

Motions
University Academic Affairs Committee
From meeting on 9/11/15 (submitted 9/16/15)

**A. In Memoriam and
Posthumous degrees**

Current Policy/Rationale: There is no existing policy that allows for these kinds of degrees, but this would allow for a way to recognize a student's work.

Proposed policy: See attached pdf, "Proposed Policies on Posthumous Degrees and In Memoriam degrees.

**B. Graduate Non-degree
Status (two parts)**

Part One:

Current policy: Non-degree graduate students may complete a *maximum of six graduate credits*, with approval from the program director.

Rationale for change to policy: MSGA courses are four credits so the policy needs to be amended to allow non-degree students to take MSGA courses as a non-degree seeking student.

Proposed catalog change: Non-degree graduate students may complete a *maximum of two courses*, with approval from the program director.

Part Two:

Non-Degree Student "Policy" Descriptions (motion to accept as written)

Proposed changes presented to the University Academic Affairs Committee by the Office of the Provost

The issue

Our current language does not make it clear that there may be restrictions on the courses that non-degree students are able to take. Many universities have such language. We occasionally have instances in which non-degree students have enrolled in courses that, while technically open, are not good fits for the non-degree student. (Perhaps the course requires certain background knowledge or computer applications expertise that is not captured by whatever the formal prerequisites are.)

Also, in some courses or programs, giving the last spot to a non-degree student may cause difficulties because degree students are still going through drop/add and taking away the final space (especially in a lab course or some other class with inflexible enrollment limits) might cause problems in adequately meeting the needs of degree-seeking students. Some programs also have challenges in keeping up with demand for degree-seeking students. Unrestricted non-degree enrollment exacerbates that problem.

What's Missing?

Wording to this effect:

Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.

The Proposed Changes (to take effect immediately and be in next year's *Academic Catalogs*)

Current *Undergraduate Academic Catalog* (with proposed language in red)

Page 21 of the print catalog and also at <http://publications.umw.edu/undergraduatecatalog/admission-and-enrollment/admission-as-a-non-degree-seeking-student/>

ADMISSION AS A NON-DEGREE-SEEKING STUDENT

Non-degree-seeking students are permitted to enroll in courses on any campus of the University of Mary Washington but are not matriculated in a degree program. An abbreviated application form is required. Admission decisions are made by the Registrar at the time of enrollment.

Non-degree-seeking students may register for as many as 11 credits per semester and pay tuition according to the number of enrolled credits. Under certain conditions, a non-degree-seeking student may seek permission from the designated university official to exceed the 11-credit limit. Non-degree students wishing to apply for admission to a UMW degree program must do so before completing 30 credits in residence. **Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.**

Current *Graduate Academic Catalog* (with proposed language in red)

Page 23 of the print catalog and also at <http://publications.umw.edu/graduatecatalog/admissions-and-enrollment/academic-rules-and-regulations/>

Non-degree status. Students who enroll in courses but have not been accepted into any degree or certificate program are defined as non-degree students. The same academic rules, regulations, and procedures that govern degree students also govern non-degree students. All credits earned by a student in any certificate program or in a non-degree status may be applied toward a degree program if the courses qualify as degree requirements or electives. **Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.**

Non-degree graduate students may complete a maximum of six graduate credits, with approval from the program director. Such students are required to provide transcripts showing completion of a baccalaureate degree from a regionally-accredited college or university prior to obtaining non-degree status.

Current *Academic Procedures Directory* (with proposed language in red)

Available at: <http://publications.umw.edu/academicproceduresdirectory/non-degree-student-enrollment/>

NON-DEGREE STUDENT ENROLLMENT

Any student who has not been officially admitted into one of the University's degree programs is a non-degree student. Such students are eligible to register on the dates indicated on the Academic Calendar for courses on a space-available basis. Non-degree students are governed by the same academic

regulations as degree-seeking students. Thus, academic credit may be denied for coursework when regulations such as prerequisites, overlaps, repeats, pass/fail, and course-sequencing are not followed. Non-degree students must be aware that, should they become degree-seeking students, only courses that have been taken for graded credit can be used to fulfill General Education and Major Program requirements. Non-degree students may not register for individual study, research, or internship courses.

An abbreviated application form is required for non-degree enrollment. Admission decisions are made by the Registrar at the time of course registration. For a non-degree student to convert to degree-seeking status, the student must apply formally for admission to the University.

Non-degree-seeking students may register for as many as 11 credits per semester and pay tuition according to the number of enrolled credits. Under certain conditions, a non-degree-seeking student may seek permission from the Provost to exceed the 11-credit limit or for an exception to the restriction against registering for individual study, research, or internship courses. Non-degree students wishing to apply for admission to a UMW degree program must do so before completing 30 credits in residence.

Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.