

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

Admissions

General Admission Policy

Fairleigh Dickinson University seeks to provide students with the analytic and communication skills necessary to prepare them to be an integral part of their community. The University considers students for admission on the basis of their ability to successfully undertake both a liberal arts and professional curriculum.

The University reserves the right to deny admission to any applicant who, in the judgment of the Admissions Committee, do not meet minimum admission requirements or whose presence or conduct may impact negatively on its program(s). The University also reserves the right to deny admission to any 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.

Inquiries regarding programs and admission should be directed to:
University Admissions Office
1000 River Road, H-DH3-10
Teaneck, New Jersey 07666
(800) 338-8803 (toll free)
admissions@fdu.edu

Matriculated Students

A matriculated student is one who has been accepted as a candidate for the degree of Bachelor of Arts, Bachelor of Science, Associate in Arts or Associate in Science. These include first-time, full-time freshman students; transfer students and students with advanced standing; adult students; part-time evening and weekend students; and international students.

A full-time student is one who carries at least 12 credits each semester. Only full-time matriculating students may reside on campus. A part-time student may enroll for a maximum of 11 credits each semester.

Undergraduate Freshman Admission

Full-time college students apply directly from secondary school.

To be considered for freshman admission, students must submit a completed Application for Undergraduate Admission, a \$40.00 nonrefundable application fee (fee waived if applying online); either Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores; and an

official high school transcript. Letters of recommendations are strongly recommended.

While a personal interview is not required as part of the admission process, the University reserves the right to request an interview before making a final decision on an applicant.

When to File an Application

1. The application for admission may be submitted for the fall semester, spring semester or summer sessions.
2. The preferred filing date for fall applications is March 1; for spring applicants, November 15. Applications continue to be processed on a rolling basis until the class is filled. Therefore, students are encouraged to apply at the earliest opportunity in order to allow ample time to complete the application process.

Advanced Placement (AP) Program Policy

Consideration for advanced placement (AP) credit at Fairleigh Dickinson University will be given to students who have taken college-level courses in a secondary school or have earned the required score on the appropriate College Board Advanced Placement (AP) Examination.

Please note that each academic department or school at the University has established standards related to scores accepted per the College Board Advanced Placement (AP) Examination and minimum required scores may vary.

An official score from the College Board Advanced Placement (AP) Examination must be sent to the Office of Admissions for consideration.

Admission Requirements

1. A candidate must have graduated from an accredited secondary school or have received his or her General Educational Development (GED) Certificate.
2. FDU recommends that a student complete a minimum of 16 academic (college preparatory) units in high school with a distribution as follows:

English: 4
College Preparatory Mathematics: 3
History: 2
Laboratory Sciences: 2 (required),
3 (recommended)
Foreign Language: 1 (required),
2 (recommended)

Electives: 4 (3 should be academic)

In addition to the above requirements, majors in:

Science or Engineering — Applicants for majors in biochemistry, chemistry, engineering, mathematics, computer science or science should have 3 units of college preparatory mathematics (including trigonometry) and 2 units of laboratory science. Applicants for majors in engineering technology should have 3 units of college preparatory mathematics (including algebra and plane geometry) and 2 units of science.

3. Entrance Examinations: Scholastic Aptitude Test (SAT) and American College Testing (ACT) Programs

Freshman applicants, full-time or part-time, must submit an official SAT or ACT test score. Students who are 25 years of age or older; or a veteran, who has graduated high school and served in any of the armed forces of the United States military for two years or more prior to their intended term of enrollment, are not required to provide an SAT or ACT score. The University, however, reserves the right to request additional information and supporting documents and to require further assessments, including an interview or an internal assessment. Contact the Office of Admissions.

Transfer Students and Advanced Standing

These students have graduated from an accredited secondary school and have completed 24 or more college-credit hours at an accredited post-secondary institution other than Fairleigh Dickinson University.

