



**School of Health and
Rehabilitation Sciences**

**UNDERGRADUATE
STUDENT HANDBOOK
2019-2020**

University of Pittsburgh



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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 SHRS to pursue your educational goals.

This handbook was developed to make you aware of the SHRS policies, procedures and information that vary from general University of Pittsburgh policies. These policies must be followed while you are a student at SHRS. Therefore, we ask that you read this handbook thoroughly.

- You are also required to review the **Undergraduate Catalogs** for the University and SHRS which can be found [here](#) for the current academic year.
- Your department may also have a handbook pertaining to your degree that you are required to review.

Information in the SHRS handbook is subject to change. so you should check the SHRS website periodically. The website will always contain the most updated policies and procedures.

Check the LED screens and your Pitt email account 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 SHRS

SHRS is affiliated with the University of Pittsburgh Schools of the Health Sciences and 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 SHRS faculty ground 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 from the perspective of new research findings, technological developments, changing public policy and accepted clinical and management practice.

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.

Our Mission

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

We advance our Mission and pursue our Vision by:

- Providing an unparalleled environment for education and training
- Supporting an interprofessional approach to research to address challenges of people with acute and chronic conditions and disabilities
- Collaborating with local, national and international partners to address and improve integration of rehabilitation services in health care delivery systems, community engagement and models of care.

More information can be found [here](#) on SHRS Vision, Mission and Values

Philosophy of Undergraduate Education

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

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

Office of the Provost Policies and Guidelines

The Office of the Provost provides general oversight of academic affairs, including education, faculty, and student life. Policies and guidelines can be found at this link www.provost.pitt.edu

Notice of Non-Discrimination

The University Notice of Non-Discrimination can be found [here](#).

For complete details on the University's Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (07-01-03) and Sexual Misconduct Policy (06-05-01), please visit <http://diversity.pitt.edu/affirmative-action/policies-procedures-and-practices>.

SHRS Expectations for Appearance

In the interest of personal safety and consideration for others, it is the policy of SHRS that students adhere to some basic standards of dress and grooming while attending classes and clinical assignments:

- Wear appropriate footwear that meets the expectations for the setting you are in.
- Dress modestly (no inappropriate skin exposure, no exposed undergarments).
- Minimize body odors (e.g., excessive smoke).
- Avoid wearing excessive fragrances (e.g., perfume, cologne).
- Maintain personal hygiene.

Students need to adhere to any dress codes and policies specific to any clinical sites in which the student practices.

Exceptions to this policy may be made based on verified medical, religious, or ethnic issues. In addition, students are expected to abide by any dress code policy established by their program or department. Students in violation of this policy may be subject to disciplinary action.

Social Media Policy

Social media is rapidly expanding, and new outlets are created every day. Professional organizations and ethical codes are often outdated given the rapid expansion of social media. It is essential that student and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients, and students.

Students are responsible for maintaining a professional social media presence related to any SHRS education activities. Some students may find it helpful to create separate professional and personal social media accounts.

We recommend that students consider the following prior to posting or transmitting on social media:

- Consider the audience and potential impact of your post prior to transmission.
- Assume anything that you post or transmit on social media can be made or viewed by the public.
- An electronic post or transmission is often traceable, without an opportunity for removal.
- Employers often search social media to learn more about you prior to interviews or offered employment.
- Clients often search social media to learn more about you. Proximity based apps and social media post new challenges to maintaining professional boundaries between health professionals and clients or patients.

SHRS students must:

- Respect the ethical standards of the profession in carrying out his or her academic assignments.
- Comply with [HIPAA's social media rules](#).
- Read, review, and follow the social media policy of your practicum or internship placement.
- Comply with [School and University academic integrity guidelines](#).
- Do not post or transmit *any* information or reference about your work with clients.
- Do not post clinical encounters, clinical experiences or information that pertains to working with clients.

Please note that boundaries on social media are no longer as simple as not 'friending' a client, professor, or colleague on Facebook. For example, all contacts in your phone book can read your posts on Venmo without being friends on the app. It is difficult to predict the latest ethical problem or boundary that will arise with social media. Therefore, please remain aware and consult with faculty or supervisors on these important issues. Faculty

may have to act upon on any material that does not comply with current academic integrity guidelines, professional ethical standards, or HIPAA policies.

