School of Health and
Rehabilitation Sciences

Graduate Student
Handbook
2022-2023

University of
Pittsburgh

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Introduction

The Dean, faculty and staff all join in welcoming you to the School of Health and Rehabilitation Sciences (SHRS) at the University of Pittsburgh. We are pleased that you have chosen SHRS to pursue your advanced educational goals.

This handbook was developed to make you aware of the SHRS policies and procedures, that may vary from the general University of Pittsburgh policies. These policies must be followed while you are a student at SHRS. Therefore, we ask that you read this handbook thoroughly.

- You are also required to review the G**raduate Catalogs** for the University and SHRS which can be found here for the current academic year.
- **Your department may also have a handbook pertaining to your degree that you are required to review.**

Information in the SHRS handbook is subject to change, so you should check the SHRS website periodically. The website will always contain the most updated policies and procedures.

Check the LED screens, your Pitt email account, and your mailbox frequently for important announcements and information. If you have any questions contact your department or the Office of Student Services, 4050 Forbes Tower, 412-383-6551.

About SHRS

SHRS is affiliated with the University of Pittsburgh Schools of the Health Sciences and shares a close affiliation with the world-class University of Pittsburgh Medical Center (UPMC). The medical center comprises a variety of hospitals and clinical facilities that affords students a wealth of opportunities for professional experience.

The SHRS faculty ground their teaching upon research studies, clinical service, and participation in their respective professional associations. Faculty research and service typically occurs within a multi-disciplinary collaboration in diverse health care and research environments. Consequently, both entry-level and advanced students are exposed to state-of-the-art curricula, which are continually reviewed from the perspective of new research findings, technological developments, changing public policy and accepted clinical and management practice.

Our students interact with role models and mentors who demonstrate the core values of their respective professions including commitment to:

- Respect for the inherent value, dignity and integrity of the patient, client and/or research subject.
- A service-oriented and personalized approach to health care and rehabilitation.
- Ethical behavior in all clinical, service and research interactions with patients, colleagues, employees, and others.

Our Mission

To advance health, rehabilitation and reintegration service delivery through teaching, research, and professional service.

We advance our Mission and pursue our Vision by:
- Providing an unparalleled environment for education and training
- Supporting an inter-professional approach to research to address challenges of people with acute and chronic conditions and disabilities
- Collaborating with local, national, and international partners to address and improve integration of rehabilitation services in health care delivery systems, community engagement and models of care.

More information can be found here on SHRS Vision, Mission and Values

Philosophy of Graduate Education

The faculty of the SHRS believes that it has a major responsibility in graduate education to broaden the perspectives and awareness of residential students and online students in the health professions toward high standards of scholarship and recognition of its relevance to technological and human needs.

Graduate programs provide depth in a substantial area of the student's profession and foster critical thinking through a variety of scholarly and creative activities thereby generating an atmosphere of scientific inquiry. These substantive areas include the knowledge of the scientific basis for the development of advanced clinical expertise within the professions represented in the School. An equally important function is to encourage health professionals to be sensitive to the needs of the human beings they are serving and to adapt their methods to the changing social, economic, and technological environments in which they practice. Accordingly, these professionals should develop the capability to perform newly emerging and expanding roles of advanced clinical services, research, teaching and administration in the health care systems, advancing the frontiers of their particular field of expertise.

On the assumption that the accumulation and mastery of basic factual knowledge have been accomplished, graduate education focuses on synthesis and integration to allow for new systemic insights into the application and extension of that knowledge. The linkage of various educational experiences with research projects enhances problem-solving skills. Through interdisciplinary and multi-disciplinary didactic, clinical and research experiences, individual professional identity is fostered, while the ability to function both on an independent and collaborative level with colleagues from other disciplines is enhanced.

Office of the Provost Policies and Guidelines

The Office of the Provost provides general oversight of academic affairs, including education, faculty, and student life. Policies and guidelines can be found at this link www.provost.pitt.edu

Notice of Non-Discrimination

The University Notice of Non-Discrimination can be found here.

SHRS Diversity, Equity and Inclusion

The School of Health and Rehabilitation Sciences is committed to action-oriented policies to address inequity and create a more welcoming, accessible, and inclusive school for our

students, faculty, staff and friends in the community. We believe that there are systemic problems that require complex solutions, and we are dedicated to developing and implementing those solutions in order to create not only a more equitable academic environment but also a more equitable health care system, which we believe can be done through the education of the next generation of health care leaders.

More information can be found on the SHRS website at this link:
https://www.shrs.pitt.edu/shrs-diversity-equity-and-inclusion

SHRS Expectations for Appearance

In the interest of personal safety and consideration for others, it is the policy of SHRS that students adhere to some basic standards of dress and grooming while attending classes and clinical assignments:

- Wear appropriate footwear that meets the expectations for the setting you are in.
- Dress modestly (no inappropriate skin exposure, no exposed undergarments)
- Minimize body odors (e.g., excessive smoke)
- Avoid wearing excessive fragrances (e.g., perfume, cologne)
- Maintain personal hygiene

Students need to adhere to any dress codes and policies specific to any clinical sites in which the student practices. Online students are also required to maintain a professional online appearance while interacting on camera, be mindful of your location and what appears behind and around you and considerate of any background noises.

Exceptions to this policy may be made based on verified medical, religious, or ethnic issues. In addition, students are expected to abide by any dress code policy established by their program or department. Students in violation of this policy may be subject to disciplinary action.

Social Media Policy

Social media is rapidly expanding, and new outlets are created every day. Professional organizations and ethical codes are often outdated given the rapid expansion of social media. It is essential that student and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients, and students.

Students are responsible for maintaining a professional social media presence related to any SHRS education activities. Some students may find it helpful to create separate professional and personal social media accounts.

We recommend that students consider the following prior to posting or transmitting on social media:
- Consider the audience and potential impact of your post prior to transmission.
- Assume anything that you post or transmit on social media can be made or viewed by the public.
- An electronic post or transmission is often traceable, without an opportunity for removal.

- Employers often search social media to learn more about you prior to interviews or offered employment.
- Clients often search social media to learn more about you. Proximity based apps and social media post new challenges to maintaining professional boundaries between health professionals and clients or patients.

SHRS students must:
- Respect the ethical standards of the profession in carrying out his or her academic assignments.
- Comply with [HIPAA's social media rules](#).
- Read, review, and follow the social media policy of your practicum or internship placement.
- Comply with [School and University academic integrity guidelines.](#)
- Do not post or transmit *any* information or reference about your work with clients.
- Do not post clinical encounters, clinical experiences or information that pertains to working with clients.

Please note that boundaries on social media are no longer as simple as not 'friending' a client, professor, or colleague on Facebook. For example, all contacts in your phone book can read your posts on Venmo without being friends on the app. It is difficult to predict the latest ethical problem or boundary that will arise with social media. Therefore, please remain aware and consult with faculty or supervisors on these important issues. Faculty may have to act upon on any material that does not comply with current academic integrity guidelines, professional ethical standards, or HIPAA policies.

COVID-19
For updated news and information regarding COVID-19 refer to this link: https://www.shrs.pitt.edu/covid-19

Financial Information

Tuition and Fee Rates
Tuition rates and mandatory fee rates are available on the [Graduate Tuition & Mandatory Fees](#) page on the University website.

