



匹茲堡中文學校学籍管理制度(附件)

2024 年 1 月修订

第一部分 毕业生审核委员会

毕业生审核委员会由现任校长，副校长，教务长，注册主任，董事长及两位老师代表（每年轮换）组成（审核委员将不参与对自己孩子的评审，可由相应部门的候补人员代审）。

第二部分 毕业生申请程序

1. 凡符合毕业条件的学生，如果打算本学年毕业，请在秋季学期结束之前提交毕业申请表（见附表）以及 HSK 成绩复印件。由学校教务系统核实后，在春季学期开始时通知学生本人和任课教师，准备毕业课题。
2. 毕业生在任课教师的指导下，在春季学期独立完成毕业课题。学校教务系统根据课题的特点，提供展示机会。
3. 与此同时，审核委员会将协助校委会联系家长和曾经教过该毕业生的任课教师，包括已离任的教师，也可以包括文艺课教师，收集家长和教师对该学生成长过程的有趣回忆和点点滴滴，以及对未来祝贺和祝福，编写毕业生专栏，并准备毕业证书。
4. 结业生的申请程序同上，可根据学生的意愿组织类似的活动，并由学校酌情进行结业审核并发放结业证书。

第三部分 毕业证书

证书由校长和董事长签名。

有关 HSK 考试的信息，请点击下列连接：

<http://www.pittsburgh-chinese-school.org/HSK.htm>。



Pittsburgh Chinese School Academic Requirements and Student Status Management Guidelines (Appendix)

Revised in January 2024

Part I Graduation Review Committee

The Graduation Review Committee includes the Principal, Vice-principal, Director of Studies, Registrar, Board Chairperson, and two teacher representatives. (A Committee member must not attend the graduation review for his/her own child. Instead, a substitute must be chosen to participate in the review process.)

Part II Graduation Application Procedure

1. All students who meet the requirements for graduation may submit his or her graduation application form and a copy of the HSK score certificate before the end of a Fall semester if he or she plans to graduate at the end of the relevant school year. The Registrar will verify the student's records, and the Committee will evaluate the application. Before the start of the Spring semester, the Committee will inform the student and the current teacher to prepare a graduation project.
2. Under the current teacher's consultation, the graduate will start the project and complete the project independently in the Spring semester. The school will arrange a project presentation.
3. In the meantime, the Committee will assist the school administrators to contact all teachers of this graduate, collect all memories of the student's learning process and prepare the graduation certificate.
4. The certificate of class completion is subject to substantially the same procedure as above. The Committee may allow a student who applies for a certificate of class completion to prepare a similar project and arrange a project presentation per the student's request. The school will review and approve applications of class completion for all students who have met the class completion requirements and issue certificates of class completion at its discretion.

Part III Graduation Certificates

All graduation certificates must be signed by the Principal and the Board Chairperson.

The following link includes relevant information of the HSK tests:

<http://www.pittsburgh-chinese-school.org/HSK.htm>.