

**UNIVERSITY OF PITTSBURGH**  
**KENNETH P. DIETRICH SCHOOL OF ARTS AND**  
**SCIENCES**  
**DEPARTMENT OF COMMUNICATION**  
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**DEPARTMENT OF COMMUNICATION**  
**UNIVERSITY OF PITTSBURGH**  
**POLICIES AND GUIDELINES FOR DOCTORAL STUDY**

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**DEPARTMENT OF COMMUNICATION**  
**UNIVERSITY OF PITTSBURGH**  
**POLICIES AND GUIDELINES FOR DOCTORAL STUDY**

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## **1. INTRODUCTION**

The Department of Communication (COMMRC) offers a doctoral program that ranks among the best in the country. During the last three decades, COMMRC has made significant contributions to the interdisciplinary study of communication as well as in education, law, business, and industry. In the years to come, COMMRC intends to maintain this tradition, and aspires to achieve higher levels of excellence. COMMRC's faculty members believe that the success of the graduate program depends largely on the quality of its students. Therefore, they are interested in students who are dedicated to their studies and attentive to their academic obligations. They expect that students who complete the program will be mature scholars, teachers, and professionals. What follows is a set of guidelines for graduate study in the Department. In addition to these guidelines, students are expected to familiarize themselves and comply with all the requirements of the [University's Regulations Governing Graduate Study](#) (RGGGS), the [Dietrich School Graduate and Professional Catalogue](#) (DSC), and the [Policy Statement for Teaching Assistants, Teaching Fellows, and Graduate Student Assistants of the University of Pittsburgh](#). These guidelines apply to all students who started graduate work in August 2020 or thereafter. Those who began under prior regulations may complete their degree as initially planned or under these new guidelines, but only if they sign and date a "New Graduate Guidelines Declaration Form," prior to undertaking any new provision that these guidelines afford. The guidelines may not be retroactively applied. Once executed and filed with COMMRC's Graduate Administrator (GA), such declaration will be effective only from the individual student's point of progress through the program at the time of filing.

## **2. ADVISING**

Advising is a cooperative activity between students and faculty. It begins at the time of

admission. The Director of Graduate Studies (DGS) acts as advisor to every new student for the first semester of study and to students who are temporarily between advisors. In their second semester in residence, new students should approach faculty members (not excluding the DGS) to ask them to become their Doctoral Program Advisor (DPA) and file the necessary paper work with the GA before roll call, which happens in the spring semester. Students will meet with their DPA for class registration and program planning at least once per semester until they are admitted to candidacy, when the meetings will be held annually. During these meetings, the DPA should have the student's file to consult, including a copy of past courses and the plan of study, if completed. Because approval of a student's registration can be secured only from the DPA or the DGS, students should arrange a meeting with their DPA well in advance of registration.

- 2.1. Prior to online course registration for each term, students should receive advice on course selections from their DPA, who can then remove the ADV Service Indicator from the student's online account, enabling registration to proceed.
- 2.2. Students may change DPAs when such a change is warranted. To effect the change, the student must complete the appropriate Change of Advisor form available from the GA. A typical reason for change is the realization that another professor's research interests better match those of the student.
- 2.3. Students must work with their DPA to convene a Doctoral Advisory Committee (DAC) consisting of three COMMRC graduate faculty members (including the DPA). The DPA chairs this committee. The DAC should meet initially during the student's second or third term. Out of this committee will emerge an approved plan of study as part of the Preliminary Evaluation for the Doctorate (PED)—the first university-wide "milestone" for all doctoral students (see 5.5 below)—during their second or third semester and, subsequently, guidance on preparing their comprehensive exam materials (see "5. Comprehensive Examinations" below). Minutes of this meeting and cards affixed with the members' signatures will be placed in the student's file and the Dietrich School of Arts and Sciences' Office of Graduate Studies (DSAS-GS).
- 2.4. The student must submit the plan of study to the GA who will place it in the student's academic file.
- 2.5. An important part of the advising process is the roll call evaluation of each student. The evaluation shall be conducted in a faculty meeting during the spring semester. The purposes of the roll call evaluation are:
  - 2.5.1. To identify problems early so that appropriate advice can be given.
  - 2.5.2. To identify strengths so that students can better realize their potential.
  - 2.5.3. To determine whether students are within the statute of limitations, or whether they are still active (at least one registration per year, as required).
  - 2.5.4. To ascertain whether the student is making satisfactory progress toward the degree.
  - 2.5.5. To decide whether an MA student will be allowed to continue on to the PhD program based on the recommendation of the comprehensive examination committee.

