

**UNIVERSITY OF PITTSBURGH
SCHOOL OF HEALTH AND
REHABILITATION SCIENCES**



**GRADUATE STUDENT
HANDBOOK
2016 - 2017**

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Introduction

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

This handbook was designed and developed to make you aware of the School's policies and procedures, which must be followed while you are a student at SHRS. We ask that you read this handbook carefully. Information in the handbook is subject to change, so you should check the SHRS website periodically. The website will always contain the most updated policies and procedures.

In addition to these SHRS policies and procedures, existing policies and procedures of the University govern all graduate students. You can find relevant information about University requirements in the University Graduate Bulletin available at <http://www.bulletins.pitt.edu/graduate/index.html>. You should also familiarize yourself with policies and procedures that are specific to your department/program within SHRS.

If you have any questions you may contact the Director of Student Services and Registrar, 4024 Forbes Tower, (412) 383-6554.

About the School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences (SHRS) offers integrated programs of entry-level, post-professional, and graduate education in selected health professions and rehabilitation sciences. The School currently offers programs in audiology, health information systems, health care supervision and management, nutrition and dietetics, occupational therapy, physical therapy, physician assistant studies, prosthetics/orthotics, rehabilitation counseling, rehabilitation science and technology, speech-language pathology, sports medicine, and wellness and human performance (see Appendix A)

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

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

- Respect for the inherent value, dignity and integrity of the patient, client and/or research subject;

- A service-oriented and personalized approach to health care and rehabilitation;
- Ethical behavior in all clinical, service and research interactions with patients, colleagues, employees and others.

SHRS Mission Statement

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

Philosophy of Graduate Education

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

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

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

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.

SHRS Policies and Procedures for Graduate Students

Student Rights and Responsibilities

University of Pittsburgh Nondiscrimination Policy Statement

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability. Further, the University will continue to take affirmative steps to support and advance these values consistent with the mission of the University. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

SHRS Academic Integrity Policy

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

Change of Name/Address

Students are required to keep their contact information up-to-date with SHRS. Students have the ability to change their addresses or telephone numbers in the PeopleSoft student administration system. Home and mailing addresses can be updated via the Student Services Community on <https://www.my.pitt.edu>. Simply click on the Student Center and select the Student Center under the Self Service menu item. Detailed instructions can be found by clicking on Detailed Help beside the Link to Student Center. Students who wish to change a name will be required to submit a copy of the appropriate document, e.g., marriage certificate, divorce decree, to the University Registrar's Office, G-1 Thackeray Hall.

Advising

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

If either the student or his or her assigned advisor prefers, the student can choose another advisor. The student must obtain a *Change of Advisor* form, Appendix B, or from the Office of Student Services, 4019 Forbes Tower, or online at <https://www.shrs.pitt.edu/studentservicesforms/>. 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.

Initial Responsibilities of the Advisor

- Meet with each student advisee as soon as possible after admission to review goals, policies and procedures of the program, to assist the student in clarifying his or her educational goals, and to design a preliminary *Plan of Study*. The preliminary *Plan of Study* must be on file in Student Services by the end of the first term and then as revised.
- Assist the student in selecting courses for the first term registration, sign all completed *Enrollment* and *Add/Drop* forms, and direct the student to take the *Enrollment form* to 4019 Forbes Tower for processing.

Ongoing Responsibilities of the Advisor

- Meet with the student prior to registration in subsequent terms. Meet with students who have been placed on academic probation to review and revise the *Plan of Study*. The advisor should review the student's official file prior to scheduled meetings. Files may be reviewed in the Office of Student Services, 4019 Forbes Tower, but are not to be removed.
- Ensure that the student takes the comprehensive examination (if required) at the earliest appropriate time. The term the student anticipated taking the examination should be included in the *Plan of Study*.
- Assist the student in planning internships or research projects.
- Direct the student to apply for graduation at the same time as he or she registers for the term of study in which the student expects to complete requirements for graduation.

Plan of Study

In consultation with the faculty advisor, each student is required to develop his or her educational goals by designing a *Plan of Study* (Appendix C). The *Plan of Study* form should

be signed by both the student and faculty advisor and submitted to the Office of Student Services, 4019 Forbes Tower, by the end of the first term of study and as revised. The *Plan of Study* is considered an important aspect of the educational program and students will not be permitted to register for additional courses until it has been processed. It is the student's responsibility to initiate the process of completing the *Plan of Study*. Once the *Plan of Study* has been filed, it is the student's responsibility to ensure that the plan is followed and any revisions documented, by obtaining the approval of the faculty advisor and submitting the revised plan with appropriate signatures to the Office of Student Services. Students whose transcripts are not consistent with their *Plan of Study* may not be permitted to graduate. To be certified for graduation, students must have successfully completed all courses outlined in the *Plan of Study* and the *Plan of Study* must be on file in Office of Student Services, 4019 Forbes Tower.