Full-time Students
In the Fall and Spring Terms: Graduate students registered for 9 to 15 credits in the Fall and Spring Terms are regarded as full-time students and are assessed the current graduate "flat" tuition rate for their academic center.

Graduate students registered for fewer than 9 credits are considered part-time and are billed on a per-credit basis.
Students will be charged per credit for each credit exceeding the maximum full-time credit limit.

In the Summer Term:

All students are billed on a per-credit basis in the Summer Term.

Residency/Reduced Tuition

Students who reside in the Commonwealth of Pennsylvania may be eligible for reduced tuition through state appropriations.

Eligibility is determined by criteria outlined in the University of Pittsburgh Guidelines for Determining Eligibility for Reduced Tuition Rates, available online at http://payments.pitt.edu/pa-tuition-rate-eligibility/

Additional Fees

Lab Fees: Lab courses may incur an additional fee to cover laboratory expenses. These fees will be charged to the student directly and will appear on the invoice generated by Student Accounts in addition to tuition and other fees each semester.

Financial Obligation of Students

The University of Pittsburgh has the right to withhold services if a student defaults on any financial obligation until repayment arrangements have been made that are satisfactory to the office or department to which the debt is owed.

Scholarships, Grants and Financial Aid

If you are interested in applying for loans, scholarships, grants, or work study, you should call, write or visit the University of Pittsburgh, Office of Admissions and Financial Aid. Click here for contact information.

The website specifically for graduate students is: Graduate School Financial Aid Instructions.

SHRS Scholarships and Awards

General information on scholarship and awards can be found at: SHRS Financial Information Page on our website. Contact individual departments for information on scholarships and awards specific to your area of study.

Merit Scholarships

The merit scholarships comprise three awards administered under a common application process. The purpose of these scholarships is to acknowledge and aid students who demonstrate high-level scholastic achievement and financial need. Multiple scholarships are awarded per year, pending available funds; all scholarships provide the same level of support.

The SHRS Faculty Executive Committee will choose the award recipient(s) in mid-January and the award will be applied to the student's spring tuition bill.

More information on eligibility, guidelines and the application can be found on the SHRS Website under Scholarships & Funding.

The Dr. Timothy C. and Mrs. Cynthia B. Sell Student Award, promoting diversity and inclusion

Donors Dr. Timothy Sell and Mrs. Cynthia Sell have established an endowed fund to promote diversity and inclusion within the SHRS student body. The SHRS Faculty Executive Committee will choose the award recipient(s) in mid-January and the award will be applied to the student's spring tuition bill. Awards will be presented annually pending receipt of qualifying applications.

More information on eligibility, guidelines and the application can be found on the SHRS Website under Scholarships & Funding.

SHRS Research Development Fund

SHRS has a small Research Development Fund. The primary purpose of the fund is to encourage research activity and defray expenses of such research by the members of the SHRS academic community while they are associated with SHRS. The fund attempts to provide seed money for research projects among faculty and as a form of financial assistance for development of researchers among students. Since funds are very limited, applicants should be aware that grant awards are a maximum of $1,000.00.

More information on eligibility, guidelines and the application can be found on the SHRS Website under Scholarships & Funding.

SHRS Doctoral Student Award

SHRS recently developed the SHRS Doctoral Student Award to provide funding to PhD students who have passed written comprehensive examination to support their research projects that are related to their dissertation research. Students can apply for up to $7500.00. There will be 2 application/review periods per year, early October and end of March.

More information on eligibility, guidelines and the application can be found on the SHRS Website under Scholarships & Funding.

PittFund$Me

PittFund$Me connects you with real, relevant scholarships. Current Pitt students can access PittFund$Me by following this process:

1. Login to your MyPitt account and search for PittFund$Me. Select the icon and you will be directed to your Student Dashboard.
2. Once in the system, you will be asked a series of basic questions that will match you to scholarship opportunities from the University of Pittsburgh and outside organizations (all external scholarships have been fully vetted for legitimacy so that you can apply confidently).
3. The more questions you answer, the more scholarships you can be matched to (you will only see Pitt scholarships when they are open and if they require an application).
4. For matched scholarships, click the Apply button to be navigated to the external organization's website where you can submit your application.

You'll be able to manage all of your applications in your personalized dashboard, and Pitt will post alerts for new scholarships that might be interesting to you. Learn more here.

SHRS Policies and Procedures for Graduate Students

Student Roles and Responsibilities

The University has a number of official policies affecting students. For complete and current text on all University policies, please go to www.cfo.pitt.edu/policies/.

SHRS Impaired Student Policy

The School of Health and Rehabilitation Sciences (SHRS) has the responsibility to educate students to be responsible professionals prepared to provide quality services. Whether in the classroom, the clinical setting, or a research setting, students are expected to demonstrate professional behaviors aligned with respective Scopes of Practice, Codes of Ethics, and Technical Standards.

Safety is a critical component in the classroom, the clinical setting, and the research setting. The utmost responsibility of the University, the School, and the faculty is the protection and well-being of individuals in the classroom, the clinical setting, and in research, all of which supersedes the educational needs of the student to participate in a degree program.

When a student's psychological and/or physical condition has impaired their ability to participate and perform in the classroom, clinical setting, and/or research, the student will be asked to leave the area. As discussed below, the student will be given the opportunity to hear the reasons for the removal, to discuss the incident with a representative from the school and participate in a treatment plan if appropriate. Any expenses incurred because of assessment, treatment, transportation, and monitoring are solely the responsibility of the student.

The existence of a health or personal problem for a student is NOT synonymous with impairment under this policy.

In addition to this policy, the University of Pittsburgh has developed resources to assist faculty and staff with distressed students. The Faculty and Staff Guide to Helping Distressed Students is available as well as this document from student affairs.

When a partner site has a policy regarding fitness for duty, that policy will be followed in addition to the School of Health and Rehabilitation Sciences policy.

Purpose

This Policy is designed to:
- Identify and adequately address the needs of students with impairment
- Enhance awareness among faculty and students of the typical characteristics of an impaired student to identify students in need of help
- Protect patients from risks associated with care given by an impaired student
- Promote educational programs and other methods of primary prevention of impairment of all students

- Provide a mechanism for a fair, reasonable and confidential assessment of a student who is suspected of being impaired, including the development of a plan to address the student's academic progress
- Take administrative actions as necessary

Definitions

For the purposes of this policy, impairment is defined as a physical or mental condition, substance abuse, chemical dependence or any other circumstances that interferes with the student's ability to engage safely in patient care or clinical practice.

Reporting Possible Impairment

a. Self-reporting - Any student who is concerned that they might be impaired or likely to become impaired should contact their respective Program Director to formulate a plan of action to secure appropriate assistance and resources.

b. Report by others - Any person (e.g., student, faculty, staff, clinical partner, or administrator) who has reasonable cause to suspect that the ability of a student to safely perform their clinical duties may be impaired shall, in good faith, report the student to the respective Program Director.

c. If a report is determined to be made in bad faith or malicious, the reporting party will be identified to the Dean and may be subject to action under applicable institutional policies and/or laws and regulations.