- 2.5.6. To review, as a preliminary step toward the PED, each first-year student's performance in the program (see "4. Curriculum" below).
- 2.5.7. To provide students, via letter to them from the DGS, faculty feedback from the Roll Call meeting. Recommendations and directives generated in the roll call evaluation for students in their second or later year in residence shall be conveyed in writing by the DGS to the student with one copy sent to the DPA and another placed in the student's academic file. Students should discuss any individual problems this document identifies with their advisors as soon as possible.

After the successful completion of the PhD comprehensive examinations, each student shall form a dissertation committee (DC) whose members' expertise and interests stand to advance the student's chosen dissertation topic. Regulations for the composition of this committee are provided by the DSC. The DC must include at least three COMMRC assistant, associate, or full professors appointed as Regular members to the University's Graduate Faculty, and at least one faculty member with a similar status from another department on campus or a faculty member of equivalent status at another university. If a committee member is from outside the University, the DSAS-GS Associate Dean's approval is required well in advance of the prospectus defense or, in the case of a late-stage change of committee, the dissertation defense.

### **3. TRANSFER OF CREDITS**

Students entering the program with an MA or other post-baccalaureate degree (or with completed non-degree coursework) may receive credit for that work toward the required 72 credit hours. In these cases, the transfer of credits from another institution is regulated by the following policy:

- 3.1. Recommendations for transfer of credits should be made by the DGS in consultation with the Admissions Committee (AC) at the time of admission. The DGS will forward the recommendation to the DSAS-GS's Graduate Student Coordinator, who advises the Associate Dean on the final determination. The recommendation must follow a careful review of credentials.
- 3.2. Block credit (30 credits) for an MA degree from another school awarded in the last ten years should be recommended only when that school's program has been judged by the AC to have prepared the student for doctoral study in this Department.
- 3.3. When block credit is not appropriate, transfer credit may be recommended by the AC for a fewer number of specific courses.
- 3.4. Courses recommended for transfer credit need not parallel specific offerings in this Department but their relevance to the student's preparation for course work in the Department should be apparent.

### **4. PhD COURSE REQUIREMENTS**

- 4.1. A minimum of 72 credits beyond the Bachelor's degree are required for the PhD, six of which will consist of the departmental core requirement of COMMRC 2296 Proseminar and COMMRC 3384 Teaching Practicum to be taken during the first semester in residence.

- 4.2. Students with a creditable MA may receive up to 30 credit hours transfer credit for it, reducing the required number of credits to a minimum of 42 credit hours.
- 4.3. Students without a creditable MA must pick up an “MA degree along the way to the PhD,” consisting of 30 credit hours. Only with compelling reasons, up to six of these credits may be taken outside the COMMRC. If this option is chosen, the course(s) must be at the graduate level, related to the student’s program, and approved by the student’s advisor and the DGS. Students intending to enroll in a non-COMMRC course must supply the DGS with a brief rationale of how the intended course is related to the student’s official plan of study. Once the DGS approves the rationale and signs the document, it will become part of the student’s file, to make sure that in the future the student is given departmental credit and that, if the student continues on here for the PhD, that these credits will not count against the nine-credit-hour limitation on outside PhD coursework discussed in 4.5.
- 4.4. Until students achieve the required 72 credits and pass their doctoral comprehensive examination, they must enroll in at least nine credit hours a semester to maintain their funded teaching appointments and to complete those hours to maintain progress in the program. To hasten progress through coursework, students are advised to enroll for twelve instead of nine hours a semester.
- 4.5. As a part of the required 72 credits, students must take nine credit hours outside of the department. This is also the maximum number of outside credits—not counting those that may have been completed for the MA degree along the way—that students may count towards their degree. These outside courses must cohere into a unit (say, three courses in some technical aspects of philosophy, instead of a mix of courses in unrelated departments), which help students achieve the objectives of their individualized plan of study. PhD students arriving without a communication MA in hand, but from a field or discipline which furthers reaching those objectives, will in most cases be granted a waiver of the required nine credits outside the department.
- 4.6. Students should be aware that completion of some outside certificate and degree programs may require more courses than the minimum.

