

ACADEMIC POLICIES AND GENERAL REGULATIONS

Academic Advising and Curriculum Planning

All programs of study must be planned with an advisor. In granting approval, the advisor will consider the student's previous record and whether or not the prerequisites set forth for the specific program have been met. For those programs with concentrations, should a student wish to change their concentration, this request must be made in writing and approved by the advisor or Program Director and the Dean.

College of Arts and Sciences

The Program Directors advise all fully matriculated graduate students in their respective degree areas. Students must meet with their advisor during their first semester of enrollment to plan a program of study. The Program Director must be consulted each subsequent semester regarding course selection. Students must register no later than one week prior to the first day of class. The Assistant Dean for Graduate Studies may also provide outreach and academic guidance to graduate students.

Dolan School of Business

The Program Directors advise all fully matriculated students in their respective tracks. Students must meet with their advisor during their first semester of enrollment to plan a program of study. The Program Director must be consulted each subsequent semester regarding course selection. Students must register no later than one week prior to the first day of class.

School of Education and Human Development

All matriculated candidates have an assigned faculty advisor. Candidates will be assigned an advisor at the time they are notified of admission. All matriculated and non-matriculated candidates must meet with their advisors during their first semester to plan a program of study. We recommend that the advisor be consulted each semester about course selection.

Information about state certification requirements may be obtained from the certification officer or graduate faculty advisors.

If a student changes from a non-certification track or program to one that leads to Connecticut certification, the Praxis Core Basic Skills Test requirement and the minimum undergraduate GPA requirements must be met before any change of program or track is processed. If the change of major involves a change of department, an admission interview is required. Also required are a personal statement and supplemental application relevant to the new major. Coursework fulfilling the requirements of one earned graduate degree cannot be used to fulfill the credit requirements for an additional graduate degree.

School of Engineering

Specialty Track Directors advise all fully matriculated students in their respective tracks. The Assistant Dean advises all non-matriculated students. Students must meet with their advisor during their first semester of enrollment to plan a program of study. The advisor must be consulted each subsequent semester regarding course selection, and the advisor's signature of approval on the University registration form is

required. Students must register no later than one week prior to the first day of class.

Marion Peckham Egan School of Nursing and Health Studies

Program Directors advise all fully matriculated students in their respective tracks. Students must meet with their advisor during their first semester of enrollment to plan a program of study. The advisor must be consulted each subsequent semester regarding course selection. The advisor's approval and the student's PIN are required for registration. Students must register no later than two weeks prior to the first day of class.

Special Status (Non-Matriculated) Students

This section is not applicable to nurse anesthesia students.

Special student status may be granted to individuals who have been offered admission to an Egan graduate program but wish to begin taking courses earlier than the formal admission date. Individuals planning to enroll in one of Fairfield University's graduate programs are strongly encouraged to meet with the Program Director in order to discuss taking courses prior to formal admission.

Any incomplete grades must be resolved before admission to Egan's graduate programs can be processed. Individuals enrolled as a special status student may take up to two graduate courses, cannot be registered on a full time basis, and are not eligible for any tuition aid or financial support from Fairfield University. Upon admission to the graduate program, credits earned as a special status student will be applied toward the degree provided the courses were approved by the Program Director and the grade received in each course was a B or better. Successful completion of the course work does not guarantee formal admission. Course availability is prioritized to matriculated students and as such, special status students may only register in the 7 day period prior to the class start date.

A student who, after having been admitted to an Egan School graduate program, chooses to take a graduate course as a non-matriculated student and subsequently receives a grade lower than a B in that course may be dismissed from the Egan School of Nursing and Health Studies.

Academic Freedom and Responsibility

The statement on academic freedom, as formulated in the 1940 Statement of Principles endorsed by the AAUP (American Association of University Professors) and incorporating the 1970 interpretive comments, is the policy of Fairfield University. Academic freedom and responsibility are here defined as the liberty and obligation to study, to investigate, to present and interpret, and discuss facts and ideas concerning all branches and fields of learning. Academic freedom is limited only by generally accepted standards of responsible scholarship and by respect for the Catholic commitment of the institution as expressed in its mission statement, which provides that Fairfield University "welcomes those of all beliefs and traditions who share its concerns for scholarship, justice, truth, and freedom, and it values the diversity which their membership brings to the university community."

Freedom of Expression

As an academic institution, Fairfield University exists for the transmission of knowledge, pursuit of truth, development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Fairfield University recognizes that

academic freedom, freedom of expression, and responsibility are required to realize the essential purposes of the University.

Student Rights

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

Fairfield University students are both citizens and members of the academic community. As citizens of a private institution, Fairfield's students enjoy the same freedom of speech, peaceful assembly, and right of petition that students at other private institutions enjoy as accorded by law, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to deprive students of their rights as accorded to them by law and University policy. At the same time, the institution has an obligation to clarify those standards which it considers essential to its educational mission and its community life. These expectations and regulations should represent a reasonable regulation of student conduct.

As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. They do this within the requirements of the curriculum and the courses in which they are enrolled.

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. This means that students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students in professional programs are expected to understand and uphold the standards required in their profession.

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Students should be allowed to invite and to hear any person of their own choosing. Those procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. Guest speakers are subject to all applicable laws, and to the University policies on harassment and discrimination.

Students' freedom of expression extends to their ability to express their opinions in writing or through electronic means, and to distribute and post materials expressing their opinions. Any restrictions should be designed only to ensure the orderly use of space and facilities, to provide reasonable restrictions on commercial messages, to comply with applicable fire, health or safety codes, to comply with the University's Non-Discrimination and Harassment Policy, or to comply with state or federal law.

Students should always be free to support causes by orderly means which do not disrupt operations of the institution. At the same time, it should be made clear to the academic and larger community that in their

public expressions or demonstrations, students or student organizations speak only for themselves and not the institution.

Student Responsibilities

Freedom of expression enjoyed by students is not without limitations. The rights set forth herein must be balanced against and considered in the context of the following responsibilities:

- Students have the obligation to refrain from interfering with the freedom of expression of others.
- Students have the responsibility to respect the rights and beliefs of others, including the values and traditions of Fairfield University as a Jesuit, Catholic institution.
- Students have the responsibility to support learning, and when learning, to engage others in a respectful dialogue, to never threaten the safety or security of others, and to comply with all University policies prohibiting harassment, hate crimes, and discrimination.

