University of Pittsburgh | School of Public and International Affairs

HANDBOOK OF ACADEMIC POLICIES AND PROCEDURES

DOCTOR OF PHILOSOPHY (PHD)

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STANDARD OF ACADEMIC INTEGRITY

The integrity of the academic process requires fair and impartial evaluation on the part of the faculty, and honest academic conduct on the part of students. To this end, students are expected to conduct themselves at a high level of responsibility in the fulfillment of the course of their study. It is the corresponding responsibility of the faculty to make clear to students those standards by which students will be evaluated, and the resources permissible for use by students during the course of their study and evaluation. The educational process is perceived as a joint faculty-students enterprise, which will perforce involve professional judgment by the faculty and may involve -- without penalty – reasoned exception by students to the data or views offered by faculty.

Senate Committee on Tenure and Academic Freedom in
Guidelines on Academic Integrity and Student Code of Conduct and Judicial Procedures
February 1974

ACADEMIC CODE OF CONDUCT: GUIDELINES OF ACADEMIC INTEGRITY

Firm in the belief that the most crucial asset of a respected, effective professional is their personal integrity, SPIA expects students and faculty to adhere to the guidelines described in the following code of conduct, taken from the University's *Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures,* 1990.

STUDENT OBLIGATIONS

In addition to the academic standards and policies described here, individual professors may have their own expectations and policies. These are often explained on the course syllabi and discussed during the initial class meeting. It is the student's responsibility to ask questions about expectations and policies that are unclear or not addressed at all.

As a general rule, students are expected not to discuss or collaborate on assignments unless explicitly authorized to do so by the instructor. Students are responsible for being familiar with and using generally accepted practices governing bibliographic research and citations of resource materials in a research paper. Students are not permitted to double submit or reuse (self-plagiarism) their own previously written materials in another class without informing the faculty member that the materials have been submitted in another class. (See **Appendix A** regarding plagiarism and double submission.)

Students have an obligation to exhibit honesty and to respect the ethical standards of their chosen profession in carrying out academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

- Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
- Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
- Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
- Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- Acts as a substitute for another person in any academic evaluation process.
- Utilizes a substitute for another person in any academic evaluation procedure.
- Practices any form of deceit in an academic evaluation proceeding.

- Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

- Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

- Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.

- Submits the work of another person in a manner that presents the work to be one's own. (see **Plagiarism: Appendix A.)**

- Knowingly permits one's work to be submitted by another person without the instructor's authorization.

- Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.

- Indulges, during a class (or examination) session in which one is a student, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students.

- Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student, or any other breach of a student's obligation to exhibit honesty.

- Violates the canons of ethics of their program of study.

FACULTY OBLIGATIONS

A faculty member accepts an obligation, in relation to her or his students, to discharge her or his duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community. Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstance) to conduct themselves in a professional manner, including the following:

1. To meet their classes when scheduled.

2. To be available at reasonable times for appointments with students and to keep such appointments.

3. To make appropriate preparation for classes and other meetings.

4. To perform their grading duties, and other academic evaluation in a timely manner.

5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course, and to announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.

6. To base all academic evaluations upon good faith professional judgment.

7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, and political or cultural affiliation, and lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.

8. To respect the confidentiality of information regarding a student contained in University records, and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law.

9. Not to exploit their professional relationship with students for private advantage, and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.

10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.

11. To refrain from any activity which involves risk to the health and safety of students, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.

12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

ADMISSIONS

SPIA admits persons who have demonstrated intellectual competence and high motivation in an academic and/or professional environment and who will enrich the quality of life in the School. Individuals from varied cultural, academic, and social backgrounds provide an exciting frame of reference for the stimulating exchanges so vital to a dynamic academic process.

ADMISSION STATUS

Admission to degree programs in the School are competitive and based on the relative strength of all credentials submitted in support of the application. Admission may be granted or denied only by the dean of the school and his or her designee. Non-immigrant student visitors may be denied visa documents for non-academic reasons by the Office of International Services. Acceptable students are admitted to SPIA with "full" status. The qualifications described below represent SPIA's minimum standards.

FULL GRADUATE STATUS

For admission to full graduate status, an applicant must be a graduate of a regionally accredited U.S. college or university and must be considered qualified for advanced study by the School. Applicants are expected to demonstrate a cumulative grade point average of 3.2 on a 4.0 scale or better in an undergraduate program. If students with less than a 3.2 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. Only students with full graduate status will be considered for School-based funding or be graduated.

TUITION DEPOSIT

Once admitted to SPIA, a student is required to submit a US$200 tuition deposit to secure his or her place in the incoming class. The non-refundable deposit is applied to the cost of tuition.

SPIA FUNDING

Students are awarded funding for one academic year (Fall and Spring Terms only). Funding will be renewed each academic year (up to four years) if you are in good academic standing and making normal degree progress (**see Appendix B**) in completion of coursework, GPA and achieving your doctoral milestones.

HOW YOUR FUNDING IS APPLIED

Your funding covers credits required per term up to 15 credits and fees for security and transportation, computing and network services, and student health for the Fall and Spring Terms. However, you will be responsible for the student

activity fee. Your award will be adjusted to reflect any increase in tuition. This award may be adjusted if you receive funding from another source or if your residency status changes. If you choose not to use the award in a particular term, it will not be reserved for a future term.

GRADUATE STUDENT ASSISTANTSHIP EVALUATION

All funded students are assigned to work as a Graduate Student Assistant (GSA) in exchange for a salary. GSAs will have their job performance evaluated by their supervisor at the end of each term as a GSA. Renewal of the award is contingent upon satisfactory performance (**see Appendix B)**.

READMISSION

A student who has not registered for at least one credit during a 12-month period will automatically be transferred to inactive status. While on inactive status, a student is not eligible to use the University facilities and should not expect to receive counseling by the faculty or active supervision by their advisor or committee. Readmission is not automatic, nor does it necessarily reinstate the student in the status enjoyed prior to becoming inactive. If readmitted, the student must be prepared to demonstrate proper preparation to meet all current admission and degree requirements. Readmission is automatic, however, for students in good academic standing who receive prior approval for a formal leave of absence.

Students must formally request readmission by submitting a new application to SPIA. As with new applicants, these students will be required to complete and submit the standard admission materials and $50 application fee in accordance with published deadlines. Advanced standing, course waivers, and transfer of credits may be requested at this time. The decision regarding admissibility will be made in consultation with the director of the student's program.

INTERNATIONAL STUDENT ACADEMIC REQUIREMENTS AND CREDENTIALS

CREDENTIALS

The minimum requirement for admission to a SPIA 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 deems comparable to a bachelor's degree from a regionally accredited institution in the United States. The most competitive candidate will have an earned master's degree that is equivalent of to a master's degree from a regionally accredited institution in the U.S. All applicants and readmitted students are required to have earned a minimum of a B or better average (3.2 GPA for undergraduate work and 3.5 in graduate coursework) to date.

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 transcript (grade report, academic record, examination results, and mark sheet) does not attest to the awarding of a degree or an academic qualification, a certified copy of the original certificate or diploma awarding of a 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

International applicants must possess proficiency in English at a level to enable them to succeed in graduate-level studies. SPIA uses the official results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as a measure of having the necessary English language proficiency. Official test results are required if the applicant is a citizen of a country where English is not the official language of that country.

The required minimum acceptable score for graduate admission is 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, and 80 on the internet based TOEFL or Band 7 on the IELTS (taking the academic writing and reading modules of the test). The School will only accept official score reports sent directly from ETS (TOEFL) or IELTS. Personal or unofficial copies of TOEFL or IELTS results are not acceptable. The requirement to submit the results of the TOEFL or IELTS will only be waived if the applicant has recently earned a degree from a regionally accredited institution in the United States.

Students, for whom the TOEFL has not been waived and for those who score below 650 on the paper-based TOEFL, 280 on the computer-based TOEFL, and 114 on the internet based TOEFL, will be permitted to register only after they have taken the Test of English Proficiency (TELP) administered through the on-campus English Language Institute. Based on the result of this test, SPIA may require students to take courses in English as a second language in addition to their graduate program.

