THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ADMISSIONS REQUIREMENT POLICY- NON DEGREE SEEKING STUDENTS

Number 03.04.10

Division Student Affairs Enrollment Management

Date February 12, 2015

Purpose The purpose of this policy is to publish and make available in a standard format the Admissions Requirement Policy for Non-Degree Seeking Students to the campus community. This information will be beneficial for campus partners to be mindful and familiar with as recruitment and enrollment continue to be a campus wide-initiative.

Policy Students who wish to enroll and receive credits from the University of Alabama in Huntsville but are not seeking a degree can be granted this opportunity by the Office of Undergraduate Admissions. This policy will allow for the standards already in place by the Admissions Office to be maintained in order to ensure the academic quality of the University.

Procedures Students who are Non-Degree Seeking Students can be approved to enroll in classes if:

- The student submits an application for admission.
- The student has earned at least a high school diploma.
- If a student attended a regionally accredited institution and received a degree (that can be confirmed with the Student Clearing House) than a transcript is not required.
  - If this cannot be confirmed a transcript and a letter of good standing is required from the last school the student attended.

Review This policy should be reviewed by the Director of Admissions on an annual basis. Any and all changes or updates should be communicated immediately.

Approval

Chief University Counsel

Provost and Executive Vice President for Academic Affairs
Vice President for Student Affairs

APPROVED:

President