Nondegree-seeking Application Process

Scenario: applicant wishes to take graduate level course/courses at TTU in order to enhance their skills. Applicant is not seeking a graduate degree.

1. Applicant meets with department and discusses desired course. When approval on course selection is received, student begins application process.
2. Student applies at the Graduate Studies application page (see below).
   a. Student to select "Graduate Nondegree Application"
3. Student begins the application process by entering student information and demographics.

4. Student selects 'Planned Program of Study' section and inputs the following (see screen shot below for details):
   a. Apply for entry as 'GRADUATE NONDEGREE'
   b. Degree level for which student applying is 'GRADUATE'

c. Select intended program: 'NONDEGREE + COLLEGE' (the college should match the type of course you are taking, for instance an applicant wanting to take an MBA course would select 'NONDEGREE-BUSINESS'). (See Arrow below.)
d. Select how you heard about the program.
e. Enter the course or courses that you wish to take (THIS MUST BE COMPLETE) (See Arrow below.)

Student will complete the application and when all sections are completed, the student will SUBMIT the application.

After submission, student will return to the application portal to submit via UPLOAD:

1. Required bachelor's degree TRANSCRIPTS.
2. Proof of citizenship/state residency. A copy of the Tennessee driver's license is suitable.

What happens next?

COGS personnel will verify the submitted application to determine which courses the student wishes to take and if the transcripts are attached. If the application is complete, COGS will mark it READY FOR REVIEW.

COGS will submit the application in AppReview as a "Regular Bundle". The application will be sent to the department in which the identified course/courses is being offered. The department reviewing committee or representative will notice NONDEGREE as the student major under the APPLICATIONS heading (see AppReview screen shot below).

Department determines decision and submits via AppReview

COGS will notify the student of the decision.