Process

a. When there is concern that a student is impaired, a faculty member may remove the student from the applicable area. The student shall be informed of temporary suspension from clinical practice. If warranted by the student's condition, the clinical instructor, campus security, or a representative from the school may accompany the student to the nearest healthcare facility for emergency treatment.

b. When there is concern that a student poses a risk of harm, an immediate referral will be made to an appropriate service provider. If the behavior has occurred in the classroom, clinic, or research setting, the student will be temporarily removed from that setting.

c. Faculty involved in the identification of a possible impaired student must initially meet with the student and/or person who is reporting the student.

d. A subsequent meeting(s) will occur between the student, faculty involved in the identification of the problem, and Program Director. The documented and observable evidence of impaired performance will be reviewed with the student, and the student will have an opportunity to provide an explanation.

e. One representative from the University community chosen by the student may accompany the student to any meeting but they may not stand in place of the student during the discussions. Such representative may not be legal counsel.

f. During the meeting(s) an individualized plan will be discussed and developed with the student that considers the impact of the student's behavior on the safety of the environment. During the meetings(s) the student may be asked to sign an Authorization for the Disclosure of Protected Health Information and may submit

relevant medical records from their treating physician. If the student agrees with the recommended plan, the student will proceed with implementation.

g. If agreed to, the student must seek and select a treatment provider when recommended by the Program Director in a timely manner (not more than 2 weeks). Costs of treatment will be the student's responsibility.

h. If the student has been referred for treatment, the student will be permitted to return to practice only on the specific recommendation of an appropriate treatment provider that the student is capable of safe and skilled performance in accordance with School or Programs Scopes of Practice, Codes of Ethics, and Technical Standards.

i. The student has the right to refuse this assessment, treatment, and further monitoring. In which chase the student may file an appeal [see link below].

j. The school may not permit a student to return to practice without certification from a recognized healthcare provider that he/she has completed treatment, is undergoing treatment, or does not need treatment, and is fit for duty.

Monitoring

a. The student successfully completing the treatment period will be monitored by the Program Director or faculty designee for progression in the degree program.

Leave of Absence and Re-entry

a. An impaired student will be allowed a leave-of-absence in accordance with the policy outlined in the SHRS Student Handbooks.

b. If the student requests a medical leave-of-absence, procedures for the leave and re-entry will be followed as outlined in the SHRS Student Handbooks.

Unresponsiveness to Intervention

If the student does not responsibly cooperate or respond to the plan created by the Program Director or faculty designee, the student may be required to take a leave of absence, be suspended, or be dismissed. Students can appeal this decision using the SHRS appeals process

Confidentiality

a. Confidentiality for every student is to be maintained throughout the process consistent with the University's FERPA Policy and Procedure.

File

a. All files will be kept by the student's respective department/program after the student graduates in accordance with university policy.

University and SHRS Rules and Regulations
- Students should understand and know how to access University, SHRS, and individual program rules and regulations.
- University Regulations Governing Graduate Study at the University of Pittsburgh.

Last updated September 2022

- Students should complete the SHRS new student orientation and review the most updated online version of the University Graduate catalog, handbook, and their program's policy information. (For catalog you have to switch to the Graduate catalog in drop down)
- Students should be aware of and meet important academic deadlines, e.g., registration, add/drop and monitored withdrawal. See the Academic Calendar.

Communicate with SHRS Faculty and Staff

Students should stay in regular communication with their academic advisor, faculty members and their success coach. To facilitate this, the student should:
- check Pitt email regularly
- inform academic advisor, faculty, or department chair of difficulties that may impact academic standing
- seek help as needed
- make and keep regular advising/registration appointments with academic/faculty advisor

SHRS Online Students

All SHRS rules, polices and regulations outlined in this handbook apply to SHRS online students just as they apply to students taking courses in person.

SHRS Academic Regulations

SHRS Academic Integrity Policy

Students have the responsibility to be honest and to conduct themselves in an ethical manner while pursuing academic studies. Students have the right to be treated by faculty in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those recognized within the profession). Should a student be accused of a breach of academic integrity or have questions regarding faculty responsibilities, procedural safeguards including provisions of due process have been designed to protect student rights. These may be found in the *SHRS Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures.*

Academic Integrity Modules

It is at the discretion of the Department Chair to require their students to complete the Academic Integrity modules. The modules can be accessed through canvas and after the student has completed all three modules, they will be quizzed to test their knowledge and those who receive a score of 80% or greater on the quiz will receive an Acclaim badge that can be shared with their department or on Linkedin.

The modules can be accessed through this link: https://canvas.pitt.edu/enroll/3LJA96. Below is a brief description of the modules.

Academic Integrity

Academic Integrity means adhering to ethical standards when submitting assignments or taking quizzes and exams. Whether taking classes in person or remotely, it very important

to submit only your own original work. This module provides a comprehensive description of what academic integrity is and provides links to University of Pittsburgh policies on academic integrity.

[Plagiarism](#)

In basic terms, plagiarism is taking the words or ideas of others and presenting them as your own. Sometimes this is done unintentionally by not citing information properly. In other instances, students will purposefully copy from others to complete an assignment quickly. In this section, you will learn how to identify plagiarism.

[Paraphrasing](#)

When you have to explain something that you just read, you need to paraphrase, or put the content in your own words. This section will help you understand the basics of paraphrasing.

Ombudsperson

The Ombudsperson is a person who handles complaints, serves as a mediator, and a spokesperson for the rights of a particular individual or group. The Ombudsperson in the School of Health and Rehabilitation Sciences (SHRS) will be a neutral contact person (Non-faculty) for students with whom they can engage in informal discussions to express concerns about conflicts and other issues that may arise during the course of their education that they believe are difficult to address with their academic department.

The Ombudsperson for SHRS is Kellie Beach, Director of Student Services, and Registrar. To find out more information on her role for SHRS, click on this link for [SHRS Ombudsperson](#) or, if you would like to meet with her, please email her at kbeach@pitt.edu to make an appointment. In Kellie's absence, please contact Leland Clark, Executive Director of Student Affairs, leland.clark@pitt.edu.

Minimum Academic Standard

In addition to the University-wide regulations and standards detailed in the section on General Academic Regulations in the University Graduate Catalog, each student in SHRS is expected to be familiar with these school-specific regulations and academic Standards:

- It is the student's responsibility to review her/his academic standing, to identify graduate program requirements and prerequisites for intended graduate program(s), and to monitor their completion.
- All required and prerequisite coursework must be taken for a grade, when letter grade option is available, unless approved by the Department Chair/Program Director.
- Students must receive a grade of C or better in all courses required by their program curriculum.
- Students who receive a grade below a C in a required course must repeat that course and attain a grade of C or better to graduate. (Note: University regulations state that a student may repeat any course in which a grade of B- or lower is received <u>if an authorization to repeat the course is given by the student's adviser/faculty</u>.)
- All grades will remain on the transcript and be calculated into the GPA, unless or until a course repeat has been processed. After the repeat has been processed the credits will be removed, but the grade will remain on the transcript, although not factored into the GPA. A repeat flag will also be noted on the transcript.

- Students will not be permitted to register for a course until they attain a C or better in its prerequisites.
- Failure to receive an acceptable grade after the second opportunity to complete a required course may result in the student being dismissed from the program and SHRS.

