

The Graduate Handbook

Policies and Procedures of the Graduate Programs of the Film Studies
Program

University of Pittsburgh



2015

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GENERAL INFORMATION

Welcome to the graduate programs of the Film Studies Program at the University of Pittsburgh. This *Graduate Handbook* contains all the policies and procedures of the graduate degrees in Film Studies and is intended as a guide for both faculty and graduate students. If, after consulting the *Handbook*, there are questions about any of the programs and their policies, please consult the Film Studies Program Administrator or the Director of Graduate Studies.

The Film Studies Program maintains a file on every student enrolled in our graduate programs. In accordance with the provisions of the Buckley Amendment, each student, upon formal written request, is entitled to see all documents in his or her file that were placed there after January 1, 1975, and that have not had prior access rights waived. For teaching and advising purposes, members of the graduate faculty and the Graduate Dean's staff are permitted to consult graduate student files, but no one else may have access without the student's permission. Evaluations and other materials placed in a student's file are intended for the use of the student, faculty, and staff and are not to be released to others without the written consent of both the writer and the student.

REGULATIONS OF THE GRADUATE PROGRAMS

It is the responsibility of students to ensure that they complete their program in accordance with these regulations. A request for exemption from any regulation must be submitted in writing to the Director of Graduate Studies with an explanation of the nature of and grounds for the request. Exemptions must be approved by the Film Studies Executive Committee, comprising the Director, Associate Director, and Director of Graduate Studies.

The regulations published in the *Graduate Bulletin* of the Dietrich School of Arts and Sciences establish minimum standards and requirements. In some cases, the regulations of the Film Studies Program or the Associated Department may require more. In these cases, the regulations of the Associated Department and the Film Studies Program are to be followed.

If degree requirements are changed after a student has been admitted, the student has the option of abiding by the rules at the time of enrollment or by the new rules. A student readmitted after the lapse of an extended period may be required to follow the rules in effect at the time of readmission.

I. ADMISSIONS

A. External Admissions

Students applying for the Ph.D in Film Studies will identify a departmental Area of Concentration from the list of Associated Departments (English, French, Hispanic, History of Art and Architecture, and Slavic). This area of concentration will appear on the student's transcript when the degree is granted.

Students will submit an application to the Film Studies Ph.D program. The Associated Department will evaluate all applications first and then forward their selections to the Film Studies Admissions Committee for approval. Only one application fee is required. Students who wish to pursue the M.A. simultaneously in a department that offers a standalone M.A. (e.g. French) can do so.

Financial Assistance

Financial assistance for the Ph.D in Film Studies students (in the form of fellowships and/or teaching assistantships) will be provided by the Associated Department to which students apply (reflecting their Area of Concentration). See the relevant [departmental website](#) for the terms of that assistance.

B. Internal Applications

Students who have already entered graduate programs in Associated Departments are welcome to apply to the Film Studies Ph.D Program through the normal application process. If accepted into the Film Program, they are eligible to transfer a maximum of 24 credits towards the Film Studies Ph.D degree requirements, and can petition to waive required courses that have been fulfilled, following normal University, School, and Program regulations.

If a student who is in the Film Studies Ph.D program wants to switch to a different area of concentration (e.g., from Slavic to English) he/she is required to reapply to the new area of concentration's departmental Ph.D program and be admitted before being able to change the area of concentration.

A Ph.D student in Film Studies who wishes to switch to a different Ph.D Program will need to apply to that program by filling out an application for readmission.

If an Associated Department requires that you submit a writing sample in a foreign language, you must submit a second sample (either the same translated or different) in English.

A. Admissions Criteria, Status, and Requirements

1. Students nominated for admission by the Graduate Admissions Committee may be admitted to graduate study in a specific degree program with "full," "provisional," or "special" graduate status, depending on their qualifications and objectives.
2. For admission to full graduate status, an applicant must be a graduate of a recognized college or university, have completed undergraduate requirements for admission to a specific Associated Department and the Film Studies Program, and have achieved at least a B average (3.0) in both a total undergraduate program and in his or her major program of study. Under exceptional circumstances students with less than a B average (3.0) who present alternative evidence of superior ability may be considered for full graduate status on the recommendation of the Graduate Admissions Committee. Only students with full graduate status may be considered for assistantships and fellowships.
3. Students may be granted special status to take specific courses. Individuals with specific qualifications for one or more courses must receive from the instructor of each such course written approval to register. Students in this classification may earn up to 12 credits toward the completion of degree requirements at the University of Pittsburgh if they are subsequently admitted into a degree program.

