

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: 11/2021

Last Revision Date: 11/2021

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.

Policy:

- I. Non-degree status is designed for individuals, including high school students, who wish to take a specific course or courses without the intention of enrolling in an academic program of study.
- 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. All other course restrictions and obligations, including prerequisites, tool and uniform requirements, etc. apply equally to degree and non-degree students.
- VIII. 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 management & associate provost or designee.
- IX. 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.
- X. Non-degree students are not eligible for federal or state financial aid or Penn College scholarships.
- XI. Any exceptions permitted will be documented by the granting office and placed in the student's educational record.

Revision History:

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| 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, [P4.19](#)