



匹兹堡中文学校学籍管理制度附件

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. 已取得 HSK 四级或更高级合格成绩的中文班 10 年级和以上年级的学生，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。

第三部分 毕业证书

证书由校长和董事长签名，请看附页上三个例子。毕业证书封面请点击此连接：

<http://www.jonesawards.com/Shop/Details/DCPBL/?gclid=COB5tcL48M0CFYsehgodgoQNvA>

有关 HSK，请点击下列连接：

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

注：结业证书不加封面，结业基于在校的年数。



Pittsburgh Chinese School Academic Requirement Appendix

Part I Graduation Committee

The graduation committee members are principal, vice-principal, director of studies, registrar, board chairperson, and two teacher representatives. (Any committee members will not attend the process for their own children. If it happens, a substitute member from relevant department will be chosen.)

Part II Graduation Applying Procedures

1. A student of Grade 10 or higher who has passed the HSK 4 or higher level may submit his or her graduation application form and the copy of HSK score certificate before the end of Fall semester if he or she plans to graduate at the end of the school year. Our registrar will verify student's records, and the committee will evaluate the request. Before the start of 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 project presentation.
3. At meantime, the committee will assist administration group to contact all teachers of this graduate, collect all memories of the learning process and prepare the diploma.
4. The student who plans to complete class will be handled similarly according to the student's willing.

Part III Diploma and Certificate

All certificates are signed by principal and board chairperson.

About HSK, check following link:

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