While a personal interview is not required, the University reserves the right to request an interview before making a final decision on an applicant. A candidate for admission is encouraged to make a personal appointment with an admissions counselor in order to discuss admission eligibility or education plans and/or take a campus tour. Each campus arranges visits through its Office of Admissions.

When to File an Application

1. Applications for admission may be submitted for the fall semester, spring semester or summer sessions.
2. Applications for admission are processed on a rolling basis; therefore, students are

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encouraged to apply early to allow ample time to complete the application process.

Admission Requirements

Transfer applicants must submit official transcripts from all colleges and universities attended. Any student who has earned 24 or more credits of satisfactory course work need not submit a high school transcript for admission unless requested. Applicants with less than 24 credits earned must submit their official high school transcript and SAT or ACT scores.

An evaluation of previous academic work will be made in accordance with the following policy:

a. Students with an Associate in Arts (A.A.) or an Associate in Science (A.S.) Degree

— All credits earned at a college from which a student received an associate degree will be evaluated for transfer to Fairleigh Dickinson University degree programs. Course work in which grades of A through C have been earned will be considered for transfer. Grades of C- or D may only be eligible for transfer to nonmajor courses.

A maximum of 64 credits will be transferred from two-year associate degree programs, and a maximum of 90 credits will be transferred from four-year baccalaureate degree programs. No more than 90 credits may be transferred in total from any previous undergraduate experience.

Students with credits earned beyond their associate degree in a four-year baccalaureate degree program may have courses with grades of A through C evaluated for transfer. Grades below C (C- through F) will not be accepted for transfer.

b. Students without an Associate in Arts (A.A.) or an Associate in Science (A.S.) Degree

— Courses from regionally accredited institutions will be evaluated for transfer if they are applicable to Fairleigh Dickinson University degree programs and grades of A through C have been earned. Grades below C (C- through F) will not be accepted for transfer.

c. Students with Credits Earned Toward a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) Degree

— Only grades of A through C are transferable.

d. Students from Nonregionally Accredited Institutions — Qualified students from other than regionally accredited institutions may request consideration for admission on the basis of successful past academic performance.

Articulation Agreements

Fairleigh Dickinson University has articulation agreements with a number of New Jersey community colleges. Prospective community college transfer students are encouraged to contact the transfer counselor at their community college for more information or call the FDU Admissions Office at (800) 338-8803.

Grades and Grade Points

For new students, transfer credits will not be computed in the cumulative grade point ratio (CGPR) earned at Fairleigh Dickinson University.

Residency Requirement/Time Limit on Degree Completion

A transfer student may receive credit for either formal course work or through proficiency examination to the extent that the credits transferred do not circumvent existing University policy requiring a minimum of 30 credits in residence including at least 50 percent of the credits required for the major. In those instances in which only the minimum number of credits are completed at Fairleigh Dickinson University, they must be taken in a time sequence equivalent to the seventh- and eighth-semester standing of the baccalaureate study.

Any course work completed more than 10 years before the projected date of the degree conference (including work for which credit is transferred from another college) shall be evaluated for its currency. Where it is deemed appropriate, the department will design a course of study to familiarize the student with more recent developments. The individual program will be outlined in writing to the student.

Undergraduate Adult Admissions

Adult students are 25 years of age or older, who are interested in obtaining a bachelor's or associate's degree, a credit-based certificate or who wish to take courses for personal enrichment or professional development.

In response to the special needs of the adult learner, FDU offers two-year and four-year traditional and nontraditional academic degree programs, certificate programs and noncredit courses.

Adults can pursue full-time or part-time studies, choosing from a selection of day, evening, weekend, offsite and online classes, as part of the traditional or nontradi-

tional term programs. Students can enroll as matriculating (degree seeking), nondegree, auditing or as noncredit students.

Student support services that offer extended hours are available in such areas as advising, academic resources and career planning. Trained personnel are ready to assist the adult throughout his/her program of study at FDU.

