



School of Health and
Rehabilitation Sciences

Undergraduate Student Handbook 2025 - 2026



University of
Pittsburgh®

Health Sciences
School of Health and
Rehabilitation Sciences



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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 and procedures that may differ from the 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 for current students can also be found on the [SHRS Student Resource Hub](#).

Information in the SHRS handbook is subject to change.

Check the digital screens and your Pitt email account frequently for important announcements and information. If you have any questions, contact your department or [Student Services](#).

About SHRS

More information on the SHRS Vision, Mission and Values can be found on the SHRS website at this link: [About | University of Pittsburgh School of Health and Rehabilitation Sciences](#).

SHRS Directory

Our directory of the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) provides a comprehensive listing of people, offices, labs and centers dedicated to advancing education, research and clinical practice in health sciences. Whether you're looking to connect with academic departments, administrative offices or research units, you'll find the essential contact information and key personnel to assist you in exploring the breadth of SHRS' innovative programs and services.

- [Welcome](#)
- [People](#)
- [Enrollment](#)
- [Offices](#)
- [Labs](#)

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: www.provost.pitt.edu

Notice of Non-Discrimination

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

SHRS Environment

Our school is committed to action-oriented and evidence-based approaches to maximize health and rehabilitation outcomes for everyone and to create the most welcoming, engaging, enriching, and accessible space possible for our students, faculty, staff, and friends in the community.

We believe health and rehabilitation problems often require complex solutions, and we are dedicated to developing and implementing those solutions through our research, service, and the education of the next generation of leaders in our professions.

Disability Etiquette Guide

The [Disability Etiquette Guide](#) provides useful and practical information to consider when communicating about disabilities and/or with people with disabilities.

SHRS Policies and Procedures for Undergraduate Students

Student Roles and Responsibilities

The University has a number of official policies affecting students. For complete and current text on all University policies, please go to: [Policies & Guidelines | Office of the Provost | University of Pittsburgh](#).

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.

SHRS Impaired Student Policy

The School of Health and Rehabilitation Sciences (SHRS) has the responsibility to educate students to be responsible professionals prepared to provide quality services. Whether in the classroom, the clinical setting, or a research setting, students are expected to demonstrate professional behaviors aligned with their professions' respective Scopes of Practice, Codes of Ethics, and Technical Standards.

Please click [here](#) to read the entire SHRS Impaired Student Policy.

SHRS 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 students and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients, and students.

Please click [here](#) to read the entire SHRS social media policy.

University and SHRS Rules and Regulations

- Students should understand and know how to access the University, SHRS and individual program rules and regulations.
- The Office of the Provost provides undergraduate students with specific resources related directly to their experience at the University of Pittsburgh. You can find this useful information at this link; [University Regulations Governing Undergraduate Study](#).
- Students should review the most updated online version of the [University Undergraduate Catalog, SHRS Undergraduate 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](#).

Communicating with SHRS Faculty and Staff

Students should stay in regular communication with their academic advisor and faculty members. To facilitate this, students are strongly encouraged to:

- Check their Pitt email regularly. (recommend at least 3 times a week)
- Inform their academic advisor, faculty, or department chair of difficulties that may impact their academic standing.
- Seek help as needed.
- Make and keep regular advising/registration appointments with their academic advisor.

Failure to communicate with faculty and staff, respond in a timely fashion to faculty and staff requests for communication, or attend required meetings can result in one of the actions stated below in the [SHRS Policy on Failure to Communicate](#).

Financial Information

Tuition and Fee Rates

Tuition rates and mandatory fee rates are available on the [SHRS Undergraduate Cost of Attendance 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.

Residency and reduced tuition 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 students 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, email or visit the University of Pittsburgh, Office of Admissions and Financial Aid. Click [here](#) for contact information.

SHRS Scholarships and Awards

General information on scholarships and awards can be found [here](#) on our website. Contact individual departments for information on scholarships and awards specific to your area of study.

SHRS Academic Regulations

SHRS Guidelines on Academic Integrity

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](#).

Health Sciences Ombuds Office

The [Health Sciences Ombuds Office](#) provides students and postdoctoral trainees with an informal, confidential, neutral and independent resource to address concerns or questions openly, without fear of retaliation or judgment.

The ombudsperson for the School of Health and Rehabilitation Sciences is Jessica Maguire. To schedule an appointment please email jessica@ombud.pitt.edu.