Advising

Master and Clinical Doctorates

Master's students are assigned an advisor who must be a member of the SHRS faculty holding a regular, research, clinical, or adjunct appointment, and having at least a master's degree. The director of the program to which the student has been accepted, selects advisors for SHRS graduate students. Students are notified of their advisor after their enrollment. It is the student's responsibility to contact the advisor to schedule an initial meeting.

Doctor of Philosophy

PhD students are assigned an academic advisor in the student's main area of specialization. The academic advisor and student will plan course work and other experiences to enable the student to meet program requirements and her/his academic goals.

Change of Advisor

If either the student or his or her assigned advisor prefers, the student can choose another advisor. The student must obtain a *Change of Advisor* form, located on the SHRS website at [Student Life/forms](#) Complete the form and secure the required signatures and return the form to the Office of Student Services. As a general rule, students who have more than 50% of the credits required for graduation should not initiate change of advisor procedures.

Advisor Roles and Responsibilities

Initial Responsibilities of the Advisor
- Meet with each student advisee as soon as possible after admission to review goals, policies and procedures of the program, to assist the student in clarifying his or her educational goals, and to design a preliminary *Plan of Study*. The preliminary *Plan of Study* must be on file in Student Services by the end of the first term and then as revised.
- Assist the student in selecting courses for the first term registration.

Ongoing Responsibilities of the Advisor
- Meet with the student prior to registration in subsequent terms. Meet with students who have been placed on academic probation to review and revise the *Plan of Study*.
- Ensure that the student takes the comprehensive examination (if required) at the earliest appropriate time. The anticipated term of the exam should be included in the *Plan of Study*.
- Assist the student in planning internships or research projects.
- Direct the student to apply for graduation for the term of study in which the student expects to complete requirements for graduation.

- For online students enrolled in degree and/or credit bearing certificate programs a student success coach is provided to assist students as a general point of contact and/or with any concerns they are experiencing in the online forum.

Plan of Study

Every student in SHRS must have a Plan of Study, signed by academic/faculty advisor, on file with their department by the end of the first semester. Any revisions to the Plan of Study must be approved by the academic/faculty advisor or Department Chair and submitted to Student Services.

To be certified for graduation, students must have successfully completed all courses outlined in their final Plan of Study as well as any other requirements for the degree. A final Plan of Study must be forwarded to SHRS Student Services, the term prior to graduation.

Allowable Credits

Please refer to the SHRS Graduate Catalog for more information on Transfer Credits.

Current SHRS Students taking courses off campus for transfer credit

Graduate students already enrolled and in good academic standing (cumulative GPA of at least 3.000) may, when approved in advance by their department and the dean, attend another accredited graduate institution in order to complete degree requirements not available at the University of Pittsburgh, provided they receive prior approval from the SHRS Dean's office. Students will be required to fill out an approval form and provide appropriate course descriptions.

This form can be found on the SHRS Website under Student Life/forms.

Students will not receive credit for courses taken without advance approval. SHRS students may not enroll in courses outside the University of Pittsburgh in the semester they are graduating from SHRS.

Credits Required

The number of credits required for the Master's degree varies among the departments within SHRS, but all departments require at least 30 credits. Many departments offer a variety of emphases. Individual departments should be contacted for the number of credits and *Plan of Study* specific to that department and focus.

Grading Policy

All SHRS graduate programs adhere to the University's grading system and grading policies for graduate students. Please refer to the Office of the University Registrar on Grades or the University Catalog on Grading and Records

Course Grading

The method of evaluation and grading is the prerogative of the course instructor and is based on the course objectives and expectations. SHRS faculty have the option of issuing "+" or "-"

grades. SHRS faculty have the option of assigning letter grades or HSU evaluations, as printed in the course catalog and determined at student's enrollment. Students will be apprised of the evaluation procedure by the instructor at the beginning of each course. It is the student's responsibility to request clarification of any evaluation or grading policy.

G Grade Policy

Students assigned G grades due to **unfinished course work because of extenuating personal circumstances** are required to complete course requirements **no later than one year** **after the term in which the course was taken**. Once the deadline has passed, the G grade will be changed to a "NG" no-grade on the transcript and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation. Students will not be permitted to register for courses in which a G grade was assigned to a prerequisite course unless prior approval has been obtained by the Department/Program Chair, or designee.

SHRS G Grade Policy

A SHRS Completion Agreement of G Grade Credits form must be completed by the student, instructor, and advisor and submitted to Student Services (form and instructions can be found on the SHRS website at https://www.shrs.pitt.edu/student-life/forms.

When a G grade is assigned for a medical reason the form must be accompanied by a physician's note when it is turned into student services.
- It is the responsibility of the instructor to clearly state the objectives for completion of course requirements as well as the expected due date to the student.
- This agreement must be submitted before the next semester add/drop deadline.
- Failure to submit this form before the next semester add/drop deadline will be at the discretion of the instructor to change the grade to a failing grade.

Student Services will be following up on any G grades that are not changed within the expected timeframe at the end of every term.

Note: G grades will be converted automatically to an NG Grade after the 1-year deadline. **AC 32 - G Grade Deadline Policy.**

I Grade Policy

The I grade indicates work in the course for which it is assigned has **not been completed due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars**. It is to be assigned only to students who have been doing the regular work of the course but who need more time than the term allows to complete the course work.

SHRS (Incomplete) I Grade Policy

All incomplete grades are expected **to be completed by no later than the end of the next consecutive semester**.

A SHRS Completion Agreement of Incomplete Credits form must be completed by the student, instructor, and advisor and submitted to Student Services (form and instructions can be found on the SHRS website under current students/forms/misc.).

Last updated September 2022

- It is the responsibility of the instructor to clearly state the objectives for completion of course requirements as well as the expected due date to the student.
- If the incomplete grade is assigned in the spring, it is expected that outstanding course requirements will be completed by the end of the summer term in August.
- This agreement must be submitted before the next semester add/drop deadline.
- Failure to submit this form before the next semester add/drop deadline will be at the discretion of the instructor to change the grade to a failing grade.

Student Services will be following up on any I grades that are not changed within the expected timeframe at the end of every term.

S/NC Grade Option (Formerly the S/N Option)

Prerequisite and required courses must be taken for a letter grade when available, and a student must earn a B or better.

Certain courses are offered on the S/NC (Satisfactory/No-Credit) grade option. This option was designed to encourage students to explore new and potentially difficult subjects without fear of the risks of failure. Under this option, a student who does satisfactory work (a grade of B or better) in a course receives the grade of S. If the student's work is not satisfactory (a grade of B- or lower), the grade of NC (No Credit) is given. Courses for which an S is received are counted toward graduation but are not computed in the GPA. Courses in which an NC is received are counted toward neither graduation nor the GPA.

Enrollment

A student must be registered for at least one credit in a twelve (12) month period from the time of admission until the degree is granted in order to maintain active status. Those students who fail to observe this rule will be placed on inactive status and will have to seek formal readmission in order to continue in the program. If active status is not maintained, the student is not permitted to use University facilities or receive counseling or active supervision by a faculty member, advisor, or committee.

