ES and CSHPE: DEPARTMENTAL NON-CANDIDATE FOR DEGREE STATUS APPLICATION CHECKLIST

Educational Studies (ES) and the Center for the Study of Higher and Postsecondary Education (CSHPE) Checklist

ELIGIBILITY

Students interested in a specific field may seek admission into a department for one or two terms, after which they may apply for regular admission. Please contact the instructors of the courses for permission to take the course, prior to submitting your application. Those interested in taking one to two courses for professional development should complete the Rackham Unclassified Non-Candidate for Degree (NCFD) application. Contact the Office of Student Affairs, 734.615.0496, ask.soe@umich.edu for assistance in applying for NCFD status. Courses elected at this level do not automatically count towards a graduate degree (MA/PhD) program.

NOTE: International students (with student visas) seeking departmental NCFD status must be enrolled full time (8 hrs per term for Fall and Winter). Unclassified NCFD status is not available to international students with student visas.

Application

When filling out the online Non-Degree Application for the Educational Studies, select program: Education: Educational Studies Non-Degree.

When filling out the online Non-Degree Application for Higher and Postsecondary Education (CSHPE), select program: Education: Higher Education Non-Degree.

Applicants must submit the following materials ONLINE:

☐ Online Non-Degree Application (due at least one month prior to the first day of class):
   http://www.rackham.umich.edu/help/admissions/applying/non-candidate_for_degree_application_instructions/

☐ Application Fee
   $70 for U.S. citizens and permanent residents, $90 for non-U.S. citizens.

☐ Statement of Purpose
   Include names and numbers of courses requested, and purpose for requesting non-degree enrollment.

☐ Resume or CV

☐ The Admissions Code of Conduct (page 6 of online application)

Applicants must submit the following materials to the RACKHAM GRADUATE SCHOOL:

☐ 1 official copy of all degree-conferred transcripts sent to:
   Rackham Graduate School
   Attn: Transcripts/U-M ID# (if known) or Date of Birth (mm/dd/yy)
   915 E Washington Street
   Ann Arbor, MI 48109-1070

   Instructions for submitting required academic credentials from non-U.S. institutions:
   http://www.rackham.umich.edu/help/admissions/transcripts/required_academic_credentials_from_non_us_institutions/.

ADDITIONAL WEB SITE REFERENCES:

Horace H. Rackham School of Graduate Studies: www.rackham.umich.edu
School of Education (SOE): www.soe.umich.edu
Office of Financial Aid: www.finaid.umich.edu/