plan that must be approved by the faculty advisor and the Director of Post-Professional Education in Occupational Therapy. The student must register for at least six credits of course work resulting in the completion of a substantive project in the form of one or some combination of the following:

- Research or scholarly paper of publishable quality
- Policy research, implementation, and/or evaluation
- Teaching internship
- Program evaluation
- A project of relevance to the profession

A comprehensive examination based on the required courses is required.

PHYSICAL THERAPY

The post-professional graduate emphasis in physical therapy will enable physical therapists to enhance their clinical knowledge and skills in orthopaedic and neurological physical therapy. Students will increase their knowledge and clinical skills in a specific area of advanced physical therapy practice and scholarship through plans of study in neuromuscular or musculoskeletal physical therapy. The plan of study focuses on advanced clinical knowledge and skills based on standards produced by components of the American Physical Therapy Association (APTA) (e.g., Document for Advanced Practice, Orthopaedic Section or Neurology Section). The entire plan of study is designed to accommodate today’s clinician. Courses are scheduled either as evening sessions or weekend modules. For those students interested in an entry-level professional program in physical therapy, see the description of the Master of Physical Therapy program detailed later in this bulletin.

ADMISSION REQUIREMENTS
For admission to full graduate status, an entering student must have a QPA of 3.00 in undergraduate work and in an entry-level professional physical therapy program, and be a licensed physical therapist with a minimum of one year of clinical practice. An applicant must identify a specific focus of study (musculoskeletal or neuromuscular). Evidence of potential success in graduate study and the specific focus should be demonstrated through past work experiences, continuing education, and three letters of recommendation. Admission decisions are based on an overall evaluation of all credentials and the availability of space in the class.

FINANCIAL ASSISTANCE
Graduate Student Assistantships (GSAs) and Teaching Assistantships (TAs) are available to licensed physical therapists who are full-time students. For more information on financial aid options, see section on Financial Aid earlier in this bulletin.

BASIS FOR PLAN OF STUDY
Physical therapists can become certified in a variety of different areas, including orthopaedic physical therapy as well as neurologic physical therapy. Standards for advanced clinical practice are published and continually modified based on very solid methodology. Certification examinations are given once a year. The American Board of Physical Therapy Specialists (ABPTS) oversees the entire process.

The basis of the plan of study and examination procedures will be the Documents for Advanced Clinical Practice, examples of which can be obtained through the Orthopaedic or Neurology Sections of the APTA.

The goal of any student entering this program should be to gain the skills and knowledge necessary to make them a potential candidate for certification in either orthopaedic or neurologic physical therapy through the ABPTS process.

COMPREHENSIVE EXAMINATIONS
There are a total of three comprehensive examinations that students must successfully complete. All examinations will have a written and a practical component.

The written examinations will test the students’ ability to synthesize and apply clinical decision-making skills to a problem-oriented or case-based situation. The levels of judgments to each knowledge area will be based on the Competency Matrix developed in the Documents for Advanced Practice.

The practical examinations will focus on the clinical application of therapeutic assessment and treatment techniques. Students will be expected to demonstrate appropriate patient handling, application of technique, and decision-making rationale.

PHYSICAL THERAPY CURRICULUM
A total of thirty credits is needed to complete the post-professional program in physical therapy. The suggested plans of study are detailed below.
# Musculoskeletal Focus – Suggested Part-Time Plan of Study*

## First Year - Fall Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2308</td>
<td>Fundamentals of Musculoskeletal Examination</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

## Spring Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2309</td>
<td>Analysis of Neuromusculoskeletal Signs and Symptoms in Clinical Decision Making</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination I (Parts a, b)

## Summer Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2907</td>
<td>Clinical Investigation</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

## Second Year - Fall Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2310</td>
<td>Advanced Musculoskeletal Dissection Anatomy</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination I (Part c)

## Spring Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2361</td>
<td>Examination and Treatment of the Lumbopelvic Spine</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2362</td>
<td>Examination and Treatment of the Lower Extremity</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination II

## Summer Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2380</td>
<td>Examination and Treatment of the Cervical and Thoracic Spines</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2381</td>
<td>Examination and Treatment of the Upper Extremity</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

## Third Year - Fall Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2373</td>
<td>Advanced Clinical Practice</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HRS 2374</td>
<td>Clinical Rounds and Case Presentations</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination III

**TOTAL CREDITS**

30 cr.

*Full-time plan of study is also available.

# Neuromuscular Focus – Suggested Part-Time Plan of Study*

## First Year - Fall Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2310</td>
<td>Advanced Musculoskeletal Dissection Anatomy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2308</td>
<td>Fundamentals of Musculoskeletal Examination</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

## Spring Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2309</td>
<td>Analysis of Neuromusculoskeletal Signs and Symptoms in Clinical Decision Making</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Elective

Comprehensive Examination I (Parts a, b, c)

## Summer Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2907</td>
<td>Clinical Investigation</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Elective

## Second Year - Fall Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2305</td>
<td>Advanced Neurosciences I</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

## Spring Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2356</td>
<td>Concepts And Principles Related to Sensory-Motor Control</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination II

## Summer Term

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2357</td>
<td>Theories of Movement Control: Rationale for Clinical Assessment and Intervention for Disorders of the Neuromusculoskeletal System (Part 1)</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HRS 2374</td>
<td>Clinical Rounds and Case Presentations</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Comprehensive Examination III

**TOTAL CREDITS**

30 cr.

*Full-time plan of study is also available.

# Rehabilitation Science and Technology

The Department of Rehabilitation Science and Technology’s (RST) program emphasis in rehabilitation science and technology is a balance between traditional instruction and clinical rehabilitation preceptorship. Six concentration areas are offered: seating and mobility; ergonomics and universal design; rehabilitation research; access and communication; rehabilitation biomechanics; and service delivery management. An emphasis is placed on the team approach to rehabilitation. Students participate in clinics and rounds, work with consumer groups, perform research, and present at seminars and conferences. This program provides graduates with the skills to work in clinical environments, industry, or research, and prepares students to pursue doctoral studies.

All students must complete a common set of core courses before pursuing specialized educational tracks. Advanced courses are drawn from appropriate University departments and schools. The curriculum is designed to accommodate practicing rehabilitation professionals who are returning for an advanced degree. Students with training in other disciplines will be required to take courses that complement their previous training. The specific choice of courses required for graduation depends upon each student’s advisory committee and the background of the student within the framework of University requirements.

