



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

Visiting and Non-Matriculating Students Policy

**VOLUME, SECTION & NUMBER:**

1.2.23

**ENTITIES AFFECTED:**

Visiting Students

Non-Matriculating Students

**ADMINISTRATIVE AUTHORITY:**

Department of Academic and Student Affairs

Office of the Registrar

Office of Admissions

Office of the Bursar

**APPROVED BY:**

Kentucky State University Board of Regents

**EFFECTIVE DATE:**

December 18, 2023

**REVISED FROM:**

Previous Version of Policy

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**POLICY STATEMENT:**

Non-degree status affords individuals the opportunity to pursue lifelong learning without the structure of degree-seeking status, which is consistent with one of the educational missions of Kentucky State University.

A student in good standing at an accredited college or university may be admitted to Kentucky State University as a non-matriculating or visiting student. A student must apply for admission and submit a letter of good standing from his or her home institution. Non-matriculating or visiting student status does not constitute admission or matriculation as a degree-seeking candidate. Non-matriculating or visiting students, however, are subject to the same fees and regulations as a regular student except for the continuation-in-residence requirements.

## DEFINITIONS:

### **Home Institution**

An accredited college or university where a student expects to receive a degree or certificate and have KSU courses count toward that degree or certificate.

### **Non-matriculating Student**

Someone who is not fully enrolled at an accredited college or university and is not pursuing a degree.

### **Teaching “Receiving” Institution**

An accredited college or university where a student expects to register and enroll in course with the intent to transfer the course for credit to the home institution. For the purposes of this policy, Kentucky State University is the teaching institution.

### **Visiting Student**

A student from another accredited college or university who takes courses for credit at his or her home institution.

## REQUIREMENTS:

In order to be considered as either a visiting or non-matriculating student, a student must meet the following requirements:

- Be in good academic standing with his or her home institution;
- Be eligible to re-enroll at his or her home institution;
- Attend a home institution that is regionally accredited; and
- Must submit a transcript from his or her home institution that provides approval to take courses at Kentucky State University

## STATUTORY OR REGULATORY REFERENCES:

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99)

The Principles of Accreditation: Foundations for Quality Enhancement ([SACSCOC](#))

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