

# University of Pittsburgh Johnstown



## *Academic Policies & Procedures Manual*

**Reference Guide  
November, 2019**

## Division Office Contacts

|   |  |
|---|--|
| <b>Allied Health</b>                          | Mr. Bruce Colbert<br>Biddle 111, 269-2960        |
| <b>Business &amp; Enterprise</b>              | Dr. Ray Wrabley, Interim<br>Biddle 130, 269-2996 |
| <b>Education</b>                              | Dr. Gerald Zahorchak<br>Biddle 153, 269-7016     |
| <b>Engineering &amp;<br/>Computer Science</b> | Dr. Jerry Samples<br>E & S 223, 269-7243         |
| <b>Humanities</b>                             | Dr. Michael Stoneham<br>Biddle 234, 269-7140     |
| <b>Natural Sciences</b>                       | Dr. Steven Stern<br>Biddle 141, 269-2930         |
| <b>Nursing</b>                                | Dr. Diana Schroeder<br>NHS 221, 269-2046         |
| <b>Social Sciences</b>                        | Dr. Ray Wrabley<br>Krebs 101, 269-2990           |

## Administrative Offices

### **Vice President for Academic Affairs**

Dr. Janet Grady                      Blackington 241, 269-2078

### **Assistant Vice President for Academic Affairs**

Dr. Stephen Kilpatrick              Blackington 248, 269-2077

**Registrar**, Lisa Hunter              Blackington 279, 269-7060

**Financial Aid**, Joni Trovato        Blackington 114, 269-7045

The paper version of this manual was last printed on February 17, 2015, and will no longer be available in print form.

The on-line edition of this manual will be updated regularly, as policies or procedures change.

The policies contained in this manual can be found in the University Bulletin.

University Policy can only be changed via University Policy/Procedure 01-01-01 <https://www.policy.pitt.edu/>

Policies can sometimes be waived or modified to make exceptions for students who experience circumstances beyond their control.

The procedures contained in this manual are specific to Pitt-Johnstown and are subject to changes more frequently to meet changing needs or to improve service.

Please direct questions about a particular policy or procedure to the Office listed at the head of each page.

Please report errors in this manual to the Office of Academic Affairs, Dr. Stephen Kilpatrick Assistant Vice President for Academic Affairs, Blackington Hall 248, 269-2077, email at [kilpatri@pitt.edu](mailto:kilpatri@pitt.edu).

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## **Absences During the Term**

Student or Instructor contacts **Instructor** and **AVPAA**  
248 Blackington, 269-2077

1. Normally, students are expected to attend classes as scheduled because frequent absences can result in poor academic performance. Although there is no University rule regarding attendance, individual faculty members set rules for their own courses and may assign serious academic consequences for lack of attendance.
2. If a student needs to miss a single class due to health, family emergency, work, or any issue outside of the student's control, s/he should communicate directly with the instructor and abide by the policies of the instructor's syllabus. The instructor may elect to require documentation to authenticate the need for absence, if so, documentation can be brought to the Office of the Assistant Vice-President for Academic Affairs and the instructor/s will be notified that verifiable documentation for the absence exists.
3. If a student will miss two consecutive class period or more class periods for a course/s for reasons outside of the student's control, s/he must bring documentation to authenticate the need for absence, to the Office of the Assistant Vice-President for Academic Affairs and the instructor/s will be notified that verifiable documentation for the absence exists.
4. The Office of Academic Affairs cannot offer an EXCUSED ABSENCE, only the instructor can do that. Instructors are reasonable when verifiable documentation of an event outside of a student's control prohibits class attendance, but prolonged absence may necessitate the need for course withdrawal, term withdrawal, or a grade of incomplete if the amount of absence prevents the completion of curricula.

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## **Academic Dismissal (Expulsion)**

Student contacts [AVPAA](#) 248 Blackington, 269-2077  
or [Registrar](#) 279 Blackington, 269-7055  
[Appeal of Academic Sanction](#)

1. A student may be permanently dismissed from the University of Pittsburgh at Johnstown when:
  - a. They have a cumulative GPA of 0.00
  - b. They are academically suspended for a second time.
2. The student will be notified of Academic Dismissal via certified mail and e-mail, and the appeal process will be explained.
3. A dismissed student may appeal his/her academic status to the University Appeals Board. The procedure for the appeal is available from the Office of the Registrar. Upon successful appeal, the Office of Academic Affairs may make certain academic requirements of the student and failure to comply may result in immediate revocation of reinstatement and permanent Academic Dismissal.
4. Once dismissed, the status “Academic Dismissal” will be added to the student’s permanent transcript.
5. Academic Dismissal is PERMANENT and applies to all schools of the University of Pittsburgh.

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## **Academic Integrity**

Student or Instructor contacts [AVPAA](#)

248 Blackington, 269-2077

[Guidelines on Academic Integrity](#)

[Letter of Resolution for First Time Offenders](#)

1. Students have the responsibility to be honest and to conduct themselves in an ethical manner while pursuing academic studies. They must abide by the student responsibilities listed in the [Guidelines on Academic Integrity](#). 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) and those included in the faculty obligations of the [Guidelines on Academic Integrity](#).
2. Should a student or faculty member wish to make a charge of a breach of academic integrity or have questions regarding student or faculty responsibilities, procedural safeguards including provisions of due process have been designed to protect student rights. Charges or questions should be brought to the [Assistant Vice President for Academic Affairs](#) who is the University's Academic Integrity Administrative Officer.
3. If the AVPAA/AIAO finds enough evidence to bring a charge, the AVPAA/AIAO will act as advocate to both parties in an attempt to mediate a solution in accordance with the Guidelines. For charges against students who have no record of prior offenses, the instructor may use a "[Letter of Resolution](#)" to record the student's admission of responsibility and issue a sanction—and submit that to the AVPAA/AIAO. If the student graduates with no further offenses, the AVPAA/AIAO will destroy the letter and no record of it will remain (A second offense would require a hearing). If mediation fails, the Academic Integrity Review (AIR) Board will hear the case. The AIR Board consists of a faculty chairperson, six faculty and six students. They will hear the case and make a recommendation of responsibility and sanction to the VPAA who will make a decision about both. An appeal process may also follow.

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## **Academic Integrity (cont.)**

4. If a student is suspended or dismissed due to an Academic Integrity violation, the status “Suspension for Academic Integrity Violation,” or “Dismissal for Academic Integrity Violation” will be recorded in the student’s permanent file.
5. Record of a faculty member’s responsibility and sanction for Academic Integrity violation will be placed in the faculty member’s personnel file.
6. Students and faculty have the right to appeal a finding of responsibility or the application of a sanction through the University Appeals Board.

