GRADUATE STUDENT HANDBOOK

Department of Anthropology
University of Pittsburgh

2025-2026

This document provides useful information for both current and prospective graduate students, as well as faculty, in an easily accessible format. However, *it is by no means an exhaustive source*, and is written as a supplement to more extensive treatments of important information, which may be accessed through the URL addresses below. The Dept website is the official record of current Dept policies and regulations.

Graduate Studies at the University of Pittsburgh
https://www.gradstudents.pitt.edu/

Department of Anthropology at the University of Pittsburgh
https://www.anthropology.pitt.edu/

This document was last updated March 2026

TABLE OF CONTENTS

DEPARTMENT INFORMATION (contacts, and communication)
GRADUATE SPACE
    Office supplies
PHOTOCOPYING/SCANNING/ETC.
COMPUTING AND LABS
    Software
    Departmental labs
FACULTY ADVISOR
ANNUAL REVIEW
ACADEMIC TIMELINES
    Milestones
    Milestone cards
    University-wide credit requirements
    PhD timeline
    PhD/MPH timeline
STATUTE OF LIMITATIONS
    Dissertation completion plan
PHD REQUIRED COURSES
    Recommended professional development courses
STUDENT PETITIONS
FOREIGN LANGUAGE REQUIREMENT
COMPREHENSIVE EXAMS
DISSERTATION COMMITTEE
OVERVIEW (Advancement to candidacy)
SUMMER RESEARCH
IRB INFORMATION
DISSERTATION FORMAT
DOCTORAL DEFENSE
    Timing and tasks leading up to defense
    Dissertation defense
    Public component of the defense
    Filing/ETD formatting
    Relevant milestone cards
    Policy on scheduling defenses (and comps/overviews) for summer months
TEACHING
TA/TF SAFETY PROCEDURES
TA/TF SUBSTITUTION
DEPARTMENTAL COMMITTEES
LEAVES OF ABSENCE
    Parental leave of absence
ADDITIONAL PROGRAMS & CERTIFICATES
ARCHAEOLOGY FIELD EQUIPMENT
FUNDING RESOURCES
UNIVERSITY LIBRARY SYSTEM
GRADUATE STUDENT PEER GROUPS
PROFESSIONAL DEVELOPMENT

University Center for Teaching and Learning

OTHER IMPORTANT RESOURCES

Ombudsperson
Office of Diversity and Inclusion
Counseling
Disability services
Campus emergencies

DEPARTMENT INFORMATION

Main Office
3302 WWPH (also known as Posvar Hall)
Phone: 412-648-7500
Fax: 412-648-7535
Hours: Monday-Friday, 8:30 a.m. - 5:00 p.m.

Chair Dr. Gabriella Lukacs 3302 WWPH lukacs@pitt.edu	**Director of Graduate Studies (DGS)** Dr. Tomas Matza 3130 WWPH tomas.matza@pitt.edu
Academic Coordinator Ms. Z. Taylor 3302 WWPH 412-383-2871 eht3@pitt.edu **Departmental Coordinator (DC)** Ms. Wynn Maloney 31oo WWPH 412-648-7290 wynn2@pitt.edu	**Graduate Administrator (GA)** Mr. Jesse Daugherty jed110@pitt.edu

Receiving Mail
Each student has a mailbox in the main office. Please check it regularly. Your mailing address is:
(Your Name)
Department of Anthropology
3302 WWPH
University of Pittsburgh

Pittsburgh, PA 15260

Internal communication

Directory: The Department prints a directory every Fall semester. As soon as you know your address, phone number and e-mail address, tell the Department Coordinator. If any of your information changes during the year, please be sure to give the Departmental Coordinator the updated information.

Email: You have a University email address (username@pitt.edu). This email address is used by the Department and the University for official communication. It is *your responsibility* to ensure this email is functioning properly and to check your email regularly, i.e., at the beginning and end of the business day. Failure to read and react to email communications in a timely manner does not absolve you from knowing and complying with the content of the communications. If you have chosen to forward email to/from your pitt.edu address, you do so at your own risk. If email is lost as a result of forwarding, it does not absolve you from knowing what is sent to your Pitt email.

"Anthro-grads" is an email list consisting of current registered graduate students (including Hot Metal Bridge students) that is updated annually by the Graduate Administrator. All departmental notices to graduate students are sent to this list.

Facebook: Pitt Anth PhD Student Clan is run by/for students (no faculty have access) and is a great source of practical information and advice https://www.facebook.com/groups/146225039399/

"*Grad Anthropology*" under "My Organizations" in Canvas is a source for grant and fellowship info and sample grant proposals.

GRADUATE SPACE

Offices, desks, lockers, keys

- Only TAs and faculty can swipe into the department offices hallway and main office before and after normal hours (8:30am - 5pm).
- TA/TF rooms: TA/TFs are assigned an office desk by the Graduate Administrator.
- Lockers: The locker numbers in each office correspond to each TA desk number. Each locker has a unique combination and must be obtained from the department secretaries.
- *Grad common room*: Located at the end of the hallway (WWPH 3138), there is a common space for all grad students. This is a space for work, discussion, socializing and relaxing. There is a whiteboard, 2 mini refrigerators (please remember to take your food out regularly and at the end of the semester), microwave, coffee station, and tables and chairs. Please keep this area clean.
- *Grad quiet workspace*: Quiet workspace is located in office WWPH 3129 with desks assigned at the beginning of the semester by the Graduate Administrator. A sign-up sheet circulated at the end of each term allows students who do not have a workspace (such as TA's) to request one of the 10 desks. Priority goes to students on the Predoctoral Mellon Fellowship, those returning from fieldwork, and those with no alternative workspace. Unclaimed desks are available for any grad students, but keys are not assigned.

Office supplies

- Some limited supplies are available in the supply room in the front office next to the kitchen. There are also various hole punchers (simple and heavy-duty), staplers and large recycling bins in this room.

PHOTOCOPYING/SCANNING/ETC.

Departmental equipment

- Research: A scanner/printer/photocopier is available in the department hallway. The fax machine is located in the Main Office. There are additional printing services available via the University's computing labs (see below). Grad students can get personal codes for these department machines from the Department Coordinator. Grad students can print as many as 300 sheets per semester without charge.
- Teaching: TA/TFs will also use these machines for copying/printing related to courses they are teaching using a separate teaching code or by keeping track of teaching related copies using their personal code. All are encouraged to post as many things as possible online rather than printing them.

Pitt Print

Pitt Print (here for the app https://www.technology.pitt.edu/software/self-service-printing) enables students to send print jobs from any location to Pitt Print Stations located in all Student Computing Labs, campus residence halls, and other high-traffic locations across the Pittsburgh campus. Both black & white and color print jobs can be submitted from:

- Personal computers
- Computer Kiosks
- Computers in the Student Computing Labs
- Smartphones and tablets

After sending a print job to Pitt Print, students can pick up documents by swiping their University ID card or entering their University username and password at any Pitt Print Station.

Currently registered students and faculty receive $63 per semester for printing. This printing quota may be used toward single or double-side printing, and black & white or color printing. Black & white sheets are $0.07 each. Color sheets are $0.49 each. This is equivalent to 900 sheets printed in black & white or about 128 sheets printed in color.

My Print Center (print.pitt.edu)

Allows users to view current printing funds balance, lists all jobs sent to the Print queue that have not been released, list printing transaction history, and upload print jobs. All from most devices with a web browser. Files uploaded via My Print Center default to being printed duplex in black & white, but options can be changed after upload. The file size limit is 25 MB. Once a job is uploaded, it can be released the same as any other job submitted via MobilePrint, the Pitt Print Client, or from the Student Computing Labs. For more information on Pitt Printing and for downloading the printing software to your devices, please visit https://www.technology.pitt.edu/services/pitt-print.

COMPUTING AND LABS

There are many computer labs throughout the campus some of which are open 24 hours. Macs and PCs are available. Computer accounts are automatically generated for students. If you need assistance with computing (either on campus or at home) CSSD has a help line (412-624-HELP) that is available 24 hours a day.

Software:

Information Technology: https://www.technology.pitt.edu/services

- There is also a software IT help service in the back of the Pitt Store on Fifth Ave.
- Pitt IT provides a wide variety of software titles to students, faculty, and staff through the University's agreements with software vendors. Site-licensed software is delivered via download, in the Student Computing Labs, and upon request can be purchased in-person at the Walk-In Support Desk at the University Store on Fifth. Some software may be subject to an individual license fee and your University role or affiliation determines eligibility. Software titles are made available electronically through My Pitt with a valid University Computing Account. https://www.technology.pitt.edu/services/software-download-service-my-pitt

Hardware:

- Graduate student TA/TFs should be sure to have an **HDMI cable** for their first day of class. HDMI cables can be picked up for no charge in Classroom Services (Alumni Hall B10).
- TA/TFs can also rent other equipment for teaching from Classroom Services, such as cordless microphones and laptops.

Departmental Labs:

- On the first and second floors of WWPH (adjacent to DL or Lawrence Hall) there are archaeology and bioanthropology lab spaces. You must have a combination and keys to enter both labs.
- The Archaeology Lab is located on the second floor of WWPH (which is the first floor of DL Lawrence Hall). In the Archaeology Lab, there are computers with various statistics, graphics, drafting, and GIS packages. It also has a digitizing tablet, scanners for paper and slides or negatives, printers, and large format plotters.
    - Although this lab is in the Archaeology lab complex, it is available to anyone in the department.
    - The hours are posted on the door at the beginning of each semester.
- The Bioanthropology Lab is located on the first floor of Posvar Hall (which is the Lawrence Hall basement). Classes are often held in these labs and equipment for recitations is held in these rooms.

