

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



Department of Educational Organization and Leadership Course Enrollment Requests by Non-Degree-Seeking Individuals

Enrollment in EOL courses is open to students who have been formally admitted to the UIUC Graduate College and is subject to prerequisites and limitations identified within each course. Occasionally, departmental faculty members receive requests for enrollment in courses by individuals who are not admitted into the Graduate College. Because of the departmental desire to manage our course enrollments, only in rare instances will non-degree-seeking individuals be granted the opportunity to enroll in a course in the EOL department. (Note: In accordance with university policy, individuals who are non-degree-seeking status are not permitted to apply tuition and fee waivers.)

If an individual who is not formally admitted to the Graduate College wishes to enroll in a course taught by an EOL tenure-line faculty member, he/she must submit a written request to the faculty member, presenting the rationale for enrolling in the course as a non-degree-seeking student. If the course is taught by a clinical, visiting, or adjunct faculty member, this request is to be submitted to the program coordinator (Educational Administration and Leadership or Higher Education). In addition to the written request, unofficial copies of all undergraduate and graduate transcripts and a current resume may be requested.

After reviewing the request, tenure-line faculty will notify the program coordinator and department head of the decision. For courses taught by non-tenure-line faculty, the program coordinator will consult with the instructor to reach a decision on the request and will notify the department head of the decision. The following factors will be taken into consideration:

1. The individual's rationale for enrolling in the course and applicability to her/his career
2. The individual's intent to apply to an EOL program in the near future
3. The individual's cumulative undergraduate and graduate grade point averages
4. Number of students already registered in the course in which enrollment is requested
5. The course instructor's willingness to permit the enrollment
6. Course prerequisites that exist for the course
7. Whether the program utilizes a cohort model

Should an individual be permitted to enroll as a non-degree-seeking student, this authorization provides no guarantee of subsequent admission into the EOL department. In all instances (whether the individual is approved or not approved for non-degree-seeking enrollment), individuals will be encouraged to apply for admissions into the EOL department at the next available opportunity.

Approved by EOL faculty: 12/06/07