## **Academic Probation**

Student contacts [AVPAA](#) 248 Blackington, 269-2077  
or [Registrar](#) 279 Blackington, 269-7055

1. A student is in Good Academic Standing when their cumulative GPA (CGPA) and their major GPA (MGPA) are both above 2.00. If one or both are below 2.00 the student is on Academic Probation. [Major Probation](#) is calculated from courses required by the major beyond the General Education Requirements and General Electives.
2. A student on Academic Probation MAY enroll and attend classes at Pitt-Johnstown.
3. Probationary students are encouraged to re-take courses in which they have earned the grades of F or D to quickly repair their GPAs.
4. A student on Academic Probation CANNOT:
  - a. Graduate
  - b. Enroll in more than 18 credits per term
  - c. Transfer in any credits taken at a non-Pitt institution
  - d. Relocate to another Pitt school or campus
  - e. Serve as an Officer in any Pitt-Johnstown co-curricular clubs or organizations
5. The status “Academic Probation” will appear on the student’s official transcript following each term that the student’s CGPA and/or MGPA were below 2.00.
6. The student will receive a letter from the Office of Academic Affairs alerting them to their Probationary status, and the student’s Academic Advisor will also be copied. Multiple terms on Academic Probation can lead to either dismissal from a major, suspension from the University, or both. See the policies and procedures for [Major Probation](#), or [Academic Suspension](#), or [Academic Dismissal](#).

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## **Academic Suspension**

Student contacts [AVPAA](#) 248 Blackington, 269-2077  
 or [Registrar](#) 279 Blackington, 269-7055  
[Appeal of Academic Sanction](#)

1. A student is eligible for Academic Suspension when their Cumulative Grade Point Average is:
  - Below 2.00 for three consecutive terms
  - Below 1.50 for two consecutive terms
  - Below 1.00 for a single term

| <b>Pitt-Johnstown Policies on Academic Standing</b> |                               |  |   |                       |
|---|-------------------------------|--|---|-----------------------|
|   | <b>Above 2.0 CGPA</b>         | <b>1.5 - 1.99 CGPA</b>                                 | <b>1.0 - 1.49 CGPA</b>                            | <b>Under 1.0 CGPA</b> |
| <b>1 semester</b>                                   | <b>Good academic standing</b> | Academic probation                                     | "Final Warning" academic probation (GOAL Program) | Suspension            |
| <b>2 semesters</b>                                  |                               | "Final Warning" academic probation (some GOAL Program) | Suspension  |                       |
| <b>3 semesters</b>                                  |                               | Suspension   |   |                       |

2. The student will be notified of Academic Suspension via certified mail and e-mail, the beginning and ending dates of the suspension will be included, and the appeal process will be explained.
3. A student is suspended when notified by the AVPAA and the status "Academic Suspension" will then be added to the student's permanent transcript, but the sanction of the Suspension may be overturned by Appeal. A suspended student may appeal his/her academic status to the University Appeals Board. The procedure for the appeal is available from the [Office of the Registrar](#).
4. During the period of the Academic Suspension, the student CANNOT:
  - a. Enroll in courses at Pitt-Johnstown or any Pitt school

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## **Academic Suspension (cont.)**

- b. Transfer-in any credits taken at a non-Pitt institution taken during the period of suspension
5. To re-enroll, the suspended student must request [Reinstatement](#) in writing through the Office of Academic Affairs. This request must contain a clearly expressed strategy for achieving good academic standing. Reinstatement is not a right, and applications for reinstatement are considered on an individual basis.
6. If [Reinstatement](#) or Appeal is granted, the Office of Academic Affairs may make certain academic requirements as a condition of reinstatement, such as re-taking failed courses, change of major, etc. Failure to follow instructions may result in revocation of reinstatement and cancellation of enrollment.
7. More than one suspension may result in dismissal. See the policy and procedure on [Academic Dismissal](#).

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## **Adding/Dropping a Course**

Student contacts [Registrar](#), 279 Blackington, 269-7055  
([Enrollment Worksheet](#))

1. The **ADD/DROP** Period is during Weeks 1 and 2 of the Fall and Spring Terms, and Days 1-3 of the Summer Terms.
2. Students wishing to **ADD** classes in Fall and Spring should be advised to do so during Week 1.
3. If a student intends to **ADD** during Week 2, s/he should consult with the instructor about the advisability of adding the course after missing the material from week 1 **BEFORE ADDing** the course. It is the student's right to **ADD** the course at any time during **ADD/DROP** if they meet any possible prerequisites and as long as there are seats available, but a student adding in Week 2 does so at their own risk.
4. A **DROPPed** course is completely removed from the student's record. No grade is recorded, and it does not count as credits attempted or as credits not completed.
5. Whether **ADDING** or **DROPPing**, students should check their schedule on the [Student Center](#) afterward to be sure that they successfully **ADDED** or **DROPPed** the course.
6. **LATE ADDS** are permissible for MUS, THEA, PEDC, and courses labelled *Independent Research*, *Independent Study*, *Independent Reading*, or *Internship*. Only Athletes and International Students **MUST** remain full-time, 12 or more credits in a term. There is **NO FINANCIAL AID** implication for being less than 12 credits in a term. If an athlete or international student needs a credit or two after the **ADD/DROP** period ends, these are all possibilities. A student may enroll in no more than 2 credits of [Physical Education](#) in a single term. For PEDC, send the student to Abby Gearhart in Athletics, for Theatre John Teacher, for Band Mike Bodolosky, and for Choir Jeff Webb. For independent work or internships, have them see their advisor. Send them with an ADD form and instructions to get a Course Number and to take the form to the Registrar in 279 Blackington. (See [Late Add Policy](#))

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## **Credit by Examination**

Student contacts [Chair of Division](#) that houses the course

1. Students may earn credits toward graduation not only by taking and successfully finishing courses, but also by taking special examinations. Each test for credit by examination must be arranged with the department teaching the course for which credit is desired. The department has the prerogative, for good reason, to offer or not to offer such an exam.
2. In some areas, students may obtain credit by examination if they have mastered material during their high school years that is traditionally covered in college courses but is not required to gain college admission. This is with the provision that the courses are those in which the department generally allows for credit by examination. Credit by examination cannot be obtained, however, for a college-level course for which credit has already been awarded, nor can it be used to alter a grade already received. Credit may not be earned by examination in lower-level sequence courses when the student has already obtained credit for a higher-level course in the sequence. Students are not permitted to audit courses without registering and then apply for credit by examination.
3. There is a fee for the examination, whether or not credits are earned, and that must be paid at the Business Office before the credit is applied to the transcript.

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## **Declaring/Adding/Changing a Major/Minor**

Student contacts [Division Office](#) that houses the (new)  
Major/Minor  
Undergraduate Academic Program Change Form  
(Form found in Division Offices)

1. Students should go to the Division Office to fill out an Undergraduate Academic Program Change Form as soon as they wish to join a program. Some programs may have restrictions, prerequisites, or specific admission policies. Even if the program has no restrictions, prerequisites, or specific admission policy, the student should declare as soon as they decide on a major so that:
  - a. They are assigned an advisor within that program.
  - b. They receive information from the department, Registrar, or Academic Affairs pertaining to that program.
  - c. The program's number of students and character of majors is accurately available for administrative purposes by the department, the division, the Registrar, and Academic Affairs.
2. The Division Office forwards the Program Change Form to the Registrar.