All policies in this Catalog and the actions taken under them must support Fairfield University's Mission Statement and the Statement on Academic Freedom.

Academic Honesty

All members of the Fairfield University community share responsibility for establishing and maintaining appropriate standards of academic honesty and integrity. As such, faculty members have an obligation to set high standards of honesty and integrity through personal example and the learning communities they create. Such integrity is fundamental to, and an inherent part of, a Jesuit education, in which teaching and learning are based on mutual respect. It is further expected that students will follow these standards and encourage others to do so.

Students are sometimes unsure of what constitutes academic dishonesty. In all academic work, students are expected to submit materials that are their own and to include attribution for any ideas or language that is not their own. Examples of dishonest conduct include but are not limited to:

- Falsification of academic records or grades, including but not limited to any act of falsifying information on an official academic document, grade report, class registration document or transcript.
- Cheating, such as copying examination answers from materials such as crib notes or another student's paper.
- Collusion, such as working with another person or persons when independent work is prescribed.
- Inappropriate use of notes.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information in examinations.
- Using previously prepared materials in examinations, tests, or quizzes.
- Destruction or alteration of another student's work.
- Submitting the same paper or report for assignments in more than one course without the prior written permission of each instructor.
- Appropriating information, ideas, or the language of other people or writers and submitting it as one's own to satisfy the requirements of a course - commonly known as plagiarism. Plagiarism constitutes theft and deceit. Assignments (compositions, term papers, computer programs, etc.) acquired either in part or in whole from commercial sources, publications, students, or other sources and submitted as

one's own original work will be considered plagiarism. Use of AI to generate content may be considered plagiarism depending on the course being taught. Students should consult faculty directly to determine what is allowed for assignments in their courses.

- Unauthorized recording, sale, or use of lectures and other instructional materials.

In the event of such dishonesty, professors are to award a grade of zero for the project, paper, or examination in question, and may record an F for the course itself. When appropriate, expulsion may be recommended. A notation of the event is made in the student's file in the academic dean's office. The student will receive a copy.

Honor Code

Fairfield University's primary purpose is the pursuit of academic excellence. This is possible only in an atmosphere where discovery and communication of knowledge are marked by scrupulous, unqualified honesty. Therefore, it is expected that all students taking classes at the University adhere to the following Honor Code:

"I understand that any violation of academic integrity wounds the entire community and undermines the trust upon which the discovery and communication of knowledge depends. Therefore, as a member of the Fairfield University community, I hereby pledge to uphold and maintain these standards of academic honesty and integrity."

Normal Academic Progress

Academic Load

A full-time graduate student will normally carry nine credits during the fall or spring semester. Fifteen credits is the maximum load permitted (limited to select full-time programs). During summer sessions, full-time students are permitted to carry a maximum load of 12 credits. Students who work full-time are encouraged to enroll in a part-time basis. Such individuals are advised to limit themselves to six credits during any fall, spring, or summer semester.

Academic Standards

Students are required to maintain satisfactory academic standards of scholastic performance. Candidates for a master's degree, doctoral degree, or graduate-level certificate must maintain a 3.00 cumulative and semester grade point average to prevent probation or academic dismissal (see below). Attending and participating appropriately in classes is both an academic requirement and a professional responsibility. Instructors may assign a failing grade if a student misses too many classes or does not participate appropriately.

Auditing

A student who wishes to audit a graduate course may do so only in consultation with the course instructor. An Audit Registration Form, available from the Registrar's Office, must be completed and processed by the Registrar's Office during the regular registration period. No academic credit is awarded and an audit (AU) grade notation is recorded on the student's official transcript. The cost for auditing is one half of the credit tuition, plus any applicable lab fees. Conversion from audit to credit status will be permitted only within the first week of the course and with the permission of the course instructor.

Independent Study

The purpose of independent study at the graduate level is to broaden student knowledge in a specific area of interest. Students must submit

a preliminary proposal using the Independent Study Application form, which is available in the dean's office, to the major advisor. Frequent consultation with the major advisor is required. Students may earn from one to six credits for an independent study course.

Time to Complete Degree

Students are expected to complete all requirements for the master's or doctoral degree programs within five years after beginning their course work. Each student is expected to make some annual progress toward the degree or certificate to remain in good standing. A student who elects to take a leave of absence must submit a request, in writing, to the dean.

Disruption of Academic Progress

Academic Probation and Dismissal

To remain in good academic standing, a graduate student must achieve and maintain a 3.00 cumulative grade point average (GPA) on a 4.00 scale. A graduate student whose cumulative GPA falls below 3.00 in any semester is placed on academic probation for the following semester. Certain programs may mandate stricter requirements, including dismissal without probation.

Graduate students are responsible for being familiar with and complying with the standards applicable to their program as set out in appropriate handbooks and manuals. Graduate students are also responsible for monitoring their grades and GPA closely. Graduate students will be notified if they have been placed on academic probation via email. The graduate student may contact their Program Director or Dean's Office to address remedial actions.

Academic probation serves as an official notification of deficiency that requires graduate students to take immediate action. The purpose of academic probation is to alert the graduate student and the institution to the problems associated with the graduate student's academic performance and to recommend or implement strategies for improvement. Graduate students on academic probation should meet with their program advisor or a Dean's office representative to collaboratively discuss how to improve and address the graduate student's poor academic performance, which may include adjustment of a graduate student's course load and/or other measures.

If, at the end of the probation (a minimum of one semester or 6 credits) the graduate student's overall GPA is again below 3.00, they may be dismissed. A graduate student may also be dismissed for failure to comply with program specific standards, including any requirement of the student's graduate degree program or graduate certificate program, including failure to maintain adequate academic progress, as set out in appropriate handbooks and manuals. This could include one or more of the following:

- Failure to maintain the minimum cumulative GPA required by the University (3.00);
- Receiving a grade of B- or lower in any course;
- Failure to satisfy personal and professional dispositions or requirements for a degree;
- Failure to produce an acceptable Doctoral Dissertation Proposal;
- Unsatisfactory performance in any aspect of the research or writing for a required master's thesis or doctoral dissertation;
- Failure of a final or general examination for the master's or doctoral degree;
- Programs may have additional requirements as specified by program requirements, including those required by accreditation agencies. Failure to meet these requirements

may result in academic probation or dismissal.

