

## **Non Degree Graduate Student Policy**

Students who wish to take graduate-level course work for personal enrichment or professional development with no intention of seeking acceptance into a graduate degree or certificate/certification program may enroll as a “Non-Degree Graduate Student.” Students must meet the prerequisite requirements of the course/courses for which they wish to enroll. Non-matriculated students must enroll as a non-degree graduate student if they wish to take more than 9 semester hours at the graduate level and do not intend to become a degree candidate. Some programs (e.g. the MBA and MST programs) do not permit non-degree students to enroll.

As a non-degree graduate student, individuals may take up to 18 semester hours of graduate course work, including those courses taken before declaring non-degree status. This limitation does not apply to custom-designed, professional development courses unless they can be applied to a graduate degree program. Non-Degree graduate students may take no more than nine (9) semester hours or three (3) courses in one graduate program. Students who wish to take more than nine semester hours in one program must apply for admission to that program or seek permission of the graduate program coordinator, with the approval of the department chair, college dean and the Dean of the Graduate School to take additional courses in that program due to compelling circumstances.

Non-degree students may apply for admission to a degree program at any time. They must meet all of the admission requirements of the Graduate School and the graduate program to which they are applying. No more than nine (9) semester hours may generally be utilized toward a degree program (six (6) semester hours toward a certificate/certification program). It is the responsibility of the graduate program coordinator, with the approval of the department chair, college dean and the Dean of the Graduate School to determine which credits can be applied to the program. Admission as a Non-Degree graduate student does not imply or guarantee acceptance into a graduate degree or certificate/certification program.

Students wishing to apply for the Non-Degree Graduate Student program must complete an application form, including official transcripts from all undergraduate and graduate schools, and pay a non-refundable application fee of \$25.00