## **Double and Triple Majors—One Degree**

Student contacts [Division Office](#) that houses the  
Major/Minor  
Undergraduate Academic Program Change Form  
(Form found in Division Offices)

1. Students who meet the major requirements of two or more departments may declare, and have recorded on their transcripts, a double or triple major. If one of the majors leads to a B.A. degree and another to a B.S. degree, the student must indicate on the Graduation Application which of the two degree options is to appear on the transcript and the diploma, as only one degree is granted.
2. Students should go to the Division Office to fill out an Undergraduate Academic Program Change Form as soon as they wish to join a program. Some programs may have restrictions, prerequisites, or specific admission policies. Even if the program has no restrictions, prerequisites, or specific admission policy, the student should declare as soon as they decide on a major so that:
  - a. They are assigned an advisor within that program
  - b. They receive information from the department, Registrar, or Academic Affairs pertaining to that program
  - c. The program's number of students and character of majors is accurately available for administrative purposes by the department, the division, the Registrar, and Academic Affairs.
3. Students must fulfill all general education and major field requirements for each major. A minimum of 120 credits and a CGPA of 2.00 must be earned.
4. The Division Office forwards the Program Change Form to the Registrar.
5. Students earning double majors may take courses of the same subject of the second major for both general education and second major course requirements. Students cannot take courses of the same subject as the primary major to satisfy general education requirements.

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## **Double Degree**

Student contacts [Division Office](#) that houses the Major Undergraduate Academic Program Change Form (Form found in Division Offices)

1. Students may earn two degrees simultaneously, providing that one is a Bachelor of Arts and the other is a Bachelor of Science. Students may not earn two B.A. or two B.S. degrees simultaneously.
2. Students pursuing this option must complete major field requirements for each degree, a minimum of 30 credits beyond one degree, and general education requirements. A minimum of 150 credits and a GPA of 2.00 are required to earn a double degree.
3. Students will have both degrees printed on their transcript and will receive two separate diplomas.
4. Students should go to the Division Office to fill out an Undergraduate Academic Program Change Form as soon as they wish to join a program. Some programs may have restrictions, prerequisites, or specific admission policies. Even if the program has no restrictions, prerequisites, or specific admission policy, the student should declare as soon as they decide on a major so that:
  - a. They are assigned an advisor within that program.
  - b. They receive information from the department, Registrar, or Academic Affairs pertaining to that program.
  - c. The program's number of students and character of majors is accurately available for administrative purposes by the department, the division, the Registrar, and Academic Affairs.
5. The Division Office forwards the Program Change Form to the Registrar.

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## **FERPA—Family Educational Rights and Privacy Act of 1974**

Student contacts the [Registrar](#), 279 Blackington,  
269-7055  
[FERPA Waiver](#)

1. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the University guarantees that students have the right to inspect all personally identifiable records maintained by the institution and may challenge the content and accuracy of those records through appropriate institutional procedures. It is further guaranteed by the University that students' education records containing personally identifiable information will not be released except as permitted by the Family Educational Rights and Privacy Act.
2. Additional information regarding either of the above may be obtained through the Registrar's Office, 279 Blackington Hall.
3. A full explanation of students' rights provided by FERPA and the procedures available to exercise those rights is available to all University of Pittsburgh at Johnstown students in the Office of the Registrar.
4. A student may waive her/his rights to privacy regarding education records to specific individuals listed on a FERPA waiver. The waiver can be obtained at the Office of the Registrar and must be returned to the Registrar.
5. A signed FERPA Waiver releases any University Official to speak with a specified non-University Official about a student's education records and/or Student Affairs Confidential Information, the waiver does NOT REQUIRE a University Official to do so.
6. University Officials may exchange information from students' education records with one another when "legitimate education interest" exists.
7. A University Official is anyone employed by the University of Pittsburgh at Johnstown, faculty or staff, who has access to student education records and an educational interest in those records (including student workers and work-study students).

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## **Academic Progress Requirements for Federal/State Financial Aid Eligibility**

Student contacts [Financial Aid](#) 114 Blackington,  
269-7045

Both Federal and State Financial Aid Programs, which consist of various grants and loans, many institutional programs and some private loan lenders have academic requirements that must be met in order to receive financial aid in subsequent years. The Financial Aid Office checks every student's academic progress at the end each spring term. Please check with the [Financial Aid Office](#) about the specifics of a student's financial aid package.

### **Federal Aid Programs**

Federal aid programs include, the Pell Grant, SEOG, Direct Student Loans, Work-study, Perkins Loan and the Direct PLUS Loan.

1. At the end of the first academic year, students must complete and pass at least 67% of the courses they attempt (W, G, and F grades are courses attempted but not completed) and must earn a cumulative GPA of at least 1.50 to be meeting academic progress for financial aid. Transfer credits count as both attempted and completed credits, but have no bearing on cumulative GPA, and repeated coursework may impact completion percentage and/or cumulative GPA.
2. Each succeeding year from the conclusion of the second year onward, students must complete and pass at least 67% of the courses they have attempted for their entire academic record and maintain a cumulative GPA of at least 2.00. Transfer credits count as both attempted and completed credits, but have no bearing on cumulative GPA, and repeated coursework may impact completion percentage and/or cumulative GPA.

### **Academic Progress Requirements for Federal/State Financial Aid Eligibility (cont.)**

3. Credits attempted by a student cannot exceed 150% of the credits required to earn a degree, as defined by the University's published length of the specific program.

### **PHEAA Grants (PA State Grant Program)**

The Pennsylvania Higher Education Assistance Agency (PHEAA) requires students who are receiving a PHEAA grant to meet the following academic requirements. The last academic year (summer, fall and spring terms) that a student has received PHEAA grant assistance is the starting point for this review.

1. For each full-time PHEAA grant award received in an academic year, a student must earn at least 12 new credits. Repeated coursework in which a passing grade was previously earned does not count as a new credit.
2. For each part-time PHEAA grant award received in an academic year, a student must earn at least 6 new credits. Repeated coursework in which a passing grade was previously earned does not count as a new credit.
3. Students who do not meet the credit minimum will be ineligible to receive a PHEAA grant until they earn enough credits to eliminate the deficiency.