Credits Required

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

Allowable Credits

Transfer of Credits

The completion of requirements for advanced degrees must be satisfied through registration at the Oakland Campus of the University of Pittsburgh. Graduate students already enrolled may, when approved in advance by their Department Chair and the Dean, spend a term or more at another graduate institution to obtain training or experience not available at the University of Pittsburgh and transfer those credits toward the requirements for an advanced degree at the University of Pittsburgh. In such instances, neither the University nor any of its components are responsible for providing any financial assistance to the graduate student.

Transcripts certifying graduate courses completed at another institution prior to admission to the University of Pittsburgh should be submitted at the time of application, and will be evaluated for acceptability as transfer credits early in the student's graduate career by the advisor and Department Chair.

For **Master of Arts and Master of Science degrees**, no more than six (6) credits may be transferred. The Office of Student Services will enter the transfer credits on the student's transcript. Grades (and quality points) are not recorded for credits accepted by transfer.

For **Professional Master's Degrees**, no more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another accredited graduate institution.

Transfer credits will not be accepted for courses in which a grade lower than B (GPA =

3.000), or its equivalent, has been received. No credit is granted toward an advanced degree for work completed in extension courses, correspondence courses, or in the off-campus center or another institution unless those credits are approved for the equivalent graduate degrees at the institution, and provided that the institution has an accredited program.

Undergraduate Courses in the Graduate Program

A maximum of six (6) credits in undergraduate courses (numbered 1000 and above) may be included in the *Plan of Study*.

Graduate Student Status

Full Status

The student has been admitted into a SHRS degree program. To maintain full graduate status, the student must achieve a minimum cumulative GPA of 3.000 (based on 4.000) in his/her graduate study. Students whose cumulative GPA drops below a 3.000 while in the program will be placed on academic probation (please see the Academic Probation policy in this handbook).

Non-Degree Status

Individuals who are seeking advanced degrees but who are unable to meet the deadline for filing all required credentials for admission may be granted temporary admission as non-degree students provided they present acceptable evidence concerning their qualifications for graduate study. Regular admission must be accomplished within the first term of registration as a non-degree student.

Applicants who do not wish to enroll in a degree program may apply for admission as non-degree students to take one or more courses of particular interest, if written permission is obtained from the course instructor. Non-degree students are permitted to take a total of six (6) credits. A non-degree student wishing to register for more than 6 credits must receive approval from the Department Chair/Program Director. Information concerning such requests should be directed first to the Director of Admissions, 4020 Forbes Tower, University of Pittsburgh, Pittsburgh, PA 15260 or via email at admissions@shrs.pitt.edu.

Inactive Status

A student who has not registered for at least 1 credit or for full-time dissertation study during a 12-month period will be transferred automatically to inactive status. Inactive students cannot apply to graduate or take Preliminary or Comprehensive Examinations. While on inactive status, a student is not eligible to use University facilities and should not expect to receive counseling by the faculty or active supervision by his/her advisor and committee.

Readmission is not automatic nor does it necessarily reinstate the student to the academic status enjoyed prior to becoming inactive. Students must formally re-apply for admission and

pay the application fee. If the requirements for successful completion of the specific graduate program in which the student was enrolled have changed during the period of non-enrollment, the re-admitted student may be required to meet the revised requirements of the program that are in effect at the time of readmission. This will be decided by the Department Chair of the student's particular program; for the doctoral program the decision will be made by the Associate Dean of Graduate Studies.

Readmission is automatic, however, for students who receive prior approval for a formal leave of absence.

Withdrawal/Resignation

Monitored Withdrawal from a Course

To withdraw from one or more SHRS courses after the add/drop deadline has passed; the student who is enrolled in other courses must process a *Monitored Withdrawal Request* form, (This form is only available at Student Services and it is not available on-line.) The form must be signed by the instructor of the course and be returned to 4019 Forbes Tower within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the summer Schedule of Classes for those deadlines. The grade W will appear on the student's grade report and transcript. There is no tuition adjustment associated with a course withdrawal. Please note, withdrawing from a course may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

Resigning from the University for a Specific Term

If a student decides to drop all courses after the add/drop period has ended and before 60 percent of the term or session has been completed, s/he must resign from the University for that term. Official resignation from the University requires students to contact the Student Appeals Office. Students have several options. They may resign in person, by mail, or by calling 412-624-7585, where students may leave a message 24 hours a day, including weekends and holidays. Students should also notify their faculty advisor or Department Chair and also the Office of Student Services, 4019 Forbes Tower, in writing. An R grade will appear on the student's academic transcript. Tuition is prorated from the date of the student's notification to the Student Appeals Office of the student's desire to resign, unless 60 percent of the term has been completed, in which case there is no refund.

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

Grading Policy

All SHRS graduate programs adhere to the University's grading system and grading policies for graduate students. Please refer to the University of Pittsburgh Graduate Bulletin section on "Grading and Records" at <http://www.bulletins.pitt.edu/graduate/regulations.htm#grading>.

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

Course credits x Quality points - total # quality points
<i>Example: Anatomy (4 credits) Grade B+</i>
4 x 3.25 = 13 quality points

- Add total number of quality points earned. Do not include courses S, W, G or I grades.
- Divide the total number of quality points earned by the total number of credits earned. This is the Grade Point Average (GPA).