B. International Student Admissions

1. The Film Studies Program welcomes applications for admission from students in other countries. Applicants must have completed a bachelor's degree or its equivalent. (International applicants with a Master's degree from a non-U.S. institution are advised that such degrees may not be deemed equivalent to a Master's degree from a U.S. institution.)
2. Official academic credentials must be accompanied by certified English translations. These credentials must include evidence of the receipt of a degree that requires 16 years of full-time study, 4 years of which are at the post-secondary level. Official transcripts must show all post-secondary work attempted, including grades in each course, mark sheets, examination grades and standing in examinations and classes, or whatever other credentials are normally issued to give a clear description of the applicant's accomplishments and qualifications for graduate study.
3. The Test of English as a Foreign Language (TOEFL) is required if the applicant's native language is not English. This requirement applies where English is not the native language even if English has been the medium of instruction. International applicants must also take the Graduate Record Examination (GRE). Information on the TOEFL and GRE can be obtained at the nearest U.S. embassy or consulate, or from the Educational Testing Service.

4. All international applicants must submit evidence of adequate financial resources for the entire estimated period of study at the University of Pittsburgh. Graduate applicants who receive full financial support from the University of Pittsburgh will be required to submit financial certification showing the availability of funds should the financial award be insufficient to cover the total estimated expenses. However, applicants who will be supported by private funds, other organizations, or a combination of University of Pittsburgh support and private funds will be required to submit certification of the non-University of Pittsburgh sources of support. Certification of such funds must be in the form of a statement of support from the appropriate official of a sponsoring organization, or from a private sponsor that funds are available and transferable for the purposes of graduate study.

5. International students are invited to apply for financial aid in their Associated Department.

6. When all required information (i.e., application forms, residency card, financial information, TOEFL and GRE scores, letters of recommendation, etc.) has been received, the applicant will be considered by the Graduate Admissions Committee. Applicants will be notified by their Associated Department and/or the Dietrich School of Arts and Sciences concerning admission or rejection. The appropriate visa authorization form will then be forwarded if the applicant is admitted.

7. Regulations of the Immigration and Naturalization Service require that a non-immigrant student (international student) be registered as a full-time student. The definition of "full-time" is 9 credit hours per term for graduate students.

8. The requirement to be registered as a full-time student also carries into the manuscript or dissertation stage of advanced degrees. International students must appear on official University records to meet the requirements placed upon them by their visa status. Their continued stay in the U.S. can be put in jeopardy by not being registered as full-time students. Further, the fact of registration affects a student's eligibility for some University services, e.g. the Library and the Student Health Services.

C. *Teaching Appointments.* All Ph.D students in Film Studies are supported by assistantships and fellowships in their Associated Departments. As part of their professional training, Film Studies Ph.D students are also required to serve as TA or TF for at least one undergraduate film studies class. Even if the Associated Department offers undergraduate film studies courses with TA/TF positions, students will be guaranteed experience teaching a film studies course in the English department for at least one semester or one summer term as described under the Ph.D Degree Requirements.

II. ADVISING AND REGISTRATION

A. *General Information.* The Director of Graduate Studies is the faculty advisor for all first-semester Ph.D students and is always available to discuss with students any matter relating to the program generally and their own course of study in particular.

B. *Registration.* Each term before registering, all graduate students are required to consult with the faculty advisor in their Associated Department and with the Film Studies Director of Graduate Studies. Advanced Ph.D students should also meet regularly with the committee supervising their Ph.D examination or dissertation. The departmental Graduate Advisor will be directly responsible for reviewing the student's registration and add/drop forms and giving a copy to the Film Studies Program Administrator.

III. GRADUATE COURSES

A. *Course Requirements.* Students will follow their Associated Departments' course requirements.

For Film Studies course requirements, see the specific requirements for the Ph.D degree and the Ph.D certificate and M.A. certificate below.

