

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM

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**TITLE OF POLICY:** ADMISSION: SPECIAL NON-DEGREE STATUS

**ORIGINAL DATE:** SEPTEMBER 1989

**LAST REVIEWED/REVISED:** OCTOBER 2018

**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. 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.
2. 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) graduate credits, including those 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 online application form and fee prior to registration.
2. The applicant submits 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 submit a signed registration form to Student Affairs and Alumni Relations each term in order to receive approval and be enrolled. The Associate Dean of Student Affairs and Alumni Relations or designee 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, 10/18

Revised: 97-98, 00-01, 06-07, 07-08, 15-16, 18-19