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## **Full and Part-Time Status and Credit Load**

Student contacts the [Registrar](#), 279 Blackington,  
269-7055

1. Full-time and part-time status is defined by the number of credits students carry during the fall or spring terms. Students who register for 12 or more credits per term are classified as full-time students. Those who register for fewer than 12 credits are classified as part-time students. A typical major program ranges from 14 to 18 credits per term.
2. Any term in excess of 18 credits requires the approval of the [Office of the Registrar](#). (See Policy and Procedures for [More than 18 Credits](#) in a Term).
3. Students with Athletic Scholarships or playing NCAA Division II sports must maintain a full-time schedule to retain athletic eligibility.
4. International Students must maintain a full-time schedule to retain Student Visa eligibility.
5. On-campus housing requires a full-time schedule at the START of a semester, but a student may fall below full-time following the ADD/DROP period and still retain their housing assignment.
6. Students do NOT need to keep a full-time schedule for any State or Federal Financial Aid—Loans or Grants. They require 24 credits in the August-August Academic Year, NOT 12 credits per term.

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## **Grade Review**

Student contacts [Chair of Division](#) that houses the course

1. If a student has a discrepancy with a course grade or a graded assignment that is NOT an issue of Academic Integrity—none of the Faculty Obligations have been violated—but rather over the calculation of the grade or a discrepancy over the interpretation of graded material, a grade may be reviewed by the instructor’s Division Chairperson and the student should be referred there.
2. The Division Chair will ask the student and the instructor for documentation, and may ask another instructor to evaluate the evidence to make a determination. The Division Chair then makes a determination, and that determination is final. If changing the grade, the Chair follows the online Change of Grade procedure.
3. If a student is seeking a change of grade due to a perception that the instructor has violated the Faculty Obligations of the [Guidelines on Academic Integrity](#), then the student is referred to the [AVPAA](#) in Blackington 248, 269-2077.

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## **Graduation**

Student contacts [Registrar](#) 279 Blackington,  
269-7055

Apply for Graduation

[Graduation Application Form](#)

1. To graduate from the University of Pittsburgh at Johnstown with an Associate of Science, a Bachelor of Science, or a Bachelor of Arts degree, a student must:
  - a. Complete the minimum number of credits for a degree program, at least 60 for A.S.; at least 120 for B.S. or B.A.
  - b. Must complete all required credits for the major program/s and the General Education program
  - c. Must have a cumulative and a major grade point average of at least 2.00
  - d. Must be clear of all holds on the student account
  - e. Must complete their [last 30 credits](#) at the University of Pittsburgh at Johnstown
  - f. Must conform to the Policy and Procedures pertaining to [Transfer Credits](#) and [Non-Arts & Sciences Credits](#)
  - g. [Apply for Graduation](#)
  
2. When students have earned 75 credits, they must file an [application for graduation](#) with the Office of the Registrar stating their intended date of graduation. This is a requirement of all students planning to graduate. Compliance with this deadline allows time for students and their advisors to review a student's current academic progress and make adjustments based upon any deficiencies disclosed by this review. Any issues should be promptly addressed either in conference with their academic advisor or a representative of the academic division office. Any student who must change their date of graduation must submit a new application for graduation stating their new graduation date.

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## **Incomplete Grades**

Student contacts **Instructor, Academic Advisor, Registrar** 279 Blackington, 269-7055, or **AVPAA**  
248 Blackington, 269-2077

1. For Undergraduates at the University of Pittsburgh, an incomplete grade is the grade of “G”.
2. “G” grades are considered as courses attempted, but not completed for purposes of Financial Aid eligibility.
3. To change a grade from “G”, incomplete, to a completed grade the Instructor must follow the online Change of Grade procedure.
4. Instructors maintain the right to accept or refuse a request for a grade of “G”.
5. All incomplete work must be submitted within one year of the end of the term, and a new grade submitted, or the “G” will be converted to the grade of “NG” by the Registrar. With an “NG” grade, the course must be retaken if it is required for completion of the student’s program.
6. A student should make the request directly with the instructor.
7. If a student experiencing health and wellness issues, a family emergency, military deployment, or some other issue beyond their control and seems to be considering multiple incompletes or withdrawals, please send student to the Registrar or the AVPAA for academic assistance. Some combination of course withdrawal and incomplete grades may be more suitable than Term Withdrawal or Resignation.

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## **Independent Study—Directed Reading—Directed Research**

Student contacts the faculty member who will direct the project and then the [Chair of Division](#) that houses the Department for which the coursework will fulfill.

[\(Enrollment Worksheet\)](#)

Deliver to [Registrar](#), 279 Blackington, 269-7055

1. In an **Independent Study** course, the student undertakes, under specific conditions set by the supervising faculty member, an independent on-campus or off-campus program of study, research, or creative activity, often resulting in an extensive written paper, thesis, project report, or dramatic or musical performance. 1-6 Credits may be earned.
2. In a **Directed Readings** course, the student usually completes a prescribed set of readings in a topical area not covered in the program's recurring curriculum offerings, meets frequently with the supervising faculty member in tutorial sessions, and often is asked to write abstracts of materials read and discussed. 1-6 Credits may be earned.
3. In a **Directed Research** course, the student usually undertakes an in-depth research investigation of a specific topic and/or the application of a particular analytical technique under the supervision of a faculty member in the program, resulting in an extensive written term project, thesis, paper, or laboratory project report. Directed research projects are usually completed by students while on campus and involve frequent meetings with the faculty supervisor as the assigned project moves through the various stages of completion. 1-6 Credits may be earned.
4. To register, student must obtain a 5-digit course number from Division Office and determine the appropriate Department and 4-digit designation, fill out an Enrollment Worksheet, deliver the worksheet to the Registrar in Blackington Hall 279, 269-7055.

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## **Internships for Academic Credit**

Student contacts the faculty member who will direct the academic portion of the internship and then the **Chair of Division** that houses the Department for which the coursework will fulfill.

**(Enrollment Worksheet)**

Deliver to **Registrar**, 279 Blackington Hall  
269-7055

1. Each department and division may have their own procedure, but in general the points below apply.
2. A student may select internship opportunities for 1–12 credits, provided the division chairperson gives permission in advance. This experience is designed to provide the student with practical experience in their chosen major. Internships may be completed locally or outside the region. Internships for credit may be paid experiences or may be voluntary, but credit will only be offered when combined with academic assignments as described in point 3 below, and if they comply with the remainder of this policy and procedure.
3. Internships for academic credit must include academic assignments relating to the work experience assigned by the Instructor. Hours spent completing assignments should be considered part of the total hours of effort expected of the student intern (see point 4 below).
4. Since the University expects two hours of preparation for every hour of classroom study per week, similarly, an internship for credit should require 3 hours of effort per week for every 1 credit of registration over the 15 week semester. Therefore, a 3-credit internship should require 126 hours of effort over the term. These are guidelines for the Instructor and the on-site Internship Supervisor and can be altered.

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## **Internships for Academic Credit (cont.)**

5. The Instructor must initiate and maintain regular correspondence with the on-site Internship Supervisor and, if possible, make at least one site visit to evaluate the student-intern's work and the quality of experience offered by the provider. The on-site Internship Supervisor should submit to the Instructor an evaluative letter of the student-intern's performance upon completion.
  
