



University of Pittsburgh

School of Education

Department of Administrative and Policy Studies

# PhD Handbook

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# Table of Contents

<b>PHD HANDBOOK OVERVIEW</b> .....	<b>4</b>
<b>THE PHD CURRICULUM</b> .....	<b>5</b>
OVERVIEW OF COURSES .....	5
ACCEPTANCE OF CREDITS TAKEN PRIOR TO THE DOCTORAL PROGRAM.....	6
SPECIALIZATION COURSES FOR HEM .....	6
SPECIALIZATION COURSES FOR SCAE .....	7
<b>DEGREE MILESTONES</b> .....	<b>7</b>
MILESTONE 1: PRELIMINARY EXAM (PROPOSAL FOR THE PRE-DISSERTATION RESEARCH PROJECT) .....	7
MILESTONE 2: PRE-DISSERTATION RESEARCH PROJECT.....	8
MILESTONE 3: DOCTORAL COMPREHENSIVE EXAMINATION .....	8
MILESTONE 4: DISSERTATION OVERVIEW .....	9
MILESTONE 5: DISSERTATION DEFENSE.....	10
SUMMARY MILESTONE TIMELINE .....	11
<b>APPENDIX A: HEM PHD PLAN OF STUDIES WORKSHEET</b> .....	<b>12</b>
<b>APPENDIX B: SCAE PHD PLAN OF STUDIES WORKSHEET</b> .....	<b>15</b>
RESEARCH METHODS COURSES IN THE SCHOOL OF EDUCATION.....	18
<b>APPENDIX C: COMPREHENSIVE EXAM GUIDELINES</b> .....	<b>19</b>
FORMAT FOR DOCTORAL COMPREHENSIVE EXAM PROPOSAL.....	23
ADMPS DOCTORAL COMPREHENSIVE EXAMINATION EVALUATION FORM.....	25
<b>APPENDIX D: THE ADMPS TWO ARTICLE DISSERTATION</b> .....	<b>27</b>
<b>APPENDIX E: ADMPS FACULTY &amp; STAFF MEMBER INFO</b> .....	<b>29</b>
<b>APPENDIX F: UNIVERSITY OF PITTSBURGH, SCHOOL OF EDUCATION, &amp; ADMPS INFORMATION</b> .....	<b>30</b>
SCHOOL OF EDUCATION – DEAN’S OFFICE .....	30
SCHOOL OF EDUCATION – OFFICE OF ADMISSIONS AND ENROLLMENT SERVICES .....	30
SCHOOL OF EDUCATION - OFFICE OF CAREER SERVICES AND STUDENT SERVICES .....	30
ACADEMIC CALENDAR.....	31
CAMPUS SECURITY .....	31
CHANGE OF NAME/ADDRESS .....	31
CHILD CARE.....	31
CONFERENCE ROOM RESERVATIONS.....	31
COOLEY STUDENT LOUNGE .....	31
COUNCIL OF GRADUATE STUDENTS IN EDUCATION .....	32
ELECTRONIC THESIS AND DISSERTATION TEMPLATE .....	33
EMERGENCY CONTACT INFORMATION .....	33
FOOD/VENDING AREAS.....	33
HEALTH FACILITIES.....	33
HEALTH SERVICES.....	34
HEALTH INSURANCE.....	34
HOUSING.....	34
ID CARD/PITT CARD .....	35
OFFICE OF DIVERSITY AND INCLUSION.....	35
OFFICE OF DISABILITY RESOURCES AND SERVICES .....	35

OFFICE OF INTERNATIONAL SERVICES .....	35
OFFICE OF SEXUAL HARASSMENT AND ASSAULT RESPONSE AND EDUCATION.....	36
OFFICE OF STUDENT ACTIVITIES .....	36
OFFICE OF VETERAN SERVICES .....	37
RECREATION.....	37
REGISTRAR'S OFFICE .....	37
REGISTRATION .....	37
RESIGNATION .....	38
PORT AUTHORITY (PAT) BUSES .....	38
SCHOOL OF EDUCATION COMPUTER LABS.....	38
STUDENT PARKING .....	38
STUDENT RESEARCH GRANT PROPOSALS .....	39
TRANSPORTATION .....	39
TRAVEL.....	39
UNIVERSITY COUNSELING CENTER.....	39
UNIVERSITY LIBRARY SYSTEM.....	39
WITHDRAWAL .....	40

## PhD Handbook Overview

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The *PhD Handbook* for the Department of Administrative and Policy Studies (ADMPS) was compiled to help guide PhD students admitted into either the Higher Education Management (HEM) or Social Comparative and Analysis in Education (SCAE) Program. All students are also obligated to follow University and School of Education policies and regulations on graduate degrees. The *PhD Handbook* was originally approved by the ADMPS faculty in February of 2015 and is updated on a regular basis.

The document is divided into the following sections. First, a curriculum breakdown is provided for both the HEM and SCAE Programs. Next, key milestones are outlined to help provide an overall vision of what is expected of all students to complete their ADMPS (or “APS” for short) PhD degree. Finally, the appendices provide useful resources and information about the University of Pittsburgh, School of Education, and Department.

# The PhD Curriculum

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## Overview of Courses

All students admitted into the ADMPS PhD Program are required to complete a minimum of 90 credits of coursework to fulfill their degree requirements. This coursework is broken into the following six categories: Department Core Courses, Specialization Courses, Research Methods Courses, Supporting Field Courses, Supervised Research Credits, and Dissertation Credits (see Appendix A and B for a Plan of Studies Worksheet for the HEM and SCAE PhD Degrees). This section describes the common course and credit experiences in both HEM and SCAE, followed by specialization courses specific to HEM and SCAE.

Several Courses should be taken in the first year: ADMPS 3003 (Theories of Educational Inequality), ADMPS 3001 (Research Methods), as well as the two first-year seminars that all PhD students school-wide take. Students may elect to take some combination of the required research methods courses in the first year or substantive courses. However, EDUC 3100 (Introduction to Quantitative Methods) and EDUC 3101 (Intermediate Quantitative Methods) are offered in the fall and spring and would ideally be taken in back-to-back semesters.

The two first-year seminars meet every other week (1 credit in Fall and 2 credits in Spring taken over and above the typical 9-credit course load) and focus on familiarizing students with practical and ethical issues in research (e.g., resolving questions of authorship and authorship order, human subjects guidelines), and supporting students' work on their pre-dissertation proposal (Milestone 1) (e.g., developing innovative research questions, conducting a literature review). As part of the fall first-year seminar, students will complete the Collaborative Institutional Training Initiative (CITI) training courses. CITI courses are an online system required to access the Institutional Review Board (IRB) system, where study protocols are submitted in order to receive permission to collect data on human subjects. This is mandatory for all researchers and students.

*Writing Seminar.* In years 2-4, all students take the 1-credit writing seminar (EDUC 3087). This course is taken each fall and spring to support milestone work and other writing projects. Note: EDUC 3087 credits do not count towards 90 required credits.

