

<b>Policy Title:</b>	Nonadmitted Undergraduate Student Enrollment
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<b>Governing Body:</b>	Academic Affairs	<b>Policy Number:</b>	AAD.041
<b>Policy Contact:</b>	Sue Walsh	<b>Date Revised:</b>	May 16, 2011
<b>Custodial Office:</b>	Provost	<b>Date Approved:</b>	May 16, 2011
<b>Approved By:</b>	President	<b>Next Review:</b>	May 16, 2014
<b>Related Policy:</b>	OAR 580-015-0025		

### A. Purpose

To permit undergraduate students to enroll for up to eight (8) university credits without paying an application fee.

### B. Definitions

### C. Policy Statement

Students under the age of seventeen or who are still enrolled in high school should consult with the Pre-College Programs for options regarding taking University coursework.

Any person seventeen or older with a standard (unmodified) high school diploma from an accredited high school or GED who has not been admitted to Southern Oregon University and who wishes to enroll in no more than 8 credits during an individual term may apply on-line as a nonadmitted undergraduate student. Nonadmitted applicants with a standard (unmodified) high school diploma from an accredited high school or GED are not required to submit transcripts, test scores, or pay an application fee. Nonadmitted students must be able to meet the technical and academic qualifications for entry into the school, program, department, class or activity in order to be considered otherwise qualified. They are not admitted to pursue a degree program or to attend the University full time.

Any person seventeen or older who is a graduate of a non-standard or unaccredited high school, or a home-schooled student who has not been admitted, should contact the Enrollment Services Center for further information. (International students with visas must be cleared through the international student advisor before they register as nonadmitted students.)

The nonadmitted student category permits students to enroll in Southern Oregon University classes on a space-available basis no earlier than two weeks before the beginning of the term. The forms necessary for this type of enrollment are available on-line: Applying to SOU for Nonadmitted Status. Nonadmitted student applications will be reviewed on a case by case basis; this review may include a request for, and review of, a portfolio of the student's work. The course instructor(s) and the University have the discretion to preclude a student from participating in a course as a nonadmitted student due to lack of sufficient academic preparation or ability.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

### D. Policy Consultation

Enrollment Services Center, Pre-college Programs, College of Arts and Sciences, School of Business, School of Education, President's Office, Provost's Office, Admissions, Information Technology, Academic Policies Committee, Academic Support Programs, Faculty Senate

#### **E. Associated Procedures or Other Information**

The forms necessary for this type of enrollment are available online.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.