6. To register, the student must obtain a 5-digit course number from Division Office and determine the appropriate Department and 4-digit designation, fill out an Enrollment Worksheet, and deliver the worksheet to the Registrar in 279 Blackington Hall, 269-7055.

## **Last 30 Credit Policy**

Student contacts [Registrar](#), 279 Blackington  
269-7055

[\(Request to Take Courses at a Non-Pitt Institution Form\)](#)

Student must take their last 30 credits before graduation at Pitt-Johnstown. Students may transfer-in no more than 60 credits from 2-year institutions, and no more than 90 credits total; students who have earned more than 60 credits may only transfer-in credits from 4-year institutions; students may register for no more than 4 courses in a summer session; only grades of C or better will be accepted for transfer; students who are on [Probation](#) or [Suspension](#) may not transfer-in any credits taken while they were on Probation or Suspension.

1. Student obtains Request for Authorization to Take Courses at a non-Pitt-Institution and fills out form. Student should be instructed to check the Registrar's website/Transfer Credit Guidelines/2 Year or 4 Year Schools to see the list of equivalencies or click on [Transfer Guidelines](#) .
2. If student picks up form at Registrar's Office, be sure to apprise student of policy above.
3. Student takes the form to the Division Chair/s for the division/s that house the types of courses they intend to take for Chair's signature.
4. Student returns form to the Registrar's Office; office checks for: Last 30 credits, probation, suspension, total number of transfer credits, 2-year transfer credits.
5. If student is barred by policy, refer to the Registrar for possibility of waiver; Registrar will consult with Academic Affairs for Approval.
6. If possible, credits should be taken at another Pitt Campus.

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## **Late ADD**

Student contacts [Registrar](#), 279 Blackington  
269-7055  
([Enrollment Worksheet](#))

The **ADD/DROP** period extends to the end of the second week of the Fall and Spring Terms, and through the third day of the Summer terms. Students may **ADD** late, but only with the approval of the Instructor and Academic Affairs or its designee. Full-time students may enroll in 12-18 credits, adding more than 18 credits will result in additional charges per credit hour.

**LATE ADDS** are permissible for MUSIC, THEA, [PEDC](#), and courses labelled Independent Research, Independent Reading, or Internship—or special circumstances for other classes confirmed by the instructor. Only Athletes and International Students **MUST** remain full-time, 12 or more credits in a term. There is **NO FINANCIAL AID** implication for being less than 12 credits in a term. If an athlete or international student needs a credit or 2 after the **ADD/DROP** period ends, these are all possibilities. A student may enroll in no more than 2 credits of PEDC in a single term. For PEDC, send the student to Abby Gearhart in Athletics. If they are interested in a theatrical production either acting or set work, send them to John Teacher. For music send them to Mike Bodolosky (Band) or Jeff Webb (Choir).

1. Student obtains an Enrollment Worksheet by paper or on the website.
2. Student is advised about the 18-credit limit, if breeched, then the [Request to Take More than 18 Credits](#) Policy and Procedure Also Apply.
3. Student is advised to fill out the worksheet and obtain signature of advisor and return to Registrar.

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## **Late Withdrawal from a Course**

Student contacts [Registrar](#) Blackington 279  
(Form obtained in AVPAA's Office)

1. The [Withdrawal Period](#) ends on the Friday of Week 9 of the term. Monday of Week 10 begins the "Late Withdrawal Period" and extends through the last day of week 13.
2. Student obtains Late Withdrawal Request Form from the AVPAA and fills out page 1; student is informed to continue attending the class until hearing back from the Registrar when a decision has been reached.
3. Student takes form to instructor to fill out top-third of page 2.
4. Instructor takes form to Division Chair of the Division Housing the course to fill out the middle-third of page 2.
5. Division Chair returns form to the AVPAA who will make a determination and file the form with the Registrar. Student will be emailed of the decision.
6. Permission to withdraw from a class after the established deadline (resulting in a "W" entered on the student's transcript) is given only under extreme circumstances and is typically limited to situations outside the student's control (i.e., serious illness, military service, or a death in the family). The following are examples of reasons that are *NOT* acceptable for a student to withdraw from a class after the deadline:
  - Potentially failing the class
  - Discovering that the class does not fulfill a particular requirement
  - Personal conflict with the class instructor

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## **Major Probation/Dismissal**

Student contacts [Department Chair](#) or [Division Chair](#)

1. Each major has certain courses that are required of all students for its degree, and collections of courses as major electives. Not all majors require the same number of credits. Therefore, the point at which departments begin to monitor major GPA for probation varies by program, and the student should consult with the Department or Division Chair. Typically, the monitoring begins after the student has taken three or more courses within the major.
2. A student is placed on “Academic Probation” when his/her major GPA falls below 2.00 after the credit point at which the department begins to monitor major GPA. See the policy and procedure for Academic Probation.
3. A department may “dismiss” a student from a major. Each department has its own policy regarding dismissal from a major, typically it includes multiple terms on Academic Probation for a major GPA below 2.00. The student should consult with the Department or Division Chair.
4. The [Office of Academic Affairs](#) maintains a list of each department’s policies and procedures for Major Probation and Dismissal.

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## **MATH 0001 Algebra 1**

Student contacts [Natural Science Division](#) 141 Krebs,  
269-2930  
Or [Registrar](#) 279 Blackington, 269-7055

1. All incoming students are provided the opportunity to take [Placement Exams](#) in math. They are NOT required to take the exams.
2. If a student elects NOT to take the placement exam, or if the student takes the exam and scores less than 46 they are placed into MATH 0001 *Algebra 1*.
3. If the student plans to take the math placement exam, it must be taken prior to the last day of the ADD/DROP period.
4. MATH 0001 is a 3-credit course, and those credits are applied toward graduation.
5. The Mathematics Department and the Natural Sciences Division deem MATH 0001 to be a developmental, pre-collegiate level course. Therefore:
  - a. MATH 0001 is graded H/S/U and carries no quality points attributable to the student cumulative grade point average.
  - b. H=90% and above; S=75-89%; U=74% and below.
  - c. The student must receive the grade of S or better, or 75% or better, to “pass” the course and move on to her/his Quantitative Reasoning requirement for the General Education Program.

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## **MATH 0001 Algebra 1 (cont.)**

- d. Because MATH 0001 is a prerequisite for all Quantitative Reasoning classes, and because at least 3 credits of Quantitative Reasoning must be completed to earn any degree from Pitt-Johnstown, any student who did not take a placement exam, or who did and placed into MATH 0001 MUST pass MATH 0001 with a grade of S or better in order to graduate from the University.
- e. University Policy is that a student may only attempt a course a total of three times. Since MATH 0001 is a prerequisite for all Quantitative Reasoning courses, failure to pass MATH 0001 with the grade of S or better in three attempts will result in the revocation of a student's admission to the University, and the student will not be permitted to enroll again at the University of Pittsburgh at Johnstown. (See the Policy and Procedure for "[Repeating a Course](#).") Exceptions will be made to allow for a fourth attempt only in extreme cases and will be determined by the [Office of Academic Affairs](#).
- f. Any student who does not take a placement exam or who places into MATH 0001 must be enrolled in MATH 0001 until s/he passes the course with the grade of S or better.
- g. Students enrolled in MATH 0001 are not permitted to DROP or WITHDRAW from the course.

