

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: **REGISTRATION STATUS**

ORIGINAL DATE: MAY 1991

LAST REVIEWED/REVISED: NOVEMBER 2012

POLICY: This policy establishes the criteria used to determine registration status and includes guidelines for maintaining active enrollment.

Full-Time/Part-Time Status

Full-time status for the Fall, Spring, and Summer terms is defined as being registered for 12 or more credits or the equivalent. Undergraduate students registered for equivalent credit loads below the minimum for full-time status are considered part-time.

Full-time status for Summer session enrollment is defined as being registered for 6-8 credits.

Students registering for >18 credits/semester must seek prior approval from the Associate Dean for Clinical Education or Assistant Dean for Student Services.

Active/Inactive Status

A student is active when admitted and registered in the term of admission and registered in subsequent terms.

A student is considered inactive and must request readmission prior to registration under the following circumstances:

- A new/readmitted student did not register in the term of admission/ readmission
- The student has not registered for three consecutive terms (Fall, Spring, Summer)
- The student graduated

Readmission or reinstatement is not automatic. The student must be prepared to meet all current admission and degree requirements. (See Policy #10.)

If active enrollment is not maintained, the student is not permitted to use University facilities or receive counseling or active supervision by a faculty member or advisor.

All students must be registered for the term in which they are graduating. In extenuating circumstances, exceptions may be obtained by submitting a written request to the Registrar, approved by the Assistant Dean for Student Services.