B. *Directed Study.*

1. In exceptional circumstances a student who wishes to pursue a topic that cannot be studied in the context of a graduate course may be able to arrange for a Directed Study (ENGLIT 3902) with a member of the graduate faculty willing to supervise the work. A student wishing to request a Directed Study should discuss possible alternatives with a faculty member and the Director of Graduate Studies. (Please note that a Directed Study is a voluntary addition to the regular load of the faculty member who agrees to supervise.) Registration for a Directed Study is limited to students in good standing who are beyond their first year of graduate study. The letter grade system or the satisfactory/audit (S/N) system may be used to evaluate the quality of the work.

IV. SATISFACTORY PROGRESS

- A. Students will follow the requirements for satisfactory progress in their Associated Departments.
- B. Except in cases of illness or other serious personal difficulty, more than two G and/or I grades on a student's total record will constitute unsatisfactory progress.
- C. Students in the Film Studies Program must maintain a grade average of 3.0. Students whose grade average in courses fall below the required minimum will be considered to be making unsatisfactory progress.

V. PROBATION AND DISMISSAL

- A. A graduate student who fails to make satisfactory progress in their Associated Department and in the Film Studies graduate degree program may be dismissed from graduate study at the University. Prior to dismissal, a period of academic probation (normally one term of full-time graduate study or its equivalent) will be granted during which the student must demonstrate an ability to meet degree requirements and to complete a degree within an approved time limit.
- B. A student will be placed on probation only once. If he or she fails to make satisfactory progress a second time, he or she will be subject to dismissal.
- C. A student who exceeds the statute of limitations for a degree will be subject to dismissal. Under exceptional circumstances, if approved by the Director of Graduate Studies and the Graduate Dean's Office, the statute of limitations may be extended for a specified period. However, such an extension will be made only for sufficient cause, and no student should make plans in expectation of its approval.

VI. LEAVE OF ABSENCE

Ph.D students in Film Studies will follow their Associated Department's policy for leave of absence.

VII. GRADUATION

Students must submit an application for graduation by the appropriate deadline. At this time, students must notify the Graduate Administrator in writing of their intention to graduate. All graduate students must be on active status in order to graduate. Students who fail to submit an application for graduation on time or who are not on active status may be forced to delay graduation and may be required to pay tuition in order to graduate. For graduate requirements and deadlines for submission of forms, consult the Office of the Dean of Graduate Studies.

VIII. TEACHING EXPERIENCE IN FILM STUDIES

All Ph.D students in Film Studies are supported by assistantships and fellowships in their Associated Departments. As part of their professional training, film Studies Ph.D students are required to serve as TA/TF for at least one undergraduate film studies class. Even if the Associated Department offers undergraduate film studies courses with TA/TF positions, students will be guaranteed experience teaching a film studies course in the English department for at least one semester or one summer term.

IX. TEACHING EVALUATION AND GRIEVANCES

A. *Required Teaching Evaluation and Materials*

1. Each TA/TF is required to have his or her class evaluated by the OMET for the term in which he/she will teach a Film Studies course.
2. All TAs and TFs must have one classroom visit by the faculty member teaching or supervising the course in which the student is a TA or TF. Following the class observation, the evaluator should have a conference with the TA or TF to discuss the performance, offering suggestions for developing existing strengths and responding to problems.
3. In addition to these observations, Ph.D students are strongly encouraged to request that members of their dissertation committees visit their classrooms preparatory to the students asking for letters of recommendation for job applications.

B. If a problem involving a TA/TF's teaching arises, there will be a meeting of the Executive Committee to review the case prior to sending observers to a class.

1. Ordinarily at least two members of the Executive Committee will conduct class observations.
2. The observers will report to the Executive Committee, which will then recommend action to the Director of Graduate Studies.

X. NON-DISCRIMINATION POLICY

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial, ethnic, and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint or grievance procedures, please contact: William A. Savage, Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260, 412.648.7860

XI. ANTI-HARASSMENT POLICY

A. *Policy Statement.* No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the

University Nondiscrimination Policy, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or veteran status. This Policy will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom. For further information, please consult the section of this *Handbook* titled "Program Procedures Regarding Harassment."

