UNIVERSITY OF PITTSBURGH SCHOOL OF HEALTH AND REHABILITATION SCIENCES

UNDERGRADUATE STUDENT HANDBOOK

2016-2017

Table of Contents

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 as the academic environment in which to pursue your educational goals.

Learning SHRS Policies and Procedures

This handbook was developed to help inform you of the SHRS policies, procedures and information that vary from general University of Pittsburgh policies. Therefore, we ask that you read the University Bulletin and this School of Health and Rehabilitation Sciences (SHRS) Undergraduate Student Handbook thoroughly in order to familiarize yourself with University and SHRS policy.

Always refer to the online version of the SHRS Undergraduate Student Handbook for updates. 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, 4019 Forbes Tower, 412-383-6551.

About the School of Health and Rehabilitation Sciences (SHRS)

The School of Health and Rehabilitation Sciences (SHRS) offers educational programs leading to a baccalaureate degree in the following areas:

- Athletic Training
- Communication Science
- Emergency Medicine
- Health Information Management
- Nutrition and Dietetics
- Rehabilitation Science

SHRS participates in the University Honors College. Students with high GPAs, and whose research interests demonstrate breadth and depth, may apply to complete an undergraduate thesis and earn a Bachelor of Philosophy (BPhil) degree in their area of major study.

Through the undergraduate program in Rehabilitation Science, SHRS offers three undergraduate certificate programs in the following areas:

- Assistive Technology in Rehabilitation
- Pathokinesiology in Rehabilitation
- Psycho-Social Issues in Rehabilitation and Personal Care

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The School of Health and Rehabilitation Sciences is affiliated with the University of Pittsburgh Schools of the Health Sciences and also 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 mission of the school is to advance the theoretical base of knowledge underlying the practice of health and rehabilitation disciplines and professions through research, teaching, and professional service.

The SHRS faculty base their teaching upon research studies, clinical service, and participation in their respective professional associations. Faculty research and service typically occurs through multi-disciplinary collaboration in diverse health care and research environments. Consequently, SHRS students are exposed to state-of-the art curricula, which are continually being reviewed.

Our students are educated and trained to question the basis of current practice, and to challenge prevailing models and assumptions. The entry-level curricula reflect the importance of effective team participation in an inter-disciplinary and rapidly changing environment. Emphasis is given to the student's development of analytical problem solving skills and human relations skills required for effective clinical and supervisory practice. The student is confronted with the transition between a professional commitment to providing high quality care and service, while recognizing the effects of competitive pressures and cost constraints upon the health care organization.

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.

SHRS Expectations for Appearance

In the interest of personal safety and consideration for others, it is the policy of the School of Health and Rehabilitation Sciences that students adhere to some basic standards of dress and grooming while attending classes and when in SHRS buildings. Students are expected to:
- wear footwear
- 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

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.

Admission Information

Admissions Policy

Admission to most SHRS undergraduate programs is on a competitive basis as class sizes are limited. Students are strongly encouraged to complete as many prerequisites as possible prior to applying and to apply by the application deadlines published by the individual departments. Applications will be evaluated and qualified applicants will be admitted until classes are filled. Visit SHRS Programs for individual department and program admission policies.

Admission Requirements

General admission requirements for the SHRS baccalaureate degree programs include a cumulative grade point average (GPA) of at least 2.500 (based on 4.000) and successful completion of a minimum of 60 college-level credits which includes specific prerequisite courses. If letter grading is available, all prerequisite courses must be taken for a letter grade, and a minimum grade of C- is required. (A minimum grade of C is required for all credits transferred from other institutions). SHRS also recommends prior study in a second (foreign) language and prior completion of a college-level computer science course. Visit SHRS Programs admissions pages for each program's specific admission and application requirements.

30 of the 60 credits required for admission must be from four basic content areas, with minimum credits in each of the four areas as listed in the table below. These 30 credits must consist of courses which are equivalent to those taken by students in the first two years of a four year liberal arts or science degree. Courses from two-year colleges are acceptable if they meet this standard.