## 5. CURRICULUM

Upon entering the doctoral program, students will follow a sequence of steps in the order outlined below. Entry into each subsequent step is contingent upon satisfying the requirements for the previous step.

- 5.1 Complete a first semester in residence enrolled in a minimum of nine credit hours (including two core courses, COMMRC 2296 Proseminar and COMMRC 3384 Teaching Practicum) under the guidance of the DGS, who will approve course selections for the following semester and offer advice about choosing a DPA.
- 5.2 Select early in the second semester in residence a DPA (see above) who will advise on enrolling in third-semester fall courses and on forming the student’s DAC.
- 5.3 Submit by mid-March of the second semester in residence an Arts and Sciences

- Summer Research Proposal, prepared with the DPA's assistance, which will be reviewed by the full research faculty at "Roll Call," the annual general review of all enrolled students, at which event first-year students will be assessed for their "potential to apply research methods" and for the "breadth of ... knowledge of the discipline" which they have demonstrated in their proposal and performance record. The DGS will inform the student of this meeting's results, along with a notification of any specific problems that need to be addressed over the following summer.
- 5.4 Prepare in the second or third semester in residence a "Plan of Study" declaration document that provides a rationale for the student's future research agenda in light of current departmental and university resources (e.g., courses to be offered, faculty specializations to be utilized) and the student's prospective position within the larger field of communication or its cognate fields. The rationale must identify the research problem to be engaged, as well as the scholarly conversations to be joined and the methodologies to be summoned in pursuing it. In support of this rationale, students may point to their experiences with their research-in-progress related to the A&S Summer Research Fellowship. As a heuristic exercise, students may also specify in this document a small set of general target competencies they feel they need to achieve in order to develop their teaching profile and research agenda.
  - 5.5 Discuss the Plan of Study with the DAC in the second or third semester in residence at a Preliminary Evaluation for the Doctorate (PED) meeting that will also include reviews of the student's performance record, any student responses to the Roll Call assessment, and the Summer Research Proposal, along with reports of any progress made on it to date. Based on the discussion and this evidence, the DAC will determine in closed session whether the student demonstrates sufficient "potential to apply research methods" and "breadth of ... knowledge of the discipline" to continue on in the program. The DAC shall register its finding via a "Report on Examinations" to be signed and dated by all committee members and promptly conveyed to the DSAS-GS office by the GA. In the expectedly rare case that a DAC majority decides against recommending that the student "continue study for the doctoral degree," a written explanation of the decision shall be immediately conveyed to the DGS, who will then take steps to effect the dismissal, but only after the student has had opportunity to appeal the decision and, if near completion of the MA degree, to fulfill the requirements for that degree within the same academic year as the recommendation for dismissal.
  - 5.6 (**For students without a creditable MA only**): Take in the third or fourth semester in residence the MA Comprehensive Examination (see below)
  - 5.7 Complete 72 credit hours (including any creditable MA credits as well as the departmental core requirement of COMMRC 2296 Proseminar and COMMRC 3384 Teaching Practicum).
  - 5.8 Take the PhD Comprehensive Examination after attainment of 63 credit hours (see "6.2 Comprehensive Examination" below).
  - 5.9 Passage of the exam (along with the completion of the required 72 credit hours) requires that the student will thereafter register for Full-Time Dissertation Study (FTDA 3999), which enables the student to maintain full-time enrollment status at

reduced cost.

