

## Taking Single Courses as a Non-matriculated 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 (ie "non-matriculated student status"). The student experience of the course is precisely the same as that of a matriculated student, and non-matriculated 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 courses and four months for four credit courses). Non-matriculated 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).

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-matriculated 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.

## Process Guide – Enrolling in a Single Graduate Course

To enroll in the SANS Technology Institute as a non-matriculated 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. Download and fill out the "[Non-matriculated Student – Single Course Request Form](#)." In this form, 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 one of the following graduate courses that have a graduate-level written requirement, 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 “Outcomes Statement” primarily to evaluate the quality of your writing, relative to the research paper requirements of these courses.

ISE 5150  
ISE 5400

ISM 5150  
ISM 5400  
ISE/ISM 6000

ISM 6200  
ISM 5600

4. Please submit the following documents attached to a single email sent to [admissions@sans.edu](mailto:admissions@sans.edu), with a subject line starting with your full name followed by “ - Non-matriculated Student, Single Course Request.”
  - a. The “Non-matriculated Student – Single Course Request Form” (in .pdf format)
  - b. Signed, dated, and scanned copy of the statement at the bottom of this page.
  - c. A current version of your resume, including your prior educational experience.
  - d. (If required) An Outcomes Statement

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

Thank you,

The Admissions Team  
SANS Technology Institute  
[www.sans.edu/admissions](http://www.sans.edu/admissions)  
[admissions@sans.edu](mailto:admissions@sans.edu)  
214.613.1640

**Statement regarding enrolling in a single graduate course as a non-matriculated student**

I, the undersigned, seek to enroll in a single graduate course of the SANS Technology Institute. I hereby declare that the information I have provided to the SANS Technology Institute is true and accurate. I have been informed and understand that I will need to complete all elements of the course I seek to take within the required timeframe after the class start date (four months from the class start date for a three credit course, and five months from the class start date for a four credit course) in order to receive a passing grade and credit that may later apply to a certificate or master's degree program.

Furthermore, I recognize that receiving a grade of "Fail" – whether because I was unable to perform at the required levels on a GIAC exam or another course requirement, or because I did not complete the course requirements within the allotted four- or five-month timeframe – may disqualify me from being reimbursed for tuition from my employer, or that I might owe my employer for the cost of the graduate course if I do not pass.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_