

From: Hatherill, Jessica L <jhath@pitt.edu>  
Sent: Wednesday, March 25, 2020 5:07 PM  
To: AS - Departmental Advisors <as-departmentaladvisors@pitt.edu>; AS - Student Records <as-studentrecords@pitt.edu>; Fischer, Derek J <djf63@pitt.edu>; Lagnese, Michele Marie <mm152@pitt.edu>; Dice, Laura <laurad@pitt.edu>; Lotz, Andrew Louis <ANL7@pitt.edu>; Andrews-Brown, Danielle <DMA65@pitt.edu>; Roberts, Laurel <laurel.roberts@pitt.edu>; Dobрева, Boryana Yuliyanova <boryana.dobrega@pitt.edu>; Lausberg, Cynthia Ann <lausberg@pitt.edu>; Bandik, George C <bandik@pitt.edu>; Bender, Gretchen Holtzapple <gretchenbender@pitt.edu>  
Cc: Twyning, John A <twyning@pitt.edu>; Gannon, Maryellen H <MHG19@pitt.edu>  
Subject: W Grades

Colleagues,

The Provost's Office has issued guidance about how we are to handle students who are requesting to re-enter a course from which they had withdrawn in March. If a student submits a request, the student should be directed to:

1. Contact the Office of the University Registrar at [registrar-office@pitt.edu](mailto:registrar-office@pitt.edu) and provide their name, student ID number, and the specific class for which they are seeking reinstatement (subject, catalog number, class number); someone from the Registrar's Office team will be in contact with after the request has been received.
2. Email the instructor of the affected class to inform them of their reinstatement.

Please let John, Sue, or me know if you have any questions.

Thanks,  
Jessica

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*Jessica L. Hatherill, EdD*  
*Executive Director, Undergraduate Studies and the College of General Studies*

*University of Pittsburgh*  
*Kenneth P. Dietrich School of Arts and Sciences*  
*140 Thackeray Hall*  
*412-624-9894*  
*she/her/hers*