Active enrollment status in the term you are graduating:
- If the graduating student is funded under a GSA/GSR/TA/TF – Fall and/or Spring appointment, the student must continue to be enrolled either as full time (9 credits) or FTDI, even if they are graduating.
- If the graduating student is NOT a GSA/GSR/TA/TF, they defended their dissertation in the previous semester, and they are simply finishing their ETD requirements, they need NOT be enrolled provided they finish the ETD requirements prior to the add/drop period of the semester they are graduating in. Finishing ETD requirements is defined as the ETD being reviewed and approved by Courtney Fleck AND all of the required paperwork is submitted to Courtney." If they do not complete the ETD requirements before the add/drop period, they will be required to enroll and may be subject to a late enrollment fee.

Graduate students registered for 9 to 15 credits in the Fall and Spring Terms are regarded as full-time students.

Students cannot enroll in courses that meet at the same time, without special permission from both instructors and their advisor.

Registering for Classes

After being admitted to a graduate program, students may register for classes during the enrollment period. The enrollment period for a term or session is published in the University's Enrollment Calendar.

Enrollment Appointments

The enrollment appointment is the day and time when a student can begin enrolling. Once a student's enrollment appointment begins, adding, dropping, or editing classes can be done until the end of the add/drop period. Students can view their enrollment appointment date and time by logging into my.pitt.edu, click on Student Center Login, click on Self Service, and then click on Student Center. See below for additional enrollment appointment information.

- Enrollment appointments are assigned according to credits completed. Those students with the highest number of completed credits will be given the earliest appointments.
- Students cannot enroll in classes prior to the date and time of their assigned enrollment appointment.
- Enrollment appointments are not assigned for the summer term; students can begin enrolling on the first day of the summer term open enrollment period.
- **Enrollment appointments cannot be changed.** Students should contact their Dean's Office to initiate the process of getting a new enrollment appointment. Dean's Office staff should follow steps outlined in our New Enrollment Appointment Request Process guideline to request a new appointment for a student. Requests for new enrollment appointments will be accepted if students were not assigned one due to any of the following:
  o Student previously applied to graduate and was denied.
  o Student has returned from active military duty.
  o Student has internally transferred from a school that did not use appointments.
  o Student was admitted/readmitted after appointments were assigned.

Student Enrollment Process

Prior to enrolling you must meet with your academic advisor within your department to determine your courses and complete the enrollment form *if required by your department* (signed by you & advisor).

Resolve any holds that you may have on your account with the respective departments that have placed the holds, or they will prevent you from registering for your classes.

Note: Graduate students cannot enroll for more than (15) credits without the Dean's approval. Only SHRS Dean's office Student Services Office can enroll you after you receive approval for the additional credit(s). Students will be charge for each additional credit over the fulltime maximum of 15 on a per credit basis.

Go to the University Registrar's website for instructions on Steps to Enrolling.

Permission Numbers

If courses require permission, please seek permission from the instructor of the course. You may do so via email with the instructor. If it is a course within SHRS, email the Student Services Coordinator in the SHRS Dean's office with proof of permission for a "permission number."

If it is a course outside of SHRS you will need to receive a "permission number" from the school in which the course is offered. You will need this "permission number" in order to register for a closed/restricted course in PeopleSoft.

Auditing a Graduate level course at SHRS

With the consent of the SHRS Dean's Office and instructor, students may choose to audit a course. In order to audit a course, **you must register and pay tuition for the course**.

Students must complete a SHRS Grade Option/Audit Request Form for Graduate Students, this form can be found on the SHRS Website at https://www.shrs.pitt.edu/student-life/forms.

This form will need to be turned in to Student Services by the add/drop deadline for the term the course is taken in.

Students wishing to audit a graduate level course need to speak with the instructor and have this form signed and then return it to the SHRS Dean's Office by the stated deadline. You will receive an audit grade of (N). This is not counted toward graduation or the GPA.

If you are wishing to Audit a graduate level course in another Pitt school, you must visit that Schools Dean's office and find out their policy and procedures for auditing a course.

Add/Drop Process

Students can add or drop classes until the add/drop deadline. Add/drop during the summer sessions is dependent on the length of the class session. (See University [Academic Calendar](#) for specific dates.) The following is a typical add/drop process:
- Students should make an appointment with their advisor to discuss adding/dropping courses.
- Once approved by the advisor, students will make the enrollment changes online.

Problem with Enrollment After the Add/Drop Deadline

Should a student find an error in their enrollment after the add/drop period has ended, a formal memo is required from the student's advisor to the SHRS, Director of Student Services, Registrar. This memo will need to include the student's name, PeopleSoft number, the course(s) to be added or dropped (subject, name & section), the number of credits, and the reason for the error. If the error is the student's fault, the student will be charged a late fee at the discretion of the main University of Pittsburgh Registrar. If the fault is with the Department the student is enrolled in, that department Chair can provide an account number to cover the late fee.

Upon approval from the SHRS Director of Student Services, Registrar the memo will be submitted to the University of Pittsburgh Registrar to process the exception.

Comprehensive Examination

Comprehensive Examinations are required for many graduate programs in SHRS. Successful completion of the Comprehensive Examination is needed for the student to demonstrate mastery of his/her field of graduate study. Each individual department/program will specify the content and procedure for the scheduling, administration, and grading of the Comprehensive Examination. Please refer to individual program descriptions or handbooks for details of Comprehensive Examinations for each program.

Monitored Withdrawal

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form in the office of the school offering the course. Students must process the Monitored Withdrawal Request form within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the University's Academic Calendar for those deadlines.

Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form. The grade W will appear on the student's grade report and transcript. There is no financial adjustment to student's tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

The form must be signed by the instructor of the course and be returned to the Director of Student Services, Registrar, 4054 Forbes Tower within the **first nine weeks of the term** in the fall and spring. Monitored Withdrawal forms can be found on the SHRS Website at https://www.shrs.pitt.edu/student-life/forms.

Repeating Courses

Consult your Dean's office for the proper procedure of repeating a class and for information on how this will affect your grades and the calculation of your Grade Point Average (GPA). When you repeat a class, **you must officially enroll and pay for the class again**. University policy prohibits any student from attending a class without being officially enrolled for that class. A repeated course has a notation appearing underneath the previous course taken designating that it is excluded from the GPA. The original course and grade will always remain on your record/transcript.

SHRS Students are only permitted to repeat a course once.

Note: Any grade earned in the repeated course will be recorded on the academic transcript, even if it is lower than the original grade.

- A sequence course may not be repeated for credit if the student passes a higher sequence course with a C or better grade.
- A student may not enroll in the same course at another institution and have that grade replace the original grade earned at the University.
- The original course and grade remain on the transcript; however, the grade and credits originally earned are not counted in the calculation of the GPA.

- The grade earned by repeating a course is used instead of the grade originally earned. Withdrawal (W), Repeat (R), and Audit/Non-Credit (N) grades reported for the repeated course will not be identified as a course repeat, and therefore the original grade earned will continue to be counted in the GPA.
- Incomplete grades (G and I) are not identified as repeated courses until the coursework is completed.
- Students seeking to repeat other non-SHRS (prerequisites, electives, etc.) courses will be permitted to do so at the discretion of the program director.

