

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## ADMISSIONS REQUIREMENT POLICY- NON DEGREE SEEKING STUDENTS

<b><u>Number</u></b>	03.04.10
<b><u>Division</u></b>	Student Affairs Enrollment Management
<b><u>Date</u></b>	February 12, 2015
<b><u>Purpose</u></b>	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
<b><u>Policy</u></b>	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.
<b><u>Procedures</u></b>	Students who are Non-Degree Seeking Students can be approved to enroll in classes if: <ul style="list-style-type: none"><li>• The student submits an application for admission.</li><li>• The student has earned at least a high school diploma.</li><li>• 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.<ul style="list-style-type: none"><li>○ If this cannot be confirmed a transcript and a letter of good standing is required from the last school the student attended.</li></ul></li></ul>
<b><u>Review</u></b>	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**

*Kenneth W. Raich*

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Chief University Counsel

*Christina W. Curtis*

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Provost and Executive Vice President for Academic Affairs

*Kristi Natta*

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Vice President for Student Affairs

**APPROVED:**

*Robert A. Altenkirch*

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President