School of Health and
Rehabilitation Sciences

Undergraduate
Student Handbook
2023-2024

University of
Pittsburgh

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Introduction

The dean, faculty and staff welcome 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 educational goals.

This handbook was developed to make you aware of the SHRS policies and procedures that may differ 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 **Undergraduate 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 online version periodically. . The online version will always contain the most updated policies and procedures.

Check the SHRS digital screens and your Pitt email account frequently for important announcements and information. If you have any questions, contact your department or Student Services.

About SHRS

More information on the SHRS Vision, Mission and Values can be found online: About | University of Pittsburgh School of Health and Rehabilitation Sciences.

Philosophy of Undergraduate Education

The primary objective of our entry-level professional programs is to educate knowledgeable, skilled and ethically responsible practitioners, committed to their respective professions, and to the high standards of health care and rehabilitation services.

The primary objective of our pre-professional programs is to provide students with an excellent preparation for entry-level professional health care educational programs that are offered at the graduate level, either at the University of Pittsburgh or other universities.

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 online: www.provost.pitt.edu

Notice of Non-Discrimination

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

SHRS Inclusion

Our school is committed to action-oriented and evidence-based policies to address inequity and create a more welcoming, accessible and inclusive space 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 on Equity, Diversity, Inclusion and Community Engagement (EDI) can be found online:
[Inclusion | University of Pittsburgh School of Health and Rehabilitation Sciences.](#)

Disability Etiquette Guide

The [Disability Etiquette Guide](#) provides useful and practical information to consider when communicating about disabilities and/or with people with disabilities.

SHRS Policies and Procedures for Undergraduate 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 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.

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.

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 their professions' respective Scopes of Practice, Codes of Ethics and Technical Standards.

Please click here to read the entire SHRS Impaired Student Policy.

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 students and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients and students.

Please click here to read the entire SHRS Social Media Policy.

University and SHRS Rules and Regulations

- Students should understand and know how to access university, SHRS and individual program rules and regulations.
- The Office of the Provost provides undergraduate students with specific resources related directly to their experience at the University of Pittsburgh. You can find this useful information at this link: University Regulations Governing Undergraduate Study.
- Students should complete the SHRS New Student Orientation and review the most updated online version of the university's Undergraduate Catalog, SHRS handbook and their program's policy information.
- Students should be aware of and meet important academic deadlines, e.g., registration, add/drop, monitored withdrawal. See the Academic Calendar.

Communicate with SHRS Faculty and Staff

Students should stay in regular communication with their academic advisor and faculty members. To facilitate this, students are strongly encouraged to:

- Check their Pitt email regularly.
- Inform their academic advisor, faculty or department chair of difficulties that may impact their academic standing.
- Seek help as needed.
- Make and keep regular advising/registration appointments with their academic advisor.

Failure to communicate with faculty and staff, respond in a timely fashion to faculty and staff requests for communication, or attend required meetings can result in one of the actions stated further down in this document under the **NEW SHRS Policy on Failure to Communicate.**

Financial Information

Tuition and Fee Rates

Tuition rates and mandatory fee rates are available on the [SHRS Undergraduate Cost of Attendance page](#) on the university website.

Full-time Students

In the fall and spring terms: Undergraduate students registered for 12 to 18 credits in the fall and spring terms are regarded as full-time students and are assessed the current undergraduate "flat" tuition rate for their academic center.

- Undergraduate students registered for fewer than 12 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 the 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, email or visit the University of Pittsburgh Office of Admissions and Financial Aid. Click [here](#) for contact information.

SHRS Scholarships and Awards

General information on scholarships and awards can be found online at: [SHRS Financial Information page](#). Contact individual departments for information on scholarships and awards specific to your area of study.

SHRS Academic Regulations

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 *SHRS Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures.*

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 Jessica Maguire, executive director of Student Affairs. To find out more information on the role for SHRS, click on this link for SHRS Ombudsperson or, if you would like to meet with her, please email her at maguire@pitt.edu to make an appointment. In Maguire's absence, please contact Kellie Beach, director of Student Services and registrar at kbeach@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 Undergraduate 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 undergraduate program requirements and prerequisites for intended undergraduate 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 C- or better in each required course and SHRS elective course to earn credit.
- For non-SHRS, non-required coursework, students must earn a grade of D or better.
- All grades will remain on the transcript and will 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 who receive a grade below a C- in a required course must repeat that course and attain a grade of C- or better.
- Students will not be permitted to register for a course until they attain a C- or better in its prerequisite.
- Failure to receive an acceptable grade after the second repeat of a required course may result in the student being dismissed from the program and SHRS.