Financial Information

Tuition and Fee Rates

Tuition rates and mandatory fee rates are available on the [Undergraduate Tuition & Mandatory Fees](#) page on the University website.

Full-time Students

In the Fall and Spring Terms: Undergraduate students registered for 12 to 18 credits in the Fall and Spring Terms are regarded as full-time students and are assessed the current undergraduate “flat” tuition rate for their academic center.

Undergraduate students registered for fewer than 12 credits are considered part-time and are billed on a per-credit basis.

Students will be charged per credit for each credit exceeding the maximum full-time credit limit.

In the Summer Term:

All students are billed on a per-credit basis in the Summer Term.

Residency/Reduced Tuition

Students who reside in the Commonwealth of Pennsylvania may be eligible for reduced tuition through state appropriations.

Eligibility is determined by criteria outlined in the University of Pittsburgh Guidelines for Determining Eligibility for Reduced Tuition Rates, available online at <http://payments.pitt.edu/pa-tuition-rate-eligibility/>

Additional Fees

Lab Fees: Lab courses may incur an additional fee to cover laboratory expenses. These fees will be charged to the student directly and will appear on the invoice generated by Student Accounts in addition to tuition and other fees each semester.

Financial Obligation of Students

The University of Pittsburgh has the right to withhold services if a student defaults on any financial obligation until repayment arrangements have been made that are satisfactory to the office or department to which the debt is owed.

Scholarships, Grants and Financial Aid

If you are interested in applying for loans, scholarships, grants, or work study, you should call, write or visit the University of Pittsburgh, Office of Admissions and Financial Aid. Click [here](#) for contact information.

SHRS Scholarships and Awards

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

SHRS Merit Scholarships

The SHRS merit scholarships comprise three awards administered under a common application process. The purpose of these scholarships is to acknowledge and aid students who demonstrate high-level scholastic achievement and financial need. Multiple scholarships are awarded per year, pending available funds; all scholarships provide the same level of support.

The SHRS Faculty Executive Committee will choose the award recipient(s) in mid-January and the award will be applied to the student's spring tuition bill.

More information on eligibility, guidelines and the application can be found on the SHRS Website under [Scholarships & Funding](#).

The Dr. Timothy C. and Mrs. Cynthia B. Sell Student Award, promoting diversity and inclusion

Donors Dr. Timothy Sell and Mrs. Cynthia Sell have established an endowed fund to promote diversity and inclusion within the SHRS student body. The SHRS Faculty Executive Committee will choose the award recipient(s) in mid-January and the award will be applied to the student's spring tuition bill. Awards will be presented annually pending receipt of qualifying applications.

More information on eligibility and applying can be found on the SHRS website under [Scholarships & Funding](#).

McMurtry Family Undergraduate Research Award

SHRS welcomes undergraduate students who are interested in conducting meaningful research that addresses a social or disability problem in the health, assistive technology, and rehabilitation fields to apply for the [McMurtry Family Undergraduate Research Award](#).

SHRS Policies and Procedures for Undergraduate Students

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.
- [University Regulations Governing Undergraduate Study](#) at the University of Pittsburgh.
- Students should complete the SHRS new student orientation and review the most updated online version of the **University Undergraduate Catalog, 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

SHRS Academic Regulations

Academic Integrity Policy

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

Ombudsperson

The Ombudsperson is someone who handles complaints, serves as a mediator, and a spokesperson for the rights of a particular individual or group. The Ombudsperson in the School of Health and Rehabilitation Sciences (SHRS) will be a neutral contact person (Non-faculty) for students with whom they can engage in informal discussions to express concerns about conflicts and other issues that may arise during the course of their education that they believe are difficult to address with their academic department.

The Ombudsperson for SHRS is Kellie Beach, Director of Student Services, and Registrar. To find out more information on her role for SHRS, click on this link for [SHRS Ombudsperson](#) or, if you would like to meet with her, please email her at kbeach@pitt.edu to make an appointment.

