**HA&A TRACKING FORM FOR THE PhD**

**FOR STUDENTS ENTERING WITH AN MA**

NAME: ­­­­

PEOPLESOFT NUMBER:

CREDITS TO DATE:

CUMULATIVE GPA:

CERTIFICATES:

**A total of 48 credits are required for the PhD, listed in Table I and Table II below:**

**TABLE I: CLASSROOM COURSES**

**9 *classroom* courses for a total of 27 credits (all taken for a letter grade, all 1000-level or above):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Class** |  | **Credits** | **Term**  | **Grade** |
| 1 | Methods  | HAA 2005 | 3 |  |  |
| 2 | Historiography | HAA 2007 | 3 |  |  |
| 3 | Grad seminar  |  | 3 |  |  |
| 4 | Grad seminar  |  | 3 |  |  |
| 5 | Grad seminar  |  | 3 |  |  |
| 6 | Grad seminar |  | 3 |  |  |
| 7 | Elective classroom course |  | 3 |  |  |
| 8 | Elective classroom course |  | 3 |  |  |
| 9 | Elective classroom course |  | 3 |  |  |
|  | **TOTAL CREDITS** | **27** |  |  |

***Notes:*** *Only 12 of the above credits can be 1000-level. Many 1000-level courses in HAA are cross-listed as 2000-level graduate courses and graduate students must register using this 2000-level number when possible. These cross-listed HAA courses will not count for the HAA graduate seminar requirement. HAA 2006 (Writing Practicum) and HAA 2970/FACDEV 2200 (Pedagogy) do not count as classroom courses.*

**Lower level language classes: these will not count toward the 48 credits required for the PhD:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Credits** | **Term** | **Grade** |
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**TABLE II: CLASSROOM AND NON-CLASSROOM COURSES**

**The remaining 21 credits required for the PhD can be amassed as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classes:** | **Credits** | **Term** | **Grade** |
| HAA 2006 Writing Practicum  |  |  |  |
| HAA 2905 Comprehensive Exam Preparation |  |  |  |
| HAA 2906 Dissertation Prospectus  |  |  |  |
| HAA 2970 Teaching Art History  |  |  |  |

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| --- | --- | --- | --- |
| **Additional Lectures/seminars,\* Directed studies, Dissertation research and writing: :credits:** | **Credits** | **Term** | **Grade** |
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|  | **TOTAL CREDITS FROM TABLE II** |  |  |  |
|  | **+ 21 CREDITS FROM TABLE I** | **+ 27** |  |  |
|  | **= TOTAL PhD CREDITS**  | **=**  |  |  |

***\*****If you are including courses in this section keep in mind that only 12 credits of 1000-level work will count toward the 48 required for the PhD. No courses below 1000 level may count.*

***Notes:*** *Once students have accrued 48 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 48 credits in HAA.*

**MILESTONES**

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

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date Expected** | **Date Completed** |
| Certification of first foreign language | Within first semester |  |
| Preliminary exam meeting | December 1 of first year |  |
| Comprehensive exams and orals | Usually by second year |  |
| Certification of second foreign language | Before advancement to candidacy |  |
| Dissertation prospectus and advancement to candidacy | April 1 of third year |  |
| Dissertation defense | Six-eight years after entry into program |  |

**ANNUAL PhD COMMITTEE MEETINGS**

*After admission to candidacy, students must have a PhD committee meeting once a year before December 1.*

|  |
| --- |
| **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 Secretary or the Director of Graduate Studies.*

Form updated May 2017.