Opportunities for adult learners to earn academic credit include the University's Portfolio Assessment of experiential learning or "life/work experience" equal to college-level learning. After completion of six credits or two courses at FDU, adults can pursue experiential-learning credit by first attending a portfolio workshop that explains the program's format and process that could result in up to 30 academic credits.

Other credit options available for adult learners include: FDU Challenge Exams, CLEP, TECEP, Excelsior College exams, DSSTs, JSTs, NYU Language Proficiency Exams, ACE College Credit Recommendation Service Awards, FDU expert evaluated Corollary College Credit Recommendations for law enforcement, CPR and EMT (Basic and/or Paramedic). Professional certificate programs may also yield academic credit, such as FDU's Paralegal Studies, Certified Financial Planning and Professional Human Resources.

To apply for admissions, adult students should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admissions and submit it with a \$40.00 application fee. Adult applicants who are 25 years of age or older are required to provide the appropriate high school and/or college documents as outlined in the Admission Requirements section that follows.

Freshman applicants, full-time or part-time, must submit an official SAT or ACT test score. Students who are 25 years of age or older; or a veteran, who has graduated high school and served in any of the armed forces of the United States military for two years or more prior to their intended term of enrollment, are not required to provide an SAT or ACT score. The University, however, reserves the right to request additional information and supporting documents and to require further assessments, including an interview or an internal assessment. Contact the Office of Admissions. Applicants who desire guidance during the admissions process are encouraged to request admissions counseling.

For more information or to request an admissions counseling appointment, please write, call or email:

Office of Undergraduate Adult and Part-time Admissions
Fairleigh Dickinson University
1000 River Road, H-DH3-10
Teaneck, New Jersey 07666
(201) 692-2551
Achieve@fdi.edu

When to File an Application

1. The Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admissions may be submitted for the fall semester, spring semester, summer sessions, January winter session, trimester or eight-week terms.

2. Applications for admission are processed on a rolling basis and students may apply at any time prior to the start of classes. However, adult students are encouraged to **apply early to allow ample time to complete the application process.**

Admission Requirements

Adult students who are 25 years of age or older may apply for admission to the University based on a high school diploma or the equivalent. Adult students who have previously attended an accredited college or university and have earned 24 or more credits are considered to be transfer students.

To apply for admission as a matriculating student (degree-seeking), the applicant should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admissions and submit it to the Office of Undergraduate Adult and Part-time Admissions with the \$40.00 application fee. An official copy of the applicant's academic transcript should be forwarded to the University by the applicant's high school and/or college(s). If the applicant obtained a General Equivalency Diploma (GED), a copy of the diploma and score sheet should be forwarded to the Office of Undergraduate Adult and Part-time Admissions.

Freshman applicants, full-time or part-time, must submit an official SAT or ACT test score. Students who are 25 years of age or older; or a veteran, who has graduated high school and served in any of the armed forces of the United States military for two years or more prior to their intended term of enrollment, are not required to provide an SAT or ACT score. The University, however, reserves the right to request

additional information and supporting documents and to require further assessments, including an interview or an internal assessment. Contact the Office of Admissions.

A student who wishes to enroll in credit courses without seeking admission to a degree program may apply as a nondegree student. To apply for admission as a nondegree student, the applicant should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admissions and submit it to the Office of Undergraduate Adult and Part-time Admissions with the \$40.00 application fee and copy of a high school diploma or the equivalent. If the student has attended college, an unofficial transcript is requested. Students admitted under this status generally fall into the following categories:

1. Students who need additional courses to satisfy admission requirements to professional and graduate schools.
2. Students who intend to apply for a degree program but are unable to provide all the required documentation prior to registration for classes.
3. Students who wish to take courses for professional development and/or personal enrichment.
4. Applicants currently on the roster of another college who must apply as a visiting student.

Nondegree students are expected to maintain good academic standing, i.e., a minimum 2.00 grade point ratio. Upon completion of 16 credits, eligibility to continue as a nondegree student will be determined.

A nondegree student who wishes to apply for degree candidate status must fulfill all of the University's matriculation standards.

