

UNIVERSITY OF PITTSBURGH

# SCHOOL OF EDUCATION

## New Student Handbook 2008-2009



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...Begin your journey

[www.education.pitt.edu](http://www.education.pitt.edu)

August 22, 2007

Dear Incoming Student:

Welcome to the University of Pittsburgh School of Education. All of us here at Pitt – students, faculty, and staff – share a commitment to helping every person, young or old, to get a strong formative education, the skills of lifelong learning, and the continual re-education needed in the Information Age. Some of us train new teachers. Others train leaders for schools and school systems. Many are involved in research on teaching and learning, cognitive performance, the relationship between health and physical activity, and numerous other educational issues. This School's research, development, and outreach efforts extend to the region's school systems, urban systems nationwide, and education systems in many developing countries.

We strive to improve continually our programs and the facilities in which we work with you in courses, laboratories, and field experiences. Many of our programs have been overhauled in the past few years as we look for ways to serve student needs and better prepare the region's best educators and researchers. In addition to the general efforts of the University to refurbish Posvar Hall, the School of Education has continued to improve its computer lab facilities so they can be used for student work and for technology-enhanced classes. We also have pioneered extensive use of digital video in teaching practicum situations as a bridge between classroom field experiences and coursework back on campus. Student suggestions play an important role, both in convincing us to plan improvements and in the details of how they are done.

As in every university, funds here are tight, but we continue to respond to student suggestions about needed improvements and to search for ways to make your time here as productive for your future and as pleasant as possible. I welcome your suggestions on these issues and any others you feel I should be thinking about. Just email me at [AL@pitt.edu](mailto:AL@pitt.edu).

There are some efforts that you need to make, too, in order to really benefit from the time and money you have committed to coming here. Every course or practicum you take is designed to help you learn your profession. If a course needs improvement, tell us. But, also pay attention to your side of the work. Some of our programs are very intense and demanding. It will be tempting to think more in terms of whether we ask too much work of you than in terms of what you need to do to become a strong professional. Study and hard work are not just the price of a degree – they're the price of competence in your chosen profession. Continual and rigorous effort does pay dividends in the form of long-term job satisfaction, success in advancing through your career, and success in educating your own students and leading the efforts of others.

I hope that as you pursue your studies, you will keep in mind that one way or another, you are preparing yourself for a role in building a society where every person has the thinking tools and receives the sensitive coaching and mentoring needed to become productive, responsible, and adventurous in the era of global information technology. Thank you for trusting us to help you advance in the noble profession you have chosen.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Lesgold". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alan Lesgold  
Professor and Dean

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## **SECTION I: ORGANIZATION STRUCTURE**

### **A. SCHOOL ADMINISTRATION**

#### **DEAN'S OFFICE**

Dean	Alan Lesgold	5616 WWPH, 412-648-1773
Manager of the Dean's Office	Edith Smith	5615 WWPH, 412-648-1769
Associate Dean	Jere Gallagher	5610 WWPH, 412-648-1774
Associate Dean	Louis Pingel	5609 WWPH, 412-648-1775
Director of Administration	Linda Berardi-Demo	5607 WWPH, 412-648-1782
Administrative Assistant		5605 WWPH, 412-624-2909
Administrative Secretary	Susan Katz Sherlock	5605 WWPH, 412-648-1738
Director of Constituent Relations	Gary Pollock	5613 WWPH, 412-648-1789

#### **FINANCIAL OPERATIONS**

Director	Michael Shriane	5802 WWPH, 412-648-7085
Administrative Assistant	Susan Johnson	5811 WWPH, 412-624-0670
Administrative Assistant	Mary Lou Lykowski	5812 WWPH, 412-648-2010
Payroll & Personnel Administrator	Carol Capson	5612 WWPH, 412-648-1768

#### **INSTITUTE FOR INTERNATIONAL STUDIES IN EDUCATION**

Director	John Weidman	5910 WWPH, 412-648-1772
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#### **STUDENT SERVICE CENTER**

Director	Joan Cutone	5505 WWPH, 412-383-6865
Pre-Admission Counselor/Recruitment Coordinator	Ken Pawlik	5504 WWPH, 412-648-7362
Pre-Admission Counselor/Recruitment Coordinator	Marjorie Schermer	5502 WWPH, 412-648-2283
Financial Aid Coordinator	Michelle Hauze	5505 WWPH, 412-648-2716
Graduation Coordinator	Julie Korade	5501 WWPH, 412-648-7056
Admissions/Enrollment Coordinator	Shelly Kinsel	5500 WWPH, 412-648-2230
Admissions/Enrollment Coordinator 2230	Paula Owens	5500 WWPH, 412-648-
Admissions/Enrollment Coordinator 2230	Suzanne Puskar	5500 WWPH, 412-648-
Systems Administrator	John Slappy	5506 WWPH, 412-648-1779

#### **TECHNOLOGY AND MEDIA SERVICES**

Help Desk		5304 WWPH, 412-624-1414
Help Desk Manager	Ed Wright	5309 WWPH, 412-628-1843

## **ALUMNI ASSOCIATION-EDUCATION**

President	Jack Hardman	
Administrative Assistant	Susan Katz Sherlock	5605 WWPH, 412-648-1738
Director of Constituent Relations	Gary Pollock	5613 WWPH, 412-648-1789

## **B. DEPARTMENTS**

### **ADMINISTRATIVE AND POLICY STUDIES**

Chairperson		
Associate Chair	Charlene Trovato	4310 WWPH, 412-648-7429
Department Administrator	Carol Neuner	4304 WWPH, 412-624-7881
Administrative Secretary	Mary Jane Alm	5902 WWPH, 412-648-7428
Administrative Assistant	Cathy Trimbur	4302 WWPH, 412-648-1790

### **PROGRAM COORDINATORS**

School Leadership	Charlene Trovato	4310 WWPH, 412-648-7429
Higher Education Management	John Yeager	5909 WWPH, 412-648-2140
Social and Comparative Analysis in Education		

### **PRINCIPALS' ACADEMY**

Director	Joseph Werlinich	4314 WWPH, 412-648-7159
Associate Director	Otto Graf	4313 WWPH, 412-648-7119

### **INSTITUTE FOR HIGHER EDUCATION MANAGEMENT**

Director	John Yeager	5909 WWPH, 412-648-2140
Associate Director	John Weidman	5910 WWPH, 412-648-1772
Associate Director	Consuella Lewis	5907 WWPH, 412-648-1832

### **FORUM FOR WESTERN PENNSYLVANIA SCHOOL SUPERINTENDENTS**

Co-Director	Richard Wallace	4319 WWPH, 412-648-7179
Co-Director	Susan P. Goodwin	4320 WWPH, 412-648-2798

### **TRI-STATE AREA SCHOOL STUDY COUNCIL**

Executive Director	Charles Gorman	4307 WWPH, 412-648-7086
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### **HEALTH AND PHYSICAL ACTIVITY**

