COLBY COLLEGE
POLICY STATEMENT ON NON-TRADITIONAL STUDENTS AT COLBY

The following is a clarification of our policies regarding non-traditional students at Colby. Non-traditional students include high school seniors, College employees, faculty/staff spouses or domestic partners and dependents, area residents, and visiting students. The statements below explain the various programs offered by the College and are in compliance with the guidelines outlined in the Colby College Course Catalogue and in the Faculty/Staff Handbook.

TUITION REMISSION FOR HIGH SCHOOL STUDENTS

The tuition remission program for area high school students is intended to provide educational opportunities for secondary school seniors who have been recommended to Colby by secondary school principals and guidance counselors. The total number of students accommodated in a single semester will usually not exceed twenty (20). A student enrolled in this program will normally take only one course in any semester. There will be no charge for this course. Additional courses may be elected at 50% of the normal per credit charge. While the secondary schools have the responsibility for selecting and recommending students, individual enrollment must be confirmed by the Colby Admissions Office. Final approval to enroll in a specific course must be granted by the course instructor at registration only after full-time, matriculated Colby students have registered.

COLBY EMPLOYEES

Continuing full-time employees are eligible to participate in a tuition waiver program and may audit or enroll for credit in ONE course each semester without payment of tuition. Such privileges are contingent upon permission of the course instructor and are granted on the assumption that the employee is qualified to do academic work at Colby and meets the requirements for entry into the desired course of study. Taking a class during work hours must be approved by the employee’s supervisor or department head prior to enrollment. Arrangements to make up lost work time must be agreed upon in advance by the employee and his or her supervisor.

Spouses or domestic partners of continuing employees are eligible for tuition waivers when attending Colby. Spouses or domestic partners may enroll in courses at Colby for credit, or audit as non-matriculated students without payment of tuition, if their applications for admission are approved by the Office of Admissions. Full-time, matriculated Colby students will have priority in any course in which registration is limited.

TUITION WAIVER FOR NON-MATRICULATED EMPLOYEE CHILDREN

Dependent children of continuing, full-time Colby employees may enroll in Colby courses for credit without payment under the following conditions. Eligible dependent children are those who are currently in high school, currently enrolled as undergraduates in a college or university, or undergraduates on an approved leave from a college or university.

1. An application for admission must be submitted to and approved by the Office of Admissions. The standards for admission will be the same as those applied to all non-matriculated students.
2. Under this program, non-matriculated employee children may receive credit for a maximum of four (4) courses, no more than two (2) of which may be taken in any single semester. Courses taken while enrolled in the Tuition Remission Program for high school students are not counted against this maximum.
3. Non-matriculated employee children must receive the permission of the instructor before registering for any course. Full-time, matriculated Colby students will have priority in any class in which registration is limited.

AREA RESIDENTS COURSE AUDIT COURSE CREDIT

Audit - Non-matriculated area residents may register to audit courses at Colby free of charge. Permission to do so must be obtained from the Office of Admissions and the course instructor. Full-time, matriculated Colby students will have priority in any class where registration is limited.
**Credit** - Non-matriculated area residents may enroll in courses for credit at Colby at one-half the normal tuition charge.* Application must be made to the Dean of Admissions and permission obtained from the course instructor. The student will be expected to complete all course requirements and the College will maintain a permanent record of courses taken and grades received. Full-time, matriculated Colby students will have priority in any class where registration is limited.

**NON-RESIDENTIAL DEGREE PROGRAM**

In 1984 Colby established the Non-Residential Degree Program. This is a self-paced degree-granting program for the non-traditional student. It has been designed to allow individuals to pursue their degrees as their schedules permit. All academic requirements for the Colby B.A. will apply, with the exception of the January Program requirement and the Wellness requirement. Current policies regarding the transfer of credit from other colleges will also apply. Non-residential degree students will pay for their courses on a per credit basis at the rate of one-half the normal tuition charge.*

**VISITING STUDENTS (SEMESTER)**

The College has a very limited number of spaces available for qualified visiting students. Visiting student status normally is limited to a single semester, and priority is given to participants in Colby’s formal exchange programs. There is no financial aid available for this program. A student interested in enrolling as a visiting student can obtain the necessary application forms by contacting the Office of the Dean of Admissions.

**VISITING STUDENTS (JANUARY PROGRAM)**

Dependent children of continuing, full-time Colby employees and other area students are occasionally permitted to enroll in the Colby January Program. Eligible dependent children are those who are currently in high school, currently enrolled as undergraduates in a college or university, or undergraduates on an approved leave from a college or university. Enrollment requests should be directed to the Dean of Admissions. Final approval to enroll in a specific course can be granted only by the course instructor. This can take place only after full-time matriculated Colby students have registered for the January Program.

*In order to qualify for reduced tuition, either when enrolled in individual courses for credit or in the non-residential degree program, one must not have been enrolled as a full-time student either in high school or college in the past (4) years.

(January 21, 2009)