



**Pitt** | College of  
General Studies

# College of General Studies STUDENT HANDBOOK



**ACADEMIC YEAR 2019 - 2020**

# University of Pittsburgh College of General Studies

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*Academic Year 2019-2020*

Undergraduate Student Handbook

This handbook is a resource to provide all the information you will need to manage your education in the College of General Studies (CGS). The administration and staff stand behind you, ready to assist you in your academic endeavors. At the same time, you are responsible for the requirements, regulations, policies, and deadlines that guide and govern our College and your education. Whether you are looking for information about adding a course or seeking an undergraduate internship experience, this handbook should provide answers to your questions.

The University of Pittsburgh is an affirmative action, equal opportunity institution.

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## University Academic and Administrative Calendars

University academic and administrative calendars can be found on the University Registrar's web site, <http://www.provost.pitt.edu/information-on/calendar.html>. These calendars have information such as class add/drop deadlines for each term, University holidays, and instructor grade submission deadlines.

## General Education Requirements for the bachelor's degree from CGS

General Education Requirements (GERs) provide you with an opportunity to discover interests you never knew you had, all while earning credits toward graduation. And, no matter what your future holds, be it a career or grad school, GERs prepare you by emphasizing skills employers want (like critical thinking, problem solving, written and oral communication) all while giving you an opportunity to become more aware of our increasingly diverse and interconnected world.

The College of General Studies provides a liberal arts and pre-professional education for undergraduate students that is grounded in scholarly excellence. Pitt offers the knowledge, understanding, analytical tools, and communication skills you need to become perceptive, reflective, and intellectually self-conscious citizens within a diverse and rapidly changing world. GERs are at the core of our education.

Our **General Education Requirements have changed for students entering as of Fall 2018 (2191) term**. See the CGS General Education Requirements for Fall 2018 and afterward here or visit <https://www.cgs.pitt.edu/general-education-requirements>. (For students who enrolled in CGS prior to the Fall of 2018, information on general education requirements is available here: <https://www.cgs.pitt.edu/programs/old-gen-ed>.)

### Notes:

**CGS students must also complete at least 30 credits of 1000-level courses (or 24 credits if pursuing the Natural Sciences major). More details can be found under the "Graduation Requirements" listed in this guide.**

College of General Studies students can select courses to satisfy their general education requirements that have been approved by the Dietrich School of Arts and Sciences and the College of General Studies. A FULL LISTING OF COURSES APPROVED TO SATISFY THE GENERAL EDUCATION REQUIREMENTS for CGS students (continuously updated) can be found on the CGS General Education website at <https://www.cgs.pitt.edu/general-education-requirements>.

## Writing (9 credits)

Written communication is central to almost all disciplines and professions. Developing written proficiency is a lifelong process, and it is especially important that undergraduate education accelerates and directs that process toward the achievement of writing skills that will provide a base appropriate for professional or graduate education or for professional employment.

### 1. Introductory Composition Course (3 credits)

Students are required to take the college-level introductory composition course ENGCOMP 0200 *Seminar in Composition* (SC). Students are exempted from this course if they earned 660 on the SAT Evidence-Based Reading and Writing Section and a 5 on the Advanced Placement Exam. Given the importance of establishing a sound foundation for a student's writing, all students are required to pass SC with a grade of C- or better by the time they have completed 24 credits in enrollment. (Students who do not have a 560 on the SAT or a 24 or

above on the ACT might also be required to take the skill-development course ENGCOMP 0150 *Workshop in Composition* before enrolling in SC.)

## **2. Two Writing Intensive Courses (6 credits if not overlapped with other General Education requirements)**

Writing intensive courses (W-Courses) are designed to teach writing within a discipline through writing assignments that are distributed across the entire term. In these courses, students will produce at least 20 - 24 pages of written work. A significant portion of this work should be substantially revised in response to instructor feedback and class discussion. All students must complete two courses that are designated as 'W-Courses', or one W-Course and a second English composition course. Students should satisfy one of these requirements by taking a W-Course in their major if it is available. Students may not transfer credits in to satisfy this requirement. W-courses can be overlapped with other General Education courses, except for Professional Communication.

## **Math/ Algebra (3 credits)**

Mastering college-level algebra is required for all students. These skills are foundational for student success in other general education courses.

Students are exempt from having to take Algebra if they earned 620 on the SAT Math or 27 on the ACT Math. Students who do not meet these criteria must earn a C- or higher in MATH 0020, MATH 0025, MATH 0031, CS 0004, or CS 0007. Given the importance of establishing a sound foundation in mathematics, all students are required to satisfy the Algebra requirement by the time they have completed 30 credits in enrollment.

## **Quantitative and Formal Reasoning (3 credits)**

All students are required to take and pass with a grade of C- or better in at least one course in university-level mathematics (other than trigonometry) for which algebra is a prerequisite, or an approved course in statistics or mathematical or formal logic.

A C- or better is needed in a course that satisfies this requirement. Students who qualify for placement in an upper-level course in mathematics on a proficiency placement test are exempt.

## **Diversity (3 credits)**

Diversity courses focus centrally and intensively on issues of diversity, and do so in a manner that promotes understanding of diversity. They provide students with analytical skills needed to understand structural inequities and the knowledge to be able to participate more effectively in our increasingly diverse and multicultural society. The courses may address, though not be limited to, such issues as race, gender, ethnicity, sexuality, religious difference, and/or economic disparity.

All students must complete one course that is designated as a Diversity course but may take this course within their major field of study, if available. Diversity courses may also be courses that fulfill other General Education Requirements. (3 credits if not overlapped with another General Education course)

## **Language/Communication (6-10 credits)**

All students are required to take a sequence of two courses that provide them with advanced study of a second language other than English, or the ability to develop their skills in oral and professional communication. Students choose one of the following options below:

### **Option 1: A Sequence of Two Courses in a Second Language (6-10 credits)**

Students complete with a grade of C- or better two terms of university-level study in a second language other than English. Exemptions will be granted to students who can demonstrate elementary proficiency in a second language through one of the following:

- Having completed three years of high school study of a second language with a grade of B or better in each course;
- Passing a special proficiency examination;
- Transferring credits for two terms or more of approved university-level instruction in a second language with grades of C or better;
- Having a native language other than English.

### **Option 2: A Sequence of Two Courses in Oral and Professional Communication (6 credits)**

These classes advance the skills of the student to perform effectively in workplace environments or the public by communicating ideas and concepts and/or introduce students to theories that analyze and explain effective communication in these settings. Students must complete one of the following with a grade of C- or better: COMMRC 0520 or COMMRC 0500. Students select a second class from a list of approved COMMRC, ENGCMP, THEA, and CS courses.

**Note: Students who select an ENGCMP course from the list of approved courses to count toward the Oral and Professional Communication requirement cannot also count this class toward the Writing requirement for General Education.**

## **Humanities and Arts, Social Sciences, and Natural Sciences (27 credits)**

Each student is required to take nine courses in the humanities, social sciences, and natural sciences as indicated below. Such courses allow students to pursue their own interests while they explore diverse views of a broad range of human cultures, modes of thought, and bodies of knowledge. The courses that fulfill these requirements are in the disciplines that truly draw on the unique resources of a research university.

### **1. One course in Literature (3 credits)**

By studying a range of literary and other texts in this course, students will be introduced to the techniques and methods of textual analysis and will develop critical perspectives on a variety of forms of cultural expression.

### **2. One course in the Arts (3 credits)**

This course introduces students to modes of analysis appropriate to music, theater, or the visual and plastic arts. It may take the form of a survey, the study of a genre or period, or may focus on a particular artist.

### **3. One course in Creative Work (3 credits)**

In this course, students are expected to produce some form of creative work, and they will also be trained in the techniques and modes of its production. The course could be situated in theater, studio arts, writing, visual arts

(including photography, film), music, and dance; or it may be a course that engages in innovative or original work in relation to written, oral, or visual material, new media, social media, and other contemporary forms of communication and representation.

**4. One course in Philosophical Thinking or Ethics (3 credits)**

This course will emphasize close and critical reading of theories about knowledge, reality, humanity, and values. Courses could focus on human nature; scientific reasoning; theories of cognition and consciousness; human/social rights; competing systems of belief; morality; concepts of freedom; theories of justice; social obligations/constraints; or ethics, including applied or professional ethics.

**5. One course in Social Sciences (3 credits)**

A course that treats topics considered of significant importance in the social or behavioral sciences (including social psychology). Courses will introduce students to the subject matter and methodology of a particular discipline and will involve them in the modes of investigation, analysis, and judgment characteristically applied by practitioners.

**6. One course in Historical Analysis (3 credits)**

In this course, students will develop skills and methods by which to understand significant cultural, social, economic, or political accounts of the past. The course may focus on pivotal moments of change, or important transitions over longer periods of time. Courses could explore developments in science, technology, literature, or art, and the ideas around them, or examine critical historical shifts by analyzing various data or cultural forms.