Content Area	Minimum Required Credits	Examples of courses
Natural Sciences/Psychology (Introductory basic science or psychology courses)	6	Physics, Chemistry, Biology, Psychology, Neuroscience, etc.
Humanities/Social Sciences	6	Foreign language, English literature, Economics, History, Philosophy, etc.
Oral and Written Communication	6	Public Speaking, English Composition, Intensive Writing Course, etc.
Mathematics/Statistics/ Computer Science	4	Algebra, Calculus, Introduction to Statistics, Computer Programming, etc.
Total from all four Content Areas must equal 30 credits		

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Students with questions about identifying specific courses that will satisfy the prerequisites for our undergraduate program should contact the SHRS Admissions Office at admissions@shrs.pitt.edu or 412-383-6558.

Advanced Standing on Admission

Students enter SHRS as juniors with 60 advanced standing credits. (Exception is the Emergency Medicine Senior Transfer option for paramedics. These students are granted 90 advanced standing credits and admitted as seniors.)

Students are expected to take all core courses required by their program at SHRS; however, students with more than 60 credits of undergraduate coursework completed at a four year academic institution may be granted up to 30 additional credits pending approval of the Program Director. The Program Director must:

- review and approve these additional credits
- indicate additional classes/credits on the student's Plan of Study, and
- submit to the Director of Student Services, Registrar a request to accept additional credits

See **Allowable Credits** section of this handbook for additional information about advanced standing.

Admission Status

Students are admitted to SHRS on one of the following statuses: full, conditional or non-degree.

- Full status is granted to those who have met all admission criteria and have been admitted either as full-time or part-time students for study toward the baccalaureate degree
- Conditional status is granted to those who are in the process of completing prerequisite courses. These students must complete all requirements successfully prior to matriculation. At the discretion of the Department Chair students may to be admitted to an SHRS undergraduate program with a maximum of two courses of prerequisite work remaining to be taken in their designated program. Any outstanding prerequisite work taken while enrolled in an SHRS undergraduate program must be completed by the end of the fall term of the senior year.
- Non-degree status is granted to those who enroll at SHRS to take courses for credit without reference to a degree

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 may apply for reinstatement. To request reinstatement a student must initiate the request via a letter to the department chair. This letter must be submitted at least three months prior to the beginning of the term for which the student is requesting reinstatement. The faculty within the student's academic program will review the request for reinstatement. The review will be conducted with consideration given to the following criteria:

- A period of one year must have elapsed from the time the student is dismissed to the time in which he/she is reinstated
- Demonstration of academic success since leaving the program
- Demonstration of personal and/or professional development since leaving the program
- Space available within the program of study

Financial Issues

SHRS Tuition and Fee Rates
Tuition and fee rates are posted on the University of Pittsburgh website at http://www.ir.pitt.edu/tuition/tuitionrates.php.

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. Liability Insurance: Students enrolled in a clinical education or practicum must carry liability insurance. Liability insurance is required for SHRS students and will automatically be included on the tuition bill.

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 Undergraduate Admissions and Financial Aid, Alumni Hall, Pittsburgh, PA 15260, 412-624-PITT, https://oafa.pitt.edu/learn-about-aid/ See also http://www.shrs.pitt.edu/financialinformation.

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*.

Student Roles and Responsibilities

University and SHRS Rules and Regulations
Students should understand and know how to access University, SHRS and individual program rules and regulations. Students should complete the SHRS new student orientation, and review the most updated online version of the University Undergraduate Bulletin, this 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, 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

Plan of Study
Every student in SHRS must have a Plan of Study, signed by academic/faculty advisor, on file with Student Services by the end of the first semester in SHRS and as revised. Any changes 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 must be on file in Student Services 4019Forbes Tower.

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.

Application to Graduate
Student must complete and submit a *Graduation Application* form to Student Services (4019 Forbes Tower) at the beginning of the term in which s/he expects to complete all requirements for graduation.

Name, Contact Information and Social Security Number Changes
Students are required to notify the University Registrar (G-1 Thackeray) to process changes in name and/or address, phone number or social security number. Please visit http://www.registrar.pitt.edu/personalinfo.html for more information. Students should also notify the SHRS Dean's Office and their academic department of any changes to their contact information.

