

**CLASSIFICATION OF STUDENTS  
(ACADEMIC LEVELS AND CLASS LEVELS)**

- I. **ACADEMIC LEVELS:** there are 6 academic levels at Seattle University (excluding Law)
- A. **Undergraduate Level (UG):** those students who are admitted through the undergraduate admissions process and are pursuing a program of study which will result in a Seattle University undergraduate degree, certificate, or completion of a prescribed set of pre-requisites required for entry into a specific degree program. Undergraduate students pay the standard application fee at the time an application is submitted and are assessed a one-time matriculation fee the first quarter of attendance. Undergraduate students are eligible for financial aid.
- B. **Graduate Level (GR):** those students who are admitted through the graduate admissions process and are pursuing a program of study which will result in a Seattle University graduate degree or certificate. Graduate students pay the standard application fee at the time applications are submitted and, if did not pay a matriculation fee as an undergraduate, are assessed a one-time matriculation fee the first quarter of attendance. Graduate students are eligible for financial aid.
- C. **Non-Matriculated Level, admitted through the Office of Admissions (NMA):** those students who have been admitted through the Office of Admissions, yet are NOT pursuing a program of study which will result in a Seattle University degree, certificate, or the completion of a prescribed set of prerequisites required for entry into a specific degree program. Other than the prescribed educational benefits for Seattle University faculty or staff, non-matriculated level students are not eligible for financial aid of any kind.
- D. **Non-Matriculated Level, admitted through the Office of the Registrar (NMR):** those students who are not admitted to the university, but rather entered into the computer system during a manual registration process, through the Registrar's Office. This is done for the following programs: the School of Education Professional Development Office; the Matteo Ricci High School program; the Science & Engineering High School program; the School of Theology & Ministry professional development program; the School of Arts & Sciences Pacific Northwest Ballet program; and, the Military Science Cross-Enrollee Program (see: policy 75-20). These students are not eligible for financial aid of any kind and are excluded from any official university statistics that are produced.
- E. **Non-Matriculated Level, admitted through the Office of the Registrar – eligible for Student ID card and SU email account (NMRS):** those students who are not admitted to the university, but rather entered into the computer system during a manual registration process, through the Registrar's Office. This is done for the following programs: the School of Education Professional Development Office; the Matteo Ricci High School program; the Science & Engineering High School program; the School of Theology & Ministry professional development program; the School of Arts & Sciences Pacific Northwest Ballet program; and, the Military Science Cross-Enrollee Program (see: policy 75-20). These students are not eligible for financial aid of any kind and are excluded from any official university statistics that are produced.

F. **Non-Matriculated Certificate Level, admitted through the Office of the Registrar (NMRSC):** those students who are not admitted to the university, but rather entered into the computer system during a manual registration process, through the Registrar's Office. This is done for the following certificate programs: the School of Education Professional Development and the Executive Leadership Certificate program. These students are not eligible for financial aid of any kind and are excluded from any official university statistics.

II. **CLASS LEVELS:** there are several class levels within each academic level.

A. **Undergraduate Class Levels:**

- Freshmen (FR): those students with a high school diploma, who have 0 to 44 quarter credits completed or accepted in transfer and are pursuing an undergraduate degree program.
- Sophomore (SO): those students with a high school diploma, who have 45 to 89 quarter credits completed or accepted in transfer and are pursuing an undergraduate degree program.
- Junior (JR): those students with a high school diploma, who have 90 to 134 quarter credits completed or accepted in transfer and are pursuing an undergraduate degree program.
- Senior (SR): those students with a high school diploma, who have 135 or more quarter credits completed or accepted in transfer and are pursuing an undergraduate degree program.
- Undergraduate Post-Baccalaureate (UPB): students holding a baccalaureate degree who are pursuing a second bachelor's degree, an undergraduate certificate, or a pre-requisite program for a graduate degree. These students are eligible for federal financial aid but not for institutional aid. They are eligible to enroll in courses numbered 100-499, but are not eligible for the advanced level 500-699 graduate courses.