Extensive research facilities are available to students. The faculty have active research programs in rehabilitation engineering, assistive technology, rehabilitation science, biomechanics, standards development and outcomes measures. The department houses a NIDRR Rehabilitation Engineering Research Center on Wheeled Mobility, the Center for Assistive Technology, and participates in collaborative research with the VA Pittsburgh Healthcare System. Departmental faculty receive research funding from NIH, NIDRR, VA, and private foundations.

Students may also receive research training from a number of affiliated centers and laboratories. Opportunities exist at the Musculoskeletal
Research Center, Department of Orthopedic Surgery; the Vestibular Dysfunction Laboratory, Department of Otolaryngology; the Neurogenic Speech and Language Lab, Department of Communication Science and Disorders; and the Pain Evaluation and Treatment Institute, Department of Anesthesiology. Other opportunities exist within the Division of Physical Medicine and Rehabilitation at the University of Pittsburgh Medical Center. Department faculty also collaborate with a number of regional hospitals and clinics.

ADMISSION REQUIREMENTS
Requirements for admission are:

1. A baccalaureate degree. No specific major is mandated; however, prerequisite study for post-baccalaureate advanced education should include a well-rounded general education that includes a distribution of studies in the natural sciences and social sciences.

2. Prerequisite course work. Foundation courses must come from each of the following areas:

   - Physics (to include basic statics and dynamics of motion with lab) 6 cr.
   - Ergonomics and human factors 3 cr.
   - Computer literacy 1 cr.
   - Manufacturing techniques (to include a lab or relevant experience/training) 2 cr.
   - Psychology or Human Development 3 cr.
   - Statistics 3 cr.
   - Anatomy (lab recommended) 3 cr.
   - Physiology (lab recommended) 3 cr.
   - English composition or technical writing 3 cr.

3. A minimum overall QPA of 3.00, and a 3.00 in the prerequisite courses.

4. Demonstrated knowledge of rehabilitation science or technology through volunteer or work experience.

Admission to the Department of Rehabilitation Science and Technology is available on a full-time or part-time basis. Provisional and special status may be granted to outstanding students who do not meet all of the prerequisite requirements.

RST CURRICULUM (42 CREDITS)
All students enrolled in RST are required to complete 42 credits to meet degree requirements. Students must complete core courses and at least one “Specialty Curriculum Pathway” in order to graduate (see below for details). All students must complete a Plan of Study immediately after completing nine credits. The student’s advisor must approve the Plan of Study.

The curriculum presents a balance between a traditional clinical rehabilitation preceptorship and traditional engineering instruction, but with other facets included, such as an introduction to ethical and consumer-advocacy issues. Courses are taught by RST faculty and the faculty from the Departments of Occupational Therapy, Physical Therapy, Bioengineering, and Physical Medicine and Rehabilitation. Students undergo didactic instruction not only in their concentration but also in companion areas, and are required to participate in clinics and rounds, work with consumer groups, do research, and present at conferences and seminars. The multidisciplinary approach assures that the student receives a balanced exposure to clinical rehabilitation and gains technological understanding and an appreciation of engineering principles. All RST students in both thesis and non-thesis options must pass the comprehensive examination developed by the RST faculty prior to registering for graduation.

Core Courses (23 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2704</td>
<td>Rehabilitation and Assistive Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2705</td>
<td>Clinical-Functional Evaluations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2708</td>
<td>The Individual and Social Experience of Disability</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2921</td>
<td>Clinical Externship</td>
<td>6 cr.</td>
</tr>
<tr>
<td>OT 1509</td>
<td>Neuromuscular Skeletal Disorders</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2706</td>
<td>Engineering Fundamentals</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2901</td>
<td>Introduction to Research Methodology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HRS 2903</td>
<td>Issues in the Health System</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

THESIS/NON-THESIS OPTIONS (SIX CREDITS)
All students in the rehabilitation science and technology track will be encouraged to pursue graduate research by completing a master’s thesis under the direction of a faculty advisor and thesis committee. However, a non-thesis option is available to all students. RST students electing to pursue the non-thesis option must develop an Alternative Research (competency) Plan of Study, which must be approved by the faculty advisor and department chair. Upon approval, the student must register for at least six credits of course work that results in the completion of a substantive project in the form of one or some combination of the following:

1. Research or scholarly paper of publishable quality
2. Policy research, implementation, and/or evaluation
3. Teaching internship
4. An alternative project of substance and relevance to the profession

SPECIALTY CURRICULUM PATHWAYS

Seating and Mobility (nine credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2709</td>
<td>Wheelchairs 1</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2701</td>
<td>Pressure Management</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2725</td>
<td>Accessible Transportation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2724</td>
<td>Assistive Technology Funding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 3707</td>
<td>Power Wheelchairs 2</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 3701</td>
<td>Wheelchair Seating for Persons with Neuromotor Control Dysfunction</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2720</td>
<td>Clinical Aspects of Seating and Mobility</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 3708</td>
<td>Integrated and Shared Control</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 3706</td>
<td>Wheelchair Seating for Elderly Persons</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

Ergonomics and Universal Design (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 2709</td>
<td>Wheelchairs 1</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2725</td>
<td>Accessible Transportation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2724</td>
<td>Assistive Technology Funding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OT 1503 &amp; 1505</td>
<td>Human Growth and Development 1 &amp; 2</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HRS 3703</td>
<td>Architectural Accessibility</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HRS 2723</td>
<td>Worksite Modification</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CMU 51-701</td>
<td>Communication and Interaction Design</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HRS 3704</td>
<td>Injury Prevention in Wheelchair Transportation</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HRS 2726</td>
<td>Environmental Control</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HRS 2711</td>
<td>Computer Access</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>
Rehabilitation Research (14 credits)

HRS 2702 Instrumentation and Computer Interfacing 3 cr.
HRS 2710 Functional Neuromuscular Stimulation 1 cr.
HRS 2924/2925 Graduate Research 6 cr.
HIM 1462 Epidemiology 2 cr.
HRS 2703 Rehabilitation Engineering Design 2 cr.

Access and Communication (15 credits)

HRS 2724 Assistive Technology Funding 1 cr.
HRS 3703 Architectural Accessibility 2 cr.
HRS 2702 Computer Interfacing 3 cr.
HRS 3708 Integrated and Shared Control 1 cr.
HRS 2726 Environmental Control 1 cr.
HRS 2711 Technical Aspects of Computer Access 1 cr.
CSD 2077 Augmentative Communication 3 cr.
CSD 1230 Introduction to Speech & Language Disorders 3 cr.

