NON-DEGREE SEEKING STUDENTS POLICY

Policy Statement

Students wishing to enroll in undergraduate courses and do not intend on seeking a degree must submit appropriate documentation and meet non-degree seeking requirement (if necessary). Non-degree seeking students are not required to attend new student orientation.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding admissions for students not seeking a degree.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-adm-003

Definitions

Policy/Procedures

CERTIFICATE PROGRAMS
The university offers students the opportunity to enroll in undergraduate certificate programs offered through various academic departments. The applicant may be considered for admission providing they submit the following:

1. Application for undergraduate admissions
2. $35 nonrefundable application fee
3. Official transcript from last school attended or GED certificate

Students enrolled in certificate programs at The University of Southern Mississippi wishing to seek an undergraduate degree must meet full admission requirements.

NON-DEGREE SEEKING STUDENTS

For a student who wishes to complete certain specific undergraduate courses in a non-degree status, the applicant may be considered for admission providing they submit the following:

1. Application for undergraduate admissions
2. $35 nonrefundable application fee
3. Official transcript from last school attended.

Previous academic records are required of all applicants. Applicants for nontraditional status are required to certify that they are not under suspension from any college or university. A student found guilty of nondisclosure or misrepresentation in filling out the admission application form, or a student who finds after admission or enrollment that he or she is ineligible for academic or any other reason to return to his or her last institution and who fails to report this immediately to the Office of Admissions will be subject to disciplinary action, including possible dismissal from the university.

The student registered in nontraditional status is subject to all university regulations governing registration, attendance and academic standing. Credit earned in nontraditional status is recorded on the student's permanent record and may be applied in an undergraduate degree program when the student has satisfactorily established degree status by meeting the entrance requirements of the university and of the degree-granting college of his or her choice.

Non-degree seeking students applying for regular status are required to follow admission procedures and to provide all items required of transfer students.

Review

Director of Admissions for Operations is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A
Appendices

N/A

Related Information

N/A

History

04/03/13: Formatted for template. Minor editing throughout.

Amendments: Month, Day, Year – summary of changes
Authorization

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STUA-ADM-003

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

[Date]
3/11/13