

Applies To: College of Nursing Students  
 Responsible Department: College of Nursing  
 Revised: 3/9/2016

Title: Non-Degree Students		
Doc Type: Policy	Policy #: 12.2.1	Effective Date: 3 / 1 5 / 2 0 1 6
Owner(s): College of Nursing Faculty Affairs and Office of Academic Affairs	Version #: 1	Applies To: College of Nursing Students

**PURPOSE**

**This policy concerns prospective students who have not been admitted to a program and wish to enroll in a course(s) in the College of Nursing.**

**APPLICABILITY**

This policy applies to students who have not been admitted to a program in the College of Nursing, whether they have made application for admission or not. Such students are considered non-degree students.

**POLICY STATEMENT**

Prospective students are may take credit-bearing courses at the College of Nursing if they have not been admitted to a program of study only with permission of the Course Instructor, and only as space allows. Non-degree students can take up to a total of 6 credit hours prior to being admitted to a program of study. Grades earned while non-matriculated will be calculated as part of the student’s cumulative Grade Point Average at any time after the courses are taken.

**DEFINITIONS**

A student is considered matriculated after admission to a program following the admission policies of that program.

**REFERENCES**

*(Cite related laws, regulations, or policies. Give complete references and ensure that documents cited are readily available. If needed, provide additional background discussion here.)*

**RESPONSIBILITIES**

The CON Faculty Affairs Committee, Senior Faculty, Tenured Faculty, Dean, and supervisors will be responsible for assuring adherence to this policy.



**RESOURCES/TRAINING**


*The office and specific individual position title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations.*

Resource/Dept	Contact Information

**SUMMARY OF CHANGES**

*This is the originating policy for this subject.*

**DOCUMENT APPROVAL & TRACKING**

Item	Contact	Date	Approval
<b>Owner</b>	CON Faculty		[Y or N/A]
	CON Administration		[Y or N/A]
	Other: Click here to enter text.		[Y or N/A]
<b>Consultant(s)</b>	CON Senior Faculty, CON Tenured Faculty, or CON Leadership Team/ Department		[Y or N/A]
<b>Committee(s)</b>	CON Faculty Affairs Committee		[Y or N/A]
	Staff Council		[Y or N/A]
	Other:		[Y or N/A]
<b>Legal (if applicable)</b>			[Y or N/A]
<b>Official Approver</b>	Nancy Ridenour, Dean, College of Nursing		[Y or N/A]
<b>Official Signature</b>		Click here to enter a date.	
<b>2<sup>nd</sup> Approver (Optional)</b>	President <i>pro tempore</i> of CON Faculty	Click here to enter a date.	
<b>Signature</b>		Click here to enter a date.	
<b>CON Faculty Approval:</b>		Click here to enter a date.	
<b>Effective Date:</b>		Click here to enter a date.	
<b>Origination Date:</b>		Click here to enter a date.	
<b>Issue Date:</b>		Click here to enter a date.	

**ATTACHMENTS**

None