Rehabilitation Biomechanics (11 credits)

HRS 2709 Wheelchairs 1 1 cr.
HRS 2701 Pressure Management 1 cr.
HRS 2702 Computer Interfacing 3 cr.
HRS 2710 Functional Neuromuscular Stimulation 1 cr.
HRS 3702 Seating Biomechanics 1 cr.
HRS 3705 Wheelchair Biomechanics 1 cr.
BIOENG 2060 Biomechanics 3 cr.

Service Delivery Management (seven credits)

HRS 2724 Assistive Technology Funding 1 cr.
HRS 2721 Service Delivery Administration 1 cr.
HRS 2705 Clinical-Functional Evaluations 3 cr.
HIM 1462 Epidemiology 2 cr.

The Individual and Social Experience of Disability 3 cr.
Clinical Internship 3 cr.

DOCTOR OF PHILOSOPHY PROGRAMS

The School of Health and Rehabilitation Sciences offers doctorates in two areas:

- Communication Science and Disorders
- Rehabilitation Science

The University-wide academic requirements for students pursuing a PhD are detailed under General Academic Regulations, beginning on page 17 of the bulletin. Students pursuing the PhD should review Regulations Pertaining to Doctoral Degrees before reading their program-specific requirements below. The residence and registration requirements detailed below apply to students in both SHRS PhD programs, and are specifications of previously detailed University-wide requirements:

RESIDENCY AND REGISTRATION REQUIREMENTS

It is beneficial for most students to register for full-time study (nine-15 credits) throughout their doctoral program. However, in some instances students have significant off-campus responsibilities. Therefore, if the student receives approval, the PhD can be completed by a combination of full-time and part-time study. All students must engage in a minimum of one term of full-time doctoral study, which excludes any other employment except as approved by the department chair.

ACTIVE STATUS

PhD students are required to register for at least one credit within each 12-month period to maintain active status. The student who is placed on inactive status must file an application for readmission to graduate study before being permitted to register. Upon readmission, the student’s Plan of Study will be adjusted to meet the PhD requirements at the time of readmission.

PROBATION AND DISMISSAL

PhD students are required to maintain a 3.00 quality point average (QPA). If a student’s cumulative QPA falls below 3.00, the student will be placed on academic probation. If the student is on probation for two consecutive terms, the faculty of the PhD program may choose to dismiss the student from the program.

DOCTOR OF PHILOSOPHY IN COMMUNICATION SCIENCE AND DISORDERS

The doctoral program in Communication Science and Disorders is oriented toward the basic scientific questions in the discipline, with an emphasis on basic and applied research training. The program has four objectives for students at the doctoral level:

1) To provide academic course work and scientific experience sufficient to ensure that students are well versed in the most current theories, models, and methods in the major areas of Communication Science and Disorders.
2) To facilitate students’ interaction with members of the University of Pittsburgh community from related disciplines by providing students with knowledge of the theories and models relevant to interdisciplinary research.

3) To foster students’ development of a personal philosophy of, as well as direct experience in, university teaching.

4) To imbue in students a desire to become leaders in the field.

The expectations of graduating doctoral students are that they are able to conduct a program of independent, creative, scholarly research and that they can plan and execute effective teaching at all levels of pedagogy.

ADMISSION REQUIREMENTS

Unless they have recently been students in the department’s master’s program, doctoral applicants must submit, at a minimum, the materials specified in the standard SHRS graduate application form. At present, these materials include transcripts from all colleges attended, three letters of recommendation (at least one from an academic referee), a statement of goals for doctoral study, and scores on the Graduate Record Examination (General Exam). Prospective students whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL). Current master’s students in the Department of Communication Science and Disorders need only submit a statement of purpose and goals, but are welcome to submit letters of reference or any other materials that represent them well.

The full departmental faculty reviews doctoral applications. Admission to the PhD program requires both that the applicant meets departmental academic standards, and that a faculty member agrees to serve as the major advisor for that applicant.

Requests for applications and additional program information can be obtained from the admissions secretary at the following address:

Admissions Secretary
Department of Communication Science and Disorders
4033 Forbes Tower
University of Pittsburgh
Pittsburgh, PA 15260
E-mail: samuels+@pitt.edu

FINANCIAL ASSISTANCE

Financial assistance is often available from a variety of sources, including teaching assistantships, doctoral traineeships, targeted Clinical Fellowship Years, and graduate research assistantships. Such appointments typically require 20 hours each week of teaching, research, and/or clinical service, in exchange for a monthly stipend. A scholarship based on merit covers at least partial tuition remission, fees, and health insurance. The Department’s Financial Aid Committee works with each admitted student’s advisor to secure a funding opportunity that is rewarding academically and financially. Prospective applicants who are interested in financial support should indicate this on their application for admission.

PROGRAM REQUIREMENTS

A minimum of 72 credits beyond the bachelor’s degree level is needed for the PhD degree in Communication Science and Disorders at the University of Pittsburgh. For further detail on allowable credits, see Credit Requirements under Regulations Pertaining to Doctoral Study on page 23.

All doctoral students are required to take the Departmental Doctoral Research Seminar (CSD 3048) and a minimum of three additional departmental doctoral seminars:

- One in speech and language
- One in hearing
- One in student’s major area of study

Communication Science and Disorders doctoral students also take a minimum of 12 credits of course work in statistics and experimental design, and six credits of research practicum. Doctoral students are required to attend the departmental Proseminar (CSD 2060), which includes both a colloquium series and a student-centered research roundtable that allows participation and problem-solving by students at various stages of their research training. In addition, students are strongly encouraged to take courses in teaching and grant preparation, and to complete teaching practica.

Other doctoral program experiences are individually tailored and designed to meet a variety of academic and professional goals, including the development of research, teaching, and writing skills. No later than the second term of residence, each doctoral student consults with his or her major advisor to develop a plan of study document that specifies course work and experiences that are relevant to the student’s goals, and an approximate timetable for completion. Soon thereafter, the student meets with members of his or her Preliminary Committee (see Major Advisor and Advising Committees below), who evaluate and approve the Plan of Study. Subsequently, three formal degree requirements must be satisfied before a student initiates doctoral dissertation work:

1) First, to satisfy the University requirement for preliminary evaluation, the student maintains an academic portfolio until the time at which the student takes the comprehensive examination. The portfolio, which the student recompiles on an annual basis, consists of at least three pieces of written work that are presented to the student’s Preliminary Committee prior to an annual review meeting. The student’s Plan of Study will also be reviewed at these annual meetings.