- 5.10 Prepare a dissertation prospectus for approval by the dissertation committee.
- 5.11 Defend the prospectus successfully at the Dissertation Overview meeting in order to ascend to doctoral candidacy.
- 5.12 Complete and successfully defend a dissertation. The written dissertation must be approved by the dissertation committee for style and substance and must meet the stylistic demands of the DSAS-GS. All dissertations must conform to the Electronic Theses and Dissertation (ETD) submission guidelines. The student is then eligible to be certified for graduation. Please note that in order to graduate, the student must be enrolled during the semester in which he or she defends the dissertation, and the student must apply for graduation in the A&S Graduate Studies Office during the first two weeks of that semester. ETD training and support web as well as the format guidelines manual can be found [online](#).
- 5.13 Be certified for graduation by the DGS. Please note that the student must apply for graduation via the DSAS-GS during the first two weeks of the semester in which the student expects to graduate.

## **6. COMPREHENSIVE EXAMINATIONS**

### **6.1 Common Policies**

- 6.1.1. The goal of the comprehensive examination is to test the student on broad knowledge of issues central to the field and the student's specialization. The committee should ensure that such breadth is adequately represented..
- 6.1.2. Barring extraordinary circumstances, comprehensives will be taken in either the fall or spring semester between midterm and the beginning of standard undergraduate final exams. Each student sets the dates for the exam formally with the GA.
- 6.1.3. Comprehensives will normally be taken during the semester in which the student is finishing credit requirements for the degree sought.
- 6.1.4. Students must be enrolled during the semester in which they take the comprehensive exam. Students may register for Independent Study credits (COMMRC 2990) to cover preparation for the exam.
- 6.1.5. The student's committee members each evaluate the required examination materials submitted according to a rubric common to all exam takers. After the committee has evaluated this material, an oral defense of it is held before the full committee. If a committee member cannot physically attend, the committee chair should request their participation remotely to the Graduate Administrator and DGS at least two weeks in advance in writing in order to solicit approval from the Graduate Dean (note that if there is remote participation, advisors must complete a form, "Chair Certification of Compliance with Remote Participation Requirements"). The oral defense should be no longer than two hours. Questions may range widely in these oral exams, but usually focus the submitted materials and take the form of clarification or

emendation. The student then leaves the room, while the committee deliberates; he or she then is summoned back into the room and told the result of the deliberation.

6.1.6. The committee will evaluate the student immediately following the defense as “Pass,” “Pass-Conditional,” or “Fail” by majority vote, but the advisor must be included in the majority. An evaluation of “Pass with Honors” may be awarded by a unanimous vote of the committee. The committee will discuss the decision with the student immediately after its deliberations are completed. In the case of a “Pass-Conditional,” the committee will specify what additional work is required for passage of the exam, as well as a deadline for the completion of that work.

6.1.7. A student who fails the exam may take it a second time. Under no circumstances will a student be allowed to take the exam a third time.

## **6.2 MA Comprehensive Exam**

Students without a creditable MA in hand must in their third or fourth semesters in residence take an MA Comprehensive Examination. It consists of two components:

- 6.2.1. an unpublished paper based on original research, which may have originated in a prior COMMRC graduate seminar or individual study opportunity (this paper will be ineligible for resubmission for the PhD Comprehensive Examination) and;
- 6.2.2. an oral examination in which the student will discuss the paper with DAC members, especially in its relation to the general field of study and the methods it uses. The final version of the paper, which shall be deemed by the committee to be publishable in a peer-reviewed venue, will demonstrate that the student has “mastered the general field of their graduate study”—entailing an articulation of the student’s research in connection with the relevant scholarly literature—and has attained methodological competence, as expected at the MA level. The student will submit a draft of the paper at the start of the examination semester. Committee members will act in the role of journal reviewers in providing feedback on the submission in a timely fashion via the advisor who will act in the role of “editor.” In light of this feedback, the student shall revise and resubmit the paper to the DAC prior to the oral examination. The documentation of the editorial interchange (draft, comments, author’s response, schedule of changes, and the final revision) will be included in the material to be discussed during that meeting. The final revised paper and the student performance at the oral examination will be judged using two respective rubrics that will be common to all MA Comprehensive Examinations.