Adult students who wish to enroll in noncredit courses and noncredit certificate programs should call the Office of Continuing Education at (201) 692-6500.

Part-time Evening, Weekend and Online College Students

Part-time evening, weekend and online students should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admission and submit it with a \$40.00 nonrefundable application fee.

Freshman applicants, full-time or part-time, must submit an official SAT or ACT test score. Students who are 25 years of age or older; or a veteran, who has graduated high school and served in any of the armed forces of the United States military for two years or more prior to their intended term of enrollment, are not required to provide an SAT or ACT score. The University, however, reserves the right to request additional information and supporting documents and to require further assessments, including an interview or an internal assessment. Contact the Office of Admissions. A candidate for admission can make a personal appointment with an admissions counselor in order to discuss admission eligibility and choice of educational program. Call the Office of Undergraduate Adult and Part-time Admissions at (201) 692-2551.

When to File an Application

1. Applications for admission may be submitted for the fall semester, spring semester, summer sessions, January winter session, trimester or eight-week terms.
2. Applications for admission are processed on a rolling basis, and students may apply at any time prior to the start of classes. However, part-time students are encouraged to apply early to allow ample time to complete the application process.
3. Programs of study are included in a traditional or nontraditional program track. See Academic Calendars for details (pages 4 and 5).

Admission Requirements

Students who intend to enroll in classes on a part-time, evening, weekend and online basis may apply for admission to the University based on a high school diploma or the equivalent. Students who have previously attended an accredited college or university and have earned 24 or more credits are considered to be transfer students.

To apply for admission as a matriculating student (degree-seeking), the applicant should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admission and submit it to the Office of Undergraduate Adult and Part-time Admissions with the \$40.00 application fee. An official copy of the applicant's academic transcript should be forwarded to the University by the applicant's high school and/or college(s) and include official transcripts from all colleges/universities. If the appli-

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cant obtained a General Equivalency Diploma (GED), a copy of the diploma and score sheet should be forwarded to the Office of Undergraduate Adult and Part-time Admissions. Freshman applicants, full-time or part-time, must submit an official SAT or ACT test score. Students who are 25 years of age or older; or a veteran, who has graduated high school and served in any of the armed forces of the United States military for two years or more prior to their intended term of enrollment, are not required to provide an SAT or ACT score. The University, however, reserves the right to request additional information and supporting documents and to require further assessments, including an interview or an internal assessment. Contact the Office of Admissions.

A student who wishes to enroll in credit courses without seeking admission to a degree program may apply as a nondegree student. To apply for admission as a non-degree student, the applicant should complete the Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admissions. Submit to the Office of Undergraduate Adult and Part-time Admissions with the \$40.00 application fee and an unofficial copy of a high school diploma or the equivalent. If the student has attended college, an unofficial transcript is requested. Students admitted under this status generally fall into the following categories:

1. Students who need additional courses to satisfy admissions requirements to professional and graduate schools.
2. Students who intend to apply for a degree program but are unable to provide all the required documentation prior to registration for classes.
3. Students who wish to take courses for professional development and/or personal enrichment.
4. Applicants currently on the roster of another college, who must apply as a visiting student.

Nondegree students are expected to maintain good academic standing, i.e., a minimum 2.00 grade point ratio. Upon completion of 16 credits, eligibility to continue as a nondegree student will be determined.

A nondegree student who wishes to apply for degree candidate status must fulfill all of the University's matriculation standards.

Students who wish to enroll in non-credit courses and noncredit certificate programs should call the Office of Continuing Education at (201) 692-6500.

International Students

Inquiries regarding admission should be sent to:

Office of International Admissions
1000 River Road, T-KB1-01
Teaneck, New Jersey 07666, U.S.A.
Telephone: +1-201-692-2205
Fax: +1-201-692-2560
Email: global@fdu.edu

Applicants may apply online at www.fdu.edu/apply.