Total Quality Points	
	= Quality Point Average (GPA)
Total credits	
<i>Example:</i>	50.75
	= 3.38 GPA
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Minimum Academic Standard

- All required and prerequisite coursework must be taken for a grade, when letter grade option is available, unless approved by the Department Chair/Program Director.
- Students must receive a grade of C or better in all courses required by their program curriculum. Students who receive a grade below a C in a required course must repeat that course and attain a grade of C or better to graduate. (Note: University regulations state that a student may repeat any course in which a grade of B- or lower is received **if an authorization to repeat the course is given by the student's adviser/faculty.**)
- Students will not be permitted to register for a course until they attain a C or better in its prerequisites.
- Failure to receive an acceptable grade after the second opportunity to complete a required course may result in the student being dismissed from the program and SHRS.

Academic Probation

Graduate students must have a 3.000 cumulative GPA to be eligible to graduate.

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

To be removed from academic probation, the student will need to achieve a cumulative GPA of 3.000 within his or her next two terms of study. Failure to do so may subject the student to immediate dismissal from the program at the discretion of the SHRS Dean, taking into account the Department Chair's recommendation.

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

Statute of Limitations/Leave of Absence

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

From the student's initial registration for graduate study, all requirements for the PhD degree must be completed within a period of 10 years or within eight years if the student has received

credit for a master's degree appropriate to the field of study. A student who is unable to complete all degree requirements within a five-year period after passing the comprehensive examination may be re-examined at the discretion of the department or school. Programs for professional doctoral degrees, for which the majority of candidates pursue part-time study while working full-time within their chosen disciplines, may be granted a longer statute of limitations by the schools offering the degrees.

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

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

Graduation Requirements

To be eligible for graduation, SHRS graduate students must be registered for at least one (1) credit or FTDI (full-time dissertation - for PhD students) during the term/session in which they are to graduate. In addition to completing all courses and other degree requirements, a SHRS graduate student must have a minimum cumulative GPA of 3.000. A student cannot graduate with a G or I grade or any letter grade lower than a C in a required course.

An *Application for Graduation* form must be filed in the Office of Student Services at the time of registration for course credits in the final term in which the student expects to complete all requirements for graduation. The *Application for Graduation* can be found in the Dean's office or on the SHRS website at the following link:

www.shrs.pitt.edu/studentservicesforms

At this time, the student is required to make final corrections to his or her *Plan of Study* on file in the Office of Student Services, 4019 Forbes Tower.

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.

Comprehensive Examination

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

Thesis and Non-Thesis Options and Procedures

Thesis Option

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

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

Students preparing a thesis must inform Student Services when applying for graduation. The student will need to contact Debby Keelan at dkeelan@pitt.edu, the Administrator to the Associate Dean of Graduate Studies in the Dean's Office to obtain the electronic ETD information packet. This packet contains the deadlines for defending and submitting your ETD, instructions, and forms. Additional information can be found on the SHRS Website on the [doctoral webpage](#).

In consultation with an academic advisor, the student will need to select a research mentor to serve as the thesis committee chair. The thesis committee chair must have a faculty appointment with the University of Pittsburgh and have expertise and research experience in the area of investigative study. In consultation with the thesis committee chair, the student selects at least two other University faculty members to serve on the thesis committee. At least one member of the committee must be a member of the SHRS graduate faculty. It is recommended that one member be from a department outside of SHRS. Additional committee members with appropriate expertise may be added. Committee members should be selected early in the formulation of the thesis project. The student should contact the proposed

committee members, discuss the thesis topic, and obtain their consent to serve on the committee. The student must submit the *Thesis Committee Approval Form* to the academic advisor for review and approval (see Appendix F). After the form has been approved and signed by the academic advisor, the original must be submitted to SHRS Student Services prior to the oral defense of the thesis.

In addition to approval from the thesis committee, any investigative study involving human subjects, including those involving the collection of data through questionnaires and medical record review, must also be approved by the scientific review committee/officer within the student's home department/program and then by the University of Pittsburgh Institutional Review Board (IRB).

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

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

The thesis committee chair will identify the correct style manual or guide for a given discipline or subject area for the student to use. If any points in any of the specialized style manuals differ markedly from the requirements in the "Format Guidelines for Electronic Thesis and Dissertation (ETD) Preparation at the University of Pittsburgh" available at <http://www.pitt.edu/~graduate/etd/formatguidelineshtml.html>, the latter takes precedence.

Students preparing a thesis should visit the Electronic Thesis and Dissertations (ETD) website at <http://www.pitt.edu/~graduate/etd/>. Training workshops are provided on: 1) Getting Started with the ETD Template and 2) Converting Your Thesis or Dissertation to PDF. Students are strongly encouraged to attend these training sessions as early as possible and before beginning to write the thesis online.