B. Program Procedures Regarding Harassment. The following procedures are an attempt to mediate the complex and competing agendas that could arise as a result of an incident of racial, sexual, or sexual orientation harassment. Because complaints may involve the competing interests of various members of the university or greater community, an awareness of the uneven distributions of power operating in the pursuit of any resolution must be kept at the foreground of any investigation. Several practical consequences follow from such recognition. In particular, the wishes of the person bringing the complaint should be a prime consideration throughout the pursuit of a resolution to the incident. Moreover, those charged with dealing with matters of harassment should keep in mind that their role is not to judge, but to consult and to mediate. Harassment is an extremely serious charge. In order to protect the rights of all involved, it is imperative that consultations be treated seriously and not become material for idle conversation. Any breach of confidentiality could seriously undermine a resolution to the incident, as well as damage existing relations within the community such that everyone suffers.

1. The Film Studies DGS will act as Officer on matters of racial, sexual, and sexual orientation harassment.
2. In response to specific incidents or complaints, the Film Studies DGS will:
 - a. Be available to consult, to discuss and air problems and possible courses of action, and to provide information. This aspect of their charge does not involve advocacy.
 - b. Hear formal complaints and initiate appropriate action, as listed under section c, and if necessary, d and e.
 - c. In consultation with those discussing an issue or initiating a complaint, the DGS may seek more information or a local mediation of the issue. He or she may also advance more general proposals to relevant Program committees.
 - d. The decision to move the process from discussion to referral will be made in full consultation with the person bringing the complaint and should be recorded in writing.
 - e. If the matter is referred to a University office, the referring Program officer will inform in writing all those directly involved that a complaint has been made. From that moment on, the officer will seek an expeditious and appropriate response to the complaint and will regularly inform those involved about the status of the complaint.
3. All action related to a complaint should be kept confidential by everyone involved to the maximum possible extent. If in the process of pursuing a complaint an officer cannot maintain confidentiality, he or she should consult with the person bringing the complaint.
4. Each officer will keep a written record of all complaints. The complainant should sign off on the accuracy of how the complaint has been recorded. This record is confidential, except as an archive to be consulted when specifically relevant to future complaints.

Ph.D DEGREE IN FILM STUDIES

- I. **ADMISSIONS.** Individuals with at least a Bachelor's degree or its equivalent from an approved undergraduate institution may apply for admission to the Film Studies Ph.D Program. Applicants with a Master's degree or its equivalent are also invited to apply.

A. *External Admissions*

Students applying for the Ph.D in Film Studies must identify a departmental Area of Concentration from the list of Associated Departments (English, French, Hispanic, History of Art and Architecture, and Slavics). This area of concentration will appear on the student's transcript when the degree is granted.

Students will submit a single application to the Film Studies Ph.D program. The Associated Department will evaluate all applications first and then forward their selections to the Film Studies Admissions Committee for approval. Only one application fee is required. Students who wish to pursue the M.A. simultaneously in a department that offers a standalone M.A. (e.g. French) can do so.

Financial Assistance

Financial assistance for the Ph.D in Film Studies students (in the form of fellowships and/or teaching assistantships) will be provided by the Associated Department to which you apply (reflecting your Area of Concentration). See the relevant departmental website for the terms of that assistance.

B. *Internal Applications*

Students who have already entered graduate programs in Associated Departments are welcome to apply to the Film Studies Ph.D Program through the normal application process. If accepted into the Film Studies Program, they are eligible to transfer a maximum of 24 credits towards the Film Studies Ph.D degree requirements, and can petition to waive required courses that have been fulfilled, following normal University, School, and Program regulations.

If a student who is in the Film Studies Ph.D program wants to switch to a different area of concentration (e.g., from Slavic to English) he/she is required to reapply to the new area of concentration's departmental Ph.D program and be admitted before being able to change the area of concentration.

A Ph.D student in Film Studies who wishes to switch to a different Ph.D Program will need to apply to that program by filling out an application for readmission.

If an Associated Department requires that you submit a writing sample in a foreign language, you must submit a second sample (either the same translated or different) in English.

II. **COURSE REQUIREMENTS**

- A. *General Requirements.* All Film Studies Ph.D students will be required to fulfill the requirements of their Area of Concentration as well as the Film Studies Ph.D Requirements. The Dietrich School of Arts and Sciences at the University of Pittsburgh requires a minimum of 72 credits for the Ph.D. Of these 72 credits required for the Ph.D in Film Studies, 24 will be earned through Film Studies seminars. The curriculum for the Ph.D has two elements:

1. Requirements for each Associated Department.
2. Film Studies Requirements for all Ph.D Students: coursework in Film Studies, comprehensive exam in Film Studies, dissertation in Film Studies.

