

NON MATRICULATED STUDENTS IN GRADUATE COURSES

NAME

PHONE

EMAIL

Interested students should read this form carefully.

Regarding graduate courses I understand I:

May complete no more than 12 total grad hours	Will have limited access to graduate courses, including but not limited to online courses.
Will be granted course permission on a space available basis. The college reserves the right to drop a student if space is needed.	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 will be notified when your application has been processed and you can register for classes. Each class required permission for registration.

*****Please email this completed form to the Graduate Programs Office, graduate@uc.edu***

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

GPO STAFFING CONTACTS (Room 606, Lindner Hall)

Recruiting

Jason Dickman <ul style="list-style-type: none"> • MBA • Human Resources • Marketing • Certificates 	Kevin Mussman <ul style="list-style-type: none"> • Accounting • Applied Economics • Business Analytics • Finance • Information Systems • Tax
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Student Services

Angie Cook <ul style="list-style-type: none"> • Information Systems 	Julie Glassmeyer <ul style="list-style-type: none"> • Business Analytics
Kristina Fancher <ul style="list-style-type: none"> • Human Resources • MBA-Online • PhD 	Brandy Schroeder <ul style="list-style-type: none"> • Accounting • Finance • Marketing • Tax
Karen Mueller <ul style="list-style-type: none"> • Applied Economics 	Patrice Morris <ul style="list-style-type: none"> • MBA FT and PT

FEES

Students will be charged at the LCB graduate tuition rate.

Graduate tuition rates are as follows:

	General Fee	Campus Life Fee	ITIE Fee	Instructional Fee	In-State Total	Non-Resident Surcharge	Non-Resident Total
Full-Time	\$398	\$257	\$184	\$9640	\$10,479	\$3919	\$14,398
Part-Time	\$39.80	\$26.20	\$18	\$806	\$890	--	\$890

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>