*Research Methods.* The PhD program places a special emphasis on research methods. Preparing students to tackle policy problems, and create innovative research agendas, requires intentionality in the methods coursework that supports students' development of independent projects, meaningful contributions to advisors' research, and critical analysis of past research. To help ensure that students develop the necessary analytic competencies, students are required to complete a minimum of 6 methods courses: Introduction to Quantitative Methods (EDUC 3100) and Intermediate Quantitative Methods (EDUC 3103); Introduction to Qualitative methods (EDUC 3104); and 3 seminars in advanced quantitative or qualitative methods.

*Supporting Field.* All PhD students are required to have 9-18 credits in a disciplinary area outside of the School of Education in order to meet the University cognate requirement. For a student who does not have a bachelor's degree in an academic discipline/field other than education, a minimum of 18 credits must be taken outside the School of Education in one discipline (e.g., sociology, political

science, economics, mathematics or biology) or in an interdisciplinary concentration (e.g., Latin American studies, psycholinguistics, business, public and international affairs, etc.).

For a student who has a bachelor's degree in an academic discipline, or an equivalent number of credits to that for a bachelor's degree in an academic discipline, a minimum of 9 credits must be taken outside the School of Education in one field or in an interdisciplinary concentration. None of the 9 credits may be used to satisfy research methodology requirements. For a student who has a master's degree or an equivalent number of credits toward a master's degree in a relevant academic discipline, no additional credits outside the School of Education need to be taken but a Transfer of Credit Form must be submitted with the Plan of Study.

*Supervised Research.* A minimum of 6 credits of ADMPS 3097: Supervised Research is required for PhD students. The School-wide requirement of 6 credits is tied to students' work on their pre-dissertation research projects (Milestone 2) and the Doctoral Comprehensive exam (Milestone 3). Supervised research credits are taken with individual faculty (typically the advisor

*Dissertation Research Credits.* All students are required to register for 18 credits of ADMPS 3099 Guidance in the Doctoral Degree (3090 or other credits can be used in some cases). Once students have completed all credit requirements, including 18 credits of dissertation research, they can register for full-time dissertation study at a reduced rate of tuition in order to maintain access to university resources.

## Acceptance of Credits Taken Prior to the Doctoral Program

In keeping with university-wide requirements, students will be able to apply a maximum of 30 post-baccalaureate credits from a master's degree awarded by another institution to meet the minimum credit requirement. Each course must meet the following conditions:

- The course grade must be at least B or its equivalent.
- The course must be part of the student's approved doctoral Plan of Studies.
- The course must count toward equivalent graduate degrees at the accredited institution, extension, or off-campus center where the course was taken.

Students transferring credits must submit a University of Pittsburgh *Course Credits Accepted Form*. If students cannot or do not wish to transfer in up to 30 credits toward their doctoral degree, they are recommended to take additional elective courses within the HEM or SCAE Program. **Note that courses that may not be transferred in are pre-filled on the plan of studies with "Pitt."**

## Specialization Courses for HEM

Specialization courses specifically for HEM include ADMPS 2307 (Politics and History of Higher Education), which students must transfer in or take in their first year of PhD study, along with more than a dozen HEM concentration courses (see plan of studies). In particular, the HEM faculty recommend taking, as primary HEM courses: Foundations in Higher Education; Theory and Frameworks in Higher Education; Policy Studies in Higher Education; Economics and Finance of Higher Education.

## Specialization Courses for SCAE

Specialization courses for SCAE include ADMPS 3314 (Educational Reform); ADMPS 3301 (Social Theories and Education in Global Context); Comparative Education. In addition, more than a dozen specialization courses in SCAE are offered in ADMPS and students will find specialization courses for SCAE offered by Urban Education faculty and other departments as well.

## Degree Milestones

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### **Milestone 1: Preliminary Exam (Proposal for the pre-dissertation research project)**

All PhD students in the HEM and SCAE Programs are required to complete an independent research project in Year Two. At the end of the first full year (typically August or September), students will submit a proposal for their (pre-dissertation) research project. The student defends the proposal in a meeting of program faculty and staff. This proposal, and the presentation of the proposal, will serve as the first year preliminary exam (Milestone 1). The purpose for this evaluation is to assess students' ability to *conceptualize* a research project that is meaningful and "do-able," and to ensure that they are moving forward in ways that will build to independent research capable of asking and answering vital research questions at the intersection of administrative and policy studies.

The specific characteristics that a proposal should demonstrate are: the establishment of a historical context for the problem(s) analyzed, the synthesis of a broad and relevant literature base to explain the problem(s) under investigation, well-specified research questions/hypotheses and an appropriate research design.

The preliminary Exam needs to be approved by three faculty by a majority vote; Along with the advisor, the instructor of Research Methods (ADMPS 3001) may often serve as a second reader. Other criteria for advancing to the second year of study include whether the student has made satisfactory progress in his/her coursework and in his/her work as a member of a faculty member's research team. The completion of the preliminary exam is a designation that appears on the student's transcript.

*Admission to Doctoral Study.* Completion of the preliminary exam (proposal for pre-dissertation project) is the essential element of a step the university calls "Advancement to Doctoral Study." This step has additional ancillary requirements including: An approved plan of studies; completion of at least 15 post-master's credits at the University of Pittsburgh; and a cumulative GPA of at least 3.3 (a minimum GPA that students must maintain throughout their graduate studies).

*Plan of Studies.* By the end of the first year, students are expected to develop and gain approval for their future course work (Plan of Studies) with their advisor and the Director of PhD studies in ADMPS, completing a *Course Credits Accepted* form (for transfer credits) as needed. As students' interests may change, and course offerings may change within and outside the School of Education, students likely will revise (with approval) their Plan of Studies over time. Appendices A and B contain Plan of Studies forms for the HEM and SCAE Programs.

FORMS. Milestone 1 has two forms: **PhD Milestone 1a (The Preliminary Exam)** and **PhD Milestone 1b (Advancement to Doctoral Study)**. An approved plan of studies is attached to PhD Milestone form 1b.

## **Milestone 2: Pre-Dissertation Research Project**

The Pre-dissertation Research Project should be completed by the end of the second year, and entails enrollment in at least three credits of Supervised Research (ADMPS 3097). The student's Pre-dissertation Project Research Committee is composed of three faculty (the advisor and two additional faculty). The student defends the project in a meeting of program faculty and staff, with a majority vote required from the three-member committee.

The criteria upon which the project will be judged include the establishment of a historical context for the problem(s) analyzed, the synthesis of a broad and relevant literature base to explain the problem(s) under investigation, well-specified research questions/ hypotheses, a well-specified and appropriate research design, clear writing and careful documentation, as well as well-executed procedures of analysis, and results which are of sufficient merit to be published in refereed journals or presented at a national conference.

FORMS. Milestone 2 has one form, the **PhD Milestone 2 form (Pre-Dissertation Project)**, which includes reference to completion of Supervised Research credits.

## **Milestone 3: Doctoral Comprehensive Examination**

After completing the formal course work for the PhD in ADMPS and the independent research project, students are required to complete the Doctoral Comprehensive Examination, a designation that will appear on the student's transcript. For this milestone, students are required to submit a comprehensive review of the research literature in their field of study, and which is most likely related to the topic of their dissertation (see Appendix C for Comprehensive Exam Guidelines approved by ADMPS faculty members in December 2013). In ADMPS, the comprehensive exam often takes the form of posing and answering three major questions in the field of study. The review should represent a coherent organization of important ideas in the field.

