

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

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

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**TITLE OF POLICY:** APPLICATION FOR GRADUATION

**DATE EFFECTIVE:** SEPTEMBER 1, 1995

**LAST REVIEWED/REVISED:** FEBRUARY 2016

**POLICY:**

An official Application for Graduation must be filed by each candidate for graduation by the deadline date of the term in which graduation is expected. The deadline dates are established by Student Affairs and Alumni Relations Office.

Students must be in active status (defined as having registered for at least one credit during a 12-month period), and must register for at least one (1) credit during the term in which they are graduating.

PhD students who are registered for the full time dissertation study course (0 credits) will be considered as active status and eligible to apply for graduation.

Students who complete all degree requirements at the end of one term but are graduated in the next term and will not require any faculty time, must petition for a waiver of the requirement to register for the term of graduation.

**PROCEDURE:**

1. The student obtains the Application for Graduation form from their respective department or Student Affairs and Alumni Relations Office.
2. The student completes the application and submits it to the faculty advisor, Area of Concentration Coordinator or Program Director for signature.
3. By signing the application the faculty advisor, Area of Concentration Coordinator or Program Director is verifying that, upon completion of the current term, the student will have completed all requirements for graduation.
4. The completed, signed Application for Graduation form is submitted by the student to Student Affairs and Alumni Relations Office.
5. If for some reason the student will not graduate that term, it is the student's responsibility to inform the faculty advisor, Area of Concentration Coordinator or Program Director, who then notifies Student Affairs and Alumni Relations Office in writing.
6. The student must then reapply for graduation in the appropriate term.
7. To petition for a waiver of the requirement to register for the term of graduation, the student must make the request in writing to Student Affairs and Alumni Relations Office. It is the responsibility of the student to have this request signed by the faculty advisor, Area of Concentration Coordinator or Program Director before submitting the request to Student Affairs and Alumni Relations Office.
8. Student Affairs and Alumni Relations Office will forward the request to the Associate Dean of Student Affairs and Alumni Relations or designee for approval, then to the Registrar for final approval. Student Affairs and Alumni Relations Office will forward the response from the Registrar to the faculty advisor, the designee will then notify the student.