
General Policies & Procedures

Operational policies and procedures that students should understand to benefit most from Departmental services and programs are identified here.

Refer to the **Frequently Used Forms & Documents** section of the Student Handbook for instructions on obtaining forms/documents associated with the following procedures.

1. COURSE EXEMPTIONS

GSPH CORE COURSE EXEMPTION

RESPONSIBILITY	ACTION / POLICY
Student	Discuss previously taken course justifying exemption with academic advisor & instructor.
	Obtain Request for Exemption from GSPH Core Courses form.
	Complete student section of form, explaining exemption request.
Academic advisor, course instructor, department chair	Sign Exemption form and return form to student. Instructors may require students to take an exam to further justify exemption, or may disapprove exemption.
Student	Return form to GSPH Student Affairs for final approval.
GSPH student affairs assistant dean	Approves or disapproves exemption request and forwards form copy to student services staff for retention.

DEPARTMENTAL CORE COURSE EXEMPTION

RESPONSIBILITY	ACTION / POLICY
Student	Discusses previously taken course justifying exemption with advisor & instructor.
	Obtains Request for Exemption from Departmental Core Courses form.
	Completes student section of form, explaining exemption request.
Academic advisor and instructor	Indicate reason for approval/disapproval, sign and return to student.
	If one faculty member disapproves, exemption is denied.
Student	Returns completed form to Student Services offices.
Student services staff	Retains form for student file and forwards copy to GSPH Student Affairs.

2. ENROLLMENT, COURSE WITHDRAWALS / DROPS & ADDS

Students may enroll in courses in the student services offices (A512 & A537 Crabtree Hall) if on campus, or fax completed Enrollment Forms to (412) 383-5325 if enrolling remotely. Enrollment in some courses is accepted only by special permission of the instructor(s). Courses requiring permission for enrollment are indicated as such in the

online GSPH course schedule by term, available at <http://www.publichealth.pitt.edu/content.php?page=107&context=ContextStudents>. Students must submit an Admission To Closed Class or Restricted Class form along with their Enrollment Forms to Student Services to register for these courses. Refer to the **Admission To Closed Class or Restricted Class** section below for additional processing information.

Undergraduate course enrollment

Credits earned in undergraduate level courses in which students have been authorized to enroll by their academic advisors will not apply towards their graduate program credit requirements in the Epidemiology Department.

Registration deadlines:

Registration (enrollment) deadlines are posted in an Administrative Calendar on the university’s website and may be viewed at <http://www.pitt.edu/~srfswweb/calPgCalLst.htm>.

ENROLLMENT

RESPONSIBILITY	ACTION / POLICY
Student	Discusses course selection with advisor, obtains Enrollment Form, completes form and signs it.
Academic advisor	Signs Enrollment Form if student is on campus.
	Students not on campus may contact Student Services Offices and inform staff form will be faxed to (412) 383-5325.
Student	Delivers Enrollment Form to student services offices.
Student Services staff	Receives forms from students. Obtains advisor signatures on faxed Enrollment Forms.
	Enrolls student via PeopleSoft.
	Provides student with Study List (current schedule).
	Forwards Form to GSPH Student Affairs office after retaining copy.

ADD / DROP COURSES

The Enrollment Form used to register for courses is also utilized to add or drop courses.

Students should determine the add/drop deadline identified for the current term schedule (see Registration Deadline section above), and attempt to drop or add courses before that date.

Students resign when they request withdrawal from **all** enrolled courses for the term. Resignation does not automatically result in a refund of all charges, but may only result in a partial refund depending upon the date in the term the resignation was processed.

