

University of Pittsburgh Johnstown



Academic Policies, Procedures & Regulations Manual

**Reference Guide
August 2026**

Division Office Contacts

Allied Health	Mrs. Wendy Smith Biddle 111, 814- 269-2960
Business & Enterprise	Dr. Tim Whisler Biddle 130, 814-269-2996
Education	Dr. Charline Rowland Biddle 153, 814-269-7010
Engineering & Computer Science	Dr. Tanya Kunberger E & S 220, 814-269-7250
Humanities	Dr. Michael Stoneham Biddle 234, 814-269-7140
Natural & Behavioral Sciences	Dr. Steven Stern Biddle 141, 814-269-2900
Nursing	Dr. Dawn Drahnak NHS 213, 814-269-2995
Social Sciences	Dr. Ross Kleinstuber Krebs 101, 814-269-2990

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Absences During the Term

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

1. Students are expected to attend classes as scheduled since 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, they should communicate directly with the instructor and abide by the policies of the instructor's syllabus. The instructor may elect to request 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, they 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.

Academic Dismissal

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 their 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.

Academic Integrity

Student or Instructor contacts [AVPAA](#)

248 Blackington, 269-2077

[Guidelines on Academic Integrity](#)

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

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 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 sanctions to the VPAA, who will decide about both. An appeal process may also follow.

4. If a student is placed on academic leave or dismissed due to an academic integrity violation, the status “Academic Leave 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 Review (formerly 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) is above 2.00. If the CGPA is below 2.00, the student is on Academic Review.
2. A student on Academic Review MAY enroll in and attend classes at Pitt-Johnstown.
3. Students under review are encouraged to re-take courses in which they have earned the grades of F or D to quickly repair their GPAs.
4. Students on Academic Review **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 Review” will appear on the student’s official transcript following each term that the student’s CGPA is below 2.00.
6. The student will receive a letter from the Office of Academic Affairs alerting them to their Review status, and the student’s Academic Advisor will also be copied. Multiple terms on Academic Review can lead to either dismissal from a major, leave from the university, or both. See the policies and procedures for [Academic Leave](#) or [Academic Dismissal](#).

Academic Leave (formerly 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 Leave 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

Pitt-Johnstown Policies on Academic Standing				
	Above 2.0 CGPA	1.5 - 1.99 CGPA	1.0 - 1.49 CGPA	Under 1.0 CGPA
1 semester	Good academic standing	Academic Review	Academic Notice (GOALS Program)	Academic Leave
2 semesters		Academic Notice (GOALS or CASE Program)	Academic Leave	
3 semesters		Academic Leave		

2. The student will be notified of Academic Leave via certified mail and email, the beginning and ending dates of the leave will be included, and the appeal process will be explained.
3. A student is on leave when notified by the AVPAA and the status "Academic Leave" will then be added to the student's permanent transcript, but the sanction of the Leave may be overturned by appeal. A suspended student may appeal

their academic status to the University Appeals Board. The procedure for the appeal is available here: ([LINK](#))

4. During the period of the Academic Leave, the student **CANNOT**:
 - a. Enroll in courses at Pitt-Johnstown or any Pitt school
 - b. Transfer-in any credits taken at a non-Pitt institution taken during the period of leave
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 semester on leave may result in dismissal. See the policy and procedure on [Academic Dismissal](#).

Adding/Dropping a Course

Student contacts [Registrar](#), 279 Blackington
814-269-7055

[\(Enrollment Worksheet\)](#)

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, they 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 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*. Athletes, International Students, and Resident students **MUST** remain full-time- 12 or more credits in a term. If a student needs a credit or two after the **ADD/DROP** period ends, this is still possible **with permission**. A student may enroll in no more than 2 credits of [Physical Education](#) in a single term. For PEDC, send students to Dr. Kilpatrick; for Theatre, John Teacher; for Band, Mike Bodolosky; 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 then take the form to the Registrar at 279 Blackington. (See [Late Add Policy](#))

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.

Credential Overlap: Double Degrees/Double Majors

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

In all situations where a student pursues multiple academic degrees or credentials at the University of Pittsburgh, the student must complete all approved requirements for each degree or credential. In situations where degrees are offered by multiple schools or campuses, this includes any additional requirements specified by the respective schools or campuses.

Students may pursue two independent degrees simultaneously in two different schools or campuses within the University or two different departments within the same school. Students desiring to enroll in two degree programs must be admitted into both programs and must satisfy the degree requirements of both programs.

