**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** |
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**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  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Lectures/seminars,\* Directed studies, Dissertation research and writing: :credits:** | **Credits** | **Term** | **Grade** |
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|  | **TOTAL CREDITS FROM TABLE II** |  |  |  |
|  | **+ 36 CREDITS FROM TABLE I** | **+**  |  |  |
|  | **= TOTAL PhD CREDITS**  | **=** |  |  |

***\**** *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* 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.*

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| **Dates of annual committee meetings** |
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*Please see the Graduate Student Handbook at* [*http://www.haa.pitt.edu/graduate/handbook.html*](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.*

Form updated May 2019.