FACULTY ADVISOR

Faculty advising and mentorship are essential to your success in the graduate program and afterward. It is of the utmost importance for students and advisors to maintain a healthy, positive working relationship with good communication on both sides. Advisors do not just write letters of recommendation and sign off on other formalities. Typically, they provide essential feedback and guidance to students as they choose elective courses, develop their dissertation projects and proposals, write their dissertation, and consider post-PhD paths. Advisors are also an important source of information about opportunities (e.g., funding, research possibilities, conferences, publication, professional networks, etc.). Maintaining this relationship is the responsibility of the student, as well as the advisor. At the same time, students should seek advice and help from their advisors when they need it, rather than waiting for their advisors to check up on them. In some cases, students may be jointly advised by two professors, who will serve as co-advisors. For students in the joint PhD/MPH degree program, they will have one advisor from the Department of Anthropology and one from the School of Public Health and should work between the two accordingly.

Changing advisors: Incoming students are assigned a faculty advisor based on the Department's

understanding of the student's interests and in relation to faculty availability. Ultimately, however, the choice of advisor is up to the student, and students occasionally do change advisors because their own interests have changed or because the student-advisor relationship is no longer working. Conversely, faculty advisors also have the right to resign as a main advisor in instances of unsatisfactory or unprofessional conduct, breakdowns in communication, and other matters. To change advisors, students must: 1) consult with the DGS (and, whenever possible, the current advisor) about the situation, 2) find a new advisor willing to work with them, while also giving their previous advisor adequate notice, and 3) inform the Graduate Administrator and the DGS when the decision is finalized.

Dietrich School of Arts and Sciences (DSAS) guide to graduate student mentoring:
https://www.asgraduate.pitt.edu/sites/default/files/Grad%20Mentoring%20Booklet%20-%20digital-only.pdf
For other resources for mentees see:
http://www.asgraduate.pitt.edu/academics/advising-and-mentoring

ANNUAL REVIEW

This review will be based on a survey in which students highlight progress and accomplishments, reports from the advisor and other faculty (including, for example, instructors and committee members), grades, TA/TF performance, and other relevant information. Each student is **required** to take the Qualtrics survey of their annual activities of the calendar year, and to then send the GA an updated CV and transcript, OMETs (if applicable), and (for Pre-Doctoral students) a milestone tracking document. The DGS sends out a notice in December about the due date, which is typically mid-January. Your annual review letters will typically be sent to you in March, or early April.

ACADEMIC TIMELINES

The timelines presented below outline an *ideal* schedule, year by year, for the successful and timely completion of the PhD degree (please note, only requirements for the Department of Anthropology are considered), and the joint PhD-MPH degree. Students should aim to complete the required course credits and take their comprehensive exams by the end of their third year. However, some students will deviate from this timeline. For instance, incoming students already holding a Master's degree have *the potential* to transfer up to 30 credits towards their PhD (12 towards formal coursework and 18 towards informal coursework), thus reducing the amount of time needed to fulfill their coursework requirements.

Other circumstances that may require additional time include the need for language training, the need to fulfill external requirements (e.g., for area studies certificates, or the joint degree program), or short delays in acquiring funding for dissertation research. Students should work with their advisors to maintain steady progress toward their degree.

University-wide 9-credit and GPA requirement

The University and the Department require that each semester a minimum of 9 credit hours of coursework at the 2000- or 3000-level must be completed with an earned grade of **B or better** (Note: not a B average but rather a grade of B or better in courses totaling to 9 credits). In the Dietrich School of Arts & Sciences, a grade of B is defined as adequate performance for graduate students (an A grade is

considered outstanding performance and a B- or lower grade is considered deficient performance and a fail for required courses).

Minimum Dietrich School requirements for Master's and Doctoral degrees:

Master of Arts, Master of Science, and Master of Fine Arts Degrees
1. Must have full status (not provisional).
2. Must have passed comprehensive examination, evaluation, or the equivalent.
3. Must have completed oral defense of thesis (where applicable).
4. a. If admitted prior to Fall 2017, must have completed at least 24 credits (more in some departments) with a GPA of at least 3.00 b. If admitted during or after Fall 2017, must have completed at least 30 credits (more in some departments) with a GPA of at least 3.00.
5. Must have completed four courses (12 credits) from the "2000" or "3000" series with a grade of B or above (excluding independent and directed study).

Doctor of Philosophy Degree
1. Must have passed preliminary examination or evaluation.
2. Must have passed comprehensive examination.
3. Must have been admitted to candidacy **at least 8 months** prior to defense date.
4. Must have dissertation defended and approved.
5. Must have completed at least 72 credits (course work and research included) with a GPA of at least 3.00.

Please note that for graduate students admitted from fall 2017 onwards, 1000-level courses do not count toward the required graduate-level credits.

For more information, see Graduate and Professional University Catalogue at https://catalog.upp.pitt.edu/index.php

Milestones
Milestones refer to the sequence of official steps on the way to a PhD. The first milestone typically is the "prelim exam." The prelim exam is satisfied by passing the Core Course requirement: students must complete a minimum of three of four core courses by the end of their second year with a grade of B or better. Comprehensive exams are milestones, as is the dissertation overview and advancement to candidacy. Milestones are how the University records a student's official progress in the program. Failure to meet milestones in a timely manner may result in a student being placed on probation or no longer be considered in good standing.

Important: A student must be registered in the semester is which a milestone is completed.

Comprehensive exams, overviews and defenses are not held during the summer months (May 1-September 1). Faculty are not obligated to facilitate or participate in milestone events in summer months.

Milestone Cards

A **milestone card** is completed whenever a student passes a milestone. Here is a brief overview of the milestone cards, processes and responsibilities students, faculty, the GA, DGS and Chair. Milestone cards are managed through DocuSign and created by the GA.

Milestone type	Notification/Card	Who signs	Notes	Tasks for student
1st Milestone: PED (*preliminary doctoral exam*, i.e. completion of required core courses)	GA solicits updated transcripts from students. GA generates PED form.	DGS (Director of Graduate Studies)	Typically occurs at end of year 1.	Send transcript to DGS & GA when solicited.
2nd Milestone: CED (*comprehensive exams* completed)	Dissertation chair emails GA (cc DGS) when student has passed comps. Chair should mention the date each comp was passed. GA generates CED form.	Committee Chair & Committee Members	Typically occurs by end of year 3.	Ahead of time: Petition to form exam committee(s) and schedule exam(s) by emailing GA.
3rd Milestone: OVD & ACD (*Dissertation Overview & Admission to Candidacy*)	Dissertation chair emails GA (cc DGS) when student has passed overview. GA generates OVD and ACD forms. Chair and student complete OVD and ACD forms and return to GA, who circulates for signatures and submits to Grad Office. Note: External committee members should be approved/verified in advance of the meeting.	Dissertation Committee Chair, Committee Members, & Department Chair	Must occur at least 8 months in advance of Dissertation Defense milestone. Typically occurs at end of year 3 (and sometimes later). Follows completion of both comp exams. Note: Students need to complete all paperwork by the end of the spring term to be eligibile for an SSDD fellowship	Ahead of time: Petition to form dissertation committee and schedule overview. If relevant, petition to add external members to committee (may require extra paperwork). Keep in mind when scheduling: ideally, overview should take place at least 2 weeks before end of spring term.

			the next academic year. This means completing the overview at least **2 weeks prior to the end of the term**.	After overview: complete OVD attendance and ACD forms with dissertation chair.
Graduation Milestones and Paperwork: **DD** (*Dissertation Defense*)	Dissertation committee chair informs GA that student has passed defense. GA generates DD form. DD form is completed by dissertation chair and committee members.	Dissertation Chair & Committee		Ahead of time: Schedule defense with dissertation committee.
Graduation Milestones and Paperwork: Attendance Form	Dissertation Chair informs GA that student has passed defense. GA generates dissertation defense attendance form. Dissertation chair completes this form and submits to GA.	Dissertation Chair		
Graduation Milestones and Paperwork: **DAD** (*Dissertation Accepted*)	Dissertation committee chair informs GA that REVISED dissertation has been accepted by the committee and is ready to be uploaded to ETD. Please note that an ETD form is no longer required. Dissertation committees will be prompted to "approve" dissertations by ETD manager account.	Dissertation Chair & Committee	IMPORTANT: Dissertation chairs should not sign this card before all dissertation revisions have been made, reviewed, and accepted.	Ahead of time: Submit dissertation revisions for review by committee. Confirm with committee that all dissertation revisions have been accepted. Submit dissertation.

Anthropology PhD timeline

Year	Courses	Notes	Total credits
1	• 2 or 3 core courses • 1 or 2 grad electives • Required courses for subdiscipline, as offered	• Take language exam, plan for language study, or petition Graduate Studies committee for approval of prior language skills. • Plan summer fieldwork, apply for funding for summer fieldwork or summer language training. • If doing human subjects research, apply to IRB.	24
2	• Remaining core courses • Remaining required courses for subdiscipline • 1 or 2 grad electives • Independent study/ readings (if applicable)	• Consult with your advisor in September to craft application for Mellon Predoctoral Fellowship. • Start discussing dissertation proposals and comprehensive exams with your advisor. • Plan summer fieldwork directed at dissertation; apply for funding.	48
3	• Recommended: Grants and Research Design (in year 2 or 3) • 1 or 2 grad electives • Independent study/ readings	• Write dissertation proposals and re-apply for Mellon Predoctoral Fellowship (if eligible), and external fieldwork funding (Wenner-Gren, NSF, etc.). • Area and Theory comprehensive exams: form comp committees, petition Graduate Studies committee for approval, develop comp bibliographies, and take comp exams. Students often stagger their comps, taking one in fall and one in spring. • Overview: Form your doctoral committee, petition Graduate Studies committee for approval, and schedule and hold your Overview. Overview must be after the successful completion of both comps and must happen at least **8 months** before the dissertation defense. • Completion of language requirement. *Ideally, advance to candidacy by end of 3rd year.*	72
4		*(If necessary, complete comps and overview to advance to candidacy in 4th year.)* *(Apply for external fieldwork funding as necessary.)*	
4-6	After becoming a candidate, you normally will enroll under Full Time Dissertation Study (FTDS) status with no credit hours and low tuition (if you are on a Univ TF or Fellowship, tuition will be covered by the University). Under special circumstances you may be able to take certain courses while FTDS.	• Dissertation fieldwork. • Dissertation research, writing. • Schedule and hold your dissertation defense and your public talk. (You must be registered to hold your defense.). • When you have completed all revisions required by your dissertation committee, format the dissertation to Electronic Theses and Dissertations (ETD) guidelines and file. • GRADUATION!	