For both concurrent and sequential pathways, credit overlap between degrees or credentials completed at the same academic career level is permissible. Certification of degree or credential completion should be contingent upon the learning outcomes attained by a student rather than the order in which courses were taken and/or the intent to complete a given degree or credential was declared.

1. Students should go to the Division Office to request a 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. Students must fulfill all general education and major field requirements for each degree, with a minimum of 30 credits beyond one degree. A minimum of 150 credits and a GPA of 2.00 are required to earn a double degree.
3. The Division Office informs the Registrar.
4. Students will have both degrees printed on their transcript and will receive two separate diplomas.

Credential Overlap: Second Pitt Degree

Student contacts [Admissions Office](#)

157 Blackington, 814-269-7050

Or **Division Office** that houses second degree

Or the [Registrar](#), 279 Blackington, 814-269-7055

(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 a post-baccalaureate student.
2. If the student is pursuing a second degree, all appropriate coursework from the first degree will apply to the second degree. All major requirements and general education requirements for the second degree must be fulfilled (students must complete the minimum number of credits

for their chosen major). A minimum of 120 credits and a CGPA of 2.00 must be earned.

3. If the student has earned a bachelor's degree from the Pittsburgh campus or another regional campus of the University of Pittsburgh, they are treated as a transfer student, but 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.
5. If a student has earned a bachelor's degree from an institution other than the University of Pittsburgh at Johnstown, they are treated as a transfer student. A new academic record will be created, and all the above requirements are in effect.

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*.

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 request a program change 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 informs the Registrar of the program change.

FERPA—Family Educational Rights and Privacy Act of 1974

Student contacts the [Registrar](#), 279 Blackington,
814-269-7055

[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).

Academic Progress Requirements for Federal/State Financial Aid Eligibility

Student contacts [Financial Aid](#) 114 Blackington,
814-269-7045

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

1. Undergraduate students with 30 credits or less earned 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 meet 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. Undergraduate students with more than 30 credits earned 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.

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.

PA State Grant Program
www.pheaa.org

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

1. For each full-time PA State 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 new credit.
2. For each part-time PA State 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 new credit.
3. Students who do not meet the credit minimum will be ineligible to receive a PA State grant until they earn enough credits to eliminate the deficiency.

Final Exams: 3 or More Finals

Student contacts [Registrar](#), 279 Blackington Hall
[Final Exam Conflict Accommodation Form](#)

Students having multiple finals at the same time or three or more finals in a rolling 24-hour period who wish to request an accommodation for a make-up exam must obtain a form from the Office of the Registrar, to be submitted **by the end of the withdrawal period (WEEK 9** of Fall and Spring terms.)

Options available to students:

1. Take all final examinations as scheduled
2. Arrange a voluntary alternative with an instructor
3. Request a mandatory reschedule: 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)

The Registrar will contact the instructor(s) with the middle time slot(s) and inform them of the conflict with directions to arrange an alternate time with the student.

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.

Full and Part-Time Status and Credit Load

Student contacts the [Registrar](#), 279 Blackington,
814-269-7055

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 throughout the semester.
6. Students may 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.

Grade Option—Grade of H, S, or U (Pass/Fail)

Student contacts [Registrar](#), 279 Blackington
814-269-7055

1. Honors, Satisfactory, and Unsatisfactory may be chosen as the grade option 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. 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.
3. 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.
4. 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.

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, 814-269-2077.

Graduation

Student contacts Registrar 279 Blackington, 814-269-7055

1. To graduate from the University of Pittsburgh at Johnstown with an Associate of Science, a Bachelor of Science, a Bachelor of Arts or a Bachelor of Science in Engineering 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.; 126-131 for B.S.E.
 - 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 complete their [last 30 credits](#) at the University of Pittsburgh at Johnstown
 - e. Must conform to the Policies, Procedures and Regulations pertaining to [Advanced Standing Credits](#) and [Non-Arts & Sciences Credits](#)
 - f. [Apply for Graduation](#)
2. Graduation is not an automatic process. Students must apply for graduation in the semester prior to their final term. University of Pittsburgh at Johnstown students pursuing a bachelor's degree will be eligible to *apply online* for graduation when they have 100 "in progress credits". If the graduation term is not yet available in the application process, the student will need to wait until the next term is available for applications. *A graduation application must be submitted electronically in Peoplesoft in order for a degree to be conferred.*

Once eligible, students should complete the online application by logging into my.pitt.edu and following these [instructions](#).