The University reserves the right, even after the arrival and enrollment of a student from another country, to require, at his or her own expense, individual curricular adjustments whenever particular deficiencies or needs are found. This could include enrollment without credit in additional coursework in English as a second language or in courses prerequisite to his or her regular course of study.

CERTIFICATION OF ENGLISH LANGUAGE FLUENCY FOR TEACHING

In keeping with the University policy on Certification of English Language Fluency for Teaching, students who are not native speakers of English and are appointed as teaching assistants or teaching fellows are required to take a test of their spoken English. Individuals are given non-teaching assignments and are required to take special course work until they attain passing scores. An unsatisfactory score at the time of reappointment is sufficient cause for non-renewal.

ELEMENTS OF GOOD ACADEMIC ADVISING

RESPONSIBILITIES OF FACULTY/ACADEMIC UNITS

The quality of education that graduate students receive is greatly enhanced if students receive good academic advising at all stages of their program. Students need good advising when they are being recruited, when they first register, at later stages in the program, and when they are graduating and looking for a job. Their advising needs vary as they move through the program; their advising needs vary depending on the type of program they are pursuing. These needs can be met either by one advisor or by several advisors.

ADVISING BEFORE ENROLLMENT

Schools and programs must provide accurate, up-to-date information to prospective students about the academic program, the research interests of the faculty, and the degree requirements. Information on the following should be made available: average time to degree, average financial aid available, and employment opportunities after graduation (including the placement record of the program).

ADVISING OF NEW STUDENTS

Students must be provided with advice on courses to be taken during the first year; clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, internships, thesis or dissertation; and a delineation of the amount of time expected to complete each step.

University regulations require that the school or department assign to each graduate student an advisor who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines. Exceptions might occur in a professional school with a fixed curriculum, since students are not faced with curricular choices.

Departments and schools should assist students and their advisors by preparing clear, current written guidelines about program requirements. These should be placed on the Web for easy access.

ADVISING OF CONTINUING STUDENTS

As should evaluate student progress and performance in a regular (i.e., no less than annual) and informative way. In these evaluations advisors should inform students about their performance in relation to expectations of normal progress and to norms associated with successful degree completion and placement after graduation.

As should place students' timely completion of degree requirements among their highest priorities.

The following responsibilities could be met by individual advisors, by designated faculty, or in group departmental sessions:

- Assist students to develop grant writing skills, where appropriate.
- Educate students about research integrity and make them aware of the University's policies on *Research Integrity* and on *Conflict of Interest*.
- Help students to develop artistic, analytical, interpretive, writing, verbal, quantitative and laboratory skills, where appropriate, in accordance with the expectations of the discipline.
- Encourage students to participate in professional meetings or perform or display their work in public settings.
- Help students gain an appreciation of teaching, assist students in improving their teaching skills, and provide them with guidance in how to prepare an appropriate teaching portfolio.
- Supply students with information about the variety of employment opportunities available to graduates of the program and encourage them to plan toward an employment goal as early in their course of graduate study as possible.

ADVISING OF THESIS OR DISSERTATION STUDENTS

The thesis or dissertation advisor should

- take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion;
- schedule regular meetings with advisee to discuss project and return comments on written work in a timely fashion, as determined by departmental policy;
- clarify co-authorship publication practices, which should be in agreement with departmental policies; and
- take primary responsibility for ensuring that the student receives the advising described in the *Advising of Continuing Students* section.

As stated in the *Regulations Governing Graduate Study at the University of Pittsburgh*, "meetings of the doctoral candidate and their 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."

ADVISING OF GRADUATING STUDENTS

Students should be provided assistance in preparation for making a successful job application, including curriculum vitas, teaching dossiers, and interviews; access to information about job opportunities; letters of recommendation from faculty; and encouragement of student participation in or awareness of networking possibilities.

RESPONSIBILITIES OF THE STUDENTS

Students should

- expect to devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree;
- read and become familiar with the regulations and policies concerning graduate study as described in school bulletins and departmental and program brochures;
- be aware of time constraints and other demands imposed on faculty members and program staff; · be prepared to take the initiative in finding answers to questions and in planning their professional careers;
- communicate regularly with faculty advisors, including the period after completion of their coursework, and

- be available for regular meetings; and · alert the advisor to uncertainties they may have about program requirements, normal progress, and performance expectations.

REGISTRATION

REGISTERING FOR CLASSES

After being admitted to SPIA, students may register for courses with their faculty advisor or graduate enrollment counselor. To carry out this responsibility, each student is assigned a faculty advisor, who, in consultation with the student, plans a program of study and research in accordance with the School's guidelines.

Students registering for the first time are advised to complete registration well before the beginning of the term. The first day of classes is typically the last day for new students to register, without fees for late registration. The student's signature on the enrollment form creates a financial obligation to the University. Once registered, students may view their class schedules online.

The University reserves the right to change registration procedures. Current registration procedures are published each term on the University Registrar website, www.pitt.edu/~registrar.

REQUIRED COURSES

Students must earn 73 credits to graduate, including advanced standing (transfer) credits, 19 credits from required core courses, 18 credits from elective courses, and 6 dissertation credits (PIA 3099). Full-time students are expected to complete the required core and elective courses within the first two years of study (see also "Expected Degree Progress for Full-time Students" below). Failure to do so may be grounds for dismissal. Comprehensive examinations may only be taken after all courses are completed with a grade of "B" or better. The required courses are:

CORE COURSES (19 CREDITS)

PIA 3121: Policy Theory
PIA 2028: Public Policy Analysis

PIA 2032: Advanced Quantitative Methods
PIA 3050: Qualitative Research & Methods

PIA 3026: PhD Professional Development (1 credit)
PIA 3004: Research Design & Methods
PIA 3097: Comprehensive Exam Prep Independent Study

ELECTIVES (18 CREDITS)

Must include PIA2023 Intermediate Quantitative Methods (pre-requisite for PIA 2032) if the student does not have similar coursework from prior degree.

PIA 3099 DISSERTATION (6 CREDITS)

Students must be admitted to candidacy and must be writing their dissertation to be eligible to register for PIA 3099 Dissertation. Six-credits of PIA 3099 are required to graduate.

ADVISING

A student must be officially admitted, readmitted, or reinstated to the University before he or she may register for courses. All students are expected to be registered in accordance with the program of study they are pursuing, and

should not expect to receive guidance and direction from members of the Graduate Faculty unless they are so registered. See **Elements of Good Academic Advising** for more information.

SPIA faculty members are responsible for advising students concerning their academic programs and specific course selections each term. Faculty advisors are also responsible for monitoring the student's academic performance and professional and career development. Students who wish to change faculty advisors should obtain approval from the new advisor and inform their former advisor and the Office of Student Services of the change as soon as possible.

AREA STUDIES

The University Center for International Studies (UCIS) is an umbrella organization comprised of several internationally themed research centers and programs. Four of these-the Asian Studies Center, European Studies Center, Center for Latin American Studies, and the Center for Russian and East European Studies-have been designated National Resource Centers by the U.S. Department of Education. UCIS also offers an African Studies Program.

UCIS offers graduate certificates that SPIA students can pursue concurrently with their degrees, allowing them to focus their studies on a particular region or theme. UCIS constituent units offer nine certificate programs. For more information see www.ucis.pitt.edu.

FULL-TIME AND PART-TIME STUDY

Students must be officially admitted to SPIA to be eligible to register for classes. Students who register for 9-15 credits in the fall or spring term are full-time students and are assessed the full-time SPIA tuition rate. SPIA requires students who receive School-based funding to register for 12 credits. Students who register for fewer than 9 credits are part-time students and are billed on a per-credit basis. During the summer term and summer sessions, SPIA students are billed on a per-credit basis regardless of the number of credits taken.

MAXIMUM ALLOWABLE CREDITS PER TERM

No SPIA student is permitted to register for more than 15 credits in a term without permission from the student's advisor and the director of student services. Graduate students who receive approval to register for more than 15 credits will be billed for each additional credit that exceeds their full-time tuition rate.