The student then submits a draft to the thesis committee chair in accordance with the ETD Format Guidelines Manual. After approval by the committee chair the draft is presented to the thesis committee members. The final step in this process is the oral defense. This presentation is intended as a defense of the thesis project to the committee members, faculty, and colleagues. The student will need to follow the "[Defense Instructions](#)" on the SHRS doctoral webpage to reserve their room and create their announcement. The announcement will be emailed to the entire school, and placed on the digital screens in Forbes Tower and on the [SHRS Thesis & Dissertations webpage](#).

Following the oral defense, the student will meet privately with the committee to address any outstanding questions or issues that may have arisen after the public presentation. At this time,

the committee makes a recommendation regarding the approval of the thesis work. The thesis committee chair may reconvene the committee if necessary. The student is expected to prepare the final version of the thesis which should include any revisions that the committee has suggested and be in accordance with the ETD Format Guidelines. All members of the thesis committee must sign off as approving the final thesis manuscript using the [Electronic Theses and Dissertations \(ETD\) Approval Form](#). The thesis committee chair submits the grade, using the Satisfactory or No Credit (S/NC) option. With the unanimous approval of the committee, the student will be eligible to receive the M.S. degree.

The Electronic Thesis and Dissertation (ETD) Approval Form and required paperwork are submitted to the Office of Student Services, Room 4019 Forbes Tower, along with a receipt from the University Cashier indicating that the student has paid the fee (\$20.00) for microfilm processing. The deadline for defending the thesis is the last Friday that falls within two weeks prior to the last day of the term in which a student intends to graduate.

The deadline for submitting the thesis paperwork electronically through ETD and submitting final paperwork to Student Services is the Friday one week prior to the last day of the term in which a student intends to graduate. The student should check the [SHRS doctoral webpage](#) for ETD deadline dates for the term in which they are graduating.

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

Non-Thesis Option

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

Scholarly Paper

As part of the non-thesis option for a Master of Science degree, some programs/departments may require a scholarly paper. A scholarly paper is of publishable quality in a focused area. Examples of scholarly papers include, but are not limited to: substantial reviews of the literature on a particular topic, development of health care policies, or development of evidence-based treatment procedures. Students who complete this option must register for HRS 2926 Scholarly Paper for 1-6 credits depending on the requirements of his/her plan of study.

Identification of the mentor and second reviewer for the scholarly paper. A student who plans on writing a scholarly paper will work with the program faculty to identify an appropriate topic, and to identify a mentor and a second reviewer for the paper. The mentor may be a full-

time, adjunct or clinical faculty member at the University of Pittsburgh or another individual with expertise on the topic if approved by program faculty. Either the mentor or the second reviewer must have an SHRS faculty appointment.

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

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

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

Scholarly Paper Cover Sheet

TITLE

By

STUDENT NAME

This scholarly paper has been approved by:

Mentor

Second Reviewer

Internships

Overview:

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

Core Requirements:

Across all internship types and academic programs, internships share these requirements:

- 1) All internship sites must have a formal contract between SHRS and the site in place before a student participates in internship.
- 2) Prior to beginning the internship, students must meet all criteria required by the internship site and all relevant requirements specified by SHRS (e.g., legal and medical clearances, HIPAA training, documentation of health care coverage). The advisor or clinical coordinator will advise the student on specific requirements to be completed.
- 3) All students must register for the internship using the appropriate class number and number of credits specified within their plan of studies.
- 4) Programs may require students to complete an Internship Proposal Form before registering for the internship. This form documents the internship site, the site and SHRS supervisor, the internship objectives and activities, and the time commitment; it needs to be signed by both supervisors (See Appendix E).
- 5) All registered SHRS graduate students are covered by University Liability Insurance, and are assessed an annual fee; the specific amount of the fee is subject to change.
- 6) Students must adhere to all applicable SHRS, departmental, and program policies regarding the internship.

Grading of Internships:

The advisor or clinical coordinator ensures that a timely process of evaluation of the student's progress occurs during the internship experience and considers this evaluation in assigning a final grade. Depending on departmental and program requirements, grades may either be Letter Grades or Honors/Satisfactory/Unsatisfactory (H/S/U).

Detailed Information:

Please see specific SHRS program information for additional information and requirements on internships.

Clinical Education

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

General Policies

- Students must follow all policies of the University, SHRS, the department/program, and the assigned clinical site.
- Each program's Clinical Education Coordinator will assign students to their clinical education sites.
- All clinical education sites must have a current contract with the University of Pittsburgh.
- Students will follow the same procedure to register for clinical education courses as for other courses.
- Students should expect to travel during clinical education and are responsible for arranging/providing their own transportation. Students may be required to travel a distance or to relocate outside the area for his/her clinical education assignments.
- All expenses for transportation, parking, housing, meals, and cost of clinical education prerequisites associated with clinical education are the student's responsibility.
- Any student who misses clinical time for any reason must meet with his/her Clinical Education Coordinator to discuss any needed make-up time.

Clinical Education Prerequisites

The following are required by all SHRS programs in which students participate in clinical education. Each program's Clinical Education Coordinator will advise the students of the deadlines for completion.