RESPONSIBILITY	ACTION / POLICY
Student	<p><u>BEFORE ADD/DROP DEADLINE</u></p> <p>If it is before the add/drop deadline, within time period, completes and signs Enrollment Form to indicate courses to be added or dropped, and obtains academic advisor's signature. Delivers or faxes Form to Student Services staff.</p> <p><u>AFTER ADD/DROP DEADLINE</u></p> <p>If it is after the add/drop deadline, students must submit required paperwork to the Registrar's Office and complete an appeal form there. They will be required to pay a fee if the appeal is approved. Some students may need/wish to complete and submit a Monitored Withdrawal Request form when withdrawing from (as opposed to dropping) a course, as explained below. Refer to the <u>Monitored Withdrawal</u> area of the General Policies & Procedures section for additional information.</p> <p><u>Course "adds"</u></p> <p>Student requesting course add should submit completed and signed Enrollment Form to the Registrar's Office, and must also obtain (from GSPH Student Affairs) an Admissions to Closed Class or Restricted Class form and submit it to the Registrar's Office after obtaining course instructor's signature. Student must complete an appeal form at the registrar's office when submitting both forms. If appeal is approved, student is enrolled in course and pays \$25.00 fee. If appeal is <u>not</u> approved, student cannot enroll in course.</p> <p><u>Course "drops"</u></p> <p>Student requesting course <u>drop</u> should submit completed and signed Enrollment Form to the Registrar's Office, and must complete an appeal form there. If the appeal is approved, the course is dropped and no record of course enrollment appears on transcript. Student will incur a \$25.00 fee.</p> <p>If appeal is <u>not</u> approved, student may process a Monitored Withdrawal Request form to withdrawal from (as opposed to dropping) the course (see Monitored Withdrawal section below) if the term deadline for this process has not passed.</p>
Student Services staff	If before add/drop deadline, receives signed Enrollment Form from student.
Student Services staff	If before add/drop deadline, adds or removes course from student schedule via PeopleSoft. Provides student with Study List (current schedule). Forwards Enrollment Form to GSPH Student Affairs after retaining copy.

MONITORED WITHDRAWALS

If a student's appeal to the Registrar's Office to drop a course (via Enrollment Form) is not approved or he/she wishes to withdraw from a course for other reasons, a Monitored Withdrawal Request form should be processed. A Monitored Withdrawal deadline is designated for each academic term and is posted on the GSPH website.

Students withdrawing from a course in this manner receive a "W" for the course on their transcripts and receive no tuition reimbursement. This "W" grade has no impact on the Grade Point Average (GPA) earned, requirements toward student degree completion or academic progress for purposes of financial aid eligibility.

RESPONSIBILITY	ACTION / POLICY
Student	Obtains Monitored Withdrawal Request form from GSPH Student Affairs if choosing to withdrawal from course before the monitored withdrawal deadline.
	Completes and signs form and requests course instructor signature.
Instructor	Signs form to authorize withdrawal and returns form to student.
Student	Submits form to GSPH assistant dean for student affairs and requests signature.
GSPH assistant dean for student affairs	Signs form to authorize withdrawal and retains it for further processing.
GSPH Student Affairs staff	Forwards form copy to Student Services staff.

ADMISSION TO CLOSED CLASS OR RESTRICTED CLASSES

RESPONSIBILITY	ACTION / POLICY
Student	Obtains Admission To Closed Class Or Restricted Class form after attempting to register for a class already filled or a class restricted by instructor(s). Forms are available in the GSPH Student Affairs.
	Completes form, and takes it to instructor to request admission and signature. For certain courses, these forms may be pre-signed already when they are picked up in the GSPH Student Affairs. Students should inform GSPH Student Affairs staff of the number of the course for which they need the form at the time they are requested.
Instructor	Signs form if enrollment approval is given and returns form to student.
Student	Returns to Student Services Offices with signed Admission To Closed Class Or Restricted Class form and Enrollment Form and requests enrollment in course. Depending upon the course selected, registration may be processed immediately or students may have to wait until a later date until instructor(s) review all forms submitted and enrollment decisions are made.
Student Services staff	Enrolls student in course via PeopleSoft upon receipt of Admission & Enrollment forms.
	Provides student with Study List (current schedule).
	Forwards both forms to GSPH Student Affairs after retaining copies.

REPEATING COURSES

RESPONSIBILITY	ACTION / POLICY
	Courses may be repeated if grade of “ B-“ or lower is received, with advisor permission.
	Grade earned in repeated course is used in calculating QPA, but former grade still appears on transcript.
	No course may be repeated more than twice.
	No sequence course may be repeated for credit after a more advanced course in the sequence has been passed with a “B” or higher grade.
	Course repeated must be same as that in which original grade was earned. In certain circumstances, department chair may authorize substitution of another course with similar content.
Student	Discusses desire to repeat course with advisor, obtains appropriate approvals, completes enrollment form and requests advisor signature.
Advisor	Signs enrollment form to indicate course repeat approval.
Student	Delivers Enrollment form to Student Services Offices.
Student Services Offices	Enrolls student via PeopleSoft.
	Provides student with Study List (current schedule).
	Forwards Enrollment form to GSPH Student Affairs after retaining copy.
Student	Submits completed Course Repeat form (available in GSPH Student Affairs) to GSPH Student Affairs to request inclusion of only last course grade for QPA computational purposes.

