

# Admissions; Financial Aid and Scholarships; Registration, Tuition and Billing Information

## Admissions

### General Information

Students seeking to register for classes or to enroll in any graduate degree or certificate program offered at Fairleigh Dickinson University must formally apply for admission.

An applicant seeking a graduate degree or certificate may enroll as a matriculated or nonmatriculated student. An applicant who is not seeking a graduate degree or certificate may enroll in classes for credit as a nondegree student, or as a visiting student or auditor. Applications should be sent to the Graduate Admissions Office at the campus (Florham Campus, Madison, New Jersey; Metropolitan Campus, Teaneck, New Jersey) the student plans to attend. Candidates may apply for admission to one campus only. For information about the School of Pharmacy go to [www.fdu.edu/pharmacy](http://www.fdu.edu/pharmacy).

The University reserves the right to deny admission to any applicant who, in the judgment of the Admissions Committee, may not benefit from Fairleigh Dickinson University's educational programs or whose presence or conduct may impact negatively on its program(s). The University also reserves the right to refuse enrollment in or admittance to any course to any admitted student who engages in conduct deemed by the University, in its sole discretion, as interfering with the learning experience or safety of any person in the University community.

Applications are processed on a rolling basis with the exception of the Ph.D. program in clinical psychology, which has a December 15 deadline; the Psy.D. program in school psychology, which has a March 1 deadline; the M.A. program in school psychology, which has a March 15 deadline; and the M.A. in forensic psychology, which has a May 15 deadline. These programs are offered only at the Metropolitan Campus.

Students are encouraged to apply as early as possible to allow time to complete the application process prior to the start of classes. The requirements for matriculation vary with each program. However, all candidates for matriculation must submit a Graduate Application Form, a non-refundable application fee and official transcripts from all previously attended colleges and universities verifying completion of a bachelor's degree at an accredited

institution of higher learning. Graduate entrance examinations, including the Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT) and National Teacher Examination (PRAXIS) and letters of recommendation are required for admission to some graduate programs. Personal interviews are not generally required but may be requested as part of the admissions process. Students must check the specific admissions requirements for the program in which they are interested.

Applicants who wish to enroll as nonmatriculating or nondegree students may register for classes on the basis of unofficial documents with the approval of a graduate faculty adviser.

A satisfactory score on the Test of English as a Second Language (TOEFL) is required of those applicants whose native language is not English and who have not completed their baccalaureate degree at an English-language college or university.

### Degree- and Certificate-Seeking Students

#### Matriculated Students (In a Degree or Certificate Program)

An applicant for admission to a graduate degree or certificate program may be accepted as a matriculated student if the applicant's admission file is complete, including all required documents, and if the student is recognized as meeting all requirements for admission to the program. (Note: Requirements for admission to a certificate program might be different from those required for admission to a degree program.)

In certain cases, with the approval of a graduate faculty adviser, a matriculated student may be permitted to enroll in graduate classes prior to the receipt of official documents or completion of specific prerequisite course work. Or, a matriculated student with academic deficiencies may be admitted on probation. Students matriculating in this manner may have a specific time or credit limit imposed upon their acceptance and subsequent reregistration.

Only matriculated graduate students enrolled in a degree program or in pro-

grams leading to state certification are eligible to apply for financial aid.

#### Nonmatriculated Students (Intending to Matriculate in a Degree or Certificate Program)

An applicant for admission to a graduate degree or certificate program may, at the discretion of the department or school, be accepted as a nonmatriculated student if the applicant's admission file is incomplete, lacking required documents, but contains documents affirming completion of a bachelor's degree and the signature of an authorized graduate adviser. A nonmatriculated student enrolling in graduate classes is permitted a 9-credit maximum.

A nonmatriculated student is reviewed for matriculation when all required documents are received by the Office of Academic Records.

**A nonmatriculated student is not eligible to apply for financial aid.**

### Nondegree- and Noncertificate-Seeking Students

#### Students Enrolled in Classes for Credit

A student who does not intend to enroll in a graduate degree or certificate program may, at the discretion of the department or school, register for individual graduate classes for credit and is admitted with a 9-credit maximum on the basis of documents affirming completion of a bachelor's degree and the signature of an authorized graduate adviser. A nondegree or noncertificate student enrolled in classes for credit may utilize those credits to fulfill requirements for a degree or certificate program if he/she applies and is accepted as a matriculated student.

**A nondegree/noncertificate student is not eligible to apply for financial aid.**

#### Visiting Students (Matriculated at Another College or University and Enrolling in Classes for Credit)

A visiting graduate student is admitted on the basis of a Certificate of Eligibility

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Form signed by an authorized adviser at the college or university where he/she is matriculated.