Chair	John Jakicic	Suite 600 Birmingham Towers 412-488-4182
Associate Chairperson	Louis Fabian	140 Trees Hall, 412-648-8276
Academic Coordinator	Fred Goss	112 Trees Hall, 412-648-8259
Administrator	Denise Morrin	141 Trees Hall, 412-648-8281
Administrative Assistant	Dianne Drish	3027 PEC, 412-648-8279
Secretary, Administrative	Donna Farrell	A149Trees Hall, 412-648-8251
Administrative Assistant	Christine Miller	140 Trees Hall, 412-648-8320

### **PROGRAM COORDINATORS**

Developmental Movement	Jere Gallagher	180 Trees Hall, 412-648-9183
Exercise Physiology	Robert Robertson	107 Trees Hall, 412-648-8258
Health and Physical Activity	Betsy Nagle	149 Trees Hall, 412-648-8268

## **MAPS PROGRAM**

Director	Carl Fertman	156 Trees Hall, 412-648-7191
Administrative Assistant	Judy Bowlus	159 Trees Hall, 412-648-7196

## **INSTRUCTION AND LEARNING**

Chairperson	George Zimmerman	5316 WWPH, 412-624-7247
Administrator	Carole Bost	5318 WWPH, 412-648-7342
Administrative Assistant	Maria Wilson	5300 WWPH, 412-624-1069
Administrative Secretary	Karen Lupi	5300 WWPH, 412-624-7254
Administrative Assistant	Deborah Smail	5300 WWPH, 412-648-7327

Director, Teacher Education	Anthony Petrosky	5314 WWPH, 412-624-7252
Director of Field Placement	Melissa Awenowicz	5512 WWPH, 412-648-7332
Director, Doctoral Programs	Richard Donato	5105 WWPH, 412-624-7248
Administrative Assistant	Donna Rudman	5300 WWPH, 412-648-7310

## **PROGRAM COORDINATORS**

Cognitive Studies	Kevin Crowley	727 LRDC, 412-624-8116
Early Childhood Education	Louise Kaczmarek	5160 WWPH, 412-648-7449
Elementary Education	Meryl Lazar	5328 WWPH, 412-648-7210
English Education	Anthony Petrosky	5314 WWPH, 412-624-7252
Foreign Language Education	Richard Donato	5105 WWPH, 412-624-7248
Math Education	Ellen Ansell	5516 WWPH, 412-648-7319
Reading Education	Rita Bean	5148 WWPH, 412-648-1718
Science Education	Ellice Forman	5527 WWPH, 412-648-7022
Social Studies Education	David Berman	5104 WWPH, 412-648-7311
Special Education	Naomi Zigmond	5164 WWPH, 412-648-7082
Mental/Physical Disabilities Education	Paula Wolf	5156 WWPH, 412-648-1998
Vision Education	George Zimmerman	5316 WWPH, 412-624-7247
Early Intervention	Louise Kaczmarek	5160 WWPH, 412-648-7449

## **PSYCHOLOGY IN EDUCATION**

Chairperson	Carl Johnson	5809 WWPH, 412-624-6942
Associate Chairperson	Suzanne Lane	5916 WWPH, 412-648-7095
Administrator	Angie Cheyne	5942 WWPH, 412-648-7036
Secretary	Barbara Mullen	5930 WWPH, 412-628-1994
Secretary	Amanda Monteith	5930 WWPH, 412-624-7230

## **PROGRAM COORDINATORS**

Research Methodology	Clement Stone	5920 WWPH, 412-624-9359
Applied Developmental Psychology (MS)	Karen VanderVen	5809 WWPH, 412-624-6945
Applied Developmental Psychology (PhD)	Joan Vondra	5948 WWPH, 412-648-7297
Applied Developmental Psychology (BS)	Linda Wolf	5934 WWPH, 412-624-0306

## **C. SCHOOL COUNCIL**

Co-Chairs	Charlene Trovato	4310 WWPH, 412-648-7429
	Joan Cutone	5500 WWPH, 412-383-6865

## **COMMITTEES**

Academic Affairs	Faculty and Staff Development
Affirmative Action	Technology
Promotion and Tenure	Faculty/Student Research

## **D. STUDENT GOVERNMENT**

The **Council of Graduate Students in Education (CGSE)**. The Council of Graduate Students in Education is the official student organization representing all students enrolled in the graduate division of the School of Education. The CGSE works continually to make the graduate experience as successful and trouble-free as possible. It serves its constituency by communicating student concerns to faculty and administrators and communicating the goals and projects of CGSE to the student body. Visit the office in 5100 WWPH or call 412-648-7055.

The **Future Educators of America** is sponsored by the Delta Chapter of Pi Lambda Theta, an International Educational Honorary Association committed to providing pre-professionals an opportunity to attend mini courses on topics considered useful by practicing teachers, an opportunity to meet excellent teacher role models, the opportunity to test perceived notions of teaching with practicing teachers, and an opportunity to hear first hand about the positive and rewarding life a career in education can provide. Yearly dues are \$25. For more information, please contact 412-648-2283, or e-mail: [mks32@pitt.edu](mailto:mks32@pitt.edu)

## **SECTION II. STUDENT AFFAIRS**

### **ACADEMIC AND ADMINISTRATIVE SERVICES**

Official transcripts are available in the Registrar's Office, G3 Thackeray Hall, 412-624-7660. Web site: <http://www.pitt.edu/~registrar/tranPgTranCert.htm>

Tuition invoices can be paid in the Student Payment Center, G7 Thackeray Hall, 412-624-7520, hours 8:30 a.m.-4:45 p.m. Monday through Thursday; 9 a.m.-4:45 p.m. on Friday. Due dates are always the 17<sup>th</sup> of the month. e-mail: [payments@bc.pitt.edu](mailto:payments@bc.pitt.edu)

The Office of Human Resources located at 200 S. Craig Street, provides information on University positions available and benefits. 412-624-7000.

The University Ombudsman is located in G12 Thackeray Hall, 412-624-7668, e-mail: [ombudsman@bc.pitt.edu](mailto:ombudsman@bc.pitt.edu).

### **ACT 48**

In order to maintain active certification, Pennsylvania law now requires that every five years all certified school personnel complete at least six college credits or 180 clock hours of approved, non-credit professional development programs, activities or learning experiences, or any combination that is equivalent to 180 clock hours of participation.

Upon request, the School of Education Student Service Center will report college credits earned at the University of Pittsburgh - Pittsburgh campus to the Pennsylvania Department of Education. The request form for college course information can be completed and submitted online at [www.education.pitt.edu/act48](http://www.education.pitt.edu/act48). Also, the Student Service Center is an Approved Provider of non-credit activities offered through the School of Education and reports the clock hours of participation for these activities. For further information contact 412-648-2230.

### **ASSISTANTSHIPS**

The School of Education offers a limited number of stipends to Graduate Student Assistants (GSA), Teaching Assistants (TA), and Teaching Fellows (TF), each with term(s) of tuition remission. These assistantships all require some service on the part of the student. It is also possible to apply for tuition remission with no student obligation; therefore, no stipend. A student applies directly to his/her department to be considered for an assistantship, fellowship, or tuition remission.

