Non-Degree Status
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American University of Armenia
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PURPOSE

This policy governs the admission, classification, participation, academic credit, and administrative processing of individuals who are not matriculated into a degree program but are permitted, by special permission of the Executive Team and the Deans, to engage in selected University courses or educational activities.

Non-degree participation includes both:

- credit-bearing enrollment in selected courses, and
- non-credit or limited participation categories defined herein.

SCOPE

This policy applies to all individuals participating in AUA courses or academic activities under non-degree arrangements.

This policy governs:

- credit-bearing non-degree enrollment
- pre-college / high-school participation
- non-credit participation (auditing, sit-ins)
- alumni participation under audit status

This policy does not govern:

- degree program admission
- fully matriculated students
- institutional partnership programs unless explicitly stated
- continuing education programs governed by separate policy

Non-degree students may apply for admission to degree programs at any time up to the published deadlines, but a student cannot change status mid-term. Students who register as a non-degree student must complete the term as a non-degree student. Enrollment as a non-degree student does not guarantee future admission to the University's Programs. The total number of credits which a non-degree student may apply toward an AUA graduate degree shall not exceed 25% of the credits required for that degree.

DEFINITIONS

1. Visiting Student (Credit-Bearing)

A non-degree student who:

- goes through AUA's admissions process
- is part of the official student record system
- enrolls in courses for academic credit
- receives grades recorded on a transcript
- may transfer credits subject to home institution policies

2. Auditor (Non-Credit)

A non-degree student who:

- submits a form to the Office of the Registrar
- gets necessary departmental approvals
- are not formally enrolled in academic official student record systems
- attends a course without receiving credit or grades
- does not complete assessments for credit
- may receive audit notation at the program's discretion
- may not convert audit participation into credit

3. Alumni Auditor

An AUA degree graduate who is approved to audit courses under the same conditions as auditors, subject to availability and course approval.

4. Sit-In Participant

A limited-access participant who:

- may attend selected class sessions, only

- receives no credit or transcript notation

- is not formally enrolled in the course

5. Pre-College / High-School Participant

A minor or high-school student who:

- comes from an educational institution that has an existing agreement with AUA

- participates in courses or academic programs for enrichment

- may receive credit and grades reflected on a transcript only if explicitly authorized by program

- is subject to enhanced safety, consent, and access restrictions

- may be restricted from participating in courses or activities involving mature content, laboratory access, specialized facilities, or other experiences deemed unsuitable based on safety considerations, developmental appropriateness, or institutional policy, unless separately approved under applicable University procedures.

NON-DEGREE ADMISSION AND CLASSIFICATION PROCESS

1. Credit-bearing non-degree applicants must submit a Non-Degree Application with required documentation to the Office of Admission within the deadlines provided by the office of admissionss.
2. Non-credit participation, including auditing and sit-in participation, follows the procedures established by the Office of the Registrar and the relevant academic unit.
3. The Program Chair (or designee) reviews academic preparedness and program capacity.
4. Approved applicants are classified into one of the Non-Degree categories defined above.
5. The Office of the Registrar completes registration and maintains official academic records.
6. Unless otherwise approved, non-degee status is term-specific and must be renewed

GENERAL PROVISIONS

1. Non-degree status does not constitute admission to a degree program.
2. Participation is subject to program capacity, academic suitability, and institutional policies. AUA retains sole and absolute discretion to make these decisions.
3. All non-degree participants are subject to University regulations and codes of conduct.
4. Credit-bearing and non-credit participation are governed by distinct rules under this policy.
5. Status may not be used to circumvent degree admission requirements.

TUITION AND FEES

1. Tuition is assessed per credit for Visiting Students, in accordance with published AUA tuition rates applicable to part-time study.
2. Tuition for auditors, alumni auditors, pre-college/high-school participants, and other approved non-degree participation categories will be assessed in accordance with University fee schedules and applicable participation arrangements. For undergraduate-level participation, tuition may be calculated based on $1/30^{th}$ of the annual undergraduate tuition published by the University, where applicable.
3. Corresponding education agreements and payment documentation will be processed and maintained through the Office of the Registrar.
4. Non-degree participants are not eligible for University financial aid, scholarships, state-funded places, or flexible payment arrangements unless explicitly authorized by University policy.
5. Refunds follow published institutional refund policies.

REGISTRATION AND RECORDKEEPING

1. The Office of Admissions manages application intake and initial review for credit-bearing students and the Office of Registrar manages the process for non-credit bearing students.
2. Program Chairs approve academic suitability and capacity.
3. The Office of the Registrar:

    - assigns official status

    - registers participants where applicable

    - maintains academic records where applicable

    - records audit or participation status where applicable

4. All participation must be documented in institutional systems, whether formally or informally, maintained by the Office of the Registrar.

COMPLIANCE AND SAFETY

1. All participants are subject to University policies and conduct standards.
2. Minors are subject to enhanced safety, consent, and supervision requirements.
3. Compliance with immigration, legal, and institutional safety requirements is mandatory.

RESPONSIBILITIES

Office of Admissions

- processes applications

- verifies eligibility

Program Chairs

- approve participation

- assess academic suitability

Office of the Registrar

- registers non-degree participants and maintains academic and participation records

- processes registration and classification

- issues transcripts where applicable

- coordinates with Program Chairs and course instructors regarding the registration, classification, roster designation, and participation status of non-degree participants, including auditors, alumni auditors, and pre-college/high-school participants, and ensures that relevant academic units and instructors are informed prior to course participation

Provost

- oversees policy compliance

- resolves exceptions

Office of Student Affairs

- ensures conduct compliance

- manages safety procedures for minors

TERMINATION OF STATUS

Non-degree status ends when:

- enrollment is not maintained

- program or course requirements are completed

- University conditions for participation are no longer met