Incomplete Grades

Student contacts **Instructor**

[Incomplete Grade Regulation](#)

1. For Undergraduates at the University of Pittsburgh, an incomplete grade is the grade of “I”.
2. “I” grades are considered as courses attempted but not completed for purposes of Financial Aid eligibility.
3. A student should make the request directly with the instructor.
4. Instructors maintain the right to accept or refuse a request for a grade of “I”.
5. At the time that an I grade is submitted, the instructor will also submit a lapse grade reflecting the grade earned based upon the work completed by the student to that point, a description of outstanding work to be completed, and an agreed upon deadline for completion. The completion deadline should take into account the work to be completed and any other mitigating factors, and it must be no longer than **one year** beyond the end of the term in which the class was taken. Extensions may be requested when completion within one year is not possible.
6. Once the work has been completed, the instructor must submit a grade change to assign a final grade. If the work is not completed and final grade is not submitted by the deadline, the incomplete will automatically be replaced by the lapse grade. A student may not graduate with an unresolved incomplete on their record, though in rare cases, exceptions can be made. Thus, an I grade that is unresolved

at the point of degree completion will be updated to the lapse grade.

7. If a student is 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.

Independent Study—Directed Reading—Directed Research

Student contacts the faculty member who will direct the project and then the **Chair of Division** of the Department for which the coursework will fulfill

[\(Enrollment Worksheet\)](#)

Deliver to [Registrar](#), 279 Blackington, 814-269-7055

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, students 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 Blackington Hall 279.

Internships for Academic Credit

Student contacts the faculty member who will direct the academic portion of the internship and then the [Chair of Division](#) of the Department for which the coursework will fulfill [\(Enrollment Worksheet\)](#)

Deliver to [Registrar](#), 279 Blackington Hall

1. Each department and division has their own procedure. Please contact the individual department for details.
2. 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.

Last 30 Credit Policy

Student contacts [Registrar](#), 279 Blackington
814-269-7055

[Approval Request Non-Pitt Institution](#)

Students must take their **last 30 credits** before graduation at the University of Pittsburgh at Johnstown. Special permission is required for requests to take courses outside of Pitt-Johnstown. Requests for exceptions to this policy should be made to the AVPAA, 248 Blackington.

Please see [Transfer Credit Guidelines](#) for additional information.

Late ADD

Student contacts [Registrar](#), 279 Blackington
814-269-7055
([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. Athletes, International students, and Resident students **MUST** remain full-time, 12 or more credits in a term. There may be financial aid implications for having less than 12 credits in a term. If a student needs a credit or two after the **ADD/DROP** period ends, it is still possible to add. For theatrical production, acting or set work, send them to John Teacher. For music, send them to Mike Bodolosky (Band) or Jeff Webb (Choir).

1. Students are advised about the 18-credit limit. If breeched, then the [Request to Take More than 18 Credits](#) policy also applies
2. Students are advised to fill out the worksheet, obtain signature of AVPAA, and return to Registrar

Late Withdrawal from a Course

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

The Withdrawal Period ends on 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**.

1. Student obtains Late Withdrawal Request Form from the AVPAA and fills out the first (front) page (student should continue attending the class until hearing back from the Registrar when a decision has been reached)
2. Instructor fills out PART II
3. Division Chair fills out PART III and returns the form to AVPAA, who will then make a decision and file the form with the Registrar. Students will be emailed about the decision

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

Major Review/Dismissal

Student contacts **Department Chair** or **Division Chair**

1. Each major has certain courses that are required of all students for the 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 review varies by program, and the student should consult with the Department or Division Chair. Typically, monitoring begins after the student has taken three or more courses within the major.
2. A student is placed on Academic Review when their CGPA falls below 2.00, at which point the department may begin to monitor major GPA. See the policy and procedure for Academic Review.
3. A student whose academic record suggests a path to success through the pursuit of another academic program may be required by the Department to change programs rather than being placed on academic leave. Each department has its own regulations regarding required program changes; typically, they include multiple terms on Academic Review or a major GPA below 2.00. The student should consult with the Department or Division Chair.

MATH 0001 Algebra 1

Student contacts [Natural Science Division](#) 141 Krebs,
814-269-2900
Or [Registrar](#) 279 Blackington, 814-269-7055

1. All incoming students are provided with 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 0-45, they are placed into MATH 0001 *Algebra 1*.
3. MATH 0001 is a 3-credit course, and those credits are applied toward graduation.
4. The Mathematics Department and the Natural & Behavioral 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.