**7. Three courses in the Natural Sciences (9 credits)**

These will be courses that introduce students to scientific principles and concepts rather than offering a simple codification of facts in a discipline or a history of a discipline. The courses may be interdisciplinary, and no more than two courses may have the same primary departmental sponsor.

**Global Awareness and Cultural Understanding (9 credits)**

Each student must complete three courses as distributed below:

**1. One course in Global Issues (3 credits)**

This course will examine significant issues at the global scale. Courses could address, for example: globalization; the global and cultural impact of climate change/sustainability; the effects of and resistances to colonialism; or worldwide issues related to health, gender, ethnicity, race, technology, labor, law or the economy.

**2. One course in a Specific Geographic Region (3 credits)**

This course will be an in-depth study and analysis of a particular region or locality outside the United States.

**3. One course in Cross-Cultural Awareness (3 credits)**

This course, through cross-cultural perspective, will promote knowledge of and reflection upon the cultures of Asia, the Middle East, Africa, Latin America, the Caribbean, or the indigenous peoples of the world past and present. Students will develop an understanding of cultures, traditions, and societies that differ substantially from those that prevail in North America and Europe.

**Note: Overlapping of General Education Courses**

Courses taken for general education requirements can also be applied to major requirements, when applicable.

Diversity courses are allowed to overlap with other general education requirements.

Writing ('W') courses are allowed to overlap with other general education requirements except for the Professional Communication requirement.

Students may overlap the second course in their language sequence, taken at the college level, with the Geographic Region requirement, except for American Sign Language. This does not apply to students who satisfy the Language requirement through high school study, a proficiency examination, or native proficiency.

## **CGS Advanced Standing Policy**

Applicants must submit official transcripts from each accredited college or university attended, whether or not it is intended for the courses be counted toward a degree. Grades for credits transferred are not used in computing a student's grade point average (GPA). All credits eligible for transfer are subject to the following regulations:

- Only courses with C or better grades will be considered for transfer.
- Courses must correspond with those offered by the University in objectives and content.
- The number of credits granted for a given course cannot exceed the number on the transcript from the school where they were earned, nor can it exceed the number earned in the corresponding courses at the University of Pittsburgh.
- A maximum of 90 credits may be transferred from a four-year institution and 60 credits from a two-year institution, however no more than 90 credits can be transferred.
- All of the credits required for a degree, whether earned in residence or transferred from another institution, must have been earned within 12 years prior to the date on which the degree is awarded. However, when given evidence that the previous courses still provide adequate preparation for courses yet to be taken and still represent a reasonable part of the total academic program, the statute of limitation may be waived. In such cases, the waiver is for a specific period during which the program must be completed.
- Upper-class students (those who have earned 60 or more credits) may not take courses at two-year schools. Students may not take classes at 2-year institutions and apply them toward 1000-level requirements for the College of General Studies.
- Students in CGS degree programs may transfer up to 18 credits of professional courses as electives (e.g. business, engineering, nursing, etc.).
- All transfer credits are subject to reevaluation if a student transfers from one school to another or from one major to another within the University of Pittsburgh or becomes inactive and is subsequently readmitted.
- If a course, for which advanced standing is given, is repeated at the University of Pittsburgh, the advanced-standing credit is cancelled.

For students transferring credits to CGS from local community colleges, you can access the transfer manuals, or Pitt Connection Guides at [www.oafa.pitt.edu/apply/admissions-process/transfers](http://www.oafa.pitt.edu/apply/admissions-process/transfers).

### **CGS Online Writing Placement Assessment**

[ENGCOMP 0200 Seminar in Composition](#) (SC) is the course that most undergraduates take to fulfill the first of three writing-intensive requirements at the University. SC is preceded in some cases by [ENGCOMP 0150 Workshop in](#)

[Composition](#) or [ENGCOMP 0152 Workshop in Composition: ESL](#) for students who may benefit from extra support. Placement in these courses is normally based on the student's SAT and ACT writing scores.

The College of General Studies' *Online Writing Placement Assessment* is available to incoming CGS students who do not have SAT or ACT writing scores. The CGS Writing Assessment is an essay-based exam written in response to one of two prompts. The results of the CGS Writing Placement Assessment will help advisors determine whether students should take *ENGCOMP 0150 Workshop in Composition* first or go straight to *ENGCOMP 0200 Seminar in Composition*.

Students without valid scores will be identified upon acceptance to the College of General Studies and notified by CGS Admissions that they are eligible to take the CGS Writing Placement Assessment. The Placement Assessment is available online via the University of Pittsburgh Blackboard Learning Management System or it may be taken in person upon request. At their first advising meeting, students will have the opportunity to learn more about the assessment process from their advisor and decide whether they would like to take the writing assessment and in what format.

Students who do not complete the assessment will be placed automatically in *ENGCOMP 0150 Workshop in Composition*.

### **Online Math Placement Assessment**

If students plan to take a math course such as Math 0120, Math 0125, Math 0200, Math 0220 or Math 0400, they must take the placement assessment. Exceptions apply. Please visit the Department of Mathematics website for detailed information: <http://www.mathematics.pitt.edu/undergraduate/math-placement-assessment>.

### **Online and On-Campus Language Placement Assessments**

The online French, German, Italian and Spanish assessments are administered through the WebCAPE system. On-Campus Placement Assessments are available for Music Theory, Portuguese, Russian and Latin. For details and contact information, visit: <https://www.orientation.pitt.edu/>.

## **College Level Examination Program (CLEP) Exams**

The CLEP exams are designed to measure what you have learned through informal study, reading, travel, and work, and then equate this knowledge with what students usually learn during the first year of college study. When you earn credits through CLEP exams, you can move directly to more advanced classes. This helps you complete your college education more quickly at a lower overall cost. In the College of General Studies (CGS), you may earn up to half the credits you need to graduate—60 credits of the required 120—by earning a combination of six credits on each of the five **General Examinations** and three to six credits on certain **Subject Examinations**. You are required to score at least 50 points or more on each exam you take in order to receive credit from CGS. A score of less than 50 points is awarded zero credits.

The CLEP General Exams must be taken before you have completed 60 college credits. The 60-credit limit includes courses taken at the University of Pittsburgh, credits taken at another college or university, and other credits received by examination. Credits earned through CLEP General Exams may not duplicate credits received from other sources.

The CLEP Subject Exams must be taken before you have completed 90 college credits. The 90-credit limit includes courses taken at the University of Pittsburgh, credits taken at another college or university, and other credits received by examination. Credits earned through CLEP Subject Exams may not duplicate credits received from other sources.

For more information about the CLEP Exams accepted by CGS, visit: <https://www.cgs.pitt.edu/clep-exams>.

# Majors, Minors, and Certificate Programs

## Majors

The degree program, in addition to providing certain skills and a broad exposure to primary academic disciplines, also allows an opportunity to specialize in a particular field or major, providing the depth of experience essential for vocational competence or future study. CGS offers ten majors:

- Administration of Justice
- Dental Hygiene (a BS degree completion program for certified dental hygienists)
- Health Services (a BA or a BS degree completion program for allied health professionals)
- Humanities
- Legal Studies
- Media and Professional Communications
- Natural Sciences
- Public Service
- Social Sciences

The major is a part of the 120 credits required for the degree and most majors require a minimum of 30 credits. An outline of each major is available at the CGS information display in 1400 Wesley W. Posvar Hall or at, <https://www.cgs.pitt.edu/programs>.

## Double and Triple Majors and Credit Overlap

Students can declare a double or triple major, but will usually earn only one degree. If one major leads to the BA degree and another to the BS degree, students must decide when applying for graduation which degree they wish to receive. A maximum of 6 credits can overlap from one major to another.

## Double Degrees

College of General Studies students may choose to pursue more than one undergraduate degree simultaneously, either within CGS (i.e., both a BA and a BS) or in another undergraduate school of the University. In general, earning two degrees requires a minimum of 150 credits and the completion of the curriculum requirements of both schools.

The College of General Studies (CGS) and the College of Business Administration (CBA) offer a Double Degree program in which students earn both the BA in Health Services through CGS and the BS in Business Administration (BSBA) through CBA. The double degree program is designed for students who are interested in the intersection of health care management and business administration.

## Choosing a Major

In the student information system, PeopleSoft, the terms 'major' and 'plan' both represent the degree program that the student is planning and majoring in. Students who are undecided or unsure of what they want as their major can research CGS major requirements at <https://www.cgs.pitt.edu/career-focus-areas> and The Dietrich School of Arts and

Sciences major requirements at <http://www.asundergrad.pitt.edu/majors-minors-and-certificates>. Students should consult with their advisor for more information concerning the courses required in the major and any prerequisite coursework necessary before entering the major.

Students who need additional help choosing a major that matches their interests and career goals should contact the CGS Career Consultant. The CGS Career Consultant can discuss the student's interests, current employment trends and job search; review internship opportunities; make suggestions for writing a resume, and administer interviewing skill-building workshops. More information concerning CGS Career Services is available at <https://www.cgs.pitt.edu/career-services>.