Medical Anthropology PhD/MPH timeline (will be revised to 81 credits pending Provost's approval)

Year	Courses	Notes	Total credits
1	• 2 or 3 ANTH core courses • ANTH 2001 & 2002 • 4 MPH courses **(Recommended: BCHS 2554 (fall); BCHS 2520 (spring))** • 1 or 2 grad electives • Required courses for subdiscipline, as offered	• Take language exam, plan for language study, or petition Graduate Studies committee for approval of prior language skills. • Plan summer fieldwork, apply for funding for summer fieldwork or summer language training. • Take MPH courses even if you are not yet admitted. They will be counted later on. • If doing human subjects research, apply to IRB.	29
2	• Remaining core courses • Remaining required courses for subdiscipline • 2 MPH COURSES **(Recommended: EPID 2110 (Fall); BIOST 2011 (Spring))** • Grants course • 1 or 2 grad electives • Independent study / readings (if applicable)	• Consult with your advisor in September to craft application for Mellon Predoctoral Fellowship. • Start discussing dissertation proposals and comprehensive exams with your advisor. • Plan summer fieldwork directed at possible dissertation; apply for funding.	58
3	• 4 MPH courses • Recommended: Research Design (in year 2 or 3) • 1 or 2 grad electives • Independent study/ readings	• Write dissertation proposals and re-apply for Mellon Predoctoral Fellowship (if eligible), and external fieldwork funding (Wenner-Gren, NSF, etc.). • Area and Theory comprehensive exams: form comp committees, petition Graduate Studies committee for approval, develop comp bibliographies, and take comp exams. Students often stagger their comps, taking one in fall and one in spring. • Overview: Form your doctoral committee, petition Graduate Studies committee for approval, and schedule and hold your Overview. Overview must be **after** the successful completion of both comps and must happen at **least 8 months** before the dissertation defense. • Completion of language requirement. *Ideally, advance to candidacy by end of 3rd year.*	87
4		*(If necessary, complete comps and overview to advance to candidacy in 4th year.)* *(Apply for external fieldwork funding as necessary.)* *(Dissertation fieldwork satisfies MPH practicum; students should complete documentation while in the field.)*	

5-6	• Remaining MPH courses (You may continue to take SPH classes after advancing to candidacy if you wish. Enrollment status is FTDS, (Full-Time Dissertation Study) with no credits (or up to 6 credits) and very low tuition.	• Dissertation research, writing. • Complete any remaining MPH courses. • Schedule and hold your dissertation defense and your public talk (You must be registered to hold your defense). • When you have completed all revisions required by your dissertation committee, format the dissertation to Electronic Theses and Dissertations (ETD) guidelines and file. • GRADUATION!	

STATUTE OF LIMITATIONS

Dietrich School regulations stipulate that the PhD must be completed **within 10 calendar years** of initial matriculation (**8 years** for students entering with a Master's degree). They also stipulate that comprehensive examinations must be retaken if they were originally passed more than 7 years before completion of PhD requirements. Only in special cases is University or Departmental funding provided **after year 6** in the program. Students should make all efforts to complete their PhD within five to six years, and not count on funding being available past year 6 in the program.

Dissertation completion plan

As of AY 2025-26, the Graduate Studies Office is requiring that any appointment for a student in year 6+ must be accompanied by a "Dissertation Completion Plan" prior to approval. The DCP format is as follows:

Dissertation Completion Plan Requirements

Students in the humanities and social sciences who are seeking Dietrich School funding after exhausting their program's guaranteed funding (5th years and beyond) must submit a Dissertation Completion Plan that meets the following requirements:

1. Written by the Student and Endorsed by the Advisor
• The student must prepare the plan; the advisor must review and sign off to indicate feasibility and support.
• If the plan is not feasible, the advisor should work with the student to revise it before submission.

2. Project Overview
• Provide a working title or topic of the dissertation.
• Include a 2–3 sentence summary of the central research question or argument.

3. Chapter-by-Chapter Status
• For each chapter: include a short title/topic, one-sentence description, current status (e.g., not started, in progress with estimated percentage complete, draft complete), and what remains to be done.

4. Timeline to Completion
• Provide a month-by-month plan through the expected defense term.
• Include specific writing deadlines, chapter submission dates, committee review points,

anticipated defense date, and expected graduation term.
• Plans should demonstrate feasibility and a realistic path to completion.

5. Meeting Schedule with Advisor
• Include a clear plan for regular advisor meetings, specifying both frequency (e.g., weekly, biweekly) and expected length (e.g., 60 minutes).
• This ensures accountability and sustained progress during the completion period.

6. Advisor Endorsement and Submission
• The advisor must include a statement confirming that: the plan is realistic, the student is making adequate progress, and completion is achievable within the proposed timeline.
• Advisor submits the plan and their endorsement to Jennifer Sadecky (jsadecky@pitt.edu) in the Graduate Studies Office.

PHD REQUIRED COURSES

As part of the requirements to advance to PhD candidacy, a student must have completed 72 course credits in anthropology or approved through petition to count towards the 72. Of these, 42 credits must be in formal coursework. All courses must be at the 2000 level to count towards the PhD credits. The remaining 30 credits may be a mixture of formal courses, independent study, or thesis credits. Students routinely petition the Graduate Studies Committee to accept course credits to count towards their total from an MA degree at a previous institution. MA/MS transfer: 12 credits towards formal coursework, 18 credits towards informal courses

- MA/MS must have been awarded within 10 years.

The following courses are required as part of the **formal** course credits. Students must pass these courses with a grade of **B or better**:

- Three out of four **core courses** (cultural anthropology [ANTH 2789], biological anthropology [ANTH 2687], archeology [ANTH 2588], and linguistic anthropology [ANTH 2490]). This satisfies the preliminary exam requirement. Students with an MA/MS may petition for a waiver of the core course in consultation with the core course instructor. Students must take the core course in their own area of specialization. Since the core courses fulfill the role of preliminary exams in the PhD requirements for the Dietrich School of Arts and Sciences, students should ideally complete their core courses by the end of their first year, and no later than the end of their second year.
- A minimum of three **graduate seminar electives** (at the 2000-level). These courses are grad-only (or at a minimum grad-predominant) seminars and are offered by different faculty across the subfields on a rotating basis. They are intended to advance student theoretical knowledge in areas related to our program's strengths and student interests. Students should consult with their advisors to discover which courses satisfy this requirement in a given term. While only three courses are required, students are encouraged to take more than that. These courses are also open to ABD students. This new requirement applies to students entering the program in the fall of 2022 and after.
- **Additional method and theory courses specific to subfield:**
  - Cultural anthropology: ANTH 2763 (Field Methods).
  - Archaeology: ANTH 2534 and ANTH 2524 (Archaeological Data Analysis 1 and 2).

- Bioarcheology: 1) ANTH 2534 and ANTH 2524 (Archaeological Data Analysis 1 and 2), or, with the approval of their advisor, a two-course statistical sequence, Biostatistics BIOST 2041 and BIOST 2042 (Introduction to Statistical Methods I and II).
- Biological anthropology: With the approval of their advisor, a two-course statistical sequence, Biostatistics BIOST 2041 and BIOST 2042 (Introduction to Statistical Methods I and II).
- Medical anthropology (for the joint PhD / MPH): ANTH 1761 (Patients and Healers: Medical Anthropology 1), ANTH 2731 (Medical Anthropology 2), and 12 credits from a list of approved courses.

PhD Requirements in the Department of Anthropology

https://www.anthropology.pitt.edu/graduate/overview/phd-anthropology

M.A. Requirements in the Department of Anthropology

https://www.anthropology.pitt.edu/graduate/overview/ma-anthropology

Joint Degree Requirements (please consult the school of public health)

https://www.sph.pitt.edu/bchs/academics/mphphd-anthropology

Recommended professional development courses and workshops

The Department of Anthropology offers two professional development courses for Anthropology graduate students in any subfield.

- **ANTH 2744 Grants and Research Design**. This course aims to help each student refine their dissertation project and write a funding proposal for doctoral research. Students taking the course in their second-year work on defining their research for a concise summary in a Mellon Predoctoral Fellowship application. Students in their third year typically use the course to craft an external funding proposal e.g., to Wenner-Gren or NSF. Students should plan to work closely with their advisor as well as the course instructor in this process.

- **ANTH 2555 Workshop on Publishing**. This course is designed to help students craft, polish, and submit a paper for publication to a journal or edited book by the end of the semester. It is intended for relatively advanced students who *already* have a piece in preparation that they can realistically submit by the end of the semester. Students should expect to work with their advisor in this process and to spend time giving feedback to their fellow students as well as working on their own paper.

In addition, graduate students are encouraged to avail themselves of periodic professionalization workshops offered by the Department of Anthropology, the Office of Diversity and Inclusion, the Center for Teaching and Learning, and the Dietrich School including 3MT and Grad Expo.

STUDENT PETITIONS

Students must petition the Graduate Studies Committee several times during their course of study. These petitions go to the Grad Studies Committee for recommendation for approval by the Faculty. Petition to approve:

a. Transfer of MA credits
b. Course requirement waivers
c. Language exam results/waiver (see below)
d. Comprehensive committee formation
e. Dissertation committee formation
f. Changes to Comprehensive or Dissertation committees

1) The Graduate Studies Committee accepts petitions for transferring course credits from MA programs **twice** a year. The same rule and deadlines apply to requests to waive core and methods courses. (In the event a deadline falls on a weekend or a university holiday, the deadline will be the next workday.)
    a. **The deadlines are October 1 and March 1**.
    b. To request the transfer of MA credits, students should contact the Graduate Administrator for a cover sheet detailing which courses are being petitioned and be prepared to provide transcripts as well as brief descriptions of each course that is being petitioned.
2) For consideration at any given faculty meeting, all other petitions must be submitted at least **2 weeks prior** to that meeting. Students should thus consult with the Departmental Coordinator at the start of the academic term about the faculty meeting schedule and plan their petition submissions accordingly.)
3) You are asked to send an email to The Graduate Administrator with your petition request(s) in the body of the email. Please indicate PETITION in the subject field of your email.