## **BOOKS/PHOTOCOPYING**

Books for classes may be purchased at the University Book Store, located on Fifth Avenue. The Book Store has a variety of educational and leisure reading materials besides school supplies. Photocopy machines are located in Hillman Library, The Copy Cat, and Kinko's on Forbes Avenue.

## **CALENDAR**

A School calendar is available in the Student Service Center, 5500 WWPB listing important dates for each new academic school year. (See Appendix)

## **CAMPUS SECURITY**

Security is provided by the Department of Public Safety. In the event of an emergency, the University has implemented a campus-wide emergency telephone number. Simply dial “**811**” from any campus phone. An **811** call will put you directly in touch with the University Policy Communication Center, which will promptly dispatch any and all emergency services as needed—police, fire, or rescue service. Campus police will still respond to 412-624-2121 and 412-648-2121 numbers for non-emergency calls, as well as their business number 412-624-4040.

**In the event of a fire, evacuate the building immediately. When you hear the fire alarm, respond quickly. Get out! Do not use the elevators—use the stairs.**

## **CHANGE OF NAME/ADDRESS**

Official name changes should be documented to the Registrar's Office, G3 Thackeray Hall with a birth certificate, court order, marriage license, or divorce decree. Students are also responsible for updating their address information with the Office of the Registrar.

## **CHILD DEVELOPMENT CENTER**

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

## **ELECTRONIC THESES AND DISSERTATIONS**

In December 2001, the Electronic Theses and Dissertations (ETD) Working Group, an ad hoc committee of the University Council on Graduate Study (UCGS), embarked on a voluntary pilot project to assess the procedural feasibility and scholarly advantages of accepting theses and dissertations in electronic rather than paper-based format. After two years of implementation and evaluation of the project, and upon reviewing the ETD Report presented by the ETD Steering Committee, the UCGS voted unanimously to recommend to the Provost that ETDs become a University requirement by the December 2004 graduation. After consulting the Council of Deans, the Provost has now approved this recommendation. All theses and dissertations submitted at the University of Pittsburgh will be submitted as ETDs by the December graduation of 2004.

Electronic Theses and Dissertations (ETDs) are theses or dissertations prepared as text-based PDF files. ETDs can contain non-text elements such as multimedia, sound, video, and hypertext links. At Pitt, ETDs

are available on PITTcat, the University's online catalog. This enables scholars worldwide to locate, search, and download Pitt's ETDs. More information on ETDs can be found at <http://www.pitt.edu/graduate/etd>.

### **ENGLISH LANGUAGE INSTITUTE**

The English Language Institute (ELI) provides credit-bearing English as a Second Language (ESL) courses for students admitted to the University's degree programs, as well as intensive instruction in ESL for people who need to meet proficiency requirements to enter a university. Credit courses are offered in speaking, writing (including the research paper), and reading/vocabulary. For more information, call 412-624-5901, e-mail: [elipitt+@pitt.edu](mailto:elipitt+@pitt.edu), stop by room 2816 Cathedral of Learning, or visit the Institute's Web site at <http://www.eli.pitt.edu>.

Admission to the English Language Institute does not constitute admission to an academic program at the University of Pittsburgh.

### **FINANCIAL AID AND STUDENT LOANS**

Students interested in student loans may obtain information from the Office of Admissions and Financial Aid in Alumni Hall (4227 Fifth Avenue) or the Student Service Center, 5500 WWPH, 412-648-2230, e-mail: [soeinfo@pitt.edu](mailto:soeinfo@pitt.edu).

### **FOOD-VENDING AREA**

Snack foods and beverages are available from the vending machines on the 3<sup>rd</sup> and 5<sup>th</sup> floors of the WWPH. Additional snacks and food are available on the 2<sup>nd</sup> floor of the WWPH.

### **FORMS AND APPLICATIONS**

The Student Service Center, 5500 WWPH, has most forms that are needed by students (enrollment forms, graduation applications, etc.)

### **HEALTH FACILITIES**

The hospitals of the University of Pittsburgh Medical Center are adjacent to the Pittsburgh campus. Emergency health problems can be treated in their emergency rooms, and excellent medical and surgical care is available for serious illnesses. However, such services are not covered by the University Student Health Service fee. Each student should also carry personal health and accident insurance to cover such expenses.

The Dental Clinic of the School of Dental Medicine, located on the first floor of Salk Hall, provides comprehensive dental care at reasonable rates.

### **HEALTH SERVICE**

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

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

## **HEALTH INSURANCE**

A direct pay medical insurance plan, underwritten by MEGA Life and Health Insurance Company, is available to students registered at the University for three or more credits. While not a full-coverage plan, this plan is designed to provide a student's basic health care needs, including services not offered at the Student Health Service such as hospitalization and emergency care. Students may enroll in the MEGA plan only during certain enrollment periods. Applications, enrollment deadlines, and further information on the plan are available at the Student Health Service, Suite 500, Medical Arts Building, 3708 Fifth Avenue, Pittsburgh, PA 15260, 412-383-1800, or by contacting the Office of Risk Management at 412-624-0621.

## **HOUSING**

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

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

**Undergraduate.** The University of Pittsburgh Housing Services, the Food Services Office, and the Office of Residence Life share the responsibility of providing an enriching and full living experience for over 5,000 resident students. The Housing Office, located in the Main Lobby of the Litchfield Towers, is responsible for all housing facilities, room assignments, and all other operating functions of the residence halls. The Food Service Office, located in the Towers Lobby, is responsible for all meal plans and the operation of the cafeterias on campus. The Office of Residence Life, located in the Tower C Lobby, provides a capable and supportive staff to promote living/learning communities within a pleasant and satisfying environment.

Housing facilities consist of double and single rooms in the Litchfield Towers; single, double, triple, and quad rooms in Holland Hall, four- to eight-person suites in the Schenley Quadrangle; single and quad rooms in Lothrop Hall; double rooms in Forbes Hall; and double and four- and six-person suites in Sutherland Hall. In addition, special interest areas are attractive to students who desire a program focus. Rates are available upon request from the Housing Office.

On-campus housing is limited to undergraduate students during the fall and spring terms. The housing contract is written for two terms only at the beginning of the academic year and for one term at midterm of the academic year. If the contract is not returned by the specified due date, housing cannot be assured. The contract may not be terminated prior to the second term except for specified legal reasons as stated in the contract. Any student who withdraws for these reasons or for special considerations must submit documented evidence to the Housing Office in order to receive any credit for the room and board charges (if applicable). The room key and meal ticket/University ID must be released to the Housing Office upon the student's withdrawal. The \$200 prepayment, netted from the second term of the contract, may be retained.

All resident students must select a meal plan, and first-year resident students are required to select meal plans specified by the Food Service Office. For further information, contact the Food Service Office at 412-648-2172.