### **Planning a Career Based on Your Major**

At the College of General Studies, we are invested in your success, both in the classroom and after you complete your coursework. Career counseling is an important part of our commitment to you. The CGS career consultant is available to assist you with all aspects of planning your career, from choosing a major and defining your career path, to finding an internship or a job. Please visit [Career Services](#) for more information about planning your career and how to schedule an appointment.

### **Minors**

A minor provides an option for a student earning a degree to gain knowledge in an area other than their major. Students may earn minors in schools other than the school in which they are enrolled. However, the student must be admitted into the minor in the school that offers it. The minor is included on the graduation application and appears on the student's academic record and on the official transcript when the degree is awarded.

Three departmental minors are offered in CGS, 33+ through departments in the School of Arts and Sciences, six minors in the School of Education, and one in Social Work. Students must complete at least half of the minor at the University of Pittsburgh and earn a 2.0 or better GPA in minor courses.

**CGS minors**—Administration of Justice, Legal Studies, and Public Service

**Arts and Sciences minors**—Africana Studies; Applied Statistics; Architecture Design; Bosnian-Croatian-Serbian; Chemistry; Chinese; Classics; Creative Writing; Economics; English Literature; Film and Media Studies; French; Gender, Sexuality, and Women's Studies; German Studies; Historic Preservation; History, Italian; Italian Studies; Japanese; Korean; Latin; Linguistics; Luso-Brazilian Culture; Mathematics; Museum Studies; Music; Neuroscience; Philosophy; Physics; Political Science; Polish, Slovak Studies; Religious Studies; Sociology; Spanish; Studio Arts, and Theatre Arts. For most up-to-date information, visit: <https://www.asundergrad.pitt.edu/academic-experience/majors-minors-and-certificates>.

**School of Education minors**— Aerobics; Aquatics; Dance; Applied Fitness; Exercise Science, and Teacher Education

**School of Social Work minor**— Social Work

### **Certificate Programs**

Students looking to broaden their educational experience or seeking professional development may elect to enroll in an academic certificate program. Certificate programs offer a course concentration in a specific area of study and may partially fulfill the student's degree requirements. Students must be admitted into the certificate program through the school offering it. Students must take at least one half of the coursework for the certificate at the University of Pittsburgh and earn a 2.0 or better GPA in certificate courses. *\* Please note that Leadership and all non-CGS certificates must be earned in conjunction with a degree.*

**CGS certificates**– Accounting (*Post-Baccalaureate*); Communication; Community Health Assessment; Corporate/Community Relations; Digital Media; Information System Design; Gender, Sexuality, and Women’s Studies; Leadership; Managing Health Systems Programs and Projects; National Preparedness and Homeland Security; Nonprofit Management; Writing; and Writing for the Professions. To enter the Accounting certificate, students must already have a bachelor’s degree with at least a 2.75 GPA.

**Arts and Sciences certificates open to CGS students**– American Sign Language, Arabic Language and Linguistics, Children’s Literature, Conceptual Foundations of Medicine, Geographic Information Systems, German Language, Jewish Studies, Life Science Research, Medieval and Renaissance Studies, Nanoscience and Engineering, Photonics, Public and Professional Writing, and Undergraduate Certificate in Sustainability. For most up-to-date information, visit: <https://www.asundergrad.pitt.edu/academic-experience/majors-minors-and-certificates>.

**University Center for International Studies certificates open to CGS students**– African Studies, Asian Studies, Latin American Studies, Russian and East European Studies, European Union Studies, West European Studies, and Global Studies.

## **Overlapping Courses Between Majors, Certificates, and Minors**

(effective for students admitted to CGS for Spring 2019 and beyond)

### **Overlapping Credits between CGS programs and programs in other schools**

A maximum of two courses can overlap between a CGS major or certificate and a second major in another school. No course overlaps are allowed between a CGS certificate and a certificate in another school. No course overlaps are allowed between a CGS minor and another minor, certificate, or major outside of CGS.

### **Overlapping Credits between majors, certificates and minors within CGS**

#### CGS minors and CGS majors

Courses used for a minor cannot overlap with courses used for a major or a certificate.

#### CGS majors and CGS certificates

Students can overlap a maximum of six (6) credits between a CGS certificate and a CGS major. The following exceptions apply:

- 1) Students CANNOT receive a certificate in a program in which they are pursuing their major and/or area of concentration. These programs include:
  - Public Service BA (all three tracks: Public Administration, Nonprofit Management, and Self-Designed) and its related *Nonprofit Management* certificate.
  - Health Services BA (all tracks: Managing Health Services Programs and Projects, Community Health Assessment) and the two related *Managing Health Services Programs and Projects*, and *Community Health Assessment* certificates.
  - Media and Professional Communications BA:
    - *Corporate and Community Relations* track and its related *Corporate and Community Relations* certificate;
    - *Writing for the Professions* track and its related *Writing for the Professions* certificate;
    - *Digital Media* track and its related *Digital Media* certificate,

*Note:* Media and Professional Communications majors CAN pursue a certificate outside their area of concentration (major track), in which case they are only allowed to overlap core requirements between their major and a certificate.

## Graduation

### Graduation Requirements

In order to graduate from the College of General Studies (CGS), students must earn at least 120 degree credits with a minimum 2.00 GPA. Students must also achieve a 2.00 GPA in their major and in any minors. Within the 120 credits, students must fulfill the College's general education and major requirements. At least 30 credits of the 120 credits must be in upper-division (1000-level) courses. (Natural Science majors are required to take at least 24 credits in upper-division (1000-level) courses). These 1000-level courses may come from any of the requirements for the degree – general education courses, major requirements, and degree electives.

Students must earn at least half of the credits for the CGS major and the final 30 credits toward the CGS degree while enrolled as a CGS student.

### Graduation Appointments and Applications

Students are required to make a graduation appointment with their advisor at least one semester before the final term. During this appointment, the student and advisor review all degree and major requirements and plan for the last term. The graduation worksheet is prepared which verifies that all information concerning the student's program (including major, minors, and certificates) and graduation date are updated. The student must complete the graduation application and several other university survey forms. Details concerning commencement and graduation ceremonies are also discussed at this appointment. Note the following application deadlines:

- **Applications for December 2019 graduation are due September 10, 2019.**
- **Applications for April 2020 graduation are due November 15, 2019.**
- **Applications for August 2020 graduation are due April 1, 2020.**

### Graduation and Commencement

Graduation occurs at the end of each of the terms: fall, spring, and summer. Once final grades and requirements are certified, the student is notified that their degree has been awarded. Final grades are available a week after the end of the term. Diplomas and transcripts, with the degree posted, are available about six weeks after the end of the term. The College of General Studies hosts a Graduate Recognition Ceremony at the end of the fall and spring terms. Students are also invited and encouraged to attend the University's Annual Commencement Ceremony that is held in the Petersen Events Center each April to recognize the August, December, and April graduates from all of the University's undergraduate schools and colleges.

### CGS Online

CGS Online meets the needs of students who are looking for learning experience that links high quality faculty, outstanding materials, and convenient course formats. As a part of the University of Pittsburgh's College of General Studies, you'll have access to a wide array of resources and assistance open to all members of the University community. College of General Studies students are allowed to apply an unlimited number of courses taken via CGS Online toward their College of General Studies degree requirements.

All courses offered through CGS Online are web-based, meaning that all course materials can be accessed through CourseWeb, the University of Pittsburgh's implementation of the Blackboard course management system. Students can earn degree credit by choosing courses from CGS Online's two different course formats:

## **Web**

Web courses feature web-based instruction and interaction. Students interact with their instructors and other students through the class Web site, participating in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort.

## **Hybrid**

Hybrid courses combine web-based interaction and face-to-face instruction. Students are required to attend scheduled workshops and participate in online discussions and activities. Students complete the course requirements within one term and move through the course materials as a cohort.

Although CGS Online courses have greater flexibility than traditional face-to-face courses, all requirements for CGS Online courses must be completed within a single term unless extenuating personal circumstances intervene.

To learn more about our on-ground and online course offerings, visit: <https://www.cgs.pitt.edu/courses>.

## **Academic Advising**

The College of General Studies recognizes that its students come from various backgrounds, including various life circumstances, different life stages, diverse career backgrounds, and in many cases, multiple higher education experiences. As a degree-seeking student, you will be assigned an advisor who will consult with you throughout your tenure with CGS.

### **Student Responsibilities in the Advising Relationship**

To acquire the skills needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.

- Become knowledgeable about the relevant policies, procedures, and rules of the University and academic programs.
- Be prepared with accurate information when contacting the advisor, whether in an appointment or by phone.
- Access [my.pitt.edu/](https://my.pitt.edu/) for important updates, resources, and course information.
- Be actively engaged in seeking the academic and career information necessary to meet their educational goals.

### **Walk-In Advising**

CGS offers walk-in hours to PITT students who are interested in our programs. A CGS advisor is available daily from noon to 1 p.m. for walk-in sessions.