3. CREDIT TRANSFERS

In any course credit transfers, associated grades must be “B’s” or higher. Grades (and quality points) are not recorded for credits accepted by transfer. Credits may be transferred from another university, a University of Pittsburgh school or another department in GSPH. The University will grant credit based on course equivalencies, including expected learning outcomes, with those of the University curriculum and standards. The University will not refuse to consider a transfer credit based on the accreditation of the sending institution.

Transfer of Credits Within GSPH:

Students already enrolled in the Epidemiology MPH/MS program who are accepted into the Epidemiology PhD/DrPH program may transfer all of their credits (with a grade of B or higher) toward their doctoral degree. Students who have already graduated with an MPH/MS in Epidemiology and are then accepted into the Epidemiology PhD/DrPH program may also transfer all of their master’s degree credits toward their doctoral degree if the date of graduation was within 5 years of matriculation into the doctoral program. If the MPH/MS graduation date was greater than 5 years before matriculation into the doctoral program, a maximum of 24 credits may be transferred.

Students enrolled in a master’s program in another GSPH department who are accepted into the Epidemiology PhD/DrPH program may transfer a maximum of 24 credits from that master’s degree program toward their doctoral degree.

Students enrolled in the Epidemiology PhD/DrPH program who would like to pick up an MS or MPH Degree in Epidemiology along the way may apply all of their credits to their master’s degree. However, students must ensure that they fulfill all MS or MPH program requirements in this process.

Transfer of Credits From Another University

At the discretion of students’ academic advisors, up to 24 course credits may be transferred from a master’s degree previously earned at another university.

Course credit transfer acceptance does not automatically imply course exemption from GSPH or Departmental core requirements. Refer to Course Exemptions information at the beginning of the **General Policies & Procedures** section.

RESPONSIBILITY	ACTION / POLICY
1. Student transferring credits within GSPH or University of Pittsburgh	Requests memo from Epidemiology advisor indicating approval of credits being transferred. Memo should be sent to GSPH Student Affairs, and copy should be forwarded to Student Services Office.
Student transferring credits from another university	Obtains Course Credits Accepted Form from GSPH Student Affairs or via Registrar’s Office website (http://www.pitt.edu/~registrar/fgCrseCrdtsFrmsDocs.htm) and requests advisor approval & signature. Form should be delivered or forwarded to Student Services staff who will retain a copy and forward original Form to GSPH Student Affairs.
2. Student transferring credits from master’s degree within Epidemiology Department to doctoral program within Epidemiology Dept.	No credit transfer request documentation is required, provided the student’s GSPH Epidemiology MPH/MS graduation date and the PhD/DrPH matriculation date are within 5 years. If more than 5 years have elapsed, students should communicate their transfer request to the Student Services staff and further instructions will be provided.
GSPH Student Affairs	Reviews Course Credits Accepted Forms and advisor memos, and enters credits to be transferred as blocks. Individual course credit information is retained in student files.

**4. CHANGING TO / ADDING ANOTHER DEGREE PROGRAM
(CURRENT EPIDEMIOLOGY DEPARTMENT OR GSPH STUDENTS)**

Students desiring enrollment in two independent degree programs must have Epidemiology Admissions Committee approval for each, be admitted into both programs and must satisfy degree requirements of both.

RESPONSIBILITY	ACTION / POLICY
Student	E-mails GSPH admissions coordinator and Student Services staff of intention to change to /add another Epidemiology degree program. Student should forward 1 letter of recommendation and a current statement of purpose (rationale for applying to new degree program, career goals, etc.) to the GSPH admissions coordinator.
GSPH Student Affairs	Forwards student original application and all supporting documents to student services offices for presentation to the Epidemiology Admissions Committee.
Admissions Committee	Reviews file and approves or disapproves request. Returns file to Student Services staff.
Student Services staff	Returns file to GSPH Student Affairs.
GSPH Student Affairs	Reviews departmental decision, approves or disapproves it and notifies student of his/her acceptance status.

5. CHANGING ADVISORS

It is possible for students to change advisors, provided that both the current and new advisors concur that this would contribute to students' ability to successfully complete their programs of study.