2) Second, the student must complete a pre-dissertation project, consisting of a publishable data-based manuscript resulting from a research practicum experience. This project must be completed prior to the Comprehensive Examination.

3) Finally, the student must pass a Comprehensive Examination consisting of two substantive written projects, and an open-ended oral examination. Students on provisional or special status, or on probation, are not eligible to take the Comprehensive Exam.

Students should then complete the dissertation overview and file an application for admission to candidacy for the Doctor of Philosophy degree. See below and also Admission to Candidacy for the Doctor of Philosophy Degree on page 25 of this bulletin for details.

Major Advisor and Advising Committees

Students admitted to the PhD program are assigned a major advisor in their main area of specialization. The advisor is primarily responsible for providing assistance and advice to the student throughout all facets of the doctoral program, and typically serves as the chair of the Preliminary and Dissertation Committees. Either doctoral students or
their advisors may initiate a change of advisor, but no student may remain in the program without an advisor.

The student, upon consultation with his or her major advisor, secures the agreement of at least two other departmental faculty members with graduate faculty status to serve with the advisor on the student’s Preliminary Committee. This committee initially convenes to review and make recommendations concerning the student’s Plan of Study. Thereafter, the committee meets annually with the student to review, and make recommendations concerning, the student’s portfolio and general progress in the doctoral program. This committee also administers and evaluates the student’s Comprehensive Examination.

See Doctoral Committee under Regulations Pertaining to Doctoral Degrees on page 24 for an overview of the dissertation committee’s makeup and responsibilities.

■ Overview or Prospectus Meeting
See Overview or Prospectus Meeting under Regulations Pertaining to Doctoral Study on page 24 on the regulations pertaining to this meeting and then read the following information that is specific to the doctoral program in Communication Science and Disorders. After securing the advisor’s approval, each student must submit a written dissertation proposal to the Dissertation Committee at least two weeks prior to a formal overview meeting with that committee. (See Dissertation and Abstract section on page 25 of this bulletin for details on the characteristics of an appropriate dissertation.) The written prospectus should include a complete, critical literature review that leads to the student’s specific research questions, and a detailed method section that specifies the research plan. In the overview meeting, the student makes a brief presentation of rationales and plans, and responds to questions from the dissertation committee. The dissertation committee has the authority to make approval contingent on reconceptualizing and/or rewriting the proposal.

■ Final Oral Examination
See Final Oral Examination under Regulations Pertaining to Doctoral Study on page 25 and then note the following additional program-specific information. After securing the advisor’s approval, the student submits copies of the complete document to the dissertation committee at least two weeks prior to the final oral examination in defense of the dissertation.

DOCTOR OF PHILOSOPHY IN REHABILITATION SCIENCE

The mission of the Doctoral Program in Rehabilitation Science is to advance the frontiers of knowledge underlying the practice of health and rehabilitation disciplines and professions through research, teaching, and professional development. Graduates of this program will have a specific area of expertise in rehabilitation science as well as a core of interdisciplinary knowledge related to this specific area. They will become the researchers, scholars, teachers, thinkers, and planners in the demanding and changing field of health and rehabilitation sciences.

ADMISSION REQUIREMENTS

Applicants should have a strong interest in rehabilitation research as a career. Applicants should also have an advanced master’s degree or a professional master’s degree in an area related to rehabilitation science. The exceptional student with a bachelor’s degree and six or more credits of graduate course work and compelling clinical/research experience in rehabilitation science will be considered.

Resources, including research mentors, must be available to enable the PhD student to engage in a plan of study and research in the student’s major area of interest in rehabilitation research. Therefore, it is important that there is a match between the research interests of an applicant and the faculty of the PhD program. Prospective students should obtain an updated listing of the faculty with their research interests from the SHRS Office of Admissions prior to applying to the PhD Program.

A minimum grade point average of 3.00 in all college work and a score of at least 1500 on the Graduate Record Exam (verbal, quantitative, and analytical) is recommended. Students for whom English is a foreign language must have a minimum Test of English as a Foreign Language (TOEFL) score of 550.

APPLICATION PROCESS

All prospective students are required to submit the following:

- A completed application form
- An essay stating career goals, specific research interests and experience, and clinical interests and experience
- Three to five academic or work related letters of recommendation (at least one academic reference must be included)
- A resume, including: work history, formal education, continuing education, licensing and certification, professional organizations, honors and awards, publications, presentations, and grants
- Transcripts from all colleges attended
- Graduate Record Examination scores (General Exam)
- Test of English as a Foreign Language scores (for candidates whose native language is not English)
- At least one example of written work (class project, course assignment, publication for which candidate is first author, etc.)

In addition, if a faculty member of the PhD Program is advocating an applicant, a letter from that faculty member should be enclosed with the application.

Members of the PhD Admissions Committee will evaluate all applicants. Admission to the PhD Program requires that the applicant meet the standards for a PhD student in SHRS and that a faculty member of the PhD Program agrees to be the academic advisor for that applicant.

The completed application must be received by April 1 for Fall Term admission and by August 1 for Spring Term admission. An application form can be obtained by writing or calling the Office of Admissions of the School of Health and Rehabilitation Sciences at the address and number listed below:

Office of Admissions
PhD Program
School of Health and Rehabilitation Sciences
4019 Forbes Tower
University of Pittsburgh
Pittsburgh, PA 15260
Phone: (412) 383-1252
E-mail: shrsadm+@pitt.edu
Web site: http://www.shrs.upmc.edu/index2.html
FINANCIAL ASSISTANCE
Financial assistance is often available from a variety of sources, including Graduate Student Assistantships and Teaching Assistantships. These assistantships typically require 20 hours per week of research, teaching, or clinical service in exchange for a monthly salary. A scholarship based on merit covers tuition, fees, and individual medical insurance. Other forms of financial assistance, including fellowships and support as Graduate Student Researchers, may be available through individual faculty grants. Applicants interested in financial support should indicate this on their applications. Acceptance into the PhD program does not assure that a student will be offered financial aid.

PROGRAM REQUIREMENTS
A minimum of 72 credits beyond the bachelor's degree level is needed for the PhD degree at the University of Pittsburgh. See Regulations Pertaining to Doctoral Study on page 23 for further information on University-wide credit requirements.