READMISSION AFTER AN ACADEMIC DISMISSAL

Graduate students who have been academically dismissed may be eligible for readmission and may be readmitted to the University after one full semester away, at the discretion of the academic unit including Program Director with consultation of the Vice Provost for Graduate, Continuing and Professional Studies and program faculty as appropriate. Prior to formally requesting readmission after an academic dismissal, graduate students should consult with their Program Director and Dean's Office. Formal request for readmission should be made at least three weeks before the start of the semester in which the graduate student seeks to resume enrollment.

Note: Graduate students are expected to remain away for at least a full (fall or spring) semester before seeking readmission. Except in extraordinary circumstances, graduate students who are academically dismissed a second time will not be considered for readmission.

The graduate student seeking readmission must write a letter stating the rationale for the request including why the graduate student is ready to resume study, and a statement explaining the graduate student's plan for success in resuming study. The graduate student may also wish to provide additional information relating to academic work or experience that would adequately support the potential for graduate student's academic success upon readmission. The letter should be sent in advance to Program Director and Dean's Office. The letter should include the graduate student's name, ID, address, phone, current school and major, new school and major (if requesting a change), returning semester, and choice of full- or part-time studies. After formal review of the graduate student's request, the Program Director and Dean's Office will recommend whether the graduate student should or should not be readmitted. Recommendations for readmission may be made in consultation with the Vice Provost for Graduate, Continuing and Professional Studies.

The Dean's Office will send an official letter of acceptance or denial to the graduate student, inclusive of any contingencies. The graduate student may not register for classes until the official letter of readmission is reviewed and processed. Additional questions or concerns can be directed to the Dean's Office.

Course Withdrawal

Graduate students who wish to withdraw from a course must do so in writing or in person at the Registrar's Office on or before the published last day to withdraw (see academic calendar). Written withdrawals are effective as of the date received or postmarked. In-person withdrawals are made in the Registrar's Office by completing and submitting a Change of Registration form. Those who need to withdraw from a course after the posted last day to withdraw must submit a written statement justifying their need to withdraw to the appropriate Dean for review. Late withdrawal approval is neither automatic nor guaranteed. Failure to attend class or merely giving notice to an instructor does not constitute an official withdrawal and may result in a penalty grade being recorded for the course. In general, course withdrawals are not approved after the posted last day to withdraw. When there are extenuating circumstances (e.g., medical condition requiring withdrawal) exceptions may be approved by the Dean. Withdrawal after the posted deadline will not be permitted simply to prevent receipt of a grade that might not meet the student's satisfaction.

Students should consult the Bursar's Office for tuition refund deadlines associated with course withdrawal.

Readmission following Administrative Withdrawal

Students who have been inactive for three terms or longer without requesting a Leave of Absence (see below) may be administratively withdrawn and must therefore submit a written update to the Dean for reinstatement. Depending on the individual circumstances, it may be necessary to complete a full application for admission. A review of past work will determine the terms of readmission.

All honorably discharged veterans who have interrupted their Fairfield education to serve in the military will be readmitted and may apply for financial aid.

Medical Withdrawal from the University

Students seeking a medical withdrawal should consult the section under Medical Leave of Absence and/or Medical Withdrawal. Depending on their specific circumstances, students may request and appropriate offices may recommend (a) only a medical leave of absence (for students unable to finish the current semester due to medical reasons but able to return in the immediately upcoming semester); (b) only a medical withdrawal (for students able to return in the immediately upcoming semester); or (c) both a medical leave of absence and medical withdrawal concurrently.

Fairfield University Student Leave of Absence Policy

Circumstances leading to an interruption in a student's continuous enrollment at Fairfield University may arise. This policy addresses the various types of leaves of absence available to students and the applicable procedures governing the same.

Prior to requesting any form of a Leave of Absence, students are strongly encouraged to discuss the implications of such a leave with appropriate offices, including but not limited to the Office of Financial Aid, Office of the Bursar, Global Fairfield, and Veteran's Affairs, as well as the student's academic dean's office.

The University may designate alternate procedures than those described below for instituting and/or returning from any leave of absence, within its discretion.

Personal Leave of Absence

Students may request to take a Personal Leave of Absence, for non-medical reasons. To qualify for a Personal Leave of Absence, the student must be in good academic standing at the time of the request. Personal leaves of absence can be taken only for non-medical reasons, and are limited to four semesters of absence.

To initiate a request for a Personal Leave of Absence, a student must contact their academic dean's office. The student must also submit a written request for a Personal Leave of Absence, which includes the reasons for the Personal Leave of Absence and future plans for returning to the University. Personal Leaves of Absence will not be granted retroactively.

Personal Leaves of Absence are typically subject to the following conditions:

1. The student must be in good standing with the Dean of Students Office;

2. The student must be in good academic standing; and
3. The student must be in good financial standing.

With prior approval from the dean's office, students may engage in focused activities while on leave (i.e. part-time coursework at other institutions, volunteering, employment, etc.) but this is not required. All institutional policies addressing financial aid, transfer credit, course waivers, and credits from other institutions shall apply. As such, students engaging in coursework at other institutions during Personal Leaves of Absence are encouraged to review these policies and speak with their respective dean's office before going on leave.

To return from a Personal Leave of Absence, students must contact their academic dean's office. To return in the fall semester from a Personal Leave of Absence, students must submit their request prior to June 30, and to return in a spring term, students must submit their request prior to November 1. To return from a Personal Leave of Absence in the summer sessions, students must submit their requests by April 1. A student on a Personal Leave of Absence with pending disciplinary charges will not be eligible to return to the University or to receive a University degree until the student's case has been adjudicated by the appropriate institutional office.

Students who are not approved to return may appeal the decision. Students shall submit their appeal in writing to the Provost, or appropriate designee, no later than five (5) business days from the date on which the student was notified of the denial of the request to return from a Personal Leave of Absence. The appellate officer's decision with regard to the appeal is final.

