

THE DIVISION OF GRADUATE STUDIES AT JACKSON STATE UNIVERSITY

A Guide for **NON-DEGREE SEEKING**

(Effective Fall 2006)

Dr. Dorris R. Robinson-Gardner, Dean

Admission Requirements

Students may be granted special admission to earn certification, update professional skills, earn transfer credit, or to attend a workshop. Applicants for special status **must** file:

- ☐ Application for Admission and Non-degree Enrollment form to the Graduate Admission Office.
- ☐ Transcript(s) direct from college(s) to the Graduate Admission Office.
- ☐ A cumulative GPA of at least 2.50 at the undergraduate level (on 4.0 scale).
- ☐ International applicants whose native language is not English must submit a satisfactory TOEFL score.
- ☐ **Out-of-state and international students must submit a non-refundable \$25 application fee** to the Graduate School with the application. Only money orders or certified checks are accepted.

Registration Procedure

- ☐ After the appropriate credentials are on file with the Graduate School, the Graduate Dean will authorize admission as a Non-Degree Student.
- ☐ **The student should meet with the department chair or designee offering the desired course(s) for advising and course selection.**
- ☐ **Approval for these courses is obtained by the student with the signature of the department chair.**
- ☐ **The student is enrolled into the selected course(s) by the department chair.**
- ☐ After enrollment in courses, registration is completed by payment of tuition and fees.

Regulations

- ☐ **Students admitted in non-degree status may not enroll in more than six hours per semester.**
- ☐ Not more than 12 semester hours may be taken while updating professional skills, earning transfer credit, or to attend a workshop.
- ☐ A total of no more than eighteen semester hours may be taken as a non-degree student earning certification.
- ☐ Non-degree students who may wish to continue at a later date must earn a 3.00 average for any graduate courses completed as a special student.
- ☐ Non-degree students who may wish to earn a degree at a later date must meet all regular or conditional admissions criteria and earn a 3.00 average for any graduate courses completed as a special student.
- ☐ Students previously registered as non-degree students in the Graduate School should note that work taken in this category is treated as transfer credit if the student is later admitted to a degree program. A maximum of twelve (12) semester hours may be transferred to a graduate degree program from non-degree status subject to approval by the department chairperson and the Graduate Dean.
- ☐ **Approval for non-degree enrollment does not guarantee subsequent admission to a degree conferring program.**

Jackson State University is committed to the principles of equal education opportunity, equal employment, and affirmative action. The University does not discriminate on the basis of race, color, sex, handicap, age, religion, national origin, veteran status, or on any other illegal basis.



JACKSON STATE UNIVERSITY
THE DIVISION OF GRADUATE STUDIES
**APPLICATION FOR
NON-DEGREE STATUS**

JSU ID Number

(Office Use Only)

Please Type or Print

SECTION I

Full Name

Last First Middle Other names in which transcript may be listed

Social Security Number - -

Home Phone No.

e-mail address:

Work Phone No.

Present Address:

Street or Box City State Country Zip Code

Permanent Address:

Street or Box City State Country Zip Code

Mississippi Resident: Yes () No () Date Residency Began If yes, indicate County

Gender*	Male ()	Female ()	Date of Birth*	Month	Day	Year
Race:*	American Indian or Alaskan Native ()	Asian or Pacific Islander ()	African American ()			
Hispanic	()	White, not Hispanic ()	Other ()			

*This information is optional and is used for statistical purposes in accordance with applicable federal regulation.

SECTION II

Field of Study:

Semester you wish to enroll: Fall () Spring () Summer () 20

Please indicate your intent: To earn certification () To earn transfer credit () To update professional skills () Other ()

Have you previously applied to the Graduate School at Jackson State University? Yes () when? No ()

List in chronological order all colleges and universities attended. (Attach an additional sheet, if needed).

Institution	City & State	Dates (From & To)	Degree/Major
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Please indicate the highest degree earned: Bachelor's () Master's () Specialist () Other ()

SECTION III (International Applicants)

Nation of Citizenship

Which type of visa do you have or expect to receive?

Permanent resident () Student () Diplomatic [A] () Tourist [B] () Exchange [J] () Other, please specify

SECTION IV

- I hereby affirm that to the best of my knowledge all information furnished on this form is complete and accurate. I understand that withholding information requested or giving false information may make me ineligible for admission and enrollment. I am eligible to return to the last college or university I attended.
- I understand a student admitted in Non-Degree Status may only register in six (6) hours per semester. I understand student in Non-Degree Status are admitted for only one term. I understand that not more than twelve (12) semester may be taken while updating professional skills, earning transfer credit or attending workshops. I understand approval for non-degree enrollment does not guarantee subsequent admission to a degree conferring program.

Your Signature:

Date:

Additional Notes

- Out-of-state and international applicants must submit a non-refundable \$20 application fee to the Graduate School with the application. Only money orders and certified checks are accepted.
- International applicants applying for non-degree graduate admission must submit a TOEFL (Test of English as a Foreign Language) Score.

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