

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM

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**TITLE OF POLICY:** STATUTE OF LIMITATIONS/LEAVE OF ABSENCE

**ORIGINAL DATE:** SEPTEMBER, 1992

**LAST REVIEWED/REVISED:** MARCH 2022

**POLICY:** Requirements for the master's degree must be completed within a period of five consecutive calendar years from the student's first enrollment for courses required for the degree after admission to degree-seeking status.

Dual degrees and joint degrees that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Council on Graduate Study.

Requirements for doctoral programs must be fulfilled within a period of ten (10) consecutive calendar years from the student's initial registration for graduate study; or, for those students holding a master's degree, within a period of eight consecutive calendar years from the first term of enrollment for credits that count for the doctoral degree after admission to degree-seeking status.

Under exceptional circumstances, a student may apply for an extension of the statute of limitations or a leave of absence.

Under special conditions, graduate degree candidates may be granted one leave of absence. A maximum leave of two years may be granted to doctoral candidates or one year to master's candidates.

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**PROCEDURE:** An application for an extension or a leave of absence must state the reason for the delay, provide evidence of continuing progress toward the completion of the degree, and include a plan and a proposed date for the completion of the degree. The request for an extension or leave of absence must be approved by the Area of Concentration/Program Coordinator and submitted with a supporting letter to the appropriate Associate Dean or designee and the Dean for final action. A copy of the letter must also be submitted to the office of Student Affairs and Alumni Relations, to be retained in the student's file.

Each student who requests an extension of the statute or a leave of absence must be prepared to demonstrate proper preparation for the completion of all current degree requirements.

Approved by Total Faculty Organization: 5/88, 5/04, 10/08, 01/10, 01/13, 02/16, 3/22

Approved by Graduate Council: 1/81

Revised/Reviewed: 97-98, 03-04, 07-08, 09-10, 12-13, 15-16, 21-22