Advisor Selection

Academic and faculty advisors for SHRS undergraduate students are assigned by the Program Directors. Students are notified of the name of their advisor by their Department. If either the student or his or her assigned advisor prefers, the student can choose another advisor. The student must obtain a *Change of Academic Advisor* form, 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

Every SHRS student will be assigned to an academic or faculty advisor. The advisor's role is to help guide student's academic progress.
During the initial Advising Meeting the academic/faculty advisor will:

- review the student's official file prior to the meeting with the student
- meet with the student as soon as possible after his/her admission
- assist in designing a Plan of Study for student
- assist the student in choosing and registering for appropriate classes, according to Plan of Study and program requirements

Continued Advising and Registration

The student's advisor should continue to provide support by:

- being available to the student on a regular basis
- meeting with the student as needed prior to each registration and reviewing academic progress
- signing all completed *Enrollment*, *Add/Drop* and other necessary forms in a timely manner
- helping the student meet important deadlines, e.g. registration, application for graduation
- meeting with the student upon his/her notification of probationary status
- assisting the student to access resources as needed
- assist the student in creating, reviewing, and updating his/her Plan of Study according to undergraduate program and intended graduate program or professional requirements
- help ensure that that *Plan of Study* is submitted to Student Services and updated as necessary

Preparation for Graduation

To qualify for graduation, students must have successfully completed all courses outlined in the final Plan of Study and any other program requirements. A final *Plan of Study* must be on file in Student Services (4019 Forbes Tower). Advisor will help ensure that student's final *Plan of Study* is signed and submitted before graduation. Advisor will help ensure that *Graduation Application* is filled out, signed and submitted to the Office of Student Services (4019 Forbes Tower) prior to the graduation application deadline within the term they are graduating.

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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
- Student may obtain the form, Credit by Course Examination, from the Office of Student Services (4019 Forbes Tower)
- Enrolled students must apply for examination 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 department 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.

Independent Study and Clinical Education Credits

Students may receive academic credit for approved independent study and clinical/practical experience.

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.

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 policy 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
- 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.

Information for Transfer Students

Upon application, transfer students will receive a formal credit evaluation. Following admission, transfer students will receive formal notification from SHRS indicating which requirements have been satisfied and if any prerequisite coursework or credits are outstanding.

Information for Current SHRS Students

Current SHRS students in good academic standing (cumulative GPA of at least 2.00) 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. 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.

Statute of Limitations

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.

Minimum Academic Standard

All required and prerequisite coursework must be taken for a grade, when letter grade option is available. 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 still appear on the transcript and be calculated into the GPA unless the student repeats the course. However, credits from courses in which student has earned unacceptable grades will not be counted toward graduation.

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. (See *Repeating Courses* section in this handbook.)

Clinical Education

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
- 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 (see *Registration Process* in this handbook)
- student must provide proof of HIPAA certification with registration
- student must provide proof of Blood Borne Pathogen certification with registration
- students are required to carry personal health insurance
- student must provide proof of having undergone a physical exam and blood work as well as proof of vaccinations
- list of exam and vaccination requirements and required form will be provided by the Clinical Education Coordinator

Some of our programs require that you 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 you are qualified to participate in clinical education. If these are deemed to be required and if you have not already done so, you 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 here: http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/S001087. Additio nal requirements may also include a drug screen, 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. Look for *UPMC HIPAA Security Awareness Training for Physicians (formerly RPF Module 15)* and *HIPAA Physicians Privacy Awareness Training by UPMC (formerly RPF Module 8).* Complete the *UPMC HIPAA Security Awareness Training for Physicians* and *HIPAA Physicians Privacy Awareness Training by UPMC.* Complete the 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 setting 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. Look for *Blood Borne Pathogen Training (formerly RPF Module 9).* Complete *Blood Borne Pathogens Training*. Complete the quiz. Print 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 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, 4021 Forbes Tower, to be admitted prior to the midpoint of their studies

Registration and Add/Drop processes

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.

Student Enrollment Process

Appointment times are assigned to students by the University Registrar's Office process (fall and spring terms only). To access your Enrollment Appointment go to the Pitt Portal www.my.pitt.edu and log in; go to the Academic Resources tab and log in to PeopleSoft at the Student Center Login, click the Self Services link, then the Student Center link. Once in your Student Center, your Enrollment Appointment will be listed in the box entitled Enrollment Dates on the right hand side of the page.

Prior to your appointment date/time you must meet with your academic advisor within your department to determine your courses, complete enrollment form (signed by you & advisor). The schedule of Classes can be found on the University Registrar's website at http://www.registrar.pitt.edu/courseclass.html

Be sure to pay attention to any Special Indicators noted for the course (@, R, etc.) and go to the Schedule of Classes Guide on p.4 to see what they mean. Most of these are here to inform you of courses that require special permission. If courses require permission please seek permission from the instructor of the course. You may do so on a Closed/Restricted Class Form or via email with the instructor. If it is a course within SHRS see the Student Services Coordinator 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.

