

# ADMISSION

## Admission Policies and Procedures

Fairfield University admits without discrimination students of any sex, race, color, marital status, sexual orientation, gender identity, religion, national or ethnic origin, or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students of the University.

### First Year Admission

Successful candidates for admission should have received a high school diploma from a recognized high school or preparatory school and should have acquired no less than 15 units in college-preparatory studies. The unit is commonly understood as a measure of credit assigned for the successful completion of a high school course that meets four or five times each week throughout the year; college-preparatory units are those usually found in the high school curriculum that explicitly prepare students for college. No vocational, commercial, or industrial units are considered to be preparatory to the work of the liberal arts college. Candidates for admission must take units chosen from the areas listed below.

#### Basic Requirements

<b>English</b>	4
<b>Mathematics</b>	3 to 4
may include:	
Algebra 1	
Algebra 2	
Geometry	
Pre-calculus	
Calculus	
<b>Foreign Language</b>	2 to 4
<b>Laboratory Science</b>	3 to 4
may include:	
Earth Science	
Biology	
Chemistry	
Physics	
<b>History/Social Science</b>	3 to 4

Candidates interested in mathematics, engineering, business, and the sciences are urged to pursue a fourth unit of lab science and mathematics, preferably pre-calculus or calculus. Candidates for nursing must have one laboratory course in chemistry.

In addition to the basic requirements, applicants must present evidence to indicate interest in and competence for college studies. To that end they must submit a complete record of high school studies, together with other supporting materials as described in the admission application form.

The admission process at Fairfield University is Test Optional. Students may choose whether or not to submit the results of the SAT or ACT. Students should indicate on the Common Application whether or not it is their intention to have their scores considered in the admission process. Students who choose not to submit their test scores are strongly encouraged to schedule a personal interview.

The deadline for regular decision applicants to have all application materials (application, high school transcript, and guidance counselor recommendation) postmarked is January 15. The University also strongly recommends a campus visit including a tour, information session, and/or an optional personal interview.

Students who speak English as a second language should take the Test of English as a Foreign Language (TOEFL) if they have resided in the United States for fewer than five years. The University may, at its discretion, admit students who do not meet the regular published entrance requirements.

### Early Action and Early Decision Admission

Students who consider Fairfield University to be among their top choices for their undergraduate education and who would like to have their application reviewed early may submit it under our **Early Action Program**. Applicants for Early Action must submit all application materials, including the Common Application, high school transcript, and guidance counselor recommendation by November 1. Students may choose whether to submit the results of their ACT or SAT exams. Early Action candidates who are interested in arranging a campus interview should make that request before the November 1 deadline. Early Action candidates will be notified of their admission decision before January 1. Early Action admission is non-binding, and students have until May 1 to make their college selection. Fairfield University also offers two **Early Decision Admission Programs**. Early Decision I and II are *binding* agreements. If a student is admitted under the Early Decision guidelines, he/she must agree to withdraw any pending college applications and confirm enrollment at Fairfield. The deadline for Early Decision I admission is November 15, and students will receive notification of the decision by December 15. The deadline for Early Decision II admission is January 15, and students will receive notification of the decision by February 15. Superior students who have completed a four-year high school program at the end of three years may apply for admission to the University.

### Academic Scholarships

A number of academic scholarships are available to outstanding students. The Magis Scholarship is a \$25,000 annual award, renewable for four years providing a student maintains a 3.0 grade point average. Additional merit scholarships ranging from \$7,000 to \$25,000 are available. All students who apply for admission are automatically considered for a merit scholarship. Successful candidates will be students with outstanding academic records, as well as strong records of achievement and engagement outside of the classroom.

### Wait List

First Year applicants to Fairfield will receive one of three decision letters: admit, deny, or a wait list offer. Wait list students who are serious in their intent to remain on the wait list are asked to confirm their place on the waitlist via the waitlist confirmation option on their online portal.

### Alumni Relatives

One of the strongest endorsements an educational institution can receive is to have alumni send their children to their alma mater. At Fairfield we believe that such candidates can contribute significantly to enhancing the tradition and the spirit that are an important part of a Fairfield education. In light of this, it is our practice to consider a student's legacy connections to Fairfield when reviewing a candidate's application for admission.

## Deferred Admission

Occasionally, a student who has been admitted to the University will seek to defer his/her admission for a variety of reasons. Students may defer for one semester, or up to two years. In order to defer, students must pay the confirmation deposit to hold his/her place in the class, and make the request to defer admission in writing. In order to defer admission, a student must agree to not take more than 11 college credits during the deferral period. Any merit scholarship that a student was awarded will be honored when the student enrolls. However, a student who defers will be required to re-apply for need-based financial assistance.

