



Non-matriculated Student Enrollment & Incoming Compliance Requirements

Domain/Division:	Academic / Program Administration	Index	20-06.07
Responsible Unit(s)¹:	Academic Council	Page:	1 of 2
		Attachments:	0

Authorization Date: 9-19-1984

If checked, policy requires Faculty Assembly Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

- 05/04/95: Revised
- 10/02: Reviewed by Academic Affairs
- 06/07: Revised by Office of Academic Affairs & SON Graduate Program Staff
- 12/10/07 Reviewed by Academic Council
- 12/10/2007: Approved by Academic Council
- 2/20/2008: Sent to SON Council Subcommittee on Policy for Review & Approval
- 3/7/2008: Sent to SON community for comment. No comments received.
- 3/25/2008: Policy updates effective

POLICY STATEMENT:

Non-degree students may not enroll in any undergraduate courses (100-499). Selected graduate level courses (500-799) allow non-degree student enrollment with permission of the faculty of record and on a space available basis. Non-degree students are not eligible to register or participate in clinical courses.

In order to be eligible for non-degree enrollment in graduate courses, students must hold a bachelor degree from an accredited school. Students with degrees from foreign colleges or universities must have a bachelor-level degree from a school accredited by the appropriate agency in that country. Non-degree students must have successfully completed any required prerequisites for the course they wish to take in order to enroll.

There is no maximum number of credits student can take as a non-matriculation student; however, students may only transfer 9 credit hours of non-degree course work into an OHSU School of Nursing graduate degree program². There is no commitment that non-degree courses will apply toward a graduate degree or that successful completion of courses in a non-degree status qualifies a student for admission.

Compliance Requirements:

SCHOOL OF NURSING REQUIREMENTS:

- Criminal Background Check and Finger Print Report (OHSU 03-10-011)³. In addition, if a student has lived in more than one state in the last three years, the student must complete a FBI background check. International non-degree student visas are accepted as CBC and FBR by OHSU Public Safety
- Successful drug screening if student will enroll in NURS 563/663
- Signed and dated Code of Conduct & Student Responsibility Agreement (20.04-22)

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight
² Students may transfer up to 12 credits into the MPH. However, those may not be for MPH core courses.
³ MPH students complete the OHSU Employee version of the Criminal Background Check.

- School of Nursing Permission to Release Educational Information Form
- Signed and dated admission specific confirmation and or enrollment agreement
- Master and Post-baccalaureate DNP students must have completed a statistics course with B grade or above within last 5 years or petition for waiver (20-01.03G) ^{4 5}

OHSU REQUIREMENTS:

- Updated immunization record or plan to complete immunizations requirements according to the OHSU Student Health Service pre-entry guidelines (OHSU 02-01.001). <http://www.ohsu.edu/academic/acad/health/>
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training Certificate
- Respect at the University Training Certificate
- Student Health Insurance (automatically enrolled by 1st day of the month in which classes start) or Approved Waiver (see deadline for receipt of completed application) ⁶
- **Portland Campus Students:** Personal Health History Form & OHSU Patient Registration Form

Table 1. Immunization, OHSU Student Health Fee, & OHSU Student Health Insurance Requirements by Program and/or Campus [Refer to <http://www.ohsu.edu/academic/acad/health> for details]

	Updated Immunization Record or Plan to Complete Immunizations	OHSU Student Health Fee	OHSU Student Health Insurance or Approved Waiver
International Interns ⁷	Yes	Dependent on number of credits enrolled	Dependent on number of credits enrolled
Non-matriculated students	Yes	Dependent on number of credits enrolled	Dependent on number of credits enrolled

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

Non-degree: An enrollment status for students that have not been admitted to a SON degree or certificate program

IMPLEMENTING PROCEDURES:

Responsible Party:	Action:
Advanced Practice Nursing (APN) & Advanced Graduate & Interdisciplinary Program (AGIP) Office	Maintains the School of Nursing <i>Non-Degree Status</i> website with accurate procedural information and forms and ensures non-degree students are advised of the limits that apply to non-matriculated course work that can transferred into the SON degree/certificate programs
Student	Follow the specified <i>Non-Degree Status</i> requirements

⁴ Post-Master Certificate Option and Post-Master DNP students are excluded from this requirement

⁵ MPH students are required to pass a basic statistics course with a grade of C or better; there is no time limit on when the course was taken.

⁶ Insurance waivers are due in the Student Health Service before the 1st of the month in which the student starts the program. If a student misses this deadline, a refund for insurance premium will be prorated for the remainder of the quarter. The student will pay for any months prior to the waiver being received

⁷ See OHSU Exchange Visitor Health Insurance Requirements

Committee/Council Chair or Official Administrative Approval
required for new policies Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Printed Name
Lois Miller, PhD, RN

DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Sandra L. Theis, Interim Dean, PhD, RN