Advising

Advisor Selection

Faculty mentors for SHRS undergraduate students are assigned by the program directors. Undergraduate academic advisors are assigned by the director of the Center for Academic Advising and Student Success, and students are notified of their advisor shortly after they matriculate into the program.

Change of Advisor

Customarily, students are not able to change advisors because advisors are assigned based upon the undergraduate program. However, if a student has concerns about their advisor(s), they are encouraged to contact the director of the Center for Academic Advising and Student Success.

Advisor Roles and Responsibilities

Every SHRS undergraduate student will be assigned to an academic advisor and faculty mentor. The advisor's role is to help guide the student's academic progress.

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 in clarifying 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 each student in selecting courses for the first term registration.

Ongoing Responsibilities of the Advisor

- Assist students on a regular basis.
- Meet with students as needed prior to each registration period to review academic progress.
- Sign all completed forms in a timely manner.
- Help students meet important deadlines, i.e., registration, application for graduation.
- Meet with students upon notification of probationary status.
- Serve as a liaison, assisting students in accessing university resources.
- Assist students in creating, reviewing and updating the *Plan of Study* according to requirements of their undergraduate program as well as their intended graduate program or professional requirements.
- Help to ensure the *Plan of Study* is submitted to Student Services and updated as necessary.
- Assist students with personal and professional goals.

Plan of Study

Every student in SHRS must have a Plan of Study, signed by an 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.

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 will be submitted by the department to the SHRS registrar during the graduation term.

Review Academic Progress

It is the student's responsibility to review her/his academic standing, to identify undergraduate program requirements and prerequisites for intended graduate program(s) and to monitor their completion.

Allowable Credits

Some SHRS programs may allow students to earn particular course credits by successful completion of the following:

Advanced Placement (AP) and International Baccalaureate (IB) Credits

See https://oafa.pitt.edu/apply/ap-ib-credit/ for credits and course equivalencies currently granted by the University of Pittsburgh for Advanced Placement and International Baccalaureate examinations.

College Level Examination Program (CLEP) Testing

SHRS does not accept CLEP general examination credits.

Credit by Course Examination

The following regulations govern this procedure:
- The individual department shall determine specific courses open to examination.
- A student may not earn credit by examination if s/he has previously taken the course.
- Students may obtain the form, Credit by Course Examination, from their department.
- Enrolled students must apply for examinations during the term preceding the term in which the course is scheduled.
- Newly admitted students may apply and take the examination early in the term in which the course is taught.

The Credit by Course Examination form and a check or money order for the appropriate fee must be processed in the Cashier's Office, G-7 Thackeray Hall, for validation prior to taking the examination. Upon passing the examination, the student will submit the Credit by Course Examination form to Student Services. Students will receive advanced standing credit for the course, which may be applied towards graduation. If a student fails the exam, neither a failing grade nor credits will be posted on the transcript. An exemption examination may be taken only once per course. The faculty of each department will determine the number of courses that can be exempted by students enrolled in that academic program.

Online Courses

The acceptance of online coursework is at the discretion of the department to which the student is applying. All online coursework must be taken at a regionally accredited institution.

PEDC Credits

A total of four (4) PEDC credits may be used to meet degree requirements, with no more than two (2) credits being earned once admitted to SHRS.

Reserve Officer Training Corps (ROTC)

A total of four (4) ROTC credits earned by students will be accepted for purposes of admission and graduation. Grades for ROTC courses will be included in calculating the student's GPA.

Transfer Credit Policy

At the time of application, coursework completed outside the University of Pittsburgh is evaluated by the SHRS Admissions Office to determine if it meets university and SHRS policies required for transfer.

- A maximum of 60 credits can be transferred into the University of Pittsburgh from a two-year degree program, and a maximum of 90 from a four-year college/university.
- Courses must be passed with a grade of C or better and must be earned at an appropriately accredited institution.
- Courses must have reasonable equivalents at the University of Pittsburgh to be eligible for transfer. When requested, students are responsible for supplying descriptions for courses taken elsewhere.
- Courses cannot be a repeat of any courses taken at Pitt.
- The number of credits granted for a given course cannot exceed the number awarded for the course on the transcript of the school where the course was taken, or the number earned for the corresponding course at the University of Pittsburgh.
- Credits earned on the quarter system will be converted into semester credits. A quarter credit is equal to two-thirds of a semester credit (e.g., five quarter-system credits equal three semester credits, and three quarter-system credits equal two semester credits).
- SHRS accepts credits, but not grades, for transfer. Consequently, any courses that are accepted for transfer will be used as credit toward graduation but will not be calculated into the student's GPA at the University of Pittsburgh.
- Contact the SHRS Admissions Office at 412-383-6557 for information about transfer credit evaluation.