- B. *Credit Requirements.* The following course of study will comprise the Film Studies credit requirements:
1. Three required core courses. These required courses will bring together students from all six Associated Departments so that they will have an opportunity to interact with each other. This core of required courses will also assure that students have a common and coherent thread in their Film Studies doctoral experience.
 - a. ENGFLM 2452: Film History/Theory I
 - b. ENGFLM 2452: Film History/Theory II
 - c. ENGFLM 2905: A one-credit Film Studies Proseminar. *Note: This will not count toward seminar credit within the student's associated department and will be given on a Satisfactory/Unsatisfactory basis.*
 2. Four elective Film Studies courses (in any department).
 3. Courses outside the Associated Department. Of the total six required seminars, the student must take at least two courses taught by a member of the faculty outside of the student's Associated Department. These two courses can be any combination of the two required core courses the four electives. If no courses are available outside the student's department, please consult the Film Studies Director of Graduate Studies.
- B. *Core Courses.* These courses must be completed with a grade of B or better to count toward degree requirements.
- C. *Associated Departmental Course Requirements.* Students must fulfill all requirements of their Associated Departments although there may be overlap between requirements of the Associated Department and the Film Studies Program.
- II. LANGUAGE REQUIREMENTS. Students will follow the language requirement of their Associated Departments.
- III. TEACHING REQUIREMENT. All Ph.D students in Film Studies are supported by assistantships and fellowships in their Associated Departments. As part of their professional training, film Ph.D students are required to serve as TA/TF for at least one undergraduate film studies class. Even if the Associated Department offers undergraduate film studies courses with TA/TF positions, students will be guaranteed experience teaching a film studies course in the English department for at least one semester or one summer term:
- A. While still being funded by their Associated Departments, students may serve as Teaching Assistants for either ENGFLM 0530 (Film Analysis) in one fall semester or ENGFLM 0540 (World Film History) in one spring Semester. Alternatively, students may be awarded a funded summer teaching fellowship to teach ENGFLM 0400 (Introduction to Film) in one summer term.
 - B. As part of their preparation for teaching a film studies course, all students are required to attend a teaching workshop offered by the Film Studies Program every spring semester.
- IV. TRANSFER OF CREDITS. Students entering the Ph.D program with a Master's degree will enter the program as first-year students. For transfer of credits from their Master's program, students should follow the transfer policy of their Associated Departments. Students entering with an M.A. are not guaranteed a transfer of their M.A. credits in Film Studies. But students wishing to transfer film studies credits should consult the Film Studies Director of Graduate Studies since such transfers would depend on a course-by-course evaluation regarding the relevance and comparability of each course to our Ph.D program and its curriculum. In general, students who wish to transfer credits should be aware that any

credit applied toward the Ph.D degree here may affect the pace at which they need to pass certain milestones towards the degree.

V. THE Ph.D COMPREHENSIVE EXAMINATIONS

- A. *Examination in Film Studies.* The two required core courses in Film Studies (Film History/Theory I and II) will serve as the preliminary exam in Film Studies. Successful completion of these two classes with a grade of B or better will constitute passing the preliminary examination.
- B. *Examination in the student's Associated Department.* For any additional Preliminary Evaluation requirements in Associated Departments, students should consult the handbook of the Associated Department. The Comprehensive Exam will be taken in the student's Associated Department. While the exam structure will differ from department to department, in all cases:
 - 1. One component (or more) of the exam will focus on Film Studies.
 - 2. A second component of the exam will focus on the departmental Area of Concentration (including its relation to cinema).
 - 3. At least one member of the exam committee in the student's Associated Department will be a member of the graduate faculty in Film Studies.

VII. FORMATION OF THE DISSERTATION COMMITTEE. After a student has passed the comprehensive examinations, he or she will choose a dissertation committee chair and the other members of the dissertation committee.

