

Subject: Non-Degree Registration Eligibility

Policy Number: A5.03

Date: 10/16/98

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POLICY

Permission to enroll, as a non-degree student will be granted in the following cases:

1. Those public school teachers whose purpose in enrolling is for renewal of certificate only may be granted certification admission for six hours of credit once every five years. Students who have taken re-certification courses and later seek full admission to the college must meet all of the published admission criteria of the School. No more than six semester hours of previous work may be presented for approval to be included in the MLIS degree.
2. Those students who already have a master's degree from an ALA accredited program will be admitted as non-degree students for six credit hours. This privilege may be repeated or extended as circumstances warrant.
3. A transient student who is a candidate for a graduate degree at another ALA approved program and who has approval from his/her home program and the Dean/Director of that institution to take specific courses at USC for transfer to his/her institution, may be granted permission to enroll as a non-degree student. Transient status is granted for one semester.

PROCEDURE

Upon request, and in accordance with Graduate School application regulations, eligible students will be granted non-degree status to enable them to register for up to six hours of coursework in the School.

Applicants to degree programs will not be allowed to register as non-degree students in any course in Library and Information Science until their applications are complete and an admission decision has been made.