### *Initiating the Experience*

The student submits to the advisor for review and approval a proposal for the comprehensive examination experience that includes the following information:

- The primary content of the proposal is a statement of the specialized area of interest on which the exam experience will focus (Often including three main questions to be addressed)
- Other elements of the proposal:
  - Indication of which of the two approaches for the examination experience will be followed (in ADMPS, typically the written exam);
  - Clarification on how this specialized field of interest is located within ADMPS;
  - Explanation of how the examination experience relates to the student's course work, supervised research project, possible dissertation topic, and career plans;



- The names of at least two other faculty members, who (in addition to the advisor) might serve as members of the examination committee; and,
- Specification of the anticipated time frame for the examination experience.

The literature review will be evaluated by at least three (3) faculty members, most likely individuals who will serve on the student's dissertation committee. Two of the members should be members of the faculty in the Department of Administrative and Policy Studies. The third member may be from ADMPS or other departments in the University. It is encouraged that the third member be from a department/school connected with the student's supporting field.

The student may be asked to revise the comprehensive exam before obtaining final approval. A majority "yes" vote is required to pass the comprehensive exam. After obtaining the committee members' approvals and signatures, the completion form is forwarded to the departmental administrator to address Doctoral Competency (see below).

*Doctoral Competency.* Completion of the comprehensive exam is the essential element of a step the university calls "Doctoral Competency." This step has additional ancillary requirements including: A transcript showing completion of all non-dissertation coursework (and adequate GPA), including supervised research credits; Documentation of up-to-date CITI (IRB) training, which was initially done in the student's first semester at Pitt.

*Forms. PhD Milestone 3 (Doctoral Comprehensive Exam);* Doctoral Competency form (to be completed by departmental administrator).

#### **Milestone 4: Dissertation Overview**

The dissertation is prepared in three phases: a proposal ("overview") phase, a research phase, and a defense phase. In the proposal phase, students work under the supervision of the research advisor to prepare an overview document that clearly presents the description of the problem, literature review, and hypotheses to be tested or questions to be investigated in the research. This document is presented to a doctoral committee and is defended by students during a proposal defense meeting (or Dissertation Overview).

In preparing a dissertation proposal, students and their advisor have two options for the dissertation. For the first option, students write a traditional dissertation that presents the results of the proposed research project. For the second option, students write two or more strong research articles looking at a common research problem (using, for example, different subsets of data and/or different methodological techniques) for submission to leading journals in the field (see Appendix D for more information on the Two Article Dissertation). Each article includes its own literature review, questions/hypotheses, methods section, results and discussion sections. These articles must be beyond the work used to count as the preliminary exam/2nd- year research project. Students write an introduction and a conclusion showing how these studies are connected.

The Dissertation Overview process begins by selecting a doctoral committee. The committee consists of the research advisor and at least three other members, including one member from another department outside the School of Education at the University of Pittsburgh or from an

appropriate graduate program outside education at another academic institution. The research advisor and two of the other three committee members must be members of the graduate faculty of the University of Pittsburgh. The program faculty, the department chairperson, and the dean/associate dean must approve membership on and subsequent changes in the doctoral committee. Phd Milestone form 4a (Proposed Doctoral Committee) is used to document the composition of the committee, and is signed by the advisor, Director of PhD studies in ADMPS, the Department Chair, and Dean/Associate Dean. Committee approval appears on the student's transcript.

After the student has prepared the overview, which often takes a semester or more, the Overview/Prospectus Examination ("Overview") is conducted by the doctoral committee, chaired by the research advisor, and is open to any faculty member of the graduate faculty of the University wishing to attend. Although any faculty member may participate in the examination, only members of the doctoral committee may be present during the final deliberation and vote on approving the overview. The committee must unanimously approve the overview in order for the student to be advanced to doctoral candidacy (or seek adjudication by the Dean's office).

*Doctoral Candidacy.* Completion of the dissertation overview is the essential element of a step the university calls "Doctoral Candidacy" (not to be confused with "competency" or "study"). This step has additional requirements including: A transcript showing completion of all non-dissertation coursework with a GPA of at least 3.3; IRB approval for the proposed dissertation. Note: even if the study does not involve human subjects, an IRB determination to that effect is often needed.

**Forms. PhD Milestone 4a (Proposed Doctoral Committee); PhD milestone 4b (Dissertation Overview Examination and Advancement to Doctoral Candidacy).**

## **Milestone 5: Dissertation Defense**

Whether students choose a traditional dissertation structure or the two-paper format, an appropriate research project must involve significant, original, and independent research work that is grounded in a body of literature. It is the responsibility of students' doctoral committee to evaluate their dissertation and to recommend awarding the doctorate only if the dissertation is judged to demonstrate these qualities. The specific characteristics that a dissertation should demonstrate are: the establishment of a historical context for the problem(s) analyzed, the analysis and synthesis of a broad and relevant literature base to explain the problem(s) under investigation, well-specified research questions/hypotheses, well-specified and appropriate research design, clear writing and careful documentation, well executed procedures of analysis, and results which are of sufficient merit to be published in refereed journals, or as a monograph/basis for a book.

When the research advisor has determined that the student is ready for the final oral defense of the dissertation, the student/or the advisor will contact Harriet Wortzman at [hrpg@pitt.edu](mailto:hrpg@pitt.edu) with the following information via email, so that she can schedule a room and notify all committee members:

- Student name and degree pursued
- Title of dissertation
- Time and date for defense
- Names, titles and email contacts for all committee members

- Parking and technology resources required (e.g., projector, conference phone, parking pass for outside member)

Moreover, the University of Pittsburgh has established a uniform set of formatting criteria for dissertations and theses that we refer to as “ETD.” The dissertation must be in “ETD” format in order to be deposited. For general information concerning preparation of the dissertation, refer to the Electronic Dissertation and Thesis ETD website at <http://www.pitt.edu/~graduate/etd/>. Once students complete the final examination and pass the oral defense of the dissertation, each member of the doctoral committee must sign the Dissertation Defense form verifying that the dissertation has been completed satisfactorily. The committee must unanimously approve that the student passed the dissertation defense (except in rare cases where the dissertation defense is referred to the Dean’s office). Department and School approval is required as well.

**Forms. PhD Milestone 5 (Dissertation Defense).** Further, in the semester students are planning to graduate, they must apply for graduation. Students will then receive a “Graduation Application Package” at the beginning of the semester in which the student defends the dissertation. For information about graduation requirements, contact Rashee Ferguson at [rfergus@pitt.edu](mailto:rfergus@pitt.edu) (or other Admissions and Enrollment Services Staff). **Note: all students must apply in writing for graduation.**

In summary, the School of Education requires forms to be completed and filed in your official school record to track degree completion. The deadlines, forms and corresponding ADMPS events are outlined below. You can download the official forms from the ADMPS PhD Doctoral Forms on Box.