### **ID CARD/THE PITT CARD**

Every student, faculty, and staff member at the University must get an ID card from the Panther Service Center, located in the Towers Lobby. The PittCard is used to access a variety of campus buildings and to take advantage of on-campus services, including libraries, computer labs, student discounts, and the like. The card also affords access to off-campus benefits such as free bus rides on Port Authority Transit. (Full-time regular faculty/staff, students only).

To obtain a PittCard, students must have registered for classes, and must present some form of photo identification, such as a driver's license or passport. If a student does not have any photo identification, several forms of signature ID, such as credit or bank cards or a social security card must be presented. Students may also use birth certificate as a form of non-photo identification. There is no charge for the initial PittCard. However, there is a replacement fee for lost, stolen, or damaged cards. Call 412-624-7643 (624-7632 after hours) or see Web site: <http://www.pc.pitt.edu/card/index.html> for more information.

### **INSTITUTE FOR INTERNATIONAL STUDIES IN EDUCATION**

The Institute for International Studies in Education (IISE) serves as a catalyst for internationally oriented activities in the School of Education. IISE works primarily with education faculty and students, while also collaborating with arts and sciences departments, other professional schools, and area studies programs in the University Center for International Studies. The primary goal of IISE is to encourage and facilitate international scholarship in education by faculty and students. In addition, IISE coordinates international development in projects involving participant training and technical assistance, as well as helps develop University and school curriculum with international content. IISE also offers a Symposium Series featuring internationally oriented educational researchers and other educators. For more information please call 412-648-2245.

### **INTERNATIONAL AREA STUDY PROGRAMS**

Graduate students in any program in the School of Education may participate in the certificate program of Asian Studies, Latin American Studies, Russian and East European Studies, and West European Studies. These certificate programs characteristically require up to two terms of course work related to the geographical area of interest of which the major portion must be in a school or department other than the School of Education. The certificate programs are taken concurrently with a degree program in the School of Education, but usually extend basic degree requirements modestly. Students must be admitted to a graduate degree program in one of the departments of the School of Education prior to arranging for an area study program.

Tuition remission scholarships and research grants are available on a competitive basis to students in some of the area studies programs. Those interested should contact the director of the appropriate area study program in the University Center for International Studies, 4400 WWPB, Phone: 412-648-7390.

### **JUDICIAL AFFAIRS**

The coordinator and staff are responsible for the operation of an internal system of governing bodies that adjudicate complaints or grievances initiated through the Student Code of Conduct. The Office of the Coordinator of the University Student Judicial System is in 738 William Pitt Union, 412-648-7918. Other University policies may more appropriately apply to a given grievance or avenue of redress.

## **LEARNING SKILLS CENTER**

The Learning Skills Center offers both individual and group help to students wishing to improve their reading, mathematics, or other study skills. 412-648-7920.

## **MOTORIST ASSISTANCE PROGRAM**

The Department of Parking and Transportation provides motorist assistance Monday through Friday from 8 a.m. to midnight. Assistance will be provided for lock-outs and jump starts. Please call 412-624-4034 or 412-624-2121.

## **NEW STUDENT PROGRAMS**

The coordinator and a student staff are responsible for conducting orientation programs for incoming freshmen and transfer students. The coordinator is also responsible for institutional compliance with the Consumer Information Act, which mandates that complete and accurate information for students be made available regarding the University and its programs.

Contact may be made on the seventh floor of the William Pitt Union, or by calling 412-648-7913.

## **OFFICE OF AFFIRMATIVE ACTION**

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

## **OFFICE OF DISABILITY RESOURCES AND SERVICES**

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

## **OFFICE OF INTERNATIONAL SERVICES**

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

## **OFFICE OF MEASUREMENT AND EVALUATION OF TEACHING**

The Office of Measurement and Evaluation of Teaching (OMET) provides services to the University community related to student evaluation of teaching, the scoring of objective classroom tests, the administration of paper-and-pencil and computer-based admission and certification examinations, and consultation regarding research design and analysis. Instructors teaching a class, lab, or recitation can receive student feedback about their teaching by completing a request form that is available in both their respective departments and in G-39 CL (call 412-624-6147 for information). Information about test scoring and administration is available in G-33 CL (call 412-624-6440). OMET's Web site is: <http://www.omet.pitt.edu>.

## **OFFICE OF SEXUAL ASSAULT SERVICES**

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

The peer education program is an integral component of Sexual Assault Services. P.E.E.R.S. (Peer Educators for an Environment Free of Rape and Sexual Exploitation) is a volunteer student outreach program whose mission is to create an awareness of the dynamics of sexual assault on the Pitt campus, promote healthy relationships and effective communication, and reduce the occurrence of sexual victimization. For more information, call 412-648-7856, visit 926 William Pitt Union or see <http://www.saserv.pitt.edu>, or call 412-648-7844.

## **OFFICE OF STUDENT ACTIVITIES (OSA)**

The mission of the Office of Student Activities (OSA) is to contribute to the development and education of students and to enrich the overall quality of campus life. The office achieves its goal by providing a broad range of student services and a comprehensive program of co-curricular and extracurricular activities. The OSA is located in the William Pitt Union and can be reached at 412-648-7830. The OSA is responsible for the following functions:

**William Pitt Union.** The Union, located across from the Cathedral of Learning, serves as the focal point for campus activities, student organizations, and the Office of Student Affairs. The Union features a recreation center, arcade, food service, information desk, art gallery, TV room, dance studio, lounges, meeting rooms, student organization offices, ticket office, dining rooms, and several program spaces.

**Ticket Office.** The ticket office, located on the main floor of the William Pitt Union, sells tickets to campus events, varsity competitions, and select local activities, and serves as an outlet for PAT passes. The office is open Monday through Friday from 9 a.m. to 6 p.m. Ticket information is available at 412-648-7814.

**Student Season Football Tickets.** A student with a validated ID for the Fall Term is eligible for a student season football ticket. Student seating is General Admission. However, reserved student seating is available. A student can exchange their game ticket for a reserved seat at the William Pitt Union Ticket Office the week prior to each game. Reserved seating is limited and available on a first come, first served basis. Inquiries can be made by calling the ticket office at 412-648-7814.

**Student Basketball Tickets.** Tickets for all home games are distributed the week before the game through the William Pitt Union ticket office. All students with a validated Pitt ID are eligible for one ticket per game.

**Pitt Program Council (PPC).** The PPC is a student organization that serves as the central programming organization for the campus. The council sponsors a variety of programs featuring the arts, film, video, lecture, travel, outdoor recreation, general entertainment, homecoming, the Jazz Seminar, and other special

events. The PPC is located in the William Pitt Union and can be reached at 412-648-7900. For information regarding events, watch for the PPC calendar and read the Pitt News. Membership is open to the student body by application.

