Pennsylvania College of Technology

Procedure Statement

Title: Undergraduate Non-Degree Status Number: PR 4.09

Approved by: Presidential Action

Approved Date: 04/2020
Implementation Date: 04/2020
Last Review Date: 11/2021
Last Revision Date: 11/2021

Persons/Departments Affected:
Academic Schools, Undergraduate Students, Registrar’s Office

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.

Procedure:

I. Student

A. Completes the standard online application for admissions indicating “non-degree” as the degree type. The application form allows the student to indicate the course(s) of interest.

i. If the student has a break in enrollment, not including summer semesters, a new application is required for the intended semester of return.

ii. If the student is currently enrolled in high school, an official high school transcript must be submitted to the Admissions Office for verification of eligibility requirements.

II. Admissions

A. Once the application is processed, an Admissions Counselor contacts the student to determine the student’s intended method of meeting the placement requirement(s), if applicable.

B. Determines appropriate academic school for advising and scheduling purposes.

C. Issues communication to Registrar and academic school office to ensure the
appropriate dean/designee is assigned.

D. Issues standard communication directing student to the appropriate academic school office to schedule courses.

III. The academic school office

   A. Reviews course(s) of interest to verify prerequisite and corequisite requirements.

      i. If the student requires placement to satisfy a prerequisite for the course being scheduled, they will be directed to contact the LEAP Center.

   B. Works with the student semester-to-semester to assist with scheduling and to ensure students do not exceed the maximum number of allowable semester or cumulative credits.

      i. Scheduling system will alert staff who is scheduling the student if the student exceeds the number of maximum credits or classes in a given semester or 18 total credits in non-degree status. This will prompt the staff to talk with student to determine if non-degree status should be continued, or if a student should apply for degree-seeking status.

Revision History:
   Date: 11/2021 Revised definition of Non-Degree Student
   Date: 08/2021 Updated name of College Transitions and First Year Initiatives to LEAP Center; revised Title to clarify applicability to undergraduate students
   Date: 04/2020 Implementation of Procedure to accompany Policy 4.09 – Non-Degree Status

Cross References:
Undergraduate Non-Degree Status, P 4.09
Competency Credential Requirements, P 4.19