Minimum Academic Standard

In addition to the University-wide regulations and standards detailed in the section on General Academic Regulations in the University Undergraduate Catalog, each student in SHRS is expected to be familiar with these school-specific regulations and academic Standards:

- It is the student's responsibility to review her/his academic standing, to identify undergraduate program requirements and prerequisites for intended undergraduate program(s), and to monitor their completion.
- All required and prerequisite coursework must be taken for a grade, when letter grade option is available, unless approved by the Department Chair/Program Director.

- Students must receive a C- or better in each required course and SHRS elective course to earn credit.
- For non-SHRS, non-required coursework, students must earn a grade of D or better.
- All grades will remain on the transcript and will be calculated into the GPA unless or until a course repeat has been processed. After the repeat has been processed, the credits will be removed, but the grade will remain on the transcript, although not factored into the GPA. A repeat flag will also be noted on the transcript.
- Students who receive a grade below a C- in a required course must repeat that course and attain a grade of C- or better.
- Students will not be permitted to register for a course until they attain a C- or better in its prerequisite.
- Failure to receive an acceptable grade after the second repeat of a required course may result in the student being dismissed from the program and SHRS.

Advising

Advisor Selection

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.

Change of Advisor

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, located on the SHRS website at <https://www.shrs.pitt.edu/student-services/forms/>. 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.

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.

Ongoing Responsibilities of the Advisor

- 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 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 the Plan of Study is submitted to Student Services and updated as necessary

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. Any revisions to the Plan of Study must be approved by the academic/faculty advisor or Department Chair and submitted to Student Services.

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 located in 4019 Forbes 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.

Allowable Credits

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

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

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

College Level Examination Program (CLEP) Testing

SHRS does not accept CLEP general examination credits.

Credit by Course Examination

The following regulations govern this procedure:

- The individual department shall determine specific courses open to examination.
- A student may not earn credit by examination if s/he has previously taken the course.
- Students may obtain the form, Credit by Course Examination, from 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 student will submit the Credit by Course Examination form to Student Services. Students will receive advanced standing credit for the course, which may be applied towards graduation. If a student fails the exam, neither a failing grade nor credits will be posted on the transcript. An exemption examination may be taken only once per course. The faculty of each Department will determine the number of courses that can be exempted by students enrolled in that academic program.

Online Courses

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

PEDC Credits

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

Reserve Officer Training Corps (ROTC)

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

Transfer Credit Policy

At the time of application coursework completed outside the University of Pittsburgh is evaluated by the SHRS Admissions Office to determine if it meets University and SHRS 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.

Transfer Students Credit Evaluation

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.

Current SHRS Students taking courses off campus for transfer credit

Current SHRS students in good academic standing (cumulative GPA of at least 2.00), including students admitted to SHRS who need to complete prerequisites prior to starting their program, may attend another accredited institution in order to complete their degree requirements, provided they receive prior approval from the SHRS Dean's office. Students will be required to fill out an approval form and provide appropriate course descriptions. This form can be found on the SHRS Website under [current students/forms](#).

Students will not receive credit for courses taken without advance approval. SHRS students may not enroll in courses outside the University of Pittsburgh in the semester they are graduating from SHRS.

Independent Study

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

The Independent study instructions and form can be found on the SHRS Website under [current students/forms](#).

Clinical Education and Directed Practice

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

- All clinical education sites must have current contracts with the University of Pittsburgh.
- Each program's clinical education coordinator will assign students to their clinical education site.
- The student must use an *Enrollment Form* to register for appropriate clinical education and submit other forms as directed by clinical education coordinator and listed below.
- The student must provide proof of HIPAA certification with registration.
- The student must provide proof of Blood Borne Pathogen certification with registration.

- The students are required to carry personal health insurance.
- The student must provide proof of having undergone a physical exam and blood work as well as proof of vaccinations.
- A list of exam and vaccination requirements and required form will be provided by the clinical education coordinator.