- A. *The Dissertation Committee.* Doctoral dissertation committees are composed of four members, all of whom must be current members of the Graduate Faculty at the University of Pittsburgh. There must be three Graduate Faculty members from the candidate's Associated Department ("internal members") and at least one Graduate Faculty member external to the candidate's department ("external member"). A list of Graduate Faculty for the university can be viewed at the following website: <http://www.ir.pitt.edu/gradfac/homepg.htm>. Membership on the Graduate Faculty is not automatic and must be formally requested by the faculty member's department or school and approved by the Associate Dean before the faculty member can serve on a doctoral dissertation committee.
- B. *Dissertation Committee Chairperson.* The Chair of the dissertation committee will be a graduate faculty member in the student's Associated Department who is also member of the interdisciplinary Film Studies graduate faculty.
- C. *External Reader.* The external member of the committee will be a member of the Film Studies graduate faculty from outside the Associated Department. It is expected that students will have been exposed to these faculty members in taking the required Film Studies courses (taught by the interdisciplinary Film Studies faculty), elective Film Studies courses (outside the student's Associated Department), and in the Proseminar (taught by the interdisciplinary faculty).
 - 1. *Approval Process.* External committee members must be approved by the Assistant Dean for Graduate Studies before the thesis proposal/prospectus meeting or defense. Prior approval also must be obtained for any prospective committee member from the University of Pittsburgh or elsewhere who does not have Graduate Faculty status but is requested as an additional committee member beyond the four required members with Graduate Faculty status. Any changes to the committee after the prospectus meeting also must be approved by the Assistant Dean before the defense. Forms for admission to candidacy and committee changes can be obtained in 5141 Sennott Square. If a graduate faculty member has a primary appointment in one department and a secondary or joint appointment in another department, s/he may serve as either an internal or external committee member. S/he may also serve as a chair or co-chair of the committee.

2. External Reader from another university. A graduate faculty member from another university may serve as the external member of a doctoral committee with the approval of the Assistant Dean. A department must submit the c.v. of the external member along with a memo justifying his/her participation on the committee (such as special expertise in a particular field). Requests for external members must be approved by the Assistant Dean in advance of the requested member's participation on the doctoral committee. The Assistant Dean will review the material and either approve or reject the proposed external member. It must be understood by the external member that they are required to be present in person at both the prospectus meeting and the defense of the dissertation at their own expense. Any exceptions to this attendance rule must be approved by the Assistant Dean in advance. A graduate faculty member from another school or University, who has been approved by the Assistant Dean, may serve as a co-chair of a dissertation committee.
3. Other circumstances. Committee members who leave the university after a graduate student has been admitted to candidacy may stay on the committee in their original capacity, be it as an internal or external member, as long as they are willing and able to physically attend the defense, and providing that the defense is scheduled within 12 months of the faculty member's departure. The only exception to this rule is if the departed committee member is the chair, in which case a co-chair from the department must be designated. If a committee member retires, they may remain on the committee as long as they are still willing to serve, and are still active professionally in the academic community.

D. *Presence at Prospectus Meetings and Defenses.* All committee members are required to be physically present at both the thesis proposal/prospectus/overview meeting and the defense. In special circumstances, a committee member may request to participate via videoconferencing at either the overview or defense, but cannot participate remotely in both. Only the Assistant Dean can approve a remote participation from one of the two required meetings (overview or defense). Waivers of this requirement, and being present via speakerphone or electronic transmission and not in person must be approved by the Graduate Dean's Office.

VIII. THE DISSERTATION PROSPECTUS. The dissertation will be completed in the Associated Department and must involve film and/or media studies as subject matter incorporated with the student's Area of Concentration (as determined by the dissertation director). Once a dissertation committee has been formed, the student will submit a formal dissertation prospectus to the committee for approval. The prospectus will be approximately 10 (double-spaced) pages in length and will be accompanied by an initial bibliography. The dissertation committee will meet with the student to discuss the prospectus. At this meeting, the student can expect to receive initial advice about the writing of the dissertation and appropriate research resources. Students must have their dissertation prospectus approved no later than the end of the fourth year in the program or the eighth term in residence.

IX. ADMISSION TO DOCTORAL CANDIDACY. When the dissertation committee has approved the prospectus, the Graduate Administrator will submit to the Dean of Graduate Studies and Research an application that the student be admitted to doctoral candidacy.

X. THE DISSERTATION. Once a student has had his or her dissertation prospectus passed and has been admitted to doctoral candidacy, he or she should begin the work of researching and writing the dissertation. Normally students will complete the dissertation during the fifth or sixth year in the program. The practices of the current *MLA Style Sheet* or those found in the *Chicago Manual of Style* should be observed. Students should consult with the Graduate Administrator well in advance of their defenses regarding the procedures for submission of electronic dissertations and for graduation.

