

# LEHIGH

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## University

*P.C. Rossin College of Engineering and Applied Science*

*Office of the Associate Dean of Graduate Studies*

*314A Packard Lab*

*(610) 758-6310*

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## NON-DEGREE GRADUATE STUDENT APPLICATION

### *Admissions Requirements*

Qualified applicants may be admitted to the P.C. Rossin College of Engineering and Applied Science for the purpose of taking one or more graduate-level courses without seeking a degree. University admissions criteria for non-degree graduate students are:

a) A bachelor's degree from an accredited institution with an overall grade point average of at least 3.0. Applicants with an undergraduate GPA below 3.0 may be admitted with the approval of the department in which they wish to take courses.

-or-

b) Evidence that the applicant is presently a student in good standing in an appropriate graduate program at an accredited institution.

-or-

c) Evidence that the applicant has received an appropriate graduate or other advanced degree from an accredited institution.

International students are required to demonstrate English language skills equal to those required of degree-seeking students in the College. All international applicants whose native language is not English must take the TOEFL (Test of English as a Foreign Language). A minimum score of 550 on the paper-based test or 213 on the computer-based test is required for admission.

### *Admission Decisions*

Admission decisions for non-degree students are made by the Associate Dean of Graduate Studies, or other responsible official designated by him/her for this purpose. Apart from providing the necessary transcripts and other documents indicating that they meet all academic requirements, non-degree applicants must complete a non-degree graduate student application form. Students who have been admitted to a Lehigh graduate degree program at a previous time, must also present a petition form to change their status from degree to non-degree. The signature of the Associate Dean of Graduate Studies in the P.C. Rossin College of Engineering and Applied Science on the application and registration forms confers admission to the non-degree graduate student status. Informal transcripts will be accepted for initial admission, but formal transcripts must be on record before the student can receive any transcript or grade report from the University or enroll for additional courses.

The applicant must indicate on the application form which course(s) he/she wishes to take as a non-degree student. All prerequisites must be satisfied before the applicant will be allowed to enroll. The Dean's office reserves the right, after consultation with the appropriate department, to restrict the course enrollment selections for applicants who have a background significantly different from the desired courses.

*Please see over for credential and instructions*

*\*Required*

### ***Credit Limitations***

Non-degree students may take no more than twelve hours of graduate study (300 or 400 level courses) in the P.C. Rossin College of Engineering and Applied Science at Lehigh University. Any transcript or other record from the University will clearly indicate the student status as non-degree. Course audits are conditional on the approval of the Associate Dean of Graduate Studies.

### ***Changing from Non-Degree to Degree Status***

Non-degree students who seek admission to a degree program must meet all admissions criteria of the department for which they seek admission. Each department has its own procedures and students are encouraged to contact the department for more information. Courses taken by a non-degree student who later enters a degree program will count towards the completion of the program to the extent that they fall within the normal requirements of the program and to the extent that the student's performance in the course(s) is acceptable for degree program purposes. Any course, which is counted towards the completion of a degree, must be completed within the established time limits for that degree, whether taken initially as a degree or non-degree course.

### ***General Instructions***

#### ***Complete and return this application to:***

P.C. Rossin College of Engineering and Applied Science  
Office of Graduate Studies  
19 Memorial Drive West  
Packard Lab  
Bethlehem, PA 18015-3045

A transcript of the last college or university that you attended or an official letter stating that you are a student in good standing in an acceptable graduate program must accompany the application. The transcript may be unofficial, but an official transcript will be required before the completion of your first course at Lehigh so that grades may be released. If English is not your first language you must submit your TOEFL score. **A check in the amount of \$20 made out to Lehigh University must be attached to this application.** If you decide to apply for regular or associate degree status in the future, this fee will be credited to the regular admission application fee of \$50.

You must bring the application, transcript (or official letter of good standing), and registration form to the College Office of Graduate Studies, 314A Packard Lab, between 8:15 AM and 4:45 PM by or prior to the first day of classes for all classes offered in the College and not the particular one in which you would like to register. For summer session courses, the deadline will be the first day on which the class is offered. Once you are registered, you must pay all applicable tuition and fees in the Bursar's Office, Alumni Memorial Building, Ground Floor (610-758-3160) by the following day. If, for some reason you are not accepted by the P.C. Rossin College of Engineering and Applied Science, you will receive a full refund of all tuition paid.

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### NON-DEGREE GRADUATE STUDENT APPLICATION

Semester for which you intend to enroll:      Fall 20 \_\_\_\_      Spring 20 \_\_\_\_      Summer I 20 \_\_\_\_      Summer II 20 \_\_\_\_

Social Security Number: \_\_\_\_\_

Last Name

First Name

Middle or Maiden Name

Home address:

Number and Street

City

State

Zip Code

Home Telephone \_\_\_\_\_  
(Area Code)

Business Telephone \_\_\_\_\_  
(Area Code)

Internet Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Citizenship: ☐ U.S. Citizen      ☐ U.S. Permanent Resident      ☐ Other

Type of Visa \_\_\_\_\_ ☐ Held      ☐ Will Apply For

The following information is voluntary and will not affect the decision for admission. Lehigh University does not discriminate.

Sex      ☐ Female      ☐ Male

Ethnic Origin      ☐ African American      ☐ Asian      ☐ Black      ☐ Hispanic      ☐ Native American      ☐ White      ☐ Other

What is your first language, if other than English? \_\_\_\_\_

Number of years you have studied English \_\_\_\_\_

TOEFL Score: \_\_\_\_\_

Date TOEFL exam was taken (or scheduled) \_\_\_\_\_

☐ Paper Based      ☐ Computer Based

*(Please choose one)*

Are you a Lehigh Employee? ☐ Yes      ☐ No      If yes, which department? \_\_\_\_\_

Have you ever attended Lehigh University? ☐ Yes      ☐ No      If yes, list dates \_\_\_\_\_

Have you ever been admitted to or received a degree from a Lehigh graduate program? ☐ Yes      ☐ No

If yes, please list dates and program \_\_\_\_\_

In which course(s) do you wish to enroll?

CRN*	Course Prefix	Number	Section	Title	Credit	Dept. Approval

*Please see over for credential and instructions*

\*Required

List below the college or university from which you received your Bachelor's degree. No one can be admitted to graduate study at Lehigh University without having earned a Bachelor's-level degree. Also list all colleges and universities which you have attended or are attending.

College/University Name	Location	Dates of Attendance	Degree(s) Earned/Date

I certify that the information provided on this application is complete and correct to the best of my knowledge and that I have read and understand the information included on both sides of this application. I understand that providing partial or incorrect information is grounds for dismissal from the University.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Dean of Graduate Studies

\_\_\_\_\_  
Date

Admission status: ☐ Accepted ☐ Not Accepted

Reason if not accepted: \_\_\_\_\_

**For Official Use Only**

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Letter of Good Standing ☐ yes ☐ no

TOEFL Required ☐ yes ☐ no

Transcript Received ☐ yes ☐ no

Paper-based \_\_\_\_\_

Official ☐ yes ☐ no

Computer-based \_\_\_\_\_

GPA \_\_\_\_\_