

# NON-DEGREE STUDENTS

A non-degree student is defined as any student that is not admitted into a Master's or Specialist degree program. Non-degree applicants can be admitted into two categories: financial aid eligible plans and non-aid eligible plans. Applicants seeking additional teaching endorsements, initial certification or the Transitional Certification Program (TCP) are aid eligible. Those applicants seeking certificate programs, taking courses for personal enrichment, taking pre-requisite courses to be eligible for admission into a degree program, etc. are not eligible for financial aid.

Non-degree applicants complete an online application (<https://www.applyweb.com/unkgrad/>) and pay an application fee if applying for the first time thru the Office of Graduate Studies and Academic Innovation at UNK. An application fee is also required for returning non-degree graduate students who have NOT taken courses at UNK within the last two years.

If an applicant decides to pursue a graduate degree at UNK in the future, it is important to understand the university regulations about non-degree coursework. The following provides a description about non-degree graduate study at UNK:

- Certain courses may require permission from the instructor prior to registration.
- Non-degree seeking students are not permitted to take certain graduate level courses.
- Only certain non-degree seeking applicants listed above are eligible to receive Federal Financial Aid.
- Graduate programs are under no obligation to accept non-degree coursework should a student decide to pursue a graduate degree at a later date. Students in non-degree status interested in pursuing a degree program may want to contact the department or confirm the coursework completed is listed on the approved program of study before registering.
- While graduate programs may allow some non-degree courses to count toward a degree, no more than 12 credit hours will be accepted.
- An official transcript from the institution awarding the bachelor's degree is required for unconditional nondegree admission. NU transcripts (UNO, UNL, UNMC and UNK) are obtained internally unless an academic or financial hold is on the account. By virtue of submitting an application, the applicant is providing consent for internal access to these academic records. Transcripts outside the NU system should be sent to the following address: Graduate Admissions, 1910 University Drive - CMCT 310, University of Nebraska at Kearney, Kearney, NE 68849 or electronically emailed from the institution to [gradstudies@unk.edu](mailto:gradstudies@unk.edu).

## Applicants with a Bachelor's Degree Now Seeking Initial Certification or the Transitional Certification Program (TCP)

Applicants who have a bachelor's degree in an area outside of the education field and would now like to teach in an approved public or private school need to complete a graduate online application (<https://www.applyweb.com/unkgrad/>) and choose 'Initial Certification & TCP' as their application type.

- Applicants seeking initial certification are eligible for federal financial aid and will work with the Educator Certification Office on the UNK

campus to determine what course work is required to fulfill the State Department of Education requirements for initial certification in their field. Contact the Educator Certification Office at (308) 865-8264 or via email at [eco@unk.edu](mailto:eco@unk.edu).

- The Transitional Certification Program (TCP) is available to participants who physically reside in Nebraska or within commuting distance to a Nebraska school district. This program is financial aid eligible, but applicants must be reviewed and accepted into the program prior to applying for admission. For detailed information view the Transitional Certification Program ([https://www.unk.edu/academics/ted/transitional\\_certification/](https://www.unk.edu/academics/ted/transitional_certification/)) website.
- An official transcript from the institution awarding the bachelor's degree is required for unconditional admission. NU transcripts (UNO, UNL, UNMC and UNK) are obtained internally unless an academic or financial hold is on the account. By virtue of submitting an application, the applicant is providing consent for internal access to these academic records. Transcripts outside the NU system should be sent to the following address: Graduate Admissions, 1910 University Drive - CMCT 310, University of Nebraska at Kearney, Kearney, NE 68849 or electronically emailed from the institution to [gradstudies@unk.edu](mailto:gradstudies@unk.edu).

## Applicants Seeking an Additional Education Endorsement

Applicants who have a bachelor's degree in Education and would now like to add an additional endorsement to their current certification would complete a graduate online application (<https://www.applyweb.com/unkgrad/>) and choose 'additional endorsement' on the Program Selection page.

- Applicants will work with the Educator Certification Office to determine what course work is required to fulfill the State Department of Education requirements for the additional endorsement. Contact the Educator Certification Office at (308) 865-8264 or via email at [eco@unk.edu](mailto:eco@unk.edu).
- An official transcript from the institution awarding the bachelor's degree is required for unconditional admission except for Educational Administration Endorsement applicants who must submit transcripts from ALL schools attended. NU transcripts (UNO, UNL, UNMC and UNK) are obtained internally unless an academic or financial hold is on the account. By virtue of submitting an application, the applicant is providing consent for internal access to these academic records. Transcripts outside the NU system should be sent to the following address: Graduate Admissions, 1910 University Drive - CMCT 310, University of Nebraska at Kearney, Kearney, NE 68849 or electronically emailed from the institution to [gradstudies@unk.edu](mailto:gradstudies@unk.edu).

## Pre-MBA Applicants

Applicants interested in pursuing an MBA may attend UNK as a Pre-MBA student to complete undergraduate pre-requisites or to complete competency hours prior to being admitted into the MBA program.

- Official transcripts from ALL previously attended institutions are required at the time of admission. NU transcripts (UNO, UNL, UNMC and UNK) are obtained internally unless an academic or financial hold is on the account. By virtue of submitting an application, the applicant is providing consent for internal access to these academic records. Transcripts outside the NU system should be sent to the following address: Graduate Admissions, 1910 University Drive -

CMCT 310, University of Nebraska at Kearney, Kearney, NE 68849 or electronically emailed from the institution to gradstudies@unk.edu.

- Students will work with the MBA office on the UNK campus to determine what course work is required. Contact the MBA office at (308) 865-8346 or at mbaoffice@unk.edu.

## **Applicants Seeking a Second Bachelor's Degree or Pre-SLP**

Applicants interested in seeking a second bachelor's degree or taking undergraduate leveling coursework for Speech/Language Pathology should be admitted through the Undergraduate Admissions Office.