



## NATIONAL COLLEGE OF NATURAL MEDICINE POLICY AND PROCEDURE

Number: AC.5.15  
Subject: School of Graduate Studies: Non-Degree Seeking Students  
Approved by: CAAA  
Approved on: April 18, 2013  
Revised: This policy supersedes the “Non-Degree Seeking Students” policy

**NCNM welcomes non-degree seeking students as members of our community based upon the following policies and procedures. The Associate Dean of Academic Progress and the Office of Admissions are available to provide guidance throughout this process.**

### POLICY

This policy addresses the non-degree seeking student who wishes to attend a course for credit, audit, or educational enhancement. A non-degree seeking student is defined as an individual who is not matriculated in an NCNM degree or certificate program. This policy falls under the School of Graduate Studies, overseen by the Dean of Research and Graduate Studies.

The School of Graduate Studies includes all of NCNM’s non-continuing education graduate degree and certificate programs that are not first professional degree programs. An example is the Master of Science in Integrative Medicine Research (MSiMR) program. In addition, the School of Graduate Studies houses non-degree seeking individuals who have met the qualifications for and been granted permission to enroll in specific courses at NCNM.

This policy does not apply to:

- Individuals seeking Continuing Education Units. (See the CE department under the Office of Advancement.)
- NCNM employees desiring to take a course for credit or audit. (See the Employee Handbook for applicable policies and procedures.)

Individuals who wish to attend a course as a non-degree seeking student must follow the policies and procedures and receive all approvals detailed in the “Non-Degree Seeking Student Registration Form”. The procedures below provide an overview of the application and approval process.

#### **Potentially eligible students include:**

- Students currently matriculated into, or graduate from an accredited **masters’ or doctoral level** medical program. Examples include but are not limited to students in, or graduates of, acupuncture or acupuncture and oriental medicine programs; doctorate of naturopathic, osteopathic, medical or chiropractic programs; nursing programs.

- Individuals who have completed an undergraduate degree who seek further preparation prior to beginning a graduate level medical program.

**A list of classes approved for credit, audit, and educational enhancement** is available from the Office of the Registrar or the Office of Admissions. Courses in which the non-degree seeking student will engage a significant amount of the instructor's time, such as laboratory, clinic, small group discussion, and nutrition cooking classes, may be taken for credit but not for audit or educational enhancement.

## PROCEDURES

An individual who wishes to take a course for credit, audit, or educational enhancement at NCNM is asking to participate within the NCNM community as a student and agrees to abide by the policies and procedures outlined in the Student Handbook, including the Student Code of Conduct and Honor Code. Signing the *Non-Degree Seeking Student Registration Form* is confirmation of this agreement.

The screening process for non-degree seeking students includes some aspects that are required of other members of the NCNM community such as providing immunization records, completion of a TB test, and completion of a background check.

NCNM lockers, mailboxes, and e-mail addresses are only provided to degree seeking students.

Following are the steps outlined in the *Non-Degree Seeking Student Registration Form*.

1. Contact the Office of Admissions for the *Non-Degree Seeking Student Registration Form*.
2. Complete the application portion of the form.
3. Verify with the Registrar's Office that there is space in the course and that all course prerequisites have been met. The Registrar maintains a list of prerequisites that are course- and program-specific. To register for credit, all prerequisites for admission into the applicable program as well as course-specific prerequisites must be met. The requirement for completion of an undergraduate degree may be waived as a prerequisite, but courses taken are not transferrable into the School of Naturopathic Medicine, the School of Research, or the School of Classical Chinese Medicine until the undergraduate degree has been conferred. For audit, course-specific prerequisites must be met.
4. Obtain the signature of the course faculty member.
5. Arrange a background check through the Office of Admissions and provide proof of immunization and a TB test. The Office of Admissions can provide information concerning applicable fees.
6. Meet with the Associate Dean of Academic Progress or the Program Dean to sign an acknowledgement of receipt of a Student Handbook and any other required documents, and to obtain an authorizing signature.
7. Submit the completed *Non-Degree Seeking Student Registration Form* to the Office of the Registrar.
8. With the assistance of the Registrar, register for the course utilizing our student information system, SONIS.
9. Submit payment to the Business Office for the course.