FOREIGN LANGUAGE REQUIREMENT

Before students advance to candidacy, they must demonstrate competence in a language other than English that is relevant to the student's research. This language is determined in conversation with the student's supervisor(s). "Competence" may be demonstrated in one of several ways:

1) Passing, after entering the graduate program, the fourth semester or equivalent of a college-level language course (for instance, French, German, Spanish). Depending on the student's former training in that language, this might require taking one or more lower-level courses first. Language placement tests will establish on which course level students have to start. These courses **do not** count towards the 42 formal course credits. A student entering the program without the foreign language skills necessary to fulfill the foreign language requirements **should immediately enroll in a language course**.

2) Being a proficient speaker of a relevant language other than English.

3) Testing out: Students can test out by taking a language by either (a) translating (without the assistance of AI/google translate) a short, 1- page written text from the research language to English; or (b) listening to a portion of audio in the research language and then translating it (in writing) into English. The examiner will report the results to the DGS. If you have three or more years of language study behind you, consider sitting immediately for the language examination and getting this requirement out of the way.

A. Note on finding examiners: It is the student's responsibility to reach out to a faculty member in a relevant department (including but not limited to a department of languages) or a faculty member (including appointment stream) who is a proficient speaker in said language. Students should submit a petition to the Grad Studies Committee for approval for qualified examiners who are not language department

faculty prior to taking the exam. Students must handle all scheduling and provide documentation of the results of the exam to the Graduate Administrator. If the language selected is not offered at Pitt, a qualified examiner may be selected from another institution and approved by the Grad Studies Committee. The results of language exams will be communicated to the full faculty.

COMPREHENSIVE EXAMS

Comprehensive exams (or "comps") are designed to test students' grasp over the literature that relates to their areas of interest (both geographical and theoretical). The general scheme is as follows, though it does not apply strictly and may vary across subfields: one exam (the "area comp") will focus on the geographic region in which the student conducts field research, while the other (the "theory comp") is addressed to the relevant theoretical background of the student's specific research interests. These exams should be taken no later than the student's third year as it is not possible to proceed with dissertation research until these exams have been passed. The only exception is for students in the Joint PhD/MPH Program who sometimes require an extra semester to complete comps due to credit requirements. For those students, these exams should be taken no later than the student's fourth year.

Forming committees: Comprehensive exams require a committee of at least 3 faculty members, at least 2 of whom must hold primary positions in the Department of Anthropology. Additional members, whether Pitt faculty or not, may be added. One member serves as the committee chair (often the student's advisor). Students must also petition the Graduate Studies Committee for approval of their comp committees (see *Student Petitions* section). Students should plan to petition for comps committees at the start of the semester. Comps exams must be completed before the end of the following term. It is the role of the committee to design and administer the exams, which will be based on a bibliography that is to be submitted by the student. Committee members must approve the bibliography and suggest amendments or recommend additional sources if necessary. When applicable, the committee must also approve the student's exam format (see below).

Scheduling: It is Departmental policy that committee members be given a minimum of 3-4 weeks' notice prior to the date on which the student intends to take the exam, and considerations of their schedules must be kept in mind as students prepare. Comp committees **do not** meet during the summer months (May 1 – September 1) so students must keep this in mind when scheduling.

The most common format of the comprehensive exam is a 72-hour written exam. Some subdisciplines may also permit a comp exam that takes the form of a review essay:

- *The 72-hour exam*. For each exam, students compile a bibliography, to be determined in consultation with the primary advisor and the committee. The student may divide their bibliographies into several sections as they deem helpful.
    - Examples in archaeology/bioarcheology:
        - An area bibliography might be divided into time periods (Late Preclassic, Early Classic, Late and Terminal Classic) and/or thematic sections (Late Intermediate Period social organization, Inca conquest and control, late pre-Columbian Andean religion, Andean mortuary archaeology).
        - A theory comp bibliography may be divided into sections corresponding to different theoretical and methodological literatures. The comprehensive exam will be divided into sections to ensure adequate coverage of the bibliography, but these sections do not necessarily correspond with how the student has organized the bibliography.

- Examples in cultural anthropology:
  - For instance, if a dissertation is about the labor conditions in the IT sector in South Korea, then possible sections in the area comps might include: (1) Anthropology of South Korea, (2) Work in South Korea, and (3) Technology in South Korea.
  - For the theory comps, the three sections might include (1) Infrastructure Studies: The Platform Economy, (2) Labor in the IT Industry, (3) Science and Technology Studies: Technological Innovation.
- Preparation:
  - Students prepare by producing bibliographies that must be finalized several weeks in advance of the exam.
    - Each comp's full bibliography consists of approximately 100 entries with an appropriate mix of books and articles (and past and contemporary works) on the list. The two bibliographies can overlap up to about 15%.
    - Bibliographies are sometimes first reviewed by the comp chair and then sent out to the other committee members for review and suggestions for additional references if needed. In other cases, students may work one-on-one with each committee member on composing a part of the list.
    - Note: Each committee may have its own vision of the nature of the bibliography and the process or assembling it; students should thus seek guidance from their committees early in the process.
  - The committee is responsible for finalizing exam questions and approving the bibliographies. Composing exam questions is generally done with some degree of input from the student. Students are encouraged to consult with their chair on the process at an early stage.
- Procedures:
  - Students generally are given between 6 and 9 questions from which to choose, sorted into three separate sections. Students must answer one question from each section.
  - Each answer is expected to be about 2,500-3,000 words, which means that a comp exam will total about 7,500-9,000 words.
- Formatting and submitting comp exams:
  - Faculty are encouraged to use the following instructions format on the exam they provide to students:

Name:
{Subfield} Comprehensive Exam YEAR
Time (e.g., Monday April 26 (8:30am)--Thursday, April 29 (8:30am))

- Be sure to budget your time as you answer questions.
- Plan each answer to be about 2500-3000 words long (excluding bibliographies).
- Clearly indicate which question you are answering (you can just cut & paste the question from the exam into your document).
  - Each answer should include a 'References Cited' section (does not contribute to the word count)
  - Start each answer on a new page.
- We expect you to write clearly and comprehensibly and include citations.
- Please email your exam package by **{time due}** to all 3 members of your comprehensive exam committee (Drs. X, Y, and Z) and the Graduate Administrator.
  - Your **'exam' email package** will include 3 attachments:
    - A Word document containing all 3 answers and 3 works cited sections.
    - The comp exam (this document)
    - The original bibliography that was sent out to your committee members.

- *Comp exam review essay*. Students should consult with their committees on whether this is an option. Until now, it has not been a practice in archaeology.
  - Preparation:
    - These exams take a format like the essays published in the *Annual Review of Anthropology*. They are expected to be carefully written and review major current trends and areas of research within a certain field. The point of the essay is that students should demonstrate that they are able to navigate the literature and situate their own dissertation research within those bodies of literature.
    - Students should follow the procedures (see above) for the 72-hour exam for assembling relevant bibliographies.
    - Students should plan to meet with committee members to discuss readings and strategize about how to approach the exam essay. Note, however, that committees will not read preliminary drafts of comp exam review essays.
    - Comp exam review essays should be about 8,000-10,000 words in length excluding footnotes and references.
  - Formatting and submitting comp review essay exams:
    - There are no strict formatting requirements—consult with your committee on things like citation style—but it must include a complete bibliography.
    - Students should submit their comp exam review essay several weeks in advance of the end of the term, if possible.
    - The comp exam review essay should be emailed to all 3 members of your comprehensive exam committee, and the Graduate Administrator.
- All comp exams are assessed on a pass/fail basis.
  - Criteria for a "pass" will vary across subfield and committees. Students and faculty are encouraged to discuss expectations early and with as much specificity as possible.
  - Committee members will evaluate the exam within 7-10 days. It is the faculty's responsibility to provide feedback to students.
  - In instances of a "no pass," it is the committee's prerogative to determine the best course of action and, if applicable, a timeline.

DISSERTATION COMMITTEE

As soon as possible after completion of the core course requirements, and certainly by the third year in residence, prior to admission to candidacy, the student must establish a doctoral dissertation committee that will: 1) participate in the student's preparation of the dissertation research proposal; 2) administer the oral dissertation overview; 3) offer advice while the student is collecting field or laboratory/museum data as well as while the student is writing the dissertation; and 4) conduct the oral dissertation defense. This committee consists of at least three Graduate Faculty members from the Department of Anthropology, including the student's advisor, and at least one graduate faculty member from another department of the University or from another university. If a member of the graduate faculty of another university is selected, they must be approved in advance by the Associate Dean for Graduate Studies and Research. The student must petition the Graduate Studies Committee for approval of the dissertation committee.

OVERVIEW (Advancement to Candidacy)

Before actively pursuing dissertation research, the student makes an oral presentation of the intended project to the dissertation committee. The student gives the members of the committee a proposal at least one month ahead of time. The overview should not be the first discussion of the project between the student and committee members. If the committee members approve, their recommendation is forwarded to the Associate Dean for Graduate Studies and Research. For research involving human subjects or animals, IRB or IACUC approval must be obtained *before* the student can be advanced to doctoral candidacy. A student who has not passed the dissertation overview by the end of the fourth year in residence (fifth year for students in the joint PhD/MPH program) may be dismissed from the program. Overviews are not scheduled during the summer months (May 1 – September 1).

SUMMER RESEARCH

Students spend the summers after year 1, 2, and 3 conducting pilot research. Students in cultural anthropology should begin the IRB process (see below) as soon as possible; no data can be collected for the dissertation until after the IRB is approved. Students in bio/archaeology should consult with their advisors on the relationship between pilot data and dissertation data.

