

Pennsylvania College of Technology

Policy Statement

Title: Undergraduate Non-Degree Status **Number:** P 4.09

Approved by:
Presidential Action

Approved Date: 9/1998
Implementation Date: 08/2011
Last Review Date: 02/2025
Last Revision Date: 02/2025

Persons/Departments Affected:
Academic Schools, Undergraduate Students

Responsible Department:
Admissions Office

Definitions:

Non-Degree Student – A student who enters Penn College to take a specific course or courses without enrolling in a degree or certificate program. A student enrolled in a competency credential is considered a non-degree student. A student enrolled in Penn College Dual Enrollment is not considered a non-degree student.

Policy:

- I. Non-degree status is designed for individuals who wish to take a specific course or courses without the intention of enrolling in an academic program of study. Non-degree status applies to high school students, except those enrolled in Penn College Dual Enrollment, as outlined in *Policy [4.48 Penn College Dual Enrollment: College in the High School](#)*,
- II. Non-degree students are assigned to an academic dean or designee from the appropriate academic school office for assistance with course selection. This process is defined in *Procedure [4.09 Undergraduate Non-Degree Status](#)* and is managed by the Admissions Office at the time of application.
- III. Non-degree students who are continually enrolled under non-degree status at Penn College do not have to submit a new application each semester for continued enrollment. In accordance with *Policy [4.33 Undergraduate Reenrollment](#)*,

students who have had a break in enrollment, not including summer semesters, are required to submit a new application for the intended semester of return.

- IV. Non-degree students are permitted to be enrolled in no more than seven credits, or two courses, during any one semester.

Non-degree students are permitted to earn no more than a total of 18 credits in non-degree status.

- V. Exceptions to exceed the semester or cumulative credit limit require authorization of the Vice President for Academic Affairs & Provost or designee.
- VI. Non-degree students must meet placement requirements defined as a prerequisite for the course being scheduled. This is done by submitting qualifying SAT or ACT scores or a prior college transcript that includes approved equivalent coursework, or by completing the appropriate placement test.
- VII. Non-degree students may be prohibited from taking discipline-specific courses that are part of programs with limited capacity, block scheduling, or special admissions requirements. Final decisions on eligibility reside with the academic school dean or designee.
- VIII. All other course restrictions and obligations, including prerequisites, tool and uniform requirements, etc. apply equally to degree and non-degree students.
- IX. High school students studying under non-degree status must be in the 10th, 11th, or 12th grade and have a 3.0 minimum high school GPA to be eligible. Exceptions require authorization of the Vice President for Enrollment & Academic Operations or designee.
- X. High school students under the age of 18 may be restricted from taking courses taught by faculty who do not possess appropriate clearances.
- XI. Non-degree students who change status to degree-seeking are subject to all College and program requirements in effect as of the effective date of the status change.
- XII. Non-degree students are not eligible for federal or state financial aid or Penn College scholarships.
- XIII. Any exceptions permitted will be documented by the granting office and placed in the student's educational record.

Revision History:

Date 02/2025	Revised Definition to clarify who non-degree status does and does not apply to; added section VII regarding discipline-specific course restrictions; updated title of vice president for enrollment management & associate provost to vice president for enrollment & academic operations; added section X pertaining to faculty clearances.
Date: 11/2021	Revised Title to clarify applicability to undergraduate students; revised definition of Non-Degree Student
Date: 4/2020	Identified school office as responsible staff for assisting students with course selection and scheduling; established maximum credit limits; and removed requirement of students to apply for admission each semester of continued enrollment.
Date:10/2017	Identified staff responsible for reviewing exceptions for sections IV and VI. Added section VIII requiring exceptions to be documented and added to students' educational records.
Date: 05/2017	Changed Department Affected from integrated studies to academic schools; added section on academic advising and responsibility for scheduling decisions; added content on exception authorization for more than six credits in a semester; clarified content on course restrictions, placement test requirements, prerequisites, and tools/uniforms; inserted content regarding eligibility for high school students; inserted content regarding no financial aid or scholarships.
Date: 07/2011	Restructure policy to four topics; removed non-degree students who lack a high school diploma; other minor language changes

Cross References:

Undergraduate Non-degree Status, [PR 4.09](#)

Undergraduate Reenrollment, [P 4.33](#)

Competency Credential Requirements, [P 4.19](#)

Penn College Dual Enrollment: College in the High School, [P 4.48](#)