

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: APPLICATION FOR GRADUATION

DATE EFFECTIVE: SEPTEMBER 1, 1995

LAST REVIEWED/REVISED: FEBRUARY 2019

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 the Registrar's office.

Students must be registered in the term in which they take their comprehensive examination. International students must be registered according to the conditions of their visa. Every student is required to be registered for at least one credit at the University in the 12 month period before graduation.

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

PROCEDURE:

1. The student obtains the University registrar's Application for Graduation form and School of Nursing Previous Degrees form from the School of Nursing website or from Student Affairs and Alumni Relations.
2. The student completes the Application for graduation and submits it to the faculty advisor, Area of Concentration Coordinator or Program Director for signature.
3. By signing the application in the margin, 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 Application for Graduation form signed by the student and by the faculty advisor, Area of Concentration Coordinator or Program Director, along with the completed Previous Degrees form, must be submitted by the student to Student Affairs and Alumni Relations by the established deadline to avoid late fees assessed by the University Registrar.
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 in writing.
6. The student must then reapply for graduation in the appropriate term.

Revisions Approved by Faculty 7/84, 97-98, 99-99, 00-01, 03-04, 07-08, 08-09, 15-16, 18-19

Reviewed: 97-98, 00-01, 03-04, 07-08, 09-10, 12-13, 15-16, 18-19