NON-DEGREE PROGRAM

Full-time employees of Caltech or employees of the Jet Propulsion Laboratory (excluding contractors) are eligible to enroll in graduate-level courses. Courses may be taken for credit and can be transferred elsewhere, but cannot be used toward a Caltech degree. Employees must meet any prerequisites for courses in which they enroll. They are not eligible to enroll in research courses.

To apply, complete the Application for Admission to the Part-time Program for Employees and obtain all of the necessary signatures before submitting the form to the Office of the Dean of Graduate Studies for approval. Signatures are required from 1) the instructor of the course, 2) the employees direct supervisor, 3) the faculty representative for the academic option, and 4) the Dean of Graduate Studies. Once completed, the form should be accompanied by any relevant academic transcripts and one letter of recommendation, and submitted at least one month prior to the beginning of the term in which the class is offered. If a class change has to be made after the form has been approved the employee must pick up the form and make the necessary changes, obtain required signatures and return the form to the Graduate Office. Employees wishing to take another course at a later date must complete a new form; however, approval for more than one successive term may be obtained once on the same form.

DEGREE PROGRAM

A minimum of 27 units must be taken during each term of the first academic year, for a maximum of two years. Studies are on a full-time basis thereafter (36 units per term). Total work/study hours cannot exceed 62 hours per week without a petition to the Dean of Graduate Studies.

To apply, complete a standard graduate application form, which can be completed electronically at http://www.gradoffice.caltech.edu or downloaded from the Graduate Admissions web site. The requirements for part-time degree studies are the same as those for full-time degree-seeking students.

Completed applications should be sent to: Office of the Dean of Graduate Studies
California Institute of Technology
Mail Code 230-87
Pasadena, CA  91125

Fax number: 626-577-9246
Application for Admission to the Part-time Graduate Program for Employees

Last/Family Name ____________________________ First Name _________________________ Middle Name _________________

Gender:  ☐ Male   ☐ Female

Social Security Number _____-____-_______ Date of Birth (MM/DD/YYYY) ____/____/______

Country of Citizenship________________________

Current Mailing Address

Street ________________________________

City____________________________ State/Province________________ Zip/Postal Code________ - _______

Campus or JPL Address

Building #_______________________________ Room #_______________________

Phone___________________________ Fax________________________ Email _______________________________________

Employee Information

Position__________________________________________________________________

Date of Hire_______________________________________________________________

Have you previously applied for part-time admission?  ☐ Yes   ☐ No     If yes, what year? _______________________

Have you applied for tuition support from Caltech Human Resources or the JPL Tuition Remission Committee?  ☐ Yes   ☐ No

Transcripts

Please list below the names of these institutions, dates of attendance, and the degrees you have received or expect to receive.

<table>
<thead>
<tr>
<th>School</th>
<th>Dates of Attendance</th>
<th>Degrees</th>
<th>Date Received/Expected</th>
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Course(s) you wish to take: Academic Year/Term Instructor’s Approval

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<th>Instructor’s Approval</th>
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</table>

Student Signature__________________________ Date________________________

Approvals:

Option Representative_________________________________________ Date_______________________________________

Supervisor__________________________________________________ Date_______________________________________

Dean of Graduate Studies______________________________________ Date_______________________________________