In order to serve all students, visits with the walk-in advisor should not exceed 15 minutes. These sessions are good for quick reviews of academic progress, brief program questions or for students from another school wanting to inquire about a major or certificate. These appointments are available on a first come, first serve basis and are held in the McCarl Center, 1400 Wesley W. Posvar Hall.

### **Individual Advising Appointments**

Individual advising appointments are available to students who have questions pertaining to major or minor changes,

internships, academic holds, personal issues, add/drop/withdrawal/resignation decisions, and career choice. Visit [www.cgs.pitt.edu](http://www.cgs.pitt.edu) or call 412-624-6600 to set up an appointment to meet with your advisor.

## Registering for Classes

### Preparing Your Course Schedule

Creating your schedule requires utilizing and coordinating various advising tools and resources. CGS students are required to play an active role in planning their degree progress, which includes creating a course schedule. Instructions on how to prepare for Self-Enrollment can be found at <https://www.cgs.pitt.edu/advising/course-registration>.

Here are some advising tools to help you create your course schedule:

1. **Refer to your academic plan that you received during your academic advising appointment:**
  - Please contact your advisor if you have questions about your academic plan and the courses that you will need.
  - If you need to schedule an appointment, please call the CGS Front Desk at 412-624-6600.
  - Attend Walk-In Advising noon to 1:00 daily.

2. **Review course offerings and course descriptions at** <https://psmobile.pitt.edu/app/catalog/classSearch> **or** <http://www.registrar.pitt.edu/enrollment.html>

The course descriptions Web site lists all courses offered in a given term. Simply select the department, and click on the appropriate term. Once you choose a class section, it will give you a brief description of what you can expect from the course and what the prerequisites are. It will tell you when the class meets and where, and if a recitation or lab is required. However, you will need to consult PeopleSoft to find out if a course is open or not.

3. **Make sure your course selections fulfill requirements.**

Consult General Education Requirements, Major Requirements, Minor Requirements, and Requirements Fulfilled to ensure that your course selections fulfill the requirements in the "To Be Earned" column of the Distribution of Studies sheet.

#### CGS Major Requirements

- [CGS General Education Requirements](#)
- [CGS Major Requirements](#)
- [CGS Minor Requirements](#)
- [CGS Certificate Requirements](#)

4. **Check course availability in PeopleSoft** by following these steps:
  - Log on to my.pitt.edu
  - Select the Student Services tab
  - Click Detailed Help next to Link to Student Center
  - Choose the .PDF entitled "Searching for Classes and Course Information Online" for class search instructions.

## Processing Your Registration

**Student Online Self-Enrollment.** Students are able to register themselves online through the [www.my.pitt.edu](http://www.my.pitt.edu) portal. Continuing Pitt students must register on or after their pre-assigned enrollment date/time assigned to them through the Office of the Registrar (<https://www.registrar.pitt.edu/enrollment.html>). New Pitt students must wait to register during the open enrollment dates:

An "Academic Advising Hold" will be placed on your account to prevent you from registering until you have had contact with your academic advisor. In order for this hold to be removed, you must *schedule an appointment with your advisor*

*to discuss your schedule. Your "Academic Advising Hold" can only be removed during your appointment. Advising holds will not be removed during walk-in hours.*

### **Getting into a Closed/Restricted Class**

Admittance to a closed class is permitted only to students who have obtained permission from the instructor and department. A permission number is also required to register for restricted classes, denoted by "R" in the special indicators column in the course offering section of the Schedule of Classes.

### **Wait List**

The waitlist feature is available in PeopleSoft for classes at the University of Pittsburgh. This feature allows students to place themselves on a waitlist for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number. Questions about the wait list can be found by visiting the Registrar's website at [www.registrar.pitt.edu](http://www.registrar.pitt.edu).

### **Adding/Dropping Courses**

If you have to change your schedule of classes after you have registered, you can do so online via the [www.my.pitt.edu](http://www.my.pitt.edu) portal or you must complete an add/drop form during the add/drop period.

The Add/Drop Period usually extends two weeks into the term. For the official end date of the Add/Drop Period, visit the University Registrar's Web site and view the <http://www.provost.pitt.edu/information-on/calendar.html>.

Changing your schedule, even if it is from one section or lab to another, must be done either online via the [www.my.pitt.edu](http://www.my.pitt.edu) portal or by filling out an add/drop form during the add/drop period. Not doing this may result in not receiving a grade in the course, an "F" in the course, and/or charges to your account. If you wish to drop one or all of your courses, you must use the enrollment form and you will receive full refund for the courses you drop if you do so during the add/drop period. If you wish to drop all of your courses after the add/drop period is over and not attend at all this term, you must follow the procedure under Resignation in this manual.

### **Withdrawal from a Course**

You may withdraw from individual courses from the end of add/drop period through the end of the ninth week of the term (Summer withdrawal dates vary according to the session) by completing the Monitored Withdrawal Request Form available at the College of General Studies front desk.

This form must be submitted to the CGS Front Desk. A "W" grade will be assigned. This grade will appear on your transcript, but will not affect your GPA. You will be 100 percent financially responsible for any course from which you have withdrawn.

Before you make the decision to withdraw from a class, consider these tips:

- Speak with your instructor about your performance in the class. The class may be graded on a curve, so you might not be doing as badly as you think.
- Discuss the implications of withdrawing with your advisor. It may impact your selection of classes in future terms or may have financial aid implications.
- If you are a student athlete, it is your responsibility to discuss this further with your academic support counselor.
- If you are an international student (with F1 status), you must contact the Office of International Student Services before you submit the Monitored Withdrawal form.
- Be sure to check the <http://www.provost.pitt.edu/information-on/calendar.html> for the exact deadline for each term.

## **Withdrawal from All Classes**

A student may withdraw from all classes for the term. The student must come to the CGS office to obtain a withdrawal form for all classes. The student's academic record will bear the grade "W" for each registered course for the term. This may only be done one time while registered as a CGS student. Note that withdrawing from all classes may affect your financial aid for future terms and does not relieve you of your financial obligations to the University. Check with your advisor or call 412-624-6600 for the deadline to withdraw from all classes.

## **Appeal for a Late Withdrawal**

After the normal withdrawal period, a withdrawal is permitted only in extraordinary circumstances with the permission of the Dean. A withdrawal after the ninth week will require a submission of an Appeal for a Late Withdrawal Form with the instructor's signature and supporting documentation submitted to the Office of the Assistant Dean of the College of General Studies. This is an appeal; it is not guaranteed. Those students, who fail to withdraw properly or whose appeal is rejected, will receive an "F" grade. The Late Withdrawal Appeal form is available at the CGS front desk.

## **Resignation**

Once you register for classes, you are liable for all costs incurred as a result of that registration. The enrollment form will be used to drop all your courses and eliminate financial charges up until the end of the add/drop period.

If you decide to drop all your classes after the add/drop period, you must resign and your charges will be adjusted. You may resign by calling 412-624-7585, sending an e-mail to [resignation@bc.pitt.edu](mailto:resignation@bc.pitt.edu) or visiting the Student Appeals office, room G-12 Thackeray Hall immediately. The date of your call, visit, or postmark will be the effective date of resignation and will determine the amount of liability. Telephone resignation service is provided 24 hours a day, seven days a week. Students who do not go through a formal resignation process will be liable for 100% of the tuition charge. You cannot resign (drop all your courses) by completing an enrollment form. Resignation from all classes can occur between the end of the add/drop period and day 60 of the term or day 30 of a session.

## **McCarl Center for Nontraditional Student Success**

Students and prospective students of the College of General Studies have a wide array of support options available to them. The *McCarl Center for Nontraditional Student Success* is our full-service student assistance center. The McCarl Center offers career counseling, math, writing, and science (biology & chemistry) tutoring. Everything you need is available in this one state-of-the-art location, including several computer stations and a career resources library.

### **McCarl Center Hours**

Monday–Thursday: 8:30 a.m. – 6:00 p.m.

Friday: 8:30 a.m. – 5p.m.

1400 Wesley W. Posvar Hall

**During the summer term (May through mid-August), the hours are from 8:30 a.m. to 5:00 p.m.**

## **Tutoring Services**

Writing: If you are taking courses that require clear, concise, well-structured prose, consider visiting the McCarl Center writing tutors for assistance. They offer help for all aspects of writing, including, but not limited to: interpreting assigned texts; choosing a paper topic; composing specific writing assignments -reading responses, essays, poems, reports, stories, and more; writing or revising personal statements and application essays; polishing resumes and cover letters; assessing grammar and syntax issues; incorporating research; and implementing MLA, APA, or Chicago style.

**Math:** If you are struggling in a math-related course, need help with an upcoming exam or project, have questions surrounding homework, or just want to brush up on your basic math skills, the McCarl Center math tutors can help. They offer help for many Pitt courses, including, but not limited to: Algebra, Trigonometry, Business Calculus I & II, Analytical Geometry & Calculus I, II, & III, Discrete Math, Quantitative Methods, Linear Algebra, Basic Applied Statistics, and Partial Differential Equations.