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

The Commonwealth of Pennsylvania has posted information on how to obtain these clearances and background checks here:

<http://www.dhs.pa.gov/findaform/childabusehistoryclearanceforms/S001087>

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

Blood Borne Pathogen Training and Certification

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

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

Dual Degree Option

Students may pursue dual degrees within SHRS or between SHRS and another school at the University. SHRS follows the University 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

Grading Policy

All SHRS undergraduate programs adhere to the University's grading system and grading policies for undergraduate students. Please refer to the [Office of the University Registrar on Grades](#) or the [University Catalog on Grading and Records](#)

Course Grading

The method of evaluation and grading is the prerogative of the course instructor and is based on the course objectives and expectations. SHRS faculty have the option of issuing "+" or "-" grades. SHRS faculty have the option of assigning letter grades or HSU evaluations, as printed in the course catalog and determined at student's enrollment. Students will be apprised of the evaluation procedure by the instructor at the beginning of each course. It is the student's responsibility to request clarification of any evaluation or grading policy.

G Grade Policy

Students assigned G grades due to ***unfinished course work because of extenuating personal circumstances*** are required to complete course requirements ***no later than one year after the term in which the course was taken***. Once the deadline has passed, the G grade will be changed to a "NG" no-grade on the transcript and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation. Students will not be permitted to register for courses in which a G grade was assigned to a prerequisite course unless prior approval has been obtained by the Department/Program Chair, or designee.

SHRS G Grade Policy

A SHRS Completion Agreement of G Grade Credits form must be completed by the student, instructor, and advisor and submitted to Student Services (form and instructions can be found on the SHRS website under current students/forms/misc.).

- When a G grade is assigned for a medical reason the form must be accompanied by a physician's note when it is turned into student services.
- It is the responsibility of the instructor to clearly state the objectives for completion of course requirements as well as the expected due date to the student.
- This agreement must be submitted before the next semester add/drop deadline.
- Failure to submit this form before the next semester add/drop deadline will be at the discretion of the instructor to change the grade to a failing grade.

Student Services will be following up on any G grades that are not changed within the expected timeframe at the end of every term.

Note: G grades will be converted automatically to an NG Grade after the 1-year deadline. [POLICY 09-01-05 G Grade Deadline.](#)

Satisfactory/No Credit (S/NC) grading option

Prerequisite and required courses must be taken for a letter grade when available, and a student must earn a C- or better (C for transfer credits). Students planning to apply to SHRS are strongly encouraged to consult their advisor whenever considering the S/NC grading option to make certain the course is not required for the degree being sought in SHRS.

Dean's List for SHRS

The SHRS Dean's List is compiled upon completion of each fall and spring term. The criteria used to determine eligibility for the Dean's List is as follows:

- full-time student status for the term
- minimum GPA of 3.500 for the term
- minimum cumulative GPA of 3.000 (total Pitt)

Enrollment

A student must be registered for at least one credit in a twelve (12) month period from the time of admission until the degree is granted in order to maintain active status. Those students who fail to observe this rule will be placed on inactive status and will have to seek formal readmission in order to continue in the program. If active status is not maintained, the student is not permitted to use University facilities or receive counseling or active supervision by a faculty member, advisor, or committee.

Undergraduate students registered for 12 to 18 credits in the Fall and Spring Terms are regarded as full-time students.

Students cannot enroll in courses that meet at the same time, without special permission from both instructors and their advisor.

Registering for Classes

After being admitted to an undergraduate program, students may register for classes during the enrollment period. The enrollment period for a term or session is published in the University's [Enrollment Calendar](#).

Enrollment Appointments

The enrollment appointment is the day and time when a student can begin enrolling. Once a student's enrollment appointment begins, adding, dropping, or editing classes can be done until the end of the add/drop period. Students can view their enrollment appointment date and time by logging into my.pitt.edu, click on Student Center Login, click on Self Service, and then click on Student Center. See below for additional enrollment appointment information.