Statute of Limitations on Allowable Coursework

The purpose of the statute of limitations is to ensure that a graduate degree from the University of Pittsburgh represents mastery of current knowledge in the field of study. All requirements for MA and MS degrees must be completed within a period of **four consecutive calendar years from the student's initial registration for graduate study**; **all professional masters within five years (includes both full time and part time students).** Dual degrees and joint degrees that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Council on Graduate Study.

PHD/Doctoral:

From the student's initial registration for graduate study, all requirements for the PhD degree must be completed **within a period of 10 years or within eight years if the student has received transfer credits.** A student who is unable to complete all degree requirements within a five-year period after passing the comprehensive examination may be re-examined at the discretion of the department or school. Programs for professional doctoral degrees, for which the majority of candidates pursue part-time study while working full-time within their chosen disciplines, may be granted a longer statute of limitations by the schools offering the degrees.

Extension:

Under exceptional circumstances, a candidate for an advanced degree may apply for an extension of the statute of limitations. The request must be approved by the department or departmental committee (master's or doctoral) and submitted to the Associate Dean of Graduate Studies for final action. Requests for an extension of the statute of limitations must be accompanied by a departmental assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. Students who request an extension of the statute of limitations must demonstrate proper preparation for the completion of all current degree requirements.

Resigning from the University for a Specific Term

If students decide to drop all of their courses after the add/drop period has ended and before 60 percent of the term or session has been completed, they must resign from the University for that term. Official resignation from the University requires students to contact the Student Appeals Office. Students have several options. They may resign in person, by mail, or by calling 412-624-7585, where students may leave a message 24 hours a day, including weekends and holidays. An R grade will appear on the student's academic transcript. Tuition is prorated from the date of the student's notification to the Student Appeals Office of the

student's desire to resign, unless 60 percent of the term has been completed, in which case there is no refund.

After the 60 percent point of the term or session has passed, students who wish to terminate their registration may process a withdrawal from all classes only with the permission of their academic Dean. If the reason for withdrawal is medical or psychological in nature, the academic Dean may consult with the director of the Student Health Service prior to making a determination. There is no financial adjustment associated with this procedure, which results in the assignment of W grades for the courses.

Please visit the Student Payment center [resignation page](#) on the University of Pittsburgh website for more information.

Leave of Absence

Under special conditions, graduate students may be granted **one** leave of absence. A **maximum leave of two years may be granted to doctoral students or one year to master's students.** All requests for a Leave of Absence should be put in writing to the Associate Dean of Graduate Studies. The length and rationale for the leave of absence must be approved by the Associate Dean. If approved, the time of the leave shall not count against the total time allowed for the degree (Statute of Limitations) being sought by the student.

The Leave of Absence instructions and form can be found on the SHRS website at https://www.shrs.pitt.edu/student-life/forms.

Academic Probation and Dismissal Policy
Graduate students who have completed at least 9 credits and whose cumulative GPA falls below a 3.000 will be placed on academic probation and/or suspension and will receive written notification of this status. At this point it is the student's responsibility to meet with his or her advisor.

To be removed from academic probation, the student will need to achieve a cumulative GPA of 3.000 within his or her next two terms of study. Failure to do so may subject the student to recommendation for immediate dismissal from the program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies.

Students who fail to demonstrate progress toward meeting graduation requirements in a timely manner may be placed on academic probation or recommended for dismissal from the program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies. SHRS reserves the right to terminate a student at any time for academic or other reasons.

Dismissal from the program is at the discretion of the SHRS Dean. Notwithstanding the foregoing, in the event it is not mathematically possible for a student to remediate their cumulative program GPA within their next two terms of study the student may be immediately dismissed.

A student may appeal their dismissal with the University of Pittsburgh Provost office.

Graduation Requirements

Graduation Requirements for a Graduate degree from SHRS are as follows:

- Student must be considered an "active student" at time of graduation; s/he must have been registered for at least one credit at the University of Pittsburgh within the last three terms or sessions.
  - o If the graduating student is funded under a GSA/GSR/TA/TF – Fall and/or Spring appointment, the student must continue to be enrolled either as full time (9 credits) or FTDI, even if they are graduating.
  - o If the graduating student is NOT a GSA/GSR/TA/TF, they defended their dissertation in the previous semester, and they are simply finishing their ETD requirements, they need NOT be enrolled provided they finish the ETD requirements prior to the add/drop period of the semester they are graduating in. Finishing ETD requirements is defined as the ETD being reviewed and approved by Courtney Fleck <u>AND</u> all of the required paperwork is submitted to Courtney." If they do not complete the ETD requirements before the add/drop period, they will be required to enroll and may be subject to a late enrollment fee.
- If you are a PhD or Master of Science student that needs to complete an **ETD (Electronic Thesis/Dissertation)** as part of your graduation requirements, you MUST contact Courtney Fleck at Courtney.fleck@pitt.edu in the term PRIOR to your graduating term to receive the instructions and deadlines to complete your ETD. **NO EXCEPTIONS** will be made if you do not meet the deadlines for the term in which you are graduating. **Failure to meet these deadlines will result in the student being denied graduation by the SHRS registrar**.
- Students may **not** enroll in courses outside the University of Pittsburgh in the semester they are graduating.
- Satisfactory completion of required credits.
- Minimum cumulative GPA 3.000.
- The GPA will be calculated as a composite of all courses taken at the University of Pittsburgh and counting toward completion of the degree.
- Completion of all requirements for the program in which student has enrolled.
- No outstanding D, F, G or I grade in a required course.
- Updated and approved *Plan of Study* on file in Student Services, 4050 Forbes Tower.
- An **application for graduation** must be filed in the SHRS Office of Student Services, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term and will posted on https://www.shrs.pitt.edu/student-life/applying-graduate.

A student with outstanding financial obligations to the University is not eligible to receive the diploma, official academic transcripts, or any certification of completion of the academic program.

Thesis and Non-Thesis Options and Procedures

Thesis Option

A thesis is a written report of an investigative study conducted by the student during his/her graduate program. The completion of a thesis requires that the student has the necessary knowledge and skills to conduct a valid study and that the thesis project is the investigation of a research question appropriate to his or her focus of study. The thesis is usually a

concluding experience in Master of Science programs and completed under the guidance of a research mentor.

Completion of a thesis may be required for specific graduate programs within SHRS. Students should refer to the specific program requirements to determine if a thesis is required for completion of his/her program. Thesis credits can be obtained in the following courses: HRS 2924, HRS 2925, and CSD 2000. Students should refer to his/her program requirements for specific guidelines for completing the thesis, the minimum number of thesis credits required, and for required courses.

Selecting a Thesis Committee

Committee members should be selected early in the formulation of the thesis project. The student should contact the proposed committee members, discuss the thesis topic, and obtain their consent to serve on the committee.

Committee Advisor/Chair:
In consultation with an academic advisor, the student will need to select a research mentor to serve as the Thesis Committee Advisor/Chair. The Advisor/Chair must have a faculty appointment within the Department and have expertise and research experience in the area of investigative study. If the Advisor/Chair is an adjunct member of the Department, they would be a co-advisor with a regular Department faculty member.

Committee Members: The committee will consist of University of Pittsburgh faculty members, the # of members depend on the department.

