

Wesleyan University
Office of Graduate Student Services
SPECIAL GRADUATE (NON-DEGREE) STUDENTS

Wesleyan University may accept non-matriculated students to the undergraduate or graduate program as "special non-degree seeking students". Individuals eligible for this special student category must fall into one of the two categories listed below:

- **Members of the Wesleyan Community**, which include employees of the University, spouses/domestic partners of members of the faculty, administration or staff.
- **Residence** within commuting distance to the University.

Individuals holding a bachelor's degree or its equivalent are eligible to enroll in courses at Wesleyan as "special graduate students". There is a **\$55 fee** for the application that is non-refundable. **At the time of registration, an official transcript indicating the awarding of an undergraduate degree must be submitted to the Graduate Office.** Permission to enroll in a course or courses (no more than 2 courses are permitted) must be obtained by having both the instructor of the course(s) and the Chair of the department(s) hosting the course(s) sign off on the enclosed forms. **Tuition must be paid in full at the time of registration. No exceptions will be made.** Financial aid is not available. Individuals enrolled as "special students" may not be accepted (provisionally or otherwise) in a program leading to a degree at Wesleyan. Special students are NON-MATRICULATED, NON-DEGREE students. A special student may only become a candidate through the express action of his/her department or program.

Auditing in graduate or undergraduate courses is permissible with the approval of the instructor. The University will not keep records covering the work of special students who are auditing classes.

Special students should be aware of the following:

1. The tuition for the _____ year will be _____ per semester course.
2. The special student registration date for the _____ semester will be held on _____.
3. Special students are not eligible for the student health services or insurance.
4. Special students are subject to all the codes and rules outlined in the University Blue Book.

Special students are not eligible for University housing.

Special students **must** bring the following material with them to registration:

- Official undergraduate transcript indicating degree earned.
- Tuition (check or money order only)
- Petition to enroll in course work, signed by **Instructor** and **Chair**.
- Completed request to enroll form and student information form.
- Copy of Social Security Card.

If any additional information is needed, please call the Graduate Office at (860)685-2224.

Request for Permission to enroll as a Special Graduate (non-degree) Student:

Date of Application _____ for Semester _____ Year _____

Mr.

Mrs. NAME _____ SOC. SEC. # _____ Ms.

ADDRESS _____ OCCUPATION _____

PHONE #: Home _____

Work _____

PLEASE ANSWER THE FOLLOWING:

Are you currently employed by Wesleyan University? Yes No

Is so, as a: Staff Member Administrator Faculty Member

Are you married:

a. To a Wesleyan Faculty Member? (please give name)

b. To a Wesleyan Administrator? (please give name)

c. To a Wesleyan Staff Member? (please give name)

d. To a person not connected with the University

COLLEGE EDUCATION:

College(s):

Institution Dates Degree Awarded

Institution Dates Degree Awarded

Institution Dates Degree Awarded

**YOUR OFFICIAL TRANSCRIPT INDICATING YOUR UNDERGRADUATE DEGREE
MUST BE SUBMITTED PRIOR TO REGISTRATION.**

COURSE(S) DESIRED: (Please give complete name and number of course and department)

REASONS FOR WANTING TO ENROLL: (Please be as specific as possible)

Name(s) of Wesleyan Faculty Member(s) with whom you have already discussed your plans to enroll as a special student:

This application should be sent along with the petition(s) to the Office of Graduate Student Services before final registration can be endorsed.

Signed: _____ Date: _____

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PETITION TO ENROLL IN COURSE WORK

It is understood that all persons enrolled as "special graduate students" are qualified by 1) showing evidence of holding an undergraduate degree, and by 2) having permission to enroll in a course by both the instructor of the course and the Chair of the department hosting the course, before he or she can be enrolled and formally registered.

ACADEMIC YEAR _____ SEMESTER

NAME OF STUDENT

COURSE SELECTION:

DEPARTMENT _____ CNBR(in catalog)

COURSE NUMBER _____ SECTION

CREDIT AMOUNT _____ GRADING MODE: CR/U or A-F

**INSTRUCTOR OF COURSE
signature**

**DEPARTMENT CHAIRMAN
signature**

DATE

This completed form must be submitted to the Office of Graduate Student Services, Rooms 130 - 132 Science Tower. A statement of charges will be issued, due at time of registration.

Comment:

TUITION: