

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: **REGISTRATION STATUS**

ORIGINAL DATE: **SEPTEMBER, 1994**

LAST REVIEWED/REVISED: **FEBRUARY 2017**

POLICY:

A student is active when admitted and registered in the term of admission and when registered in subsequent terms. Registration for graduate students is determined according to:

1. The number of credits for which a student is registered during a term, i.e., full-time or part-time.
2. Whether or not a student has registered within a specific time frame, i.e., active or inactive.

Students are considered permanently inactive under the following circumstances:

1. A new or readmitted student did not register in the term of admission or readmission.
2. The student has not registered for at least 1 credit during a 12 month period.
3. The student graduated.

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, advisor or committee. To regain active status after a student has been determined to be on permanent inactive status, the student must request readmission prior to registration.

All students must be registered for the term in which they are graduated. In extenuating circumstances, exceptions may be obtained by submitting a written request from the dean (before the beginning of the term) to the Registrar, after approval by the Program Director and the Assistant Dean of Student Affairs and Alumni Relations.

PROCEDURE:

1. Full-time status requires a student to be registered for 9 or more credits or the equivalent for the Fall, Spring and Summer terms.
2. PhD students who have completed all credit requirements for the degree, including minimum dissertation credit requirements, and are working full time on a dissertation, may register with the permission of the PhD Program Director for the full time dissertation study course. A student may enroll for this course more than once.
3. Part-time status means a student is registered for less than 9 credits during any term.

Reviewed/Revised: 12/04, 12/10, 13-14, 02-17

Approved by Faculty: 02/95, 02/11, 02/14