

General Information for Graduate Level Non-Degree Students

Please read carefully.

To be eligible to take a graduate level (5000 or above) course(s) as a non-degree student, you must already have completed a baccalaureate degree from an accredited institution. You must also present proof of completion of your undergraduate program as outlined in the instructions on the next page in addition to taking the required steps to establish non-degree student status with the University.

No more than nine credit hours of non-degree course work can be petitioned into a Program of Study should you apply to and be admitted to a graduate degree **or** a graduate certificate program in the future.

In order to enter a graduate certificate program or a degree-seeking program, you must submit a new, separate application to the Graduate School using the online application at www.gradadmissions.appstate.edu.

If you have been admitted to a graduate certificate program through the Graduate School, you are **not** required to submit a Non-Degree Approval form to take graduate level non-degree courses. Please contact the Registration Center of the Registrar's Office for information on registration times and instructions. You can call 828-262-3135 or 828-262-2050.

The Non-Degree Approval form is valid for only one semester or term. If you wish to take graduate level courses in multiple terms, you must submit a separate Non-Degree Approval form for each term of non-degree enrollment.

To take a graduate level (5000 or above) course(s) as a non-degree student, you must complete the attached form and submit it for permission to the course instructor **and** the chairperson or graduate program director of each department in which the course(s) is located.

Bring the Non-Degree Approval form to the Graduate School for final permission *after* obtaining the signature(s) of the instructor(s) and of the chairperson(s) or the graduate program director(s).

Once a Non-Degree Approval Form has been finalized by the Graduate School, the form is forwarded to the Registration Center in the Registrar's Office. The Registration Center will then register you for the approved course(s). The Registrar's Office is located on the first floor in the John E. Thomas, Academic Support Building. The phone number for Registrar's Office is 828-262-2050 or 828-262-2051.

Read through each of the following categories to find the one that best describes your current status with the University and mark it for your reference. You will need to follow the directions for that status before continuing with the Non-Degree Approval form.

_____ I have never attended Appalachian.

OR

_____ I have attended Appalachian as an undergraduate degree student, an undergraduate-level, non-degree student, or as a graduate certificate student but have never earned a degree from Appalachian.

OR

_____ I have attended Appalachian as an undergraduate degree student and/or a graduate degree student and have successfully completed a degree program at Appalachian.

1. Go to the online Graduate School application site, create an account, and then apply as a non-degree student. Application Link: <http://www.gradadmissions.appstate.edu/>
 2. Complete all required fields in the online application and submit the verified application. Print the confirmation of submission and mail the top portion with your application fee and supporting documents to the Graduate School. Supporting documents are:
 - a. An official transcript with a posted degree at the baccalaureate level or a higher level.
(Note: If you received your degree from Appalachian, you will not need to submit an official transcript.)
 - b. A copy of your current teaching license (if applicable).
 3. Once you have submitted the application with the required fee and materials, you ready to complete the Non-Degree Approval Form.
 4. Complete the student information on the form and obtain the departmental signatures prior to submitting the form to the Graduate School for final processing.
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_____ I have attended Appalachian as a graduate-level, non-degree student and wish to enroll in additional graduate level non-degree courses.

1. You will need to complete a Data Sheet and submit it to the Records Area of the Registrar's Office if you were not enrolled as a graduate-level, non-degree student in the term prior to the term for which you will be submitting this Non-Degree Approval form. The Data Sheet is available directly from the Registrar's Office or as a PDF online under Electronic Forms on the Registrar's Office site: www.registrar.appstate.edu. The Registrar's Office is located on the first floor in the John E. Thomas, Academic Support Building. The phone number for Registrar's Office is 828-262-2050 or 828-262-2051.
2. You may be required to submit additional documentation to the Registrar's Office prior to being permitted to register for classes such as:
 - a. An official transcript with a posted degree at the baccalaureate level or a higher level.
 - b. A copy of your current teaching license (if applicable).
3. Once you have submitted the Data Sheet, if needed, and confirmed with the Registrar's Office that you are in the system as a current graduate-level, non-degree student, you ready to complete the Non-Degree Approval Form.
4. Complete the student information on the form and obtain the departmental signatures prior to submitting the form to the Graduate School for final processing.

NON-DEGREE APPROVAL FORM

The purpose of this form is for a non-degree graduate student to obtain permission from the department and the Graduate School to enroll in **5000-level courses**. Undergraduates should use the *Undergraduate in a Graduate Course Permission Form*, which can be found on the Graduate School Forms page under Enrollment Forms.

FULL NAME _____ BANNER ID# _____

ADDRESS: _____

PHONE # _____ EMAIL: _____

I am requesting permission to enroll as a **non-degree student** for the following purpose:

I understand that course work taken as a **non-degree student** will *not* automatically be applied toward a graduate degree or graduate certificate program. If I am accepted in a graduate degree program or a graduate certificate program in the future, I understand that my advisory committee may petition for up to **9 (nine)** hours of coursework to be included in the Program of Study. This petition would require the final approval of the Graduate School.

Student's Signature (Form will NOT be processed without)

Date

Term: _____ (Fall, Spring, Summer 1, Summer 2) Year: _____

Course #1:

Dept / Course # / Section #

Instructor's Name (Please Print): _____

Instructor Signature

Approved: _____ Denied: _____

Department Chair or Graduate Program Director Signature

Approved: _____ Denied: _____

Graduate School Authorized Personnel

Approved: _____ Denied: _____

Course #2:

Dept / Course # / Section #

Instructor's Name (Please Print): _____

Instructor Signature

Approved: _____ Denied: _____

Department Chair or Graduate Program Director Signature

Approved: _____ Denied: _____

Graduate School Authorized Personnel

Approved: _____ Denied: _____

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FULL NAME _____ BANNER ID# _____

ADDRESS: _____

PHONE # _____ EMAIL: _____

I am requesting permission to enroll as a **non-degree student** for the following purpose:

I understand that course work taken as a **non-degree student** will *not* automatically be applied toward a graduate degree or graduate certificate program. If I am accepted in a graduate degree program or a graduate certificate program in the future, I understand that my advisory committee may petition for up to **9 (nine)** hours of coursework to be included in the Program of Study. This petition would require the final approval of the Graduate School.

Student's Signature (Form will NOT be processed without)

Date

Term: _____ (Fall, Spring, Summer 1, Summer 2) Year: _____

Course #3:

Dept / Course # / Section #

Instructor's Name (Please Print): _____

Instructor Signature

Approved: _____ Denied: _____

Department Chair or Graduate Program Director Signature

Approved: _____ Denied: _____

Graduate School Authorized Personnel

Approved: _____ Denied: _____