RESPONSIBILITY	ACTION / POLICY
Student	Discusses advisor change request with both current and new advisor. Completes, signs and dates student section of Request to Change Academic Advisor form.
Current advisor	Signs & dates form.
New advisor	Signs & dates form.
Student	Returns form to Student Services staff.
Student Services staff	Retains form for student files.

6. GRADING

A complete explanation of the university's grading system is available at <http://www.pitt.edu/~registrar/grdPgGrades.htm>.

Grades may be changed or entered electronically by faculty or authorized assistants only during grading periods designated by the University Registrar's Office for each term.

Once grading period deadlines have passed, paper Grade Change Request forms must be utilized to process changes. These forms may be downloaded and completed by faculty academic advisors and forwarded only by them or authorized staff to the Student Services staff for further processing. Student are not permitted to deliver Grade Change Request forms on behalf of their academic advisors.

Students may view their grades online. Procedures for reviewing grade information are available at <http://www.upj.pitt.edu/4722.pdf>.

CHANGING GSPH GRADE OPTION / AUDIT REQUEST

Any GSPH course may be audited on a space available basis. Students auditing a course will still be assessed tuition, but will not receive a traditional letter grade or credits for the course. Interested students should discuss this grade option with their course instructors and must obtain instructor permission.

RESPONSIBILITY	ACTION / POLICY
Student	Verify with instructor that grade option selected is available for course.
	Complete middle portion of GSPH Grade Option/Audit Request form to request a grade option/basis change.
	Complete bottom of form to request course auditing (no grade/no credit – “N” appears on transcript) or the middle section to request a different grade option.
Advisor or instructor	Signs & dates form to indicate approval.
Student	Returns form to Student Services staff.
Student Services staff	Forwards form to GSPH Student Affairs after retaining copy for student file.

GRADE CHANGE REQUESTS

Grade changes should be processed no later than one year after the initial grade was entered, with the exception of changes involving “I” (incomplete) grades.

“I” Grades:

Changes in “I” grades are exempt from this University policy and may be processed after the one year period following their initial posting. Faculty will assign students an “I” grade in terms when work on master’s essays or theses, doctoral dissertations, internships or independent studies is in progress and not yet complete.

Faculty must change “I” grades to the appropriate grade as indicated below as a student nears graduation and work is completed. Additionally, Refer to the **Graduation** section of the Student Handbook for additional information.

“G” Grades:

“G” grades are given when coursework is unfinished due to extenuating personal circumstances. This coursework must be completed no later than one year after the term or session in which the class was taken. Students should not request or be given “G”

grades if they may instead, need to repeat the course. Faculty and students should discuss the most appropriate action based upon each student’s individual situation.

RESPONSIBILITY	ACTION / POLICY
Student	Requests instructor to change “I” grades to indicate work on master’s essays or theses, doctoral dissertations, internships or independent studies is completed.
	Requests instructor to change grades for other courses for other specified reasons.
	Requests instructor to change “G” grades (if any).
Advisor, instructor or authorized assistant	Downloads and completes Grade Change Request form available to faculty on PeopleSoft after logging into www.pitt.edu Web portal. Students are not permitted to access or transport blank or completed Grade Change Request forms.
	Forwards or delivers form to Student Services staff.
Student Services staff	Forwards form to GSPH Student Affairs Office after retaining copy for student file.
GSPH Student Affairs	Forwards form to University Registrar’s Office for final processing

7. STATUTE OF LIMITATION FOR DEGREE COMPLETION / LEAVES OF ABSENCE

RESPONSIBILITY	ACTION / POLICY
	All doctoral degree program requirements must be completed within 10 years or 8 years if student has received credit for a master’s degree.
	Application for extension of statute of limitations must be made in writing, approved by department chair / departmental committee and submitted to GSPH assistant dean for student affairs for final approval.
	Extension requests must include documented evidence of specific circumstances leading to current situation, and students must describe ongoing plans to complete all degree requirements.
Student	Forwards request letter to department chair for approval.
	One leave of absence may be granted. A two year leave may be granted for doctoral degree students and a one year leave is available to master’s degree students.
department chair	Forwards approved request to GSPH assistant dean for student affairs for final approval.
GSPH assistant dean for student affairs	Forwards student letter indicating approval or disapproval and sends letter copy to Student Services staff.