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 in accelerated programs must earn a C- or better in all of the required coursework during the first 3 years before moving onto year 4 (the start of the graduate program).
- 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

Faculty mentors for SHRS undergraduate students are assigned by the Program Directors. Undergraduate academic advisors are assigned by the Director of [the Center for Academic Advising and Student Success](#), and students are notified of their advisor shortly after they matriculate into the program.

Change of Advisor

Customarily, students are not able to change advisors because advisors are assigned based upon the undergraduate program. However, if a student has concerns about their advisor(s), they are encouraged to contact the Director of [the Center for Academic Advising and Student Success](#).

Advisor Roles and Responsibilities

Every SHRS undergraduate student will be assigned to an academic advisor and faculty mentor. The advisor's role is to help guide the student's academic progress.

Initial Responsibilities of the Advisor

- Meet with each student advisee as soon as possible after admission to review program structure, policies, and procedures of the program, to assist in clarifying 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 each student in selecting courses for the first term registration.

Ongoing Responsibilities of the Advisor

- Assist students on a regular basis.
- Meet with students as needed prior to each registration period to review academic progress.
- Help students meet important deadlines, i.e., registration, application for graduation.
- Meet with students upon notification of probationary status.
- Serve as a liaison, assisting students in accessing University resources.
- Assist students in creating, reviewing, and updating the *Plan of Study* according to requirements of their undergraduate program as well as their intended graduate program or professional requirements.
- Help to ensure the *Plan of Study* is submitted to Student Services and updated as necessary.
- Help to ensure that the Academic Advisement Report (AAR is accurate)
- Assist students with personal and professional goals.

Plan of Study

Every student in SHRS must have a Plan of Study, signed by academic/faculty advisor, on file with their department 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.

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.

(AAR) Academic Advisement Report

The plan of study must match the Academic Advisement Report via PeopleSoft. The AAR reports list all degree requirements, and as the student progresses through the program enrolling in courses and completing requirements, updated information directly populates into the report from PeopleSoft. Eventually the AAR will show as satisfied, indicating that your degree is complete.

These reports will be used by the SHRS Registrar to certify you for graduation. Instructions on pulling an AAR can be found on the [SHRS Student Resource Hub - Student AAR Guide](#).

Review Academic Progress

It is the student's responsibility to review their 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 (4050Forbes Tower).
- Enrolled students must apply for examinations 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 maximum of four (4) successfully completed ROTC courses will be accepted for purposes of admission and graduation. Grades for ROTC courses will be included in calculating the students' GPA.

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 (6) 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 Student Resource Hub](#).

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.
- Courses cannot be a repeat of any courses taken at Pitt.

- 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 412-383-6558 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.

Current SHRS Students taking courses off campus for transfer credit

Current SHRS students in good academic standing (cumulative GPA of at least 2.000), 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 Student Resource Hub](#) forms section.

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.

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. The [PATCH link](#) is directly for the PA Criminal History Clearance which is the required clearance of ACT 34.

- Link for ACT 33: <https://www.compass.state.pa.us/CWIS>
- Link for ACT 73: [Pennsylvania Services | Identogo](#) Navigate to "Fingerprint"

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 into 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.

Clinical learning experiences are 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:

Some SHRS programs require that students 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.

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, 4049 Forbes Tower, to be admitted prior to the midpoint of their studies.

David C. Frederick Honors College

Students enrolled in SHRS undergraduate programs are eligible for membership in the David C. Frederick Honors College and to participate in earning Honors College recognition. For more information, and to learn more about the various levels of engagement, go to: <https://www.frederickhonors.pitt.edu/>

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 must schedule an appointment with their academic advisor before registering for classes during the enrollment period. The enrollment period for a term or session is published in the University's [Enrollment Calendar](#).

If you need directions on how to enroll in PeopleSoft CX, please link to our [enrollment directions](#) on the University Registrar's website.

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).

Holds

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.

Maximum Number of Credits

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.

Permission Numbers

If a course requires consent to enroll, you are to:

- email the instructor of the course for approval to enroll. Provide the name of the course, the subject code, and course number in your email.
- If the course is an SHRS course, and the instructor approves of your enrollment, you will need to forward the instructor's consent to your department administrator 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.

Grade Option and Auditing a Course

Before submitting a Grade option/Audit Request form to take a course with a different grade option or as an audit, the student is required to meet with their advisor and the instructor to receive approval and to make sure the course can be offered for a different grading basis or as an audit.

If the course is NOT an SHRS course, the student will need to contact the Dean's office for the school offering the course for their procedures and deadlines.

You must have approval from your advisor and the instructor before choosing one of these options.

