

LEHIGH

University

P.C. Rossin College of Engineering and Applied Science

Office of Graduate Studies & Research

310 Packard Lab

(610) 758-6310

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 & Research 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 & Research.

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 & Research
19 Memorial Drive West
Room 310 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 \$65.

You must bring the application, transcript (or official letter of good standing), and registration form to the College Office of Graduate Studies, 310 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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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 _____
TOEFL Required <input type="checkbox"/> yes <input type="checkbox"/> no	Letter of Good Standing <input type="checkbox"/> yes <input type="checkbox"/> no
Paper-based _____	Transcript Received <input type="checkbox"/> yes <input type="checkbox"/> no
Computer-based _____	Official <input type="checkbox"/> yes <input type="checkbox"/> no
	GPA _____