

Qualifying Category and Procedure

University College is designed to allow students the opportunity to complete necessary requirements before being admitted to their degree-granting college (Anderson, Engineering, Arts and Sciences, Nursing, Pharmacy, etc.).

University regulations dictate that typically a student should be admissible to their college by the time they **earn 64 credits or they have attempted 72 credits**. When students reach this benchmark, a hold is automatically placed on their registration.

Sometimes a student may need additional time to meet all the requirements necessary to be eligible for the program of their choice.

This process was created to allow students a way to petition for additional time.

NON-DEGREE STUDENTS ARE NOT ELIGIBLE FOR QC STATUS

To petition for more time:

1. A student must meet with a University College advisor for the student's college of major. During the meeting the pre-major advisor will discuss what is still needed to transfer/apply to the college of major and fill out the Qualifying Category (QC) form.
2. The University College advisor will review college requirements to determine possibility of meeting requirements within QC limitations. Students may be required to provide a back-up major if unable to meet requirements within QC limitations. **Additional hours are not guaranteed and a student may be required to apply for back-up major immediately.**
3. If QC is approved the pre-major advisor will review expectations of student while on QC and the GPA and major requirements necessary to transfer/apply to college of student's major.

****If you are interested in any program through the School of Engineering, please take your completed form to ECE Room 133. There is a different process for prospective School of Engineering students and this process may take up to three weeks. You should be aware that your form will not be completed during your initial appointment.**

Qualifying Category Application

_____, Banner ID# _____, is requesting additional credit hours in University College.

It is the student's responsibility to fill out the following information about her/his intended program of study with the help of a pre-major advisor. UC will only allow a maximum of 18 additional hours.

Intended program/major: _____	
Courses needed for application: _____ _____	
Grade Replacement: YES	NO
Course(s) for replacement: _____	
# credits required to complete pre-requisites: _____	
Student's current GPA: _____	
GPA required for application to intended program: _____	
Will apply for _____	admission to above program by _____
semester	year
	date

Advisor Approval:

Number of credits approved for Qualifying Category: _____

Additional majors/options (back-up plan) discussed with student: _____

Term Qualifying Category begins: _____

Term Qualifying Category ends: _____

Other comments: _____

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____