

# 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](#)