Name: ________________________________  Pitt Email: __________________

PeopleSoft ID (7 digits): ____________

SHRS Program (Circle one)

Grad level - CSD  HIM  OT  PT  RST  RC  P&O  PAS  SMN

Class Subject & Number: ___________________  Catalog (section) Number: ____________

Credits: ____________  Term Taken: ____________

Instructor: ________________________________

Expected Date of Completion: ________________
(Must be completed by no later than the end of the next consecutive semester - Summer term included)

Objectives for Completion: (Attach additional pages if more space is required)

Student’s Signature  Date

Instructor’s Signature  Date

Advisor’s Signature  Date

Four (4) completed and signed copies of this form are needed: One for the student, instructor and advisor. The 4th copy should be submitted to the SHRS Registrar’s office, 4019 Forbes Tower, **no later than the end of the add/drop period for the current semester**. These two conditions will cause a student to receive a failing grade from the instructor: (1) the student/instructor fails to submit this form to Student Services before the end of the add/drop period of the following term, (2) the student fails to complete the work by the end of the next consecutive semester.

*Student Services use only*

Comments on Progress:

Grade Change Completed On: __________________________