Summary Milestone Timeline		
Milestone	Timeline	Forms
Preliminary Evaluation	End of Year 1	PhD Milestone 1a; PhD Milestone 1b (advancement to doctoral study)
Pre-Dissertation Research Project	End of Year 2	PhD Milestone 2
Comprehensive Exam	End of Year 3	PhD Milestone 3; Doctoral Competency Form
Dissertation Overview	End of Year 4	PhD Milestone 4a; PhD Milestone 4b (Doctoral Candidacy)
Dissertation Defense	End of Year 5	PhD Milestone 5





[ii] 18 units of dissertation coursework must be completed. Students may take any combination of ADMPS 3090 Dissertation Research Seminar, ADMPS 3300 Pro Seminar in ADMPS/SCAE, ADMPS 3XXX Study Group (TBD), or ADMPS 3099 Guidance in the Doctoral Degree.

### **HEM Area of Concentration Courses**

ADMPS 3XXX	Foundations in Higher Education
ADMPS 3XXX	Theory and Frameworks in Higher Education
ADMPS 3141	Policy Studies in Higher Education
ADMPS 3XXX	Economics and Finance of Higher Education
ADMPS 2XXX	Social Justice in Higher Education Settings
ADMPS 2055	Student Development Theory
ADMPS 2131	Higher Education Administration
ADMPS 3015	Ethical Issues in Higher Education
ADMPS 3131	Student, Campus, and Society
ADMPS 3135	Seminar in College Teaching
ADMPS 3136	Comparative Higher Education
ADMPS 3139	Legal Aspects of Higher Education
ADMPS 3142	Advanced Seminar in Higher Education
ADMPS 3XXX	Diversity in Higher Education
ADMPS 3301	Social Theories and Global Context

Note: courses without a number (i. e. 3XXX) are currently being taught as special topics courses (ADMPS 3089)







[ii] 18 units of dissertation coursework must be completed. Students may take any combination of ADMPS 3090 Dissertation Research Seminar, ADMPS 3300 Pro Seminar in ADMPS/SCAE, ADMPS 3XXX Study Group (TBD), or ADMPS 3099 Guidance in the Doctoral Degree.

### **SCAE Area of Concentration Courses**

- ADMPS 2050 Race & Racism in Education & Society
- ADMPS 2106 International & Global Education
- ADMPS 2133 Gender and Education
- ADMPS 2202 Language Policies & Education of Linguistic Minorities
- ADMPS 2302 State/National Politics of Education
- ADMPS 2305 Sociology of Education
- ADMPS 2306 History of Education
- ADMPS 2307 Politics & History of Higher Education
- ADMPS 2310 Contemporary Philosophy of Education
- ADMPS 2342 Education and Culture
- ADMPS 2344 Leadership in Service Learning
- ADMPS 2352 Anthropology of Education
- ADMPS 2353 Applied Anthropology: Education & Social Change
- ADMPS 2359 Gender, Education, & Int'l Development
- ADMPS 2398 Economics of Education
- ADMPS 2399 Political Economy of Education
- ADMPS 3015 Ethical Issues in Education
- ADMPS 3127 Curriculum: Perspectives & Issues (K12)
- ADMPS 3131 Student, Campus, and Society
- ADMPS 3135 Seminar in College Teaching
- ADMPS 3136 Comparative Higher Education
- ADMPS 3201 Intro to Educational Evaluation
- ADMPS 3207 Sector Analysis & Project Design
- ADMPS 3302 Education & Development Debates
- ADMPS 3201 Intro to Educational Evaluation
- ADMPS 3207 Sector Analysis & Project Design
- ADMPS 3311 Ways of Knowing
- ADMPS 3347 International Organizations Development Education
- EDUC 2100 Education and Society
- EDUC 3011 Culturally Responsive Pedagogy
- EDUC 3045 Critical Race Theory in Education

<b>Research Methods Courses in the School of Education:</b>		<b>CREDITS</b>
ADMPS 2355	Ethnography of Education	3
ADMPS 2356	Field Methods	3
ADMPS 3010	Survey Research	3
ADMPS 3012	Qualitative Data Management, Analysis & Present.	3
ADMPS 3013	Historiography of Education	3
ADMPS 3016	Introduction to Qualitative Research	3
ADMPS 3201	Introduction to Educational Evaluation	3
ADMPS 3208	Case Study Methods In Education	3
ADMPS 3311	Ways of Knowing	3
EDUC 2201	Intro to Research Methodology	3
EDUC 3100	Introduction to Quantitative Methods	3
EDUC 3103	Intermediate Quantitative Methods	3
EDUC 3104	Introduction to Qualitative Methods	3
IL 3003	Research Interviewing	3
PSYED 2001	Introduction to Research Methodology	3
PSYED 2014	Statistical Methods 1: Descriptive Statistics	3
PSYED 2015	Statistical Methods 2: Inferential Statistics	3
PSYED 2018	Statistics 1: Descriptive and Inferential Statistics	3
PSYED 2019	Statistics 2: Analysis of Variance	3
PSYED 2030	Experimental Design	3
PSYED 2106	Statistical Methods 3: Analysis of Variance	3
PSYED 2410	Applied Regression Analysis	3
PSYED 2416	Applied Multivariate Analysis	3
PSYED 2422	Data Analysis Using Computer Packages	3
PSYED 3410	Regression Analysis	3
PSYED 3412	General Linear Models	3
PSYED 3416	Multivariate Statistics	3
PSYED 3417	Structural Equation Modeling	3
PSYED 3430	Case Study and Single Subject Research	3
PSYED 3471	Constructing Questionnaires and Conducting Surveys	3

## Appendix C: Comprehensive Exam Guidelines

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**University of Pittsburgh School of Education  
Department of Administrative and Policy Studies**

**Comprehensive Examination (Ed.D. and Ph.D.)  
Areas of Concentration: Higher Education Management,  
School Leadership, Social and Comparative Analysis in Education<sup>4</sup>  
Revised December 12, 2014**

**Purpose and Design:** According to University policy, the comprehensive examination should be designed to assess the breadth of the student's mastery of the general field of doctoral study, acquisition of both depth and breadth in the area of specialization within the general field, and the ability to use research methods.

In Administrative and Policy Studies, the exam experience is designed individually for each student following one of two general approaches:

1. Answers (written under examination conditions or during a specified period of time) to a set of no more than three questions; or
2. A paper (written during a specified period of time) addressing a set of issues, preferably related to the intended dissertation topic.

In either approach, the focus of the comprehensive exam experience is on demonstrating competence by drawing in an integrated manner on theoretical, substantive and methodological aspects of a student's doctoral program in Administrative and Policy Studies and in the area of concentration that informs a student's specialized area of interest.

The set of questions or issues to be addressed by the student in the comprehensive exam experience should reflect major foci in the student's course work, provide a broader context for the student's dissertation topic, and connect with the student's career or other plans after completing the program. The questions/issues may also build upon theoretical, substantive, and/or methodological domains addressed as part of the supervised research experience. The questions or issues in the specialized area of interest identified should be informed, whenever possible, by a variety of disciplinary traditions, theoretical perspectives and methodological approaches that are employed in analyzing issues/problems in the field of interest.

