

Substantial Revision

FSU-5.079 Non-Degree Seeking Students.

(1) Categories of Non-Degree Students. Non-degree designation is assigned to students who are not actively pursuing an academic degree, regardless of degree level or type. Non-degree student classification is inclusive of students enrolled in high school dual enrollment courses intended for transfer to a degree program, select certificate programs, transient student status with another institution, or audit of classes. Additional categories may be added and required by University operations or by the State of Florida.

(2) Admission Eligibility for Non-Degree Student Status. Individuals wishing to apply as non-degree students must complete a non-degree admission application. Admission as a non-degree student is open to any high school graduate to enroll in undergraduate courses and to any college graduate to enroll in undergraduate or graduate courses. Students without a high school degree may apply as non-degree status only through the structured program specifically for high school dual enrollment.

(a) Each application is subject to review and may not be approved. Individuals with a demonstrated pattern of conduct issues may not be eligible for admission or eligible for continued enrollment if already admitted.

(b) Evidence of prior education must be submitted to the Office of Admissions in keeping with the admission requirements and deadlines established by that office. Failure to present the appropriate materials by the specified deadline will result in a stop of service indicator placed to prevent future enrollment or cancellation of the admission application.

(3) Changing From a Non-Degree Student to a Regular Student. The change in status from a non-degree student to a regular student is processed through the Office of Admissions for undergraduate students or the Graduate Admissions Office for graduate students. An eligible non-degree student who desires to pursue a degree may submit the required application. Application review will include the requirement of fulfilling all admissions standards.

(4) Registration. Registration is on a space available basis during the non-degree registration windows and drop/add periods as published by the Office of the University Registrar. Non-degree students may register for 1 -16 hours in the Fall or Spring semesters, or 1 -15 hours in the summer term. Non-Degree students participating in the High School Dual Enrollment program are limited to fewer credit hours as specified by the signed articulation agreements established by the university with participating schools and districts.

(5) Limits on Non-Degree Coursework. The following limitations apply to all non-degree students. Students in structure programs may be allowed to exceed the maximum number of credit hour limits only if permitted by a signed program or articulation agreement established by the University:

(a) All non-degree students are limited to a maximum of 30 attempted hours. Students wishing to enroll beyond the 30 attempted hours may petition the Office of the University Registrar to continue.

(b) Non-degree students seeking to take courses for high school dual enrollment are limited to enrollment in only undergraduate courses and only those courses identified by the appropriate University offices as eligible for high school student enrollment.

(c) A non-degree seeking student with a finding of responsibility for violating the Student Conduct Code or the Academic Honor Policy may not be eligible for continued enrollment as a non-degree student.

(d) A non-degree student may petition to apply up to a maximum of 15 hours of undergraduate non-degree coursework toward a specific bachelor's degree with approval of the academic dean once they have been admitted to the degree program. An eligible non-degree student who has participated in a structured program at The Collegiate High School may apply the full amount of credit earned toward the Associate of Arts degree upon completion of those degree requirements at the University and award of the high school diploma.

(e) A non-degree post-baccalaureate student may petition to apply up to a maximum of 12 semester hours of non-degree graduate coursework toward a specific degree with approval of the academic dean once they have been admitted to a degree program.

(6) Structured Programs. Non-degree students enrolled in structured programs such as High School Dual Enrollment, The Collegiate High School or Republic of Panama must adhere to the specific requirements established by the program.

(7) Undergraduate Students who do not Meet Regular Admission Standards. A non-degree student who wishes to be reclassified as a regular student but fails to meet the regular admissions standards may be eligible for admission as a degree-seeking student if they meet the requirements specified in Florida BOG Regulation 6.004(4)b. These requirements are considered the minimum requirements set by the State of Florida. Admission as a degree-seeking student under this provision is subject to a review for admission eligibility.

(a) The University reserves the right to change a degree-seeking to student to a non-degree student in cases where the student fails to satisfy their conditions of admission.

(b) A degree-seeking undergraduate student who is considered active and eligible to enroll may not petition to change from a degree-seeking student to a non-degree student.

(b) A degree-seeking graduate student who is considered active and eligible to enroll may petition to change from a degree-seeking student to a non-degree student only with written permission of their faculty adviser, department chair, and academic dean.

(c) A former degree-seeking student who is considered inactive may apply to return as a non-degree student.

(8) Regular Degree Seeking Students on Academic Dismissal Who Wish to Enroll as a Non-Degree Seeking Students. In rare cases, the degree-seeking academic dean and the University Registrar, who serves as the non-degree student academic Dean, may approve a student on dismissal to enroll as a non-degree student for one term without approving a reinstatement for degree-progress. The following minimum stipulations would apply:

(a) Course work undertaken by a non-degree student who has been academically dismissed from the University as a degree-seeking student may not be used toward the minimum hours required for graduation or to satisfy degree requirements, including in cases where it might otherwise be allowed under section 4 for this regulation.

(b) The academic dean of the degree-seeking program may at their discretion permit quality points earned by a non-degree student on dismissal to be used to decrease the quality point deficiency achieved as a regular student only after the student has been readmitted on probation to degree seeking status.

(c) A course in which a grade of “D” or “F” is earned by a regular undergraduate student prior to their dismissal may not be repeated for credit by the student as a non-degree student on dismissal. A course in which a grade of “B-” or worse is earned by a graduate student may not be repeated for credit by the student as a non-degree student on dismissal. Course work earned by a dismissed student cannot be counted toward graduation. Thus, the repeated course cannot replace the former course.

(d) A former degree-seeking student who has changed to the non-degree student status may regain their regular student classification only through the formal admissions process.

(9) Administration and Academic Dean Designation. Non-degree students are monitored and administered by the Office of the University Registrar. A non-degree student is not assigned to a college, school, or department. A non-degree student is not required to have a faculty adviser unless enrolled in a structured program, but an adviser may be assigned in cases where a student is pursuing a certificate program or attempting to satisfy specific requirements for admissions consideration to a program as a degree-seeking student.

(10) Withdrawal from the University. All non-degree students who wish to withdraw (e.g. drop all classes for a term) should contact the Office of the University Registrar to begin the process. Refunds and fee adjustments will follow the University’s standard refund policy and timeline.

(11) Fees for Non-Degree Students. Tuition and registration fees for non-degree students are the same as for regular students.

Specific Authority BOG Regulation 1.001(3)(j) , Reg. Procedure July 21, 2005 Law Implemented BOG 1.001(4), 6.001, 6.002, 6.003History–New 9-30-75, Formerly 6C2-5.79, Amended 4-19-78, _____