- Enrollment appointments are assigned according to credits completed. Those students with the highest number of completed credits will be given the earliest appointments.
- Students cannot enroll in classes prior to the date and time of their assigned enrollment appointment.
- Enrollment appointments are not assigned for the summer term; students can begin enrolling on the first day of the summer term open enrollment period.
- **Enrollment appointments cannot be changed.** Students should contact their Dean's Office to initiate the process of getting a new enrollment appointment. Dean's Office staff should follow steps outlined in our [New Enrollment Appointment Request Process](#) guideline to request a new appointment for a student. Requests for new enrollment appointments will be accepted if students were not assigned one due to any of the following:
 - student previously applied to graduate and was denied
 - student has returned from active military duty
 - student has internally transferred from a school that did not use appointments
 - student was admitted/readmitted after appointments were assigned

Student Enrollment Process

Prior to enrolling you must meet with your academic advisor within your department to determine your courses and complete the enrollment form *if required by your department*. (signed by you & advisor).

Resolve any holds that you may have on your account with the respective departments that have placed the holds, or they will prevent you from registering for your classes.

Note: Undergraduate students cannot enroll for more than (18) credits without the Dean's approval. Only SHRS Dean's office Student Services Office can enroll you after you receive approval from your advisor for the additional credit(s). Students will be charge for each additional credit over the fulltime maximum of 18 on a per credit basis.

Go to the University Registrar's website for enrollment for instructions on [Steps to Enrolling](#).

Permission Numbers

If courses require permission, please seek permission from the instructor of the course. You may do so via email with the instructor. If it is a course within SHRS email the Student

Services Coordinator in the SHRS Dean's office with proof of permission for a "permission number."

If it is a course outside of SHRS you will need to receive a "permission number" from the school in which the course is offered. You will need this "permission number" in order to register for a closed/restricted course in PeopleSoft.

Auditing a Course

With the consent of the Dean's Office and instructor, students may choose to audit a course. In order to audit a course, **you must register and pay tuition for the course.** To audit an undergraduate course, students must obtain a Grade Option/ Request Form for Undergraduate Students, this form can be found on the SHRS Website under [current students/forms](#).

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

If you are wishing to Audit a graduate level course in another Pitt school, you must visit that Schools Dean's office and find out their policy and procedures for auditing a course.

Add/Drop Process

Students can add or drop classes until the add/drop deadline. Add/drop 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.

Extended Drop Period

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

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

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

Problem with Enrollment After the Add/Drop Deadline

Should a student find an error in their enrollment after the add/drop period has ended, a formal memo is required from the student's advisor to the SHRS, Director of Student Services, Registrar. This memo will need to include the student name, PeopleSoft number, the course(s) to be added or dropped (subject, name & section), the number of credits, and the reason for the error. If the error is the student's fault, the student will be charged a late fee at the discretion of the main University of Pittsburgh Registrar. If the fault is with the Department the student is enrolled in, that department Chair can provide an account number to cover the late fee.

Upon approval from the SHRS Director of Student Services, Registrar the memo will be submitted to the University of Pittsburgh Registrar to process the exception.

Monitored Withdrawal

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form in the office of the school offering the course. Students must process the Monitored Withdrawal Request form within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the University's [Academic Calendar](#) for those deadlines.

Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form. The grade W will appear on the student's grade report and transcript. There is no financial adjustment to student's tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

The form must be signed by the instructor of the course and be returned to the Director of Student Services, Registrar, 4024 Forbes Tower within the **first nine weeks of the term** in the fall and spring. Monitored Withdrawal forms can be found on the SHRS Website under [current students/forms](#).

Repetition of Courses

Consult your Dean's office for the proper procedure of repeating a class and for information on how this will affect your grades and the calculation of your Grade Point Average (GPA). When you repeat a class, **you must officially enroll and pay for the class again.** University policy prohibits any student from attending a class without being officially enrolled for that class. A repeated course has a notation appearing underneath the previous course taken designating that it is excluded from the GPA. The original course and grade will always remain on your record/transcript.

Undergraduate students are only permitted to repeat a course twice.

NOTE: Any grade earned in the repeated course will be recorded on the academic transcript, even if it is lower than the original grade.

- A sequence course may not be repeated for credit if the student passes a higher sequence course with a C or better 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.
- 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. Withdrawal (W), Repeat (R), and Audit/Non-Credit (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.
- G grades are not identified as repeated courses until the coursework is completed.
- 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.

Resigning from the University for a Specific Term

If students decide to drop all of their courses after the add/drop period has ended and before 60 percent of the term or session has been completed, they 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. 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 a 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.

