

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM**

TITLE OF POLICY: **READMISSION/DEFERRAL**

ORIGINAL DATE: **SEPTEMBER 1991**

LAST REVIEWED/REVISED: **JANUARY 2010**

POLICY: A new/readmitted student who did not register in the term of admission/readmission is considered inactive and must receive permission from the Area of Concentration/Program Coordinator to be readmitted and to register for a subsequent term.

A student who has not registered for three consecutive terms (one calendar year) will be transferred automatically to inactive status. The student must file an application for readmission to graduate study and may be required to pay the application fee before being permitted to register again. While on inactive status, a student is not eligible to use the University facilities and should not expect to receive counseling by the faculty or active supervision by his/her advisor or dissertation or capstone committee. Readmission is not automatic nor does it necessarily reinstate the student in the status enjoyed prior to becoming inactive. Readmitted students must meet all current admission and degree requirements. A student may not be readmitted for the term in which he or she resigned.

PROCEDURE: New/Readmitted Student

1. A new/readmitted student who does not register in the term of admission/readmission should contact the Area of Concentration/Program Coordinator about registering for a subsequent term.
2. If the Area of Concentration/Program Coordinator approves, a memo is sent to Student Services designating the new term of admission/readmission.

Student Who Has Not Registered for Three Terms

1. A student who has not registered for three terms but seeks readmission must inform the Area of Concentration/Program Coordinator that he/she wishes to be readmitted.
2. Application forms may be obtained from Student Services and must be returned to that office.
3. The Area of Concentration/Program Coordinator will determine the status for readmission and will submit a recommendation to the Associate Director of Student Services for Graduate Programs who will notify the student of the readmission decision.

Revisions Approved by Total Faculty 11/97, 04/04, 01/10

Approved by Graduate Council 1/81, 5/91

Revised: 97-98, 00-01, 03-04

Reviewed 94-95, 03-04, 09-10