## **6.3 PhD Comprehensive Exam**

After 63 credit hours of required coursework, students will compile and defend a Comprehensive Examination Portfolio (CEP) that shall consist of the following six elements, the final four of which shall be evaluated by a rubric common to all PhD Comprehensive Examinations which will be distributed to all examinees at the beginning

of the semester in which their exam is scheduled to take place.

6.3.1. A cover letter of not more than three pages, single spaced. The letter must address three questions:

- 1) What are some preliminary research questions and thematics that have emerged from the student's time in the program?;
- 2) how has this emerged in the student's research and teaching?; and
- 3) where can the committee look in the documentation submitted to find evidence of the student having demonstrated
  - a) "mastery of the general field of doctoral study" ["field" here means neither Communication as such nor the dissertation literature narrowly understood but at a level in between that students articulate themselves in cooperation with their advisor and committee];
  - b) "acquisition of both depth and breadth in the area of specialization within the general field," and
  - c) "the ability to use the research methods of the discipline"? [These are the requirements of University Guidelines]. For evidence, the student should point to specific documentation provided in the rest of the portfolio.

6.3.2. A curriculum vitae, executed according to professional standards. A first draft of this will be submitted at the beginning of the portfolio semester to be vetted by the committee before final deposit in the CEP.

6.3.3. A major field paper that asks the student to articulate the stakes of the dozen or so most recent items on a committee-approved comprehensive field bibliography in relation to previous phases of research in the graduate student's chosen major field, which may cut across disciplines and which will usually be constituted with the input of multiple faculty members. Length should be 5,000-10,000 words. The comprehensive bibliography will be produced by the graduate student in consultation with all members of the committee

6.3.4. An unpublished research paper (one that must not have been previously submitted for COMMRC's MA Comprehensive Examination and that may have originated in a prior COMMRC graduate seminar or individual study opportunity) that is deemed by the examination committee to be publishable in a peer-reviewed venue. Committee members will act in the role of journal reviewers in providing feedback on the submission. The student will submit the paper at the start of the Portfolio Semester (or the semester before), and the committee in a timely fashion will provide feedback in writing via the advisor who acts in the role of "editor," with the student revising and resubmitting the paper. The documentation of the editorial interchange (draft, comments, author's response, schedule of changes, and the final revision) will be included in the portfolio material.

6.3.5. An original, annotated syllabus for a new course or a revised

conceptualization of an older standard course. It must be accompanied by a document discussing the rationale behind the syllabus and explaining the pedagogical choices made. In particular, it should explain the choice of readings for each topic relative to others that could be assigned, and the discussion of each topic should also ideally include concrete illustrative examples or primary sources. Additionally, the annotated syllabus should lay out course objectives, course schedule, evaluation rubrics for assignments, and a bibliography.

- 6.3.6. A Draft Grant or Fellowship Proposal that demonstrates an ability to articulate a research question as well as the methods and sources the student would use to respond to that question. Students should consult with advisers to identify good opportunities in order to tailor the proposal. An oral examination involving all required materials, but with specific attention to the final four above will be administered at the end of the portfolio semester.