Submit the original enrollment form to Student Services & keep copy for yourself to use to register online *(The Student Services Coordinator removes Academic Advisement Hold (ADV) after receiving the enrollment form from you)*. Resolve any other 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.

Demos/handouts on how to do your Self-Enrollment are available in PeopleSoft. Go to the Portal www.my.pitt.edu, University Services & Information tab, and then click on Self Service Enrollment. Handouts/demos are available on the following:

- Preparation Steps
- Adding a Class
- Dropping a Class
- Editing a Class
- Swap a Class
- Waitlist a Class

Add/Drop Process

Students are allowed to add or drop classes until the end of the second week of classes each fall and spring term. 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

Independent Study

The independent study allows the student to pursue independent academic work for credit. The independent study must be supervised by an SHRS approved faculty member. To register for an independent study, the student must:

- identify and develop an independent study project with independent study supervisor
- complete the *Independent Study form*
- have Independent Study form approved and signed by the IS supervisor, **academic/faculty advisor, and Assistant Dean of Undergraduate Studies**
- copy *Independent Study form* as necessary
- submit an *Independent Study form, Enrollment form,* and *Closed/Restricted Class form* to the Office of Student Services in 4019 Forbes Tower in order to receive a permission number
- enroll online for the independent study course

Withdrawal/Resignation

After the add/drop deadline has passed, the student must process a *Monitored Withdrawal Request* form to drop a class. (See University Academic Calendar for deadlines to process a Monitored Withdrawal.) Student should consult with academic/faculty advisor before withdrawal from course(s). The form must be signed by the instructor of the course and be returned to the Director of Student Services, Registrar, 4024 Forbes Tower.

Resignation from All Courses and SHRS

A student considering resignation from SHRS should consult with his/her academic advisor before doing so. Students may resign by dropping all of their classes through the last day of the add/drop period. Students should follow the regular add/drop process.

When all courses are dropped within published add/drop deadlines, all course-related tuition charges and fees will be canceled.

To drop all classes after the add/drop period is ended, students must resign through the Student Appeals Office and all outstanding charges will be prorated. Students may resign in person, by telephone, or by mail to the Student Appeals Office, 201 Thackeray Hall, 412-624-7575, or 412-624-7585 (24 hour service). In addition, SHRS requests that students submit a letter of resignation to the Director of Student Services, Registrar, 4024 Forbes Tower, and the Program Director stating intent and reason for resignation.

Grading Policy 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
Student's assigned G (incomplete) grades due to course work unfinished 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 remain on the record, 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 prerequisite course resulted in a 'G' grade, unless approval has been obtained by the Department/Program Chair, or their designee.

I Grade Policy
The I grade indicates that the work of the course for which it is awarded 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 awarded 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. That is, the extenuating circumstances ought to arise from the nature of the course work rather than from the student's personal difficulties (in which case a G grade is appropriate; see above).

Satisfactory/No Credit (S/NC) grading option
Pre-requisite and required courses must be taken for a letter grade when available, and a student must earn a C- or better. 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.

Repeating Courses

A sequence course may not be repeated for credit if the student passes a higher sequence course with a C or better grade. 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. W, R, and 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 are only permitted to repeat a course twice. Any grade earned in the repeated course will be recorded on the academic transcript, even if it is lower than the original 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.

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:

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.

Academic Standing

Grade Point Average (GPA)

The GPA is a numerical indication of a student's academic achievement based on a 4.000 grade point scale. The University letter grade system identified below will be followed without exception:

Grade	Quality Points
A+	4.00
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00

The student's GPA is calculated using the following formulas:
For each course, multiply the number of credits by the quality points

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 # Course credits x quality points = total # quality points

Example: Anatomy (4 credits) grade: B+

<u>4</u> x <u>3.25</u> = <u>13 quality points</u>

Add total number of quality points earned. Do not include courses S, W, G or I grades.

Total quality points

                = Quality Point Average (GPA)

    Total credits

Example: *50.75*

                  = 3.38 GPA

       15

Divide the total number of quality points earned by the total number of credits earned. This is the Grade Point Average (GPA).

