

## **SHRS Policy on Failure to Communicate** **Updated October 2024**

### **Communication 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 (**recommend at least 3 times a week**).
- 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.

### **SHRS Policy on Failure to Communicate**

**Failure to Communicate definition** – not responding to three (3) requests for communication from faculty or staff or failure to attend two (2) required meeting with faculty or staff. This applies to students who are enrolled or have not enrolled in a required term by the add/drop deadline.

**If a student fails to communicate, the SHRS Registrar will email the student to determine the following.**

- Is there an extenuating circumstance that is prohibiting the student from enrolling, attending classes or communicating with faculty and staff associated with their program? If so, the student will need to discuss their situation with the SHRS Registrar or SHRS Ombudsperson ASAP to determine options.
- Does the student need to request a Leave of Absence? If so, the student needs to request the LOA using this link: [SHRS - Leave of Absence Request](#).
- Does the student wish to resign from (permanently leave) the program? If so, they will need to provide the SHRS Registrar with an email stating that they wish to do so for their student record.

**A response is required from the student within 2 weeks of the date the email was sent. If a student fails to respond by the date required, they will be discontinued from the program.** Students may contact their program director to request readmission, however it is not guaranteed.

Grading determination if the student is enrolled in the term.

- If there are extenuating circumstances students will be given a G grade and granted 1 year to complete the work.
- If there is NOT an extenuating circumstance students will be assigned *either*:
  - an incomplete (I) grade which grants them to the end of the next term to complete required work or;
  - 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. Grades will be assigned based on performance in the course, including failing grades for missed assignments, at the instructor's discretion.