## 7. CROSS-LISTED COURSES AND JOINT FACULTY

- 7.1. Only courses officially cross-listed as COMMRC and taught either by members of the Communication Department's graduate faculty or by current joint faculty may count as Departmental credits. Students must register under the COMMRC designated course number, if available, to receive credit.
- 7.2. Courses taught by departmental or joint faculty outside the department and without COMMRC cross-listing will only count as credits taken outside of the Department. Such credits must be approved by the advisor and DGS.
- 7.3. In cases when a course is team taught by faculty from both inside and outside of COMMRC, the student may choose to count the course as inside or outside of COMMRC, but not both. The student should register under the course number of the appropriate department, and indicate to the Graduate Administrator their intention regarding how the course should be counted at the time of registration, as this designation may not change later on.

## 8. INDIVIDUAL STUDY OPPORTUNITIES

The Department offers course options for individual study for credit toward degrees, some for enrollment credits that do not count toward the degree, and others for maintaining full-time enrollment after passage of the PhD comprehensive examination.

- 8.1. Up to twelve hours for credit toward the PhD can be taken in COMMRC 3001 Prospectus Research, COMMRC 3002 Professional Development, and COMMRC 3902 PhD Directed Study, or in some combination of the three, however, only 6 of those hours can be Directed Study. Three hours of COMMRC 2902 MA Directed Study may be taken for credit toward the MA, but these credits will not count against the twelve-credit-hour limitation upon Individual Study Opportunities at the PhD level.
- 8.2. Not counting for credit toward degrees are COMMRC 2990/3990,

MA/PhD Independent Study, and FTDA 3999, Full Time Dissertation Study.

- 8.3. Directed Study (COMMRC 2902 for MA; COMMRC 3902 for PhD), Prospectus Research (COMMRC 3001), and Professional Development (COMMRC 3002) differ from Independent Study (COMMRC 2990/3990) in that the three entail specific planned projects in the form of a standard course offering, a dissertation-related research-and-writing project, or a professional development activity, respectively, under the direction of a faculty member. All three require a proposal. Prospectus Research and Professional Development require that the course supervisor sign a form indicating that the planned work had been accomplished, while Directed Studies require a written essay as a final product. Graduate credit will be awarded only for Directed Study, Prospectus Research, and Professional Development courses that meet Departmental criteria. Students receive letter grades in Directed Study, but satisfactory/not satisfactory in the latter two.
- 8.4. By contrast, Independent Study (COMMRC 2990/3990) credits never count, under COMMRC rules, toward the minimum course credits for the MA degree or the required 72 credit hours for the PhD. These credits are used ordinarily to prepare for the comprehensive examinations or otherwise to advance students' programs.
- 8.5. Directed Study, Professional Development, Independent Study cannot be used for writing a dissertation prospectus, while Prospectus Research can be used for this purpose, as can FTDA 3999 Full-Time Dissertation Study. However, in all semesters following a successful defense of the PhD comprehensive examination and completion of the required 72 credit hours, students must enroll in FTDA 3999 Full- Time Dissertation Study, not 3001 Prospectus Research.
- 8.6. Of all the individual study courses, the Directed Study, as the only letter-grade course, is the most restrictive. To be eligible for a course in Directed Study, students must:
  - 8.6.1. have completed the PED meeting;
  - 8.6.2. have at least a QPA of 3.5;
  - 8.6.3. write a proposal including:
    - a) an explanation of the proposed study and expected product;
    - b) relevance to the student's course work and area of study in the discipline;
    - c) preliminary bibliography or pertinent texts to be studied.

The proposed study should not replicate courses already offered in the Department. The proposed study must be signed by the student, the professor overseeing the directed study, and the DGS. A standardized approval form for Directed Study courses must be a part of the application to take the course. Directed Study courses will not count towards graduation, unless accompanied by the form and signed by the relevant parties. To reiterate, directed study courses are limited to one for MA students, two for PhD students (i.e., up to three total). These include courses taken during the Summer Term, which is the best time to

take them. The limits will be enforced by the DGS at the time of registration.