1. Students are required to have a physical examination, including specific immunizations, completed prior to beginning clinical education and repeated annually or as required by the clinical site. The student must submit the completed form according to the requirements of the department (e.g. Certified Profile, Clinical Education Coordinator).

SHRS Initial Health Appraisal Form

The Initial Health Appraisal Form must include the healthcare provider's printed name, credentials (circled), signature, date, and phone number. Download the Initial Health Appraisal Form from <http://www.studentaffairs.pitt.edu/shsforms>

Some departments have customized this form and will make the form available to students. Several requirements involve time for completion (i.e. titers for immunizations may take 4 weeks; Tuberculosis Screening/2 step PPD takes ~2 weeks). NOTE: The majority of fieldwork sites require completion of the Hepatitis

B vaccination. If you choose not to get the Hepatitis B vaccination, your ability to be assigned to fieldwork sites is restricted which, in turn, may delay your graduation from the program.

SHRS Annual Health Appraisal Form

The SHRS Annual Health Appraisal Form can be downloaded from <http://www.studentaffairs.pitt.edu/shsforms> with customized versions available for individual departments.

2. Students must provide proof of HIPAA training and certification. The procedure for completing HIPAA certification titled **UPMC Information Privacy and Security Awareness Training for Physicians, Mid-level Providers, and Staff working in University of Pittsburgh Covered Entities** is as follows:
Go to <https://cme.hs.pitt.edu/servlet/IteachControllerServlet?actiontotake=displaymainpage&site=atoz>; successfully complete the module; save/print your certificate; submit certificate as per departmental instructions.
3. Students must provide proof of **Bloodborne Pathogen (BBP)** training and certification.
Go to <https://cme.hs.pitt.edu/servlet/IteachControllerServlet?actiontotake=displaymainpage&site=atoz>; successfully complete the module; save/print your certificate; submit certificates per departmental instructions.
4. Students must carry **professional student liability insurance** coverage while participating in clinical education. This coverage is provided by the SHRS group insurance plan and the cost will be automatically included in the student's tuition bill each fall term.
5. Students are required to carry **personal health insurance** while participating in clinical education. (Note: The Student Health Service fee does not constitute health insurance coverage.) For those interested, the University has joined with UPMC Health Plan to provide the UPMC Health Plan for Pitt Students. For information on this insurance plan please go to <http://www.studentaffairs.pitt.edu/shshome>.
6. Students are required to have a **Pennsylvania Criminal Record Check** completed prior to beginning any clinical education.
 - a) Complete on-line. The current address is: <https://epatch.state.pa.us/Home.jsp>
 - b) Click on "Submit a New Record Check"
 - c) Reason for request: EDUCATION
 - d) A social security number is not required.
 - e) The Criminal Abuse clearance form is not submitted until you enter credit card information.

7. Students are required to have a **Pennsylvania Child Abuse Clearance** completed prior to beginning any clinical education. Go to the following website:
<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>
 - a) Scroll down to find and then print the Pennsylvania Child Abuse History Clearance Form (CY-113) form and fill it out.
 - b) The purpose of the clearance is “Employment with a significant likelihood of regular contact with children.”
 - c) Be sure to sign it – this is a common mistake and it delays the process by 1 month
 - d) Make sure you enclose the **money order** made out to “**Department of Public Welfare**”.
 - e) Beware – this can take up to 8 weeks even though the website says 14 days!
8. Students are required to obtain **CPR Training and Certification** prior to any clinical education. If a student’s CPR certification expires prior to the end of clinical education, the student will need to re-certify. Certification can be obtained from numerous organizations including the Center for Emergency Medicine (<http://www.centerem.org>) or the American Heart Association (<http://www.americanheart.org>).
9. Students must comply with their program’s and the assigned clinical facility’s **dress/appearance code**.
10. Some SHRS programs or clinical sites may have **additional requirements** that must be met to be eligible to participate in clinical education. Each program’s Clinical Education Coordinator will advise the students of these requirements and the deadlines for completion. These requirements may include:
 - a) Completion of a FBI Background Check or Criminal Record Check from another state
 - b) Drug screening
 - c) Attendance at a clinical facility orientation session
 - d) Any other requirements as specified by the clinical facility

Independent Study – HRS 2999 or CSD 2990

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

Before registering for Independent Study, the student should ensure that the Independent Study project is consistent with the academic program projected in his or her approved *Plan of Study*. The student must then develop a preliminary proposal for the Independent Study to include (1) clearly defined objectives; and (2) the means for achieving these objectives. The student must then discuss this plan with a faculty member to obtain the faculty member’s agreement to supervise the Independent Study. The student then develops, in consultation with the

supervising faculty member, a final plan for completing the Independent Study, to include (1) the objectives; (2) the means for achieving the objectives; (3) the evaluation method(s); and (4) the grading option to be used. The above will be documented by the student on the *Proposal for Independent Study* form available in Appendix D or from the Office of Student Services, Room 4019 Forbes Tower. After the student obtains the required signatures, the student must make 3 copies of the completed form. The original is to be submitted to the Office of Student Services, Room 4019, along with a completed enrollment form to register for the Independent Study. The student should also submit a copy of the *Proposal for Independent Study* to the supervising faculty member, the student's faculty advisor, and keep a copy for his/her own use.