- d. MATH 0001 is a prerequisite for all Quantitative Reasoning classes. Since at least 3 credits of Quantitative Reasoning must be completed to earn any degree from Pitt-Johnstown, any student required to take MATH 0001 **MUST** pass with a grade of **S or better** 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 academic dismissal from 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 in MATH 0001 must be enrolled in MATH 0001 until they pass the course with a grade of S or better.
- g. Students enrolled in MATH 0001 are **not** permitted to DROP or WITHDRAW from the course.

[Return to TOC](#)

Non-Arts & Sciences Credits

Student contacts [Registrar](#), 279 Blackington,
814-269-7055

1. A student in the Arts and Sciences may take no more than 15 credits in other undergraduate programs (e.g., Education, Engineering, 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 four will be Non-Arts and Sciences credits.

Physical Education Credits

Student contacts AVPAA, 248 Blackington
814-269-2077

[\(Enrollment Worksheet\)](#)

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 4th 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 the instructor 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 & Behavioral Science Division](#) 141 Krebs, 814-269-2900

Composition and Foreign Language: Student contacts [Humanities Division](#) 234 Biddle, 814-269-7140

1. All incoming students are provided with 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 students 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.

Reinstatement to the University

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

814-269-2077

[Reinstatement Form](#) and [Data Form](#)

Previously enrolled students may file an application for Reinstatement to the University if they have:

1. served Academic Leave
2. served a Student Conduct related leave or
3. been away from the University for at least three consecutive terms and have **not** completed course work at any other institution (those who have not served leave and have taken courses elsewhere should contact the Office of Admissions)

1. Student completes both forms and submits them to the AVPAA, Office of Academic Affairs, 248 Blackington Hall.
2. Requests are considered with both academic and student conduct records on file with the University.
3. Students will receive a letter indicating acceptance or denial of the request. If accepted, the letter could have conditions for Reinstatement which may be academic- or conduct-related.

Repeating a Course

Student contacts [Registrar](#), 279 Blackington
[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.

Repeating a Course (cont.)

Student contacts [Registrar](#), 279 Blackington
[Course Repeat Academic Regulation](#)

- 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** attempt any one course more than three times (a grade of “W” is considered an attempt).
- j. The repeated course must be the same as the original grade was earned. In extenuating circumstances, a department chair with the dean’s approval may substitute another course of similar content.

Course repeat forms must be submitted to the Office of the Registrar to affect grade replacement. *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.

2. Exceptions to these rules are made on a case-by-case basis in certain circumstances. Students who wish to request a 4th attempt must complete the [Course Enrollment Limit Exception Form](#). The request will then be reviewed by the AVPAA.

Requests to Take Courses at a Non-Pitt Institution

Student contacts Registrar , 279 Blackington, 814-269-7055 Approval Request Non-Pitt Institution

Students may attend a summer or special session of another accredited institution to supplement their programs if they are in good academic standing. To receive appropriate credit for courses taken at other institutions, students must submit the Summer Approval Request to Take Courses at a Non-Pitt Institution form to the Office of the Registrar for approval **prior to enrolling** in the course.

Please refer to the form for information on the following:

- Finding a course equivalent from another institution
- Transfer credit equivalency listing
- List of requirements, including signatures
- Notification of approval

Requests to Take More than 18 Credits

Student contacts [Registrar](#), 279 Blackington

814-269-7055

[Course Enrollment Limit Exception Form](#)

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. There may be special circumstances where students may be limited in number of credits allowed. 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.

1. Students obtain the request form from the Registrar's office.
2. Students should discuss their course load with their advisor(s) to see if their current schedule could be altered to add the course needed and postpone another course to a later term without going over 18 credits. A signature from the student's academic advisor is required to complete the form.
3. Students should review the per credit tuition costs (for your program) on the Business Office web page before making your decision.
<https://www.upj.pitt.edu/admissions/admissions-process/costs>.
4. Student submits the request form (in person or via email) to the Registrar's Office; the Registrar will determine on a case-by-case basis whether to extend permission. **Submission of the form with the student's signature means that the student acknowledges and agrees to the extra cost referenced above.**

Self-Designed Major

Student contacts [AVPAA](#) in Blackington 248, 814-269-2077

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 an established 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 usually plan a self-designed major during their fourth or fifth term of full-time study. 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.
3. To qualify for graduation, the Self-Designed Major must:
 - Earn 120 credits
 - Complete General Education Requirements
 - Earn a CGPA of at least 2.00
 - Earn a GPA of 2.00 in each area of study

Study Abroad

Student contacts the **Director of International Programs** 248 Blackington, 814-269-7073
[Global Experience Office](#)