LATE REGISTRATION

After the start of classes, registration is permitted for new and continuing students only in unusual circumstances with the written approval of the director of student services and with the payment of a late registration fee.

BLOCKS AND HOLDS ON REGISTRATION

The University registrar will withhold registration and add/drop services from students for financial, academic, or disciplinary reasons.

CLOSED OR RESTRICTED COURSES

SPIA and non-SPIA students wishing to register for a course that has reached its maximum published enrollment may do so only with the permission of the instructor of the course and the assistant dean. SPIA and non-SPIA students wishing to register for a course that is restricted may do so only with the permission of the director of student services.

INDEPENDENT STUDY

Full-time students are required to register for three credits of Independent Study (PIA 3097) to prepare for their Comprehensive Exam in the Fall Semester of their Second Year in the program. Part-time students must do so two terms before they intend to take their comprehensive exam.

Students may register for additional individualized course work or guided research under the direct supervision of a SPIA faculty member if the following conditions are met: all required course work in the School-wide core has been completed or will be completed in the term PIA 3097 will begin; the student must be in good academic standing and making normal progress toward the degree; and a summary study or research design must be submitted in writing by the students and signed by the faculty member supervisor and Doctoral Program Director.

FTDK (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 paying the full-time computer and network, security/transportation, student health service, and activity fees. Students must consult with the Office of Academic Advising for permission to register for full-time dissertation study.

ADDING AND DROPPING COURSES

A registered student may add and drop courses only during the "add/drop period." The dates for the "add/drop period" are listed in the University's *Schedule of Classes* and on the University's Academic Calendar at www.pitt.edu/~provost/calendar.html. 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.

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 Academic Advising. The grade of 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. Withdrawing may jeopardize satisfactory academic progress, School-based funding, and external sources of funding.

RESIGNING FROM THE UNIVERSITY

If students decide to drop all of their courses after the add/drop period has ended and before 60 percent 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)624-7588, 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 percent of the term has been completed, in which case there is no refund.

After 60 percent 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 the associate or assistant dean. If the reason for withdrawal is medical or psychological in nature, the associate or assistant dean may consult with the director of Student Health Services 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.

Students who stop attending a course or courses and do not initiate add/drop, withdrawal or resignation procedures, or who withdraw from a course without authorization, will be assigned an F grade and will incur financial obligations.

REGISTERING IN OTHER SCHOOLS AND DEPARTMENTS WITHIN THE UNIVERSITY

Students may register for graduate courses in other Schools and departments in the University with the prior approval of their faculty advisor and the approval of the department offering the course.

CROSS-REGISTRATION OUTSIDE THE UNIVERSITY

During the fall and spring terms, **full-time** students may earn credits by cross-registering in graduate courses at Carlow University, Carnegie Mellon University, CCAC, Chatham University, Duquesne University, LaRoche University, the Pittsburgh Theological Seminary, Point Park University, and Robert Morris University, when approved in advance by their faculty advisor. Credits earned by cross-registration are accepted as University credits for the purpose of calculating the grade point average and the completion of degree requirements. Students normally register for no more than one course at another institution in a given term.

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 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 delays in the receipt of course credit needed to graduate.

INACTIVE STATUS

Students who have not registered for at least one credit during a 12-month period are transferred to inactive status and must file an application for readmission to SPIA (application fee required) before being permitted to register again. Students on inactive status cannot apply to graduate; 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.

REGISTRATION STATUS AT GRADUATION

All graduate students are required to register for at least one credit during the 12-month period preceding graduation and must be registered for the term in which they plan to graduate. Students who complete all degree requirements at the end of a term, but for procedural reasons are graduated the next, may ask the Office of Academic Advising to petition the University Registrar for a waiver of this requirement. Waivers will not be granted to students who are inactive.

While students are permitted to earn credits at other institutions, the final 12 credits prior to graduation must be earned at the University of Pittsburgh.

GRADING AND RECORDING

GRADING POLICY

SPIA's grading policy recognizes the grade of B or better as representing adequate graduate-level attainment. Although C or lower grades may be given, these are **not** considered as indicating acceptable performance. Under no circumstances will any grade of U or C- or lower be counted among the minimum total number of credits required for the degree.

GPA

Grade Point Average (GPA) is a numerical indication of a student's academic achievement that is the average of total letter grades earned. All courses taken by SPIA students will factor into the GPA.

OFFICIAL UNIVERSITY RECORD: GPA CALCULATION

A student's graduate GPA is obtained by dividing the total number of letter grade credits into the total number of quality points earned and accepted by SPIA for graduate credit. Only letter grades with quality point values will be used in computing the GPA.

If a grade of less than a B is received by any student and the authorization to repeat the course is given by the student's advisor (accompanied by the appropriate course repeat form), the grade for the course repeated remains on the transcript but is identified with an asterisk. However, only the last course grade earned is counted in computing the GPA.

Letter grades of A, B, C, D, and F are used for grading of all courses in SPIA, with the following exceptions:

PIA 2097: Independent Study	H/S/U (Honors/Satisfactory/Unsatisfactory)

PIA 2098: Internship	S/NC (Satisfactory/No-Credit)
PIA 2099: Thesis	S/NC (Satisfactory/No-Credit)
PIA 3097: Independent Study	H/S/U (Honors/Satisfactory/Unsatisfactory)
PIA 3099: Dissertation	S/NC (Satisfactory/No-Credit)

Students receive the grade of H or S for satisfactory work and U for unsatisfactory work. The grades H and S are counted toward graduation but not the student's GPA.

The grades of NC and U are not counted toward graduation or the GPA. An S grade indicates adequate graduate attainment; in evaluating thesis research an instructor may only use the S/NC grading option. It is the responsibility of each faculty member of the University to assign a standard letter grade or option grade as listed in the *Schedule of Classes* to each student enrolled in a course. All other grades will be recorded by the registrar as a Z, an invalid grade.

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.

GRADING SYSTEM DEFINITIONS AND QUALITY POINTS

The following policy includes all grades and their corresponding definitions that are used in SPIA. All available grading options and their uses are also included.

A+	= 4.00	
A	= 4.00	Superior attainment
A-	= 3.75	
B+	= 3.25	
B	= 3.00	Adequate graduate-level attainment
B-	= 2.75	
C+	= 2.25	
C	= 2.00	Minimal graduate-level attainment
C-	= 1.75	
D+	= 1.25	
D	= 1.00	
D-	= 0.75	
F	= 0.00	Failure

G Course work unfinished because of extenuating personal circumstances

H Exceptional (honors) completion of course requirements

I Incomplete course work, due to the nature of the course, clinical work, or incomplete research in individual guidance courses or seminars

N Noncredit audit

R Student resigned from the University

S Satisfactory (successful) completion of course requirements

U Unsatisfactory (failing) completion of course requirements

W Withdrawal

Z Invalid grade reported

** No grade reported

OTHER GRADES: INCOMPLETE, AUDIT, WITHDRAW, RESIGN

G GRADE

The G (incomplete) grade is a temporary grade used when extenuating circumstances (such as illness on the day of the final exam) prevent a student from finishing a class on time. It represents a contract between the faculty member and the student to continue working together after the end of the semester to finish any incomplete course requirements. Students should not be given a G grade if, in actuality, they need to repeat the course.

Students assigned G grades are required to complete course requirements no later than one year after the term or session in which the course was taken. Once the deadline has passed, the G grade will automatically change to an NG and will no longer appear as in progress on the student record. The student will be required to reregister for the course if it is needed to fulfill requirements for graduation. SPIA students are strongly encouraged to remove the G grade within six weeks after the beginning of the term following the one in which the G grade was reported.

If a student wishes to request a G grade, the student should submit the Incomplete (G) Grade Agreement Form request directly to the faculty member before the end of the semester.

Faculty may choose to give a G grade (or not) at their sole discretion. If a faculty member approves a student's request for a G grade, both must complete and sign this form and submit a copy to the academic advisor.

