PART-TIME UNDERGRADUATE STUDIES

Office of Undergraduate Admissions
Echlin Center

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<td>Transfer &amp; Part-time</td>
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<td>Admissions</td>
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Quinnipiac University recognizes that the ability to obtain a college education may be limited for the adult student. The demands of work or family may not allow continuation or completion of a degree in the traditional manner. Quinnipiac offers the part-time student an opportunity to attend classes and pursue a degree with some flexible scheduling. Quinnipiac offers a variety of ways to use previous collegiate and non-collegiate learning experiences to award college credit and shorten the time needed to earn a degree.

Part-time students are an integral part of the university and benefit from the resources of Quinnipiac’s highly regarded Schools of Business, Communications, Health Sciences, and the College of Arts and Sciences. Instruction is provided by faculty experienced in working with adult students. Departmental chairpersons and select faculty work with part-time students as academic advisers. Free tutoring services are available in the Learning Commons, which maintains evening hours.

Quinnipiac also recognizes student financial needs through creative payment plans and financial assistance. Part-time students receive personal service from a committed staff and faculty.

Non-Matriculated Students

Adult part-time students may take a limited number of courses without applying for admission (non-matriculated) if they are attempting to build an academic record after many years of absence from school, or are not ready to pursue a degree program. To be considered for non-matriculated study, the student must have earned a high-school diploma at least five years ago. A maximum of 6 credits may be taken in any semester. Advanced courses may require specific prerequisites and permission for registration. Non-matriculated students must contact the registrar’s office for further information about registration.

A student who does not meet the above requirements may not register as a non-matriculated student and must contact the admissions office at 203-582-8612 to apply for part-time study and provide official high-school and college transcripts. Current non-matriculated students are encouraged to apply for admission/change of status as soon as possible to ensure guidance with course selection and a degree program. No more than 12 credits may be completed by non-matriculated students in the School of Business.

Changing Status—Non-degree to Degree

Students who have earned credit at Quinnipiac and wish to apply for matriculation into a degree program in the College of Arts and Sciences or the Schools of Business, Communications or Health Sciences, should initiate the admission process by filing a “Change of Status” form available from the Office of Part-time Admissions. All appropriate documents required by the university for admission should be sent to the same office. Course work already completed at Quinnipiac as a non-degree student is considered in the admission process, as well as course work from other institutions. Students should contact the Office of Part-time Admissions at 203-582-8612 with any questions.

Academic Good Standing Policy

All part-time students, whether matriculated or non-matriculated, are subject to the Academic Good Standing Policy of the University. See Academic Good Standing Policy for Undergraduate Students.

Academic Policies

The detailed academic policies that govern all students are found in the Quinnipiac University Student Handbook and in this catalog. Below are the basic academic policies that govern part-time students.

Placement Tests

To ensure appropriate placement in English courses, all transfer students with only one semester of English transferring in from another school must take the English placement test.

A math placement exam is also required to determine appropriate placement before registering for math courses required in all majors; and a language placement test is required for students continuing in a language from high school.

There is no fee for the placement exams, and arrangements can be made for taking the tests through the appropriate academic department.

Transfer of Credit

Credits for college courses taken at other regionally accredited institutions normally may be transferred if they carry a grade of C or better. Evaluation of University Curriculum transfer credit is completed by the transcript evaluator. Additional credits are reviewed by the school to which the student has transferred. Official acceptance of transfer credit is completed upon matriculation.

CLEP, Challenge Exam Policies

Quinnipiac University participates in the College Level Examination Program (CLEP), which provides an opportunity for adult and non-traditional students to obtain credit through examination (credits are accepted as transfer). Information regarding CLEP exams may be obtained from the Office of Part-time Admissions. Students also may petition to earn credit through challenge examinations. Applications for these exams are reviewed by the dean or associate dean of the Schools of Communications, Health Sciences or College of Arts and Sciences.

Credit for Prior Learning

Adults with high school diplomas or equivalency who have acquired, through life experience, knowledge that they can document and verify, may have a head start on a degree from Quinnipiac. Examples may include:

- past and present paid work
- military service
- community service work
- in-service training
- independent reading, viewing and listening
- non-credit courses

The first step is to schedule an interview with part-time admissions. We will discuss your work/life experience and any college credit you may have accumulated previously to determine whether or not this program meets your needs. If credit for prior learning is appropriate for you, your
next step is to discuss possible course equivalencies with the dean of the school in which you are seeking credit. Students must be matriculated at Quinnipiac to earn credit for prior learning.

