Title: UNDERGRADUATE NON-DEGREE SEEKING ADMISSIONS POLICY

Policy Number: 3120

Date Created/Revised: Proposed 11/13/18

Executive Responsibility:
VP-Enrollment Services and Faculty Senate

Functional Responsibility: Registrar

3120.1 Undergraduate Non-degree Seeking Applicants

Non-degree undergraduate applicants are admitted on a per-course basis. Non-degree seeking applicants must meet the same eligibility requirements for degree seeking students described in Policy 3110.1, or be admitted as a Dual Enrollment student as described in Policy 3130. Non-degree students are not eligible for financial aid or scholarships, and transfer credit cannot be posted to their academic record.

3120.2 International Undergraduate Non-Degree Applicant Requirements

The University Center for International Education will process and evaluate documents from international applicants who do not have a diploma from a U.S. senior high school accredited by the department of education of the state or territory in which it is located.

International non-degree seeking applicants whose native language is not English and who do not have a diploma from a U.S. senior high school accredited by the department of education of the state or territory in which it is located must demonstrate proficiency in English. In addition to meeting any of the requirements for demonstrating English proficiency used by degree-seeking students (see Policy 3110.3), non-degree students may also demonstrate proficiency by achieving the appropriate threshold score on proficiency exams approved by the IEAC other than those required of degree seeking applicants.

Individual Departments may set higher requirements with the approval of the IEAC in consultation with senior TESOL faculty. Non-degree seeking students who wish to change their status from non-degree to degree-seeking must demonstrate their proficiency using one of the methods approved for degree-seeking applicants before being admitted to their degree program.