It is the responsibility of the faculty member and the student to make sure the new grade is submitted in the deadline period. If the instructor does not submit a change of grade request, the G grade remains on the transcript for three terms (including the term it was assigned) and then automatically reverts to an NG grade. If the student graduates in the time period, the student will not be able to receive their diploma or transcript until the grade has been changed.

If the student does not complete the agreed upon work. The grade must be changed. For a G grade the choice of grading is up to the instructor. All G grades revert to a Non-Grade (NG) after one academic year. The Registrar's Office automatically assigns this grade. The instructor should act to change the grade before that time. It is up to the instructor to determine if they should assign an NG grade or assign the grade that should have been given at the end of the term. Once an NG grade is automatically assigned, the grade is final.

If the instructor is no longer teaching or no longer with the university, **i**t will be up to the Program Director or Associate Dean to decide what final grade to assign. Adjuncts or faculty who are not teaching the following term should NOT assign a G grade.

All graduating students must have final grades in all courses in order to receive their diploma and transcript. The degree will be awarded based on the schools' certification lists but will place diploma & transcript holds on any graduate missing final grades. G grades are not considered final grades, just placeholders or missing grades. This means that the record is not accurate/complete until the G grade/s are changed. If an instructor has assigned a G grade, the instructor is required to enter a grade at some point for the student even if the student has not completed the work. This applies to all courses that the student has enrolled in even if the course is not required for the degree.

A G grade will affect school-based funding.

I GRADE

This grade is assigned in SPIA for research that faculty members and students know, during course registration, will extend beyond the term. I grades are only permissible in the following courses: PIA 3097: Independent Study, PIA 3098: Practicum, and PIA 3099: Dissertation.

All graduating students must have final grades in all courses in order to receive their diploma and transcript. The degree will be awarded based on the schools' certification lists but will place diploma & transcript holds on any graduate missing final grades. I grades are not considered final grades, just placeholders or missing grades. This means that the record is not accurate/complete until the I grade/s are changed. If an instructor has assigned an I grade, the instructor is required to enter a grade at some point for the student even if the student has not completed the work. This applies to all courses that the student has enrolled in even if the course is not required for the degree.

It is the responsibility of the faculty member and the student to make sure the new grade is submitted in the deadline period. If the instructor does not submit a change of grade request, the I grade remains on the transcript for three terms (including the term it was assigned) and then automatically reverts to an NG grade. If the student graduates in the time period, the student will not be able to receive their diploma or transcript until the grade has been changed.

If the instructor is no longer teaching or no longer with the university, **i**t will be up to the Program Director or Associate Dean to decide what final grade to assign. Adjuncts or faculty who are not teaching the following term should not assign an I grade.

Doctoral students are required to remove **all** incomplete grades (G or I grades) in order to be eligible to sit for the Comprehensive Examinations.

N (AUDIT) GRADE

A student may register to audit a course ONLY with the approval of the instructor. The letter N is recorded by the instructor if the student satisfies the conditions agreed upon with the instructor. All students who audit a course are required to be registered in each course they audit. The N grade is not counted toward graduation.

W GRADE

The W grade signifies that a student withdrew from the course. See **Monitored Withdrawal** for a course 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.

REPEATING COURSES

Students may repeat any course in which a grade of B- or lower is received and an authorization to repeat the course is given by the student's advisor and proper paperwork is filed. Students earning a B- in a core course or in a required course for the degree will have the option of repeating that course after discussion with his advisor. Students earning a C- or lower in a degree required course will be required to repeat that course.

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 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 that the original grade was earned. In extenuating circumstances, a division director, with the assistant 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 ensure that only the last course grade is included in the GPA calculation, a Course Repeat Form must be filed by the student with the Office of Academic Advising.

CHANGING GRADES

The instructor of a course may change a student's grade by completing, signing and submitting a Grade Change Request to the Office of Academic Advising. All grade changes should be processed no later than a one year after the initial grade is assessed. There may be reasons that justify a later change of grade, but they must be in writing to the director of student services. Changes in I grades are exempt from this policy. The associate or assistant dean must approve a change before it will be honored by the University Registrar.

RECORDS

OFFICIAL UNIVERSITY TRANSCRIPT

An academic transcript serves as a permanent record of a student's academic progress. The transcript is a cumulative record of the student's GPA, as well as a record of the department, title, and grade for each course in which the student was enrolled. Students may request an official transcript that bears the seal and the signature of the University Registrar at G-3 Thackeray Hall. Students with no financial obligations to the University can receive one copy of their academic records each term in G-3 Thackeray Hall. For more information, send an e-mail to transcert@pdc.srfs.pitt.edu. Upon graduation, the transcript reflects a student's degree and date; major; and, if applicable, certificate or minor.

DEGREE PROGRESS REPORT/ACADEMIC ADVISEMENT REPORT

The academic record is not an official University transcript, but a document containing a student's complete University academic history. In addition to the information provided on the transcript (as listed above), the advisement transcript provides students and advisors with admission data, academic milestones, and course credit accepted information.

GRADE REPORT

At the end of each term, grades are released online at http://my.pitt.edu. Grade reports are no longer mailed by the Office of the University Registrar. The online report shows credits attempted, credits earned, the grade received in each course, grade points earned, the term GPA, and the cumulative GPA.

ACCEPTABLE ACADEMIC STANDARDS, PROBATION, LOSS OF FUNDING AND DISMISSAL

ACCEPTABLE ACADEMIC STANDARDS

Once admitted to SPIA, students must maintain acceptable academic standards as a condition of their right to continue their graduate studies and or/receiving funding from the School. Students who do not maintain acceptable performance are considered to be academically deficient and not making normal progress toward the successful completion of their degree. See also Appendix B.

	Good Academic Standing	Probation	Dismissal
Full-time or part-time students	• Maintain a minimum cumulative GPA of 3.0 with no failing or incomplete grades. • Make satisfactory progress toward the degree	• Fail to maintain a minimum 3.0 current/cumulative GPA. or • Earn two G/I grades in one term. or • Earn a grade of U, C- or lower or	• Students are dismissed from SPIA if after 1 term they do not meet their probation requirements • Students are also dismissed if they qualify for probationary status in two consecutive terms.

		• Fail to meet expected milestones.	

Aside from maintaining acceptable performance on their coursework, Doctoral students must also meet expected degree milestones in a timely manner. Part-time students should consult Appendix B for relevant standards. Failure to meet the expected degree milestones carries a risk of loss of funding and/or dismissal from the program. The following chart illustrates what constitutes expected degree progress for full-time students (see also the **Doctoral Milestones** section).

Expected Degree Progress for Full-time Students

	Coursework	Milestones
Year One	• Earn a minimum of 24 cr. • Minimum GPA of 3.0	• Plan of Study Meeting with advisor • Annual Progress Evaluation • Form comprehensive exam committee and reading list
Year Two	• Earn a minimum of 24 cr. • Complete core and elective coursework • Minimum GPA of 3.0 • Remove all G or I grades	• Complete 67 credits requirement (including transfer credits) • Second-year research proposal • Registration for and completion of Comprehensive Exam (May following Year 2) • Annual Progress Evaluation
Year Three	• Maintain minimum full-time enrollment status	• Submission and presentation of second-year research paper • Dissertation Committee Approval • Defend Dissertation Proposal By the end of the Fall semester of Year Three • Register for PIA 3099 Dissertation (6 credits needed to graduate) • Annual Dissertation Progress Evaluation
Year Four and Later	• Maintain minimum full-time enrollment status	• Annual Dissertation Progress Evaluation • Dissertation Defense • Graduation

PROBATION

A student is automatically placed on academic probation when any of the following occurs: (1)The student fails to maintain a minimum 3.0 cumulative and/or current (term) GPA in all courses;(2) The student fails to earn a minimum of 9 credits per term if full-time or 3 credits per term if part-time; (3) The student earns two G or I grades in one term, or maintains two G or I grades at any one time; (4)The student earns a grade of U, C-or lower; or (5) the student fails to meet expected doctoral milestones. Please refer to complete policy in Appendix B.