Medical Leave of Absence

Initiating a Medical Leave of Absence and/or Medical Withdrawal

The University recognizes students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a Medical Leave of Absence and/or Medical Withdrawal, which permits students to take a break from University life and their studies, so they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and cocurricular goals. While each request for a Medical Leave of Absence and/or Medical Withdrawal will be considered on its own merits, student should be aware that the following do not constitute circumstances which will alone support a request for a Medical Leave of Absence:

- Failing to attend class
- Insufficient academic performance
- Financial difficulties
- Dissatisfaction with course materials or offerings
- Change of interest or major
- Failure to meet all curricular and extracurricular commitments

Students interested in a Medical Leave of Absence should contact their academic dean's office as well as the appropriate University health service: Student Health Center or Counseling and Psychological Services (C&PS). After a meeting with the student, the appropriate health service will submit a recommendation to the dean's office as to whether a student's request for a Medical Leave of Absence is approved where the student's health, safety, or academic success has been compromised by a significant health issue. In recommending a Medical Leave of Absence, the appropriate health service will make individualized treatment recommendations to students designed to help them become

academically and personally ready to resume life at Fairfield University. The appropriate health service may also request the student to provide supporting documents from the student's treatment provider.

Students are discouraged from submitting personal medical information or health records directly to faculty, academic dean's, or provost's offices. These documents should be shared directly with Counseling and Psychological Services or Student Health Center.

Returning from a Medical Leave of Absence and/or Medical Withdrawal

Medical leaves are intended to give students time to receive treatment and focus on their health and wellbeing. The medical clearance process by which students return is intended to allow students to demonstrate that they will be able to adequately monitor their own health and function effectively in the autonomous student environment at Fairfield, without undue disruptions to others in the campus community. The goal is for students to be able to return to campus and be successful in their academic, co-curricular, and extra-curricular pursuits.

When a student is interested in returning to the University after a Medical Leave of Absence and/or Medical Withdrawal, the student should take the following steps:

1. **Deadlines:** Contact the student's academic dean's office and the appropriate health service (C&PS or Health Center) to advise of the student's interest in returning well in advance of the intended returned date. Returning students must submit all materials by November 1 for consideration for the Spring semester, April 1 for the summer sessions, and June 30 for the fall semester.
2. **Brief Statement:** Provide a brief statement to the appropriate Health Service (no more than two pages) describing 1) the student's experience away from the University including activities undertaken while away 2) the student's current understanding of the factors that led to the need for the leave, and the insights the student has gained from treatment and time away and 3) how the student plans to ensure a successful return to Fairfield University. Students are discouraged from providing any statements that contain personal medical information to faculty or the academic dean's or provost's offices.
3. **Medical Letter:** Request a letter from the student's treatment providers, which should be sent directly from the treatment provider to the appropriate University health service. No medical letters should be sent to faculty, the academic dean's or provost's offices. The medical letter should include: 1) The clinician's credentials and clinical setting; 2) The nature of their work with the student, including the duration and frequency of their contact; 3) Any observed progress in the student's recovery from the medical condition that led to the leave of absence; 4) The clinician's assessment of the student's clinical status and their readiness to successfully resume academic and university life; 5) The justification for their assessment of the student's readiness.

Once a student has sent in all materials, the student should call to double check that the appropriate Health Service (C&PS or Student Health Center) and Dean's Office have received all pertinent information. The University will diligently review returning students' requests, however, if there is missing information and/or the University needs additional time to appropriately review (including if contact with student's treatment provider is warranted within the discretion of the University) consideration for a return may be delayed.

The University will review all information provided in order to make an individualized determination as to whether the student has met the criteria to be cleared to return. The appropriate Health Service will recommend a student for return where the documentation demonstrates that the student is ready to resume studies and be a successful member of the campus community. The appropriate Health Service gives significant weight to the documentation and the opinion of student's treatment providers regarding the student's ability to function academically and safely at the University with or without accommodations. If the appropriate Health Service determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the appropriate Health Service may contact the treatment provider to obtain additional information. The student will be notified once a determination has been made.

Students who are not cleared to return may appeal the decision. The appeal must be made in writing to the Vice President for Student Life no later than five (5) business days from the date on which the student was notified of the determination. The appellate officer's decision with regard to the appeal is final.

Involuntary Leave of Absence

Fairfield University may determine that a student poses a threat of harm or safety risk to themselves or others that cannot be properly mitigated with reasonable accommodations. In such situations, the University may require the student to take an Involuntary Leave of Absence.

The Dean of Students or appropriate designee may place a student on an interim Involuntary Leave of Absence while the University determines whether an Involuntary Leave of Absence is warranted.

If the Dean of Students or appropriate designee deems it prudent to impose an interim involuntary leave of absence, this may be done without prior notice to a student.

In such circumstances, which shall be determined by the Dean of Students or appropriate designee, the Dean of Students or appropriate designee should still consider the student's individual circumstances, to the extent they are known, and whether reasonable accommodations may obviate the need for an interim or full Involuntary Leave prior to imposing an interim Involuntary Leave.

If the Dean of Students or appropriate designee imposes an interim Involuntary Leave of Absence, the University will notify the student and the student may ask the Dean of Students or appropriate designee to revoke the interim Involuntary Leave of Absence within seven (7) business days of the imposition of the Involuntary Leave. The student may submit relevant information and meet with the Office of Accessibility to discuss reasonable accommodations in conjunction with the student's request that the Dean of Students or appropriate designee revoke the interim Involuntary Leave of Absence, provided the student does so within five (5) business days of asking that the Involuntary Leave be revoked.

If the Dean of Students or appropriate designee determines that an interim Involuntary Leave of Absence is warranted, the University will normally attempt to notify the student that it is considering placing the student on an Involuntary Leave before imposing an Involuntary Leave.

After being notified, the student will have the option of seeking a voluntary leave of absence. The student must decide whether to seek a voluntary leave within three (3) business days of being notified that the

University is considering placing the student on an Involuntary Leave of Absence.