Please note: All transfer credits are subject to re-evaluation when a student transfers from one school to another within the University of Pittsburgh.

Current SHRS Students taking courses off campus for transfer credit

Current SHRS students in good academic standing (cumulative GPA of at least 2.000), including students admitted to SHRS who need to complete prerequisites prior to starting their program, may attend another accredited institution in order to complete their degree requirements, 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 online: 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.

Independent Study

Independent Study provides an opportunity for the student to complete an intense, self-designed project, with faculty supervision, in an area of special interest not covered to any great extent in existing courses. A maximum of six (6) Independent Study credits may be accepted toward meeting degree requirements in the program.

The Independent Study instructions and form can be found online: https://www.shrs.pitt.edu/student-life/forms.

Clinical Education and Directed Practice

Clinical learning experience is an integral and essential part of SHRS undergraduate entry level professional programs. All students in these programs are required to participate in clinical education. Participation is optional but recommended for students in pre-professional programs. The following is required for all SHRS undergraduate clinical education:

- All clinical education sites must have current contracts with the University of Pittsburgh.
- Each program's clinical education coordinator will assign students to their clinical education site.
- The student must use an *Enrollment Form* to register for appropriate clinical education and submit other forms as directed by clinical education coordinator and listed below.
- The student must provide proof of HIPAA certification with registration.
- The student must provide proof of Blood Borne Pathogen certification with registration.
- The students are required to carry personal health insurance.
- The student must provide proof of having undergone a physical exam and blood work as well as proof of vaccinations.
- A list of exam and vaccination requirements and required form will be provided by the clinical education coordinator.

Some SHRS programs require that student's complete clinical education at facilities internal or external to the university and may require completion of: 1) Pennsylvania Department of Human Services Child Abuse History Clearance; 2) Pennsylvania State Police Criminal Record Check; 3) FBI Criminal Record Check to determine whether the student is qualified to participate in clinical education. If these are deemed to be required and the student has not already done so, he/she should immediately start the process of obtaining these three clearances and background checks.

The Commonwealth of Pennsylvania has posted information on how to obtain these clearances and background checks. The PATCH link is directly for the PA Criminal History Clearance which is the required clearance of ACT 34.

- Link for ACT 33: https://www.compass.state.pa.us/CWIS

- Link for ACT 73: [Pennsylvania Services | Identogo](#) à Navigate to "Fingerprint"

Additional requirements may also include a drug screening, CPR training, attending orientation sessions, compliance with dress code, and personal transportation. Each program's clinical education coordinator will advise students of additional program or site-specific requirements and instructions on how to submit required documentation to verify completion of all requirements.

Students may be required to travel a distance or to relocate outside the city for their clinical education assignments. All expenses for transportation, housing, food, etc. are the responsibility of the student. Any student who misses clinical education time for any reason must meet with his/her clinical education coordinator to discuss any needed make-up time. See individual program for specific details regarding clinical education.

Health Insurance Portability and Accountability Act (HIPAA)

All SHRS students participating in clinical education or field experience must complete HIPAA certification training prior to beginning at the clinical/field site. No clinical contact in a "covered entity" will be allowed before certification is completed. (Student should see individual department information regarding additional HIPAA certification requirements.)

Procedure for completing HIPAA certification: Go to http://cme.hs.pitt.edu. Click on the HIPAA for Pitt and Non-UPMC Faculty, Staff and Students. Then click on the University of Pittsburgh HIPAA Privacy and Security Awareness for Physicians, Mid-Level Providers, Dentists, Staff and Students working in University of Pittsburgh clinical facilities, all Staff and Faculty working in other HIPAA-covered departments and all Students, Staff and Faculty in the Schools of Health Sciences link. After completing the training, complete the required quizzes, print certificates, complete all information, sign them and turn them in to your department.

