General Policies and Procedures

2015-2016 Registration and Withdrawal

Registration Period: November 2, 2015– December 11, 2015
The period from September to November allows students a chance to adjust to the CHS course and determine whether or not they want to participate in the CHS program, registering and receiving college credit for their efforts. He/she may take the course for high school credit only and not participate in the CHS program. We ask that registration packets arrive during the registration period.

No registrations will be processed before November 2, 2015.

No registrations will be processed after December 11, 2015.

Deadline to Withdraw from a Course: April 2, 2016
- Tuition is not refunded if a student withdraws from a course.
- The student may not withdraw after the final examination is given.
- A student must receive their teacher’s and parent’s permission to withdraw from a course.
- If a student chooses to withdraw, the teacher must notify the CHS Office as soon as possible, and the teacher will be provided a withdrawal form; otherwise, the student remains registered for the course and the grade earned must be recorded on the college transcript.

Grades
Grades are determined by the high school teacher based on the student's performance on agreed to exams (the University final exam must be used) and/or assignments and the grading criteria listed in the course syllabus. The grade is recorded as a regular University course on an official transcript. Only passing grades will receive University of Pittsburgh credit. This grade is figured into the cumulative grade point average as part of a student’s complete University of Pittsburgh academic record (even if he or she matriculates after graduation from high school).

It is important to verify all of your grade rosters before you submit them, and you may additionally confirm your rosters with the Director of the CHS program at UPB. Once grade rosters have been submitted to Pitt Bradford no additions or changes will be made pertaining to student records.

Repeating a Course
It is possible in some cases for a student to repeat a course. If a student is still in high school, he or she must complete a new registration form, pay the tuition, and take the course again. If the student enters the University of Pittsburgh, he or she may repeat the course, except as stated below. Both grades appear on the student's transcript but only the second grade affects the grade point average. Students do not receive double credit for the course. Students who earn a grade of C or better in a CHS course and then enter the University of Pittsburgh will not be able to repeat the course.