LOSS OF FUNDING

Doctoral students may lose their SPIA funding if they are placed on academic probation and/or they do not meet the expected degree milestones according to the laid-out schedule (see Table Expected Degree Progress for Full-time Students). The Office of Academic Advising and the Doctoral Program Director will make decisions regarding loss of funding.

DISMISSAL

Students are dismissed from SPIA if after 1 term they do not meet their probation requirements. In the event that a student is dismissed from SPIA, they are notified in writing by the Office of Student Services. All appeals to dismissal must be made to the Associate Dean by the stated deadline. Appeals can only be made on procedural grounds. Lack of notification of status is not a basis for appeals.

OBTAINING A MASTER'S DEGREE UPON DISMISSAL

SPIA PhD students who leave the doctoral program early without completing the doctoral degree do not automatically receive a master's degree for the work that they have completed. However, a PhD student who leaves the program prematurely may petition to receive a master's degree for completed work. If a student leaves the PhD program prematurely but has completed the requirements for a master's degree while pursuing the PhD, the student may be approved to graduate with a master's degree with the consent of the appropriate SPIA master's program director, associate dean, director of student services, and PhD program director. Approval is not guaranteed, and SPIA will evaluate whether the student has in fact completed all of the requirements (including the internship requirements, where applicable) for the Master of Public Administration, Master of International Development, Master of Public and International Affairs, or Master of Public Policy and Management.

Under no circumstances will a master's degree be awarded to students who complete their SPIA PhD program. If a student receives a terminal master's degree, that student may not return to the doctoral program or continue pursuing the PhD without first applying and being readmitted.

DOCTORAL MILESTONES

The first two years of the Ph.D. program are structured by coursework and preparation for comprehensive examinations. Students are strongly encouraged to explore dissertation possibilities early on in the program. To earn a PhD, students must pass the following milestones (SEE APPENDIX C FOR ALL FORMS).

PLAN OF STUDY MEETING

Every student is assigned a first-year advisor at program entry. The student should consult with the first-year advisor to identify coursework for the first semester. Prior to the end of the student's first-year the student should meet with their first-year advisor regarding a plan of study. This meeting's aim is to structure a program that best serves the student's interests and ensures that the degree requirements are met in a timely and stipulated manner.

ANNUAL PROGRESS EVALUATION: FIRST AND SECOND YEARS

The annual evaluation serves the following purposes:

- To monitor the student's progress in the program
- To identify any necessary adjustments to the student's original plan of study
- In exceptional circumstances, to signal that a student's performance points to a reconsideration of their doctoral status.

In their first two years in the doctoral program, students must meet with their faculty advisor as part of their annual progress evaluation. The relevant advisor for these meetings is the first-year advisor until the student has identified a dissertation advisor, at which point that individual becomes the relevant advisor. During these meetings, the faculty advisor should revisit the plan of study to assess student progress and, if necessary, suggest corrective actions and/or adjust the plan. The student is responsible for scheduling this meeting near the end of the Spring term, and should be

fully aware that many professors may be unavailable after the end of the term. Failure to schedule this meeting in a timely manner may lead to the evaluation being undertaken without student participation.

Aside from the evaluation undertaken with the faculty advisor, the Doctoral Program Director may also solicit comments from faculty with whom the student has taken coursework during the year, especially in relation to courses in which the student did not perform adequately (i.e., received a G, I or lower than B grade).

Unsatisfactory progress may lead to students being put on probation, suspension of financial aid and/or dismissal from the program.

ANNUAL DISSERTATION PROGRESS EVALUATION: THIRD AND LATER YEARS

At the end of the third and later years, the student must undergo an annual evaluation of their progress toward the dissertation. The dissertation advisor is the relevant advisor for these meetings. The student is responsible for scheduling this meeting, and should be fully aware that many professors may be unavailable during the summer. Failure to schedule this meeting in a timely manner may lead to the evaluation being undertaken without student participation. As stated in the Regulations Governing Graduate Study at the University of Pittsburgh, "meetings of the doctoral candidate and their 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."

The student's dissertation committee will undertake the evaluation. Students' full dissertation committees must sign off on normal progress for each academic year following defense of the proposal. This will normally occur for the first time at the end of the third academic year. If the committee decides that insufficient progress has been made, one semester will be permitted for correction prior to removal from the program.

The annual review should be scheduled at least once every academic year.

Unsatisfactory progress may lead to students being put on probation, suspension of financial aid and/or dismissal from the program.

COMPREHENSIVE EXAMINATION

The comprehensive examination is designed to assess the student's mastery of their intended field of research. The examination is based on a reading list jointly written by the student and two faculty advisers in the end of the first-year of doctoral study (more detail below). Unless an exception is granted by the Doctoral Program Director, Comprehensive Examinations are taken in May following a student's fourth semester, after the student completes all required courses and earns at least 67 credits (including advanced standing credits). In addition, all incomplete grades must be removed by meeting the requirements to complete the courses; even if the course is viewed by the student as not being relevant to his or her degree program.

The process for the comprehensive examination is as follows.

One month prior to the last day of the Spring semester of the student's first year, the student identifies two faculty members to serve as advisors (a "chair" and a "reader") for the exam and second year research paper. Ideally, the student would seek out individuals who would go on to serve as members of the dissertation committee in following years, but there is no commitment to do so at this stage on either end. The chair must be a SPIA faculty member. The reader should also be a SPIA faculty member, but may be external to SPIA with permission from the PhD Program Director.

After identifying advisors, the student and advisors discuss the student's initial dissertation research interests and plans and would collaboratively form a reading list around those interests. This process should be complete by the last day of the Spring semester of the student's first year. The reading list will form the basis of material that may be covered on the comprehensive exam at the end of the year. The reading list must contain readings in three categories:

(1) Core readings in the student's field (where "field" is defined on an individual basis), even if not *directly* related to the student's specific research plans, to ensure that the student is well-read in the field that the student will be working in
(2) Topical readings specific to the student's research interests
(3) Methodological readings specific to the student's research plans

All readings should be aimed towards providing knowledge and expertise necessary to execute the planned dissertation research. This does not presume that the student has solidified specific research question(s) for their dissertation at the time that the list is being formed; indeed, part of the aim of this process should be to help the student identify where there are gaps in the literature which will then help them pose or refine their research questions.

Individualized reading lists should be submitted to the PhD Director no later than two weeks after the final day of the student's second semester in the program. The lists will be reviewed by the PhD director (with assistance from members of the PhD committee in relevant fields as necessary) to ensure sufficient coverage of each of the three categories described above. No changes may be made to the reading list within six months of the comprehensive examination date.

Students will register for an independent study in the first semester of the second year, supervised by the comprehensive exam chair, to facilitate absorbing material on the reading list.

The chair and reader will then write an exam based around the reading list with six questions, asking the student to respond to three. However, we will require that the questions cover the three broad categories noted above. That is, the student must respond to one question on 'core readings', one on topic-specific readings, and one on methodology.

Each exam will be 60-hour take-home exam. Answers are limited to 3,000 words per question (not including references or footnotes). During the 60-hour period, students cannot communicate with others about the exam questions.

Students will take the exam in May and will receive either a "high pass", "pass", or "fail". If a student fails, they must retake the exam prior to the start of the following Fall semester. A second failure will result in dismissal from the program. Faculty readers are expected to complete their evaluation and return the evaluation form to the PhD Director within two weeks of the student completing the exam.

SECOND YEAR PAPER

In addition to an exam, students will complete a second-year research paper. A second-year paper will require students to complete a research project which could (though is not required to) become a chapter of their dissertation and/or could be submitted to a peer-reviewed journal for publication. The student will pose an original research question, review relevant literature, outline the methods used to answer their question, employ those methods, report their results, and provide a conclusion.