The Dean of Students or appropriate designee will conduct an individualized assessment to determine whether an Involuntary Leave of Absence is warranted in their discretion. This individualized assessment may begin as soon as the University is considering placing the student on an Involuntary Leave of Absence. The individual assessment will include an analysis of whether reasonable accommodations exist that may obviate the need for an Involuntary Leave of Absence.

In considering whether to impose an Involuntary Leave, the Dean of Students or appropriate designee may confer with the Office of Accessibility regarding whether reasonable accommodations exist that may obviate the need for a leave, but is not required to do so.

The Dean of Students or appropriate designee may also confer with the University's Counseling & Psychological Services or any other individual or entity to determine whether an Involuntary Leave of Absence is warranted and/or whether reasonable accommodations exist and may ask the student for permission to speak to and/or obtain information from third parties, including but not limited to the student's treatment providers, if any, but is not required to do so.

Except when the Dean of Students or appropriate designee places a student on interim Involuntary Leave, in which case the procedures above apply, the student ordinarily has five (5) business days after being notified that the University is considering placing the student on an Involuntary Leave of Absence within which to provide relevant information to the Dean of Students or appropriate designee and/or meet with the Office of Accessibility to discuss possible reasonable accommodations, provided that the student notifies the Dean of Students or appropriate designee of the student's intent to provide relevant information or meet with the Office of Accessibility within three (3) business days of being notified that the University is considering placing the student on an Involuntary Leave of Absence.

If the student timely notifies the Dean of Students or appropriate designee of the student's intent to submit relevant information or meet with the Office of Accessibility, the Dean of Students or appropriate designee will generally not render a decision regarding Involuntary Leave until six (6) business days after the student was notified that the University was considering placing the student on an Involuntary Leave unless the Dean of Students or appropriate designee determines that an interim Involuntary Leave of absence is warranted.

Nothing herein shall, however, preclude the Dean of Students or appropriate designee from imposing an interim Involuntary Leave of absence at any time, even if the Dean of Students or appropriate designee initially determines that an interim Involuntary Leave of Absence is not warranted.

If the student does not timely notify the Dean of Students or appropriate designee of the student's intent to submit relevant information or meet with the Office of Accessibility, the Dean of Students or appropriate designee may render a decision regarding Involuntary Leave immediately.

The University will inform the student of the Dean of Students' or appropriate designee's decision. A student may appeal the Dean of Students' or appropriate designee's decision to the University's Provost or appropriate designee within five (5) business days of being notified of the decision.

An Involuntary Leave of Absence is not disciplinary in nature and is not intended to and does not take the place of any disciplinary proceedings involving the student in question. The University may concurrently proceed with an Involuntary Leave and student disciplinary proceedings.

Returning from an Involuntary Leave of Absence

A student placed on an Involuntary Leave of Absence may apply to rejoin the University community by contacting the Dean of Students in writing.

When a student placed on Involuntary Leave contacts the Dean of Students to rejoin the community, the Dean of Students or appropriate designee will determine whether the circumstances that warranted the leave have sufficiently abated to allow the student to rejoin the community with or without reasonable accommodations.

The student may submit relevant information in conjunction with the student's request to rejoin the University community and the Dean of Students or appropriate designee may consult with the Office of Accessibility, Counseling & Psychological Services, and/or any other individuals or entities, and may ask the student for permission to speak to and/or obtain information from third parties, including but not limited to the student's treatment providers, if any.

The Dean of Students or appropriate designee may also ask the student to submit to independent or University offered examinations, treatment, consultations, counseling, etc. in conjunction with either the Dean of Student's or appropriate designee's consideration of whether to impose a Leave or the student's request to rejoin the University community. The student has the option to decline any examinations, treatment, consultations, counseling, etc. requested by the Dean of Students or appropriate designee, and the Dean of Students or appropriate designee may consider any such declination in rendering a decision with respect to imposing or revoking a Leave.

The student may appeal the decision as to whether the circumstances that warranted the Leave have sufficiently abated to allow the student to rejoin the community, with or without reasonable accommodations, to the Provost or appropriate designee within five (5) business days. The appellate officer's decision with regard to the appeal is final.

The Dean of Students or appropriate designee or the Provost or appropriate designee may exercise their discretion to modify the time requirements and/or limitations in this policy.

Military Leave of Absence

Fairfield University recognizes that students who serve in the U.S. Armed Forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. This procedure is intended to recognize and make appropriate allowances for students who find themselves in such situations and seeks to minimize disruption to the lives of servicemembers, allowing them to return to Fairfield without penalty for having left because of their service.

Students may request a Military Leave of Absence to perform service in the uniformed services, whether voluntary or involuntary, in the United States Armed Forces, including service as a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority (but not State authority), for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Student servicemembers will qualify for Military Leave of Absence if:

1. Fairfield University is given notice of the student servicemember's absence for service.
2. The cumulative length of absences from Fairfield University by reason of service does not exceed five years.
3. The student servicemembers give notice of their intent to return by the applicable time limit.

Notice of student servicemember absence shall be directed to the Provost's Office (for undergraduate students, to the Vice Provost for Undergraduate Excellence; for graduate students, to the Vice Provost for Graduate, Continuing and Professional Studies). Notice should be provided by the servicemember or an appropriate officer of the Armed Forces or official of the Department of Defense and given as far in advance as is reasonable under the circumstances.

Returning from Military Leave of Absence

Qualifying servicemember students will be promptly readmitted with the same academic status. The appropriate point in a course or program for a student to resume studies, the timing of the re-enrollment and the determination as to "same academic status" will be determined by Fairfield University taking into account the unique characteristics and requirements of each program and student's circumstances. All requests to return from Military Leave shall be submitted to the Provost's Office (for undergraduate students, to the Vice Provost for Undergraduate Excellence; for graduate students, to the Vice Provost for Graduate, Continuing and Professional Studies) and can be oral or written. The student servicemember seeking to return from Military Leave of Absence must provide documentation to establish that:

1. The student has not exceeded the cumulative five-year limit on absences from Fairfield; and
2. The student's eligibility for readmission has not been terminated by reason of: 1) a dishonorable or bad conduct discharge; or 2) a dismissal of a commissioned officer permitted under section 1161(a) or Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President; or 3) a dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a Federal or State penitentiary or correctional institution.