**Biology & Chemistry:** The McCarl Center offers biology and chemistry tutoring each Fall and Spring terms. Assistance is provided for the following courses: Foundations of Biology I and II, General Chemistry, Organic Chemistry I, and Organic Chemistry II. Tutoring is held during specific walk-in hours.

Learn more at <https://www.mccarl.pitt.edu/student-services>.

### **Mastering the University Seminar Course**

*Mastering the University (CGS 0092)* is a 1-credit hybrid course designed to provide new and/or external transfer students with the skills necessary to maximize their potential for academic success at the University of Pittsburgh.

### **CGS Career Counseling**

Get guidance about choosing a major and find out what you can do with it. Learn about internships, resumes, and the job search. All these resources are free and part of the Career Services Office offered through the Career Services in the McCarl Center for Nontraditional Student Success. For more information, visit the McCarl Center Career Services page at <https://www.mccarl.pitt.edu/career-services> or contact the CGS Career Consultant. Consultation from the Career Services office is available to CGS alumni for one year after graduation from the University.

### **College of General Studies Student Government**

The College of General Studies Student Government is an elected group of students representing all College of General Studies students, regardless of where and when they take their classes. It provides an array of services and programs to enhance student life on campus. For more information, visit <https://www.cgs.pitt.edu/advising/student-services/student-organizations> or email CGS SG at [cgssg@pitt.edu](mailto:cgssg@pitt.edu).

## **Academic Internships**

Internships are valuable learning experiences that allow you to gain practical, career-related skills outside of the classroom. You will earn college credits while building your resume and meeting professional contacts. College of General Studies students pursuing a major in Administration of Justice, Public Service, and Media and Professional Communications and a certificate in Nonprofit Management are required to participate in an internship; however, many students within the Humanities, Social Sciences, and Natural Sciences majors have found an internship to be very beneficial as well. Students have worked with local sports teams, museums and arts organizations, newspapers and magazines, and television and radio stations. To learn more about CGS internship requirements visit: <https://www.cgs.pitt.edu/programs/internships>.

## **Understanding Your Academic Record**

This section will help you understand the grading system and grade options and show you how to access and maintain the information on your student record in PeopleSoft.

## PeopleSoft

PeopleSoft is the University student information system. You can access your student record through the Student Services tab at [www.my.pitt.edu](http://www.my.pitt.edu). You must know your unique PeopleSoft ID number to conduct University business such as registering for classes.

If you forget your PeopleSoft ID, you can locate it by logging into the portal using your Pitt user name and password. Click on the Student Services tab and select View My Personal Information. Your seven-digit PeopleSoft ID number will appear directly under your name in the field labeled ID. The Student Services and PeopleSoft tabs in the portal have a handful of tutorials and PDFs to show you how to navigate PeopleSoft to find information such as your grades.

## Grades and GPA—Letter Grade Option

The following University of Pittsburgh letter grade system is used without exception:

A+	4.00		B+	3.25		C+	2.25		D+	1.25				
A	4.00	Superior	B	3.00	Meritorious	C	2.00	Adequate	D	1.00	Minimal	F	0.00	Failure
A-	3.75		B-	2.75		C-	1.75		D-	0.75				

## GPA

Every student has a GPA (Grade Point Average) that ranges from 0.00 to 4.00. This average is the result of a calculation relating credits to grade points. Each course you take is worth a number of credits and has the potential to earn a letter grade. Every letter grade is worth a number of grade points (see chart above). These points are 0.00 to 4.00, or letter grade F to A respectively. Credits for each course are multiplied by the number of points the grade is worth. The resulting grade point credits are added together for all courses, and that number is divided by the total number of credits attempted. You must maintain at least a 2.00 cumulative GPA to maintain the status of "good academic standing." Students with a GPA below 2.00 will be placed on probation and may be required to enroll in an academic intervention plan.

## S/NC Grade Option

There are two grading options available to students registering for courses offered by the College of General Studies: the letter grade option and the satisfactory/no-credit (S/NC) option (formerly the S/N option).

Core requirement courses in the student's major must be taken for the letter grade. Students can apply "S" grades only to internship, study abroad, experiential learning, and elective courses in the major. Students can take a maximum of six credits with the S/NC grade and have those credits applied to CGS major requirements.

Under the S/NC option, a student who does satisfactory work (a grade of C or better) in a course receives the grade of "S." If the student's work is not satisfactory (a grade of C- or lower), the grade of "NC" (for no credit) is given. Courses for which "S" grades are earned are counted toward graduation but are not computed in the GPA. Courses for which "NC" grades are earned are not counted toward graduation because the "NC" designates that no credit was earned. These courses cannot be applied toward university requirements.

For most courses, students who wish to take a course with the S/NC Grade Option will need to complete the S/NC Grade Option/Audit Request form by the end of the fourth full week of classes during a term (second full week of classes during summer sessions 1 and 2). This decision may not be changed. Grade Option/Audit Request forms are available in the CGS registration center, 1400 Wesley W. Posvar or at <https://www.registrar.pitt.edu/grades.html>. If the student does not fill out a Grade Option/Audit Request form for a course in which more than one grade option is available, the

default option (generally a letter grade) will automatically be selected. There are some formal limitations to a student's choice of grading systems (see below); Students should consult with their academic advisor before deciding to take a course S/NC.

### **Limitations to the choice of the satisfactory/no-credit (S/NC) grade option in the College of General Studies:**

Students can take a maximum of 6 credits with the S/NC grade and have those credits applied to CGS major requirements. THERE IS ONE EXCEPTION TO THIS: STUDENTS WHO STUDY ABROAD WHO TAKE COURSES THAT WILL BE APPLIED AS 'S' GRADES THROUGH TRANSFER CREDIT CAN APPLY UP TO 9 CREDITS TO THEIR MAJOR REQUIREMENTS. Students can only apply "S" grades to internship, experiential learning, and elective courses in the major. Core requirement courses must be taken for the letter grade

Under certain circumstances, departments may declare a course available only for a letter grade or as satisfactory/no-credit. In such courses, students will not have a choice for the other grade option.

### **Audit ("N" grade)**

Students may choose to take a course on an audit basis and receive an "N" grade on their transcript rather than a letter grade. Students who wish to audit a course must register for the course as usual then process a Grade Option/Audit Request form in the CGS registration desk (1400 Posvar Hall) by the deadline. Calendars with deadlines are located at [www.registrar.pitt.edu](http://www.registrar.pitt.edu).

### **"G" Grades**

The G grade signifies unfinished course work due to extenuating personal circumstances. Students who are assigned a G grade are required to complete course requirements with the same instructor assigning the G grade. A course in which a student has received a G grade cannot be completed by sitting in the same course with the same or different instructor in a subsequent term. Exception to these conditions can be granted only by the CGS Assistant Dean and must be approved before the G grade is issued.

At the time of requesting a G grade, the student should arrange with the instructor a plan and schedule for completing the course work. The instructor and student must also fill out the CGS G-grade Contract form. For additional information, visit <http://www.cgs.pitt.edu/faculty-resources>. **The G must be completed no later than one year after the term or session in which the class was taken.** Summer counts as a term. After one calendar year, all unfinished G grades will automatically be converted to NG grades, will receive no credit, and cannot be applied to graduation requirements.

### **"R" Grades**

Students who resign from all the courses for which they are registered in a term will receive a grade of "R" for each course. Students resign from the term by calling 412-624-7585 or e-mailing [resignation@bc.pitt.edu](mailto:resignation@bc.pitt.edu).

### **"W" Grades**

A student, who withdraws from a class after the add/drop period has ended for a term, will receive a grade of "W" for that course. See the section of this handbook titled Monitored Withdrawal for more information.

### **Course Repeats**

Students may attempt a course three times for passing or meeting degree requirements. The second (or sometimes third) attempted grade will factor into the official GPA, even if that second or third grade is of lesser value than the first grade. If a student passes the class on an earlier attempt, and then subsequently fails it, the "F" grade will be the new

official grade of record for the course and the student will no longer be able to apply those credits toward graduation. The repeat form, which must be signed by an assistant dean or advisor, is then submitted to the Registrar's office. If a student attempts a course at the University of Pittsburgh and does not earn a passing grade, the student must retake the course at the University of Pittsburgh. For example, if a student attempts College Algebra here and does not pass, they must re-attempt the course here, as well; re-taking it at another institution, even if the student passes the course, will not count towards graduation.

## Grade Access

You can view your grades by logging into [www.my.pitt.edu](http://www.my.pitt.edu) and linking to your Student Center. Grades are available approximately 24 hours after the date the grades are due. If one of your instructors submits grades after the established deadline, your record will not reflect a grade for that course until the grade is submitted. If you have questions about the grade you have earned in a class, please direct them to the individual instructor or to the department chairperson. If there is a grade dispute, please follow the Grade Dispute protocol found in the section of this handbook titled Academic Standards, Policies, and Integrity. If an incorrect grade has been posted, update requests must be submitted by the instructor. Changes will appear as they are received and processed in the Registrar's office, and may not be posted immediately.

