



CALIFORNIA INSTITUTE OF TECHNOLOGY

OFFICE OF THE DEAN OF GRADUATE STUDIES 230-87, PASADENA, CALIFORNIA 91125-3100
TELEPHONE (626) 395-6346 FAX (626) 577-9246 E-MAIL Gradofc@its.caltech.edu

Transcript Credit Policies

According to Caltech academic policy, in order for a student to receive academic credit that counts toward a Caltech degree, students must be matriculated in a degree program at the time they take the course. Institute credit toward a Caltech degree will only be given if the students are enrolled as degree-seeking students and have earned a passing grade that is entered by an instructor into the Registrar's data system (REGIS).

If students have completed work at other institutions or believe that they mastered the material through independent work, they can ask for consideration in the plan of study. The Option Representative can make a request to Dean of Graduate Studies that a requirement be waived, if a student can demonstrate satisfactory command of the course material to the Option faculty.

Caltech undergraduates can take graduate level courses for transcript credit. If they subsequently enroll in a Caltech graduate degree program, he or she can ask that this be credited toward graduate degree requirements as long as the coursework was not used to satisfy undergraduate degree requirements. This can be verified through the Registrar's Office and must be arranged through and approved by the Option Representative. Relevant Caltech Catalog (2010-2011) sections:

p. 39 Auditing Courses

Persons not regularly enrolled in the Institute may audit classes if they obtain the consent of the instructor in charge of the course, and the dean of undergraduate students or the dean of graduate studies, as appropriate, and pay the required fee (contact the Bursar's Office for audit fee). The fees are nonrefundable.

Regularly enrolled students and members of the faculty are not charged for auditing. Auditing cards are not required, but the instructor's consent is necessary in all cases. No grades for auditors are reported to the Registrar's Office, and no official record is kept of the work done.

p. 238 Special Students

Special students will not be considered to be working toward a Caltech degree, and courses taken under this program cannot be used to fulfill the requirements for a Caltech degree. Registration as a special student does not count toward the minimum residency requirement for an advanced degree.

p. 240 Visiting Student Researchers

Visiting student researchers will not receive academic credit from Caltech, are not eligible to receive a salary through the Institute payroll, and are not eligible for Caltech benefits.

p. 242: Registration and Responsibilities

Students will not receive credit for courses unless they are properly registered. The students themselves are charged with the responsibility of making certain that all grades to which they are entitled have been recorded.

p. 245 Non-degree Students

Caltech employees, both campus and JPL, are eligible to apply to take one or more graduate courses for credit. Participants in this program will not be considered to be working toward a Caltech degree, in contrast to the part-time program for graduate degrees described above, and courses taken under this program cannot be used to fulfill the requirements for a Caltech degree.

Notes: Non-degree students include special students, visiting student researchers, exchange students and staff taking courses for credit. Special students may enroll in classes for credit, but this may not count towards a Caltech degree. The courses will appear on the student's transcript with an indication that they are non-degree seeking students.