



POLICY TITLE:

Visiting and Non-Matriculating Students

APPLIES TO:

Visiting and Non-Matriculating Students

ADMINISTRATIVE AUTHORITY:

Division of Academic & Student Affairs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Consistent with its educational mission, Kentucky State University (KSU) affords individuals the opportunity to enroll in courses for academic credit without being formally admitted to a degree-seeking program. A student in good standing at another accredited college or university may be admitted to KSU as a visiting student, and other individuals may be admitted as non-matriculating students. This status does not constitute admission as a degree-seeking candidate. Visiting and non-matriculating students are subject to the same fees and regulations as degree-seeking students, with the exception of continuation-in-residence requirements.

DEFINITIONS:

Home Institution

An accredited college or university where a student is formally enrolled in a degree or certificate program.

Visiting Student

A student from another accredited college or university who takes courses at KSU with the intent to transfer the credits back to their home institution.

Non-matriculating Student

An individual who is not pursuing a degree and is not fully enrolled at another accredited college or university.

Teaching "Receiving" Institution

The institution where a visiting student enrolls in a course. For the purposes of this policy, KSU is the teaching institution.

PROCESS:

Eligibility Requirements

To be admitted as a visiting or non-matriculating student, an individual must:

- Be in good academic standing at their current or most recently attended institution.
- Be eligible to re-enroll at their home institution (if applicable).
- If transferring credits, attend a home institution that is regionally accredited.

Application Requirements

A prospective visiting or non-matriculating student must:

- Apply for admission through the KSU Office of Admissions.
- Submit an official transcript or letter of good standing from their home institution that provides approval for the student to take courses at Kentucky State University.

REFERENCES AND RELATED MATERIALS:

- Family Educational Rights and Privacy Act (FERPA)
- SACSCOC Principles of Accreditation
- Student Code of Conduct

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	December 2023	Scott Wicker
Substantive Revisions	June 2025	Zach Atwell