A visiting student is not eligible to apply for financial aid at Fairleigh Dickinson University. However, he/she may be eligible to apply for financial aid through his/her home university by utilizing a consortium agreement.

## **Auditor (Students Enrolled in Credit Classes Who Do Not Receive Grades or Credits)**

To audit a class, no academic documentation is required. The student must present an Audit Form, signed by the faculty member teaching the class, to the Office of Enrollment Services. If an audit student enrolls in classes offered through the Office of Continuing Education, he/she registers through the Office of Continuing Education and is eligible to receive a Certificate of Attendance upon completion of the program.

An auditor pays for 1 credit at the regular tuition charge and is not eligible to apply for financial aid. No grade is given for the course audited; therefore, it cannot be used as future credit. Special rates may apply for FDU graduates and senior citizens.

## **Readmission for Graduate Study**

Matriculated students who interrupt their studies for one or more semesters, without requesting a leave of absence in writing, must request reinstatement by submitting an Application for Readmission. (No application fee is required.) Readmitted students are governed by the *Graduate Studies Bulletin* issued for the academic year of reinstatement and are subject to the current admissions and curricular requirements for the program to which they are seeking readmission.

## **Change of Program**

A matriculated student who is currently enrolled in a graduate program at one college and wishes to change the program to one that is offered in another college within the University must submit a new application and all required documents to the Graduate Admissions Office at the campus where the program is being offered.

## **Transfer Credit**

Graduate credits earned at another accredited institution may be accepted in transfer, in accordance with the curricular requirements of the degree program and the academic policies of the colleges. Generally, transfer credit will be considered for those courses completed within the last 5 years in which a grade of B or better has been earned. A maximum of 9 credits may be accepted in transfer.

Academic course waivers are available in some graduate degree programs, including the M.B.A., M.S. in computer science, M.S. in information systems and M.S. in electronic commerce. Graduate prerequisite course work may be waived for students who have completed relevant undergraduate course work, with appropriate grades, within the last five years.

Application for transfer or waiver credit is made through the academic school or department in conjunction with the Office of Enrollment Services. To request a transfer or waiver evaluation, the student must submit an official transcript and course description. A request for an official evaluation of transfer or waiver credit should be concurrent with the student's admission to the program. In some degree programs, students may be required to submit challenge exam scores to receive transfer or waiver credit.

## **International Students**

International students seeking admission to any graduate program at FDU must submit their application and official supporting documents to:

Office of International Admissions  
1000 River Road, T-KB1-01  
Teaneck, NJ 07666  
Phone: 1-201-692-2205  
Fax: 1-201-692-2560  
Email: global@fdu.edu

One original copy and one translated and notarized copy (if not in English) of the student's academic credentials, which are equivalent to a baccalaureate degree program in the United States, must be presented along with the completed application form. The student's record must demonstrate a high standard of academic performance to receive favorable admissions action.

International students applying to the Maxwell Becton College of Arts and Sciences or to University College: Arts • Sciences • Professional Studies must also submit scores from the Graduate Record Examination (GRE) for most programs.

The GRE is not required for majors in hospitality management studies, public administration, administrative science, homeland security, student services administration, teaching English as a second/foreign language (TESL/TEFL) and sports administration.

International students applying to the Silberman College of Business are required to submit scores from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE).

International students whose native language is not English are required to submit the results of a test of English proficiency. Students from Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Bermuda, Canada (excluding Quebec), Fiji, Grenada, Guyana, Ireland, Jamaica, Kiribati, Marshall Islands, Mauritania, Micronesia, New Zealand, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Solomon Islands, Trinidad and Tobago and United Kingdom do not need to submit test scores. A minimum score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based) on the TOEFL (Test of English as a Foreign Language) or an overall band score of 6.0 or higher on the IELTS (International English Language System) or a 53 or higher on the Pearsons PTE-A is required. Students who are unable to meet the University's minimum English-proficiency requirement may apply for the intensive English program, offered by ELS Language Institute. The University offers conditional admission in selected majors to students who apply to the ELS Language Institute.

Applications for admission for the fall semester should be filed no later than July 1. Spring-semester applications should be filed no later than December 1. International students enrolling on an F-1 student visa must meet all admission criteria to be accepted as full-time graduate students and must register for at least 9 credit hours each semester (excluding summer) to maintain student-visa status.

Following admission, the University may require that all international students be tested to determine if additional English language study is required. If test results indicate further study is needed, the language requirements may consist of one or more semesters of English as a Second Language/EPS course work.

International students applying for an F-1 visa must give evidence of financial support for a period of one year.

The University requires that international students carry University insurance coverage for sickness and medical benefits.