



Application Information for U.S. Students: GRADUATE NONDEGREE STUDY

GRADUATE NONDEGREE STATUS

Graduate Nondegree (GND) students are admitted to the university-at-large, not to a specific degree-granting program. However, nondegree students should contact specific graduate programs to be sure that courses will be available.

Students in this status take graduate level coursework for personal enrichment, professional development, certification, or to familiarize themselves with the rigors of a graduate program before applying to a degree program. Graduate Nondegree (GND) status is also appropriate for students actively pursuing a graduate degree at another college or university, and who wish to transfer graduate credit back to that institution.

Admission Criteria – You must hold a four-year bachelor’s degree (or higher) from a regionally accredited college or university (or the foreign equivalent).

Restrictions and Policies –

1. Graduate Nondegree admission does not require the approval of a graduate program or department. Students in this status are admitted to the Graduate School-at-large.
2. Admission to Graduate Nondegree status neither guarantees nor implies subsequent admission to a degree program. Students who decide to pursue a graduate degree must complete a separate application for admission.
3. If a Graduate Nondegree student later applies and is admitted to a graduate degree program, no more than 10 hours of graduate credit earned in nondegree status may be counted toward the graduate degree. The Graduate Studies Committee of the degree program to which the student is later admitted determines the number of graduate credit hours actually counted toward the degree.
4. Graduate Nondegree students may not receive university fellowships or graduate associateships.

Note: Departments may reserve courses for degree-seeking students; a course may be otherwise ‘available’ but not accessible for non-degree students.

WHO SHOULD USE THIS APPLICATION AND INSTRUCTIONS?

Use this application only if (1) you have never before enrolled in the Graduate School (former Ohio State graduate students should contact the Graduate School to find out how to re-enter and register for classes); and (2) you are a U.S. citizen (or a non-citizen who has permanent resident, refugee, or asylee status). International students who require a visa to study in the U.S. should apply using the **Graduate Nondegree International Students Application**. Prospective international students should consult Graduate Admissions for information and eligibility.

Would an undergraduate nondegree program (Continuing Education) better serve your needs? If you do not need graduate credit, enrolling in Continuing Education (CED) might be the better option. Students in CED may take many classes at the 100 through 600 levels and pay the less expensive undergraduate fees. Courses taken through undergraduate CED can satisfy undergraduate **prerequisites** for admission to a graduate or professional program; however, CED courses cannot be used to fulfill requirements for a graduate degree.

ADMISSION REQUIREMENTS

1. Submit a completed *Application for U.S. Students: Graduate Nondegree* form. (No application fee is required of U.S. students).
2. Provide proof that you received a four-year bachelor’s, or higher degree from an accredited institution in the U.S., or an equivalent in a foreign country. Applicants with a bachelor’s degree or higher from Ohio State do not need to provide proof.

Documents accepted for proof of degree:

1. An official sealed transcript with a statement of degree and date received; or
2. An official diploma with the date the degree was awarded; or
3. An unofficial copy of transcript with a statement of degree; or
4. A statement of degree

INSTRUCTIONS FOR APPLYING BY MAIL OR IN-PERSON

If you apply prior to the **application deadlines** listed below, you may do so by mail (as well as in person).

Autumn Quarter	Apply by: August 15
Winter Quarter	Apply by: December 1
Spring Quarter	Apply by: March 1
Summer Quarter	Apply by: May 15

To apply by mail—mail your completed application and official proof of degree to the Graduate Admissions Office so that they arrive before the deadline. Several weeks may be required to process your application. Once admitted, contact the Graduate School (See Offices and Contact Information) **for information about registration.**

To apply in-person—

1. Take your completed application and proof of degree to the Graduate Admissions Office if prior to the deadline;
2. Meet with a staff member of the Graduate School to begin the process of gaining admission;
3. Once admitted, you may go to http://www.gradsch.ohio-state.edu/Depo/PDF/To_Do.pdf in order to download a *New Student To Do List* with detailed instructions for registration.

Note: non-citizens with permanent resident, asylee, or refugee status must apply through the Graduate Admissions Office.

SOURCES FOR INFORMATION ON GRADUATE COURSES

To search for courses, course descriptions and availability, consult the *Master Schedule of Classes and Course Bulletin*: www.ureg.ohio-state.edu/courses/

OFFICES AND CONTACT INFORMATION

Graduate School

247 University Hall, 230 North Oval Mall
Columbus, OH 43210-1366 Tel: 614-292-6031
Web: www.gradsch.ohio-state.edu

Office of Continuing Education

Department of Credit Programs
152 Mount Hall, 1050 Carmack Road
Columbus, OH 43210-1002 Tel: 614-292-8860
E-mail: AskCED@gate.ce.ohio-state.edu
Web: www.continuinged.ohio-state.edu

Office of International Affairs

Oxley Hall 1712 Neil Ave
Columbus, OH 43210-1237 Tel: 614-292-6101
Email: oie@osu.edu
Web: www.oie.ohio-state.edu

Graduate Admissions Office

P.O. Box 182004
Third Floor, Lincoln Tower
1800 Cannon Drive
Columbus, OH 43218-2004 Tel: 614-292-9444
Web: <http://www-afa.adm.ohio-state.edu/grad/nondegree.html>

Office of the Treasurer (Fees, Deposits, and Disbursements)

220 Lincoln Tower, 1800 Cannon Drive
Columbus, OH 43210-1203 Tel: 614-292-3337
Web: <http://www.treasurer.ohio-state.edu/>