The following courses or credit hours in content areas are required as part of the 72 credits:

- HRS 3000 - Doctoral Seminar: 6 credits
- HRS 3001 - Dissertation Research: 18 credits
- Content in the areas of research design and statistics: 9 credits
- Content in the area of psychosocial aspects of rehabilitation and disability: 2 credits

The student will also be expected to participate in the teaching of at least one course.

TRANSFER OF CREDITS
If a student wishes to transfer credits, the student and the student's academic advisor must submit a Credit Transfer Request Form to the Associate Dean of Graduate Studies during the first year of study. Transcripts verifying the graduate courses and course descriptions must accompany the petition. The student and student's academic advisor will be informed by the Director of Doctoral Studies concerning which courses are acceptable as transfer credits, and this information will be placed in the student's file.

CORE AREAS
Students will be expected to show competency in four of seven core areas in rehabilitation science plus competency in statistics and research methodology through the successful completion of a Preliminary Examination, taken in May after completion of at least two terms of study.

Specific Core Areas include the following:

- assistive technology
- biomechanics
- evidence-based practice and epidemiology of disability
- policy, organization, and management studies in health and rehabilitation
- psychosocial, cultural, and behavioral aspects of rehabilitation and disability
- health information systems and information technology related to health and rehabilitation sciences
- neural basis of sensory and motor function and dysfunction

In addition, the student must develop and show competency in the area of statistics and research methodology related to the student's area of research interest.

ACADEMIC ADVISOR
Upon admission into the PhD program, the student will be assigned an academic advisor in the student's main area of specialization. The academic advisor and student will determine the four specific core areas and plan course work or other experiences to enable the student to demonstrate competency in these core areas as well as statistics/research methodology through the Preliminary Examination.

It is the responsibility of the Academic Advisor to provide assistance and advice to the student during the following steps of the PhD program:

1) Petitioning the Associate Dean of Graduate Studies for transfer of credits
2) Determining the specific Core Areas related to the area of specialization of the student
3) Locating individuals in these Core Areas to serve on the student’s Academic Committee
4) Determining course work and other experiences needed to meet competencies in the Core Areas
5) Preparing a Plan of Study outlining course work and dissertation credits leading to the PhD degree
6) Revising the Plan of Study as needed after the Preliminary Examination
7) Finding a research mentor

PLAN OF STUDY
The student and academic advisor will prepare a Plan of Study during the student's first year. This Plan of Study will include transfer credits, course work, proposed date of Preliminary Examination, and dissertation credits leading to the PhD degree. This Plan of Study should be submitted to the Associate Dean of Graduate Studies for approval. A copy of this plan will be placed in the student’s file.

After receiving the results of the Preliminary Examination and the recommendations of the faculty grading the examination, the student and academic advisor may need to revise the Plan of Study. This Plan of Study should be reviewed each term at registration and updated as needed by the student and academic advisor. Changes or additions to the Plan of Study should be submitted to the Associate Dean of Graduate Studies.

PRELIMINARY EXAMINATION
Prior to taking dissertation credits, the student must demonstrate competency in four core areas and in statistics and research...
methodology through the Preliminary Examination. The Preliminary Examination will be administered by the Associate Dean of Graduate Studies once each year, near the end of May. Students should indicate their intent to take the Preliminary Exam by the Spring Term prior to the Preliminary Examination.

The student may request a sample question and reading list for their core areas.

For each area, the student will receive one of the following grades:

1) **Unconditional pass**: The student has demonstrated the desired level of competency in a Core Area; no additional course work or experiences are required in that area.

2) **Conditional pass**: The student needs to take additional course work or independent study in the Core Area, as recommended by the faculty of that Core Area. The student does not need to retake the components of the test for which a conditional pass was received.

3) **Failure**: The student must retake the examination in any Core Areas that were failed. These must be retaken within one year of the first Preliminary Examination. However, the student will have the opportunity of retaking these portions earlier if the student feels prepared for the retest. Only one retake of a Core Area preliminary exam will be allowed. Failure to unconditionally or conditionally pass the Core Area the second time may result in dismissal of the student from the PhD Program.

The Academic Advisor will inform the Associate Dean of Graduate Studies of the grades received on each part of the preliminary examination, the dates of removal of any conditional passes, and the grade for the retake of any portion of the Preliminary Examination. The Associate Dean of Graduate Studies will make the final decision concerning the status of the student.

**DOCTORAL COMMITTEE AND COMMITTEE CHAIR**

The makeup and duties of the doctoral committee are detailed under Doctoral Committee on page 24 under Regulations Pertaining to Doctoral Study. In addition, the following regulations and practices apply in SHRS:

After the student has passed the Preliminary Examination and has completed most of the course work needed for the PhD, the student and academic advisor are responsible for identifying a research mentor who will serve as chair of the doctoral committee, subject to approval by the Associate Dean of Graduate Studies. The student and research mentor will form a doctoral committee, again subject to approval by the Associate Dean of Graduate Studies. In addition to the standard makeup of the committee as detailed in the section referenced above, non-faculty with appropriate expertise may serve on the committee with the approval of the Associate Dean of Graduate Studies.

The student will prepare a dissertation proposal, which must be approved by the Doctoral Committee. The Doctoral Committee will administer the Comprehensive Examination and review and approve the proposed research project before the student may be admitted to candidacy.

The Chair of the Doctoral Committee will have the following responsibilities:

1) Assisting the student in forming the Doctoral Committee

2) Advising the student in the preparation of a dissertation proposal

3) Informing the Associate Dean of Graduate Studies of the members of the Doctoral Committee

4) Informing the Associate Dean of Graduate Studies of the results of the Comprehensive Examination/Dissertation Proposal

5) Informing the Associate Dean of Graduate Studies of the time and topic of the Dissertation Defense

6) Informing the Associate Dean of Graduate Studies of the results of the Dissertation Defense

7) Assisting the student in the submission of the completed Dissertation

**COMPREHENSIVE EXAMINATION AND DISSERTATION PROPOSAL**

The purpose of the Comprehensive Examination is to assess the student’s depth of knowledge and ability to use research methods in the area of specialization. The administration of this examination is the responsibility of the Doctoral Committee. This examination will normally be combined with the overview of the dissertation proposal. This examination must be held at least one term prior to the scheduling of the final dissertation defense. The Chair of the Doctoral Committee will inform the Associate Dean of Graduate Studies as to the results of the Comprehensive Exam and dissertation proposal by submitting the Comprehensive Examination Performance Form.

See Regulations Pertaining to Doctoral Study, beginning on page 23, for requirements for admission to candidacy, requirements for the dissertation, and regulations regarding the final oral examination.