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<sup>4</sup> applicable to students enrolled beginning May 2011; revision of page length applies to all students who submit a comprehensive proposal after 1.2.2013

**Timing in the Program:** The comprehensive exam experience normally is undertaken when doctoral course requirements have been fulfilled and should be completed at least one semester before the final oral examination and dissertation defense. The dissertation proposal/overview defense may not

be held until after the comprehensive exam experience (including the supervised research experience) has been successfully completed.

**Initiating the Experience:** The student submits to the advisor for review and approval a proposal for the comprehensive examination experience that includes the following information:

- statement (including issues or questions to be addressed) of the specialized area of interest on which the exam experience will focus;
- clarification on how this specialized field of interest is located within Administrative and Policy Studies;
- explanation of how the examination experience relates to the student's course work, supervised research project, possible dissertation topic, and career plans; indication of which of the two approaches for the examination experience will be followed;
- the names of at least two other faculty members, who (in addition to the advisor) might serve as members of the examination committee; and
- specification of the anticipated time frame for the examination experience.

**The comprehensive examination proposal form with signatures is attached. Appointment of the**

**Examination Committee:** The examination committee should include three faculty members at the University of Pittsburgh with relevant interests and expertise. Two of the members should be members of the faculty in the Department of Administrative and Policy Studies. The third member may be from ADMPS or other departments in the University. For PhD students, it is encouraged that the third member be from a department/school connected with the student's supporting field.

**Committee and Program Area Approval:** A copy of the Comprehensive Exam proposal signed by all three members of the examination committee must be submitted to the department chair for review and approval. The signed copy of the proposal is placed in the student's departmental file.

**Examination Experience:** After approval of the proposal for the student's examination experience, the student's advisor and the two other members of the student's examination committee take responsibility for guiding the student's preparation either for:

1. Answering (under examination conditions) questions designed by the examination committee to assess the student's competence in the specialized area of interest or
2. Developing a comprehensive examination paper that addresses a set of issues representative of the specialized area of interest.

If the **examination conditions** approach is selected, the exam is administered during a 6-9 hour period scheduled for such purposes by the Department. The specific questions are not to be seen by the student prior to the examination. An oral exam over the questions addressed in the written exam may be held by the examination committee prior to finalizing its evaluation of the student's performance. If an oral examination is to be held, it should be scheduled and publicized as an open session in which other faculty and students in the program area can attend as observers.

If the **comprehensive paper** approach is selected, the examination experience would normally consist of a period approximately equal to one academic term. The student is encouraged to confer with members of the examination committee throughout the process of developing the comprehensive paper. When the student and the advisor think it appropriate, a copy of the comprehensive paper (including an abstract) is circulated to the members of the examination committee who may choose either to approve the paper or to require an oral examination if additional clarification is needed. **A rubric for the comprehensive paper is attached.**

The paper must also conform to these criteria:

- The paper must be submitted in **ETD format** with **referencing style as APA** or another style approved by the advisor.
- The paper must be emailed to all members of the committee **by the student**, with the approval of the advisor.
- If a faculty member prefers a print copy, it is the responsibility of the student to provide that copy.
- The length of the paper is to be **45-60 pages**, excluding references.

Faculty readers are expected to evaluate the paper within 30 calendar days (excluding University holidays or summer break) and provide their vote **to the advisor**.

If an oral exam is to be held, it should be scheduled and publicized as an open session in which other faculty and students in the program area can attend as observers. The paper should be circulated to members of the examination committee not fewer than 10 days prior to the scheduled oral presentation.

### **Evaluation Procedures:**

**Exam Format.** A student's performance on the comprehensive exam is evaluated as either pass or fail. Particularly if the evaluation is fail, more extensive and in-depth feedback is also to be provided to the student. In the case of the examination conditions approach, the student's written answers are independently read and evaluated (as pass or fail) by each member of the examination committee. An oral exam may be held prior to finalizing decisions about any of the questions and thus about the overall exam performance itself. If at least two members of the committee rate the answer to a given question as pass, then the student is considered to have passed that question. The student must pass all questions to be considered to have passed the comprehensive exam.

**Comprehensive paper.** In the case of the comprehensive paper approach each member of the examination committee evaluates the student's performance as either pass or fail based on the written paper and the oral presentation (if such is included). If at least two members of the committee rate the student as passing, then the student is deemed to have passed the comprehensive exam. In some cases the student will be required to make some revisions in the paper prior to submitting it for inclusion in her/his official record file. Normally, the advisor will take responsibility for overseeing these revisions.

**Notification of Results:** After the evaluation has been finalized by the examination committee, the student, the program area coordinator, and the chair of the Department are notified by a form signed by all members of the examination committee of the overall evaluation of the examination experience (pass or fail) and any feedback (required if student has failed) regarding the exam performance. The Chair of the Department should also receive a full copy of either the student's written answers to the exam questions or the final draft of the student's comprehensive paper. The Chair then signs the form and insures that it and other relevant materials, including a copy of the student's Supervised Research project, are placed in the student's departmental file.

**Retaking the Exam:** If a student is deemed to have failed the comprehensive exam, he/she has the opportunity to undertake the experience one additional time. This may be initiated any time after the end of the term in which the exam was failed. The processes of initiating, undertaking, and evaluating the second comprehensive examination are identical to those for initiating the first. However, the department faculty should consider the second request in light of the first experience and expect the student and advisor to explain what has been accomplished since the first experience that should enhance the prospects for success during the second comprehensive exam experience. A student would not normally be allowed to undertake the comprehensive examination experience more than twice.

## Format for Doctoral Comprehensive Exam Proposal

Student proposals for their comprehensive exam should be four-to-ten pages, plus references. It should have a formal title page and explain in detail the following information (for clarity, consider using these subheadings):

1. **Statement of the specialized area of interest on which the exam will focus:**
  - a. Set the context or background for your literature review. As suggested by Booth, Colomb and Williams in *The Craft of Research* (2008), interrupt the context with a problem about why it is important that we know more about this subject, and then propose how you will address the problem—i.e., you will do a review of the literature.
  - b. Name your comprehensive exam questions -- the guiding questions that will lead you into and through the literature you will be reviewing and synthesizing.
2. **How this specialized field of interest is located within ADMPS.**
3. **How the examination experience relates to the student's course work, supervised research project, possible dissertation topic, and career plans.**
4. **Indication of which of the two approaches for the examination experience will be followed:**
  - a. answers (written under examination conditions or during a specified period of time) to a set of no more than three questions; or
  - b. a paper (written during a specified period of time) addressing a set of issues or questions, preferably related to the intended dissertation topic.
5. **Anticipated time frame for completion of the examination experience.**
6. **Bibliography/References.** Depending on the preference of your committee provide either a representative or comprehensive list of sources aligned with each question. These can be listed in a separate section, with the exam questions as the subheadings and the references grouped accordingly.
7. **Comprehensive exam reviewers:**
  - a. Work under your advisor's guidance to seek two faculty members (in addition to the advisor) who may serve on the examination committee. Then communicate with the faculty members to obtain their guidance and approval of the proposal. You can expect feedback from faculty members on your proposal within two weeks, after which time, you may contact your advisor for additional assistance in obtaining feedback.
  - b. Indicate a place for the three faculty members' signatures and dates of their signature, indicating their approval of the questions and willingness to review the responses. Committee agreement can also be indicated by other verification of faculty agreement (e.g., copy of an email).
  - c. After you submit your responses to your comprehensive exam questions, you can expect a decision from each faculty member within four weeks, after which time, you may contact your advisor for additional assistance in obtaining feedback. Typically, committee members communicate their decisions first to your advisor. At least two approval votes are needed for passing the comprehensive examination. Upon notification of a passing vote,

your advisor will indicate alterations (if any) that need to be made to the exam. Your advisor will document all three committee member votes on the front page of the approved copy of the exam, or attach other verification of faculty vote (e.g., copy of an email). The approved document goes to Harriet Wortzman ([hrp9@pitt.edu](mailto:hrp9@pitt.edu); 412-624-5154) in the department office for filing in your department file.



