

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: **ADMISSION: SPECIAL NON-DEGREE STATUS, MASTER'S AND DOCTOR OF NURSING PRACTICE (DNP) PROGRAMS**

ORIGINAL DATE: **SEPTEMBER 1989**

LAST REVIEWED/REVISED: **FEBRUARY 2016**

POLICY: Special Non-Degree Status (SNDS) is used for individuals who do not wish to seek a degree or who cannot yet complete the regular admission process but want to enroll in a specific course(s). The following guidelines apply to SNDS students:

1. An Area of Concentration Coordinator/Program Director or designee must approve each request to take a course.
 2. Courses taken under this status are limited to prerequisites, required cognates or electives with faculty advisement, or core nursing courses, except those with clinical components, if space is available.
 3. SNDS students who wish to apply to the master's, DNP, or PhD programs must follow the regular admission process and meet the regular admission criteria. Upon admission, a maximum twelve (12) credits taken as a SNDS student may be transferred toward a master's, DNP, or PhD degree.
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PROCEDURE:

1. SNDS applicants are required to submit the application form, fee and the Applicant Data Form to Student Affairs and Alumni Relations prior to registration.
2. The applicant brings a copy of the signed registration form to Student Affairs and Alumni Relations where the registration form is processed according to the deadlines and procedures set by the University.
3. A student under SNDS status must receive approval from the Associate Dean of Student Affairs and Alumni Relations or area of concentration coordinator/program director each term in order to register. The Associate Dean of Student Affairs and Alumni Relations is responsible for monitoring the credit accumulation of a SNDS student according to item #3 under Policy.

Approved by Total Faculty Organization: 9/85, 07/89, 2/98, 1/00, 11/07, 01/10

Revised: 97-98, 00-01, 06-07, 07-08, 15-16