



Policy Title: Non-degree Seeking Student Policy

Policy Number: ACA.102

Policy Owner: VP for Academic Affairs

Responsible Office: VP for Academic Affairs

Revision Date: 08/07/2018

1. **Purpose and Scope**

The purpose of this policy is to manage non-seeking undergraduate and graduate students taking classes; to encourage students successfully transfer classes towards a specific degree when they receive adequate grades; to enforce certain limitation for international students; to apply financial aid and housing requirements.

2. **Policy**

North American University recognizes non-degree seeking students to register and take classes.

3. **Procedures**

Procedures associated with the policy are explained in this section. International applicants with a student visa are not eligible for non-degree admission. Exchange students are required to purchase health-insurance. Students are subject to prerequisites if any, as regular students.

Undergraduate

Exchange students are allowed as non-degree seeking students through several NAU's partnership programs.

A student may enroll in university courses through undergraduate non-degree status. A maximum of 15 credits completed as a non-degree seeking student may be used for fulfilling undergraduate degree requirements. Non-degree students are not eligible for federal financial aid. A student disqualified from the University cannot attend as a non-degree student.

Graduate

Individuals holding a bachelor's degree, or its equivalent, from a college or university that grants degrees recognized by the University, may enroll in graduate-level courses to a specific graduate degree program. English proficiency requirements may be waived based on a Department Chair's discretion. Such students may enroll in graduate-level course work as their qualifications and

performance permit. It is advisable to contact the department(s) offering courses of interest to ensure that those courses are available to non-degree students. Non-degree students are not eligible for federal financial aid or for any financial assistance offered by the University.

Up to 9 units of graduate credit earned with a minimum of B- in non-degree status may be applied toward a graduate degree program once the student obtains regular admission to a degree program. Depending on the academic level of exchange student, some of classes' prerequisites may be waived after department chairs' written approval.

Applications for non-degree status, along with the required application fee, must be submitted to the Admission Office no later than 7 days before classes begin. To avoid late registration penalties, students should be admitted and registered for classes, with accounts paid in full, before the first day of classes. Students are charged the cost per credit for the specific program it falls under.

Required Documentation:

- a. Online application at www.na.edu
- b. Regular Application fee as stated in the Academic Catalog
- c. Valid government-issued photo ID
- d. Official transcript (showing proof of high school graduation for undergraduate-level courses
OR showing proof of bachelor's for graduate-level courses)
- e. Enrollment Agreement (completed after the above items have been received)

4. Who Should Read This Policy

- Faculty
- Department Chairs
- Registrar
- Financial Aid
- International Student Office

5. Related Documents and References

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