

Academic Regulation, Procedure - Office of the Provost

CATEGORY: STUDENT AFFAIRS
SECTION: Registration and Records
SUBJECT: Non-University of Pittsburgh Degree
Notification
EFFECTIVE DATE: February 11, 1992

I. PURPOSE

To define the conditions under which a degree earned at another institution may be posted to the University of Pittsburgh transcript and academic record.

II. SCOPE

This procedure applies to degrees awarded by other institutions containing the English word "bachelor," "master," or "doctor" in the title, and appearing on an original transcript bearing the seal and signature of the registrar of the institution awarding the degree, in accordance with Policy 09-04-12, Non-University of Pittsburgh Degree Notification.

III. ADMINISTRATIVE RESPONSIBILITIES

Academic Centers are responsible for evaluating transcripts from other institutions to determine if a degree awarded meets the criteria for posting to the University of Pittsburgh transcript, forwarding Non-University of Pittsburgh Degree Notification forms to the Office of the Registrar for processing, and maintaining on file the original transcript from the institution awarding the degree.

Academic Deans (or designee) are responsible for signing Non-University of Pittsburgh Degree Notification forms.

Office of the Registrar is responsible for posting the degree to the transcript when authorized by the Academic Dean (or designee).

IV. PROCEDURE

Responsibility	Action
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Academic Center/ Department	
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1. Upon receipt of an original transcript bearing the seal and signature of the registrar of the institution, verify that the degree, as originally awarded, contains the English words "bachelor," "master," or "doctor" in the title.
2. Complete Form 0129, Non-University of Pittsburgh Degree Notification, Exhibit A, according to the attached Form Instruction Guide. See Exhibit B, for approved University of Pittsburgh Standard Abbreviations.

3. Secure the signature of the Academic Dean (or designee) on FORM 0129, Non-University of Pittsburgh Degree Notification, and forward the original to the Office of the Registrar.
4. Maintain the yellow copy of FORM 0129 with the original official transcript from the institution awarding the degree in the student's file.

Office of the Registrar

5. Upon receipt of a completed FORM 0129, signed by the Academic Dean (or designee), post the non-University of Pittsburgh degree to the student's transcript.

V. EXHIBITS

Exhibit A - FORM 0129, Non-University of Pittsburgh Degree Notification
Form Instruction Guide

Exhibit B - University Transcript Standard Abbreviations

VI. REFERENCE

- [Academic Regulation: Non-University of Pittsburgh Degree](#)