**DISSERTATION**

The student needs to complete at least 18 credits of dissertation research. The dissertation must be submitted to all members of the Doctoral Committee, and then must be defended orally to the Doctoral Committee. The dissertation defense will be advertised and will be open to other interested individuals. After final approval of the dissertation by the Doctoral Committee, the student has then completed all requirements for the PhD degree. The Chair of the Doctoral Committee will inform the Associate Dean of Graduate Studies when the student has successfully completed the dissertation defense and all revisions to the dissertation.

**ENTRY-LEVEL PROFESSIONAL PROGRAMS: MOT AND MPT**

The School of Health and Rehabilitation Sciences offers two master’s degrees for applicants interested in getting entry-level professional training: the Master of Occupational Therapy and the Master of Physical Therapy. These programs are intended for students interested in beginning careers as occupational therapists or physical therapists who have a bachelor’s degree and some volunteer or limited professional experience in the field. The two first-professional programs are detailed below.

**CONTACT INFORMATION**

Requests for application and other information on both degree programs can be obtained from the following address and phone number:
MASTER OF OCCUPATIONAL THERAPY (MOT)

Occupational therapy is a healthcare profession that provides services to individuals of all ages whose lives have been disrupted by physical injury or illness, developmental problems, the aging process, or social or psychological difficulties. Occupational therapists assume the roles of practitioner, manager of occupational therapy services, and contributor to the profession. The occupational therapist practitioner develops and implements a treatment plan to help individuals to function in self-care, home management, school, work, and play/leisure occupations to establish a lifestyle that is optimally independent, productive, and satisfying to the individual. The occupational therapist manager understands the roles and functions of other health care professionals and collaborates with them in coordinating and integrating services. The occupational therapist contributor recognizes current issues facing occupational therapy and health care and advocates appropriately for clients and the profession.

The occupational therapy program is a two-year graduate curriculum, requiring applicants to have a baccalaureate degree. The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA’s phone number is (301) 652-AOTA. Graduates of the program are eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

ADMISSION REQUIREMENTS

Following are the requirements for students to be eligible to apply for admission to the Master of Occupational Therapy program:

1) A baccalaureate degree (no specific major is required; however, prerequisite study should include a well-rounded general education that includes a distribution of studies in the natural sciences, social sciences, and the humanities).

2) Prerequisite course work includes:
   - Human anatomy and physiology (four credits)
   - Behavioral sciences (six credits) – psychology, sociology, and anthropology
   - Statistics (three credits)

   The following are highly recommended, but not required courses or competencies:
   - Human anatomy with a laboratory component
   - Abnormal psychology
   - Lifespan human development
   - Physics
   - Competence in one word processing program (e.g., Microsoft Word, WordPerfect)
   - 3) Minimum cumulative QPA of 3.00 (based on 4.00 scale)
   - 4) Minimum QPA of 3.00 (based on 4.00 scale) in prerequisite course work
   - 5) Minimum grade of C in each of the prerequisite courses
   - 6) Minimum of 20 hours of volunteer or paid work experience in two different occupational therapy practice areas (e.g., pediatrics, geriatrics, medical rehabilitation, psychiatric rehabilitation, home health care, school system)
   - 7) Three letters of reference (one from an occupational therapist)
   - 8) A self-evaluation essay
   - 9) Results of the Graduate Record Examination (GRE) General Test

International applicants should also see Graduate Admissions of International Students in the front section of this bulletin for further information on requirements.

APPLICATION PROCESS AND DEADLINE

Applications are accepted on a rolling basis. A completed application will include the following:

1) A non-refundable application fee of $40, in check or money order, made payable to the University of Pittsburgh

2) Completed application form

3) Transcripts: official transcripts from colleges or universities attended

4) Three letters of reference, one of which must be from an occupational therapist

5) Experience summary form: a complete summary of work in the health care field, including volunteer and paid experience

6) Self-evaluation: each applicant must submit a typed, double spaced statement of no more than three pages discussing:
   - when and how the applicant became interested in occupational therapy as a career choice
   - how the applicant’s work experiences has helped the applicant to understand the scope and role of occupational therapy
   - professional goals

7) Applicants must arrange to have GRE scores sent directly to the SHRS Admissions Office. To facilitate the admission process, applicants should include a photocopy of their scores in the application packet.
ADMISSION STATUS
Admission to the Master of Occupational Therapy degree program is only available for full-time status.

MASTER OF OCCUPATIONAL THERAPY CURRICULUM
The curriculum involves 78 credits, including fieldwork. A research project is not required, but is available as an option. An outline of the curriculum is detailed below, semester by semester:

First Year – Summer* (seven credits)
OT 2100 Foundations of Occupation Science and Occupational Therapy 3 cr.
HRS 2022 Human Anatomy 4 cr.

First Year – Fall Term (15 credits)
OT 2101 Human Movement Analysis 3 cr.
OT 2102 Group Theory and Practice 2 cr.
OT 2103 Occupation Across the Lifespan 3 cr.
OT 2104 Clinical Psychiatry 2 cr.
OT 2105 Clinical Medicine 2 cr.
OT 2106 Clinical Research for Occupational Therapy 3 cr.

First Year – Spring Term (16 credits)
OT 2107 Psychosocial/Cognitive Theory and Practice 4 cr.
OT 2108 Clinical Neurology and Orthopedics 3 cr.
OT 2109 Neurobehavioral Science 4 cr.
OT 2110 Biomechanical Theory and Practice I 2 cr.
OT 2111 Occupational Therapy and the Health Care System 2 cr.

First Year – Summer** (five credits)
OT 2112 Neurorehabilitation Theory and Practice 3 cr.
OT 2113 Rehabilitation Theory and Practice 3 cr.

Second Year – Fall Term (17 credits)
OT 2114 Biomechanical Theory and Practice II 4 cr.
OT 2115 Development Theory and Practice 4 cr.
OT 2116 Integrative Capstone Seminar 2 cr.
OT 2117 Management of Occupational Therapy Practice 3 cr.
OT 2118 Special Topics in Occupational Therapy Theory and Practice 2 cr.

Second Year – Spring/Summer*** (18 credits)
OT 2119 Occupational Therapy Fieldwork Education A (FWII) 1-10 cr.
OT 2120 Occupational Therapy Fieldwork Education B (FWII) 1-10 cr.

Second Year – Summer (four credits)
OT 2121 OT Fieldwork Education C (Optional) 1-6 cr.