IRB INFORMATION

The Institutional Review Board (IRB) (http://www.irb.pitt.edu/) is an administrative body established to protect the rights and welfare of human subjects recruited to participate in research activities. Any time you use human subjects (for interviewing, etc.) you must have your project cleared by the IRB. This is true no matter what funding you receive from the University of Pittsburgh or extra-mural agencies. Some of you may be doing summer projects that would NOT involve the use of human subjects. Archaeology and some biological anthropology projects typically constitute exceptions (as non-living people are not covered). These research projects do not need IRB clearance. During the first summer, some cultural anthropologists may only be proposing to do language study, look for field sites, etc. These activities typically do not require IRB clearance. However, those of you who will be doing participant observation and/or actual interviewing with interlocutors must secure IRB clearance. Plan ahead because it may take some time to get the clearance. Note that any information gathered without IRB clearance CANNOT be used in your dissertation. Note that the University of Pittsburgh IRB also

requires investigators to complete the human subjects training program developed by CITI (Collaborative Institutional Training Institute) (http://www.citi.pitt.edu/citi/). Please talk to your advisor and/or the IRB about the CITI courses you will need.

DISSERTATION FORMAT

In addition to the standard dissertation format, students have the option to write their dissertations following the three-article format. Links to sample dissertations written in the conventional format can be found on the Department's website.

https://www.anthropology.pitt.edu/graduate/overview/phd-anthropology.

Three-Article Dissertation

Students should decide at the time of their overview examination whether to pursue the three-article dissertation format. This decision must be made in consultation with the members of the student's dissertation committee. All members must unanimously agree to the student's plan to complete a dissertation in the three-article format. Students can also choose the three-article format after the overview, or switch from this format to the regular dissertation format with committee approval.

1. This dissertation format will be comprised of three full-length articles of publishable quality within a peer-reviewed journal, an introduction, and a conclusion.
2. The articles are expected to develop various aspects of an overarching theme presented in the introduction. Additional papers may be added above the minimum of three if approved by the committee. The student must be the sole author or lead author on all articles. The student should be responsible for the conceptualization, data analysis, and writing of the articles.
3. Only one of the three articles can be an article that has been published or accepted for publication *prior* to the student's overview at the discretion of the committee. If the article is co-authored, the student must be the first author. The published article must represent work undertaken while the student was enrolled in the PhD program and be related to their dissertation project. The student is responsible for securing necessary permissions from the copyright holder and other authors. (See Pitt Library for questions and assistance: https://www.library.pitt.edu/copyright).
4. The goal of writing an article-style dissertation should be to publish the articles that appear in the dissertation. Journals to which articles are being submitted must be approved by the dissertation committee. Serving as an "editorial board" for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success. Dissertation papers can be submitted for publication while the student is ABD. If a paper is rejected by a journal during the dissertation process, the student may submit to another journal approved by the committee. In the case of a "revise and resubmit" during the dissertation process, major revisions to the paper that change the paper's overall relationship to the dissertation topic must be approved by the dissertation committee. After the successful dissertation defense, any new submission or resubmission, including changes in the authorship or article content, will be at the discretion of the PhD graduate.
5. The introduction of the dissertation should clarify the rationale for grouping the three articles together. It is expected to include a summary of the research problem the three articles tackle, the methodology used to answer the research question(s), the significance of the research, the theoretical foundations of the research introduced in the context of an overview of pertinent literature.

6. The conclusion should summarize the dissertation's major findings. It should also reinforce the linkages between the chapters, tying together the three articles into a cohesive body of scholarship. The conclusion is a place where the student can restate and reinforce the through-line that connects the individual chapter. The conclusion might also present a plan for future research on the research problem(s) engaged in the dissertation.
7. Large datasets and specific methods discussed in a published paper but not presented in their entirety, or presented in supplemental sections, should be (if permissible) included as appendices as appropriate.

DOCTORAL DEFENSE

By the time of the oral defense of the dissertation, students will have prepared and presented to their committee members a final version of the dissertation. It is expected that there will be sufficient interaction between the student and the committee members so that revisions after the defense will be minor. The procedures for the final oral examination are outlined in the requirements for the PhD degree of the Dietrich School of Arts and Sciences. Below are guidelines for our department's procedures:

Timing and tasks leading up to defense

1. Student and chair should discuss the **target date and timing** and consult with GA on term deadlines. As of 2025, the deadline for defending in the spring was about 1 month prior to the official end of the semester. *For students wishing to graduate in the term in which they are defending, it is recommended that defenses take place at least a month before the spring filing deadline to allow for revisions and final submission.*
2. Student **circulates full penultimate draft to chair 8 weeks prior to target defense date**. After reading the draft, the chair notifies the student what revisions need to be made, and whether they should proceed with scheduling the defense or if more time is needed.
3. Student **contacts committee members to schedule defense and public talk**. Preferably, the defense and public talk will be on the same day, in whatever order the student and committee think is appropriate. Students should schedule a 30-minute break between the two.
4. Once the defense date is determined, the student **contacts the GA to schedule rooms** for the dissertation defense (1.5-2 hours; usually in the Fishbowl) and public talk (1 hour; usually in the Lounge).
5. Student **circulates the penultimate full draft to the full committee 4 weeks prior to defense**. Committee determines whether the dissertation is defensible and notifies chair.
6. Student **creates an announcement flyer for their public talk and shares with the GA**. The Dietrich School requires that public talks are advertised a minimum of 2 weeks prior to when they take place.

Note: students should familiarize themselves with ETD format requirements when they begin drafting the dissertation.

Dissertation defense

These typically last 1.5-2 hours and follow a similar structure to the overview. Students should expect to be excused from the room (typically once or twice) while the committee deliberates. During the deliberation, the committee should decide what questions/concerns need discussion, and how to

structure the defense. Students should then be prepared to provide a brief, 5-10 minute overview of the dissertation research, and address the questions/concerns of each committee member. This is the "defense" of the dissertation. It is also a time to get helpful input for immediate and longer-term revisions. Following this, the committee decides whether the student has passed the dissertation defense, and under what conditions (if any) the dissertation can be approved.

Public component of the defense

The defending candidate must present a formally and publicly announced presentation of the dissertation open to the public. Typically, this public component consists of an hour-long talk held in the Anthropology Lounge. This may follow the doctoral committee oral examination component of the defense, or it may come before the oral exam so that the experience is of benefit in preparing the candidate for the oral examination. (The department recommends students schedule the defense and talk on the same day with at least 30 minutes between the two, if possible.) Students should prepare a 30-35-minute presentation of their dissertation, structured like a job talk. Thus, it should include an introduction and overview to the project, research questions, methods, and findings. Ideally, it would also include substantive ethnographic or archaeological data as well as an attention to key theoretical concerns. The talk is followed by a Q&A.

Filing/ETD formatting

Students are often asked to revise the dissertation before the milestone card is filled. Oftentimes, the committee leaves the chair in charge of the process and does not need to see a new version; however, sometimes committee members may wish to see the revised draft, too. Revisions are made and students also work on addressing ETD requirements. Check with GA on filing deadlines; for graduation that same term, the ETD deadline will determine the revision deadlines.

Relevant milestone cards

The Dietrich School now uses DocuSign for all milestone cards. The chair should report the results of the defense over email to the GA (cc DGS) as soon as possible. The GA then prepares the DD (doctoral defense) milestone card, which is circulated electronically to the committee for signatures. When the dissertation is approved for submission, the GA circulates a DAD (dissertation accepted) milestone card. This is signed by the dissertation chair and committee.

Policy on scheduling comps and defenses for summer months

Please note that graduate students are required to be registered during the academic term in which they take their comprehensive and overview examinations and defend their dissertations. Defenses are **not** held during the summer months (May 1 – September 1).

TEACHING

Students gain teaching experience (typically in year 2) as Teaching Assistants, or TAs, and then, after one-year's teaching experience, as Teaching Fellows, or TFs. TA/TFs should expect to work 20 hours per week assisting professors with undergraduate courses. TA/TFships often entail leading individual recitation sections, grading, and holding office hours. TA/TFs in large lecture courses are also expected to attend lectures.

TA/TF Orientations

Each year the University Center for Teaching and Learning and the Anthropology Department offers TA/TF orientations.

1. The University Center for Teaching and Learning offers a New Teaching Assistant Orientation (NTAO) each August and January. NTAO is required by the Dietrich School of Arts and Sciences for all students who will be teaching assistants for the first time in the ensuing semester(s). Offered in January and August each year, this one-day event is designed to introduce basic concepts and information needed for classroom success.
2. In late August, the Anthropology DGS, in conjunction with the TA mentor (a more senior graduate student selected by the DGS), offers a TA/TF orientation just prior to the start of classes. All appointed TA/TFs for that coming academic year are required to attend this orientation. Timing of this orientation is typically announced in May.

Achievement in Pedagogy Badge

The Graduate Student Teaching Initiative at the University of Pittsburgh's Center for Teaching and Learning provides a credential in pedagogy for graduate students. Graduate Students can earn an Achievement in Pedagogy Badge by attending six qualifying teaching center workshops in three of five possible focus areas. Participants also compose a final 2-3 page reflective essay on the impact of the training program on their teaching. The pedagogy badge is optional for Anthropology graduate students.

University Teaching Practicum (FacDev)

Students can serve as instructors of record in either summer courses, or courses offered during the year through the College of General Studies (CGS) (see below for details on selection and eligibility). Students serving in these roles are required to take the University Teaching Practicum (FacDev 2200). The department strongly recommends that students take this course during their second year, while serving as TAs.