A. *The Doctoral Examination*

1. The completed dissertation, revised in accordance with the dissertation committee's suggestions, must be submitted at least two weeks before the anticipated date of the doctoral examination (otherwise known as the dissertation defense). Each dissertation committee member must be given a copy of the completed dissertation.
2. The dissertation committee will decide the form and length of the doctoral examination. The examination need not be confined to materials in or related to the dissertation. Prior to the examination, the dissertation committee chair should obtain a "Report on Examinations for the Doctoral Degree" card from the Graduate Administrator. The dissertation committee chair

should make certain that this card is filled out completely, with the appropriate signatures, and is returned to the Graduate Administrator after the examination.

3. The dissertation committee chair should inform the Graduate Administrator of an impending dissertation defense. The name of the doctoral candidate, the date, and the subject of the doctoral examination will be submitted for publication in the *University Times* at least four weeks in advance of the examination. Doctoral examinations are public.
 4. Students who pass the doctoral examination must submit a copy of their dissertation, along with other documents, to the Dean of Graduate Studies and Research. Students should consult with the Graduate Administrator and the Graduate Dean's Office well in advance of their doctoral examinations regarding the submission of these documents.
- XI. STATUTE OF LIMITATIONS. All requirements for the doctoral degree must be completed within ten calendar years of the student's first registration for graduate study if the student entered with only a Bachelor's degree or within eight years of study if the student entered with a Master's degree or its equivalent.
- XII. PH.D RECOMMENDED TIMELINE AND DEADLINES. In addition to following the recommended milestones in their Associated Departments, students are strongly recommended to:
1. Complete the three core courses in their first year in the program.
 2. Complete their Film Studies coursework by their third year in the program.
 3. Complete their Ph.D examinations, form their dissertation committee, and defend their dissertation prospectus by the end of their fourth year.
 4. Defend their dissertation by the end of their sixth year.

Ph.D CERTIFICATE IN FILM STUDIES

- I. ELIGIBILITY. Students engaged in an A&S doctoral program at Pitt can enroll in the Film Studies Doctoral Certificate Program at any point in the course of their study by filing the proper form with the program director or the Film Studies Graduate Advisor. The doctoral certificate is awarded only after the completion of all degree requirements for the Ph.D in the student's department, school, or program.
- II. FILING FOR THE CERTIFICATE. Students must file for the Ph.D Certificate in Film Studies when they file for graduation.
- III. COURSE REQUIREMENTS. Six film studies courses (18 credits) including:
1. *Core Course*. Either Film History/Theory I or 2 (ENGFLM 2451/ENGFLM 2452)
 2. *Five Electives*. Including at least two areas of study (e.g., national cinema, theory/themes, genre, etc.); at least two courses must be outside the student's department. If no courses are available outside the student's department, please consult the Film Studies Director of Graduate Studies.
- IV. RESEARCH PAPER. The Ph.D Certificate requires a research paper be written in the field of Film Studies (approximately 25–30 pages in length) and evaluated by a Film Studies faculty member who teaches one of the seminars that the student takes for his/her Certificate requirements. The procedure for so doing is as follows:
1. *Identifying a course*. At the beginning of a Film Studies course that counts for the Certificate the student will inform the faculty member teaching the course that he/she wishes for his/her seminar to count as well as the official Research Paper for the Certificate Program. The faculty member will then require of the student something more ambitious than the normal seminar paper (see Guidelines for Certificate Research Paper below) and meet with the student during the term to advise him/her.

2. *Options for the course-based research paper.* At the end of the course the student has two options:
 - i. Submit the Certificate Research Paper for both the course and Certificate requirements or
 - ii. Submit a paper that satisfies the course requirements and continue to work on the expanded Certificate Research Paper over the following semester. The paper should be turned in for the Certificate requirement no later than at the end of the semester following the course in which the paper was conceived.
3. *Guidelines for Certificate Research Paper.* The research paper that qualifies for the Ph.D Certificate in Film Studies should go beyond the average seminar paper for a course, though it should begin as such a seminar paper in conjunction with a member of the Film Studies faculty. In essence, the research paper should aspire to be publishable in an academic journal, though there is no requirement that it actually be published. It will be up to the Film Studies instructor/advisor to determine how the paper might meet some of the above standards. This paper might go beyond a standard seminar paper in any or several of the following ways:
 - i. Have a demonstrated original point of view or approach to a given topic.
 - ii. Articulate a clear and demonstrated argument about a topic that clarifies important issues in media studies.
 - iii. Involve substantial research with primary sources.
 - iv. Forge new theoretical or historical terrain.
 - v. Consider hitherto ignored media texts.