Please visit the Student Payment center [resignation page](#) on the University of Pittsburgh website for more information.

Leave of Absence

Under special conditions, Undergraduate students may be granted **one** leave of absence. All requests for a Leave of Absence should be put in writing to the Associate Dean of Undergraduate 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 (statute of Limitations) being sought by the student.

The Leave of Absence instructions and form can be found on the SHRS website under current students/ [forms](#)/ miscellaneous.

Academic Probation and Dismissal Policy

Students who have completed at least 12 credits and whose cumulative GPA falls below 2.000 will be placed on academic probation and will receive written notification of this status. At this point it is the student's responsibility to meet with his or her advisor.

To be removed from academic probation, the student will need to achieve a cumulative GPA of 2.000 within his or her next two terms of 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.

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

Dismissal from the program is at the discretion of the SHRS Dean. Notwithstanding the foregoing, in the event it is not mathematically possible for a student to remediate their cumulative program GPA within their next two terms of study the student may be immediately dismissed.

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

Graduation Requirements

Graduation Requirements for a bachelor's degree from SHRS are as follows:

- Satisfactory completion of a minimum of 120 approved credits (including advanced standing.) Some degrees require more than 120 credits to graduate. Check with your department.
- 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 or G grades in a required course.
- Updated and approved Plan of Study on file in Student Services, 4019 Forbes Tower.
- 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 may **not** enroll in courses outside the University of Pittsburgh in the semester they are graduating.
- An **application for graduation** must be filed in the SHRS Office of Student Services, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term and will be posted on the [SHRS Graduation website](#).

A student with outstanding financial obligations to the University is not eligible to receive the diploma, official academic transcripts, or any certification of completion of the academic program.

Graduation with Honors

A baccalaureate degree student attaining an outstanding scholastic record will 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

Honors Cords

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

Miscellaneous Information

Lost and Found

The lost and found area for SHRS is located in Student Services, Room 4019 Forbes Tower.

Change of Name/Address/Social Security

Students are required to keep their contact information up-to-date with SHRS. Students have the ability to change their addresses or telephone numbers via the Student Services Community. Click here for [Updating Your Personal Information](#). More information on changing Personal Information can be found on the [registrar's website](#).

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

Disability is an aspect of diversity. Disability Resources and Services (DRS) is the designated department by the University to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities in higher education to academically qualified students with disabilities.

Students with disabilities are integrated as completely as possible into the University experience. DRS shares with you, the student, the responsibility for creating equal access toward achievement of your academic goals. Through an interactive process, we work individually with each student to provide access to University classes, programs and activities. Please contact us to discuss your individual needs.

The Office of Disability Resources and Services (DRS) 140 William Pitt Union, (412) 648-7890. Monday - Friday: 8:30 a.m. to 5 p.m. or at DRSRECEP@PITT.EDU our website is <https://www.studentaffairs.pitt.edu/drs/>

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.

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 at 1440 Wesley W. Posvar Hall, 230 South Bouquet St., Pittsburgh, PA 15260, 412-624-3213, veterans@pitt.edu Our website is <http://www.veterans.pitt.edu/>

For additional information on Veterans Education Benefits, visit www.gbill.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.

PITT/SHRS Technology Resources

The BIG Three Websites to Check Out

- **Student Services**
 - <https://www.technology.pitt.edu/pitt-students>
 - <https://www.technology.pitt.edu/help-desk/how-to-documents/lets-do-it>
- **Student SHRS Technology Support**
 - <http://www.shrs.pitt.edu/support>

SHRS Computing Labs

Learning Resource Center 4011 Forbes Tower (Only open to SHRS Students)

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. Charging stations are also available throughout the LRC.

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, and a quiet study area. Also available for use: multimedia computer stations for 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 only be made online by SHRS Faculty and Staff. All rooms in Forbes Tower must be reserved via the online system.

Keep our Classrooms Clean and Orderly

- Please do your part to keep our classrooms clean and orderly.
- There is to be NO FOOD or DRINK in any of the classrooms
- Please return 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 classroom 6048.

Accessible instructor stations are available in all classrooms. Low vision computer stations are available in room 4011.