

HAA TRACKING FORM FOR THE PhD

NAME:

PEOPLESOFT NUMBER:

CREDITS TO DATE:

CUMULATIVE GPA:

CERTIFICATES:

A total of 72 credits are required for the PhD, listed in Table I and Table II below:

TABLE I: CLASSROOM COURSES

12 classroom courses for a total of 36 credits (all taken for a letter grade, all 2000-level):

	Class		Credits	Term	Grade
1	Methods	HAA 2005 - Methods Research and Scholarship			
2	Historiography	HAA 2007 - Historiography			
3	Grad seminar in HAA				
4	Grad seminar in HAA				
5	Grad seminar in HAA				
6	Grad seminar in HAA				
7	Grad seminar in HAA				
8	Cognate course outside HAA				
9	Elective classroom course				
10	Elective classroom course				
11	Elective classroom course				
12	Elective classroom course				
TOTAL CREDITS					

Notes: Many 1000-level courses in HAA are cross-listed as 2000-level graduate courses and graduate students must register using this 2000-level number. These courses will not count for the HAA graduate seminar requirement. HAA 2970/FACDEV 2200 (Pedagogy) does not count as a classroom course.

Lower level language classes: these will not count toward the 72 credits required for the PhD:

Class	Credits	Term	Grade

TABLE II: CLASSROOM AND NON-CLASSROOM COURSES

The remaining 36 credits required for the PhD can be amassed as follows:

Classes:	Credits	Term	Grade
HAA 2000 Research and Thesis MA Degree			
HAA 2905 Comprehensive Exam Preparation			
HAA 2906 Dissertation Prospectus			
HAA 2970 Teaching of Art History			

[illegible]

TOTAL CREDITS FROM TABLE II + 36 CREDITS FROM TABLE I = TOTAL PhD CREDITS	+ =
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* When including courses in this section keep in mind that 1000-level courses **do not** count toward the graduate degree.

Notes: Once students have accrued 72 credits, they should register for full-time dissertation study (FTDA 3999). Only under special circumstances (and with the approval of the DGS) are students allowed to take more than 72 credits in HAA.

Graduate credits for pre-MA students: Under certain circumstances pre-MA students may transfer up to 6 credits of previous graduate-level coursework from another institution. These count as elective classroom credits. However, they may not be substituted for any of the 6 required HAA classroom credits and may not be used to fulfill the cognate requirements.

MILESTONES

As a milestone approaches you MUST contact the graduate administrator so the appropriate paperwork can be prepared.

Milestone	Date Expected	Date Completed
Second term MA paper committee meeting	April 1 of first year	
Certification of first foreign language	January 15 of second year, but encouraged by end of first year	
MA paper	January 15 of second year	
Fourth semester review dossier	January 15 of second year	
MA milestones <ul style="list-style-type: none"> — 30 graduate level credits — 7 required HAA courses — 1 cognate course outside HAA — Certification of one foreign language — MA paper 	End of second year	
Preliminary exam meeting	November 1 of third year	
Comprehensive exams and orals	Usually by fourth year	
Certification of second foreign language	Before advancement to candidacy	
Teaching Portfolio	Before dissertation prospectus	
Dissertation prospectus and advancement to candidacy	April 1 of fifth year	
Dissertation defense	Six-eight years after entry into program	

ANNUAL PHD COMMITTEE MEETINGS

Students must have a PhD committee meeting once a year before November 1.

Dates of annual committee meetings

Please see the Graduate Student Handbook at <http://www.haa.pitt.edu/graduate/handbook.html> for additional information and details. If you have any further questions, please contact the Graduate Administrator or the Director of Graduate Studies.