## Record Information Change

If you need to change personal information on your student record, such as your name or address, please visit the registrar's office in G-1 Thackeray Hall, call 412-624-7600 or go to the following website:

<https://www.registrar.pitt.edu/personalinfo.html>.

## Name Change

The Registrar's office handles name changes. You may initiate a name change by submitting a written request and photocopy of one of the following: birth certificate, court order, marriage license, or divorce decree - **do not send your original document**. Fees may be assessed in cases where historical records are affected. Send your change request to:

Office of the University Registrar  
University of Pittsburgh  
G-3 Thackeray Hall  
Pittsburgh, PA 15260.

## Address or Telephone Number Change

Keeping the University apprised of your current mailing address and contact information is your responsibility. If your mailing address, permanent address, or telephone number has changed, it is important to fill out a Change of Address form immediately. You can find an online, printable Change of Address form at [www.registrar.pitt.edu](http://www.registrar.pitt.edu). Fill out the form, print it, sign it, and mail it to:

Office of the University Registrar  
University of Pittsburgh,  
G-1 Thackeray Hall  
Pittsburgh, PA 15260

Fax: 412-624-4303

If your address on file with the University is incorrect, you may not receive University information on time or possibly not at all. You will be held responsible for any late fees you accrue due to a delay in the mail, and you are still responsible for information mailed to you, even if it is mailed to an out-of-date address.

### **E-mail Address Change**

The registrar's office, the Office of Student Accounts, the Office of Admissions and Financial Aid, and the Dean's office may send official correspondence about programs, services, bills, or other pertinent information to your University of Pittsburgh e-mail account. If you do not use your University of Pittsburgh e-mail account, you will be responsible for forwarding messages sent to the University of Pittsburgh e-mail address to the e-mail address that you actually use. The University will not accept or use e-mail addresses from other internet service providers. For more details, please go to the following link: <https://www.technology.pitt.edu/help-desk/how-to-documents/email-set-preferences>.

### **Social Security Number Change**

If you officially change your Social Security number with the Social Security Office, or if your Social Security number is incorrectly recorded in a University of Pittsburgh official record, please notify the Registrar's office, and they will correct the error in your University records. To do this, submit a written request and photocopy of your correct Social Security card – **do not send your original Social Security card**. Send or bring your change request to:

Office of the University Registrar  
University of Pittsburgh,  
G-1 Thackeray Hall  
Pittsburgh, PA 15260

### **Student Service Holds**

If you have a Student Service Hold, you cannot conduct business with the registrar or other University offices until you resolve the situation that caused the hold and have it removed. Holds may be enacted due to academic probation, missing data, disciplinary action, missing high school transcript, missing immunization, and overdue account balances. Financial holds may be placed by the Office of Student Accounts, Student Loans and Special Accounts, and the Student Payment Center. If you have a hold, please visit the appropriate office to resolve the matter so that you may continue to transact University business.

## **Academic Standards, Policies and Integrity**

### **Academic Standards Policy**

The College of General Studies requires students to maintain a cumulative Grade Point Average (GPA) of 2.00 or above. If students fall below a cumulative GPA of 2.00, they will be placed on academic probation and may be required to enroll in an academic intervention plan and CGS 0092 *Mastering the University (1cr.)*. Recognizing that early attention to academic difficulty can improve a student's performance considerably, advisors work one-on-one with students to address individual needs so that they can improve their academic standing. These students may also meet with the Director of Advising and Student Support. A student who still has a cumulative GPA below 2.00 after 12 credits following the probationary term may be subject to continued probation or suspension from the College. Suspension lasts for one calendar year. Students who have repeated probation or suspension violations may be permanently dismissed from the University.

Suspended students are not eligible to enroll for classes at the University of Pittsburgh or at any other institution of higher learning during the suspension period. Upon completing the suspension period, a student must apply for

reinstatement through their advisor. Students returning from academic suspension are reinstated on academic probation. Reinstated students' records are reviewed after each subsequent term of enrollment. Suspended students may not take courses at another institution for transfer back to the College of General Studies.

After the 12 credits following suspension, students whose GPA remains below 2.00 may be subject to dismissal. Dismissal is a final action. Dismissed students are not eligible for future enrollment in the College of General Studies.

Students who are on probation, suspended, or dismissed will receive an email and written notification to their address on file at the University of Pittsburgh with instructions on what to do and information about the policy pertaining to their academic standing.

If a student is seeking to appeal a suspension or dismissal, they should complete a detailed statement and submit this to the Assistant Dean of CGS, 1400 Posvar Hall, explaining why they have not been able to maintain satisfactory grades and outlining a plan for how they intend to improve their performance. The statement should be accompanied by documentation of extenuating circumstances. If the appeal is granted, the Assistant Dean will consult with the student's advisor on what conditions and stipulations should be listed on the Academic Success Contract. If the student agrees to the terms outlined in this document, they will sign, along with the advisor and assistant dean.

Students should be further advised that the Office of Admissions and Financial Aid (OFA) monitors financial aid eligibility. Students who are on probation, suspension, or are dismissed should contact OFA in Alumni Hall at 412-624-7488 for information about how their academic standing may affect their financial aid.

## **Grade Disputes**

Students who wish to dispute a grade should follow the following guidelines:

- The student and the professor should meet to resolve a grade dispute.
- If no resolution is agreed upon, the student and the professor should meet with the chair of the department offering the class.
- The chair of the department puts in writing his/her resolution to the dispute.
- The student has the option to contest the chair's resolution with the CGS Assistant Dean.
- The CGS Assistant Dean has the option to interview the student, the professor, and the department chair. The Assistant Dean puts in writing his/her resolution to the dispute.

## **Academic Integrity Code**

Students and faculty are expected to familiarize themselves with the published rules and regulations governing academic integrity, the ethical standards of integrity by which each student and faculty member is expected to operate. As members of a community of learners, all students and instructors are expected to adhere to these behavioral, academic, and ethical standards of the University community and of their field of study. The Academic Integrity Code sets the standards for protocol regarding issues such as how to handle cheating or plagiarizing.

To read the full code online, visit <https://www.provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines>.

## **Student Code of Conduct**

The Student Code of Conduct is an outline of the nonacademic rights and responsibilities of University students. The code defines offenses by and against students. A student or University official may file a complaint of violation of the Student Code of Conduct at the University Student Judicial System.

Visit <http://www.studentaffairs.pitt.edu/studentconduct> to read the full code online.

## International Learning

### University Center for International Studies

In addition to majors, minors, and certificates that focus on foreign cultures, CGS students may complement their major with an international studies certificate offered through the University Center for International Studies (UCIS). A complete listing of UCIS certificates is located in the Majors, Minors, and Certificates section of this handbook. UCIS is home to several internationally recognized area studies centers. Each one has been designated a National Resource Center by the US Department of Education, certifying their status as leading centers of their kind in the United States. The centers include the African Studies Program, the Asian Studies Center, the Center for Latin American Studies, the Center for Russian and East European Studies, the European Studies Center, and the Global Studies Center. The Study Abroad Office and the Nationality Rooms and Intercultural Exchange Programs round out UCIS component programs. Visit <http://www.ucis.pitt.edu/main/> for more information.

### Study Abroad

Under the auspices of the University Center for International Studies, the Study Abroad Office, located on the 8th Floor of the William Pitt Union, helps students choose a course of study in another country for a term, a summer, or a full year. The study abroad staff helps students select programs that are most applicable to them and their fields of study. They offer guidance in seeking scholarships or financial aid, obtaining a passport, and health and safety. Please note that students must have earned their last 30 credits in residence and must have a 2.75 in order to study abroad. Appeals to this policy may be approved by the CGS Assistant Dean, call 412-624-6600 to make an appointment with your advisor. Freshmen are not permitted to study abroad. We recommend that interested students plan to study abroad during their sophomore or junior year. You can find more information on the dedicated CGS Study Abroad page at <https://www.cgs.pitt.edu/study-abroad> about how nontraditional students can take advantage of study abroad opportunities. For more details, please visit [www.abroad.pitt.edu/](http://www.abroad.pitt.edu/) or the Study Abroad Office at 802 William Pitt Union, 412-648-7413.

## Academic Honors and Scholarships

### University Honors College (UHC)

The University of Pittsburgh Honors College (UHC) offers unique courses, special degrees, and supplemental advising to highly motivated students who apply to UHC as an optional part of their freshman application. However, students throughout campus can take honors courses by requesting special permission. For more information, see [www.honorscollege.pitt.edu/](http://www.honorscollege.pitt.edu/).

### Honors Societies

Outstanding CGS students are recognized for their academic achievement. Working hard and doing well in their studies will not only earn students high honors at Pitt, but in their future endeavors, as well. Along with the academic societies listed below, students can view a complete listing of all clubs and academic organizations through the online database of the Student Organization Resource Center at <https://pitt2.campuslabs.com/engage/organizations>.