1. Students across all academic disciplines, especially those pursuing international studies, are encouraged to enhance their undergraduate education through a study abroad experience. Whether for a summer, semester, or full academic year, studying abroad allows students to develop firsthand cultural awareness, strengthen adaptability, and gain a broader global perspective. These experiences provide lasting value for students preparing to enter today's global workforce, pursue graduate education, or explore international career opportunities. The University of Pittsburgh offers a wide range of established programs in destinations including, but not limited to, London, France, China, Greece, Italy, India, Spain, Japan, and locations throughout Africa. Program specialists in the Global Experience Office are available to guide students in identifying opportunities that complement their academic and professional goals.
2. Students interested in studying abroad may choose from a Panther Program or an extensive selection of carefully vetted, Pitt-approved providers. These opportunities include multidisciplinary coursework, international internships, field research, volunteer experiences, and advanced language study—allowing students to select a program that aligns with their academic interests and career goals. To receive academic credit, students must review their proposed course of study with their academic advisor and obtain

approval before departure. With special permission, students may also have the opportunity to complete part of their senior year abroad.

3. Sophomores, juniors, and seniors with judicial clearance and a minimum 2.75 GPA are encouraged to explore study abroad opportunities. Students should work closely with their academic advisors to select courses that support continued progress toward their degree. They are also encouraged to meet with a study abroad advisor to identify programs that align with their academic, professional, and personal goals. Please note that individual programs may have additional eligibility requirements, including prerequisite coursework, a higher minimum GPA, or enrollment in a specific major or area of study.

Through the University's new partnership with Tilting Futures, eligible first-year students, as well as upperclassmen, may participate in the Global Changemakers study abroad program in Cape Town, South Africa. Students must meet the eligibility requirements established by both the University of Pittsburgh and Tilting Futures.

Term Withdrawal Procedure

Student contacts [Registrar](#), 279 Blackington

1. Students will receive a grade of R from Week 3 through Week 9 of the Fall and Spring terms; and from Day 4 through Week 3 of the Summer terms (up to the 60% point). There is a pro-rated refund for tuition, housing, and meal plan during this period. “R” grades count as credits attempted but not earned and carry no negative grade point average consequences.
2. Students will receive a grade of “W” 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 and carry no negative grade point average consequences.
3. For Term Withdrawal, the student must present to the **Registrar** where they will first obtain a Term Withdrawal Financial Worksheet to be completed in consultation with the offices of Business, Financial Aid and Housing (when applicable). The student will then use this information to determine the most beneficial course of action and relay their decision to the Registrar.

Transfer Credits

Student contacts [Registrar](#), 279 Blackington

The Office of the Registrar evaluates courses taken at other colleges and universities for transfer to Pitt-Johnstown. Courses will be evaluated for transfer only after a student has completed an application for admission and has provided Pitt-Johnstown with an official transcript from their previous institution.

For current Pitt-Johnstown students, prior permission is required before you can attend classes at another institution.

Important information regarding this process:

- Courses with a grade of C- or lower are not eligible for transfer.
- Developmental or remedial courses are not eligible for transfer.
- Credits earned at another institution through Advanced Placement or credit by examination are not eligible for transfer. NOTE: Advanced Placement scores may be re-evaluated for Pitt-Johnstown credits.
- Credit will be granted based on course equivalencies, including expected learning outcomes, with those of the University curriculum and standards.
- Grades do not transfer and are not used in the calculation of the student's grade point average (GPA).
- No more than 50% of the credits required in your major or minor may be transferred from another school.
- Students must complete all their final 30 credits at the University of Pittsburgh at Johnstown.
- The number of credits granted for any 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 Pitt-Johnstown course.

- All transfer credits are subject to re-evaluation if the student transfers from one school or campus to another within the University.
- Evaluation of courses for transfer will not be done over the phone.

Withdrawal from a Course

Student contacts [Registrar](#) 279 Blackington, 814-269-7055

Before withdrawing from a course, we strongly recommend consulting with your academic advisor to discuss all possible consequences of this action.

1. Students need to complete the form and submit it to the Registrar by the end of Week Nine.
2. 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.
3. International students, student athletes, resident students, and 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.
4. If dropping below 12 credits, there may be adjustments to [Financial Aid](#). Students should consult with the Financial Aid office.
5. “W” grades count as credits attempted but not completed and carry no negative grade point average consequences.
6. Students must maintain a credit completion to attempted ratio of 67%, 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.

7. PHEAA (PA Higher Ed. Asst. Authority) Grants require the completion of 24 new credits from August-August of an academic year to retain eligibility for the next academic year.