Registration
Course schedules and registration forms are available on the Registrar’s Office website. Registration may be completed in person, by mail or by fax at the Office of the Registrar. Continuing students may register via the Web for a limited time each semester. Registration dates and procedures are listed online. Students should check course descriptions for any specific prerequisites prior to registering. Course changes and updates are posted on the Quinnipiac website.

Special Programs
Accelerated, Online and Saturday Courses
Part-time students may be able to complete some requirements more rapidly and shorten the path to their degrees with these options. A very limited number of accelerated, online and Saturday courses are offered during the fall and spring semesters.

Auditing Courses
Alumni and seniors (65 and older) may audit courses on a space-available basis. The student is responsible for the registration fee and any lab or course fees. In addition, seniors may take courses for credit, on a space-available basis, by paying the registration fee and any lab or course fees. Questions should be directed to the Registrar’s Office.

Bachelor’s Degrees
• Bachelor of Arts in Liberal Studies
• Bachelor of Science in Health Science Studies
• Individualized Bachelor Degree Program

Certificates
• Export Marketing Certificate
• International Purchasing Certificate

Bachelor of Arts and Bachelor of Science Degrees—Traditional Majors
Part-time students may enroll in many of the bachelor’s degree programs offered by the academic schools of the University (athletic training, nursing, radiologic science, diagnostic medical sonography and occupational therapy require full-time status). Other majors in business, arts and sciences, health sciences and communications may be pursued on a part-time basis. While evening classes may be available most will require students to take some classes during the day. More information on these programs can be found in the sections for the Schools of Business, Communications, Health Sciences and College of Arts and Sciences.

Part-time Admission Procedures
Adult students starting college for the first time, returning to school after an absence, or considering transferring to the College of Arts and Sciences or the Schools of Business, Communications or Health Sciences should contact the Office of Part-time Admissions at 203-582-8612 for an appointment at any time of the year to discuss the courses or programs offered by Quinnipiac.

Applications for admission may be obtained from the Quinnipiac website. The admissions requirements for undergraduate applicants listed in this catalog are the same for part-time candidates, with the following exceptions:

1. Applicants who graduated high school more than five years ago or who have successfully completed the equivalent of one year (30 credits) of college study are not required to submit score results for the Scholastic Assessment Test (SAT) of the College Entrance Examination Board (CEEB) or of the American College Testing Program (ACT).
2. Applicants who have earned an associate's degree from a regionally accredited college need not submit high school transcripts.
3. An interview is recommended.

Financial Assistance
Quinnipiac Tuition Assistance Program
Undergraduate part-time students who are beginning their study in traditional course work and those who have special financial needs can apply for Quinnipiac Tuition Assistance (QTAP) grants. QTAP grants are awarded shortly before the start of the fall and spring semesters and may be used only to defer tuition costs. The application and a copy of the applicant’s most recent tax return should be submitted by the deadline dates: Jan. 4 for the spring semester and Aug. 15 for the fall semester. Students must file a new application for each semester they request aid. Applications may be obtained through the Office of Part-time Admissions.

Federal Financial Aid Programs
Undergraduate part-time students who have been admitted by Quinnipiac into a degree program and are registered for a minimum of 6 credits each semester are eligible to apply for federal financial aid programs (loans and grants). The free application for Federal Student Aid (FAFSA) is available online. Students taking fewer than 6 credits may be eligible for federal Pell Grants. Contact the Financial Aid Office for information and assistance.

Employer Tuition Benefits
Quinnipiac University works with students to make the most of their employer’s educational benefits plan. If your company does not have a formal agreement with Quinnipiac but does offer educational benefits, you can defer two-thirds of your tuition charges. All that is needed is an original employer letter verifying participation in the company tuition reimbursement plan during the semester for which they are registering. At registration, the student pays one third of the tuition plus fees and signs a promissory note for the tuition balance. The final tuition payments are due five weeks after the last day of the semester, which allows time for tuition reimbursement checks to be issued by the employer. Contact the Bursar’s Office for information.

Payment Plans
Students who do not participate in company tuition reimbursement plans can still set up a tuition payment plan. Plans are offered through Nelnet Business Solutions on an annual semester basis. There is a charge of $75 to enroll. Contact the Bursar’s Office for assistance.