In consultation with the Thesis Advisor/Chair, the student selects 2 members (3 for CSD):
- At least 1 (2 for CSD) member(s) must be a SHRS faculty member from within the student's department.
- At least 1 committee member must be a regular (not adjunct) member of the SHRS Graduate Faculty.
- If required a 3rd committee member may be from within the department, SHRS or the University.
- Additional members from outside the University are allowed (serving as non-voting members), but not required, and would be in addition to the 2 or 3 University of Pittsburgh faculty members. (names can be added on back of the form)

Thesis Committee Approval

The student must submit the Thesis Committee Approval Form to the academic advisor & Department Chair for review and approval. The form can be found on SHRS website at this link https://www.shrs.pitt.edu/student-life/forms. The student must submit this completed form to: Courtney Fleck - SHRS Administrator of Student Services, with copies retained by the Thesis Advisor and the student.

Institutional Review Board (IRB).

In addition to approval from the thesis committee, any investigative study involving human subjects, including those involving the collection of data through questionnaires and medical

record review, must also be approved by the scientific review committee/officer within the student's home department/program and then by the University of Pittsburgh Institutional Review Board (IRB).

Students should refer to the University's IRB website at http://www.irb.pitt.edu/ for submission requirements, meeting dates, and timelines. Due to the time required to prepare the IRB proposal and the approval process itself, the process of obtaining IRB approval should be started as early as possible. Students should review the Student Research Guide on the University of Pittsburgh website at http://www.irb.pitt.edu/student-research in order to obtain forms and to prepare research proposals for review by both the department and the University IRB.

IRB approval is not needed for theses that do not involve the collection of data from humans (e.g. model building or theory development).

Thesis Draft

The student then submits a draft to the thesis committee chair in accordance with the ETD Format Guidelines Manual (stated below). After approval by the committee chair the draft is presented to the thesis committee members.

Oral Defense

The final step in this process is the oral defense. This presentation is intended as a defense of the thesis project to the committee members, faculty, and colleagues. The student will need to follow the "Defense Instructions" to reserve their room and create their announcement. The announcement will be emailed to the entire school and placed on the digital screens in Forbes Tower and on the SHRS Events Page.

Following the oral defense, the student will meet privately with the committee to address any outstanding questions or issues that may have arisen after the public presentation. At this time, the committee makes a recommendation regarding the approval of the thesis work. The thesis committee chair may reconvene the committee if necessary. The student is expected to prepare the final version of the thesis which should include any revisions that the committee has suggested and be in accordance with the ETD Format Guidelines (below).

Electronic Thesis and Dissertations (ETD) Approval form

All members of the thesis committee must sign off as approving the final thesis manuscript using the Electronic Theses and Dissertations (ETD) Approval Form. This form should be approved and signed **based off the content and not the formatting of the ETD**. The thesis committee Advisor/Chair submits the grade, using the Satisfactory or No Credit (S/NC) option. With the unanimous approval of the committee, the student will be eligible to receive the M.S. degree.

(ETD)Electronic Thesis and Dissertation Guidelines

A Student that is completing a thesis will need to complete and ETD as part of the graduation requirements. Students will need to contact Courtney Fleck at courtney.fleck@pitt.edu , the Administrator to the Associate Dean of Graduate Studies in the Dean's Office to obtain the

electronic ETD information packet. This packet contains the deadlines for defending and submitting your ETD as well as ETD instructions. Forms and links can be found on the SHRS Website on the hhttps://www.shrs.pitt.edu/student-life/doctoral-defense-masters-thesis.

Additional information ETD deadlines for graduation can be found on the SHRS Website Doctoral Defense & Masters Thesis.

Workshops and ETD support can be found here https://etd.pitt.edu/help Students are strongly encouraged to attend these training sessions as early as possible and before beginning to write the thesis online.

Completed (ETD) must be submitted in electronic format to D-Scholarship@Pitt. Students preparing a dissertation should visit the (ETD) website at https://etd.pitt.edu.

Courtney's role in the ETD process is to review your ETD to make sure that it meets the ETD format guidelines specified by the University. The student will upload the ETD through D-Scholarship for review and she will send the student and thesis advisor a detailed email on what items need to be corrected. After corrections are made the student will upload again to D-Scholarship and this review process will continue back and forth until Courtney has approved all revisions have been made. All revisions and the ETD paperwork will have to be completed by the defense deadlines set by SHRS in the term the student is graduating to be certified for graduation. **There will be no exceptions to these deadlines**.

Deadlines are posted at least a term prior on the SHRS Website for Doctoral Defense & Masters Thesis.

In some cases, the student is encouraged to publish the thesis and/or present it at a national or state professional meeting. If the thesis is published in a professional journal, it is recommended that the thesis committee chair be listed as coauthor.

Non-Thesis Option
Many SHRS graduate programs provide a non-thesis option as an alternative to completing a thesis. The non-thesis option is program-specific and reflects the culminating assignment to demonstrate the student's mastery of his/her area of study. Some programs require the student to complete the non-thesis option while others may give the student the opportunity to choose between completing a thesis or the non-thesis option. Students should refer to their home program/department for specific information on the non-thesis option.

Scholarly Paper
As part of the non-thesis option for a Master of Science degree, some programs/departments may require a scholarly paper. A scholarly paper is of publishable quality in a focused area.

Examples of scholarly papers include but are not limited to: substantial reviews of the literature on a particular topic, development of health care policies, or development of evidence-based treatment procedures. Students who complete this option must register for HRS 2926 Scholarly Paper for 1-6 credits depending on the requirements of his/her plan of study.
Identification of the mentor and second reviewer for the scholarly paper. A student who plans on writing a scholarly paper will work with the program faculty to identify an appropriate

topic, and to identify a mentor and a second reviewer for the paper. The mentor may be a full-time, adjunct or clinical faculty member at the University of Pittsburgh or another individual with expertise on the topic if approved by program faculty. Either the mentor or the second reviewer must have an SHRS faculty appointment.

Format. Departments may have established formats to which the student must adhere. Guidelines for submission of articles to a professional peer reviewed journal may also be used as a format. The general format for the paper should be agreed upon prior to registration for HRS 2926. Any proposed research in support of the scholarly paper involving human subjects will need to be approved in advance by the University IRB.

The faculty mentor will work with the student to ensure appropriate content, style, and format for the paper are followed. An oral presentation of the final paper may be included as part of the requirements. The final paper must include the *Scholarly Paper Cover Sheet.*

Grades. The mentor and second reviewer will read the scholarly paper, assign a grade using the honors/satisfactory/unsatisfactory (H/S/U) grading option**,** and when the final paper is approved will sign the *Scholarly Paper Cover Sheet.* The student must receive an "H" or "S" to receive credit for the scholarly paper. The student must submit a copy of the signed *Scholarly Paper Cover Sheet* to SHRS Student Services.

Scholarly Paper Cover Sheet

TITLE

By

STUDENT NAME

This scholarly paper has been approved by:

_____
Mentor

_____
Second Reviewer

Internships

An internship is a period of supervised, planned, practical experience providing an opportunity to apply previously learned skills or theories designed to complement the didactic phase of the academic program. The internship may be primarily clinical, teaching, or administrative in nature. Many programs require internship experiences, coordinated by the student's advisor or an identified Clinical Coordinator, who provides oversight regarding internship objectives and activities, administrative and contractual relationships with the site, and ensures that students meet all SHRS and site criteria.