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International students who are seeking admission to any undergraduate program must submit their application and official supporting documents to the Office of International Admissions.

An I-20 form will be issued, under the guidelines established by the United States Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS), to international students who have been accepted for full-time study and have submitted all the required documents. International students holding an F-1 or J-1 visa must enroll as full-time matriculated students taking a minimum of 12 credits each regular semester.

When to File an Application

Applications for admission for the fall 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 or J-1 student visa must meet all admission criteria to be accepted as full-time undergraduate students and must register for at least 12 credit hours each semester (excluding summer) to maintain student-visa status.

Admission Requirements

International students must submit:

1. The International Application Form and an official, original secondary school transcript and/or national exam score report (if applicable) along with a notarized English translation (if not originally in English). The academic record must be equivalent to a secondary school graduation (U.S. grade 12) with a quality performance indicating potential for success.
2. Original, official transcripts/marksheets from all post-secondary university and/or

professional school programs attended, whether or not completed, along with a notarized English translation (if not originally in English). Full disclosure is required.

3. Certificates, provisional diplomas, final diplomas and/or degrees.

4. Proof of English proficiency:

- Students from the following countries are exempted from submitting a test of English proficiency: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada (except Quebec), Fiji, Grenada, Guyana, Ireland, Jamaica, Kiribati, Marshall Islands, Mauritania, Micronesia, New Zealand, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Solomon Islands, Trinidad and Tobago and United Kingdom. Applicants who have previously attended a high school or university in the U.S. or the above countries for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.

- Students whose native language is not English are required to submit at least one official test report with a minimum score of:

- TOEFL (Test of English as a Foreign Language): IBT-79, CBT-213 or PBT-550

or

- IELTS (International English Language Testing System): overall band 6.0

or

- SAT Critical Reading: 420 or higher

or

- Pearsons: PTE 53.

- Undergraduate applicants who meet the University's academic requirements for the major of their choice and who have an intermediate level of English proficiency may be considered for admission to the Pre-University Program (PUP). The English level required for PUP admission is determined by the following:

- TOEFL IBT score from 68–78

- IELTS overall band score of 5.5

- An ELS Language Center Certificate of Completion of Level 110 of the English for Academic Purposes

PUP students take academic courses while improving their English-language skills, earning up to 11 credits toward their bachelor's degree.

- Students who are unable to meet the University's minimum English-proficiency requirement may apply for the intensive

English language program provided by the ELS Language Centers on the University's Metropolitan Campus (www.els.edu). The University offers conditional admission consideration for most undergraduate major programs.

- The University requires that all international students be tested at orientation to determine if additional English language and/or mathematics study is required. Test results may indicate further study is needed in English, English for Professional Success or mathematics developmental courses.

5. All international students applying for an F-1 or J-1 visa must provide evidence of financial support equal to the full cost of one academic year by submitting the Affidavit of Financial Support and a bank statement dated within the past six months.

6. The University requires that international students purchase the University insurance coverage for sickness and medical benefits.

Nondegree Students

A student who wishes to enroll in credit courses without matriculating for a degree may apply as a nondegree student.

The applicant must file a Fairleigh Dickinson University Adult and Part-time Application for Undergraduate Admission with the \$40.00 nonrefundable fee and a copy of an unofficial high school diploma or the equivalent. If the student has attended college, an unofficial transcript is requested.

Students admitted under this status generally fall into the following categories:

1. Students who need additional courses to satisfy admissions requirements to professional and graduate schools.
2. Students who intend to apply for a degree program but are unable to provide all the required documentation prior to registration for classes.
3. Students who wish to take courses for professional development and/or personal enrichment.
4. Superior students, who have completed the sophomore year in secondary school and who wish to enroll in a limited number of regular University courses. Note: University courses are subject to approval. These students must have written approval from their secondary school guidance counselor, principal or headmaster. Contact the Office of Undergraduate Adult and

Part-time Admissions for the appropriate forms.

