

## University Policy: First-Time Non-Degree Registration and Eligibility Requirements

**Policy Category:** Academic

**Subject:** First Time Non-Degree Registration and Eligibility Requirements

**Responsible Executive:** Provost and Chief Academic Officer

**Responsible Office:** Office of the Provost

**Procedures:** Procedures for Registering as a First-Time Non-Degree Student

**Related University Policies:** Undergraduate Academic Regulations; Graduate Academic Regulations.

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### I. SCOPE

This policy on First-Time Non-Degree Registration and Eligibility establishes minimum eligibility requirements and review processes for individuals seeking to apply or register as first-time non-degree American University students.

### II. DEFINITIONS

*First-time non-degree student:* An individual who enrolls in a credit bearing course(s) without pursuing an American University degree. This individual is not applying to a special non-degree program. Students registering for non-degree certificates are not considered first-time non-degree students. These students will be registered for classes through the academic unit in which their program is housed and will be subject to the rules and regulations of that specific academic unit.

*Non-Degree Undergraduate Student:*

An individual approved to enroll in courses as a first-time non-degree student at the undergraduate level (100-599 level courses).

*Non-Degree Graduate Student:* An individual approved to enroll in courses as a first-time non-degree student at the graduate level (500-799 level courses).<sup>1</sup>

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<sup>1</sup> Individuals applying to take 500-599 level courses will be determined to be undergraduate or graduate applicants based on their completion of a bachelor's degree prior to applying as a non-degree student.

### III. POLICY STATEMENT

The Policy establishes the minimum eligibility requirements and associated registration requirements for individuals applying to take courses as first-time non-degree students. AU Central and each academic unit reserve the right to approve or deny registration for first-time non-degree applicants based on review of their application and/or space availability in specified classes.

#### A. Minimum Requirements for First-Time Non-Degree Registration:

- i. *Undergraduate Applicants*
  1. Applicants must provide an official transcript from their most recent institution and/or any other institution whose academic credits they ask American University to recognize.
  2. Applicants currently on probation or dismissed from a previous institution for behavioral or conduct actions may not register as first-time non-degree students.
  3. Applicants must meet all course requisites, permissions, and restrictions and have the approval of the academic unit designee or AU Central for registration. This includes taking applicable placement exams (e.g., Math Placement Exam, Language Placement Exam, etc.).
  4. Non-degree undergraduate students registering for undergraduate coursework in subsequent semesters are subject to the undergraduate academic regulations.
- ii. *Graduate Applicants*
  1. Applicants must have earned a bachelor's degree from an accredited institution recognized by American University.
  2. Applicants must provide an official transcript from their most recent institution and/or any other institution whose academic credits and/or degree they ask American University to recognize.
  3. Applicants currently on probation or dismissed from a previous institution for behavioral or conduct actions may not register as first-time non-degree students.
  4. Applicants must meet all course requisites, permissions, and restrictions and have the approval of the academic unit designee or AU Central for registration.
  5. Non-degree students registering for graduate coursework in subsequent semesters are subject to the graduate academic regulations and required to maintain a 3.00 cumulative GPA for AU-recognized coursework.

- iii. *High School Students*
  - 1. High school students applying to take courses as first-time non-degree students must have a grade point average of “B” (3.0 GPA) or better at their current institution.
  - 2. High school students must provide written permission from their high school guidance counselor or Principal and a parent or guardian to enroll in AU courses.
  - 3. High school students are eligible to enroll in 100 or 200 level courses. Approval from the instructor of the course and the academic unit designee is required for any course registration above the 200 level.
  
- iv. *International Students/Non-native Speakers of English*
  - 1. International applicants with F-1 or J-1 visa status may not register as first-time non-degree students.
  - 2. International students accepted into AU non-degree programs are not governed by this policy and will follow all policies and requirements of the program for which they were admitted.
  - 3. Non-native speakers of English must provide proof of proficiency in one of the following ways:
    - a. Submit official scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the International English Language Testing System (IELTS) exam.
    - b. Submit transcript or other proof the applicant completed a high school, bachelor's, or master's program from an accredited institution in the United States, or in countries where English is the native language.
    - c. Complete an interview with an academic unit designee approving registration for requested non-degree coursework.
  
- v. *Additional Categories of Applicants Not Eligible to Register as First-Time Non-Degree Students*
  - i. Applicants currently enrolled in a degree-seeking program at any of the member institutions of the Consortium of Universities of the Washington Metropolitan Area.
  - ii. Students who have started, but not yet completed, an American University degree program. If a student voluntarily separates from American University, they remain eligible to seek admission to return as a non-degree student. However, to continue pursuing a degree program, students who separate from American University must re-apply for admission to the program.
  - iii. American University students who have been dismissed for academic or conduct actions.
  - iv. Undergraduate applicants who have been denied admission for a specific academic year may not enroll in non-degree courses during

that same academic year unless they are enrolled in an authorized non-degree program. Such students may re-apply for admission or enroll in non-degree courses during the following academic year.

B. Registration Restrictions Unique to First-Time Non-Degree Student Population

First-time non-degree students may not be added to the waitlist for courses. When students are denied registration for a class based on space and space later becomes available, first-time non-degree students may register only if the course is no longer waitlisted during add/drop.

**IV. PROCEDURES:** Procedures for Determining Eligibility and Registering as a First-Time Non-Degree Student. ATTACHED.

**V. EFFECTIVE DATE AND REVISIONS:**

This Policy is effective as of July 1, 2019

Revision Date: May 1, 2023