**Student Government Board (SGB).** SGB is the nine-member elected representative body for all non-College of General Studies (CGS) undergraduate students. It selects the representatives to the two policy-making councils in the arts and sciences; five undergraduate CAS students on the 11-member CAS Council, and two undergraduate CAS students on the 18-member Faculty of Arts and Sciences Council. In addition, the SGB selects the three students on the six-member Academic Integrity Board of CAS. SGB also maintains liaison with the individual departments and with the University administration and administers 48 percent of the student activity fee through its Allocations Committee. To help represent its constituency, the SGB has formed several standing committees that are open for general student participation: Affirmative Action, Governmental Relations, and Student Relations. The SGB's constitution also calls for an Allocations Committee to assist with the budget, an Elections Committee to supervise the election process, and a Judicial Committee to adjudicate problems. Membership on these three committees is determined by appointment from a pool of applicants.

**Certified Student Organizations.** Over 250 certified student organizations provide myriad opportunities for extracurricular enjoyment. In addition to government, media, publications, programming, fraternities, sororities, and honoraries, there are clubs for sports, recreation, performing arts, politics, religion, service, professional and academic pursuits, ethnic and cultural enrichment, and many other specialized interests. A list of certified student organizations is available through the Office of Student Activities or the Student Organization Resource Center (SORC). Both are located in the William Pitt Union.

**Fraternities and Sororities (Greeks).** The Greek organizations play a major role in campus life and provide an effective vehicle for students to assimilate into the college community. Although the focus of the Greeks is social, opportunities for leadership experience and service abound within the system and within each chapter. Rush or recruitment activities begin in September. For information, visit Interfraternity Council or the Panhellenic Association in the William Pitt Union or call 412-648-7825.

**Student Publications Board (SPB).** The SPB is the official publisher for the Pitt News, the campus newspaper, and Panther Prints, the yearbook. Both are located in the William Pitt Union and are open for membership.

**Black Action Society (BAS).** BAS exists to meet the social, academic, political, and cultural needs of black students. The governance group endeavors to create and promote solidarity among black students, faculty, and administration within the University environment. This organization also represents the interests, concerns, and needs of black students. BAS is located in the William Pitt Union and can be reached at 412-648-7880.

**Student Development Programs.** The Office of Student Activities (OSA) supports the efforts of student organizations by providing leadership workshops for campus leaders and organizations and also trains over 100 freshmen yearly in its Emerging Leader Program. To help students assimilate into student life, OSA also sponsors the Freshman Student Activities Fair during Orientation. OSA has designed a Student Development Transcript to help students document and validate their extracurricular activities. Information regarding these programs can be obtained by visiting the Office of Student Activities in the William Pitt Union or by telephoning 412-648-7830.

**Student Volunteer Outreach.** The SVO promotes, facilitates, and supports the participation of students in volunteer community service activities. The SVO sponsors about 15 service projects each month and recruits students and student organizations to staff the one-day events. It also facilitates the placement of students in regular volunteer positions with over 100 local agencies and is currently promoting the development of service internships. It also sponsors annual programs such as the Scouting for Food Campaign and the Alternative Spring Break Service Experience. The SVO is located at 3814 Forbes Avenue; phone: 412-648-1480.

**The Student Organization Resource Center.** Referred to as the SORC, the office provides support services for student organizations. It administers the certification of student organizations and houses the student activities business office. The SORC offers fax, mail, and notary and copy services for

undergraduate organizations and computer accounts for all groups. 119 William Pitt Union; phone: 412-624-7115.

**The Graduate and Professional Student Association.** GPSA is the officially recognized student government for graduate and professional students of the University. GPSA is the umbrella organization for the individual graduate student governments of the 14 graduate and professional schools and, as such, conducts General Assembly meetings attended by representatives from each of these organizations. The GPSA advocates for graduate and professional student interests and provides free legal consultation, travel grants for conference participation, and Carnegie Museum passes. 628 William Pitt Union; phone 412-648-7844.

**College of General Studies Student Government.** This organization represents the needs and interests of the CGS student body to the administration, faculty, and community and develops programs that benefit CGS students both socially and academically. 615 William Pitt Union; phone 412-648-7895.

#### **OFFICE OF VETERANS SERVICES**

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

#### **PLACEMENT AND CAREER SERVICES**

Placement and Career Services helps students establish contact with employers in the fields of business, government, health care, education, industry, and private research. A credential service maintains letters of recommendation files that are sent at the request of the student to prospective employers and graduate schools. PCS also maintains a part-time/summer job database for students interested in temporary or part-time work on and off campus. For more complete information on services provided call 412-648-7130, stop by room 224 William Pitt Union, or see Web site: <http://www.placement.pitt.edu>.

#### **PROFESSIONAL ORGANIZATIONS**

Several professional education organizations have chapters at the University. These groups choose their members from among both the undergraduate and graduate students in education. Their main purpose is to promote professional ideas and ideals and to foster a genuine interest in the student's future work.

**Phi Delta Kappa.** Phi Delta Kappa, national professional education fraternity, was established at the University in 1924. Its membership is composed chiefly of graduate students who expect to make teaching or administrative work in schools a permanent vocation. Membership is by invitation.

**Pi Lambda Theta.** Pi Lambda Theta, a national honorary and professional association in education, was established at the University in 1927. Active members are chosen from among those recommended as having shown notable professional interest, superior scholarship attainments, and high qualities of leadership and personal worth.

**Iota Lambda Sigma,** Iota Lambda Sigma, a national professional education fraternity, was established at the University in 1934. Its membership is composed of students who are engaged in teaching and administration of industrial arts and vocational education.

**Education Alumni Association.** The Education Alumni Association is a professional and social association whose membership is composed of all graduates of the School of Education. The purpose of this association is to support the interests of the School of Education, to advance the interests of School of Education alumni, and to support and advance the cause of higher education. The association is governed by the Education Alumni Association Executive Committee, whose officers and committees meet regularly to support the school in such areas as student recruitment, research implementation, scholarships and fellowships, fund raising, lectures, and social activities. The Education Alumni Association cooperates

with the School of Education and the University of Pittsburgh Alumni Association, with which it is an affiliated subdivision. For more information call Susan Sherlock at: 412-648-1738.

**Council of Graduate Students in Education (CGSE).** The Council of Graduate Students in Education is the official student organization representing all students enrolled in the graduate division of the School of Education. The CGSE works continually to make the graduate experience as successful and trouble-free as possible. It serves its constituency by communicating student concerns to faculty and administrators and communicating the goals and projects of CGSE to the student body.

CGSE provides an information and referral service to supplement the procedural information contained in this Bulletin and the counseling on program and career planning provided by advisers. For further information, visit the office in 5100 WWPH. 412-648-7055.

## **READING CENTER**

The School of Education's Reading Center serves the University community and the general public by providing clinical services for those having difficulty with reading and the other language arts. Additionally, the center is used in the investigation of the processes of reading instruction as the clinical practicum site for programs in reading education. The Center is located in 5131 WWPH, 412-648-7298.