## ADMPS Doctoral Comprehensive Examination Evaluation Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Area of Concentration: \_\_\_\_\_

Evaluation (Guidance if necessary)	Does Not Meet Expectations	Meets Expectations	Exemplary Performance
<b>1. Format:</b> The writing and formatting style meets professional and scholarly standards.			
The comprehensive exam response: (a) Uses an approved citation style guide agreed upon by the comprehensive exam committee,			
(b) Addresses an audience(s) appropriate for the discipline and larger policy and research communities, and			
(c) Is written in a professional style.			
<b>2. Literature Review:</b> Demonstrated sound knowledge of literature in the area, and of prior work on the specific research argument, problem, or hypothesis, and relevance to a particular theme or topic.			
<b>3. Critical Thinking:</b> Has demonstrated capability for independent research in the area of study, significant expertise in the area, and ability to make arguments relevant to the audience/s.			
<b>4. Diverse Points of View:</b> Criticisms and arguments reflect an understanding and respect of diverse points of view.			

**Overall Assessment:** The assessment of the overall performance of the student based on the evidence provided in items 1-4 above.

Criteria	Performance Ratings		
	Does Not Pass Comprehensive Exam	Passes Comprehensive Exam	
Overall, My Rating of the Comprehensive Exam:	Does Not Meet Expectations	Meets Expectations	Exemplary Performance

Provide any comments or notes (if any) related to your evaluation in the space below:

Name of Examiner/Committee Member: \_\_\_\_\_

Signature of Examiner/Committee Member: \_\_\_\_\_

## Appendix D: The ADMPS Two Article Dissertation

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Students in the HEM and SCAE PhD Programs can decide to complete the Two Article Dissertation (TAD) instead of a traditional dissertation. The two articles that comprise the dissertation should form a cohesive body of work, and each article included in the dissertation should represent a unique contribution to the field.

TADs typically include four or more chapters. Chapter 1 is the overview of the dissertation and should describe the conceptual threads that link the articles to one another, and their “collective meaning” and “combined contribution” to the field. Chapter 1 might include: (1) a definition or statement of the problem; (2) the importance of the problem; (3) the theoretical foundation(s) supporting the problem/issue; (4) a brief overview of the important literature (because each article be situated in its own unique literature, the goal of this section is to contextualize the studies within the broader education literature); (5) the research questions; and 6) the general methodological approach to be used to answer those questions (because each article has its own complete methods section).

Chapters 2, 3, etc., are the two or more articles. The student must be first author or sole author on both articles. As first author, the student would typically take the lead in designing studies, analyzing data, and writing up the article for journal submission.

Chapter 4 is the conclusion and should briefly summarize the dissertation’s major findings, limitations, discussion, and recommendations. The student will also present and discuss linkages (i.e., similarities and differences) between the separate manuscripts that are included in the dissertation, making the argument for how the two articles are a coherent body of work. The conclusion chapter should present/discuss research imperatives, or knowledge gaps, not visible when each manuscript is considered individually and should articulate an agenda for future research on the issues addressed in the dissertation.

It is important to note that although the TAD is a change in format from a traditional dissertation, the role of the dissertation committee does not change. Each member of the dissertation committee must still approve and sign off on all the contents of the TAD. In particular, the full committee of a TAD needs to approve inclusion of each article proposed to be in the dissertation. Not all publications would necessarily qualify, even if they have been accepted to peer-reviewed journals. The committee will conduct an independent assessment of whether each article rises to the bar of dissertation quality. Some of the features the committee will consider include whether each article represents sufficient and unique contribution to the field, whether each article is published (or submitted to be published) in outlets that are sufficiently rigorous and visible in the field, and whether the student’s role in producing the article was sufficient to constitute being designated as the lead author.

Because the TAD requires early and frequent publication, students should consult with their advisors early in the program about whether the TAD is right for them.

Typically, a third- or fourth-year student would assemble a dissertation committee for Milestone 3 and then propose the TAD to the committee in the Milestone 4 meeting. At least two weeks before the Milestone 4 meeting, the student will submit to the committee a single document that includes: (1) the introductory chapter; (2) copies of any completed articles, whether published or not; (3) description of the proposed but not yet completed manuscripts; (4) the target journal(s) for the incomplete manuscripts; and (5) a timeline for completion of the work.

At the Milestone 4 meeting, the committee will provide feedback on Chapter 1, decide whether the existing studies are of sufficient quality and coherence to be included in the TAD, and provide feedback on any proposed but incomplete study. The committee will decide to approve or reject the plan. The committee will request revisions and changes to be attended to before the dissertation defense, or, in the event of a fail, before the student attempts Milestone 4 again. The committee may also advise the student to switch to a traditional dissertation format if they believe that the TAD is not appropriate.

At least two weeks before the defense, the student submits the dissertation to the committee. Students are responsible for ensuring that their dissertation format and copyright permissions are in compliance with University of Pittsburgh's SOE dissertation guidelines and copyright regulations. Dissertations must be coherent and consistent in appearance so previously published material should be printed using the same font and format as the rest of the dissertation.

Articles may have been published before the defense; however, if so the student must obtain copyright permission from the publishing journal to include the article in his/her dissertation. When asking for permission to include the article in the dissertation, students should notify the journal editor that the dissertation will be made available on-line. It is possible that some journals could refuse this request. Thus, students who plan to complete the TAD should be aware of the copyright policies of journals before they submit articles.

All ADMPS defenses are open to any member of the university community. The student may schedule a large room and make sure that the defense has been publically announced. The typical defense would include a 30-minute presentation by the student, followed by questions from the committee, other faculty present, and the audience. At some point the student is asked to leave the room while the committee deliberates. The committee can decide to pass, pass pending revisions, or fail. In the event of a fail, the committee will provide advice about changes necessary to re-attempt the defense.