B. **Graduate Class Levels:**

- Post-Baccalaureate (GPB): students holding a baccalaureate degree who are admitted to the university to pursue a graduate-level certificate designed for a specific population of post-baccalaureate students without a masters degree.
- Masters (M): students holding a baccalaureate, or higher degree who are admitted to the university to pursue a master's or Ed Specialist degree
- Post-Masters (PM): students holding a baccalaureate or higher degree who are admitted to the university to pursue a post-master's certificate
- Doctoral (D): students holding a baccalaureate and a master's degree who are admitted to the university to pursue the doctoral degree program
- Post-Doctoral (PD): students holding a baccalaureate degree and a doctorate degree who are admitted to the university to pursue a post-doctoral certificate

### C. **Non-Matriculated Class Levels – admitted via Admissions Office:**

- Undergraduate Non-Matriculated (UNM): students who have a high school degree, but may or may not have a bachelor's or higher degree, and are admitted through the Office of Admissions. These students are not pursuing an undergraduate degree but are eligible to take any 100 - 400-level course. An application fee applies, but no matriculation fee is assessed.
- Graduate Non-matriculated (GNM): students who have a bachelor's or higher degree, and are admitted through the Office of Admissions. These students are not pursuing a graduate degree but are eligible to take 500 - 600 level courses by special approval at the time of admission. An application fee applies and the student must submit transcripts showing a bachelor's degree. No matriculation fee is assessed.

### D. **Other Non-Matriculated Class Levels – admitted via the Registrar's Office:**

- Certificate Non-matriculated (CPB): students who are admitted through the Office of the Registrar after a registration form is received by the sponsoring department indicating that the student is pursuing a certification program. No other documentation is required. These students are not eligible for financial aid and may register for only those courses offered by the particular approved departments: School of Education Professional Development and Executive Leadership.
- Other Non-Matriculated (ONM): students who may or may not have a high school, bachelor's or higher degree, and are admitted through the Office of the Registrar after a registration form is received by the sponsoring department. No other documentation is required. These students are not eligible for financial aid and may register for only those courses so designated by the approved Schools and/or Departments: School of Education Professional Development, Matteo Ricci College, College of Arts & Science, School of Science & Engineering, School of Theology & Ministry, and Military Science. No application or matriculation fee applies.

III. **ADMISSION ADMIT TYPES:** within the class levels, students are categorized (or described) at the time of admission by special coding for statistical and other reporting purposes.

A. **New Undergraduates - First-time freshmen (UFR; UFRS; UFRM; UFRO)** : First-time freshmen fall into three categories: 1) students who have never attended college prior to matriculating at Seattle University; 2) students who have earned college credits but only prior to high school graduation; 3) students who have earned college credits following high school graduation but only during the summer prior to matriculating at Seattle University in the fall.

- UFR: All first-time freshmen other than those coded UFRS, UFRO, and UFRM.
- UFRS: All Washington State Running Start first-time freshmen who have earned college credits prior to high school graduation.
- UFRO: All first-time freshmen who have earned college credits prior to high school graduation, but not through the Washington State Running Start program.
- UFRM: All first-time freshmen admitted to the Matteo Ricci College, who graduated from one of our Catholic Consortium schools: 1) Forest Ridge; 2) Archbishop Thomas Murphy (former name = Eastside Catholic); 3) Holy Cross; 4) O'Dea; 5) JKF