Students should contact their department regarding professional practical experiences (internships, clinicals, field experiences, fieldwork, preceptorships, etc.).

Clinical Education

Clinical learning experiences are an integral part of SHRS professional programs. Clinical learning experiences provide the student with the opportunity to apply his/her knowledge in a supervised environment to develop clinical skills and judgment.

Students should see their individual departments for clinical education requirements and procedures.

Independent Study – HRS 2999 or CSD 2990

Independent Study provides an opportunity for the student to complete an intense, self-designed project with faculty supervision in an area of special interest. A maximum of six (6) independent study credits may be accepted toward meeting degree requirements for the program.

Before registering for an Independent Study, the student should:
1. Make sure the Independent Study project is consistent with the academic program projected in his/her approved Plan of Studies.
2. Develop a preliminary proposal for the Independent Study to include: (1) clearly defined objectives, and (2) the means for achieving these objectives.
3. Obtain the agreement of a faculty member to supervise the proposed Independent Study.
4. Develop, in consultation with the supervising faculty member, a final plan for completing the Independent Study to include: (1) the statements of objectives and the means for achieving them, (2) The method to be used in evaluating the completed study, and (3) the grading option to be used.
5. Determine, in consultation with the supervising faculty member, the number of academic credits to be granted upon completion of the Independent Study.
6. Obtain the required signatures and make 3 copies. One signed copy should be retained by the student. Another should be retained by the faculty member supervising the study; and the final copy should be submitted to the SHRS Student Services office in Forbes Tower for a permission # to enroll.

The above will be documented by the student on the *Graduate Independent Study* **form** available on the SHRS Forms website at https://www.shrs.pitt.edu/student-life/forms.

The student will obtain the required signatures and make 3 copies: One signed copy should be retained by the student. Another should be retained by the faculty member supervising the study; and the final copy should be submitted to the SHRS Student Services office in Forbes Tower for a permission # to enroll.

Upon completion of the Independent Study, the faculty member supervising the Independent Study, using the previously determined method of evaluating the achievement of the objectives of the project, will determine the appropriate grade and complete the Grade Roster.

Miscellaneous Information

Lost and Found
The lost and found area for SHRS is located in Student Affairs Suite 4044 in Forbes Tower.

Change of Name/Address/Social Security
Students are required to keep their contact information up to date with SHRS. Students have the ability to change their addresses or telephone numbers via the Student Services Community. More information on changing Personal Information can be found on the registrar's website.

Graduate and Professional Student Association
The SHRS Dean's Student Advisor Board (SAB) is a member of the **Graduate and Professional Student Government (GPSG)** of the University of Pittsburgh. All full- time and part-time graduate students of SHRS who have active status, as defined by the School, and who are in good standing, as defined by the University, are members of the SHRS GPSG. Further information on becoming active in this organization can be obtained by sending an email to: shrssab@groups.pitt.edu.

Graduate and Professional Student Government (GPSG)

A Graduate & Professional Student Government Organization - The Graduate and Professional Student Government (GPSG) is the student government for all graduate and professional students at the University of Pittsburgh. We administer half of the graduate student activity fee to provide services and event programming to all graduate and professional students.

GPSG connects students to Pitt administrators through graduate student representation on many University committees. Please feel free to contact us with any issues or concerns.

Graduate and professional students can also get involved with the GPSG by attending our monthly assembly meetings or visiting our office in William Pitt Union. Please see the calendar for times and locations.

GPSG connects students to Pitt administrators through graduate student representation on many University committees. Please feel free to contact us with any issues or concerns.

Website: https://www.pittgpsg.com/
Office location: 825 William Pitt Union
Email: gpsg@ pitt.edu

SHRS Student Organizations
The School of Health and Rehabilitation Sciences has student organizations for graduate students. Visit https://www.shrs.pitt.edu/student-life/student-groups for more information.

Disability Resources and Services
Disability is an aspect of diversity. Disability Resources and Services (DRS) is the designated department by the University to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities in higher education to academically qualified students with disabilities.

Students with disabilities are integrated as completely as possible into the University experience. DRS shares with you, the student, the responsibility for creating equal access toward achievement of your academic goals. Through an interactive process, we work individually with each student to provide access to University classes, programs and activities. Please contact us to discuss your individual needs.

Contact information for the Office of Disability Resources can be found here: The Office of Disability Resources and Services (DRS) (412) 648-7890 or diversity@pitt.edu

Students with disabilities who require special testing, accommodations or other classroom instruction modifications should notify their Department Chair, the instructor, and DRS no later than the fourth week of the term. Students may be asked to provide documentation of their disability to determine the appropriateness of accommodations.

Veterans Benefits

Veterans and dependents of disabled or deceased veterans may be eligible for benefits according to federal administration guidelines. The University has an Office of Veterans Services located on at 1440 Wesley W. Posvar Hall, 230 South Bouquet St., Pittsburgh, PA 15260, 412-624-3213, veterans@pitt.edu Our website is http://www.veterans.pitt.edu/

For additional information on Veterans Education Benefits, visit www.gibill.va.gov.

International Students

All international students should refer to the University's Office of International Services (OIS) website at http://www.ois.pitt.edu for information on admissions, orientation, immigration and visas, and life in Pittsburgh.

PITT/SHRS Technology Resources

Please reference the https://www.technology.pitt.edu/it-resources-pitt-student page for more information.

SHRS Computing Labs

Learning Resource Center 4011 Forbes Tower (Only open to SHRS Students)

Hours: https://www.shrs.pitt.edu/student-life/forbes-tower-hours

Students are encouraged to use the computers in the **Learning Resource Center**, as the 6th floor lab is heavily scheduled for classes. Multimedia and accessible computers are to be vacated as precedence is given to users who require the specific features of these stations. Charging stations are also available throughout the LRC.

The Anthony and Filomena Pascasio Learning Resource Center (LRC) is a multi-purpose lab dedicated in 1996 by Anne Pascasio, PhD, the founding and former Dean of SHRS. The Learning Resource Center (room 4011) contains additional public computers, models, and a quiet study area. Also available for use: multimedia computer stations for document scanning, an accessible computer workstation and low vision station, and a University Self Service Printer Station.

All SHRS classrooms and conference rooms are equipped with a computer, laptop hookup, room display, and network access. Please insure you turn OFF the data projectors in order to prolong lamp life.

Reserving Classrooms and Conference Rooms

Classroom/Conference room reservations can only be made online by SHRS Faculty and Staff. All rooms in Forbes Tower must be reserved via the online system.

Keep our Classrooms Clean and Orderly
- Please do your part to keep our classrooms clean and orderly.
- There is to be NO FOOD or DRINK in any of the classrooms
- Please return chairs to original positions at the end of class
- Do not under any circumstances move chairs from one classroom to the other.

Accessibility

Accessible computer workstations are available in the Learning Resource Center 4011 and Computer classroom 6048.
Accessible instructor stations are available in all classrooms. Low vision computer stations are available in room 4011.