## Transfer Admission

The University welcomes qualified students who wish to transfer to Fairfield from other accredited colleges. Students interested in transferring normally have accumulated at least 15 credits and have maintained at least a 2.5 grade point average (the Charles F. Dolan School of Business requires at least a 2.8 GPA). Transfers are not accepted into the full-time School of Nursing undergraduate program. Please note that the GPA is simply a guideline, and not a guarantee of admission. To apply, students must submit, in addition to the required application forms, a high school transcript, college records, a recommendation form, and a personal statement explaining current academic and/or work activities and reasons for transferring. Students must also submit a statement from the Dean of Students Office from all colleges attended indicating they are in good standing and eligible to return. Students may choose whether or not to send the results of their SAT or ACT exams. Every effort is made to accept transfer credit as a program rather than totaling single course credits so students may be admitted to a specific year at Fairfield, e.g., accepted as a second semester sophomore or first semester junior. The core courses of Fairfield's program should be met, but appropriate adjustments will be made in individual cases. Every transfer student is required to complete at least two years of full-time undergraduate study in order to receive a Fairfield University bachelor's degree. Applications should be directed to the Office of Admission. The application deadline for September admission is May 1; the application deadline for January admission is November 15.

## Articulation Agreements

**School of Engineering** (for the completion of the Bachelor of Science)

- Gateway Community College
- Housatonic Community College
- Manchester Community College
- Naugatuck Valley Community College
- Norwalk Community College
- Three Rivers Community College

## International Students

Matriculating international students must attend Fairfield University on a full-time basis (minimum of 12 credits per semester). Degree-seeking (freshman or transfer) students should contact the Office of Admission for further information. To be eligible to attend Fairfield the student must:

1. Provide a complete and certified listing of all academic institutions attended, including dates of entry, grades, termination, and title of the certificate or diploma received. Include rank in class if available. These documents should be prepared in English or with an official English translation.
2. Demonstrate proficiency in the English language. A minimum score of 550 (paper-based), 213 (computer-based), or 80 (Internet-

based) on the Test of English as a Foreign Language is the preferred documentation.

3. Prove sufficient financial support for the period of the student's stay at Fairfield, including tuition, room and board, and transportation.
4. Obtain an F-1 student visa (required for entry into the United States for the purpose of studying full-time at Fairfield) after receiving an I-20/DS-2019 from the University. The visa is issued by the U.S. Embassy or Consulate in one's own country.

Non-matriculated international students may attend Fairfield University for a semester or academic year. All students must be enrolled on a full-time basis (minimum of 12 credits per semester). Such students are accepted into the academic programs at Fairfield and are treated as regular members of the student body. They are usually full-fee-paying students. Visiting international students should contact the Office of International Student Services, 203-254-4000 x2445.

## Part-Time and Continuing Studies Admission

Fairfield offers a wide variety of opportunities for learners seeking to pursue their educational goals on a part-time basis. For these students, the University offers opportunities for bachelor degree completion, traditional bachelor's degrees, certificate programs, as well as credit and non-credit courses that can be taken on a part-time basis for professional and personal enrichment. Students may apply and enroll as a part-time matriculated student (seeking a bachelor's degree) or register for courses as a non-matriculated student (not seeking a degree from Fairfield).

### Bachelor's Degree Seeking Part-Time Students

The University welcomes students to apply for admission and enroll on a part-time basis to earn a bachelor's degrees offered through the College of Arts and Sciences, the Dolan School of Business, the School of Engineering, and the Egan School of Nursing and Health Studies (RN to BSN and Second Degree Nursing Program only). Classes are offered in a variety of day, evening, online, and accelerated formats throughout the year which provide the flexibility and convenience that many busy part-time students are seeking. Tuition is offered on a per-credit basis at a part-time rate (<https://catalog.fairfield.edu/undergraduate/tuition-fees-financial-aid>).

The Bachelor's Degree in Liberal Studies (<https://catalog.fairfield.edu/undergraduate/arts-sciences/liberal-studies>), offered through the College of Arts and Sciences, provides part-time students a flexible, individualized and interdisciplinary bachelor's degree completion program that can accept, upon review, up to 75 transfer credits and offers a slightly modified core curriculum. It also offers opportunities to turn life experience and specific knowledge into credit through portfolio assessment and CLEP tests, respectively.

### Admission

Students seeking to start or complete a bachelor's degree as a part-time student must first apply for admission through Fairfield University's online application (<https://www.fairfield.edu/part-time-and-continuing-studies/admission>) and be admitted into a bachelor's degree program. Applications are accepted on a rolling basis, with no deadlines. Part-time students may enroll in up three 3-credit courses and one 2-credit lab per semester, for a maximum total of 11 credits taken in any one semester which includes summer, fall, winter intersession and spring semesters.

Enrollment counselors in the Part-Time and Continuing Studies Admission Office can assist prospective students with their online

application. They can also provide enrollment advice prior to application regarding major and degree options that will help students achieve their academic, personal, and professional goals. As needed, faculty are available for questions regarding specific details of a major or academic program.

After being admitted, part-time students who have accumulated credits from other accredited colleges or universities will have their official transcripts reviewed and approved for transfer credits by their school's Deans Office. Like all other students at Fairfield, part-time matriculated students are assigned to a faculty advisor who will provide ongoing assistance in their course selection to fulfill major and core requirements toward completion of their bachelor's degree.