English Language Competency Requirement

Students for whom English is not a primary language are required to take an ITA/ITF English Comprehensibility Test prior to being a TA. The English Comprehensibility Test for International Teaching Assistants is a 20-minute speaking exam conducted by the English Language Institute (ELI) in the Department of Linguistics at the University of Pittsburgh to ensure ITA/Fs have an appropriate level of fluency and language proficiency to lead a class in which the primary language of instruction is English. In compliance with University of Pittsburgh policy and Pennsylvania Fluency Act 76, the ECT allows the university to determine whether an ITA's English proficiency is sufficient to teach undergraduate students in a classroom or lab setting. Tests are held on zoom, and involve speaking on an informal topic, and also speaking on a topic relevant to your area of study.

TA/TF SAFETY PROCEDURES

Emergencies or disruptions in your classroom may sometimes happen. Since everyone's tolerance for disruption is different, it is a good idea for each TA/TF to reflect on a few different scenarios and consider what you might do in those instances. There are a range of resources at Pitt that you could turn to in such situations.

*Please keep in mind the Pitt emergency number (412-624-2121). This will connect you with dispatch that links to the Pitt police. You can also call 911. It might be a good idea to write this number in your teaching materials to have it on hand.

*Pitt police also recommends that faculty and students download an app called Rave Guardian, which is available through Pitt ITS for free. When activated, a person can talk through in real time a situation in a classroom. You should investigate whether the privacy settings of this app are acceptable to you.

*There are also panic buttons in most classrooms. When pressed, these buttons lock the door so that persons outside the room cannot enter. (People inside the room are not locked in.) Pitt police will also respond to these quickly and appear in the room. In such instances, you should be ready to clarify what is happening. This may or may not be easily doable if a threatening person is in the classroom. (This is why Rave Guardian may be of use.)

*Pitt police also offer a variety of trainings, including in de-escalation. Depending on your comfort level and the context, this can be a good way to respond to situations.

*Between the hours of 12 and 8 pm, Monday through Friday, Pitt police will often be accompanied by a member of the HEART team. These are people with additional training in mental health crises. Pitt police are also trained to respond to these situations in ways that may be different (including less confrontational) than Pittsburgh police since the one population is students.

*When you are preparing to teach your class, it is a good idea to visit the classroom and familiarize yourself with the location of the panic button and different evacuation routes.

Our hope is always that you will never have to use any of these tools; however, it's a great idea to be familiar with them just in case.

TA/TF SUBSTITUTION

Contingency planning in the event of student emergencies

Emergency/unplanned situations: If a TA/TF has an emergency, they should alert the instructor of record as soon as possible, and, when feasible, other TA/TFs. Instructors of record should be prepared to take the lead in contingency planning, including planning involving another TA/TF stepping in temporarily. Additionally, instructors of record are encouraged to plan ahead and consider alternative methods of instruction for these recitation sections, including synchronous and asynchronous activities (discussion board posts, documentary film watching, etc.) to alleviate pressure on graduate students during these emergency situations.

Short-term (planned/expected) absences: If TAs/TFs miss teaching a few recitations, (e.g., due to planned conference attendance), it is first recommended that they work with another TA/TF to fill-in with the idea that they would return the favor later in the semester. These arrangements should be communicated to the instructor of record to ensure that the arrangements are equitable. Such arrangements should generally not exceed one week's worth of recitations.

Medium-to-long-term unplanned absences: In instances in which TA/TFs have experiences which would cause them to miss more than one week of recitations, they should be in touch with the instructor of record and the DGS immediately. (In some cases, depending on the length of the absence, TA/TFs may wish to consider taking a leave of absence. This should be discussed with the TA/TF's main advisor(s) and the DGS.) With regard to the status of stipends and health insurance when on leave, according to the Graduate Studies Office, under the heading Accommodations, "In the event a TA,

TF or GSA needs an adjustment to the expectations of their appointment due to a serious illness or physical incapacitation, the TA, TF or GSA involved should receive their stipend and tuition for a length of time to be determined by the dean's office." (see https://www.gradstudies.pitt.edu/sites/default/files/assets/TA-TF-GSA-Academic-Regs-6-1-22-x.pdf)

Overload compensation for medium-to-longer-term substitutions (requires immediate action):

The DSAS Graduate Studies Office also offers "overload compensation" for longer-term TA/TF substitutions who are U.S. citizens and permanent residents. (*Unfortunately, visa restrictions exclude international students from receiving overload compensation*.) To qualify for overload compensation, a form has to be submitted as soon as possible, and TA/TFs cannot work an overload before approval. The process involves filling out a form that can be found on the Grad Anthropology Canvas page. The form requires:

- The TA/TF to outline the overload duties;
- The advisor to verify that "this overload request will not interfere with the student's academic progress";
- A signature from the Department Chair;
- The DGS then submits the form to the Graduate Studies Office for approval.

Important Notes:

The grad office has indicated that these can be turned around quickly. If there is a waiting period, however, instructors should work with TA/TFs in an equitable, short-term substitution plan and/or find alternative methods of instruction.

DEPARTMENTAL COMMITTEES

Graduate students serve as representatives on certain departmental committees. Appointments as graduate student representative to the standing committees are made at a meeting at the end of the Spring semester.

Grad Studies Committee (GSC)

This committee typically meets monthly during the Fall and Spring semesters with the primary duty of overseeing the operation of the graduate program. The GSC reviews graduate student petitions concerning counting classes towards course requirements, approves comp and dissertation committees, and engages in strategic planning for the graduate program. This committee is composed of 1 faculty member from each subfield and *1 graduate student*. It is chaired by the DGS.

Admissions/Recruitment

This committee assists with admissions and recruitment in the Department. While grad students do not review applications, *graduate students (1 from cultural/linguistics & 1 from bio/arch) do act as contacts and hosts for prospective students*. Representatives also assist in the development of admission practices.

Colloquium Committee

This faculty and student committee schedules talks in the Department during the year.

Ad Hoc Committees

Ad Hoc committees are established from time to time for special purposes, including faculty hiring

searches and other one-time tasks. Grad students serve on many of these committees. Typically, two graduate students are on a hiring search committee.

GSO/GPSA
The Graduate Student Organization is campus wide and there are many positions that are filled on various University committees by its members. The anthropology rep to the GSO attends campus-wide meetings 3-4 times a semester and passes on e-mail messages from the University committee to the Anthropology grads, DGS and Grad Administrator (e.g., information on the Barringer Teaching Award).

NOTE: There is a DEI representative on each major committee.

LEAVES OF ABSENCE

Under special conditions, graduate students may be granted a single leave of absence for either medical or personal reasons. A maximum leave of 2 years may be granted to PhD students or 1 year to MA students. The length and rationale for the leave of absence must be stated in advance, recommended to the Dean by the DGS and approved by the Dean. Application for medical leave typically requires a justifying letter from a medical professional. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Re-admission following an approved leave of absence requires notification by the student of their desire to return and may require a medical professional's approval in the case of medical leave.

Parental accommodation leave
Graduate students who become new parents are entitled to special accommodation which makes it possible for them to maintain registered full-time status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. Further information is available at https://www.gradstudies.pitt.edu/student-life/resources-pregnant-and-parenting-students/graduate-students-and-parental-leave

ADDITIONAL PROGRAMS & CERTIFICATES

To the extent that they directly relate to the student's research interest, graduate students in the Department of Anthropology are encouraged to take part in external programs and obtain specialized academic certificates. These programs may relate to a student's geographical research area, or more strictly to the conceptual subject matter in which the student holds interest. These certificates and the programs from which they are awarded provide valuable opportunities that students would otherwise not have access to, such as presentation opportunities, funding for research, travel, and conferences, and more. However, students must keep in mind that these certificates maintain requirements of their own which must be considered in accordance with those of the Department. Below is a list of some of the certificates offered (alphabetically), and additional information, including certificate requirements, can be accessed through their corresponding URL addresses:

Center for African Studies
http://www.ucis.pitt.edu/africa/

Asian Studies Center
http://www.ucis.pitt.edu/asc/

Center for Latin American Studies
http://www.ucis.pitt.edu/clas/

Center for Russian and Eastern European Studies
http://www.ucis.pitt.edu/crees/

Composition, Literacy, and Pedagogy
https://www.composition.pitt.edu/graduate

Cultural Studies

https://www.culturalstudies.pitt.edu

European Studies Center
https://www.ucis.pitt.edu/esc/home

School of Public Health
https://www.sph.pitt.edu

Study of Women, Gender and Sexuality
http://www.wstudies.pitt.edu/

Additional programs, while not offering a formal certificate, also provide a wide range of course selections which graduate students in the Department of Anthropology often take advantage of. These include (but are not limited to) the Departments of Geology, History, or Political Science, and the Women's Studies Program and Urban Studies Program. Again, to the extent that it directly relates to one's research interest, students are encouraged to take advantage of these opportunities. Coursework taken outside the Department of Anthropology (whether it be for a certificate or not) typically counts towards a student's departmental credit requirements. To do so, students must petition the Graduate Studies Committee (see *Student Petitions* section).

ARCHAEOLOGY FIELD EQUIPMENT

The Department owns a good deal of equipment for archaeological field and lab research. Some of these items are available for students to check out and use in their fieldwork. Students who use equipment are responsible for maintaining it in working order, returning it at the end of their fieldwork, and replacing anything they break. Contact Dr. Elizabeth Arkush for more information.
Equipment includes:

- Total station Sokkia SET 60 W + prism + tripod + prism rod
- Topcon FC-500 Data collector for use w total station
- Magnetometer
- Kappameter Soil resistivity meter
- Trimble Geo7x High Precision GPS + monopole
- Electronic tacheometer (theodolite + EDM): Sokkisha set 10
- Brunton compasses
- Camera tripods
- Hand auger
- A variety of dig and survey supplies (many measuring tapes, trowels, brushes, scoops, screens, shovels, picks) useful especially for field projects within driving distance.
- Some camping equipment (tents, gas oven, kitchen equipment).

FUNDING RESOURCES

Sources of information on graduate funding opportunities including fellowships, research grants, and travel grants include a list circulated each fall by the DGS, lists contained on "Grad Anth" organization on Canvas, and a university data base. The Office of Sponsored Programs website also has several useful resources, including grant search engines and tips for writing grant proposals. https://www.osp.pitt.edu/gps-welcome), and the American Anthropological Association page: https://www.americananthro.org/AdvanceYourCareer/Content.aspx?ItemNumber=2208.