The types of documents necessary will vary from case to case and the adequacy of such documentation shall be determined by Fairfield University in accordance with applicable law. Fairfield University will not unreasonably delay or attempt to avoid readmission of a student servicemember.

Notice of intent to return from a Military Leave must be provided not later than three years after the completion of the period of service. For a servicemember who is hospitalized for or convalescing from an illness or injury incurred in, or aggravated during, the performance of service, notice must be provided not later than two years after the end of the period that is necessary for recovery from such illness or injury.

If a student servicemember is not prepared to resume studies where the student left off at the time notice to return is due, Fairfield University will engage reasonable efforts that do not place an undue hardship on Fairfield University, to provide assistance to the student servicemember to become prepared or to enable the student to complete the program, including but not limited to providing refresher courses and/or allowing

the student servicemember to retake certain academic credentials at no extra cost.

Fairfield University is not required to readmit a servicemember if it determines, after reasonable efforts, that the servicemember is not prepared to resume the program at the point where the student left off, or is unable to complete the program.

General Rules Applicable to Leaves

Authority: The University retains absolute discretion over whether to grant a student's request to take a leave of absence and/or to return from a leave of absence in accordance with this policy.

Campus Access: Students on leave may be present on Fairfield University's campus as guests or visitors, unless otherwise excluded pursuant to another University process and/or directive, and must follow all University policies.

Students living in on-campus housing at the time of a leave of absence are expected to move out within a few days, usually 72 hours.

If invited as a guest in the dorms by other students, students on leave must abide by all applicable guest rules.

Students on leave may not hold leadership positions or participate in University sponsored or funded international travel.

Email and Library Access: Students on leave ordinarily retain remote library privileges and email access for a period of time from the date the leave was initiated.

Disciplinary Violations: A leave of absence does not preclude students from disciplinary violations as provided by the Student Conduct Code.

Finances: The financial consequences of a leave will depend on the timing of the leave and will follow the schedule as announced by the Office of the Bursar on its website, under the "Refunds" page.

Students receiving financial aid should contact the Office of Financial Aid to help answer questions students may have regarding if and how their leave may affect financial aid and help identify any impacts to their financial obligations (including student loan information). Students are also encouraged to consult the appropriate University Catalog regarding the return of Title IV Funds Policy.

International Students should contact Global Fairfield.

Length of Leave: Because every student's situation is different, the length of leave shall be determined individually, based on that student's particular circumstances. Students are encouraged to consult appropriate University policy (including program specific handbooks) to understand time limitations within which students must complete certain programs and degrees.

Students who are not actively registered and/or enrolled in classes and who do not request a Leave of Absence as described above may be administratively withdrawn from the University.

Course Numbering System

Undergraduate

1000-1999	Introductory Undergraduate Courses
2000-2999	Intermediate Undergraduate Courses

3000-3999	Upper-Level Undergraduate Courses
4000-4999	Advanced Undergraduate Courses

Graduate

5000-5999	Introductory Graduate Level Courses
6000-6999	Advanced Graduate Level Courses
7000-7999	Doctoral Level Courses

Grading System

Grades and Academic Average

The work of each student is graded on the following basis:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0.00
I	Incomplete
W	Withdrawal without penalty

No change of grade will be processed after a student has graduated. Any request for the change of an earned letter grade is at the discretion of the original teacher of the course and must be recommended in writing to the dean by the professor of record within one calendar year of the final class of the course or before graduation, whichever comes first.

A student may request an extension of the one-year deadline from the dean of their school if he or she can provide documentation that extenuating circumstances warrant an extension of the one-year deadline. Such an extension may be approved only if the professor of record agrees to the extension and an explicit date is stipulated by which the additional work must be submitted.

A student who elects to withdraw from a course must obtain written approval from the dean. Refunds will not be granted without written notice. The amount of tuition refund will be based upon the date the notice is received. Fees are not refundable unless a course is canceled.

Multiplying a grade's numerical value by the credit value of a course produces the number of quality points earned by a student. The student's grade point average is computed by dividing the number of quality points earned by the total number of credits completed, including failed courses. The average is rounded to the nearest second decimal place.

Grade Reports

Grades are available to all students by accessing the student web portal (<https://my.fairfield.edu>) at the end of each semester.

Incomplete

An Incomplete grade is issued when, due to an emergency situation such as a documented illness, a student arranges **BEFOREHAND** with the course instructor to complete some of the course requirements after the term ends. All course work must be completed within 30 days after the beginning of the next regular semester. Any requests to extend the 30-

day time period for completing an Incomplete require approval by the appropriate Dean. Any incomplete grade still outstanding after the 30-day extension will become an F and the candidate may be excluded from the program.

Transfer of Credit and Course Waivers

Transfer of credit from another approved institution of higher learning may be allowed if it is graduate work done after the completion of a bachelor's program, completed prior to entering Fairfield University, and not applied toward a prior, awarded academic credential.

No more than six credits may be transferred in a 30-39 credit hour program. No more than nine credits may be transferred in a 40-59 credit hour program. No more than twelve credits may be transferred in a 60 credit hour or more program. Transfer credits are subject to program director approval. Exceptions may apply regarding transfer credits. Graduate students are responsible for being familiar with the standards applicable to their program as set out in appropriate handbooks and manuals. Transfer credit will be considered for graduate coursework earned with a grade of B (3.00) or better. An official transcript of the work done must be received before a decision will be made on approving the transfer.

A course waiver does not reduce the credit requirement of a degree program; another approved credit-bearing course must be taken to fulfill degree and credit requirements.

Graduation and Commencement

Diplomas are awarded in January, May, and August. Students who have been awarded diplomas in the previous August and January, and those who have completed all degree requirements for May graduation, are invited to participate in the May commencement ceremony. The names of these students appear in the official, printed commencement materials of that academic year.

Graduate students who have not completed all degree requirements by May but who (a) are registered for *all* remaining requirements for the degree and (b) will finish *all* requirements by the following August are permitted to walk in the earlier May ceremony. Although the names of these students will be read at the ceremony, their names will not be published in commencement materials until the following academic year, reflecting their official graduation date.