Upon completion of the Independent Study, the faculty member supervising the Independent Study uses the previously determined methods for evaluating the achievement of the objectives of the study and determines the appropriate grade.

Additional Information for Graduate Students

Tuition

Full Tuition

Graduate students enrolled for 9 to 15 credits during the fall and spring terms are considered full-time and pay a flat tuition rate. Students enrolled in the summer term pay for individual credits, regardless of how many credits are taken. The University's tuition chart is online at www.ir.pitt.edu/tuition.

Residency/Reduced Tuition

Students who reside in the Commonwealth of Pennsylvania may be eligible for reduced tuition through state appropriations (see Eligibility for Reduced Tuition below). Eligibility is determined by criteria outlined in the University of Pittsburgh Guidelines for Determining Eligibility for Reduced Tuition Rates, available online at <http://payments.pitt.edu/tuitionguide.html>.

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.

Financial Aid at SHRS

General information for financial aid, including loan programs and application procedures is available from the Office of Admissions and Financial Aid (OAF), 4227 Fifth Avenue, Pittsburgh, PA 15260, (412) 624-7488. The website for information specific to graduate students is: <http://www.oafa.pitt.edu/gradlist.aspx>. The Financial Aid Application Supplement (FAAS) form can be submitted to Student Services to obtain an official signature from the School. It will then be forwarded to financial aid for processing.

SHRS Scholarships and Awards

General information on scholarship and awards can be found at: www.shrs.pitt.edu/financialinformation Contact individual departments for information on scholarships and awards specific to your area of study.

SHRS Research Development Fund

The School of Health and Rehabilitation Sciences has a small Research Development Fund, which is the result of contributions to the Annual Giving Fund by our alumni, faculty, staff, students and other friends. The primary purpose of the fund is to encourage research activity and defray expenses of such research by the members of the SHRS academic community while they are associated with SHRS. The fund attempts to provide seed money for research projects among faculty and as a form of financial assistance for development of researchers among students. Since funds are very limited, applicants should be aware that grant awards are likely to be modest (maximum of \$1,000.00).

Full-time SHRS faculty members with clinical, research, visiting or adjunct appointments, full-time or part-time SHRS graduate students, and full-time SHRS staff members are eligible to apply as principal investigators. For independent study or research projects, undergraduate students may apply as investigators together with a faculty advisor as principal investigator. Graduate students must submit a letter of approval from their thesis committee chair or project director.

Applications can be submitted online from the SHRS Scholarship webpage. <https://www.shrs.pitt.edu/scholarships/> Applications consist of a proposal outlining the research project, the purpose, the plan of execution, the proposed date of completion, and a budget detailing the expenses the proposed grant is to cover. The proposal should be brief but sufficiently detailed so that a literature review and the rationale, purpose, design and methodology for doing the research are included. In addition, all projects involving human subjects must have the approval of appropriate Institutional Review Boards before they are initiated.

Applications can be submitted at any time. Applicants may be requested to answer questions from the reviewers. The review process will include both program faculty and School administrators. The quality of research supported by this fund is of concern to the School's faculty. The research design and methods must be appropriate in achieving the stated research goals as a condition of project approval and funding. Approval may be given for some but not all budgeted items.

Applicants will be notified of the results of the review approximately one (1) month after submission of the proposal. The research project must be initiated within six (6) months of the award.

Presentation and publication of the research results are encouraged. Any presentations, publications or thesis based on or presenting the research study must acknowledge support received from this fund.

Graduate Student Funding

Information on graduate student funding as well as teaching assistant and research assistant positions for graduate students is available at the University's Graduate Studies Financial Information website: <http://www.pitt.edu/~graduate/financial.html>.

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>

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>

SHRS Technology Resources

SHRS Computing labs are open only to SHRS students.

Computer Labs

SHRS Computer Lab 6048 Forbes Tower

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.

Lost and Found

The Lost and Found area for SHRS is located in Student Services, Room 4019 Forbes Tower. Your courtesy in informing this office of missing and found items will be much appreciated.

Graduate and Professional Student Association

The SHRS Graduate and Professional Student Organization (SHRS GPSO) is a member of the Graduate and Professional Student Government (GPSG) of the University of Pittsburgh. All full-time and part-time graduate students of the School of Health and Rehabilitation Sciences who have active status, as defined by the School, and who are in good standing, as defined by the University, are members of the SHRS GPSG. Information on this organization is located at the website given below. Further information on becoming active in this organization can be obtained by sending an email to: shrssab@shrs.pitt.edu.

The GPSG of the University represents the interests of all graduate and professional students at the University of Pittsburgh. It also serves as the umbrella organization for graduate and professional student organizations within the University. The Assembly Board governs GPSG,

and is made up of four executive officers in addition to representatives from each graduate school and the six Assembly Board groups. Held on a monthly basis, Assembly Board meetings are open to all graduate and professional students.