*First year summer session begins in early June (eight weeks).
**Classes begin in early May (eight weeks).
***Fieldwork A & B typically begins in the first week of January and ends in late June (24 consecutive weeks), pending availability of appropriate clinical sites.

MASTER OF OCCUPATIONAL THERAPY COURSE LISTINGS
OT 2100 Foundations of Occupation Science and Occupational Therapy
OT 2101 Human Movement Analysis
OT 2102 Group Theory and Practice
OT 2103 Occupation Across the Life span
OT 2104 Clinical Psychiatry
OT 2105 Clinical Medicine
OT 2106 Clinical Research for Occupational Therapy
OT 2107 Psychosocial/Cognitive Theory and Practice
OT 2108 Clinical Neurology and Orthopedics
OT 2109 Neurobehavioral Science
OT 2110 Biomechanical Theory and Practice I
OT 2111 Occupational Therapy and the Health Care System
OT 2112 Neurorehabilitation Theory and Practice
OT 2113 Rehabilitation Theory and Practice
OT 2114 Biomechanical Theory and Practice II
OT 2115 Development Theory and Practice
OT 2116 Integrative Capstone Seminar
OT 2117 Management of Occupational Therapy Practice
OT 2118 Special Topics in Occupational Therapy Theory and Practice
OT 2119 Occupational Therapy Fieldwork Education A
OT 2120 Occupational Therapy Fieldwork Education B
OT 2121 Occupational Therapy Fieldwork Education C (Optional)

MASTER OF PHYSICAL THERAPY (MPT)

Physical therapy is the examination, treatment, and instruction of human beings to detect, assess, prevent, correct, alleviate, and limit physical disability, movement dysfunction, bodily malfunction, and pain from injury, disease, and other bodily and mental conditions. A physical therapist evaluates and treats (with physical measures) patients with movement dysfunctions. Other professional activities include: consultation, education, research, management, and referral.

The Master of Physical Therapy (MPT) is an entry-level educational program. Upon successful completion of the curriculum, a student is eligible for the licensure examination, which is required to be a practicing physical therapist. The curriculum will prepare physical therapists to be self-directed, self-accountable generalists possessing problem-solving skills who practice in a variety of settings. The graduates will be prepared to enhance human movement and function and to assess and treat individuals with movement dysfunction disability. Graduates with these capabilities will have a foundation on which to develop specialty theory and skills to contribute to the development of the art and science of physical therapy.

ADMISSION REQUIREMENTS
The curriculum of study for the MPT student is based upon a strong general undergraduate education that provides a sound foundation in knowledge, methods, and attitudes. Specific requirements for admission are:

1) A baccalaureate degree (no specific major is mandated; however, prerequisite study for post-baccalaureate professional education should include a well-rounded general education that includes a distribution of studies in the natural sciences, social sciences, and the humanities).

2) Prerequisite course work includes:
• Two foundation courses in each of the following areas, including labs:
  Biological sciences (eight credits)
  Chemistry (eight credits)
  Physics (eight credits)

Students must possess foundation knowledge of the concepts and terminology in biological, chemical, and physical sciences on which to build in the physical therapy curriculum and experience in appropriate laboratory procedures.

• Two psychology courses (six credits):
  General or Introductory Psychology and either Abnormal Psychology, Child Psychology, or Developmental Psychology

Students must have an understanding of human growth and development, human behavior (cognitive and affective), and interpersonal relationships.

• One anatomy course (three credits) and one physiology course (three credits) or any two-term sequence of combined anatomy and physiology courses (six credits). Laboratories are recommended. Students must understand body organ systems and have a knowledge of terminology used to describe these systems. It is also assumed that the student has an overview understanding of how the human body, cells, organs, and body systems function.

• One statistics course (three credits). Students must have an understanding of descriptive and inferential statistics used to report information and data.

• One English composition course (three credits). Students must have the ability to communicate in a clear, organized, logical fashion with appropriate grammatical format, both verbally and in writing.

3) The applicant should have a minimum overall QPA of 3.00, and 3.00 in the prerequisite courses.

4) The applicant must have taken the Graduate Record Examination (GRE-general test). While no minimum score is required, a total score of at least 1500 is recommended.

5) The applicant will demonstrate knowledge of physical therapy through volunteer or paid work experience. A minimum of 200 hours in at least two clinical settings is recommended.

International applicants should also see Graduate Admissions of International Students in the front section of this bulletin for further information on requirements.

APPLICATION PROCESS
Applications are accepted on a rolling basis beginning September 1 until the class is filled. The application package should include the following:

1) A non-refundable application fee of $40 in check or money order made payable to the University of Pittsburgh

2) A completed application form

3) Transcripts: official transcripts from colleges or universities attended

4) Letters of evaluation: three strong letters of evaluation are required. One should be from the applicant’s school faculty and two from physical therapists with whom the applicant has worked and who can evaluate the applicant's qualifications and aptitude for professional graduate education, including academic and personal strengths and attributes.

5) Experience summary form: a complete summary of work in the health care field, including volunteer and paid experience

6) Well-written essays that indicate depth and breadth of interest in the field of physical therapy as well as a description of extracurricular activities, community service, hobbies, and pursuits that have contributed to personal and professional aspirations.

ADMISSION STATUS
Admission to the Master of Physical Therapy program is only available on a full-time basis.

STATUTE OF LIMITATIONS
All requirements of the MPT must be completed within two years. Extension of the statute of limitations may occasionally be granted when circumstances warrant. Such requests, listing reasons for an extension and the amount of additional time needed, must be approved by the department chair.

MASTER OF PHYSICAL THERAPY CURRICULUM (87 CREDITS)
The MPT curriculum involves 87 credits. An outline of the curriculum is detailed below, term by term:

Summer Session II - First Year (11 Credits)
- PT 2029 Kinesiology 2 cr.
- PT 2030 Anatomy 4 cr.
- PT 2040 Survey of Human Disease 1 3 cr.
- PT 2020 Physical Therapy Procedures (including clinical rounds) 2 cr.

Fall Term - First Year (15 credits)
- PT 2031 Musculoskeletal PT 1 4 cr.
- PT 2041 Patient Management 1 3 cr.
- PT 2045 Survey of Human Disease 2 3 cr.
- PT 2051 Cardiopulmonary PT 1 1 cr.
- HRS 2921 Clinical Internship (including clinical rounds) 1 cr.
- PT 2082 Professional Issues 1 cr.
- PT 2071 Evidence-based Practice 1 2 cr.

