

# University of Pittsburgh Johnstown



## *Academic Policies & Procedures Manual*

Reference Guide  
November, 2016





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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 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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## **Adding/Dropping a Course**

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

1. The **ADD/DROP** Period is Weeks 1 and 2 of the Fall and Spring Terms, and Days 1-3 of 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 my.pitt.edu 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 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 Scott Mamula 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 CRN and Course numbers 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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## **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.



## **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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## **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 MUS, 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 Scott Mamula 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 Registrar'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 Office of the Registrar 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. Student takes form to Division Chair of the Division Housing the course to fill out the middle-third of page 2.
5. Student returns form to the Registrar who will meet with the AVPAA at the end of each week to render decisions. Student will be emailed of the decision by the end of the week.

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## **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 Technology**, Dr. Jerry Samples, E&S 223, 269-7243
- **Humanities**, Dr. Michael Stoneham, Biddle 234, 269-7140
- **Natural Sciences**, Dr. Steve Stern, Krebs 141, 269-2900
- **Nursing**, Dr. Diana Schroeder, NHS 222, 269-2995
- **Social Sciences** Dr. Ray Wrabley, Krebs 101, 269-2990
- **Business & Enterprise**, Dr. Ray Wrabley (interim) Biddle 130, 269-2996

1. 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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## **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 eight [Physical Education](#) (PEDC) credits for a Bachelor's degree, but any credits beyond four will be non-Arts & Sciences credits.



## **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 CRN for a self-directed course, and then have the student fill out an Enrollment Worksheet and take it to the Registrar in BL 279 to enroll.

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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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## **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 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.









## Study Abroad

Student contacts the **Director of International Program Support and Services** in 142 Student Union,  
269-7205

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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## **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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