The timeline for the paper is as follows: students will submit a short proposal for their planned paper to their chair and reader no later than the last day of the student's fourth full-time semester in the program (Spring semester of the second year for most); students can and could be encouraged to complete the proposal sooner. Approval of the proposal by chair and reader should be communicated to the student and the PhD director within two weeks of the student's deadline to produce the proposal. Students must then submit a complete paper by the first day of the following Fall semester of the third year. Students should present their research in a venue with their chair, reader, and the PhD program director present by the end of October of their third year. The presentation should incorporate feedback provided by reader and chair following submission of the draft. The paper (and presentation) will then be evaluated as "high pass", "pass", or "fail". As with the comprehensive exam, a "fail" can result in dismissal from the program.

ESTABLISHING THE DISSERTATION COMMITTEE

During the fifth semester (typically the fall of the third year of studies), and before admission to candidacy for the PhD degree, the academic advisor proposes, for the approval of the 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 dissertation committee. The majority of the committee, including the advisor, must be full or adjunct members of the Graduate Faculty. This committee must review and approve the proposed research project before the student may be admitted to candidacy. A published Graduate Faculty Membership Roster is updated three times a year. *Only a SPIA faculty member is eligible to serve as the chair of the committee*.

This dissertation committee has the responsibility to advise the student on their research and has the authority to require high-quality research and/or the rewriting of any portion or the entire dissertation. It conducts the final oral examination and determines whether the dissertation meets accepted standards. The student must meet with their dissertation committee at least once a year (see Annual Dissertation Progress Evaluation above). The membership of the dissertation committee may be changed whenever it is appropriate or necessary, subject to the approval of the Doctoral Program Director and the Dean.

When a dissertation committee member leaves the University, the member 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.

Retired faculty members may remain as members or chairs of committees if they are spending considerable time in Pittsburgh or the vicinity and are 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.

The completed and signed Dissertation Committee Approval Form and/ or the Change in Dissertation Committee Form should be submitted to the Office of Academic Advising for posting and filling.

All coordination between Dissertation Committee members is the responsibility of the student.

DISSERTATION PROPOSAL

Immediately after passing the comprehensive examinations, and establishing the dissertation committee, the students should meet with the chair to discuss the development of a dissertation proposal, which outlines the goals and objectives, theoretical argument, policy implications, literature, research design, and timetable for the dissertation research. Students must defend their dissertation proposal within two semesters after having completed comprehensive exams, which will normally correspond to the end of Spring semester of the third year of studies. Students who do not defend their proposal by that time will be placed on probation; students who do not defend their proposal by the end of the following semester (the probationary semester) are removed from the program.

The student will submit the Announcement of Dissertation Proposal Meeting Form, available from the Office of Academic Advising to the Doctoral Program Director ten days prior to the proposal meeting. The announcement will be sent to the faculty and graduate student email lists. Proposal defense meetings are open to all faculty and students.

There must be a minimum of three members present for the meeting to be convened, and the absent member is required to submit a written evaluation of the proposal to the Committee Chair. Under no circumstances can the meeting be held without the Chair. If the Committee accepts the proposal, all Committee members will sign the Approval of Dissertation Proposal Form, available from the Office of Student Services. The completed and signed form is then submitted along

with a copy of the approved proposal to the Ph.D. Program Director, who has final approval. According to University guidelines, only after the proposal has been accepted as final by the Doctoral Program Director does the student advance to candidacy. The signed and completed form is to be returned to the Office of Academic Advising for posting and filing.

DISSERTATION

The Dissertation Committee must meet a minimum of once a year; however, students are strongly encouraged to schedule more frequent committee meetings.

An appropriate dissertation should be a substantive piece of original and independent research grounded in an appropriate body of literature. The characteristics which a dissertation should demonstrate are:

- 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, and
- the preparation of the author to assume a position within the profession.

ORAL DEFENSE OF THE DISSERTATION

At the oral defense, the student will be asked to explain and justify dissertation research and to assess its relation and contribution to the literature and policy in the field. The final oral examination in defense of the doctoral dissertation is conducted by the dissertation 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 dissertation committee may be present during the final deliberations and may vote on the passing of the candidate. A report of this examination, signed by all the members of the dissertation committee, must be sent to the Office of Student Services for posting and filing. If the decision of the committee is not unanimous, the case is referred to the dean for resolution. The chair of the dissertation committee should ensure that the dissertation is in final form, i.e., all required changes have been made, before requesting signatures of the members of the committee.

ELECTRONIC THESIS AND DISSERTATION (ETD)

After approval of the dissertation, all candidates are required to submit your final ETD in ETD Administrator. For access to more information on ETD and training, go to www.pitt.edu/~graduate/etd/training.html.

General Academic Regulations in SPIA

APPLYING FOR ADVANCED STANDING (TRANSFER CREDITS)

At the Plan of Study Meeting students who have completed a master's degree from an accredited institution prior to admission to SPIA must submit official transcripts certifying graduate courses completed. They can then be evaluated for acceptability as advanced standing, provided grades of B (or its equivalent) or better have been earned. Other documentation such as course syllabi and descriptions will be required to support the student's request. All accepted course credits will be entered as block credits on the student's transcript. Grades and GPAs are not recorded for transfer credits.

The required 72 credits of coursework may include credits obtained through meeting Advanced Standing requirements. In no cases, however, will accepted credits be used to waive required core courses. For students with master's degrees, a maximum of 30 credits for coursework may be applied to the Ph.D. degree. For those students who have a Master's degree from SPIA, a maximum of 36 credits for coursework may be applied.

In recognition of relevant doctoral study completed at a school other than SPIA, a maximum of 12 additional credits may be applied to the minimum credit requirement. In no case, however, can the total of all credits accepted through advanced standing exceed 36 credits (master's degree and relevant doctoral degree credits together, regardless of where the credits were obtained). Course Credit Acceptance forms are available in the Office of Academic Advising. When completed and signed, this form and supporting documentation must be returned to the Office of Student Services for further evaluation, approval, posting and filing.

ACCEPTANCE OF TRANSFER CREDIT

The completion of requirements for advanced degrees must be satisfied through registration at the Pittsburgh campus of the University; however, graduate students already enrolled may, when approved in advance by the Doctoral Program Director and the Associate Dean, spend a term or more at another graduate institution to obtain training or experience not available at the University, and transfer those credits toward the requirements for a SPIA degree. In such instances, neither the University nor SPIA is responsible for any financial assistance to the graduate student.

Credit acceptance will not be granted for courses in which a grade lower than a B (GPA=3.0) or its equivalent has been received. No credits will be granted toward a SPIA 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 credits are approved for equivalent graduate degrees at that institution, and provided that the institution has an accredited program.

COURSE WORK ACCEPTABLE AS GRADUATE CREDIT

Courses at the University of Pittsburgh numbered 2000-2999 and 3000-3999 are acceptable graduate courses. No undergraduate language courses, courses numbered below 2000, or language acquisition courses may be applied toward SPIA degree requirements.

SUBSTITUTING NON-SPIA COURSES FOR DEGREE REQUIREMENTS

Required courses for the individual degree programs are considered by the School as essential to the study of public and international affairs. Accordingly, students are required to take these courses in SPIA. In exceptional cases, and on a case-by-case basis, students may be permitted to substitute comparable courses offered in other Schools and departments, provided they obtain prior approval from the Doctoral Program Director ***and*** the faculty advisors for either or both the fields of specialization.

STATUTE OF LIMITATIONS

The purpose of the statute of limitation is to ensure that a graduate degree from SPIA represents mastery of current knowledge in the student's field of study.

Requirements for the doctoral degrees must be completed within a period of eight consecutive calendar years from the students' initial registration for doctoral study.

Under exceptional circumstances a candidate may apply for an extension of the statute of limitations. The request must be approved by the program director and submitted to the assistant dean for final action. Each student who requests an extension of the statute of limitations must be prepared to demonstrate proper preparation for the completion of all current degree requirements.

LEAVES OF ABSENCE

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students. The length and rationale for the leave of absence must be stated in advance, and approved by the dean or their designee. Only students in good academic standing will be approved for a leave of absence. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the students. Readmission following an approved leave of absence is a formality.

Students who take an unapproved leave of absence may, at the discretion of the dean and the program director, be readmitted to the School, but must finish their degree requirements within the et by their original matriculation.

