

## NON-MATRICULATED STUDENTS IN GRADUATE COURSES

**NAME**  
**PHONE**

**UC ID**  
**EMAIL**

Interested students should read this form carefully.

### Regarding graduate courses I understand I:

- May complete no more than 12 total grad hours.
- Will be granted course permission on a space available basis. The college reserves the right to drop a student if space is needed.
- **Will** have limited access to graduate courses, including but not limited to online courses.
- Must adhere to graduate school and Lindner College of Business policies.

I have met the qualifications and understand the conditions required to participate in this program. I am interested in taking the following graduate courses:

| Course number | Course name | Credit Hours | Term |
|---------------|-------------|--------------|------|
|               |             |              |      |
|               |             |              |      |
|               |             |              |      |
|               |             |              |      |
|               |             |              |      |

I am familiar with the policies and procedures concerning graduate courses.

Student Signature:

Date:

GPO Advisor:

Date:

### Notes:

You must submit the following to our office to be considered for admission as a non-matriculated graduate student:

1. This Course Permission form.
2. Copy of undergraduate transcripts with Baccalaureate Degree posted.
3. Current resume.
4. If you're currently in a graduate program, we also require a letter of good standing from your program director as well as a copy of transcripts from your graduate program. This will enable us to determine whether or not criteria for course prerequisites have been met.

*Please return these documents via email to [graduate@uc.edu](mailto:graduate@uc.edu). You will be notified when your application has been processed and you can register for classes. Each class requires permission for registration.*

## INFORMATION FOR NON-MATRICULATING STUDENTS (STUDENTS NOT IN A FORMAL PROGRAM) COMPLETING GRADUATE COURSES

### GPO STAFFING CONTACTS

#### Recruiting

| <b>Jason Dickman</b> | <b>Bill Gregory</b> | <b>Kevin Mussman</b> |
|----------------------|---------------------|----------------------|
| MBA                  | Business Analytics  | Accounting           |
|                      | Information Systems | Applied Economics    |
|                      | PhD                 | Finance              |
|                      | Certificates        | Human Resources      |
|                      |                     | Marketing            |
|                      |                     | Tax                  |
|                      |                     | Online Certificates  |

#### Student Services

| <b>Angie Cook</b>   | <b>Julie Glassmeyer</b> |
|---------------------|-------------------------|
| Information Systems | Business Analytics      |

| <b>Kristina Fancher</b> | <b>Brandy Schroeder</b> |
|-------------------------|-------------------------|
| Human Resources         | Accounting              |
| MBA-Online              | Finance                 |
| PhD                     | Marketing               |
|                         | Tax                     |

| <b>Karen Mueller</b> | <b>Mychael Cornett</b>      |
|----------------------|-----------------------------|
| Applied Economics    | MBA full-time and part-time |

### FEES

Students will be charged at the LCB graduate tuition rate. Rates as follows:

|                  | <b>General Fee</b> | <b>Campus Life Fee</b> | <b>ITIE Fee</b> | <b>Instructional Fee</b> | <b>In-State Total</b> | <b>Non-Resident Surcharge</b> | <b>Non-Resident Total</b> |
|------------------|--------------------|------------------------|-----------------|--------------------------|-----------------------|-------------------------------|---------------------------|
| <b>Full-Time</b> | \$655              | \$257                  | \$184           | \$10,122                 | \$10,961              | \$4,115                       | \$15,076                  |
| <b>Part-Time</b> | \$66               | \$26.20                | \$18            | \$836                    | \$920                 | --                            | \$920                     |

Only 12 hours of non-matriculated course work will transfer into a degree or certificate program.

## **LINDNER COLLEGE OF BUSINESS (LCB) GRADUATE PROGRAMS POLICIES**

### **Transferring Graduate Credits to the Graduate Degree**

Graduate hours will be transferred to a graduate degree, for a non-matriculated student, under the following circumstances:

- They are relevant to the degree
- The course grades are 3.0 or higher
- A non-matriculated student who wishes to be admitted to a certificate or degree seeking program must apply for admission and meet all qualifications of the program or certificate, the Lindner College of Business, and the graduate school

### **Course Scheduling**

It is important that the student meet with someone from the GPO to discuss course scheduling policies. Non-matriculated students will have limited access to graduate courses, including the online courses due to the demand for those courses by our matriculated students.

### **GRADUATE SCHOOL POLICIES**

The university has a separate college, the Graduate School, which oversees all graduate programs. LCB Graduate Programs is bound by the rules and regulations of the Graduate School. Some specific policies that non-matriculated students should be aware of:

- Students will not be admitted to a graduate program with less than a 3.0 undergraduate GPA (3.25 for MS Accounting)
- Students must achieve a 3.0 graduate GPA to graduate with a graduate degree
- Graduate courses are graded as A, B, C, or F
  - Plus or minus grades are permitted, but at the discretion of the instructor (with the exception of C-)
- Further information about these policies can be found in the Graduate Student Handbook, available at: <https://grad.uc.edu/fac-staff/handbook.html>