- C. **New Undergraduates - Transfers (UT; UTFR; UTSO; UTJR; UTSR):** students admitted to the university for the first time who have done work at any post-secondary institution after high school graduation, or the summer after high school graduation, and are pursuing a first bachelor's degree.
- UT: New transfer students for whom the number of transfer credits is unknown at the time of application. Once the transfer credits are evaluated, the student will be given one of the following specific codes.
  - UTFR: New Freshman transfers – transfer students who have 0 through 44 post-secondary credits accepted by Seattle University and do not fit the definition of a new first time freshman.
  - UTSO: New Sophomore transfers – transfer students who have 45 through 89 post-secondary credits accepted by Seattle University and do not fit the definition of a new first time freshman.
  - UTJR: New Junior transfers – transfer students who have 90 through 134 post-secondary credits accepted by Seattle University and do not fit the definition of a new first time freshman.
  - UTSR: New Senior transfers – transfer students who have 135 or more post-secondary credits accepted by Seattle University and do not fit the definition of a new first time freshman.
- D. **New Undergraduates – Post-Baccalaureates (UPB):** students with a bachelor's degree who matriculate at the university to begin a Seattle University undergraduate degree, certificate or prerequisite program. Included in this category are previous Seattle University non-matriculated students who already have a bachelor's degree and are now admitted to the undergraduate level to pursue a second degree, certificate or prerequisite program.
- E. **New Graduates - First Time Graduates (GPB; GM; GPM; GD; GPD):** students who matriculate at Seattle University's graduate level for the first time. Included in this category are previous Seattle University graduate non-matriculated students who are now admitted to a graduate level degree-granting program.
- GPB: New graduate post-baccalaureate students admitted to the university to pursue a graduate certificate (not post-master's or post-doctoral)
  - GM: New graduate students admitted to the university to pursue a master's or Ed Specialist degree.
  - GPM: New graduate students admitted to the university to pursue a post-master's certificate.
  - GD: New graduate students admitted to the university to pursue a doctoral degree.
  - GPD: New graduate students admitted to the university to pursue a post-doctoral certificate.

F. **New Graduates - Change of Program Graduates (GPBC; GMC; GPMC; GDC; GPDC):** former graduate students who have not been enrolled in courses at Seattle University for more than four consecutive quarters, did not earn the graduate degree in which they were originally admitted, and are now applying to re-enroll in a different graduate program.

- GPBC: Change of program post-baccalaureate graduate students admitted to the university to pursue a graduate certificate (not post-masters or post-doctoral).
- GMC: Change of program graduate students admitted to the university to pursue a master's or Ed Specialist degree.
- GPMC: Change of program graduate students admitted to the university to pursue a post-master's certificate or degree.
- GDC: Change of program graduate students admitted to the university to pursue a doctoral degree.
- GPDC: Change of program graduate students admitted to the university to pursue a post-doctoral certificate.

G. **New Graduates - Additional Program (GPBA; GMA; GPMA; GDA; GPDA):** former graduate students who have previously earned a degree at Seattle University's graduate level and are now applying to enroll in an additional graduate program.

- GPBA: Additional program post-baccalaureate graduate students admitted to the university to pursue a graduate certificate (not post-masters or post-doctoral).
- GMA: Additional program graduate students admitted to the university to pursue a master's or Ed Specialist degree.
- GPMA: Additional program graduate students admitted to the university to pursue a post-master's certificate or degree.
- GDA: Additional program graduate students admitted to the university to pursue a doctoral degree.
- GPDA: Additional program graduate students admitted to the university to pursue a post-doctoral certificate.

H. **New Undergraduate/Graduate Non-Matriculated - admitted through the Office of Admissions (UNM; GNM):** non-matriculated students admitted through the Office of Admissions process for the first time as a non-matriculated student.

- UNM: Undergraduate non-matriculated students.
- GNM: Graduate non-matriculated students.

- I. **Readmits - Undergraduate (URFR; URSO; URJR; URSR; URPB)**: former undergraduate students who have not been enrolled in courses at Seattle University for more than four consecutive quarters, have not graduated and wish to re-enroll at the same academic level. (Exceptions: International, Diagnostic Ultrasound and Nursing students - see Policy #76-10)
- URFR: Freshman readmits – students who have 0 through 44 post-secondary credits earned at or accepted by Seattle University.
  - URSO: Sophomore readmits – students who have 45 through 89 post-secondary credits earned at or accepted by Seattle University.
  - URJR: Junior readmits – students who have 90 through 134 post-secondary credits earned at or accepted by Seattle University.
  - URSR: Senior readmits – students who have 135 or more post-secondary credits earned at or accepted by Seattle University.
  - URPB: Post-baccalaureate readmits – former Seattle University post-baccalaureate students returning to the same program.
- J. **Readmits – Graduate (GRPБ; GRM; GRPM; GRD; GRPD)**: former graduate students who have not been enrolled in courses at Seattle University for more than four consecutive quarters, did not earn a graduate degree, and wish to re-enroll into the same academic program. (Exceptions: International students - see Policy #76-10)
- GRPB: Readmitted Graduate Post-Baccalaureate students.
  - GRM: Readmitted Masters students.
  - GRPM: Readmitted Post-Masters students.
  - GRD: Readmitted Doctoral students.
  - GRPD: Readmitted Post-Doctoral students.
- K. **Readmits - Undergraduate/Graduate Non-Matriculated (URNM; GRNM)**: former non-matriculated students, admitted through the Office of Admissions who have not been enrolled in courses at Seattle University for more than four consecutive quarters and wish to return as a non-matriculated student. (Exceptions: International, Diagnostic Ultrasound and Nursing students - see Policy #76-10)
- URNM: Non-matriculated undergraduate readmits.
  - GRNM: Non-matriculated graduate readmits.