Grade Option Change:

- **Prior to the add/drop deadline-** If other grading bases are available for a course (S/NC, Pass/Fail etc.), students can select a different grading basis themselves in student self-service.
- **After add/drop deadline-** If other grading bases are available for a course (S/NC, Pass/Fail, etc.), students must complete the Undergraduate [Grade Option/Audit form](#) and obtain all approvals and signatures and email the completed form to the SHRS Registrar **by the end of the fourth week of the term**. The SHRS Registrar will send the completed form to the University Registrar to process.

Auditing a course:

In order to audit a course, you **must enroll and pay tuition for the course**. You will receive an audit grade of (N). This is not counted toward graduation or the GPA.

- Students are not able to select the AUD grading basis themselves at any time and must complete the Undergraduate [Grade Option/Audit form](#) and check the Audit section.
- **Up until the fourth week of the term the students can submit the** undergraduate [Grade Option/Audit form](#) to the SHRS Registrar, after they obtain the instructors signature as approval to audit the course.
- The SHRS Registrar will send the completed form to the University Registrar to process and keep a copy of the form in the students record.

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: student's name, PeopleSoft ID number, subject, number, section, and number of credits.

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's 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.

For SHRS, **the form must be signed by the instructor of the course** and emailed to the SHRS Director of Student Services, Registrar, within the **first nine weeks of the term** in the fall and spring. Monitored Withdrawal forms can be found on the SHRS Student Resource Hub: [Monitored Withdrawal Request](#)

Repeating Courses

Consult with your advisor or the SHRS Director of Student Services, Registrar 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 up to two additional times after the initial attempt.

Any grade earned in the repeated course will be posted to the academic record even if it is lower than the original grade.

The repeated course must be the same in which the original grade was earned. In extenuating circumstances, a department chairman, with the dean's approval, may substitute another course of similar content.

G grades will not be identified as repeated courses until the course work 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.

A student may repeat any course, except as noted below.

- No sequence course may be repeated for credit after a higher numbered course in that sequence has been passed with a C or higher grade.
- No course may be repeated at any other institution and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh. The grade earned by repeating a course is used in lieu of the grade originally earned.

The following calculations apply to all students at the University of Pittsburgh:

- The original course and grade remain on the transcript and/or the academic record, however, the grade and credits originally earned are not counted in the calculation of the QPA (prior to Fall term 2005) or the GPA.
- The repeated course does not increase the number of credits counted toward meeting the degree requirements unless an F is replaced by a passing grade.

W, R, N, or NC grades reported for the repeated course will not be identified as a course repeat, thus the original grade earned will continue to be counted in the QPA (prior to Fall term 2005) or GPA. Incomplete grades (G or I) will not be identified as repeated courses until the course work is completed.

Grading Information and Policies

All SHRS undergraduate programs adhere to the University's grading system and grading policies for undergraduate students. Please refer to the [Undergraduate University Catalog for Academic Regulations for 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.

Grade Appeal Process

Students may appeal grades if they feel they have been assigned incorrectly or improperly. A description of the SHRS Grade Appeal Process can be found on the [SHRS Student Resource Hub](#).

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 must be completed by the instructor and the student if the G grade is not changed by the add/drop deadline for the next term.

The instructor will receive an email from Power Apps after the add/drop deadline for the next term has passed to complete an online G grade form. The instructor will provide objectives and date of completion. Once the instructor completes their portion the student will receive an email to review the objectives and completion date and approve.

Once the grade is submitted, the form will be completed by the SHRS Registrar and copy of the form will be placed in the student’s file.

Student Services will follow up on any G grades that are not changed by the expected date of completion.

S/NC Grade Option (Formerly the S/N 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.

Certain courses are offered on the S/NC (Satisfactory/No-Credit) grade option. This option was designed to encourage students to explore new and potentially difficult subjects without fear of the risks of failure. Under this option, a student who does satisfactory work (a grade of C or better) in a course receives the grade of S. If the student’s work is not satisfactory (a grade of C- or lower), the grade of NC (No Credit) is given. Courses for which

an S is received are counted toward graduation but are not computed in the GPA. Courses in which an NC is received are counted toward neither graduation nor the GPA.

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)

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 you are considering resigning for the term (academic withdrawal from all of your classes), please discuss your situation with your academic advisor, a [Financial Aid](#) counselor, and the [Student Payment Center](#) or a staff member in the Office of Student Appeals to be certain you understand all of your options and obligations.

The effective date of your resignation determines if you are eligible for an adjustment in the tuition and fees you were charged for the term. The effective date of your resignation will normally be the date you notify the University by one of the methods described below. You are responsible for satisfying all financial obligations accumulated until the time you officially resign. The timing of your resignation also has an impact on how grades are recorded on your transcript. The last day to resign from a term is when sixty percent of the term has passed.