Spring Term - First Year (16 credits)
- PT 2060 Neuroscience 4 cr.
- PT 2032 Musculoskeletal PT 2 3 cr.
- PT 2042 Patient Management 2 2 cr.
- PT 2061 Neuromuscular PT 1 3 cr.
- PT 2072 Evidence-based Practice 2 1 cr.
- HRS 2921 Clinical Internship (incl. clinical rounds) 1 cr.
- PT 2055 Growth and Development 1 2 cr.

Summer Session I - First Year (11 Credits)
- PT 2033 Musculoskeletal PT 3 4 cr.
- PT 2062 Neuromuscular PT 2 4 cr.
- PT 2056 Growth and Development 2 2 cr.
- PT 2073 Evidence-based Practice 3 (including clinical rounds) 1 cr.
Summer Session II - Second Year (five credits)
PT 2091 Clinical Education 5 cr.
(full-time, seven weeks)

Full Term - Second Year (15 credits)
PT 2063 Neuromuscular PT 3 3 cr.
PT 2064 Clinical Electrophysiology 3 cr.
PT 2083 Administration & Supervision 3 cr.
HRS 2921 Clinical Internship (incl. clinical rounds) 1 cr.
PT 2074 Evidence based Practice 4 1 cr.
PT 2053 Cardiopulmonary PT 2 2 cr.
PT 2059 Geriatrics 1 cr.
Elective (minimum of 1 credit required) 1 cr.
PT 2059 Geriatrics 1 cr.
PT 2074 Evidence based Practice 4 1 cr.
PT 2053 Cardiopulmonary PT 2 2 cr.
PT 2059 Geriatrics 1 cr.

Spring Term - Second Year (nine credits)
PT 2092 Clinical Education 9 cr.
(full-time, 14 weeks)

Summer Term I - Second Year (five credits)
PT 2093 Clinical Education (full-time, seven weeks) 5 cr.

COURSE LISTINGS

MASTER OF PHYSICAL THERAPY COURSE LISTINGS
PT 2020 Physical Therapy Procedures
(Including Clinical Rounds)
PT 2029 Kinesiology
PT 2030 Anatomy
PT 2031 Musculoskeletal PT 1
PT 2032 Musculoskeletal PT 2
PT 2033 Musculoskeletal PT 3
PT 2040 Survey of Human Disease 1
PT 2041 Patient Management 1
PT 2042 Patient Management 2
PT 2045 Survey of Human Disease 2
PT 2051 Cardiopulmonary PT 1
PT 2053 Cardiopulmonary PT 2
PT 2055 Growth and Development 1
PT 2056 Growth and Development 2
PT 2059 Geriatrics
PT 2060 Neuroscience
PT 2061 Neuromuscular PT 1
PT 2062 Neuromuscular PT 2
PT 2063 Neuromuscular PT 3
PT 2064 Clinical Electrophysiology
PT 2071 Evidence-Based Practice 1
PT 2072 Evidence-Based Practice 2
PT 2073 Evidence-Based Practice 3
PT 2074 Evidence-Based Practice 4
PT 2082 Professional Issues
PT 2083 Administration and Supervision
PT 2091 Clinical Education
PT 2092 Clinical Education

SHRS GRADUATE COURSE LISTINGS
HRS 2305 Advanced Neuroscience 1
HRS 2308 Fundamentals of Musculoskeletal Examination
HRS 2309 Analysis of Neuromuscular Signs and Symptoms in Clinical Decision-Making
HRS 2310 Advanced Musculoskeletal Dissection Anatomy
HRS 2356 Concepts and Principles Related to Sensory Motor Control
HRS 2357 Theories of Movement Control: Rationale for Clinical Assessment and Intervention for Disorders of the Neuromusculoskeletal System – Part I
HRS 2358 Theories of Movement Control: Rationale for Clinical Assessment and Intervention for Disorders of the Neuromusculoskeletal System – Part II
HRS 2361 Examination and Treatment of the Lumbopelvic Spine
HRS 2362 Examination and Treatment of the Lower Extremity
HRS 2369 Reading/Seminar
HRS 2373 Advanced Musculoskeletal Clinical Practice
HRS 2374 Clinical Rounds and Case Presentations
HRS 2380 Examination and Treatment of the Cervical and Thoracic Spine
HRS 2381 Examination and Treatment of the Upper Extremity
HRS 2405 Organization Studies for the Health and Rehabilitation Professions
HRS 2407 Human Communications
HRS 2420 Introduction to Health Information Systems
HRS 2422 Object-Oriented and Web Programming
HRS 2423 Information Technology in Health Systems
HRS 2424 Database Management in Health Care
HRS 2428 Software Engineering Project Management
HRS 2435 Finance and Accounting Concepts in the Health and Rehabilitation Professions
HRS 2437 Implementing Information Technology in Health Care Environments
HRS 2438 Research Methods and Clinical Data Analysis
HRS 2439 Health Information Systems Internship
HRS 2445 Human Resource Management/Labor Relations in Health Care
HRS 2450 Evaluation Research and Program Evaluation in Health and Rehabilitation
HRS 2455 Ethics and Decision-Making in Health and Rehabilitation
HRS 2460 Planning and Strategic Analysis in Health Care
HRS 2465 Human Factors in Leadership Skill Development
HRS 2474 Disability Policy and Systems
HRS 2480 Dimensions in Aging: Culture and Health
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<td>HRS 2500</td>
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<td>HRS 2621</td>
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<td>HRS 2703</td>
<td>Rehabilitation Engineering Design</td>
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<td>HRS 2704</td>
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<td>Analysis of Adaptations for Sensory and Communication Impairment</td>
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<td>Directed Study in Organizational and Policy Studies in Health and Rehabilitation</td>
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<td>Directed Study in Psychosocial, Social, and Cultural Aspects of Rehabilitation and Disability</td>
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<td>HRS 3708</td>
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<td>CSD 2049</td>
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<td>CSD 2055</td>
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<td>CSD 2057</td>
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<td>CSD 2058</td>
<td>Clinical Procedures Lab</td>
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<td>CSD 2060</td>
<td>Proseminar [Graduate students are required to register for Proseminar each term that it is offered (Fall and Spring)]</td>
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<td>Clinic Practicum in Speech-Language Pathology — Network</td>
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CSD 2250 Child Language Disorders 2
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CSD 3048 PhD Seminar
CSD 3478 Speech-Language or Hearing Science Research Seminar
CSD 3479 Research Seminar in Audiology or Speech-Language Pathology
CSD 3902 Directed Study

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