Class Designation

Class designation of undergraduate students is based on successful completion of program requirements for each curricular year in the school. Therefore, all requirements in the junior year must be met before promotion to the senior year.

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)

Academic Probation 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.
In order 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 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 Undergraduate Studies. Dismissal from the program is at the discretion of the SHRS Dean.

Graduation Requirements

Graduation Requirements for a Bachelor's Degree from the School of Health and Rehabilitation Sciences are as follows:

- satisfactory completion of a minimum of 120 approved credits (including advanced standing)
- minimum of 30 SHRS credits taken once admitted and enrolled in SHRS department or program
- minimum cumulative GPA 2.000
- 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 grades in a required course
- updated and approved *Plan of Study* on file in Student Services, 4019 Forbes Tower
- *Application for Graduation* completed and submitted to Student Services, 4019 Forbes Tower
- no unresolved financial obligations to the University
- 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
- students are discouraged from registering for classes at other institutions during their term of graduation

Graduation with Honors

A baccalaureate degree student attaining an outstanding scholastic record will be graduated with University honors if a minimum of 60 letter-graded 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

SHRS Facilities and Student Resources

Access to Forbes Tower

Forbes Tower is open Monday - Thursday between 6:30 a.m. and 8:30 p.m., Friday between 6:30 a.m. and 6:00 p.m., and Saturday between 8:00 a.m. and 5:00 p.m. Students needing to access Forbes Tower after hours on a regular basis should contact their department to arrange special access. Students are encouraged to use the stairwells

on the southeast side of the building between the 4th and 6th floors. However, stairwells cannot be used to enter or exit the building. Students must use elevators to access the 1st floor (entrance/lobby) or 3rd floor.

Mailboxes

Mailboxes are assigned to all students in SHRS. Students are required to check his/her mailbox on a regular basis. Mailboxes may be used for official Pitt, SHRS, or department correspondence.

Lost and Found

The lost and found area for SHRS is located in the Office of Student Services, 4019 Forbes Tower. Please inform this office of missing and found items. Forbes Tower security personnel at Meyran Ave. lobby may also hold found items.

SHRS Student Organizations

The School of Health and Rehabilitation Sciences has student organizations for undergraduate students. Visit http://www.shrs.pitt.edu/studentgroups/ for more information.

Disability Resources and Services (SHRS specific regulations)

Students with disabilities who require special testing, accommodations or other classroom modifications should notify no later than the 4th week of the term:

- their Department Chair
- their instructor(s)
- the Office of Disability Resources and Services (DRS)

Students will be asked to provide documentation of any necessary accommodations as prescribed by DRS. For more information, go to: http://www.studentaffairs.pitt.edu/drswelcome.

PITT Technology Resources

Computing Services and Systems Development provides technology tools to make your life at Pitt easier. New to Pitt? Use this checklist before you arrive to hit the ground running. http://technology.pitt.edu/help/before.html . Once you are on campus, insure you are familiar with the following resources http://technology.pitt.edu/help/after.html

Software

More than 100 software packages are available to students at little or no cost. Software can be purchased, downloaded at no cost, and used at campus computing labs. Browse the website below for details. http://technology.pitt.edu/software/for-students-software.html

Software Distribution Services distributes commercial software to registered full-time and part-time University of Pittsburgh students. Software is provided to students under the terms and conditions of the University's contracts with software vendors. Therefore,

student use of this software is governed by those terms and conditions http://technology.pitt.edu/software/software-compliance-for-students . The Microsoft Campus Software Agreement provides a suite of the most popular Microsoft applications, operating systems, and programming software to regular full and part-time students.

Software Licenses and Anti-Piracy
Software piracy is the unauthorized copying or distribution of copyrighted software. http://technology.pitt.edu/network-web/responsibilities/illegal-file-sharing.html
Respect Appropriate Laws and Copyrights - *It is the policy of the University to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. It is against policy for any student, faculty or staff member to copy, reproduce, or distribute any software, music, games, or movies on University computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under Federal law.*

Security
As a student, faculty, or staff member, you have access to a wealth of security services and tools that will help you protect your computer, safeguard personal information, and secure sensitive University data. http://technology.pitt.edu/search/site/security . Computing Services and Systems Development (CSSD) proactively monitors the University's network to identify potential security threats and quickly respond to security issues.

