

## Taking Single Courses as a Non-Degree Seeking Student

The SANS Technology Institute typically allows individuals to take a limited number of graduate courses for credit without being enrolled in a certificate or master's degree program. The student experience of the course is precisely the same as that of a degree-seeking student, and non-degree students must satisfy all of the course requirements, including any exams, research papers, or simulations, within the same required timeframe (typically three months for three credit course). Non-degree students can take the underlying SANS Institute class from a member of our faculty either live at a SANS event or via our online modalities (OnDemand, vLive, or Simulcast).

### Notes:

- Successfully completed courses can be applied for credit towards a certificate or master's program should the individual apply and matriculate within 5 years of the course completion date.
- Non-degree students may only take two courses before they must apply and be formally accepted into either a certificate or master's program.
- Tuition for any single graduate course taken as a non-matriculated student is \$5,250, regardless of the associated credit hours.
- Corporate tuition reimbursement plans often cover courses taken as a non-matriculated student, because the SANS Technology Institute is regionally accredited. We strongly suggest reviewing the requirements of your employer's particular requirements prior to enrolling.
- **Graduate courses begin with "ISE" or "ISM" and have four digits, while training classes never use "ISE" or "ISM" and have only three digits. As an example, students would apply to take ISE 5101, not SEC 401, even though ISE 5101 incorporates SEC 401 class material.**

## Process Guide – Enrolling in a Single Graduate Course

To enroll in the SANS Technology Institute as a non-degree student and register for a course, please do the following:

1. After you determine which graduate course you would like to take, consider whether you wish to take the SANS Institute class at a live event or via an online modality (OnDemand, vLive, or Simulcast). To determine your options for taking the class at a live event, please refer to the following SANS Institute web page where you will find a listing of dates, locations, courses, and instructors: <http://www.sans.org/find-training/live>
2. Complete the online application at [apply.sans.edu](http://apply.sans.edu). In this application, you will indicate which graduate course you seek to take, and provide the necessary contact and demographic information for our records.
3. If you seek to enroll in ISM 5400, please submit a one page, single spaced "Outcomes Statement" describing how the course will fit within your career development and/or the topic which might be the focus of your research paper. We will use this writing sample to evaluate the quality of your writing, relative to the written requirements of the course.

Once we receive all of the documents outlined above, we will contact you to finalize the process and provide you with instructions for registration and paying the tuition associated with the course.

## **Grading Policy**

Upon completion of a graduate course, students receive an official grade report from his or her Student Advisor. Any other documentation issued does reflect a student's status in the graduate course.