In the event a student passes away, the Provost/Chief Academic Officer (or designee) will award a posthumous degree if **all** degree requirements (including thesis, dissertation) are complete. In situations where coursework/research is not complete, the Provost/Chief Academic Officer (or designee) in consultation with the student's Dean will consider awarding a degree in memoriam certificate.

The University Registrar retains official student records. Commencement materials are based on current information at the time of printing, and changes may occur after final grades have been recorded.

Applications and Awarding of Degrees

All students must file an online application for the doctoral and master's degrees and Sixth Year Certificates by the published deadline. Refer to the Academic Calendar for the degree application deadlines.

Scholastic Honors

Alpha Sigma Nu

Alpha Sigma Nu, the national Jesuit honor society, serves to reward and encourage scholarship, loyalty, and service to the ideals of Jesuit higher education. To be nominated for membership, graduate students must have scholastic rank in the top 15 percent of their class, demonstrate a proven concern for others, and manifest a true concern and commitment to the values and goals of the society. The Fairfield chapter was reactivated in 1981 and includes outstanding undergraduate and graduate students who are encouraged to promote service to the University and provide greater understanding of the Jesuit ideals of education.

Beta Gamma Sigma

Beta Gamma Sigma is an international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. With more than 440,000 members worldwide, the Society's membership comprises the brightest and best of the world's business leaders. At Fairfield University, the top 10 percent of juniors, the top 10 percent of seniors, and the top 20 percent of graduate students are eligible for membership in the University's Beta Gamma Sigma chapter, which was established in 1998. Each spring, an induction ceremony is held at the Dolan School of Business to welcome new members into the Society.

Beta Gamma Sigma membership provides recognition for a lifetime. With alumni chapters in major metropolitan areas across the United States and the BetaLink online membership community, those recognized for their academic achievements at Fairfield University can continue an active relationship with Beta Gamma Sigma long after graduation. This lifelong commitment to its members' academic and professional success is defined in the Society's mission: To encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business.

Chi Sigma Iota

Chi Sigma Iota is the International Counseling Academic and Professional Honor Society. Fairfield University's chapter, Gamma Lambda Chi, was founded in 1997. Membership requires a minimum GPA of 3.50 in graduate study. The chapter provides a forum for candidates, alumni, faculty, and local professionals who together create a community of professionals with a lifelong commitment to learning about the issues and best practices relevant to counseling.

Dolan School of Business Honors Graduate

The Dolan School of Business designates as Honors Graduates those students who attain an overall GPA of 3.85 during their graduate studies. Honors Graduates receive a certificate to acknowledge their achievement. Please note, this distinction constitutes a recognition by the Dean's Office and is not recognized at Commencement or on student transcripts.

Phi Delta Kappa

Phi Delta Kappa, the international professional association for educators, strives to prepare the next generation of educators and serve practicing teachers, administrators, college educators, and those concerned about public education through a wide range of innovative initiatives based on visionary leadership, relevant research, and dedicated service. It was founded in 1906 and has chapters in the United States, Canada, and nations in Europe and Asia.

Psi Chi

Psi Chi, the national honor society in psychology, was founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. It inducts both undergraduate and graduate members.

Sigma Theta Tau

Membership in Sigma Theta Tau, the international honor society of nursing, is an honor conferred on nurses and nursing students who have demonstrated excellence in and commitment to nursing. Standards for membership include demonstrated excellence in scholarship and/or exceptional achievement in nursing. The criteria for induction of Fairfield University graduate students are as follows:

- Completion of one-fourth of graduate coursework by the end of spring semester.
- An overall grade point average of at least 3.5 at the end of the spring semester for all courses taken at Fairfield University.

The Fairfield chapter, Mu Chi, was established in 1992 and currently includes more than 500 students and alumni of the Marion Peckham Egan School of Nursing and Health Studies. Members of Mu Chi are committed to fostering nursing leadership, research and creativity.

Academic Grievance Procedures

Purpose

Procedures for review of academic grievances protect the rights of students, faculty, and the University by providing mechanisms for equitable problem solving.

Types of Grievances

A grievance is defined as a complaint of unfair treatment for which a specific remedy is sought. This procedure is concerned solely with academic grievances. It excludes circumstances that may give rise to a complaint for which explicit redress is neither called for nor sought, or for those for which other structures within the university serve as an agency for resolution.

Academic grievances relate to procedural appeals, academic dishonesty appeals, or quality of work appeals.

Procedural appeals are defined as those seeking a remedy in which no issue of the quality of a student's work is involved. For example, a student might contend that the professor failed to follow previously announced mechanisms of evaluation.

Academic dishonesty appeals are defined as those seeking a remedy because of a dispute over whether plagiarism, cheating, or other acts of academic dishonesty occurred. Remedies would include but not be limited to removal of a file letter, change of grade, or submitting new or revised work.

Quality of work appeals are defined as those seeking a remedy, following the completion of a course, because the evaluation of the quality of a student's coursework is alleged to be prejudiced or capricious.

Time Limits

The procedure herein defined must be initiated by the end of the subsequent fall or spring semester after the event that is the subject of the grievance. If the grievance moves forward, all subsequent steps of the informal process must be completed and the formal process must be

initiated before the end of the second semester subsequent to the event that is the subject of the grievance.

Informal Procedure

1. The student attempts to resolve any academic grievance with the faculty member. If, following this initial attempt at resolution, the student remains convinced that a grievance exists, she or he advances to step two.
2. The student consults with the chair or program director, bringing written documentation of the process to this point. If the student continues to assert that a grievance exists after attempted reconciliation, she or he advances to step three.
3. The student presents the grievance to the dean of the school in which the course was offered, bringing to this meeting documentation of steps one and two. After conversation with the instructor of record and the department chair/program director, the dean will inform the student whether or not the grade shall be changed by the instructor of record. If the student is dissatisfied with the outcome, the dean will inform the student of the right to initiate formal review procedures.

