

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: STATUTE OF LIMITATIONS/LEAVE OF ABSENCE

ORIGINAL DATE: September, 1992

LAST REVIEWED/REVISED: May 2004

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 the doctoral program 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.

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 Program Coordinator and submitted with a supporting letter to the Associate Dean or designee and the Dean for final action. A copy of the letter must also be submitted to the Student Services Office, 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 Graduate Council: 1/81
Revised 97-98, 03-04
Revision Approved by Faculty 5/88, 05/04

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