## **Withdrawal from a Course**

Student contacts [Registrar](#) 279 Blackington, 269-7055  
([Course Withdrawal Request Form](#))

Student may also contact **Division Chair** of division housing the course:

- **Allied Health**, Bruce Colbert, Biddle 111, 269-2960
- **Education**, Dr. Gerald Zahorchak, Biddle 153, 269-7016
- **Engineering & Computer Science**, Dr. Jerry Samples, E&S 223, 269-7243
- **Humanities**, Dr. Michael Stoneham, Biddle 234, 269-7140
- **Natural Sciences**, Dr. Steven Stern, Krebs 141, 269-2900
- **Nursing**, Dr. Diana Schroeder, NHS 221, 269-2995
- **Social Sciences** Dr. Ray Wrabley, Krebs 101, 269-2990
- **Business & Enterprise**, Dr. Ray Wrabley (interim) Biddle 130, 269-2996

1. Monitored Course Withdrawal with the grade of “W” is performed from Week 3 through Week 9 of the Fall and Spring terms; and from Day 4 through Week 3 of the Summer terms.
2. Only international students, student athletes, or students with Special Academic Programs for Financial Aid written by the AVPAA must carry 12 or more credits as a full-time student at all times.
3. There is no “full-time” requirement for [Financial Aid](#)!
4. “W” grades count as credits attempted but not completed, but carry no negative grade point average consequences.
5. Students must maintain a credit completed to attempted ratio of 2:3, complete 24 total credits, and an overall GPA of at least 2.00 by the end of each academic year in order to be eligible for Federal [Financial Aid](#) (Stafford Loans and Pell Grants) for the next academic year.

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## **Withdrawal from a Course (cont.)**

6. PHEAA (PA Higher Ed. Asst. Authority) Grants require the completion of 24 new credits from August-August of an academic year in order to retain eligibility for the next academic year.
7. Employers and graduate programs DO NOT necessarily look negatively upon individual “W” grades. Students withdraw for a number of reasons, it is not considered a personal failing. A grade of “W” is always preferable to an “F.”
8. When a student enquires about withdrawing from a class, use the information above to help with the decision, provide him/her with a [Withdrawal Request Form](#) or send student to the Registrar’s Office.

## **Non-Arts & Sciences Credits**

Student contacts [Registrar](#), 279 Blackington,  
269-7055

1. A student in the Arts and Sciences may take no more than 15 credits in other undergraduate programs (e.g., Education, Engineering Technology, Nursing) offered at Johnstown.
2. A student may enroll in as many as 8 [Physical Education](#) (PEDC) credits for a Bachelor's degree, but any credits beyond 4 will be non-Arts and Sciences credits.

## **Pass/Fail Grade Option—Grade of H, S, or U**

Student contacts [Registrar](#), 279 Blackington,  
269-7055

1. Honors, Satisfactory, and Unsatisfactory may be chosen as the form of evaluation for any course that is NOT required in the major, (e.g., general education classes, general electives.) “H” is awarded for “A” work, “S” is awarded for “B” and “C” achievement, and “U” is awarded for “C-” and lower performance.
2. The H/S/U option is limited by regulations established by the various divisions of the University. Some courses, such as MATH 0001, Study Abroad, and most internship credits are restricted to H/S/U grading.
3. Students are advised to be cautious in choosing the H/S/U option, particularly if they are planning post baccalaureate study. No more than 12 credits with S or H grades may be counted toward graduation.
4. The decision to select the H/S/U option must be made during the first three weeks of the term; it is irreversible. Grade Option Request Forms are available in the Office of the Registrar, 279 Blackington Hall.

## **Physical Education Credits**

Student contacts [Registrar](#), 279 Blackington,  
269-7055  
and/or [Athletics](#) x2000 in the Sports Center  
([Enrollment Worksheet](#))

1. A student may enroll in no more than 2 credits of PEDC in a single term; no more than 8 credits of PEDC will apply toward graduation for a Bachelor's Degree. Students enroll in these courses at registration like any other class.
2. A student may enroll in as many as 8 PEDC credits for a Bachelor's degree, but credits beyond the 4<sup>th</sup> credit will be non-Arts & Sciences credits (see Policy and Procedures about [Non-Arts & Sciences credits](#)).
3. Some self-directed PEDC credits may be added as late as week 10 of the term. This may be helpful for a student who has withdrawn from a class or classes and needs an extra credit or two to retain her/his housing or who needs to earn [24 new credits](#) each Academic Year (August to August) to maintain eligibility for a Pennsylvania Higher Education Assistance Authority Grant for the succeeding Academic Year. First, have the student contact Athletics to obtain a Course Number for a self-directed course, and then have the student fill out an Enrollment Worksheet and take it to the Registrar in Blackington 279 to enroll.

## **Placement Exams for Math, Chemistry, English Composition and Foreign Language**

Student consults [Placement Exam website](#)

Math & Chemistry: Student contacts [Natural Science Division](#)

141 Krebs, 269-2930

Composition and Foreign Language: Student Contacts

[Humanities Division](#)

234 Biddle, 269-7140

1. All incoming students are provided the opportunity to take Placement Exams in Math (for both math and chemistry placement) and Foreign Languages. They are NOT required to take the exams.
2. If a student elects NOT to take the placement exam in a field, then the only classes open for each field are MATH 0001 Algebra 1; CHEM 0105 Preparation for General Chemistry (if chemistry is needed in the student's program); and the Elementary 1 section of either Spanish or French.
3. When a student takes a placement exam, he/she may only take the course at the level of his/her placement, or the student may elect to take a level/s below. The student may NOT take courses at any level above their placement.
4. A student with transfer credits in Math, Chemistry, and/or Foreign Language need not take placement exams, they may enroll in the next course in the sequence of Math, Chemistry, and/or Foreign Language.
5. Please refer to [MATH 0001 Algebra 1](#) for more information specific to this placement exam and course.

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## **Repeating a Course**

Student contacts [Registrar](#), 279 Blackington, 269-7055  
[Course Repeat Request Form](#)

1. Required courses in a student's major must be repeated if the grade of "F" is received. If the grade of "D" is earned in a sequence course (such as mathematics or language) and the student intends to continue in that discipline, the course should be repeated. Students who have earned grades of C or higher may retake a course to improve their grade. However, they must review this plan with their advisor prior to doing so and advisor must sign off on the form that it has been reviewed. Course repetitions are subject to the following limitations:
  - a. No sequence or prerequisite course may be repeated for a credit after a higher numbered course in that sequence or a course requiring that prerequisite course has been passed with a C or higher grade.
  - b. If a grade of C- to F has been earned in a sequence course or prerequisite course, the course cannot be repeated for credit at the same time as a higher numbered course in that sequence or at the same time as a course for which it was a prerequisite.
  - c. Courses for which a C- to F has been earned cannot be repeated using the S/U grade option.
  - d. No course may be repeated at any institution other than the University of Pittsburgh or its regional campuses and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh.
  - e. The grade earned by repeating a course replaces the grade originally earned. The originally earned grade will not be counted in the computation of the GPA; it does not increase the number of credits unless an F grade is replaced by a passing grade.