Blood Borne Pathogen Training and Certification

All SHRS students who will be going into a clinical setting must complete Blood Borne Pathogen (BBP) training and certification annually. This certification must be completed prior to the beginning of the term in which the clinical placement will begin. No clinical placement will be allowed before certification is completed.

Procedure for completing online BBP training and certification: Go to http://cme.hs.pitt.edu. Click on the HIPAA for Pitt and Non-UPMC Faculty, Staff and Students, then click on All Modules and scroll down to Blood Borne Pathogen Training (formerly RPF Module 9) link. After completing Blood Borne Pathogen Training, complete the quiz, print the certificate, complete all information, sign it and turn it in to your department.

Dual Degree Option

Students may pursue dual degrees within SHRS or between SHRS and another school at the university. SHRS follows the university's policy concerning dual degrees.
- The student must complete 150 credits accepted by the university.
- The student must complete all requirements necessary to complete each degree.
- The student must receive both degrees simultaneously.

- The student must be admitted and enrolled in SHRS as his/her primary academic center for half the terms necessary to complete both degrees, typically this is 4-5 semesters.
- Students must contact SHRS Admissions Office, to be admitted prior to the midpoint of their studies.

David C. Frederick Honors College

Students enrolled in SHRS undergraduate programs are eligible for membership in the David C. Frederick Honors College and to participate in earning Honors College recognition. For more information, and to learn more about the various levels of engagement, go to: https://www.frederickhonors.pitt.edu/

Grading Policy

All SHRS undergraduate programs adhere to the university's grading system and grading policies for undergraduate 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.

Grade Appeal Process

Students may appeal grades they feel have been assigned incorrectly or improperly. A description of the SHRS Grade Appeal Process can be found online: Academic Toolkit page .

"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

An 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 online: 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 date of completion 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 one-year deadline. Go to: "G Grade Deadline Policy for more information.

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 C- or better (C for transfer credits). Students planning to apply to SHRS are strongly encouraged to consult their advisor whenever considering the S/NC grading option to make certain the course is not required for the degree being sought in SHRS.

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 C or better) in a course receives the grade of S. If the student's work is not satisfactory (a grade of C- 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.

Dean's List for SHRS

The SHRS Dean's List is compiled upon completion of each fall and spring term. The criteria used to determine eligibility for the Dean's List is as follows:
- full-time student status for the term
- minimum GPA of 3.500 for the term
- minimum cumulative GPA of 3.000 (total Pitt)

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.

Undergraduate students registered for 12 to 18 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 an undergraduate program, students must schedule an appointment with their academic advisor before registering 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, clicking on Student Center Login, then Self Service, and then clicking 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 a student was 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 and your 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: Undergraduate students cannot enroll for more than (18) credits without the dean's approval. Only the Student Services Office can enroll you after you receive approval from your advisor for the additional credit(s). Students will be charged for each additional credit over the fulltime maximum of 18 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 student services 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 Course

With the consent of the 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**.

To audit an undergraduate course, students must complete a Grade Option/ Request Form for Undergraduate Students, this form can be found online: https://www.shrs.pitt.edu/student-life/forms.

Students wishing to audit a course need to speak with the instructor. This form must be signed by the instructor of the course and returned to the Dean's Office by the stated deadline. You will receive an audit grade of "N". This is not counted toward graduation or the GPA.

During the add/drop period - You are able to change the grade option for a course through your Student Center, if there is an audit option available.

After Add/drop period - If the course is <u>NOT an SHRS course, please contact the Dean's Office for the school offering the course</u> for their audit procedures.

- ➢ You can ONLY change your grade option (Pass/Fail, Audit) by **submitting a Grade Option/Audit Request form (attached) <u>to the school offering the course</u>**.
- ➢ Check with the instructor and your advisor before submitting a request, to make sure an audit grade is allowed. **(Instructor will need to sign the form).**
- ➢ Once signatures are obtained, **email the form to Kellie Beach, SHRS registrar, at kbeach@pitt.edu The completed form <u>will be</u>** processed with the University Registrar.

If you would like to audit a graduate level course in another Pitt school, you must visit that school's 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 period during the summer sessions is dependent on the length of the class session. (See 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.

Extended Drop Period

Under special circumstances, undergraduate students may be eligible to drop a course in the third week of the fall or spring semester.

Students must meet all of the following criteria to drop a course during the extended drop period.