GRADUATION

CERTIFICATION REQUIREMENTS FOR GRADUATION

SPIA doctoral program requires the satisfactory completion of:

- ✓ Minimum of 67 credits of coursework (includes transfer credits)
- ✓ Dissertation credits (PIA 3099) - 6 credits

Successful completion of the following milestones:

- ✓ Plan of Study Meeting
- ✓ Annual Progress Evaluations
- ✓ Comprehensive Examinations
- ✓ Approval of Dissertation Committee
- ✓ Dissertation Proposal
- ✓ Dissertation Defense
- ✓ Electronic Dissertation Submission

Moreover, all candidates for graduation must be in good academic standing and registered in the term in which they wish to graduate.

The following must also be completed and submitted.

Complete the Required Surveys

- Survey of Earned Doctorate
- AAUDE Doctoral Exit Survey
- Forward the confirmation emails or certificate to korade@pitt.edu

Submit final ETD in ETD Administrator

- Review the instructions for submitting ETDs
- Submit your final ETD in ETD Administrator

Submit your Receipt for ETD Processing Fee

- Initiate the ETD Processing Fee by emailing **payments@pitt.edu** and provide the following information: your student ID, the dollar amount ($50), and the academic term (ex: spring 2025)
- Once the fee is posted, you will see the charge in PittPAY on the Account Activity tab; the payment can be processed on the Make Payment tab.
- PittPAY will email you a receipt as soon as the payment is made.
- Forward a copy of your receipt to korade@pitt.edu

APPLICATION FOR GRADUATION

Students must complete an electronic application for graduation early in the term in which graduation is expected. To apply for graduation, complete the online application by logging into my.pitt.edu and following the instructions. As noted above, students should be 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 assistant dean of SPIA for a waiver of this registration requirement.

UNIVERSITY POLICIES

RIGHTS AND RESPONSIBILITIES

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

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 the provisions of due process have been designed to protect student rights. These general guidelines may be found in **Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures** at http://www.pitt.edu/~provost/acguidelinespdf.pdf.

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 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.

BLOOD BORNE PATHOGENS POLICY

The University 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 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.bc.pitt.edu/policies/policy/06/06-01-03.html.

COMPUTER ACCESS AND 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 the Computer Access and Use Policy, available online at http://www.bc.pitt.edu/policies/policy/10/10-02-05.html.

COPYRIGHT POLICY

The University 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, and 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.

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 assistance or rehabilitation program approved by an appropriate health or law enforcement agency. See complete text on this policy at http://www.bc.pitt.edu/policies/policy/06/06-02-01.html.

EDITORIAL ASSISTANCE

A student preparing a dissertation or other written work as a part of academic requirements may, when appropriate, use the assistance of professional editors, provided that (1) he or she receives the approval of the research advisor or professor of the course in which the written work is being submitted; (2) that editorial assistance provided be limited to use of language and not to subject matter, content, or meaning; and (3) that all editorial assistance be described and acknowledged in the report.

FACULTY-STUDENT RELATIONSHIP

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 the faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member.

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

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

ACCESS TO AND RELEASE OF EDUCATION RECORDS POLICY

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.bc.pitt.edu/policies/policy/09/09-08-01.html for more information on FERPA.

The policies and procedures concerning SPIA student records conform to the Family Educational Rights and Privacy Act (FERPA) of 1974 and the University guidelines implementing this Act.

With respect to any and all official records relating to them, matriculated students have the right to:

- have the confidentiality of their official records protected from inappropriate and/or unauthorized access;
- inspect and review any and all records, files, data used to make a decision about them;
- challenge the content of records in order to ensure that they are not inaccurate, misleading or otherwise in violation of their privacy or other rights;
- correct or delete any inaccurate, misleading or otherwise inappropriate data contained in the official record; and
- protect their right of privacy with respect to personal/directory type information.

The policies and procedures concerning SPIA student records conform to the Family Educational Rights and Privacy Act of 1974 and the University guidelines implementing this Act.

Students who want to inspect and/or challenge the content of their records may do so by obtaining the appropriate forms from the Office of Academic Advising. Students may only have access to their records in programs to which they have been admitted and enrolled.

TEACHING ASSISTANT/TEACHING FELLOW/GRADUATE STUDENT ASSISTANT POLICY STATEMENT

Teaching Assistants (TAs), Teaching Fellows (TFs), and Graduate Student Assistants (GSAs) are graduate students who are receiving support in return for specified duties while gaining teaching and other experience under the guidance of faculty mentors. These appointments are reviewed annually and can be renewed up to a maximum of four years. Appointment renewal is contingent upon maintaining full-time enrollment status, receiving a satisfactory performance evaluation each term as a GSA/TA/TF, and maintaining progress towards the achievement of your doctoral milestones, as outlined in **APPENDIX B**. The complete University policy statement for TA/TF/GSAs is available at https://www.gradstudies.pitt.edu/sites/default/files/assets/TATFGSAAcademicRegs6-1-22.pdf .

The faculty a student is assigned to for their GSA/TA/TF position is not necessarily the student's advisor; pairings are made based on available opportunities and needs. Students in GSA/TA/TF roles assisting faculty will be evaluated in the middle and end of each semester by the faculty member they are working with. If a GSA/TA/TF's performance is flagged as less than satisfactory, the student and faculty member will meet to establish goals for the remainder of the semester and more direct reporting of progress will be expected for the remainder of the semester. Two consecutive semesters of less-than-satisfactory end-of-semester evaluations will result in non-renewal of the GSA/TA/TF position.

Similarly, GSA/TA/TF's will be surveyed in the middle and end of semester to monitor student experience with GSA/TA/TF assignments and ensure that their experience and expected work is within the limits of what is defined in University policy for the relevant role.

GRADUATE STUDENT RESEARCHER POLICY

Graduate Student Researchers (GSRs) at the University 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. These appointments are reviewed annually and can be renewed. Appointment renewal is contingent upon your maintaining full-time enrollment status, receiving a satisfactory performance evaluation each term as a GSR and your academic perform and the progress you are making toward completion of coursework and the achievement of your doctoral milestones, as outlined in **Appendix B**. For the complete text of the GSR Policy Statement, refer to https://www.gradstudies.pitt.edu/sites/default/files/assets/GSRAcademicRegs6-1-22.pdf .

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 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's policy against sexual harassment for any employee or student at the University 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 hearing, is found to have violated the University's policy 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 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.

RESEARCH INTEGRITY

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 complete text is available at http://www.bc.pitt.edu/policies/policy/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 expectation 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.studentaffairs.pitt.edu/usjs/pdf/code.pdf.

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

UNIVERSITY PATENT POLICY

During enrollment at the University, a student may be responsible for new discoveries and inventions that could have commercial value and contribute to scientific, technological, social, or 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 Intellectual Property.

APPENDIX A: PLAGIARISM

PLAGIARISM

Plagiarism, defined in dictionaries as "stealing and using the ideas or writings of another person as one's own," must be clearly understood and carefully avoided by anyone writing a research paper. Unlike other types of composition in which most of the information comes directly from the writer and is the property of that writer, a research paper must contain great amounts of information and many ideas from the work of others. These other sources must be acknowledged.

Therefore, it is important that when you are taking notes from sources you should mark carefully on your note cards exactly which words are directly from the source (using quotation marks), which are paraphrased and which are your own.

A complicating factor for some students whose first language is not English is the fact that different cultures may have different attitudes to using other's words and ideas without acknowledgment. In some cultures it may be acceptable because everyone agrees that the words of the original could not be improved. In others, it may be acceptable because the source is considered an authority whose words and ideas are common property as soon as they are published. In yet others it might be regarded as disrespectful and even deceitful to change words of an original source so they are no longer recognizable. So for practical purposes students from other cultural backgrounds may have to learn to work with a different set of values when using the language and ideas of others in a research paper. Regardless of a student's cultural background, he or she will be held to the same standards regarding plagiarism as all other University of Pittsburgh students. These values are based on the idea that is it serious crime to plagiarize, so serious that in some cases it may lead to a student being expelled from School.