Website: <http://www.gpsa.pitt.edu>
Office location: 825 William Pitt
Union Telephone: (412) 648-7844
Email: pittgpsa@gmail.com

Disability Resources and Services

The Office of Disability Resources and Services (DRS, 140 William Pitt Union, (412) 648-7890) provides a broad range of support services and resources to assist students with disabilities such as visual impairment, auditory impairment, mobility impairment and hidden disabilities (learning disabilities, psychological disabilities). Services include, but are not limited to: tape recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, non-standard exam arrangements and personal counseling. DRS can also assist students with accessible on-campus housing and transportation. Students interested in registering for services should contact DRS to schedule an appointment with the Coordinator and be prepared, if requested, to provide appropriate documentation of this disability.

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

Further information is available at <http://www.drs.pitt.edu/>.

Veterans Benefits

Veterans and dependents of disabled or deceased veterans may be eligible for benefits according to federal administration guidelines. The University has an Office of Veterans Services located on the fourth floor of the Cathedral of Learning (www.veterans.pitt.edu). For additional information on Veterans Education Benefits, visit www.gibill.va.gov.

International Students

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

APPENDICES

Appendix A

GRADUATE PROGRAMS OFFERED BY SHRS

DEGREE	FULL NAME of DEGREE	DEPARTMENT: AREA of CONCENTRATION
Doctoral Degree Programs		
AuD*	Doctor of Audiology	CSD
CScD*	Doctor of Clinical Science in Occupational Therapy	OT
CScD*	Doctor of Clinical Science in Medical Speech-Language Pathology	CSD
DPT*	Doctor of Physical Therapy	PT
PhD	PhD in Rehabilitation Science	HIM, OT, PT, RC, RST, SMN
	PhD in Communication Science and Disorders	CSD
Master Degree Programs		
MOT*	Master of Occupational Therapy	OT
MA*/MS*	Master of Arts/Master of Science in Communication Science and Disorders	CSD: concentrations in Speech-Language Pathology or Audiology
MS*	Clinical Rehabilitation & Mental Health Counseling	RST
	Coordinated Master in Nutrition and Dietetics	SMN
	Master of Science in Health and Rehabilitation Sciences	HIM: Health Information Systems (RHIA option) RST: Rehabilitation Counseling
	Master of Science	RST: Physician Assistant Studies
MS	Master of Science	RST: Prosthetics and Orthotics
	Master of Science in Health and Rehabilitation Sciences	HIM: Health Information Systems HIM: Health Care Supervision and Management OT : Occupational Therapy PT: Neuromuscular and Musculoskeletal Physical Therapy RST: Rehabilitation Science and Technology SMN: Sports Medicine SMN: Wellness and Human Performance
Certificate Programs		
Certificate	Certificate in Rehabilitation Technology	RST
	Certificate in Disability Studies	RST

*These are graduate programs that lead to certification, registration, or licensure in a specific Professional field.

Appendix B

School of Health and Rehabilitation Sciences Change of Academic Advisor Form

Student complete Step 1:

Step 1:

Student Name (Print): _____ **People Soft ID:** _____

Effective Term: _____ Department: _____ Degree seeking: _____

Student signature: _____ Date: _____

Current Academic Advisor (Print): _____

Signature of Current Academic Advisor: _____ Date: _____

New Academic Advisor (Print): _____

Signature of New Academic Advisor: _____ Date: _____

➤ **Student please forward to your Department Administrator**

Department Administrator Complete Step 2:

Step 2:

Signature of Program Director: _____ **Date:** _____

➤ **Department Administrator please forward to appropriate program administrator below**

Program Administrator Complete Step 3:

Step 3:

Undergraduate Students (Turn into **Emily O'Donnell** in 4033 Forbes Tower for signature below)

_____ Date: _____

Dr. Kevin Conley, Associate Dean of Undergraduate Studies

Graduate Students (Turn into **Debby Keelan** in 4019A for signature of Dean of Graduate Studies)

_____ Date: _____

Dr. Kelley Fitzgerald, Associate Dean of Graduate Studies

➤ **Program Administrator please turn completed form into Amanda Reis in Admissions**

Updated in PS and email sent on: _____ By: _____

Appendix D

UNIVERSITY OF PITTSBURGH School of Health & Rehabilitation Sciences

INDEPENDENT STUDY

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

Before registering to Independent Study, the student should:

1. Make sure the Independent Study project is consistent with the academic program projected in his/her approved Plan of Study.
2. Develop a preliminary proposal for the Independent Study, to include (1) clearly defined objectives and (2) the means for achieving these objectives.
3. Obtain the agreement of a faculty member to supervise the proposed Independent Study.
4. Develop, in consultation with the supervising faculty member, a final plan for completing the Independent Study, to include (1) the statements of objectives and the means for achieving them. (2) The method to be used in evaluating the completed study, and (3) the grading option to be used.
5. Determine, in consultation with the supervising faculty member, the number of academic credits to be granted upon completion of the Independent Study.
6. Complete three (3) copies of the PROPOSAL FOR INDEPENDENT STUDY and obtain the required signatures.
7. Register for Independent Study. Students electing to complete the Independent Study in an H/S/U grade option basis, rather than on a standard letter grade basis must complete a Grade Option Form at the time of registration.

