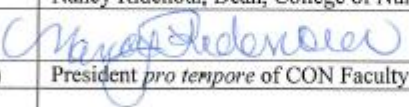
	Title: Non-Degree Students	Review Frequency: Two Years	Effective Date: 3/9/2016
	Document Category / Document Type	Doc Control #	CON-1106
		Revision #	1

1. Purpose/Objectives.
 - 1.1. This policy concerns prospective students who have not been admitted to a program and wish to enroll in a course(s) in the College of Nursing.
2. Scope.
 - 2.1. This policy applies to students who have not been admitted to a program in the College of Nursing, whether they have made application for admission or not. Such students are considered non-degree students.
3. Content.
 - 3.1. Prospective students may take credit-bearing courses at the College of Nursing if they have not been admitted to a program of study only with permission of the Course Instructor, and only as space allows.
 - 3.2. Non-degree students can take up to a total of 6 credit hours prior to being admitted to a program of study.
 - 3.3. Grades earned while non-matriculated will be calculated as part of the student's cumulative Grade Point Average at any time after the courses are taken.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Academic Program Directors	Responsible for assuring adherence to this policy.
Academic Advising	Responsible for assuring adherence to this policy.

5. Records Applicability/Retention
 - 5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. Seq.
6. External Reference(s).
 - 6.1. None
7. Internal Reference(s).
 - 7.1. None
8. Definitions.
 - 8.1. A student is considered matriculated after admission to a program following the admission policies of that program.
9. Key Words.
 - 9.1. None
10. Attachments.
 - 10.1. None
11. Approval Authority.

Item	Contact	Date	Approval
Owner	CON Faculty		[Y or N/A]
	CON Administration		[Y or N/A]
	Other: Click here to enter text.		[Y or N/A]
Consultant(s)	CON Senior Faculty, CON Tenured Faculty, or CON Leadership Team/ Department		[Y or N/A]
Committee(s)	CON Faculty Affairs Committee		[Y or N/A]
	Staff Council		[Y or N/A]
	Other:		[Y or N/A]
Legal (if applicable)			[Y or N/A]
Official Approver	Nancy Ridenour, Dean, College of Nursing		[Y or N/A]
Official Signature		Click here to enter a date.	
2 nd Approver (Optional)	President <i>pro tempore</i> of CON Faculty	Click here to enter a date.	
Signature		Click here to enter a date.	
CON Faculty Approval:		Click here to enter a date.	
Effective Date:		Click here to enter a date.	
Origination Date:		Click here to enter a date.	
Issue Date:		Click here to enter a date.	

12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
3/9/2016	1	Non-Degree Students	New Document	Dean, Nancy Ridenour
6/3/2020	2	Non-Degree Students	Transferred Policy #12.2.1 content to revised HSC policy template and numbering system to #CON-1106.	