## **RECREATION**

The University provides a number of recreational facilities on campus for student use. The newest, the Baierl Fitness Center is housed in the Pederson Events Center. Additional facilities are located in Trees Hall, Bellefield Hall, and Lothrop Hall, all offering a variety of activities to students free of charge. Swimming, racquetball, basketball and weight lifting are just a few of the activities available to help you keep in shape, burn off some nervous energy or merely enjoy a free afternoon or evening. Facility hours and other information are contained in the appendix of this document, or online at [www.education.pitt.edu/intramurals](http://www.education.pitt.edu/intramurals).

## **RIDING PORT AUTHORITY (PAT) BUSES**

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

## **SCHOOL OF EDUCATION COMPUTER LABS**

The School of Education provides three computer labs available for all of its students and faculties. The labs, located in 5520 WWPH, 5604 WWPH, and 126 Trees Hall, are running the latest software packages, including Windows XP, Mac OS X, Microsoft Office, SPSS, and SAS, among others. Along with the necessary hardware to create multimedia projects on several platforms (CD-R/RW, DVD-R/RW), each machine is equipped with multiple USB and FireWire ports that are compatible with most digital cameras, video cameras, and other media storage devices. There are two Digital Video workstations. One allows the user to convert DV and VHS tapes to computer file, via a PC. The other allows VHS to DVD conversion. Color scanners are also available in each lab as well as Smart boards and projectors. For more information on our computer labs and services, please refer to the appendix and the School of Education Technology Website at <http://www.education.pitt.edu/technology/>.

## **STUDENT ADVISEMENT AND COUNSELING**

Applicants interested in pursuing education as a career or seeking information about undergraduate study and the many graduate programs in the School of Education may request pre-admission counseling through the Student Service Center. Please call for an appointment 412-648-2230.

## **STUDENT PARKING**

The University provides a variety of parking and transportation services, both on and off campus. For more complete information, call the University Department of Parking, Transportation, and Services' 24-hour hotline at 412-624-8800 or see Web site: <http://www.pts.pitt.edu/>

## **STUDENT RESEARCH GRANT PROPOSALS**

A research fund is created to stimulate student research in the School of Education. Consideration is given to independent research as well as dissertation or thesis related research proposals. Any registered student in the School of Education is eligible to apply for a grant of up to \$1,500 during a period not to exceed 12 months. These grants are highly competitive, recognize superior scholarship, and are based on merit. The money for this program comes from the generous support of the School's alumni and friends. The grants are given twice each year. The deadline dates for submitting grants are: March 1 and November 1 of each academic year. Guidelines can be picked up in the Dean's Office, 5605 WWPH or call 412-648-1779.

## **STUDENT SERVICE CENTER**

The Student Service Center functions as a processing and monitoring agency of the school on both the graduate and undergraduate levels, coordinating activity admission through graduation with all programs and departments of the school and University, and appropriate governmental agencies. All student record files are maintained in this office. All applications for admission, graduation, financial aid, transfer of credits, etc., are available in this office, located in 5500 WWPH. 412-648-2230, e-mail: [soeinfo@pitt.edu](mailto:soeinfo@pitt.edu). Office hours: Monday through Thursday, 8:30 a.m. to 5 pm and Friday, 9:00 a.m. to 5:00 p.m. The Student Service Center offers extended hours until 7:00 p.m. on Monday through Thursday during the add/drop period (the first two weeks of each term).

## **SURVIVAL SKILLS AND ETHICS WORKSHOPS**

Success in one's career requires training in a specific discipline and extensive practical experience. However, a wide range of "survival skills" also are needed. These include making oral presentations, writing articles and proposals, getting and managing a job, hiring and supervising staff, and behaving responsibly. Many individuals learn these skills through trial and error, but this is inefficient at best. The monthly Survival Skills and Ethics Workshops provide formal instruction and practice experience in these essential skills. These events are designed for graduate and professional students, postdocs, junior faculty, and mentors. For more information check our Web site: [survival+@pitt.edu](http://survival+@pitt.edu). or call 412- 578-3716. Beth A. Fischer and Michael J. Zigmond are Co-Directors.

## **TRI-STATE AREA SCHOOL STUDY COUNCIL**

The Tri-State Area School Study Council is one of the oldest and largest study councils in the nation. Its membership includes over 100 school districts, intermediate units, vocational-technical schools, dioceses, colleges, and private schools. The council is supported largely by fees from member districts and by a subsidy from the University of Pittsburgh, where it is headquartered.

The mission of Tri-State is to improve the quality of educational opportunity for children and youth by helping to strengthen school organization and administration. It accomplishes this mission through conferences, workshops, institutes, and lectures for school administrators and school board members; consultation services to districts; information retrieval services; exchange of information relative to new educational practices, programs, and publications; and cooperative research projects.

## **UNIVERSITY CENTER FOR INTERNATIONAL STUDIES (UCIS)**

The University Center for International Studies (UCIS) is the central coordinating and support mechanism for the international activities of the University of Pittsburgh. As a University-wide center, UCIS supports multidisciplinary programs of research and instruction in international and area studies, linking departments and schools of the University. It connects the University with private and public sector institutions, other universities, and institutions in other countries to strengthen the University's international dimension of teaching, research, and public service. UCIS aids students in their acquisition of international knowledge through certificate programs, study abroad programs, curriculum developments, and seminars; assists faculty in their international research, teaching, and service, and develops and manages international programs and projects. The center offers graduate certificate programs through its four area studies centers (Asian Studies, Latin American Studies, Russian and East European Studies, and West European Studies), all of which are designated by the federal government as National Resource Centers. Area studies certificates give evidence of language proficiency and area knowledge, which students find useful for international careers or for advanced degrees with a focus in a particular world area. For more information, contact UCIS at 4400 WWPH, 412-648-7390, or <http://www.ucis.pitt.edu>

## **UNIVERSITY COUNSELING AND STUDENT DEVELOPMENT CENTER**

The center, 334 William Pitt Union, offers the following professional services without charge:

**Psychological Services:** Counseling psychologists, social workers, and consulting psychiatrists work with students through individual and group counseling. People come to the Counseling Center for various reasons: emotional or social difficulties, marital or other relationship problems, and concerns about academic progress or direction. 412-648-7930.

**Career Development Program:** Career counselors and a Career Resource Library provide comprehensive planning help, including individual and group career counseling and career testing. 412-648-7930.

## **UNIVERSITY LIBRARY SYSTEM**

The University of Pittsburgh libraries and collections provide an abundant amount of information and services to the faculty, students, staff, administrators, and researchers of the University. In fiscal year 1998, the University's collections totaled more than 3.9 million volumes, 3.8 million pieces of microforms, and nearly 24,375 subscriptions.

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

The research collections of the departments of economics, fine arts, music, and all of the departments of the natural sciences are housed in branch libraries located in various locations on campus. Many of the professional schools maintain libraries useful to Arts and Sciences faculty and students, such as the Falk Library of the Health Sciences; the libraries of the Schools of Engineering, Law, and Library and Information Science; the Joseph M. Katz Graduate School of Business; the Graduate Schools of Public Health and Public and International Affairs; and the library of the Western Psychiatric Institute and Clinic. A student with a validated identification card is entitled to privileges at all libraries.