### Golden Key

Golden Key is an international academic honor society that recognizes and encourages scholastic achievement and excellence among college students from all academic disciplines. It provides campus and community service opportunities enabling personal growth and leadership development as well as interaction with university faculty and

administrators to develop and maintain high standards of education. Golden Key rewards its members through scholarship and award programs, and members access exclusive career opportunities and assistance through Golden Key's partnerships with businesses and graduate programs.

### **Alpha Sigma Lambda National Honor Society**

Alpha Sigma Lambda is an honor society aimed at recognizing the achievements and accomplishments of non-traditional adult students. Typically, these are returning adults who have other obligations such as work and family, but still are able to maintain academic excellence. Qualified students will be contacted early in the spring term with membership instructions. For more information, please visit [www.alphasigmalambda.org/](http://www.alphasigmalambda.org/).

## **Awards and Honors, Financial Aid**

### **Dean's List and Dean's Stars**

#### *Full-Time Students*

Following the fall and spring terms, College of General Studies students whose grades in the preceding term indicate outstanding academic achievement are recognized on the Dean's List. To be placed on the Dean's List, a student must have earned at least 12 credits (not including courses taken on the Satisfactory/No-Credit option) with a term GPA of at least 3.50. Dean's Stars are students recognized for having a 4.0 GPA for the term.

#### *Part-Time Students*

College of General Studies students whose grades in the preceding fall and spring terms indicate outstanding academic achievement are recognized on the Dean's List following the spring term. To be placed on the Dean's List, a part-time student must have earned at least 12 credits (not including courses taken on the Satisfactory/No-Credit option) across the consecutive fall and spring semesters with a cumulative GPA of at least 3.50 for those terms. Dean's Stars are students recognized for having a cumulative GPA of 4.0 across the fall and spring.

### **Graduation Honors**

Those members of a graduating class who have attained an outstanding scholastic record and have taken at least 60 letter-grade credits while enrolled at the University of Pittsburgh graduate with honors. There are three levels of honors depending on a student's GPA: cum laude (3.25), magna cum laude (3.5), and summa cum laude (3.75).

### **Honors Convocation**

Honors Convocation is celebrated annually to recognize faculty and students who have received awards of academic achievement and distinction. The University-wide ceremony is held during the spring term. Students invited to participate include University Scholars who represent the top 2 percent of graduates, seniors, and juniors; Chancellor's Scholars; and initiates to honors societies like Alpha Sigma Lambda.

## **Financial Aid**

Financial aid at the University of Pittsburgh may include loans, grants, and scholarships. There are several methods for applying for Financial Assistance:

## **CGS and CGS-SG Scholarships**

The College of General Studies bestows numerous awards annually to CGS students based on outstanding academic performance and/or significant financial need. A list of scholarships and criteria for eligibility can be found at <https://www.cgs.pitt.edu/scholarships>.

Additionally, the CGS Student Government offers multiple scholarships for nontraditional students, such as the CGS Student Government Outstanding Student of the Year Award and the CGS Student Government Nontraditional Student Study Abroad Scholarship.

## **Office of Admissions and Financial Aid**

The University of Pittsburgh, Office of Admissions and Financial Aid reviews all university students' applications for need-based financial aid. You can obtain information regarding the necessary forms and important deadline dates from the University of Pittsburgh's Financial Aid Web site at [oafa.pitt.edu/learn-about-aid/](https://oafa.pitt.edu/learn-about-aid/).

## **Other Funds**

In addition to University, federal and state aid programs, there are a number of funding opportunities available nationwide through corporations and other organizations. To search outside funds for which you may be eligible, use FastWeb as your financial aid search engine. The University has launched a new search tool, PittFund\$Me, to find internal and external scholarship opportunities. PittFund\$Me can be accessed through the my.pitt.edu portal.

## **Technology**

Technology is an important and necessary component of your education at the University of Pittsburgh. From obtaining your university bill to creating your schedule of classes, technology assists you in taking an active role in your education. Students are responsible for learning to utilize the technological tools available to them. If you have any technology-based questions, please contact Pitt's Technology Help Desk: <https://www.technology.pitt.edu/>.

## **Pitt University Portal**

my.pitt.edu is the University portal which houses student resources, such as PeopleSoft, e-mail access, billing, and Courseweb. A username and activation code for my.pitt.edu is sent to all newly admitted University of Pittsburgh students via regular mail. You will be asked to set up your multi-factor authentication in advance. Learn more at: <http://technology.pitt.edu/services/multifactor-authentication-pitt>.

If you do not know your username and password, you should take your student ID card to one of the campus computing labs where a consultant can help reset your password, or call the Technology Help Desk at 412-624-HELP (4357).

## **Campus Computing Labs**

Computer labs are located in Alumni Hall, Benedum Hall, the Cathedral of Learning, David Lawrence Hall, Hillman Library, Wesley W. Posvar Hall, and Sutherland Hall. Visit <https://www.technology.pitt.edu/about-us/lab-locations-hours-and-equipment> for more information.

## **Billing**

Bills from the University of Pittsburgh are only available online via my.pitt.edu and are called eBills. No paper copies of bills are sent to University of Pittsburgh students.

To access your eBill:

- Go to my.pitt.edu and log into the system
- Once logged in, click on the 'Student Services' tab at the top of the web page.
- Click on “PittPAY” located under “link to Student Center” in the middle of the page

You must be registered for classes before your first eBill can be posted. eBills are posted each month between the 18th and 20th and the due date is always the 17th of the following month.

## PeopleSoft

PeopleSoft is the student information system which tracks students’ academic progress. Students utilize PeopleSoft for many different purposes, such as viewing current course availability to prepare their course schedules. For more information visit the CGS Advising Web site at <https://www.cgs.pitt.edu/advising>.

### *Accessing PeopleSoft*

To access the PeopleSoft system, students must log into [my.pitt.edu](http://my.pitt.edu). A username and activation code is sent to all newly admitted University of Pittsburgh students via email, which allows them to log in and create their student computing account with a unique password. If you do not know your PeopleSoft username and password, you should take your student ID card to one of the campus computing labs where a consultant can help reset your password, or call the Technology Help Desk at 412-624-HELP (4357).

### *PeopleSoft ID/Student ID Number*

All students are issued a Student Number, or PeopleSoft ID, which can be found by logging into my.pitt.edu. It is also printed on your student ID.

To access your PeopleSoft ID number:

- Log into my.pitt.edu
- Click on the 'Student Services' tab at the top of the web page.
- Click on 'Link to Student Center' in the middle of the page.
- Click on 'Self Service' in the menu on the left hand side
- Click on 'Demographic Information'. The 'ID' field will list your seven-digit PeopleSoft ID/Student Number.

### *View Class Schedule*

To view your class schedule:

- Log into my.pitt.edu
- Click on the 'Student Services' tab at the top of the web page
- Click on “Link to Student Center” in the middle of the page
- Click on “Self Service” in the menu on the left hand side
- Click on “Student Center”
- Click on “My Class Schedule” located just under Enrollment in the Academics section of the page.
- Choose “List View” or “Weekly Calendar View,” choose the appropriate term, and click “change.”

## Courseweb

Courseweb is the University of Pittsburgh’s implementation of the Blackboard system for course management and is utilized by professors and students to communicate regarding coursework. Courseweb is utilized mostly for online courses offered by the University of Pittsburgh, but professors teaching classroom courses may also utilize the tool. To access Courseweb:

- Log into [my.pitt.edu](http://my.pitt.edu).
- Click on the Student Services tab.
- Click “Courseweb” located under the PittPAY link in the middle of the page.
- Any courses you are taking will be listed in the upper right-hand corner under the heading “My Courses.”

## Contact Information and Student Resources

### COLLEGE OF GENERAL STUDIES

1400 Wesley W. Posvar Hall

Phone: 412-624-6600

Fax: 412-624-5461

[cgs@pitt.edu](mailto:cgs@pitt.edu)

*For general information and appointments.*

### STUDENT RESOURCES

#### *Financial & Administrative Resources*

#### Financial Aid Wellness Center

130 Thackeray Hall

139 University Place

Pittsburgh, PA 15260

412-624-7488

[finaid@pitt.edu](mailto:finaid@pitt.edu)

M-F 8:30 a.m. – 5 p.m.

