

**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: NOVEMBER 2022

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 accesses the University registrar's Graduation website to complete the online graduation application.
2. The completed Application for Graduation must be submitted by the established deadline to avoid late fees assessed by the University Registrar.
3. Students are also expected to obtain the Previous Degrees Form from the School of Nursing website or from Student Affairs and Alumni Relations and email the completed form to designated person. This form will ensure that graduate information is listed correctly in the School of Nursing's graduation ceremony program.
4. The student must contact their faculty advisor, Area of Concentration Coordinator or Program Director for verification of completion of program requirements. The faculty advisor, Area of Concentration Coordinator or Program Director may deny the student's graduation if all requirements are not met.
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, 21-22