

SAMPLE NON-DEGREE APPROVAL FORM FOR COURSES

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 (instructions 1-4) for that status before continuing with the Non-Degree Approval form. Check the one that applies; then follow the related.

 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.

 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 Jane Doe **BANNER ID#** 900XXXXXX

ADDRESS: 1500 Deer Lane Bucktown, PA XXXXX

PHONE # (XXX) 555-1234 **EMAIL:** doej@appstate.edu

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 (**Fall, Spring, Summer 1, Summer 2**) **Year:** 20XX

Course #1:

CD 5675-101 **Instructor's Name (Please Print):** Dr. Thalia Coleman

Dept / Course # / Section # _____

Approved: _____ Denied: _____

Instructor Signature _____

(The CD Program requires that both sign.) Approved: _____ Denied: _____

Department Chair or Graduate Program Director Signature _____

Approved: _____ Denied: _____

Graduate School Authorized Personnel _____

Course #2:

_____ **Instructor's Name (Please Print):** _____

Dept / Course # / Section # _____

Approved: _____ Denied: _____

Instructor Signature _____

(The CD Program requires that both sign.) Approved: _____ Denied: _____

Department Chair or Graduate Program Director Signature _____

Approved: _____ Denied: _____

Graduate School Authorized Personnel _____

NOTE: A second form like this one, but limited to one course, is necessary for approving a third graduate course in non-degree-seeking status.