

Dear Applicant:

We appreciate your interest in obtaining non-degree status in the Kelley School of Business. As spaces are available and for those applicants who meet course and program requirements, we are pleased to provide the opportunity for people in the community to broaden themselves professionally and personally through advanced study in business.

Non-degree status is appropriate for:

1. Individuals interested in taking a few courses for personal or professional enrichment but not planning to work for a degree in the Kelley School of Business. (Admission as a non-degree student does not imply later approval or admission for regular status to work toward the MBA degree.)
2. Individuals who have earned the MBA degree and wish to enroll in advanced courses for purposes of professional and personal improvement.
3. Regularly enrolled students in another MBA program who wish to transfer credit from IU to the other program. (A letter establishing good standing in the other program is necessary.)

As a non-degree student seeking enrollment in an MBA course, you are required to submit the attached Special Student Application to the Kelley School of Business MBA Office for approval. Once the MBA Office has approved your request, you will need to complete the Kelley Non-Degree Online application as well as the University Online application. Once you are officially admitted as a Non-degree student, we will send you detailed instructions on the registration procedure. Non-degree students will not be given authorization to register until the final registration period.

The Kelley School of Business faculty views non-degree students admitted to MBA classes as those who can both benefit from and contribute to the learning experiences in the classroom. Therefore, the enclosed Kelley School of Business non-degree application and accompanying required information (including transcripts) must be submitted to the MBA Office for evaluation prior to registration and at least two weeks prior to the beginning of classes. Non-degree students are subject to the conditions and restrictions stated on the application.

Please be aware that courses taken as a non-degree student will not count toward the IU MBA program at a later time.

Those of us in the MBA Office would be glad to assist you with any questions you may have concerning the non-degree status. Again, thank you for your interest in the Kelley School of Business.

Sincerely,

Steven L. Jones
Chairperson, MBA Program

SLJ/emg

APPLICATION FOR ADMISSION
SPECIAL NON-DEGREE STUDENT



Date

Date of Birth

Last Name

First

Middle

Street Address

Apt. #

City

State

Zip Code

(____) _____
Residence Telephone Number

(____) _____
Business Telephone Number/Ext.

Business Name

Business Address

City

State

Zip

County of Present Residence

GMAT Score: V ____ Q ____ T ____

Date of Exam: _____

Have you ever made application to Indiana University Kelley School of Business in either Indianapolis or Bloomington? ____ Yes ____ No

MBA Course(s) Requested

Semester for which course(s) are requested _____.

Course Number

Course Name

REASONS FOR REQUESTING MBA COURSES (BE SPECIFIC):

COLLEGES AND UNIVERSITIES ATTENDED:

Institution	Location	Date Began Month/Year	Date Left Month/Year	Degree Earned
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GPA				

FULL-TIME EMPLOYMENT HISTORY (PLEASE LIST YOUR CURRENT OR MOST RECENT POSITION FIRST):

Date				Date	
Firm	Position	Responsibilities	Location	Began	Left

RESTRICTIONS AND REQUIREMENTS:

A baccalaureate degree from an accredited institution.

Official Transcript(s) showing all previous college work and degrees granted.

Results of the GMAT, if available.

A completed Kelley School of Business Non-Degree Student Application with required supporting information filed in the MBA Office at least two weeks prior to the beginning of MBA classes.

Proof of fulfillment of course and/or program prerequisites when applicable.

Notification in writing at least two weeks prior to the beginning of MBA courses of the desire to continue as a non-degree student and of the courses requested.

LIMITATIONS OF THE NON-DEGREE STUDENT

Specific non-degree student status is intended for the applicant who is interested in taking a course for personal and/or professional enrichment, or to transfer IU MBA credits to another institution to complete a degree. This status is not appropriate for applicants planning to earn a degree in the Kelley School of Business.

Admission as a non-degree student does not imply later admission to the Evening MBA Program at the Kelley School of Business. Kelley School of Business courses completed at IU as a non-degree student will not be applied toward the MBA degree at a later time.

All non-degree students are limited to completing a total of 12 credit hours of MBA course work in the Kelley School of Business.

Students may not audit graduate business courses.

Special non-degree students may not contact the professors of closed classes directly to secure permission to take a course or contact professors of available graduate business courses directly to secure permission to take a course without prior approval of the Chairperson, MBA Program.

It is the responsibility of the special non-degree student to become familiar with program and course prerequisites, Kelley School of Business policies and procedures, and IUPUI policies and procedures and to complete the necessary University application to IUPUI prior to registration.

I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS AND RESTRICTIONS OF THE NON-DEGREE GRADUATE STUDENT STATUS AS DESCRIBED ON THIS FORM AND I UNDERSTAND THAT I WILL NOT BE AUTHORIZED TO REGISTER FOR APPROVED MBA COURSES UNTIL FINAL REGISTRATION.

Applicants Signature

Date

FOR OFFICE USE ONLY:

<u>Action</u>	<u>Semester</u>	<u>Comments</u>	<u>Reviewed by</u>	<u>Date</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____