Following is a partial list of graduate student grants and fellowships:

Department of Anthropology Fellowships

- **Teaching Assistantships (TA)**: Work 20 hours per week assisting professors with undergraduate courses, often includes leading individual recitation sections, grading, office hours.
- **Teaching Fellowships (TF)**: Graduate students who have one-year teaching experience work 20 hours per week assisting professors with undergraduate courses, often includes leading individual recitation sections, grading, office hours.
- **Graduate Student Assistantships (GSA)**: The GSA usually assists a faculty member in library research, editorial duties, or similar academic tasks for about 20 hours per week. These are not commonly awarded.
- **Arts and Sciences Fellowships (A&S):** Awarded by the Department. No teaching or other work responsibilities.
- **Graduate Fellowships in Latin American Archaeology:** Awards tuition remission and a stipend to Archaeology graduate students specializing in Latin America.
- **Social Sciences Dissertation Development (SSDD) Fellowships:** Available to support dissertation writing and help students complete their PhDs in a timely fashion. Important: Only students who have completed their Overview by the spring term of their 4th year. Faculty recommend students for this. Student nominations will be reviewed according to the following ranking system.
    1. A student returning from the field who has obtained external dissertation funding.
    2. A student returning from the field who did not obtain external dissertation funding but applied for external funding.
    3. A student who wishes to use the SSDD for fieldwork, having tried and failed to obtain external funding.
    4. A student who wishes to use the SSDD for fieldwork and who has not applied for funding.
- **College of General Studies (CGS) Teaching:** Appointment as a teaching fellow to teach a course independently in the college of general studies. Students must be at the dissertation writing stage to be eligible. Preference is given to students who have not already taught 3 such courses. Some will be Part-Time Instructorships with no tuition remission, and some will be TF positions. Students are required to take the FacDev course to qualify to teach summer courses.
- **Summer teaching** of 6 weeks courses in Summer I or Summer II semesters. These courses are TF positions but pay 0.75 of the normal TA stipend. Application for these positions is in the spring and to the Department. Students are required to take the FacDev course to qualify to teach summer courses.

Some University of Pittsburgh Competitive Fellowships

- **Mellon Predoctoral Fellowships**: One-year research fellowship awarded to outstanding students that provides a tuition waiver and stipend. Anthropology students in their 2nd and 3rd year (if they

have not yet received a Mellon) are expected to apply. *The application deadline comes early in January.*

- The DGS sends out notices of requirements in Fall and arranges a Preparation Meeting.
- Work with your advisor on your application well ahead of time.
- *The GSC provides feedback on Mellon Proposals. The deadline for feedback is in early December.*
- You will also need to secure three letters of recommendation.

- **Foreign Language Area Studies Competition (FLAS)**: Full academic year or summer semester grants (which are possibly renewable) are awarded to students enrolled in Latin American, Asian, East European, or West European Studies to pursue language studies necessary for the successful completion of the PhD Students receive tuition remission and a stipend. Eligibility is restricted to US citizens or permanent residents. *Apply early in the spring semester.*
  http://www.ed.gov/programs/iegpsflasf/index.html
- **Chancellor's Graduate Fellowship in Chinese Studies**: One-year grants (possibly renewable) that cover tuition and a provide stipend. Applicants must have completed two years of Chinese prior to the award's inception.
  https://www.ucis.pitt.edu/asc/students/grad-funding
- **Chinese Studies Tuition Remission Scholarships**: Covers tuition expenses for one to two semesters.
  https://www.ucis.pitt.edu/asc/students/grad-funding
- **Mitsubishi Graduate Fellowship in Japanese Studies**: One year fellowship that covers tuition and provides a stipend.
  https://www.ucis.pitt.edu/asc/students/grad-funding
- **Howard Heinz Social and Public Policy Fellowships**: Fellowships appoint as Graduate Student Assistants who receive a tuition remission and a stipend and must work for 20 hours per week.
- **Latin American Social and Public Policy Fellowships**: Awarded through the Center for Latin American Studies.
  http://www.ucis.pitt.edu/clas/lasppf
- **Javits Fellowships**: Awarded through the Provost's Office for Underrepresented Minorities. http://www.ed.gov/programs/jacobjavits/index.html
- **K. Leroy Irvis Fellowships:** Designed to enhance the diversity of the University's graduate student population. You must be invited to apply for this fellowship.
- **Provost's Development Fellowships:** Awarded to U.S. citizens on the basis of need and merit to enhance diversity. Typically for those in the dissertation-writing phase. Application deadline is in the spring.

Some National Fellowships

- **National Security Education Program**: Funds 3 years of graduate studies. http://www.nsep.gov/
- **National Science Foundation Graduate Enhancement Fellowship**: Funds 3 years of graduate studies. http://www.nsf.gov

Funding for Dissertation Research (note some of these may not be available as of 2026):

- National Science Foundation: www.nsf.gov
- Social Science Research Council: www.ssrc.org
- Wenner-Gren Foundation: www.wennergren.org
- Fulbright IIE: www.iie.org
- Fulbright-Hays DOE: http://www.ed.gov/programs/iegpsddrap/index.html
- American Philosophical Society: http://www.amphilsoc.org/
- National Institutes of Health: http://grants1.nih.gov/grants/index.cfm

- National Security and Education Program: http://www.nsep.gov/
- National Institute of Justice: http://www.ojp.usdoj.gov/nij/funding/welcome.htm

Funding for Summer Travel and Research

- **Pre-dissertation Summer Research Grant:** Available for research leading to dissertation projects, administered through the Anthropology Department. Applications for summer funding are generally submitted early in the spring semester. A memo from the DGS will announce the deadline and eligibility. Although the highest priority is for students in their second year preparing to write dissertation proposals, funding is often available to those at other stages as well. Typically used to gain field experience and lay groundwork in field locations for dissertation projects. *Recipients of Summer Research Grants are required to submit a report of activities in the fall and to participate in a "Back from the Field" colloquium.*
- **Foreign Language Area Studies Summer Grants**: Available for language studies at the University of Pittsburgh or abroad. Eligibility restricted to US citizens and permanent residents.
  http://www.ed.gov/programs/iegpsflasf/index.html
- **Nationality Rooms Scholarships**: Funding for preliminary summer research abroad. Eligibility restricted to US citizens and permanent residents. Applications become available in November and the deadline is in early January.
  https://www.nationalityrooms.pitt.edu/opportunities/scholarships
- **Chinese Summer Language Study Abroad Scholarships**: Provides funding for the study of Chinese in China or Taiwan. https://www.ucis.pitt.edu/asc/students/grad-funding
- **Asian Studies Graduate Research Development Grants:**
  https://www.ucis.pitt.edu/asc/students/grad-funding
- **Center for Latin American Studies Summer Research Grants**: Funding for preliminary or ongoing research in Latin America, especially laying the groundwork for dissertation fieldwork.
  http://www.ucis.pitt.edu/clas/grad_field_research
- **UCIS –University Center for International Studies:** Deadline is in March.
  https://www.ucis.pitt.edu/main/graduate-student-funding?page=1
- **Student Global Travel Grants – Schools of the Health Sciences**: Funding for summer research leading to dissertation projects. Students in the joint degree PhD/M.P.H. are eligible to apply through the school of Public Health
  https://www.sph.pitt.edu/admissions-aid/tuition-and-financial-aid/grants-and-scholarships

Funding for Travel to Conferences

- **The Anthropology Department:** Can provide funding to help reimburse student travel costs incurred while attending professional meetings. Awards are available once per academic year for attending a professional meeting. *Reimbursement requires being in person and presenting a paper or poster*. Funds can fluctuate year to year, but the department tries to reimburse up to $500 for conferences in the United States.
- **GPSG:** Offers up to $200 for conference travel to present a poster or paper and $100 for those attending a conference once a year. The application must be pre-approved.
  - https://www.pittgpsg.com/grants-travel.
- **A&S GSO:** Provides $150 once every 4 years for conference travel.
  - See: https://web.pitt.edu/asgso/
- **UCIS Area Studies centers** are an additional source of funding for meeting attendance.
- **Conference organizations:** Many organizations (e.g., AAA, SAA) and their subsections offer small grants for graduate students.

Funding for Dissertation Writing
Grants are often available for dissertation writing from the same funding sources that fund dissertation research, although they may require a separate application process.

Tuition Remission Scholarships
The Kenneth P. Dietrich School of Arts and Sciences offers a one-time Dean's Tuition Scholarship, the primary criteria for which are financial need and academic achievement. Students receiving a predoctoral fellowship, (such as a Fulbright), award (such as an NSFDDRIG), and traineeship both inside and outside the University that does not contain a tuition award are eligible for a Supplemental Tuition for Internal/External PreDoc Fellowship Recipients Award to cover tuition.

Dean's Tuition Scholarships
Students in their final term of study are eligible to apply for the Dean's Tuition Scholarship through the Kenneth P. Dietrich School of Arts and Sciences Office of Graduate Studies. This is a tuition-only scholarship. Students are responsible for any other required fees. To be eligible, students must not hold TA, TF, GSA, or GSR appointments, nor could they have received the Dean's Tuition Scholarship in the past. This is a competitive scholarship and students who are interested in applying should visit the Dietrich School Graduate Studies Office website for more information on required application materials.

UNIVERSITY LIBRARY SYSTEM (ULS)

Pitt's University Library System has specialized collections and major foreign-language materials from around the world. A most valuable resource is the ejournal and data base (https://pitt.libguides.com/researchhelpuls/databases-journals) systems that makes thousands of academic journals and other material available free to the student. The Library will purchase digital versions of books upon request. To request a digital title, contact the Department's library representative or Carrie Donovan, the Subject Librarian.

Research support services
https://www.library.pitt.edu/research-data-services
The ULS provides services, resources, and expertise to support every phase of research, from discovery and design to creation and sharing.