- must be an undergraduate student and the course they are dropping must be an undergraduate course.
- Students must remain in full-time status <u>after</u> dropping the course(s).
- Students must review the proposed "drop" with their academic advisor.
- If the student's advisor finds that the student is eligible, the advisor must provide permission to drop the course via email to SHRS Student Services. **Students do not have access to drop classes during the extended period.**
- The email request must include all student and course information (student's name, PeopleSoft ID #, Subject, number, section, credits) to process the drop(s).

Problems 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 deemed to be the student's fault, the student will be charged a late fee at the discretion of the 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.

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 fall or spring term. 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 will be no financial adjustment to the student's tuition or fee obligations after withdrawing from courses. However, 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, within the **first nine weeks of the fall or spring term**. Monitored Withdrawal forms can be found online https://www.shrs.pitt.edu/student-life/forms.

Repeating Courses

Consult with your advisor or the SHRS director of Student Services/registrar 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.

Undergraduate students are only permitted to repeat a course up to two additional times after the initial attempt.

Any grade earned in the repeated course will be posted to the academic record even if it is lower than the original grade.

The repeated course must be the same in which the original grade was earned. In extenuating circumstances, a department chair, with the dean's approval, may substitute another course of similar content.

Incomplete grades of "G' or "I" will not be identified as repeated courses until the course work is completed.

Students seeking to repeat other non-SHRS courses (prerequisites, electives, etc.) will be permitted to do so at the discretion of the program director.

A student may repeat any course, except as noted below.

- No sequence course may be repeated for credit after a higher numbered course in that sequence has been passed with a C or higher grade.
- No course may be repeated at any other institution and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh.

Note: The grade earned by repeating a course is used in lieu of the grade originally earned.

The following calculations apply to all students at the University of Pittsburgh:

- The original course and grade remain on the transcript and/or the academic record, however, the grade and credits originally earned are not counted in the calculation of the QPA (used prior to fall term 2005) or the GPA.
- The repeated course does not increase the number of credits counted toward meeting the degree requirements unless an F is replaced by a passing grade.

"W", "R", "N", or "NC" grades reported for the repeated course will not be identified as a course repeat, thus the original grade earned will continue to be counted in the QPA (used prior to fall term 2005) or GPA. Incomplete grades, "G" or "I" will not be identified as repeated courses until the course work is completed.

Statute of Limitations on Allowable Coursework

All required academic work for a degree in SHRS, including courses for which advanced-standing credit has been granted, **must be completed within ten (10) consecutive calendar years.** Departments have the discretion to lessen this number for specific coursework deemed integral to the course of study in a particular discipline.

Resigning from the University for a Specific Term

If you are considering resigning for the term (academic withdrawal from all of your classes), please discuss your situation with your academic advisor, a Financial Aid counselor or a staff member in the Office of Student Appeals to be certain you understand all of your options and obligations.

The effective date of your resignation determines if you are eligible for an adjustment in the tuition and fees you were charged for the term. The effective date of your resignation will normally be the date you notify the University by one of the methods described below. You are responsible for satisfying all financial obligations accumulated until the time you officially resign. The timing of your resignation also has an impact on how grades are recorded on your transcript. The last day to resign from a term is when sixty percent of the term has passed.

For more information regarding resignation, please refer to policies AC 67 Termination of Registration and Title IV Refunds.

Please visit the Student Payment Center Tuition Adjustments page on the University of Pittsburgh website for more information.

SHRS Policy on Failure to Communicate
If the student is enrolled in the term and fails to communicate[†]
- They will be assigned the grade earned in the course, which may be a failing grade. If the course is a required course for degree completion, the student will need to repeat the course. Student grades will be assigned based on performance in the course, including failing grades for any missed assignments, at the instructor's discretion.

If a student is NOT enrolled in the current term or drops all courses by the add/drop deadline and has not a) communicated with their advisor or department the reason for withdrawing, or b) has not requested a leave of absence by the add/drop deadline and fails to communicate[†]

- They will be subject to dismissal from the program.

[†]**Failure to Communicate definition -** not responding to two (2) requests for communication with faculty or staff or failure to attend one (1) required meeting with faculty or staff.

Leave of Absence

Under special conditions, undergraduate students may be granted **one** leave of absence. All requests for a leave of absence should be put in writing to the associate dean for

Undergraduate Studies, using the SHRS Leave of Absence form. 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 online: https://www.shrs.pitt.edu/student-life/forms.

Academic Probation and Dismissal Policy

Students who have completed at least 12 credits and whose cumulative GPA falls below 2.000 will be placed on academic probation 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 2.000 within his or her next two terms of enrollment. 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 Undergraduate 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 that associate dean of Undergraduate 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 enrollment the student may be immediately dismissed.