5. Applicants currently on the roster of another college, who must submit a Fairleigh Dickinson University Application for Visiting College Students.

Nondegree students must have prerequisites for courses and are expected to maintain good academic standing, i.e., a minimum 2.00 grade point ratio. Upon completion of 16 credits, eligibility to continue as a nondegree student will be determined.

A nondegree student who wishes to change to degree candidate status must fulfill all the University's matriculation standards.

Auditors

An auditor is a student who completes all registration requirements but does not have any record kept of attendance or academic work. No grade is given for the course audited. A student taking a course(s) as an auditor waives all rights to take that course(s) for credit in the present or in the future. Applicants seeking to register as auditors must submit an Adult and Part-time Application for Undergraduate Admission and evidence of graduation from a secondary school. If college was attended, an unofficial transcript must be submitted. Upon admission, an Audit Form provided is to be completed with faculty signature(s) and/or a copy of faculty approval(s) then submitted to the Office of Enrollment Services for registration. Special, reduced auditor charges apply. See Registration, Tuition and Billing Information (pages 23-24).

Credit for Prior Learning

In addition to previous college credit accepted in transfer, the University provides three distinct options that allow qualified students to receive academic credit for "experiential learning":

- Credit by examination;
- Credit for professional study and certification; and
- Credit for experiential learning through portfolio assessment.

Credit by Examination

A number of nationally recognized educational organizations offer proficiency examinations in a wide range of subjects, including composition and literature, history and social sciences, science and mathe-

matics, business, foreign languages and more.

Proficiency examination credit may be awarded for the College Level Examination Program (CLEP); Excelsior College Exams; the New York University Proficiency Examinations in Foreign Language; Defense Activity for Non-traditional Education Support (DSST); the Thomas Edison College Examination Program (TECEP); and Fairleigh Dickinson University Challenge Examinations.

Students enrolled at Fairleigh Dickinson University must obtain authorization forms and the required signature for approval to take specific tests from the Office of Enrollment Services.

Proficiency examinations may be used as substitutes for particular FDU courses, and credit toward degree requirements may be awarded by completion of approved examinations. These approved examinations, minimum acceptable scores and course equivalencies are designated on a list maintained in the Office of Enrollment Services and the Academic Advising Office. Students considering this option should consult with their academic adviser or the Academic Advising Office to determine the suitability of particular proficiency examinations to their major.

Acceptance of all proficiency tests is contingent upon the following provisions:

1. Up to 33 credits may be awarded toward some baccalaureate degrees;
2. All proficiency examinations must be taken before completion of the student's first 64 credits and applied toward those 64 credits only. Exceptions can be made for students transferring in with 32 credits or more;
3. If the proficiency examination duplicates previous course work, credits will not be awarded. Credits earned through the proficiency examinations are not included in the cumulative grade point ratio.
4. Transfer students may apply proficiency credits earned at institutions other than FDU to an FDU degree program. Official documentation is requested at the time of admission.
5. Failed courses taken at FDU cannot be replaced through proficiency examinations.

Credit for Professional Study and Certification

Students who have completed formal training or professional development pro-

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grams conducted by business, the military, law enforcement and public safety, government agencies or other organizations may be eligible to receive college credit if those organizations participate in the American Council on Education's (ACE) Credit Program or the National College Credit Recommendation Service (National CCRS).

Students interested in receiving ACE or National CCRS credit should submit transcripts to the Office of Admissions (new students) or check with their academic adviser to determine if such credit is applicable to their degree program (continuing students). Students may request a copy of their ACE transcript by calling the American Council on Education Transcript Service at (202) 939-9434. Students may contact National CCRS at (518) 486-2070.

Except for the Silberman College of Business, 6 undergraduate credits may be granted for Peace Corps volunteers (overseas service) and for VISTA (Volunteers in Service to America).

Additional credit may be granted at the discretion of the University.