V. ADDITIONAL CONDITIONS.

1. Only two directed study courses (supervised by film studies faculty) can be counted toward the doctoral certificate.
2. All courses must be passed with a B or higher.
3. Students should notify the Director of Graduate Studies of their intention to file for graduation at the beginning of their final semester.
4. When submitting their application for graduation, students must also file an application for the M.A. Certificate in Film Studies.

VI. ADVISING AND OVERSIGHT. The film studies Director of Graduate Studies will advise students and keep records. The Film Studies Graduate Executive Committee will address ongoing curricular and administrative issues and evaluate special student requests.

MASTERS CERTIFICATE IN FILM STUDIES

- I. ELIGIBILITY. Students engaged in an Arts & Sciences Master's program at the University of Pittsburgh can enroll in the Film Studies Master's Certificate Program at any point in the course of their study by filing the proper form with the Program Administrator or the Film Studies Graduate Advisor. The Master's certificate is awarded only after the completion of all degree requirements for the M.A. in the student's department, school, or program.

II. FILING FOR THE CERTIFICATE. Students must file for the M.A. Certificate in Film Studies when they file for graduation.

III. COURSE REQUIREMENTS. Four film studies courses (12 credits) including:

1. *Core Course*. Either Film History/Theory I or 2 (ENGFLM 2451/ENGFLM 2452)
2. *Three Electives*. At least one course must be outside the student's department. If no such course is available, please consult the Film Studies Director of Graduate Studies.

IV. RESEARCH PAPER. The M.A. Certificate requires a research paper in the field of Film Studies (approximately 25–30 pages in length) to be written for and evaluated by a Film Studies faculty member who teaches one of the seminars that the student takes for his/her Certificate requirements. The procedure for so doing is as follows:

1. *Identifying a course*. At the beginning of a Film Studies course that counts for the Certificate, the student will inform the faculty member teaching the course that he/she wishes for his/her seminar to count as the official Research Paper for the Certificate Program. The faculty member will then require something more ambitious than the normal seminar paper (see Guidelines for Certificate Research Paper below) and meet with the student during the term to advise him/her.
2. *Options for the course-based research paper*. At the end of the course the student has two options:
 - i. Submit the Certificate Research Paper for both the course and Certificate requirements or
 - ii. Submit a paper that satisfies the course requirements and continue to work on the expanded Certificate Research Paper over the following semester. The paper should be turned in for the Certificate requirement no later than at the end of the semester following the course in which the paper was conceived.
3. *Guidelines for Certificate Research Paper*. The research paper that qualifies for the M.A. Certificate in Film Studies should go beyond the average seminar paper for a course, though it should begin as such a seminar paper in conjunction with a member of the Film Studies faculty. In essence, the research paper should aspire to be publishable in an academic journal, though there is no requirement that it actually be published. It will be up to the Film Studies instructor/advisor to determine how the paper might meet some of the above standards. This paper might go beyond a standard seminar paper in any or several of the following ways:
 - i. Have a demonstrated original point of view or approach to a given topic.
 - ii. Articulate a clear and demonstrated argument about a topic that clarifies important issues in media studies.
 - iii. Involve substantial research with primary sources.
 - iv. Forge new theoretical or historical terrain.
 - v. Consider hitherto ignored media texts.

V. ADDITIONAL CONDITIONS.

1. Only one directed study course (supervised by film studies faculty) can be counted toward the Masters certificate.
2. All courses must be passed with a B or higher.

3. Students should notify the Director of Graduate Studies of their intention to file for graduation at the beginning of their final semester.
 4. When submitting their application for graduation, students must include the M.A. Certificate in Film Studies.
- VI. ADVISING/OVERSIGHT. The film studies Director of Graduate Studies will advise students and keep records. The Film Studies Graduate Executive Committee will address ongoing curricular and administrative issues and evaluate special student requests.