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## ***Repeating a Course (cont.)***

Student contacts [Registrar](#), 279 Blackington,  
269-7055

### **[Course Repeat Request Form](#)**

- f. The original course and grade remain on the transcript and/or the academic record.
  - g. Except as noted in the course descriptions, a particular course may be taken for credit only once.
  - h. 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 or GPA. Incomplete (G) grades will not be identified as repeated courses until the course work is completed.
  - i. Students may not take any course more than three times.
  - j. The repeated course must be the same in which the original grade was earned. In extenuating circumstances, a department chair with the dean's approval, may substitute another course of similar content.
  - k. Course repeat forms must be submitted to the Office of the Registrar to affect grade replacement.
2. Exceptions to these rules are made on a case-by-case basis in certain circumstances by the Registrar in consultation with the Office of Academic Affairs.

\*NOTE: If a student wishes to repeat a course in which the received a grade of C or better, the back of the [Course Repeat Request Form](#) must be completed and submitted to the Registrar's Office. The form must be signed by the student's advisor.

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## **Requests to Take Courses at a Non-Pitt Institution**

Student contacts [Registrar](#), 279 Blackington, 269-7055  
([Request to Take Courses at a Non-Pitt Institution Form](#))

Students may attend a summer or special session of another accredited institution in order to supplement their programs if they are in good academic standing. In order to receive appropriate credit for courses taken at other institutions, students must submit a written request to the Office of the Registrar in advance, identifying the course title and description. The course must be as follows:

1. Offered by an accredited institution. Students who have earned 60 or more credits may not take courses in two-year schools except with prior authorization.
2. Substantially the same as courses regularly offered in arts and sciences.
3. Different from any course taken previously.

*To obtain permission to attend another university, students must have begun their program in the University of Pittsburgh system or must have been enrolled as a transfer student with not more than 30 advanced-standing credits.*

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## **Requests to Take More than 18 Credits**

Student contacts [Registrar](#), 279 Blackington, 269-7055  
([Enrollment Worksheet](#))

*Full-time tuition entitles a student to enroll in 12-18 credits. Every credit enrolled above 18 will result in a tuition increase per each credit over 18. Student must obtain signature of the Academic Advisor. Students may be limited in number of credits allowed by Provisional/FYSP Status, Reinstatement Conditions, or by a Special Academic Program created by Financial Aid and Academic Affairs.*

1. Student obtains an Enrollment Worksheet in Office of Registrar or through website and fills out ALL courses for which s/he will be enrolled, with total number of credits written in the bottom right box. Student should be informed of the cost issue referenced above.
2. Student obtains signature of Academic Advisor.
3. Student takes the form to the Registrar's Office; the Registrar will determine on a case by case basis whether to extend permission.
4. Permission is rarely granted to first and second year students, and is most often granted to juniors and seniors seeking to fulfill requirements to meet a deadline for graduation.

## **Second Degree**

Student contacts [Adult Education/Admissions Office](#)

157 Blackington, 269-7074

Or **Division Office** that houses the Second Degree

Or the [Registrar](#), 279 Blackington, 269-7055

(See Division Office for change form)

1. A student who has earned a Bachelor's Degree at the University of Pittsburgh at Johnstown and wishes to re-enroll for additional coursework or for a second degree may do so as an adult education student.
2. If the student is pursuing a second degree, all appropriate coursework from the first degree will apply to the second degree, up to a maximum of 90 credits. All major field requirements and general education requirements for the second degree must be fulfilled. A minimum of 30 new credits must be earned. Only 15 credits from the first degree can be applied toward the major field requirements of the second degree.
3. Course work for the second degree will continue on the original University of Pittsburgh undergraduate transcript.
4. The cumulative GPA and credit total will be based on all credits from the first degree and all new course work taken that applies to the second degree. To qualify for honors, a student must have completed at least 60 credits on the letter-grade system at Pitt-Johnstown and attain a cumulative GPA of 3.25 for *cum laude*, 3.50 for *magna cum laude* and 3.75 for *summa cum laude*.
5. If a student has earned a Bachelor's Degree from an institution other than the University of Pittsburgh at Johnstown, he/she is treated as a transfer student. A new academic record will be created, and all of the above requirements are in effect.

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## **Second Degree (cont.)**

6. If the student has earned a bachelor's degree from the Pittsburgh campus or another regional campus of the University of Pittsburgh, he/she is treated as a transfer student, but the second degree will continue on the original University of Pittsburgh undergraduate transcript.
7. Students should go to the Division Office to fill out an Undergraduate Academic Program Change Form as soon as they wish to join a program. Some programs may have restrictions, prerequisites, or specific admission policies. Even if the program has no restrictions, prerequisites, or specific admission policy, the student should declare as soon as they decide on a major so that:
  - a. He/she is assigned an advisor within that program.
  - b. He/she receives information from the department, Registrar, or Academic Affairs pertaining to that program.
  - c. The program's number of students and character of majors is accurately available for administrative purposes by the department, the division, the Registrar, and Academic Affairs.
8. Students must fulfill all general education and major field requirements for each major. A minimum of 120 credits and a GPA of 2.00 must be earned.
9. The Division Office forwards the Program Change Form to the Registrar.

## **Self-Designed Major**

Student contacts the **Division Chair** of Division that houses the Departments for which will fulfill two or more of the three required subject areas; or the [AVPAA](#) in Blackington 248, 269-2077

1. The self-designed major provides an option for students who have definable areas of interest for which no established program exists. It provides the equivalent of a normal major and area of concentration containing at least 36 credits. It must include concentrated study in at least three disciplines or programs—at least 12 credits from each area of concentration, and must provide the breadth and depth consistent with an arts and sciences major demonstrated by the completion of all General Education Requirements.
2. Students normally plan a self-designed major during their fourth or fifth term of full-time study, but, under exceptional circumstances, may do so later. A detailed proposal, a list of courses, and a letter of support from the supervising faculty committee of at least three persons representing component fields involved in the major should be sent to the Office for Academic Affairs for approval. Any students interested in a self-designed major should consult their academic advisor for detailed information.
3. In exceptional circumstances, the Office of Academic Affairs may create a self-design plan for a student after the fifth semester. Such circumstance might be if a student can no longer meet the requirements of a particular program, but is in Good Academic Standing and has earned enough or nearly enough credits to graduate otherwise.
4. To qualify for graduation, the Self-Designed Major must earn 120 credits, must complete the General Education Requirements, must have a Cumulative GPA of at least 2.00, and must have a GPA for the 36 credit hours of concentration of at least 2.00 (not for each area of concentration, but for the total of all three combined.)