Credit for Experiential Learning through Portfolio Assessment

Portfolio assessment provides an opportunity for adult students to receive credit for experiential learning and apply it to their college program of study. The academic assessment of experiential learning is rigorous, and there are no guarantees as to the outcome. It is important to note that college credit is not given for experience but rather for documented learning that is equivalent to Fairleigh Dickinson University courses. A maximum of 30 credits may be earned. Students should consult their academic advisers to determine how these credits may apply to their degree programs. Students must successfully complete 6 credits of academic study at the University before they may participate in the portfolio assessment process.

Credit for experiential learning is awarded based on a comprehensive portfolio assessment process, which includes:

1. Approval by an academic adviser for placement of credits to be reviewed via portfolio assessment (Application for Approval). For further information, students should contact their major adviser or the Academic Advisement Center at the Metropolitan Campus at (201) 692-2339 or the Florham Campus at (973) 443-8753.

2. Participation in a Portfolio Workshop.
3. Submission of a completed portfolio based on **current** policies and procedures.

For information about the portfolio assessment process and to register for the Portfolio Workshop, call the Office of Continuing Studies, Office of Adult Education, at (201) 692-7153/6500.

Readmission

Students requesting readmission to the University must submit a Fairleigh Dickinson University Application for Readmission to the Office of Undergraduate Adult and Part-time Admissions. The application is available in the Office of Enrollment Services, the Office of Undergraduate Adult and Part-time Admissions and the Office of International Admissions.

If the candidate has attended another educational institution since Fairleigh Dickinson University, the student is considered a returning transfer student and must contact the Office of Undergraduate Admissions (if planning to attend on a full-time basis) or the Office of Undergraduate Adult and Part-time Admissions (if planning to attend on a part-time basis) or the Office of International Admissions and submit the appropriate application(s). Official transcripts from all colleges and universities attended since leaving FDU must be submitted. Note: Standard admission requirements apply to the returning transfer student.

Readmitted students will be governed by the *Undergraduate Studies Bulletin* issued for the year of readmission and will be subject to the current admission requirements. Readmission is determined by the department, school or college of the major area of study based on last attendance.

When a student returns to FDU after an absence of seven years or more, credit will not be recognized for courses in the student's major in which the student has previously received a grade of less than C (2.00). In addition, a student returning after a seven-year absence may opt, in writing, not to receive credit for any nonmajor courses in which the student has earned a grade of less than C (2.00). In that event, such courses will not be counted in the computation of the grade point ratio.

Students requesting readmission after withdrawal, suspension and/or dismissal will require additional review.

Summer Sessions

Many on-campus, off-campus and online courses are offered during the summer months.

Students may register for a maximum of 6 credits per summer session. Exceptions can be granted on a case-by-case basis.

Regular degree and nondegree students can attend summer sessions (see section for Admission Requirements pages 11–14).

Students from other institutions must file a Fairleigh Dickinson University Application for Visiting College Students along with a \$40.00 application fee.

Note: An unofficial transcript and approval from the home institution are needed to complete the admissions process. A complimentary transcript will be sent to the home campus upon completion of the summer term.

Policy on Basic Skills Testing and Placement

Florham Campus

Students at the Florham Campus are placed in English and mathematics courses according to SAT scores and high school grade point average.

Metropolitan Campus

In order to place students in the writing and mathematics courses appropriate to their abilities, all undergraduates, including international students, must participate in basic skills testing.

These tests, administered by the Academic Resource Center (<http://view2.fdu.edu/metropolitan-campus/center-for-academic-student-services/academic-resource-center/>) at the Metropolitan Campus, are required of

1. all new freshmen,
2. all transfer students who have not completed the equivalent of ENWR1101 and a minimum of one course in mathematics (depending on college requirement) and
3. all other students who plan to pursue a degree program.

Basic skills tests should be taken prior to the start of a student's first semester with FDU.

Developmental course work in English and/or mathematics must be completed before a student may enroll in a college-level course in these disciplines. It is recommended that students complete all developmental course work (ENWR0098, ENWR0099; MATH0298) in their first semester.