## Appendix E: ADMPS Faculty & Staff Member Info

<b>Faculty</b>				
<b>Name</b>	<b>Title</b>	<b>Room</b>	<b>Phone</b>	<b>Email</b>
Linda DeAngelo	Associate Professor	WWPH 4318E	412-648-7162	<a href="mailto:deangelo@pitt.edu">deangelo@pitt.edu</a>
Jean Ferketish	Clinical Professor	WWPH 5714	412-648-7177	<a href="mailto:ferkjean@pitt.edu">ferkjean@pitt.edu</a>
Gina A. Garcia	Assistant Professor	WWPH 4318G	412-648-2140	<a href="mailto:ggarcia@pitt.edu">ggarcia@pitt.edu</a>
Michael G. Gunzenhauser	Associate Dean and Associate Professor	WWPH 5610	412-648-2119	<a href="mailto:mgunzen@pitt.edu">mgunzen@pitt.edu</a>
Sean Kelly	Professor and Director of PhD Studies	WWPH 5527	412-648-7165	<a href="mailto:spkelly@pitt.edu">spkelly@pitt.edu</a>
Mary Margaret Kerr	Professor	WWPH 5712	412-648-7205	<a href="mailto:mmkerr@pitt.edu">mmkerr@pitt.edu</a>
Diane Kirk	Clinical Associate Professor	WWPH 5524	412-648-1716	<a href="mailto:dlk31@pitt.edu">dlk31@pitt.edu</a>
R. Gerry Longo	Clinical Associate Professor	WWPH 5526	412-648-1937	<a href="mailto:longoj@pitt.edu">longoj@pitt.edu</a>
Maureen W. McClure	Associate Professor	WWPH 5711	412-648-7114	<a href="mailto:mmclure@pitt.edu">mmclure@pitt.edu</a>
Jill A. Perry	Clinical Associate Professor	WWPH 5525	412-624-7272	<a href="mailto:jperry@pitt.edu">jperry@pitt.edu</a>
Maureen K. Porter	Associate Professor	WWPH 5709	412-648-7041	<a href="mailto:mporter@pitt.edu">mporter@pitt.edu</a>
M. Najeeb Shafiq	Department Chairperson and Professor	WWPH 5911	412-648-1832	<a href="mailto:mnshafiq@pitt.edu">mnshafiq@pitt.edu</a>
Maximilian T. Schuster	Visiting Assistant Professor	WWPH 5907	412-648-7111	<a href="mailto:mts31@pitt.edu">mts31@pitt.edu</a>
Cynthia Tananis	Clinical Associate Professor	WWPH 5523	412-648-7171	<a href="mailto:tananis@pitt.edu">tananis@pitt.edu</a>
Charlene Trovato	Associate Chairperson and Clinical Associate Professor	WWPH 5910	412-648-7429	<a href="mailto:trovato@pitt.edu">trovato@pitt.edu</a>

<b>Staff</b>				
<b>Name</b>	<b>Title</b>	<b>Room</b>	<b>Phone</b>	<b>Email</b>
Mary Mollo	Department Administrator	WWPH 5908	412-624-7881	<a href="mailto:mmollo@pitt.edu">mmollo@pitt.edu</a>
Harriet Wortzman	Program Coordinator	WWPH 5906	412-624-5154	<a href="mailto:hrp9@pitt.edu">hrp9@pitt.edu</a>

## Appendix F: University of Pittsburgh, School of Education, & ADMPS Information

### School of Education – Dean’s Office

Valerie Kinloch, Renée and Richard Goldman Dean	412-648-2230	<a href="mailto:vkinloch@pitt.edu">vkinloch@pitt.edu</a>
Kevin Crowley Associate Dean	412-624-8116	<a href="mailto:crowleyk@pitt.edu">crowleyk@pitt.edu</a>
Michael G. Gunzenhauser, Associate Dean	5610 WWPH 412-648-1774	<a href="mailto:mgunzen@pitt.edu">mgunzen@pitt.edu</a>
Lindsay Clare Matsumura, Associate Dean	5806 WWPH 412-624-6944	<a href="mailto:lclare@pitt.edu">lclare@pitt.edu</a>
Leigh Patel Associate Dean	5609 WWPH 412-624-7252	<a href="mailto:leigh.patel@pitt.edu">leigh.patel@pitt.edu</a>
Rochelle Woods, Director of Administration	5607 WWPH 412-648-7056	<a href="mailto:rlw75@pitt.edu">rlw75@pitt.edu</a>
Courtney Ross, Administrative Assistant	5605 WWPH 412-648-1780	<a href="mailto:crr74@pitt.edu">crr74@pitt.edu</a>

### School of Education – Office of Admissions and Enrollment Services

The Office of Admissions and Enrollment Services is located in 5500 Wesley W. Posvar Hall (Phone: [412-648-2230](tel:412-648-2230), Fax: [412-648-1899](tel:412-648-1899)) and is the one stop for student administrative needs. Some of the services that the AES provides include:

- Guide you through the financial aid process and certify enrollment for financial aid eligibility  
Process course enrollment, add/drop, withdrawal, change of advisor and change of grade forms Track doctoral degree milestones;
- Help you explore program, degree and certificate options.

Kaitlin Yacob, Director of Admissions	412-648-7362, <a href="mailto:kaitlin.yacob@pitt.edu">kaitlin.yacob@pitt.edu</a>
Rashee Ferguson, Graduate Enrollment Manager	412-648-1782, <a href="mailto:rfergus@pitt.edu">rfergus@pitt.edu</a>
Richard Greene, Graduate Enrollment Manager	412-648-1828, <a href="mailto:rrg28@pitt.edu">rrg28@pitt.edu</a>
Shelly Kinsel, Administrative Assistant	412-383-9705, <a href="mailto:skinsel@pitt.edu">skinsel@pitt.edu</a>
Paula Owens, Administrative Assistant	412-648-1499, <a href="mailto:powens@pitt.edu">powens@pitt.edu</a>

### School of Education - Office of Career Services and Student Services

Andrea Zito, Director Career Services and Student Services  
5505 WWPH, 412-648-1769, [andreaz@pitt.edu](mailto:andreaz@pitt.edu).

Marjorie Schermer, Assistant Director Career Services and Student Services  
5506 WWPH, 412-648-2283, [mks32@pitt.edu](mailto:mks32@pitt.edu)

- Answer questions regarding the Electronic Dissertation process and approval your ETD at the time of graduation;
- Handle the graduation process from application through certification;

## **Academic Calendar**

A School calendar is available in the Office of Admissions and Enrollment Services, 5500 WWPH listing important dates for each new academic school year.

## **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. Please update your name/address change with the ADMPS Department as well.

## **Child Care**

The University Child Development Center provides care and early childhood education to children of faculty, staff, and students of the University of Pittsburgh. Children range in age from six weeks through six years and participate in a wide range of programs that include full- and part-time infant, toddler, and preschool options. 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>.

## **Conference Room Reservations**

For conference room reservations within the ADMPS Department, please contact the ADMPS Administrator Mary Mollo ([mmollo@pitt.edu](mailto:mmollo@pitt.edu)).

## **Cooley Student Lounge**

There is a lounge for students located in 5603 WWPH, open from M-F 8am - 11pm. The lounge is sponsored by the Council of Graduate Students in Education and includes a self-service printing

station, charging stations and network ports, ceiling mounted projector, coffee maker, microwave, message board, presenter podium, and comfortable seating.