Information about books and serials available at the University of Pittsburgh libraries can be found in PITT CAT, the on-line catalog for University Library System. PITT CAT currently contains bibliographic information for millions of book and periodical titles. PITT CAT terminals are located in all libraries. PITT CAT PLUS may also be accessed from computers on or off campus, and via Web site at: <http://www.library.pitt.edu>.

**Hillman Library.** The Hillman Library has been designated a depository of US government publications, as well as documents from Pennsylvania and Canada. It also receives publications of the United Nations and associated international agencies. These are housed in the Documents Collection on the ground floor.

Access to an ever-increasing number of databases is available in most libraries in the system. The reference librarian in each library should be contacted for information.

On the ground floor are located most of the general service departments such as Reference and Lending Services, Documents, Maps, and the Reserve Book Collection. The first floor houses the African-American Collection, the Alldred Browsing Room, which contains a collection to serve the extracurricular reading interests of the entire University community; the Buhl Social Work Collection; the Stark Listening Center with recordings, tapes, and CDs of the spoken word and selected music; and the largest computer lab on campus.

The second floor includes the microforms facilities including the complete microfilm series of the Educational Resources Information Center (ERIC) and all University theses. Also on the second floor is the East Asian Library that supports chiefly the area studies on China and Japan.

The third and fourth floors contain the major research collections in the social sciences and humanities. Carrels are provided here for graduate students and may be reserved each term at the ground-floor lending desk. The Special Collections Department and Archive Services Center are also located on the third floor, as well as a quiet study area. The fourth floor houses the current periodical collection.

**Library Resources.** In addition to Hillman Library, departmental and associated libraries at the University serve the various professional schools and their departments. The Allegheny Observatory Library concentrates on astronomy and astrometry; it contains an outstanding collection of star photographs. The Chemistry/Computer Science Library in Alumni Hall reflects the research interests of those departments. The Graduate School of Public and International Affairs/Economics Library contains published and unpublished data in regional and urban economics and demography. The Darlington Memorial Library is largely devoted to the Colonial period in America through the Revolution and the War of 1812, with emphasis on Western Pennsylvania. Many rare books and fine atlases from the 15<sup>th</sup> century through the 20<sup>th</sup> are here. The Henry Clay Frick Fine Arts Library collections in art, architecture, and sculpture support research in art history. Of particular interest are Oriental books and replicas of scrolls and materials covering the Byzantine, early Christian, Medieval, and Renaissance periods. Langley Biological Sciences/Psychology Library serves those departments. The Mathematics Library is primarily a graduate study and research collection for advanced mathematics. The Theodore M. Finney Music Library is a research facility containing reference works, printed music, manuscripts, periodicals, microfilm, and recordings. The Physics Library contains books and journals in physics, astrophysics, and earth and planetary sciences.

Besides the preceding facilities, the following professional schools and groups maintain libraries: Engineering, Business, Information Sciences, Law, the Nursing Learning Resources Center, and the Western Psychiatric Institute and Clinic.

**Library Resources Outside the University.** In general, the University has sufficient resources to satisfy the needs of graduate students and faculty. However, if needed material cannot be found, the Interlibrary Loan Services, located at G-27, ground floor of Hillman, assists students and faculty in obtaining it from other libraries. Cooperative arrangements have been developed between the University and neighboring academic institutions such as Carnegie Mellon, including Mellon Institute, Duquesne University, and Pittsburgh Theological Seminary, to provide supplementary borrowing and research privileges. Many Pittsburgh area libraries are open to scholars, including those of the Allegheny County (Law), Carnegie Library of Pittsburgh, the Historical Society of Western Pennsylvania, and the U.S. Bureau of Mines.

## **SECTION III: POLICIES AND PROCEDURES**

### **ACADEMIC INTEGRITY**

The University of Pittsburgh “Guidelines on Academic Integrity” outline student obligations; violation of these obligations can lead to sanctions. These guidelines are available for download at <http://www.provost.pitt.edu/info/acguidelinespdf.pdf>. Please see the Associate Dean for Student Affairs regarding any issues that you may have related to these guidelines. For more information please call 412-648-1775.

## **ACCREDITATION**

The School of Education's programs in teacher education have been accredited for the preparation of special, elementary and secondary teachers and K-12 and higher education administrators, by the Pennsylvania Department of Education. As part of the University of Pittsburgh, the School of Education is also accredited by the Middle States Association of Colleges and Schools.

## **ADDRESS OR TELEPHONE NUMBER CHANGE**

If your mailing address, permanent address, or telephone number changes, you must update these directly online at [my.pitt.edu](http://my.pitt.edu).

## **ADMISSION STATUS**

Full Status:

All admission requirements satisfied.

Provisional Status:

Deficiencies to be removed before full status is granted; certification or degrees cannot be awarded.

Special Status:

Non-degree. A maximum of 15 credits earned under special status may be transferred toward a degree or certification.

## **DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY**

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

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

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

## **EDUCATIONAL PRIVACY RIGHTS**

Under the provisions of the 1974 Family Educational Rights and Privacy Act (Buckley Amendment), student directory information solicited from outside the University may be released only after students are first given the opportunity to request that the information be released.

## **FACULTY-STUDENT RELATIONSHIP POLICY**

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

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

*Definition Note: In this policy, the definition of “faculty member” refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students so appointed.*

## **GRADE REPORT**

Grades are available on the my.pitt.edu web site approximately 24 hours after the date that end-of-term grades are due from the faculty. Questions about the actual grade awarded should be directed to the individual instructor or the department chairperson.

If you have any unmet financial obligations to the University, you will **not** have access to their grades until your debt is resolved.

## **GRADUATION**

Graduation occurs three times a year, December, April, and August. The Commencement Convocation occurs once a year, at the end of the Spring Term (late April or early May). Graduation is not an automatic process. You must contact the Student Service Center, 5500 WWPH to complete an application for graduation before the deadline date, which generally is Friday of the second week of the term of graduation. Upon review and final approval by the Student Service Center and your advisor, your graduation is authorized and your diploma is ordered. You must be in good financial standing with the University to receive your diploma.

Your diploma, along with a complimentary official copy of your transcript, will be mailed to you approximately four weeks after the end of the term of graduation. Check this transcript carefully. Any discrepancies should be brought to the attention of the Registrar’s Office immediately.

## **LOAN DEFERRAL**

Certification of enrollment for deferral of student loan repayment is processed by the Registrar’s Office, Room G3 Thackeray Hall 412-624-7660.

## **REGISTRATION**

After being admitted to a program, students may register for classes with their academic advisor. The registration period for a term or session is published in University Academic Calendar at <http://www.pitt.edu/~provost/calendar.html>), the School of Education Calendar (attached) and in numerous other publications.

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

Students can process their registration form in 5500 WWPH, Trees Hall, or in the Registration Office, G-1 Thackeray Hall.