Formal Procedure

1. If the student still believes that the grievance remains unresolved following the informal procedures above, she or he initiates the formal review procedure by making a written request for a formal hearing through the dean to the Provost. Such a request should define the grievance and be accompanied by documentation of completion of the informal process. It should also be accompanied by the dean's opinion of the grievance.
2. The Provost determines whether the grievance merits further attention. If not, the student is so informed. If, however, the grievance does merit further attention, the Provost determines whether it is a procedural appeal, an academic dishonesty appeal, or a quality of work appeal.

For procedural appeals and academic dishonesty appeals, the Provost will convene a Grievance Committee according to the process described below, providing the committee with the written documentation resulting from the previous steps in the appeal process.

For quality of work appeals, the Provost will request that the chair of the department through which the course is taught, or if the chair is the subject of the grievance a senior member of the department, assemble an ad hoc committee of three department/program members to review the appeal, providing the committee with the written documentation resulting from the previous steps in the appeal process.
3. For procedural appeals and academic dishonesty appeals, the Grievance Committee takes whatever steps are deemed appropriate to render a recommendation for resolving the grievance. The committee adheres to due process procedures analogous to those in the Faculty Handbook.

For quality of work appeals, the department committee shall make itself available to meet and discuss the appeal with the student, and shall discuss the appeal with the instructor of record for the course. If the final consensus of the department committee is that the academic evaluation that led to the course grade was neither prejudiced nor capricious, the appeals process ends here.
4. For procedural appeals and academic dishonesty appeals, the recommendation from the Grievance Committee is forwarded to the Provost in written form, accompanied, if necessary, by any supporting data that formed the basis of the recommendation. Should the Grievance Committee conclude that a change of grade is

warranted, the two faculty members on the Grievance Committee will recommend an appropriate grade. In case of disagreement between the two faculty members, the dean chairing the Grievance Committee will decide which of the two recommended grades to accept. The recommended grade change shall be included in the report.

For quality of work appeals, if the final consensus of the department committee is that the academic evaluation that led to the course grade was prejudiced or capricious, the department committee will recommend an alternative course grade. If the instructor of record agrees to change the grade to that recommended by the committee, the appeals process ends here. If the instructor of record declines to change the grade, the department committee shall prepare a written report, including the department committee's recommended grade. The report will be forwarded to the Provost and the instructor of record, who may send the Provost a written response to the report.

- For procedural appeals and academic dishonesty appeals, the Provost renders a final and binding judgment, notifying all involved parties. If such an appeal involves a dispute over a course grade given by a faculty member, the Provost is the only university official empowered to change that grade, and then only to the grade recommended by the Grievance Committee.

For quality of work appeals, if the Provost agrees with the department committee that the academic evaluation that led to the course grade was prejudiced or capricious, she or he is authorized to change the course grade to the grade recommended in the department committee's report.

Structure of the Grievance Committee

The structure of the Grievance Committee will be as follows:

- Two faculty members to be selected from the Student Academic Grievance Board. The faculty member against whom the grievance has been directed will propose four names from that panel, the student will strike two of those names, and the two remaining faculty members will serve.
- Two students to be selected from a standing pool of eight students elected by the student government. The student filing the grievance will propose four names from that panel, the faculty member will strike two of those names, and the two remaining students will serve.

In the event that any faculty member or student selected through the foregoing process is unable to meet, another elected member of the panel will serve as an alternate.

The Grievance Committee will be chaired by a dean (other than the dean of the school in which the course was offered) to be selected by the Provost. The dean so selected will have no vote except in the event of a tie, and will be responsible for overseeing the selection of the Grievance Committee, convening and conducting the committee meetings, and preparing the committee's report(s) and other appropriate documentation.

Due Process Procedure

- Both the student and the faculty member have the right to be present and to be accompanied by a personal advisor or counsel throughout the hearing.
- Both the student and the faculty member have the right to present and to examine and cross-examine witnesses.

- The administration makes available to the student and the faculty member such authority as it may possess to require the presence of witnesses.
- The grievance committee promptly and forthrightly adjudicates the issues.
- The full text of the findings and conclusions of the grievance committee are made available in identical form and at the same time to the student and the faculty member. The cost is met by the University.
- In the absence of a defect in procedure, recommendations shall be made to the Provost by the grievance committee as to possible action in the case.
- At any time should the basis for an informal hearing appear, the procedure may become informal in nature.

Grievance Process Complaints

Fairfield University endeavors to resolve all grievances, complaints and disputes in a timely and fair manner. In the event a student believes a complaint remains unresolved after the conclusion of Fairfield University's grievance and/or dispute resolution processes (including all appeals), the student may request that the complaint be reviewed by the State of Connecticut Office of Higher Education. The Office of Higher Education is responsible for quality review of independent colleges and will investigate complaints concerning matters within its statutory authority. For more information or to file a complaint, contact:

Office of Higher Education
450 Columbus Boulevard
Suite 707
Hartford, CT 06103-1841
Phone: 800-842-0229

Fairfield University is accredited by the New England Commission of Higher Education (NECHE). Students may contact:

NECHE
3 Burlington Woods Drive
Suite 100
Burlington, MA 01803
Phone: 855-886-3272

Student Records

Under the Family Educational Rights and Privacy Act passed by Congress in 1974, legitimate access to student records has been defined. A student at Fairfield University, who has not waived that right, may see any records that directly pertain to the student. Excluded by statute from inspection is the parents' confidential statement given to the financial aid office and medical records supplied by a physician.

A listing of records maintained, their location, and the means of reviewing them is available in the dean's office. Information contained in student files is available to others using the guidelines below:

- Confirmation of directory information is available to recognized organizations and agencies. Such information includes name, date of birth, dates of attendance, address.
- Copies of transcripts will be provided to anyone upon written request of the student. Cost of providing such information must be assumed by the student.
- All other information, excluding medical records, is available to staff members of the University on a need-to-know basis; prior to the

release of additional information, a staff member must prove their need to know information to the office responsible for maintaining the record.

Transcripts

Fairfield University transcripts are ordered online via Parchment with the option to request paper (mailed) or electronic (emailed) official transcripts. The Parchment site guides you through creating your account, the ordering process, and delivery options and fees. Your signed consent is required to fulfill your transcript order. Order updates are emailed, and you can check your order status online. Transcript orders will not be processed if there are certain holds, such as financial, on your Fairfield University account.