## Council of Graduate Students in Education

The Council of Graduate Students in Education (CGSE) is the official student organization representing all students enrolled in the graduate division of the School of Education. You are automatically a member of CGSE. CGSE is supported primarily through the student activity fee fund with additional support from the Dean's office.

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. What is the Mission of CGSE?

CGSE is an organization designed to represent the academic, social, and professional interests and concerns of all graduate students in the SOE. Specifically, the purposes of CGSE consist of the following:

- To promote proactive student involvement and representation in SOE and University governance;
- To promote academic excellence by organizing and supporting activities designed to enhance SOE students' academic growth and success;
- To promote cross-cultural understanding by facilitating opportunities for social interaction and collaboration among culturally diverse groups of students;
- To promote student professional development by organizing and supporting activities or affiliations designed to enhance students' professional growth and future success; and
- To promote a caring and respectful academic, social and professional atmosphere in the SOE.

*What Can CGSE Do For You?*

CGSE operates the lounge in 5100 Wesley Posvar Hall, which provides a comfortable place for students to meet, study, socialize, and get to know one another. The CGSE Lounge is also available for use by graduate students for formal meetings and other special events. CGSE engages in the following activities:

- Orients new students to the local and university communities;
- Sponsors social and academic events each year such as the Fall and Spring Social, the Annual Student Research conference, the Multicultural Festival, and Brown Bag sessions;
- Funds small travel grants to support student participation in professional conferences;  
Provides students with opportunities to interact, collaborate, and form friendships with future educational professionals from the local area, across the country, and around the world;
- Offers students an opportunity to serve their department and fellow graduate students by becoming involved in the organization in a leadership capacity;
- Facilitates students' participation and representation in SOE governance.



Students have a unique opportunity to participate and collaborate with faculty and staff in the governance of the school. Participating as an elected student representative on one of the SOE governance committees will give students an opportunity to participate in important policy initiatives and decisions that affect all students. CGSE sponsors an Annual Student Research Conference for students in all five academic departments in the SOE. Participating in the conference will give you the opportunity to engage in a variety of activities students are likely to engage in throughout their professional life such as writing proposals, conducting research, making presentations, and exchanging intellectual ideas with their colleagues. CGSE provides an information and referral service to supplement counseling on program and career planning provided by advisers. For further information, visit the office in 5100 WWPH. 412-648-7055.

## Electronic Thesis and Dissertation Template

All theses and dissertations submitted at the University of Pittsburgh must be submitted as ETDs.

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/>

## Emergency Contact Information

**For medical or other campus emergencies call 911.** Contact information is available for the following agencies:

University of Pittsburgh Campus Police: **Emergency Phone: 911**; Phone: 412-624-2121  
Fire Department **Emergency Phone: 911**; Phone: 412-255-2860

## Food/Vending Areas

Snack foods and beverages are available from the vending machines on the 3rd and 5th floors of Posvar Hall. Additional snacks and Einstein Bros Bagels Restaurant are available on the 2nd floor of Posvar Hall.

## 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 Services

All full-time students pay a Student Health Fee each to cover a variety of services at the Student Health Service, which is located in Nordenberg Hall - Wellness Center at 119 University Place. 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 the following Website: <http://www.studhlth.pitt.edu> for more information.

The University of Pittsburgh Pharmacy, located in the same building as the Student Health Center (103 University Place), 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 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 plan only during certain enrollment periods. Applications, enrollment deadlines, and further information on the plan are available from the Student Health Service.

## 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 office of Off-Campus Living assists 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, and
- listings of apartments inspected and approved by the City of Pittsburgh.

Call 412-624-6998, visit the office at 127 North Bellefield Street, or see: [ocl.pitt.edu](http://ocl.pitt.edu)

## **ID Card/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. (Fulltime regular faculty/staff, students only).

To obtain a PantherCard, 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 PantherCard. However, there is a replacement fee for lost, stolen, or damaged cards. Call 412-648-1100 or see the following Website: <https://www.pc.pitt.edu/> for more information.

## **Office of Diversity and Inclusion**

In addition to its work with developing, implementing, and monitoring the University's affirmative action program, the Office of Diversity and Inclusion 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 [www.diversity.pitt.edu](http://www.diversity.pitt.edu) 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 Sexual Harassment and Assault Response and Education**

The Office of Sexual Harassment and Assault Response and Education (SHARE) 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. Peer Educators for an Environment Free of Rape and Sexual Exploitation (P.E.E.R.S.) 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 SHARE in the Wellness Center on the second floor of Nordenberg Hall, 119 University Place, go to <http://www.saserv.pitt.edu>, or call 412-648-7844.

## **Office of Student Activities**

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.

**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. 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 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.

**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.

### **Office of Veteran 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.

### **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).

### **Registrar's Office**

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

### **Registration**

After being admitted to a program, students may register for classes with their academic advisor. The registration period for is published in University Academic Calendar at <http://www.pitt.edu/~provost/calendar.html>, the School of Education Calendar 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 <http://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 or session has been completed, they must resign from the University for that. 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 has been completed, in which case there is no refund. After the 60% point in time of the session has passed, students who wish to negate 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 designation. 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.

## **Port Authority (PAT) Buses**

University of Pittsburgh students may ride any Port Authority bus, incline, or trolley within Allegheny County 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 two computer labs available for all of its students and faculties. The labs are located in 5520 WWPH (M-Th 10am - 8pm) and 125 Trees Hall (open during building hours). The labs include basic productivity software, SPSS, SAS, HLM, and additional software.

For more information on our computer labs and services, please refer to the appendix and the School of Education Technology website at:

<https://www.education.pitt.edu/EducationalResources/Technology.aspx>

## **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 the following website: <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.

## Transportation

The Department of Parking and Transportation administers parking and transportation at the University of Pittsburgh, including Shuttles and a Safe Rider assistance escort program. For more information: <http://www.pc.pitt.edu/transportation>

## Travel

Travel and business expense reports can be submitted through PRISM. If you are a University of Pittsburgh employee or graduate student with PRISM access, go to [www.bc.pitt.edu/prism](http://www.bc.pitt.edu/prism). Click LOGIN. Login with your university username and password. Click on "PRISM Login" at the top right of the page. Click one of the selections (either SOE or ADMPS form) to start an Expense Report.

If you have questions about how to plan for University-related travel, contact your ADMPS advisor or your project researcher in charge of the account for which you will be traveling.

## University Counseling Center

The [University Counseling Center](#) is located in the Nordenberg Hall - Wellness Center, 119 University Place Pittsburgh, PA 15260. The Center offers individual, couples, and group counselling.

If you are in an emergency situation where danger is imminent and immediate help is required, call 911 or the Pitt Police at 412-624-2121

### After-Hours Counseling Phone Numbers:

- General Mental Health Crisis Response: 412-648-7930
- Sexual Assault Response: 412-648-7856

## 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. Hillman Library is the largest library facility with seating for 1,500 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. Other collections are located at library facilities across campus.

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 PITTCAT, the on-line catalog for University Library System. PITTCAT currently contains bibliographic information for millions of book and periodical titles.

PITTCAT 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.

Carrels are provided here for graduate students and may be reserved each at the ground-floor lending desk.

**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.

## **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 fall and spring terms. 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.