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

## **RESIGNATION**

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

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

Master's and doctoral students must register for at least one credit during the 12-month period preceding graduation and must be registered in the term in which they are graduated.

## **SEXUAL HARASSMENT POLICY**

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

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

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

## **SMOKING POLICY**

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

## **STATUTE OF LIMITATIONS**

Bachelor's Level:

None

Certification:

None

Master's Level:

MA or MS - 4 years

MAT or MEd 5 years

Doctoral Level:

PhD - 10 years (8 years if credit is given for a master's degree)

EdD - 12 years (10 years if credit is given for a master's degree)

Extensions of the statute of limitations may be granted under exceptional circumstances.

## **STUDENTS' RIGHTS**

The University of Pittsburgh, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, marital, veteran, or handicapped status.

- A student has the right to be offered a program of studies
- The student has the right to be assigned an academic advisor whose responsibilities include helping the student to design a Plan of Studies.
- The student has the responsibility to be honest, and to conduct him or herself in an ethical manner while pursuing academic studies.
- The student has the responsibility to be cognizant of those University, School and Departmental regulations relevant to his or her program of study. These include crucial date and time deadlines such as:

Statute of Limitations requirements regarding the time allowed to complete a graduate program;

Registration requirements necessary to maintain active status as a student and to be eligible to graduate; and

The Academic Calendar for meeting classes, taking examinations, and applying for graduation.

## **TIME STATUS**

Student "time status" is a categorization used by the University for invoicing purposes and is determined by the number of credit hours for which a student is registered during a term.

Full-time undergraduate status is 12 credits or more; part-time undergraduate status is less than 12 credits

Full-time graduate status is 9 credits or more; part-time graduate status is less than 9 credits

Inactive status applies when a student has not been registered for at least one credit in three consecutive terms including summer. A student who becomes inactive must re-apply and be readmitted by the program in order to continue. Readmission is not guaranteed and will follow the plan of studies in effect at the time of readmission.

## **TRANSFER CREDITS**

A maximum of 60 transfer credits may be accepted toward a baccalaureate degree. A maximum of 6 transfer credits may be counted toward a master's degree. A maximum of 39 transfer credits may be counted toward a doctoral degree. An official transcript with the grades recorded must be in the student's file and each course transferred must meet certain conditions specified by the School. A request form may be obtained in the Student Service Center, 5500 WWPH. This form should be initiated by the student and approved by the student's advisor.

## **TUITION**

For fall and spring terms, tuition is billed on a per-credit basis for fewer than 9 credits; and for 9 to 15 credits a flat rate is charged. Any credits over 15 is charged at the per credit rate in addition to the flat rate. In the Summer Term, all billing is on a per-credit basis, regardless of the number of credits.

Tuition Rates for 2007-2008\*:

In-State

Out-of-State

### Undergraduate Students Admitted Prior to Fall 2004

Per term	\$5,840	\$10,916
Per credit	\$372	\$714

### Undergraduate Students Admitted Since Fall 2004

Per term	\$6,438	\$10,808
Per credit	\$504	\$900

Tuition Rates for 2007-2008:      In-State                      Out-of-State

### Graduate

Per term	\$7,765	\$13,785
Per credit	\$604	\$1,103

\*For complete schedule of Tuition and Fees for 2006-2007 see Appendix.

Pennsylvania tuition rates apply to those students who are citizens of the United States, or have an immigrant or permanent resident visa, and who have lived in Pennsylvania for a continuous period of twelve months while not attending any other college or university in the state. Questions concerning Pennsylvania resident status should be directed to the Tuition Eligibility Office, 251 Thackeray Hall, 412-624-7610. A late fee is charged when invoices are not paid on or before the due date. A financial hold will be placed on your account thirty days after the due date on a statement, if: your account balance remains unpaid, you are not participating in a Deferred Tuition Payment Plan; or you do not have a valid deferral.

## TUITION BILLS

**The University of Pittsburgh provides all students with electronic bills (called eBills) rather than paper bills. eBills are posted in PittPAY between the 18<sup>th</sup> and 20<sup>th</sup> of each month that you have new or unpaid charges on your student account. You will receive an email to your @pitt.edu account each time an eBill is posted in PittPAY. You must be registered to receive an eBill. Due dates are always the 17<sup>th</sup> of the following month!**

- Students log onto the University's Web Portal at <https://my.pitt.edu>, then select My Communities>Student Services>View and Pay My eBill in PittPAY.
- Select View Accounts on the PittPAY menu and you will see your student account details real-time.
- You can then select Most Recent eBill to see the *most recent eBill that has been posted in PittPAY*. eBills are a snapshot of your student account at the time the eBill was posted in PittPAY; changes to your account since that moment will be reflected on your student account, NOT on your eBill.

**Students can *Authorize Payers* in PittPAY to view and pay their eBills, and view their student account details!**

- Select Authorize Payers on the PittPAY menu and follow the instructions.
- Your Authorized Payer will receive a temporary password from PittPAY which they must change the first time they log in.
- You *and* your Authorized Payers will receive an email each time you have an eBill posted in PittPAY.
- Authorized Payers log in at <http://student-info.pitt.edu> and select Authorized Payers Login to PittPAY. Use the login name provided to you by your student and the password you received

from PittPAY. If you lose your login name or password, your student is the only one who can provide you with that information.

**eBills can be paid online in PittPAY.**

- eChecks (electronic checks) from any regular checking account are accepted for no fee.
- American Express, Discover Card or MasterCard payments are also accepted (VISA is not), but our vendor will charge you a **2.75% non-refundable service charge** if you elect to pay by credit card.
- eCheck and credit card payments made on PittPAY will be recorded on your student account immediately. You can see the payment on the student account after you receive your receipt in PittPAY by selecting View Accounts>Student Account Activity from the PittPAY menu.
- To make a payment by mail, use the Printable Statement link from the Most Recent eBill page in PittPAY, cut the Remittance Form off the bottom, and mail it with your payment to the address on the form. ***Mail your payment at least 10 days in advance of the due date to ensure receipt and avoid a late payment fee!***

***Sign up for eRefunds in PittPAY and have your refund deposited directly in your bank account! No waiting for paper checks in the mail!!***

- eRefunds will be deposited directly into your bank account two to three business days after the date of the refund transaction.
- To sign up for direct deposit, log into the student portal <https://my.pitt.edu>. Under “My Communities” select “Student Services and PittPAY.”

**UNIVERSITY AIDS POLICY**

The University of Pittsburgh does not discriminate against individuals who are diagnosed as HIV positive or as having AIDS. The University recognizes that the health condition of individuals is personal and confidential. Reasonable precautions will be taken to protect information regarding the health condition of all members of the University community.

Based on medical evidence that indicates that there is no risk of transmitting HIV through casual contact in the classroom or circumstances involving only casual contact with others, the University will impose no undue restrictions on faculty, staff, or students who are infected with HIV.

**UNIVERSITY PATENT POLICY**

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

**WITHDRAWAL**

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

withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

# **APPENDIX**

# NOTES