For more information regarding Resignation, please refer to policies [AC 67 Termination of Registration](#) and Title IV Refunds.

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

SHRS Policy on Failure to Communicate

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

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

- Are there extenuating circumstances that are prohibiting the student from enrolling, attending classes or communicating with faculty and staff associated with their

program? If so, the student will need to discuss their situation with the SHRS Registrar or SHRS Ombudsperson ASAP to determine options.

- Does the student need to request a Leave of Absence? If so, the student needs to request the LOA using this link: [SHRS - Leave of Absence Request](#).
- Does the student wish to resign from (permanently leave) the program? If so, the student will need to provide the SHRS Registrar with an email stating that they wish to do so for their student record.

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

Grading determination if the student is enrolled in the term:

- If there are extenuating circumstances, the student will be given a G grade and granted up to 1 year to complete the work.
- If there are NO extenuating circumstances, the student will be assigned either:
- an incomplete (I) grade (graduate students ONLY), which grants them to the end of the next term to complete the required work.

OR

- the grade earned in the course which may be a failing grade. If the course is a required course for degree completion, the student will need to repeat the course. Grades will be assigned based on performance in the course, including failing grades for missed assignments, at the instructor's discretion.

Leave of Absence

Under special conditions, undergraduate students may be granted one leave of absence.

Students can request a leave of absence by clicking on this link: [SHRS - Leave of Absence Request Link](#) and select Undergraduate student new LOA request. Once submitted your request will be forwarded to the advisor selected, then to the Associate Dean for Undergrad studies and then to the SHRS Registrar for completion.

All questions regarding a LOA should be directed to Kellie Beach, Director of Student Services, SHRS Registrar at kbeach@pitt.edu

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 enrollment. 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 enrollment the student may be immediately dismissed.

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

Reinstatement

Reinstatement is not guaranteed. Students who have been discontinued or who have not enrolled at SHRS for three consecutive terms must request reinstatement by contacting their program director.

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.
- A minimum of 30 SHRS credits taken once admitted and enrolled in SHRS department or program.
- Minimum cumulative GPA 2.000.
- Students enrolled in accelerated programs must maintain a 3.000 minimum GPA to progress from the undergraduate to graduate portion of their program.
- 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 the student has enrolled.
- No outstanding D, F or G grades in a required course.
- Updated and approved Plan of Study on file in Student Advising Center , 4044 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 submitted online through PeopleSoft, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term.

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 graduate 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 graduation 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

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. More information on changing personal information can be found on <https://www.registrar.pitt.edu/personal-information>.

SHRS Student Organizations

The School of Health and Rehabilitation Sciences has several student organizations based on academic programs for undergraduate students. You can find a list of these organizations along with a description of each by going to [Pitt SHRS Student Organizations](#).

Office of Institutional Engagement & Wellbeing

This office provides leadership and resources, and partners with units and campuses to create welcoming environments that enable everyone to succeed.

[Office of Institutional Engagement and Wellbeing](#)

University of Pittsburgh
Office of Institutional Engagement & Wellbeing
18th Floor, Cathedral of Learning
4200 Fifth Ave.
Pittsburgh, PA 15260
412-648-7860

Disability Resources and Services

At the University of Pittsburgh, we are committed to promoting equal access to students, faculty, and staff with disabilities. Disability is an important aspect of our community.

[Get Started with DRS](#)

Disability Resources & Services
140 William Pitt Union
3959 Fifth Ave.
Pittsburgh, PA 15260
drsrecep@pitt.edu
412-648-7890

Veterans Benefits

Veterans and dependents of disabled or deceased veterans may be eligible for benefits according to federal administration guidelines.

[Office of Veterans Services](#)

Office of Veterans Services
1440 Wesley W. Posvar Hall
230 South Bouquet St.
Pittsburgh, PA 15260
veterans@pitt.edu
412-624-3213 /

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 [Office of International Services](#) for detailed information on admissions, orientation, immigration, visas, and life in Pittsburgh.

Student Technology Resources

[Health Sciences Information Technology](#) is the point of contact for IT solutions for SHRS. Services provided include support for students, faculty and staff in the areas of academic computing, administrative systems, development services and support solutions.

Health Sciences IT can be contacted at help@hs.pitt.edu.

Please reference the [IT Resources for Pitt Students | Information Technology | University of Pittsburgh](#) page for detail regarding Student Technical Services.