Upon completion of the Independent Study, the faculty member supervising the Independent Study, using the previously determined method of evaluating the achievement to the objectives of the study, will determine the appropriate grade and enter in PeopleSoft at the end of the term

UNIVERSITY OF PITTSBURGH
School of Health & Rehabilitation Sciences

PROPOSAL FOR INDEPENDENT STUDY

Name _____ Email _____ SHRS Program _____

Class number _____ Subject _____ Catalog number _____

Credits _____ Term _____

Supervising faculty member _____ Dept./School _____

Objectives for Independent Study:*

Method(s) for Achieving Objectives:*

Method for Evaluating Achievement of Objectives: i.e. Determining Course Grade

Grade Option: H/S/U or LG

Student's Signature

Date

Supervising Faculty Member's Signature

Date

Faculty Advisor's Signature

Date

Kevin Conley, PhD **(Required only for UG students)**

Date

Associate Dean for Undergraduate Studies

Three (3) completed and signed copies of this form are needed before the student will be permitted to register for Independent Study.

(For Undergraduate Students Only) To obtain the signature of the Assistant Dean for Undergraduate Studies, see the Administrator in the Department of Sports Medicine and Nutrition, 4044 Forbes Tower. There is a box provided for you to leave your form for the Assistant Dean to review and approve. The Administrator will then e-mail you when your form is ready to pick up.

One signed copy should be retained by the student, one should be retained by the faculty member supervising the study, and one copy should be submitted to the SHRS Student Services Office, 4019 Forbes Tower, with the course enrollment form. *Attach additional pages if more space is required

Appendix E

University of Pittsburgh
School of Health and Rehabilitation Sciences

GRADUATE INTERNSHIP PROPOSAL

Student Name _____ Program _____

Course #, Class #, & Title _____

Credits _____ Term _____ Grade Option: H/S/U or LG

Type of Internship: Clinical Administrative Teaching HIS

Dates Effective: _____ *Total Hours to be Completed _____

Site Name _____

Site Address _____

Internship Supervisor (at site) _____

Email: _____ Phone: _____

Site Contract with SHRS? Yes _____ No _____

Not Applicable (i.e. Teaching Internship) _____

Supervising SHRS Faculty Member _____

Objectives for the Internship (attach additional sheet if more space is required):

Methods for Achieving Objectives:

*Suggested guideline for determining the number of hours to be completed: Each credit of internship is equivalent to 4 hours per week over 15 weeks (i.e., 1 credit/term = 4 hours/week x 15 weeks/term = 60 hours/term; 2 credits/term = 8 hours/week x 15 weeks/term = 120 hours/term, etc.).

Method(s) for Evaluating the Internship:

Agreed upon by:

Student's Signature Date

Internship Supervisor's Signature Date

Supervising Faculty Member's Signature Date

STUDENT: After obtaining all signatures, submit the original to the Office of Student Services, 4019 Forbes Tower. Submit a copy of the form to: (1) Supervising Faculty Member, (2) Internship Supervisor, and (3) Academic Advisor. The student should also keep a copy.

Appendix F

THESIS COMMITTEE APPROVAL FORM

This form should be completed by the student and signed by the academic advisor indicating approval of the Thesis Committee. **The committee must be comprised of at least one member of the SHRS graduate faculty.** The original signed form should be submitted to SHRS Student Services to become a part of the official student record. The student and academic advisor should also keep a photocopy of the form.

Student: _____

Department: _____

Thesis Topic: _____

Thesis Committee Chair: No) (Typed/Printed Name)	School or Affiliation	Graduate Faculty (Yes,
--	------------------------------	-------------------------------

_____	_____	_____
-------	-------	-------

Committee Members: No) (Typed/Printed Name)	School or Affiliation	Graduate Faculty (Yes,
---	------------------------------	-------------------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Academic Advisor:

(Printed name)

(Date) _____

(Signature)

Appendix G

HANDBOOK ACKNOWLEDGMENT AGREEMENT FORM

I have read the **GRADUATE STUDENT HANDBOOK 2016-2017** in its entirety. I understand all the policies and procedures included in this Handbook and agree to abide by them at all times while enrolled as a graduate student in the School of Health and Rehabilitation Sciences, at the University of Pittsburgh. If I have questions at any time regarding the content of the Handbook, I will make an appointment with my Academic Advisor for clarification.

I understand that there may be an additional Handbook for the program in which I am enrolled and that I am responsible for knowing and abiding by the policies and procedures detailed in that Handbook as well.

Name of Student – PLEASE PRINT

Signature of Student

Date

PLEASE RETURN to Student Services by **September 30, 2016**.