*Walk-ins welcome!*

#### Student Financial Services

G-7 Thackeray Hall

Phone: 412-624-7520

Fax: 412-624-7544

E-mail: [payments@bc.pitt.edu](mailto:payments@bc.pitt.edu)

#### University Collections

127 Thackeray Hall

Phone: 412-624-7560

*Processes federal and institutional loans; offers tuition payment plan.*

#### Student Payment Center

G-7 Thackeray Hall

Phone: 412-624-7575

*Handles all matters of student billing statements.*

#### Student Loans & Special Accounts

127 Thackeray Hall

Phone: 412-624-7550

*For processing promissory notes; deferred tuition.*

#### Student Accounting & Billing

100 Thackeray Hall

Phone: 412-624-7590

*Understanding your statement, sponsored billing.*

#### Student Appeals Office

G-12 Thackeray Hall

Phone: 412-624-7668

*Ombudsmen work on behalf of students on appeals for exceptions to procedures related to registration and tuition payment.*

#### Resignation Line

Phone: 412-624-7585

E-mail: [resignation@bc.pitt.edu](mailto:resignation@bc.pitt.edu)

*Contact to resign from courses at the University of Pittsburgh for a term.*

#### Registrar’s Office

G-3 Thackeray Hall

Phone: 412-624-7612

[registrar.pitt.edu](http://registrar.pitt.edu)

*Transcript requests, Student Certification, change of Address, Phone, and/or Name.*

#### **Campus Resources**

#### The University Store on Fifth

4000 Fifth Avenue

Phone: 412-648-1455

[pittuniversitystore.com](http://pittuniversitystore.com)

*Place to purchase required textbooks.*

#### Panther Central/ID Center

Litchfield Towers Lobby

Phone: 412-648-1100

[pc.pitt.edu](http://pc.pitt.edu)

*The place to obtain your Pitt ID card, which you need for library and fitness center access, free shuttle and bus transport, Panther Funds access, and residence hall entrance.*

Technology Help Desk and Computing Services and Systems Development (CSSD)

Phone: 412-624-HELP

[www.technology.pitt.edu/](http://www.technology.pitt.edu/)

*Manages technology solutions and the computer labs at Pitt.*

University Library System

General Information: 412-648-7710

Hillman Library: 412-648-3330

[www.pitt.edu/libraries.html](http://www.pitt.edu/libraries.html)

Student Health Services

119 University Place

Nordenberg Hall

Main Phone: 412-383-1800

Immunization Office: 412-383-1832

Health Education: 412-383-1830

Pharmacy: 412-383-1850

*Comprehensive student health facility that includes an on-site clinical facility, a pharmacy with student discounts, full-time MDs and NPs, and health education programs.*

Office of Veterans Services

1400 Posvar Hall

Phone: 412-624-3213

[veterans.pitt.edu](http://veterans.pitt.edu)

*Provides academic and personal support for veterans.*

Counseling Center

334 William Pitt Union

Phone: 412-648-7930

<https://www.studentaffairs.pitt.edu/cc/>

Offers personal counseling and support.

**Academic Support Resources**

College of General Studies Advising

1400 Posvar Hall

Phone: 412-624-6600

<https://www.cgs.pitt.edu/course-registration>

*For information on all College of General Studies General Education requirements as well as all major requirements.*

Testing Center

G-33 Cathedral of Learning

Phone: 412-624-7215

<https://teaching.pitt.edu/testing/>

Disability Resources and Services

216 William Pitt Union

Phone: 412-648-7890

<http://www.studentaffairs.pitt.edu/drs/>

*Provides a wide variety of academic and personal support services for students with physical impairment or learning disabilities.*

Peer Tutoring Center

G-1 Gardner Steel Conference Center

Phone: 412-648-7920

<https://www.asundergrad.pitt.edu/study-lab/peer-tutoring/peer-tutoring-courses>

*The University of Pittsburgh Peer Tutoring program helps students develop the skills, strategies and behaviors of confident, independent and active learners.*

Academic Support Hotline Phone: 412-624-2052

The Writing Center

317B O'Hara Student Center

4024 O'Hara Street

Phone: 412-624-6556

[writingcenter.pitt.edu](http://writingcenter.pitt.edu)

<http://www.writingcenter.pitt.edu/services-cgs-students-and-veterans>

*Offers help with writing assignments, and general writing difficulties.*

Math Assistance Center

215 O'Hara Student Center

4024 O'Hara Street

Phone: 412-624-4179

[mathematics.pitt.edu/about/math-assistance-center](http://mathematics.pitt.edu/about/math-assistance-center)

Office of Undergraduate Research, Scholarship, and Creative Activity

G-1 Gardener Steel Conference Center

Phone: 412-383-5960

*Experiential Learning coordinates undergraduate*

*research, academic internships, teaching, and service.*

#### Academic Support Services for Student Athletes

Phone: 412-648-7870

*Advising, tutoring, and support for student athletes.*

#### Transition to the US/Office of International Services

708 William Pitt Union

Phone: 412-624-7120

<https://www.ois.pitt.edu/office-international-services>

*Provides support for foreign students.*

#### International Study Experiences

Study Abroad Office

802 William Pitt Union

Phone: 412-648-7413

<https://www.abroad.pitt.edu/>

*For information on studying, working, teaching, and volunteering abroad.*

#### University Center for International Studies

4400 Posvar Hall

Phone: 412-648-7390

[ucis.pitt.edu/main/](http://ucis.pitt.edu/main/)

### ***Housing***

#### Housing Resource Center

Ruskin Hall

127 N. Bellefield Ave.

Phone: 412-624-6998

<http://www.ocl.pitt.edu/>

*Provides information on off campus housing, roommate services and landlord/lease assistance.*

#### University Owned Housing

127 N. Bellefield Ave.

Phone: 412-624-9900

<https://www.pc.pitt.edu/housing-services/university-owned-housing>

#### Housing Services

Panther Central

Main Lobby of Litchfield Towers

Phone: 412-648-1100

<https://www.pc.pitt.edu/housing-services>

#### Residential Life

935 William Pitt Union

Phone: 412-648-1200

[studentaffairs.pitt.edu/reslife/](http://studentaffairs.pitt.edu/reslife/)

#### Dining Services

Panther Central

Litchfield Towers Lobby

Phone: 412-648-1100

*Dining Services coordinates 10 eateries, coffee service, meal plans, and dining dollars.*

### ***Parking and Transportation***

#### Parking and Transportation Office

127 N. Bellefield Ave

412-624-8612 or 412-624-4034

<http://www.pts.pitt.edu/parking/>

*Provides information on parking permits, as well as buses and shuttles.*

#### Bus/Shuttle Schedules

<https://www.pc.pitt.edu/buses-shuttles/transportation>

#### Port Authority Transit

Phone: 412-566-5500

[portauthority.org](http://portauthority.org)

### ***Emergency***

#### Pitt Police

Jerome Cochran Public Safety Building  
3412 Forbes Ave.

For On Campus emergencies dial 4-2121

For Off Campus emergencies call 412-624-2121

General Info: 412-624-4040

[police.pitt.edu](http://police.pitt.edu)

### ***Student Career Resources***

#### Career Center

200 William Pitt Union

Phone: 412-383-4473

[studentaffairs.pitt.edu/cdpa](http://studentaffairs.pitt.edu/cdpa)

### ***Extracurricular Resources***

#### CGS Student Government

1432 Wesley W. Posvar Hall

Phone: 412-624-9718

Email: cgssg@pitt.edu

#### Office of Student Life

130 William Pitt Union

3959 Fifth Ave.

Phone: 412-648-1074

[studentaffairs.pitt.edu/studentlife](http://studentaffairs.pitt.edu/studentlife)

*Student Life is the hub of student involvement and engagement at the University of Pittsburgh.*

### ***Intramurals and Recreational Sports***

#### Department of Campus Recreation

Baierl Student Recreation Center

3034 Petersen Events Center

3719 Terrace Street

Phone: 412-648-8210

<https://www.studentaffairs.pitt.edu/campus-recreation/intramural-sports/>

*The Department of Campus Recreation offers a variety of intramural sports for undergraduate and graduate students, faculty and staff to maintain their competitive edge, remain active, or simply meet new people.*

#### Student Affairs

738 William Pitt Union

Phone: 412-648-1006

[studentaffairs.pitt.edu](http://studentaffairs.pitt.edu)

*Visit the Student Affairs Web site for more information on Special Services and Student Support, Social Recreational and Volunteer Opportunities, and Health, Well-Being and Safety.*

#### Pitt Student Government Board

848 William Pitt Union

Phone: 412-648-7970

[sgb.pitt.edu](http://sgb.pitt.edu)

*Interfaces with student organizations to assist them in coordinating events, attending conferences, and managing day-to-day operations.*

#### Student Conduct Peer Review Board

738 William Pitt Union

Phone: 412-648-7910

*The Student Conduct Peer Review Board (SCPRB) will hear cases involving Code violations which will not result in suspension or dismissal.*

#### Student Organization Resource Center

833 William Pitt Union

Phone: 412-624-7115

[studentaffairs.pitt.edu/sorc](http://studentaffairs.pitt.edu/sorc)

*Our Student Organization Resource Center (SORC) is here to ensure that our 600+ student organizations have the support they need to operate at the highest level.*

### ***Additional Important Resources***

#### University Operator/Directory Information

Phone: 412-624-4141

#### Office of Commuter Students

119 William Pitt Union

Phone: 412-648-2172

[studentaffairs.pitt.edu/commuter/](http://studentaffairs.pitt.edu/commuter/)

#### Campus Map

[tour.pitt.edu/campus-map](http://tour.pitt.edu/campus-map)