Pennsylvania College of Technology

Policy Statement

Title: Undergraduate Non-Degree Status  Number: P 4.09

Approved by:  Approved Date: 9/1998
Presidential Action  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:
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