



CALIFORNIA INSTITUTE OF TECHNOLOGY

CREDIT-BASED COURSE ENROLLMENT (Non-Degree)

Full-time employees of Caltech or employees of the Jet Propulsion Laboratory (excluding contractors) are eligible to enroll in graduate-level courses for both credit and no-credit. Courses taken for credit and can be transferred elsewhere, but cannot be used toward a Caltech degree. Current tuition rates are assessed per course, based upon the number of units enrolled. 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 submission to the Dean of Graduate Studies for approval. Signatures will be required from 1) the instructor of the course, 2) the employee's 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 additional courses at a later date must complete a new form. However, approval for more than one successive term or multiple courses within the same academic term may be obtained using one form.

NON-CREDIT/AUDIT-BASED COURSE ENROLLMENT (Non-Degree)

Staff members wanting to audit a course must apply through the Registrar's Office using an audit form and obtaining the necessary signatures. DO NOT USE THIS FORM.

PART-TIME DEGREE PROGRAM

Employees of Caltech or JPL may enroll in a part-time degree program, with the approval of their supervisor and the Option Representative for the academic program in which they wish to obtain their degree. 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 online between October and December for the following fall term at <http://www.gradoffice.caltech.edu>. The requirements for part-time degree studies are the same as those for full-time degree-seeking students.

Completed applications for the non-degree credit program can be emailed to gradofc@caltech.edu, or brought in-person to the Graduate Studies Office, room 230 Center for Student Services.



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Application for Non-Degree Course Enrollment for Employees

Last/Family Name _____

First Name _____

Current Mailing Address

Street (1) _____

Street (2) _____

City _____ State/Province _____ Zip/Postal Code _____ - _____

Campus or JPL Address

Mail Code _____

Email _____

Employee Information

Job Title _____

Date of Hire _____

Have you been approved for tuition support from Caltech Human Resources? Yes No

Have you been approved for JPL Tuition Reimbursement? Yes No

If not, please contact JPL Human Resources 818-354-4447 or Caltech Human Resources 626-395-3300

Education

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

School	Dates of Attendance	Degrees	Date Received/Expected
_____	_____	_____	_____
_____	_____	_____	_____

Course(s) you wish to take:	Academic Year/Term	Instructor's Approval
_____	_____	_____
_____	_____	_____

Applicant Signature _____

Date _____

Approvals:

Option Representative _____

Date _____

Supervisor _____

Date _____

Dean of Graduate Studies _____

Date _____