Support
Student Technical Consultants are available to provide technical support. The consultants are students at the University of Pittsburgh who can help with campus network connections, virus and spyware removal, software installation, data backups, and much more. Service is provided by appointment or walk-in. To schedule an appointment, contact the Technology Help Desk at 412-624-HELP [4357]. Walk-in service is available at the Towers Lobby Support Center or the University Store on Fifth Ave. http://technology.pitt.edu/service-locations/walkin.html

Printing
SHRS Forbes Tower now uses PITT Self Service Student Printing (Printing from 6th floor computer lab and 4th floor LRC). SHRS Students can now take advantage of their 900 page per term printing quota and can submit their print jobs and retrieve them from various locations on campus. http://technology.pitt.edu/service/printing

Training
New online technology training available to the University community http://technology.pitt.edu/help/lynda.html

Last Updated 8/12/2016

Passwords
Password changes are required twice a year
http://technology.pitt.edu/account/passwords.html

Storage
Looking for a way to collaborate with other students, faculty or institutions? 25gb of
Cloud storage/online collaboration is available to Faculty, Staff and Students at
http://pitt.box.com

Wireless
Computing Services and Systems Development is excited to announce a new wireless
network that will allow students, faculty, and staff with newer laptops, smartphones, and
tablets to take advantage of faster wireless speeds.

- The new wireless network, called Wireless-PittNet-Fast, is a supplement to the
  University's existing Wireless PittNet network.
- Wireless PittNet provides fast, secure, and easy-to-use Internet access from
  academic buildings and residence halls across campus.
  http://technology.pitt.edu/network-web/wireless.html

eduRoam
Traveling to other institutions? Consider eduRoam (short for education roaming), a
World-wide Roaming Internet Access Service http://technology.pitt.edu/network-
web/eduroam.html

Audio and Video Conferencing
Need to have a phone conference or a web-conference with other colleagues? You can
use the University's Tele-conferencing and Videoconferencing systems.
http://technology.pitt.edu/search/site/telephone

Email
Your email address is your University Computing Account username followed by
@pitt.edu. All official University correspondence is sent to this email address
http://technology.pitt.edu/email.html

Course Reserve Materials
Course Reserve Materials are available from the Falk Health Science Library
http://www.hsls.pitt.edu/

Remote Access
Do you need to access the SHRS network remotely? Contact SHRS Support for
information on VPN (Virtual Private Networking) and Secure Remote Access
http://sremote.pitt.edu

Last Updated 8/12/2016

SHRS Technology Resources

SHRS Computing labs are open only to SHRS students.

Computer Labs
<u>SHRS Computer Lab 6048 Forbes Tower</u>
Hours: Monday through Thursday 7:30 a.m. - 9:00 p.m., Friday 7:30 a.m. - 5:00 p.m. except during scheduled class times. Summer hours are Monday through Friday 7:30 to 5:00. Schedules will be posted on the lab door or can be found online at http://www.shrs.pitt.edu/Webrrs

Learning Resource Center 4011 Forbes Tower
Hours: Monday through Thursday 7:30 a.m. - 7:00 p.m., Friday 7:30 a.m. – 5:00 p.m. 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.

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, a quiet study area and treatment tables for student practice. Also available for use: multimedia computer stations for digitizing video and 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, data projector, 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 be made online. 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 Lab 6048.
- Accessible instructor stations are available in room 4014, 4015,4016, 4017, 4060,4065,
- 5047,5073 and 6081
- Assisted Listening Systems are available in room 4014, 4060, 4065, 5047, and 6012.

- Low vision computer stations are available in room 6048 and 4011.

Course and Lecture Recording

As of fall 2014, Panopto is the supported University resource for recording lectures, seminars, and courses. This resource is available at: http://pitt.hosted.panopto.com.

Connecting computer equipment to the SHRS network

Please contact SHRS Support before connecting any computer equipment to the network.

Computers may NOT share data ports. Please consult the University Network guidelines for more details. Please contact SHRS SUPPORT before moving any office or lab computer. support@shrs.pitt.edu

Logout, Reboot or Shutdown?

Please Logout at the end of the day. Do NOT Shutdown office or classroom computers as SHRS Support will update security patches during the off hours. Reboot your computer at least once a week to insure maximum performance.

Weekly server maintenance period

SHRS servers will be rebooted weekly on Fridays between the hours of 6am – 7am. SHRS Network Resources will be unavailable during this time frame.