IV. **ENROLLMENT STATUS (other student classifications used for statistical purposes):**

**New Students (STNU; STNG; STNN):** enrolled students who are admitted for the current term under one of the following admission student type definitions: STNU = New Undergraduate First-time Freshman, New Undergraduate Transfer, New Undergraduate Post-Baccalaureate; STNG = New Graduate; STNN = New Undergraduate Non-Matriculated or New Graduate Non-Matriculated (See section III).

**Continuing Students (STCU; STCG; STCN):** enrolled undergraduate (STCU), graduate (STCG) or, non-matriculated (STCN) students who were admitted prior to the current term and are not readmitted for the current term. (see: Policy #76-10)

**Readmitted Students (STRU; STRG; STRN):** enrolled students who are readmitted for the current term under one of the following admission student type definitions: STRU = Undergraduate Readmit; STRG = Graduate Readmit; STRN = Undergraduate or Graduate Non-Matriculated Readmit. (See section III).

V. **DISCONTINUED STUDENT CLASSIFICATIONS:**

- A. **Change of Level (L):** discontinued as a student type beginning Fall term 1994. Until Fall 1994 this status included 1) non-matriculated students who later filed for regular admission; 2) those who completed a baccalaureate degree at Seattle University and wished to re-enroll for additional course work at the post baccalaureate or graduate level; 3) post-baccalaureate students who sought regular graduate student status.
- B. **Fifth Year (5):** discontinued as a student type beginning Summer 1997. Until Summer 1997 this status included: 1) post-baccalaureate student who wished to further their education but were not pursuing a degree or certificate; 2) second degree students; and 3) certificate seeking students (Policy #94-2)
- C. **Special (Z):** discontinued as a student type beginning Summer 1997. Until Summer 1997 this status included those students admitted to the university who did not meet the admissions criteria, but due to extenuating circumstances, were admitted on a temporary status basis, until further work was done that could be evaluated. (Policy #75-25)
- D. **Transitional (T):** discontinued as a student type beginning Summer 1997. Until Summer 1997 this status included those students who did not matriculate at university, but were allowed to enroll for two quarters, and then were required to be admitted to a degree program. (Policy #92-2)
- E. **Post-Secondary Level (PS):** discontinued as a class level in Fall 2000. This was a special class level used for a post-secondary student without a bachelor's degree, pursuing an approved Addiction Studies certificate.
- F. **New Post-Secondary Admission Type (UPS):** discontinued as an admission student type in Fall 2000. This was a special admission type used for a post-secondary student without a bachelor's degree, pursuing an approved Addiction Studies certificate.

- G. **Executive Leadership Post-Baccalaureate Academic Level (PBX)**: discontinued as an academic level in Fall 2000. This was a special academic level used specifically for students in the Executive Leadership program. Those students will now register at the new NMRC academic level with students in other non-matriculated certificate programs.
- H. **Executive Leadership Post-Baccalaureate Admit Status (XPB)**: discontinued as a class level in Fall 2000. This was a special class level used specifically for students in the Executive Leadership program. Those students will now register at the new NMRC class level with students in other non-matriculated certificate programs and their admit status is: PBC.

Originally issued: 04/82

Previously revised: 03/94  
09/97  
09/99  
10/00  
09/03