



## UNIVERSITY GRADUATE SCHOOL

The University Graduate School (UGS) requires that while registered through the Continuing Nondegree Program (CND) students have:

- a. no less than a 3.0 cumulative GPA;
- b. no more than 18 credit hours accumulated per subject area;
- c. no more than two incompletes;
- d. no more than 12 credit hours in one semester.

As do all IU students, all CND students must abide by the Code of Student Rights, Responsibilities, and Conduct at <http://studentcode.iu.edu/~code> and the Registrar's policies and deadlines found at <http://registrar.indiana.edu/> If taking classes as a CND student in a School other than UGS, the CND student is also subject to the policies of that School.

*For CND students interested in Business, Education, Music, or The School of Public Health courses:*

## SCHOOL OF BUSINESS (Bloomington and Indianapolis)

The School of Business graduate faculty views as its first priority providing courses needed as part of the MBA curriculum for those students admitted and regularly enrolled in the MBA Program. The School also recognizes a need to provide opportunities for individuals in the community to broaden themselves professionally and personally through advanced study in business. Such a person may not need an advanced degree or may already have earned an MBA, but may want to enroll in selected courses related to his or her present or proposed area of employment. The School of Business attempts to allow these people to enroll as CND students to the extent that it is possible to accommodate them in MBA classes without excluding regular MBA students

Before CND students enroll, they must also complete a School of Business Special Student Application and be properly advised about course offerings by the Director of Graduate Student Services or the Director of Admissions of the School of Business.

CND students should only enroll in courses for which they are well prepared. The students admitted to MBA classes as "special/nondegree" should be those who can both benefit from and contribute to the learning experiences of the classroom. Students are required to receive approval in writing from the faculty member teaching the course.

Because the purpose of admission as a CND student is for personal enrichment or job advancement, those students considering application for regular MBA status will not be approved for special/nondegree student status. Taking courses before being officially admitted to the MBA Program would preclude the prospective new MBA student from receiving appropriate exemption and academic counseling. Courses taken in the School of Business by a special/nondegree student will not count as hours toward the MBA degree.

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## SCHOOL OF MUSIC

The School of Music views as its first priority providing graduate courses for students admitted to the Graduate Division of the School of Music. The School also recognizes a need to provide opportunities for individuals who wish to broaden themselves professionally and personally through advanced study in music. Provision will be made for those who are qualified to enroll as CND students to the extent that it is possible to accommodate them.

Before nondegree students enroll, they must be advised and approved by the Director of Graduate Studies for the School of Music. Courses taken in the Graduate Division of the School of Music by a Continuing Nondegree Student will not count as credit hours toward any graduate degrees offered by the School of Music.

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## **SCHOOL OF EDUCATION**

The School of Education recognizes and welcomes students selecting individual classes related to their academic interests. The faculty does, however, reserve the right to limit enrollment in required courses leading to licensing or advanced degree programs to students admitted to those programs. CND students must meet with a designated School of Education advisor for course approval. Those students may not take more than nine hours in the School of Education without being admitted to a School of Education program. Finally, courses taken by CND students may not count as credits toward any licensing or graduate degrees offered by the School of Education.

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## **SCHOOL OF PUBLIC HEALTH - (BLOOMINGTON)**

The School of Public Health-Bloomington welcomes nondegree graduate students to select and complete courses related to their academic fields of interest. The faculty does, however, reserve the right to limit enrollment in courses, required for our degrees, to students who have been admitted to those programs. Furthermore, no more than 9 credits, completed before formal admission to a School of Public Health-Bloomington graduate-level degree program, may be used to satisfy requirements for that degree.

Nondegree graduate students who intend to earn a School of Public Health-Bloomington graduate-level degree are strongly encouraged to meet with a designated faculty advisor for the desired degree program. This faculty member should be from the department in which the selected course resides.