

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Admission and Enrollment for Non-Degree Seeking Students
FPU Policy Number: FPU-2.0042P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 17, 2017
Date Revised:
Responsible Division/Department: Office of Admissions
Initiating Authority: Terry Parker, Provost & Executive Vice President, Academic Affairs

A. APPLICABILITY:

This policy is applicable to all applicants who want to enroll in a course(s) at the University without officially enrolling in a degree-granting program at the University. This policy does not apply to a student participating in a University exchange program or a student who is a degree seeking student at another public institution of higher education in Florida. This policy is administered by the Office of Admissions.

B. POLICY STATEMENT:

1. Any applicant who seeks to enroll in courses at the University without pursuing a degree-seeking program must complete and submit an admission application. Admission as a non-degree seeking student is only effective for two (2) consecutive semesters, excluding summer semesters, and does not guarantee regular admission to the University.
2. Potential applicants that were previously denied admission to the University or who are not in good academic standing with their last institution of higher education may not apply for admission as a non-degree seeking student at the University.
3. Undergraduate non-degree seeking students are limited to fifteen (15) attempted credit hours at the University, and graduate non-degree seeking students are limited to twelve (12) attempted credit hours at the University.
4. If a non-degree seeking student is registering for a course for which there are prerequisites, the student must demonstrate that the prerequisites have been met before registering for the course. Certain courses may require permission from the instructor prior to registration.
5. Non-degree seeking students must register for courses during the “Non-degree/Employee/Audit Registration” period as posted on the Academic Calendar. Degree-seeking students receive priority registration for courses.
6. Non-degree seeking students are not eligible to receive Financial Aid.

C. PROCEDURES:

1. All non-degree seeking student applicants must complete an application for admission (graduate or undergraduate, as appropriate). In addition, the applicant must comply with the immunizations requirements and provide proof of residency.
2. The University will process the application and will notify the applicant either via email or US mail of its decision.

3. If the University denies admission to the applicant, the applicant may appeal the University's decision in accordance with University Regulation **FPU-2.001, Admission to the University and Appeal Process-General**.

POLICY APPROVAL	
Policy No.: FPU-2.0042P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**