### Financial Aid

Financial aid is available to part-time students who are enrolled in a degree program and taking a minimum of two courses (6-credits) per semester. All part-time matriculated students are welcome to utilize all the services and expertise offered by the Office of Financial Aid (<https://www.fairfield.edu/part-time-and-continuing-studies/financial-aid-and-tuition>).

### Maintaining Status

To be considered an active part-time matriculated student, a student must have been enrolled in at least one course within eight consecutive semesters (approximately two years). Those semesters include summer, fall, winter intersession, and spring. After that time, if there has been no course registration or enrollment, the part-time student is considered "inactive," will be unable to register for classes, and will have to seek readmission by contacting the Office of Part-Time and Continuing Studies Admission to request reactivation of their student record.

### University Policies for Part-Time Students

Many of the university academic and curricular policies that are listed in the Undergraduate Catalog are applicable to all part-time students as appropriate. This includes course withdrawal and refund policies, medical withdrawal and readmission after a medical withdrawal, and many other policies. The Student Handbook (<https://www.fairfield.edu/handbook>) also provides information on the University's student code of conduct, resources and services for all students, including part-time students.

### Non-Matriculated Visiting Part-Time Students

Fairfield University offers opportunities for students to register and enroll in undergraduate credit and non-credit courses as a visiting non-matriculated student (those not seeking a bachelor's degree from Fairfield University).

There are several types of non-matriculated visiting students:

- College students from other institutions who take credit courses at Fairfield University during any semester (up to three courses) with a goal to transfer those credits to another academic institution.
- Students seeking to start or complete their bachelor's degree by taking credit courses in any semester (up to three per term) as a part-time, non-matriculated, visiting student.
- Individuals taking a credit course (or a non-credit course) in subject area of interest for personal or professional enrichment.
- High school students seeking college credit courses for either future college or high school credit.

A part-time non-matriculated student can enroll in up to three courses (11 credits) per semester, with a limit of six courses or 18 credits overall. A wide variety of three-credit courses are offered during the summer, fall,

winter, and spring terms in classroom, hybrid, and online formats. Course delivery is varied, with traditional 15-week courses and accelerated one-, four-, five-, or seven-week course offerings.

Course descriptions and course schedules are found online. A complete schedule of courses that are offered each semester is updated regularly on the university web site as well as information about how to register online as a visiting non-matriculated student (<https://www.fairfield.edu/part-time-and-continuing-studies/course-registration>).

### CERTIFICATES, PROFESSIONAL DEVELOPMENT, AND PERSONAL ENRICHMENT

Fairfield University offers part-time students a number educational opportunities beyond degrees through certificate programs (<https://www.fairfield.edu/part-time-and-continuing-studies/courses-and-programs/certificate-programs>) and access to academic courses for those seeking personal or professional enrichment. Descriptions of a wide variety of part-time studies offerings can be found on the University's website (<https://www.fairfield.edu/part-time-and-continuing-studies/courses-and-programs>).

### Visiting High School Students

Eligible high school juniors and seniors are encouraged to explore taking credit courses at Fairfield University. Some courses may require proof of prerequisite high school coursework in advance of registration and enrollment.

There is a full range of online and classroom courses available in the summer, fall, and spring semesters to give the visiting high school student a real college academic experience, while earning credits which may be applied towards college credit or high school completion (as determined by individual high schools).

The summer semester offers the greatest variety of accelerated classes (i.e. one-, four-, five-, and seven-week formats). Course descriptions can be found in this online undergraduate course catalog and course schedules by semester can be found updated on the University's website (<https://www.fairfield.edu/undergraduate/academics/schools-and-colleges/course-catalogs-and-schedule>).

High school students should provide:

- An official High School Transcript. This requirement is to ensure that high school students have the necessary relevant classroom experience to enroll and be successful in a rigorous college course. If a course requires prerequisites, the transcript will also verify that the student's academic background is suitable. Students should have a cumulative GPA of at least 3.2.
- Once the student's transcript has been reviewed and criteria to take a college-level course have been met, a member of the Part-Time and Continuing Studies Admissions Office will contact the student about the next steps to enroll.

All inquiries and high school transcripts in advance of taking courses Fairfield by high school students should be directed to the Office of Part-Time and Continuing Studies Admission at 203-254-5532 or [ptadmiss@fairfield.edu](mailto:ptadmiss@fairfield.edu).

### STUDENT HOLDS

There are two situations in which a hold will be placed the record of a non-matriculated student, preventing them from further course registration.

**Completion of 18 Credits**

When a non-matriculated student has accumulated 18 credits on their student record, a registration hold will be placed on that record and future course registration is restricted. The student will be required to discuss their future academic plans at Fairfield with an enrollment advisor in the Office of Part-Time and Continuing Studies Admission.

**Failing Grades**

If a non-matriculated visiting student accumulates three failing grades on their Fairfield University transcript, a hold will be placed on their student record preventing further course registration until there is discussion with an enrollment advisor in the Office of Part-Time and Continuing Studies Admission.