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**Statute of Limitations of Credits Earned**  
**(Expiration of Credits)**

Student contacts [Registrar](#), 279 Blackington,  
269-7055  
Or [Office of Academic Affairs](#), 241 Blackington  
269-2078

1. All the credits required for a degree, whether earned in residence or transferred from another institution, must have been earned no more than 12 years prior to the date on which the degree is awarded. However, when given evidence that the previous courses still provide adequate preparation for courses yet to be taken and still represent a reasonable part of the total academic program, the Vice President for Academic Affairs may waive this limitation. In such cases, the waiver is for a specific period during which the program must be completed.
2. The student should first consult with the Registrar. The Registrar will then consult with the AVPAA and/or VPAA and a decision will be communicated to the student.

## **Study Abroad**

Student contacts the **Director of International Program Support and Services** in G52 Student Union,  
269-7188

1. Students in all fields of study, and particularly those in international studies, are encouraged to broaden their academic experience and perspective by studying abroad for a summer, a semester, or an academic year during their undergraduate career. Such experiences open opportunities for gaining multicultural perspective firsthand and have proven invaluable for students entering the workforce, considering graduate study in many fields, or plan to work abroad after graduation. The University of Pittsburgh has well-established programs in the United Kingdom, France, China, Greece, Italy, India, Spain, Africa, and many more. A program specialist in the Office of International Services advises all students considering study abroad opportunities.
2. Students wishing to participate in study abroad are required to choose either a Panther study abroad program or one selected from an extensive list of vetted, Pitt-approved providers. These programs offer a variety of multi-disciplinary courses, international internships, field research placements, volunteer opportunities, and advanced language studies. Students wishing to receive credit for study abroad are required to obtain approval from their academic advisor of their study plans in advance of their planned departure date. *With special permission, students may complete part of their senior year abroad.*
3. In order to study abroad, a student must have earned more than 24 credits (sophomore status or beyond); have an exemplary disciplinary record evidenced by the completion of a Judicial Clearance Form; and must have a Cumulative GPA of at least 2.75.

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## **Term Withdrawal/Resignation Procedure**

Student contacts [Registrar](#), 279 Blackington, 269-7055

1. Term Withdrawal with grades of “R” is performed from Week 3 through Week 9 of the Fall and Spring terms; and from Day 4 through Week 3 of the Summer terms. There is a pro-rated refund for tuition, housing, and meal plan during this period. “R” grades count as credits attempted but not earned, but carry no negative grade point average consequences.
2. Term Resignation with grades of “W” is performed from Week 10 through Week 13 of the Fall and Spring terms; and during Week 4 of the Summer Five-Week term, and through Week 6 of the Summer Seven-Week term. There is NO REFUND during this period. “W” grades count as credits attempted but not earned, but carry no negative grade point average consequences.
3. For Term Withdrawal/Resignation, the student must present to the **Registrar** where the student will first obtain and complete a Term Withdrawal/Resignation Financial Worksheet and then consult with the Registrar about the most appropriate plan of action.

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## **Transfer Credits**

Student contacts [Registrar](#), 279 Blackington, 269-7055

An official transcript (sent from the school where credits were earned to the Registrar at the University of Pittsburgh at Johnstown) is required for evaluation and transfer of credits.

Advanced-standing and transfer credits are not used in the computation of the student's grade point average (GPA).

All credits eligible for advanced standing are subject to the following limitations if the student enters an arts and sciences program:

1. For acceptance, courses must be passed with a satisfactory grade (C or better) in an academic area offered by the University of Pittsburgh and must be earned at an accredited institution. The University will not refuse to consider a transfer credit based on the accreditation of the sending institution.
2. The number of credits granted for any given course may not exceed the number on the transcript from the school where they were earned, nor may it exceed the number earned in the corresponding course in arts and sciences at Pitt-Johnstown.
3. Students must complete all of their final 30 credits at the University of Pittsburgh at Johnstown.
4. All credits accepted for advanced standing must have been earned within 12 years of the date when the degree requirements will be completed.
5. All transfer credits are subject to re-evaluation if the student transfers from one school to another school within the University.

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## **Transfer Credits (cont.)**

6. In Arts and Sciences programs, a maximum of 15 non-Arts and Sciences credits may be counted in the minimum of 120 required for graduation.
7. Not more than 50 percent of the credits required in the major subject may be transferred from another school or from another campus of the University of Pittsburgh.
8. Not more than 90 credits may be transferred from four-year schools, and not more than 60 from two-year schools.
9. If a course for which advanced-standing credit has been granted is repeated, the advanced-standing credit is canceled.
10. Students who have attended the University of Pittsburgh previously and have attended another institution since their last term in residence at Pitt may apply for re-admission with advanced standing.
11. An advanced-standing credit evaluation will be completed only after a student has applied for transfer admission.

## **Reinstatement to the University**

Student contacts [AVPAA](#), 248 Blackington Hall,  
269-2077

[Reinstatement Form](#)

1. Matriculated students who have:
  - a) served Academic Suspension
  - b) served a Student Conduct related suspension or
  - c) been away from the University for at least two consecutive terms (Fall, Spring, Summer are terms) for any reason must file an application for Reinstatement to the University.
2. The University may deny Reinstatement on Academic Affairs or Student Affairs grounds.
3. Student completes Reinstatement forms and submits them to the Office of Academic Affairs, AVPAA, 248 Blackington Hall.
4. Student will receive a letter accepting or denying the request. If accepted, the letter may have provisions for Reinstatement in the form of Academic Affairs or Student Affairs requirements written by the Office of Academic Affairs. Any student failing to abide by any written provisional conditions for Reinstatement may be immediately suspended or dismissed from the University.

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## **Final Exams: 3 or More Finals**

Student contacts [Registrar](#), 279 Blackington Hall,  
269-7055

In the event a student is scheduled to take more than two final examinations on the same calendar day, the student may:

1. Take all final examinations as they are scheduled; or
2. Consult with all of the instructors giving the final examinations to determine if any make-up examination(s) can be scheduled; or
3. If neither of the above options is possible, students are entitled to request from the Registrar an alternative examination time for the exam scheduled in the middle time slot(s).
4. The Registrar will contact the instructor(s) with the middle time slot(s) and inform him/her of the conflict with directions to arrange an alternate time with the student.
5. If a middle exam is a multiple section exam scheduled by the Registrar, the instructor whose course has the lowest enrollment will schedule the alternative exam time.
6. Students must make any alternate arrangements by the end of the withdrawal period, the ninth week of the Fall and Spring term.
7. To qualify for this accommodation, the student must provide evidence that they have three or more final examinations and have contacted all instructors.

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**Revised: December 3, 2019**