Follow these guidelines and you will never be guilty of plagiarism:

1. Use your own words and sentence structures when writing your paper, even when writing the ideas of others.

2. When paraphrasing (putting an idea in your own words), avoid using words from the original, unless they are essential technical terms.

3. If you use any of the original words from a source, you must acknowledge them by enclosing them in quotation marks. It is still regarded as plagiarism if, without quotation marks, you use some of the original words and phrases from a sentence and change others. Also, it is still regarded as plagiarism if you keep the sentence structure of the original and change all the words to synonyms.

4. Acknowledge all ideas taken from other writers, either in a footnote or as part of the sentence describing the ideas. This applies to any ideas or theories that specialists in the field can recognize as belonging to a specific person. It does not apply to ideas and information that are common knowledge in the field. This is a most difficult area in which to judge whether something is plagiarized, because over the years ideas which originate with an individual become so generally accepted that their origin is forgotten, and the idea becomes part of the body of knowledge that is central to the subject area and that appears in School textbooks.

EXAMPLES OF PLAGIARISM

Original text:

The second problem would have guaranteed the failure of the new math even if the first problem had not existed. The overwhelming majority of elementary-School teachers has had inadequate training in mathematics, and thus did not understand what they were expected to teach. A program that attempts to transmit knowledge not possessed by the teacher is doomed to fail. As this fact became clear to curriculum directors and textbook publishers across the country, they compounded their error by attempting to make the new math teacher-proof. This involved

developing self-explanatory materials and mechanical, repetitive techniques, which were based on underlying mathematical principles. Unfortunately, the new techniques were far more complicated than the old ones had been, the teachers still didn't understand what was going on, and an entire generation did not learn how to compute. [From: Copperman, P. (1980). *The Literacy Hoax.* New York: Morrow Quill Paperbacks, p. 65.]

Example 1

PLAGIARISM: A program that attempts to transmit knowledge not possessed by the teacher is doomed to fail. (This should be in quotation marks with a citation reference.)

NOT PLAGIARISM: "A program that attempts to transmit knowledge not possessed by the teacher is doomed to fail." (The quotation marks make this an acceptable use of the original.)

Example 2

PLAGIARISM: A course that attempts to transmit knowledge not possessed by the teacher will never succeed. (This is patchwork plagiarism; a few words are paraphrased, but most are from the original and the sentence is also from the original.)

NOT PLAGIARISM: A course "that attempts to transmit knowledge not possessed by the teacher" will never succeed. (The quotation marks around words from the original make this acceptable.)

Example 3

PLAGIARISM: A course that tries to convey understanding not held by the teacher is fated to be unsuccessful. (This is plagiarism because the original sentence structure has been kept, even though the writer has used synonyms to replace most words.)

NOT PLAGIARISM: If the instructor does not have the knowledge that the student is meant to learn from a course, then the course will never succeed. (This is acceptable because it is a full paraphrase, with the original words and sentence structure changed, of an idea that is common knowledge in the field of education.)

Example 4

PLAGIARISM: Without the first problem, the second one will still have been enough to stop the new math from working. (Even though this is a full paraphrase, it is plagiarism of the author's idea from the first sentence of the extract, because the idea is not common knowledge in the field of math education.)

NOT PLAGIARISM: Copperman (1980, p. 65) claims that, without the first problem, the second one will still have been enough to stop the new math from working. (This is acceptable because it is a full paraphrase and the author's own idea has been clearly attributed to him.)

NOT PLAGIARISM: Without the first problem, the second one would still have been enough to stop the new math from working (Copperman, 1980, p. 65). (This is acceptable because it is a full paraphrase and the author's own idea has been clearly attributed to him.).

Source: Lionel Menasche, *Writing a Research Paper* (Pittsburgh: University Press, 1984), pp. 38-40.

DOUBLE SUBMISSION (SELF-PLAGIARISM)

Students are not permitted to double submit or reuse (self-plagiarize) their own previously written work in another class without informing the instructor of that class that the work has been submitted in a previous course. The students must seek permission and obtain approval of the faculty member prior to re-using previously submitted written work.

APPENDIX B: ACCEPTABLE ACADEMIC STANDARDS

SPIA expects all students to share equal responsibility for monitoring their academic performance. To assist students in this task, the Chart below illustrates, by student status, what constitutes good academic standing during the coursework phase of the doctoral program and the consequences when good academic standing is not maintained.

	Status	Good Academic Standing	Probation	Dismissal
Full-time students	Registered for a minimum of 9 credits per term	Maintain minimum cumulative and/or current (term) GPA of 3.0 Earn a minimum of 9 credits per term	Fail to maintain a cumulative and/or current (term) GPA of 3.0 Fail to earn a minimum of 9 credits per term Earn two incomplete (G or I) grades in one term Earn a grade of U, C- or lower Fail to meet expected milestones	Students are dismissed if they fail to meet the terms of their probation. Students are also dismissed if they qualify for probationary status in two consecutive terms.
Part-time students	Registered for less than 9 credits per term	Maintain a minimum cumulative and/or current (term) GPA of 3.0 Earn a minimum of 3 credits a term.	Fail to maintain a minimum cumulative and/or current (term) GPA of 3.0 Earn 2 or more incomplete grades (G or I) in one term Earn a grade of U, C- or lower Fail to meet expected milestones	Students are dismissed if they fail to meet the terms of their probation. Students are also dismissed if they qualify for probationary status in two consecutive terms.

APPENDIX C: FORMS (ALL FORMS ARE SUBMITTED TO THE OFFICE OF STUDENT SERVICES)

PLAN OF STUDY MEETING FORM

No later than two months into their first term of full-time study students must select a mentor in their field and subfield of specialization and schedule a ***Plan of Study meeting***. In this meeting the student will plan a course of study for their Ph.D. program. Once the meeting has taken place, the form must be submitted to the Office of Academic Advising for posting and filing.

ADVANCED STANDING FORM

Additionally, at the Plan of Study meeting, **course credits accepted** from previous graduate studies is discussed. After the ***Advanced Standing*** form is completed, it must be submitted to the Office of Academic Advising for posting and filing.

ANNUAL PROGRESS EVALUATION FORM

This review should be scheduled near the end of each academic year with the student's field and subfield advisors. This review will take place in year one and year two. Once the meeting has taken place, the form must be submitted to the Office of Academic Advising for posting and filing.

DISSERTATION COMMITTEE APPROVAL FORM

During year three students must select a dissertation committee and submit the ***Dissertation Committee Approval form*** to the Office of Academic Advising for posting and filing.

ANNOUNCEMENT OF DISSERTATION PROPOSAL

The student will submit the ***Announcement of Dissertation Proposal Meeting Form***, available from the Office of Academic Advising, to the Doctoral Program Coordinator ***ten*** **days** prior to the proposal meeting. The announcement will be sent to the faculty and graduate student email lists. Proposal defense meetings are open to all faculty and students.

DISSERTATION PROPOSAL FORM

Students must prepare their dissertation proposal immediately after passing the comprehensive exams, and establishing the dissertation committee. Following a successful defense of their proposal, they must submit the ***Dissertation Proposal form*** to the Office of Academic Advising for posting and filing.

ANNUAL DISSERTATION PROGRESS EVALUATION FORM

At the end of the third and later years, the student must undergo an annual evaluation of the progress toward the dissertation by the dissertation committee. The form must be submitted to the Office of Academic Advising for posting and filing.

ANNOUNCEMENT OF DISSERTATION DEFENSE

Students schedule the dissertation defense with their committee and submit the ***Announcement of Dissertation Defense Meeting Form*** to Office of Academic Advising at least ***3 weeks*** prior to defense. The announcement will be sent to the faculty and graduate student email lists. Dissertation defense meetings are open to all faculty and students.

DISSERTATION DEFENSE FORM

The final oral defense of the doctoral dissertation is conducted by the dissertation committee. The ***Dissertation Defense form*** is signed by all members of the committee and is submitted to the Office of Academic Advising for posting and filing.