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

Reinstatement

Reinstatement is not guaranteed. Students who have been dismissed from SHRS for academic reasons or who have not enrolled at SHRS for three consecutive terms must request reinstatement by contacting their program director.

Graduation Requirements

Graduation requirements for a bachelor's degree from SHRS are as follows:
- Satisfactory completion of a minimum of 120 approved credits (including advanced standing). Some degrees require more than 120 credits to graduate. Check with your department.
- A minimum of 30 SHRS credits taken once admitted and enrolled in SHRS department or program.
- Minimum cumulative GPA 2.000.
- Students enrolled in accelerated programs must maintain a 3.000 minimum GPA to progress from the undergraduate to graduate portion of their program.

- 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 the student has enrolled.
- No outstanding D, F or "G" grades in a required course.
- Updated and approved Plan of Study on file with department and Student Services
- The student must be considered an "active student" at time of graduation; they must have been registered for at least one credit at the University of Pittsburgh within the last three terms or sessions.
- Students may **not** enroll in courses outside the University of Pittsburgh in the semester they are graduating.
- An **application for graduation** must be submitted online through PeopleSoft, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term.

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.

Graduation with Honors

A baccalaureate degree student attaining an outstanding scholastic record will graduate with university honors if a minimum of **60 <u>letter-graded</u> credits** have been **earned at the University of Pittsburgh.** The GPA used for the awarding of honors at graduation will be calculated as a composite of courses taken at the University of Pittsburgh and counting toward completion of the degree. The following recognition of academic standing with honors applies:

- Cum Laude   3.250 - 3.490
- Magna Cum Laude   3.500 - 3.740
- Summa Cum Laude   3.750 - 4.000

Honors Cords

In most cases, grades for the term you are graduating in will not be due until after graduation is held. Therefore, whether you qualify for an honor cord will be based on your cumulative GPA from the semester prior to graduation. After Recognition Day, when all grades are submitted, you can obtain a memo from the SHRS registrar to take to the bookstore to receive your honor cord if you qualify.

Miscellaneous Information

Lost and Found

The lost and found area for SHRS is located in Student Affairs Suite, 4044 Forbes Tower. If you are in another SHRS building please check with your department administrator.

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 page. More information on changing Personal Information can be found on https://www.registrar.pitt.edu/students/personal-information.

SHRS Student Organizations

The School of Health and Rehabilitation Sciences has several student organizations based on academic interests/areas for undergraduate students. You can find a list of these organizations along with a description of each by going to http://www.shrs.pitt.edu/studentgroups/.

Disability Resources and Services

Disability is an aspect of diversity. Pitt's Office of Diversity, Equity and Inclusion offers Disability Resources and Services (DRS) and will assist and determine reasonable accommodations and services for students. 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 each student the responsibility for creating equal access toward achievement of a student's academic goals. Through an interactive process, they will work individually with each student to provide access to university classes, programs and activities. Please contact DRS to discuss any individual needs.

Contact information for the Office of Disability Resources:
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, 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 Office of Veterans Services is located on at 1440 Wesley W. Posvar Hall, 230 South Bouquet St., Pittsburgh, PA 15260, 412-624-3213, veterans@pitt.edu or visit online: 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 Pitt's Office of International Services (OIS) website at http://www.ois.pitt.edu for detailed information on admissions, orientation, immigration, 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 may to use the computers in the **Learning Resource Center**, as the 6th floor computer classroom is reserved for class. 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 student-centered area dedicated in 1996 by Anne Pascasio, PhD, the founding dean of SHRS. The Learning Resource Center (Forbes Tower, room 4011) contains additional public computers, a quiet study area and Student Print Stations (Pitt Print Stations (Pharos) | University of Pittsburgh) A Print Station is also available in the fourth floor Student Lounge Area in Forbes Tower.

All SHRS classrooms and conference rooms include a computer, laptop hookup, room display and network access. Please ensure you turn OFF the data projectors 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 the chairs to their original positions at the end of class.
- Do not under any circumstances move chairs from one classroom to another.

Accessibility
- Accessible computer workstations are available in the Learning Resource Center in 4011 Forbes Tower and the Computer Classroom in 6048 Forbes Tower.
- Accessible instructor stations are available in all classrooms.
- Low vision computer stations are available in the Learning Resource Center.