

# PART-TIME UNDERGRADUATE STUDIES

## Office of Undergraduate Admissions Echlin Center

Title	Name	Phone	Email
Transfer & Part-Time Admissions		203-582-8600	transferadmissions@qu.edu

Quinnipiac University offers the ability to obtain a degree on a part-time basis in select programs. Part-time students are an integral part of the university and benefit from the many resources and services (<http://catalog.qu.edu/general-information/student-resources-services/>) available to students. For example, academic support is available in the Learning Commons (<http://catalog.qu.edu/general-information/student-resources-services/learning-commons/>), which maintains evening hours. In addition, Quinnipiac offers several ways to use previous collegiate and noncollegiate learning experiences to award college credit and also recognizes student financial needs through payment plans and financial assistance.

### Non-Matriculated Students

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. A maximum of 6 credits may be taken in any semester on a space-available basis. 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 203-582-8600 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 & Sciences or the Schools of Business, Computing & Engineering, 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. Coursework already completed at Quinnipiac as a non-degree student is considered in the admission process, as well as coursework from other institutions. Students should contact the Office of Transfer and Part-Time Admissions at 203-582-8600 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 ([http://](http://catalog.qu.edu/university-policies/academic-good-standing-policy-undergraduate-students/)

[catalog.qu.edu/university-policies/academic-good-standing-policy-undergraduate-students/](http://catalog.qu.edu/university-policies/academic-good-standing-policy-undergraduate-students/)).

### Academic Policies

The detailed academic policies that govern all students are found in the undergraduate Student Handbook (<http://catalog.qu.edu/handbooks/undergraduate/>), Graduate Student Handbook (<http://catalog.qu.edu/handbooks/graduate/>) and in the policy section of this catalog (<http://catalog.qu.edu/university-policies/>). 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. The maximum number of transfer credits that may be accepted by Quinnipiac University is 90 credits.

Students enrolled in the online degree-completion programs (<https://www.qu.edu/academics/about-our-programs/degree-completion-programs/>) should review the program pages on the website for program-specific transfer credit policies. Certain majors may request course completion within a five-year period. Official acceptance of transfer credit is completed upon matriculation.

### AP, IB, CLEP, Cambridge A-Level and CAPE Exam Policies

Quinnipiac University participates in the Advanced Placement (AP) program, the International Baccalaureate (IB) program, the College Level Examination Program (CLEP), the Cambridge Advanced Levels (A-Levels) program and the Caribbean Advanced Proficiency Examination (CAPE) program, which provide an opportunity for students to obtain credit through examination (credits are accepted as transfer) for AP, IB and CLEP exams taken prior to matriculation at Quinnipiac. See the Advanced Standing/Placement Policy (<https://catalog.qu.edu/general-information/admissions/advanced-standing-placement/>) for more information. Quinnipiac University does not accept CLEP credits earned after a student is matriculated.

### Credit for Prior Learning

Quinnipiac evaluates military training and experience according to the American Council on Education (ACE) standards for recommended college credit. Veterans and service members may be eligible for college credit based on their military experience, coursework, or other training as documented on their Joint Services Transcript–(JST)/Community College of the Air Force (CCAF) transcript. Determination of credit award is based on competencies and approved by school or college dean's offices. Students must be matriculated at Quinnipiac to earn

credit for military experience. For other determinations of credit for prior learning, see the Credit for Prior Learning Policy (<http://catalog.qu.edu/university-policies/prior-learning-credit/>).

## Registration

Course offerings and registration forms are available on the Registrar's Office website (<https://www.qu.edu/one-stop-student-administrative-services/registrar/>). Registration is completed by submitting the electronic forms. Currently enrolled students may register via Student Planning within their scheduled window each semester. Students should check course descriptions for any specific prerequisites prior to registering.

## Special Programs

### Accelerated Online Courses

Part-time students may be able to complete some requirements more rapidly and shorten the path to their degrees with these options. Accelerated (seven-week) online courses are offered year-round.

### Auditing Courses

Alumni and older adults (65 and older) may audit courses on a space-available basis. The auditor is responsible for the registration fee and any technology fees. In addition, older adults may take courses for credit, on a space-available basis, by paying the registration fee and any technology fees. Questions should be directed to the registrar's office.

Students enrolled in a Quinnipiac degree program generally may audit one course per term on a space-available basis, with instructor approval, provided they are enrolled, at a minimum, as part-time students in the given fall or spring term (six course credits for undergraduate students and five course credits for graduate students), or for a summer audit, they are enrolled, at a minimum, as part-time students for the subsequent fall term.

If required by their academic program, students are permitted to audit more than one course per term on a space-available basis, with instructor approval, provided that they are enrolled, at a minimum, as part-time students in the given fall or spring term (six course credits for undergraduate students and five course credits for graduate students), or for a summer audit, they are enrolled, at a minimum, as part-time students for the subsequent fall term.

Students are not charged tuition for audited courses, but any applicable registration and/or technology fees are charged.

Quinnipiac full-time and part-time employees may audit a course if they qualify for educational benefits. Quinnipiac employees who audit a course are responsible for paying any applicable registration and/or technology fees.

In all situations, auditors do not receive academic credit or grades for audited courses. The audit will be noted on the student's transcript with a designation of "AU" (Audit). No grades or grade points will be assigned. Students must fill out the Course Audit Approval Form to request permission to audit a course.

## Bachelor's Degrees

- Bachelor of Arts in Professional Studies (<http://catalog.qu.edu/arts-sciences/ba-professional-studies/>)
- Bachelor of Science in Health Science Studies (<http://catalog.qu.edu/part-time-undergraduate-studies/health-science-studies-bs/>)

## Bachelor of Arts and Bachelor of Science Traditional Majors

Part-time students may enroll in the bachelor's degree programs offered by the College of Arts & Sciences, School of Business, School of Communications and School of Computing & Engineering. Part-time students may only enroll in the following bachelor's degree programs offered by the School of Health Sciences: Biomedical Sciences, Health Science Studies and Medical Microbiology/Immunology. While some evening courses may be available, most degree programs cannot be completed solely through evening work. More information on these programs can be found in the sections for the Schools of Business (<http://catalog.qu.edu/business/>), Communications (<http://catalog.qu.edu/communications/>), Computing & Engineering (<http://catalog.qu.edu/engineering/>), Health Sciences (<http://catalog.qu.edu/health-sciences/>) and the College of Arts & Sciences (<http://catalog.qu.edu/arts-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 & Sciences or the Schools of Business, Communications, Computing & Engineering or Health Sciences should contact the Office of Transfer and Part-Time Admissions at 203-582-8600 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 (<https://www.qu.edu>). The admission 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 for 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

### 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). Visit [studentaid.gov](http://studentaid.gov) (<https://studentaid.gov/h/apply-for-aid/fafsa/>) to access The Free Application for Federal Student Aid (FAFSA) 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 One Stop 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 TouchNet on an annual semester basis. There is a charge of \$75 to enroll. Contact the One Stop office for assistance.