Course & Subject Guide: Anthropology
https://pitt.libguides.com/sb.php?subject_id=6013
This guide offers an overview of these resources held by the library system relating to anthropology.

Subject Librarian
Carrie Donovan
cdonovan@pitt.edu

Hillman equipment collection
https://pitt.libguides.com/equipment/hillmanequipmentcollection
All students, faculty, and staff with a current University of Pittsburgh ID card are eligible to borrow equipment from the Hillman Equipment Collection for 3 days at a time.

ULS Events

http://pitt.libcal.com/calendar/today/
The Library hosts exhibitions and workshops on a variety of topics, including citation management, open access resources, publishing, dissertation formatting, and so on.

GRADUATE STUDENT PEER GROUPS

Graduate Student Organization (GSO):

The Dietrich School of Arts & Sciences Graduate Student Organization (A&S-GSO) is an official university student organization that advocates the interests and concerns of the graduate students of the Arts & Sciences. The A&S-GSO is also responsible for dispersing 50% of the student activity fees that A&S graduate students pay each semester.

With the activity fees GSO sponsors events such as the trivia nights and the Grad Expo. They also provide travel grants to support students presenting research at conferences. For more information on GSO and how to get involved please visit: https://web.pitt.edu/asgso/.

Graduate and Professional Student Government (GPSG):

GPSG is the student government for all graduate and professional students at Pitt. They work to ensure your needs and concerns are represented to the university administration, as well as local and state governments. The group also hosts various events throughout the year and provides travel grants and supplemental funding. For more information please visit: https://www.pittgpsg.com.

PROFESSIONAL DEVELOPMENT

Students are encouraged to take advantage of the numerous opportunities that are afforded through their affiliation with professional organizations (e.g., the American Anthropological Association, the Society for American Archaeology, the American Association of Biological Anthropologists). These organizations allow students to present on individual research, build networks and professional contacts, stay up to date on current research in their areas of interest, and much more. Though membership costs are usually involved, these costs are substantially discounted for student members.

Many professional organizations publish scholarly journals, and graduate students are encouraged to consider revising and reformatting exceptional seminar papers, sections or all of their dissertation, or other pieces of research for publication. Students must meet the specific requirements of each potential journal and remember that the same piece of work cannot be submitted to more than one journal at a time. Students should talk with their advisors about which journals are most appropriate, along with any other questions they may have.

Center for Doctoral and Postdoctoral Career Development
https://calendar.pitt.edu/department/center_for_doctoral_postdoctoral_career_development

The Center's mission is to enhance the professional development of doctoral and postdoctoral trainees at the University of Pittsburgh. The Center implements A Developmental Approach to Professional Training (ADAPT), which was developed at the University of Pittsburgh and provides doctoral students and postdoctoral fellows a framework to align their professional development efforts with their appropriate stage of advanced training.

See also https://www.asgraduate.pitt.edu/professional-development-and-career-orientation

The University Center for Teaching and Learning (UCTL)
https://teaching.pitt.edu/

The University Center for Teaching and Learning is a hub for teaching innovation at Pitt.

The Graduate Student Teaching Initiative (https://teaching.pitt.edu/graduate-student-teaching/) at the University Center for Teaching and Learning offers a variety of resources to prepare graduate student instructors to meet their teaching goals and responsibilities from the first day of class through the job search process.

The University Teaching Practicum (Faculty Development-FACDEV)
FACDEV 2200 Teaching Practicum is required for all graduate students who will be teaching a course independently for the first time. The Practicum is intended to provide first-time instructors with the basic tools and skills necessary for university-level instruction. Ideally, the Practicum should be taken during the second or third year.

Achievement in Pedagogy Badge
UCTL offers a credential in pedagogy for Pitt graduate students. Attend 6 qualifying Teaching Center then complete assignments associated with each workshop, like developing a lesson plan, to earn the University Center for Teaching and Learning's "Achievement in Pedagogy" badge.

GRIEVANCE PROCEDURES

Grievance is defined as an action that has adversely affected a graduate student in his or her professional capacity that appears to have occurred or been reached unfairly or in violation of University policy. The definition of grievance does not include sexual harassment, discrimination based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran and violations of academic freedom, all of which are subjects of University policy.[1] In such cases, please consult the following website:
https://www.wellbeing.pitt.edu/civil-rights-title-ix

Any graduate student may seek redress for a grievance against a fellow graduate student, an undergraduate student, an advisor, a faculty member, or staff member affiliated with the University of Pittsburgh. Whenever possible, resolution should be sought first at the department level. A graduate student should attempt to resolve a grievance that has adversely affected them, if possible, by first discussing it with the person who the student believes to be the cause of the grievance. If this is not viable or if the discussion does not yield a resolution, the student can take the following steps:

1) If a graduate student believes they have been unfairly treated by a fellow TA, the student should consult with the instructor. If a student believes that they have suffered unfair treatment by a fellow graduate student, the aggrieved student should discuss the matter with the DGS. The instructor or DGS will interview the parties involved and attempt to mediate a solution. If the mediation is unsuccessful, the graduate student may take the matter to the Department Chair. If the Chair is unable to assist in attaining resolution to everyone's satisfaction, the student may

[1] Definition of grievance is adopted from the Faculty Handbook.

turn to the A&S Ombudsperson (Lisa Lang) who will offer advice on additional and formal grievance procedures. https://www.asgraduate.pitt.edu/student-life/ombudsperson

2) If a graduate student believes they have been treated unfairly by their advisor, a professor, an instructor they are TA-ing for or a staff member at the University of Pittsburgh, the student should first discuss the matter with the DGS. If the student has a conflict with the DGS in their role as DGS (as opposed to instructor, advisor, etc.), the students should turn to the Department Chair. The DGS or Chair will interview the parties involved and attempt to mediate a solution. If the student has a grievance against the department chair in their role as chair (as opposed to instructor, advisor, etc.), the student can bring this to the attention of a recent past Department Chair. If not satisfied with the outcome at the department level, the student may turn to the A&S Ombudsperson (Lisa Lang) who will offer advice on additional and formal grievance procedures. https://www.asgraduate.pitt.edu/student-life/ombudsperson

3) If a graduate student has a conflict with an undergraduate student in a class the graduate student is TA-ing for, the graduate student should first discuss the matter with the instructor. If the problem is not resolved, the graduate student should bring the matter to the attention of the DUGS (Dr. Jennifer Muller). If resolution is still not attained to the satisfaction of all parties involved, the case should be taken to the Department Chair. The Chair will consult with the appropriate staff member in the Undergraduate Dean's Office, who will mediate or offer advice on additional and formal grievance procedures. In cases of academic integrity violations, please consult the following webpage: https://www.as.pitt.edu/faculty/policies-and-procedures/academic-integrity-code

Instructors, the DGS, the DUGS, and the Department Chair will meet with the concerned parties, attempt mediation, and take action in accordance with applicable University procedures. The undergraduate or graduate student's request for confidentiality will be respected.

OTHER IMPORTANT RESOURCES

Dietrich School of Arts & Sciences Graduate Studies policies and regulations
https://www.asgraduate.pitt.edu/academics/academic-resources

Ombuds Office
The Ombuds Office assists graduate students in the Dietrich School with resolving conflicts and issues that arise in the course of their graduate education that the students believe have not or cannot be addressed within their academic department. The Ombuds Office can help mediate conflicts and provides information about institutional policies related to the student's issues, including the University's grievance procedures. The Ombuds Office for graduate students can be contacted through their website (https://www.as.pitt.edu/ombuds) or 412-624-1164.

Office of Institutional Engagement and Wellbeing
https://www.wellbeing.pitt.edu
The University of Pittsburgh is committed to fostering diversity and inclusion throughout its five campuses—in classrooms, offices, residence halls, laboratories, and every other place where people work, research, and learn. The OIEW works to ensure equal opportunity and compliance with related governmental requirements and anti-discrimination laws, and it investigates discrimination, harassment,

and accommodation, requests, complaints and grievances. To make a report: Pitt Concern Connection is an anonymous online reporting system.

Counseling Center

Graduate School can be challenging. The University Counseling Center (UCC) provides services and programs that foster academic and personal development and the psychological well-being of Pitt's diverse student body. Any student interested in services at UCC or requiring support for an urgent or crisis situation may present to the UCC at any time during drop-in hours to speak with a clinician. For more information: https://www.studentaffairs.pitt.edu/cc/

Student Health Center
Your primary source for medical care and health education during your years at Pitt. To learn more or to schedule an appointment, please visit: https://www.studentaffairs.pitt.edu/shs/

Disability Services
Disability Resources and Services (DRS) is the designated department by the University to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities in higher education to academically qualified students with disabilities.
https://www.studentaffairs.pitt.edu/drs/

Benefits Office: Medical insurance and payroll issues
https://www.hr.pitt.edu/current-employees/benefits

Campus Emergencies

Pitt Police at 412-624-2121 (4-2121 from a campus phone) or the City of Pittsburgh police at 911 for all emergencies, including medical.

For **non-emergencies** (to report thefts, locked away from your keys, etc.) call 412-624-4040

Crimes also may be reported by:

- Using the Rave Guardian app on your smartphone.
- Using the anonymous tips portion of the University of Pittsburgh Police Department.
- Picking up a campus emergency phone. These phones ring directly to Pitt Police, automatically registering the caller's location.
- Visiting the University of Pittsburgh Jerome Cochran Public Safety Building (3412 Forbes Avenue) or any of these substations: Sutherland Hall, Forbes Avenue (between the Barco Law Building and Lawrence Hall), Sennott Square, or Bouquet Gardens J.

Students are should to sign up for the Emergency Notification System (ENS) upon their arrival on campus.

Incidents involving sexual harassment, sexual violence, stalking, and/or dating and domestic violence may be reported to at 412-648-7890. Reports can be made via phone at (800) 468-5768 or via text at (412) 903-3456. More information can be found here: Pitt Concern Connection