## **9. QUALITY POINT AVERAGE**

- 9.1. The minimum QPA to be achieved in the student's course work is 3.0. Students who do not meet this requirement will be placed on academic probation by the Graduate Office and be granted an additional term to remove this deficiency. Academic probation means that the student will have Teaching Assistantship/Teaching Fellowship support withheld. If the deficiency is not corrected by the end of the next term, the student will be dropped from the Department.
- 9.2. Courses in which a grade of B- or lower is received will not count toward the total courses required for the Master's or the Doctoral degree. This criterion applies to transfer credit as well. 10.3. Incomplete credits do not count for making progress toward the degree, which can result in placing a student on academic probation.

## **10. RESIDENCE AND REGISTRATION REQUIREMENTS**

MA and PhD work in the Department requires at least one academic year full-time study at the University of Pittsburgh. This means two consecutive terms, Fall and Spring, during which eighteen credits are completed. After that, the Department recommends that all applicants endeavor to undertake study on a full-time basis.

- 10.1. Minimum Registration Requirements: Students must register for at least one credit per academic year in order to maintain their graduate status. Any term in which students complete a requirement and that completion is to be officially recorded, students must be registered.
- 10.2. Minimum Registration for students with TA/TF support: Nine credit hours per semester.

## **11. TEACHING OPPORTUNITIES AND DUTIES**

- 11.1. **Teaching Assistantships/Fellowships** (TA/TF) are awarded on a year-to-year basis. The expected length of support, assuming good standing, is five years.
  - 11.1.1. In order to hold an assistantship or a fellowship, the student must be making normal progress toward a degree. "Normal progress" is defined as the successful completion of nine credits per semester (or eighteen per academic year) and the satisfactory performance of assigned duties.
  - 11.1.2. A year-long nonteaching fellowship, whether from outside or inside the University, if received during the five-year funding package, replaces a year of that funding.
- 11.2. **Teaching Responsibilities**

All Department of Communication TAs and TFs are expected to:

  - 11.2.1. Successfully complete the course requirements for Teaching Practicum, COMMRC 3384, during the first term that they teach.
  - 11.2.2. Attend all organizational and policy meetings for the course in which

they teach.

- 11.2.3. Submit a course syllabus for each course taught to their course supervisor and the Administrative Assistant in advance of the first teaching day of the semester.
- 11.2.4. Ensure that all of the basic pedagogical organizational and assignment requirements set by their course supervisor are satisfied.
- 11.2.5. Use the standard text assigned by the course supervisor, unless he or she has authorized another in writing.
- 11.2.6. Submit to periodic monitoring of teaching performance by members of their faculty.
- 11.2.7. Have their courses evaluated each term by the Office of Evaluation and Measurement.
- 11.2.8. Failure to comply with any of these requirements could jeopardize the future TA and TF appointments.

## **12. STATUTE OF LIMITATIONS**

The policy for the statute of limitations is as follows:

- MA: Four years from the time of entry in the program.
- PhD with an MA: Eight years from the time of entry in the program.
- PhD without an MA: Ten years from the time of entry in the program.

Normally students who do not finish their work within these time limits will be dropped from the Department. Should they be dropped or should their active status lapse for whatever reason, students should write a letter explaining the time elapsed and requesting readmission to the Department Chair, who will forward it to the AC for review and for setting conditions of reinstatement in the program, if any. Only under exceptional circumstances can a student's advisor apply to the GSAS-GS Associate Dean, via the AC, for an extension of the status.

## **13. DEPARTMENT AND PROFESSIONAL PARTICIPATION**

### **13.1. Graduate Student Representation**

- 13.1.1. Graduate students will be elected by the Graduate Student Organization (GSO) to the graduate and undergraduate curriculum committees as well as other committees when appropriate.
- 13.1.2. Graduate students will elect a non-voting representative to participate in faculty meetings, except for those meeting that involve confidential matters.

### **13.2. Professional Activities**

In preparation for their future careers, graduate students are advised to become professionally active by joining professional organizations, attending conferences, and publishing articles. The Department will do what it can to support the travel expenses of those students who have papers accepted at conferences.