

# Undergraduate Studies Bulletin

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## 2017–2018 Addendum

### Contents

#### Academic and University Information

Academic Calendar 2017–2018.....	i
Nontraditional Academic Calendar 2017–2018.....	ii
The University.....	iii
Admissions.....	iii
Financial Aid and Scholarships.....	v
Registration, Tuition and Billing Information.....	v
Academic Support and Research.....	viii
Academic Regulations.....	ix

#### Academic Programs

Silberman College of Business, Florham Campus, Metropolitan Campus and Vancouver Campus.....	x
Entrepreneurship x, Finance x, Management x, Marketing x	
University College: Arts • Sciences • Professional Studies, Metropolitan Campus and Vancouver Campus.....	xi

#### Special Programs

Combined Degree Programs.....	xiii
B.A. or B.S./M.A.T. Quest Teacher Preparation xiii, B.A. or B.S./M.A.T.	
Dual Certification in Elementary and Special Education xiii	

# Academic Calendar 2017–2018\*

**Fall Semester 2017**

Registration/Academic Counseling and Advising	August 14–25
Classes Begin, 8 a.m. (Monday)	August 28
Labor Day Holiday (Monday)	September 4
Last Day for New Registrations and Final Drop/Add Changes (Monday)	September 11
Midterm Progress Reporting Opens (Monday)	October 2
Fall Recess (Monday–Tuesday)	October 16–17
Midterm Progress Reporting Closes (Tuesday)	October 24
Last Day for Student Withdrawal from Classes (Friday)	November 3
Priority Registration for Spring Semester 2018	November 6–21
Thanksgiving Recess Begins, 11 p.m. (Tuesday)	November 21
Classes Resume, 8 a.m. (Monday)	November 27
Last Day of Classes, Fall Semester (Monday)	December 11
Reading/Snow Makeup Days (Tuesday and Wednesday)	December 12–13
Final Examinations (Thursday–Wednesday)	December 14–20
Grades due no later than 5 p.m. on the third day after exam is administered.	
Semester Ends, 11 p.m. (Wednesday)	December 20

**Winter Session 2018**

New Year's Holiday (Monday)	January 1
Classes (Mondays–Thursdays)	January 2–19
New Year's Holiday Makeup Day (Friday)	January 5
Martin Luther King Jr. Day Holiday (Monday)	January 15
Martin Luther King Jr. Day Holiday Makeup Day (Friday)	January 19

**Spring Semester 2018**

Registration/Academic Counseling and Advising	January 2–19
Classes Begin, 8 a.m. (Monday)	January 22
Last Day for New Registrations and Final Drop/Add Changes (Monday)	February 5
Midterm Progress Reporting Opens (Monday)	February 26
Spring Recess	March 12–17
Online Registration for Summer 2018 Sessions Opens (Thursday)	March 15
Classes Resume, 8 a.m. (Monday)	March 19
Midterm Progress Reporting Closes (Saturday)	March 24
Last Day for Student Withdrawal from Classes (Friday)	April 6
Priority Registration for Fall Semester 2018	April 9–20
Last Day of Classes, Spring Semester (Saturday)	May 5
Final Examinations (Monday–Saturday)	May 7–12
Grades due no later than 5 p.m. on the third day after exam is administered.	
Semester Ends, 11 p.m. (Saturday)	May 12
University Commencement (Tuesday)	May 15

**Summer Sessions 2018**

<b>Summer Session I 2018</b>	
Classes Begin, 8 a.m. (Monday)	May 21
Memorial Day Holiday (Monday)	May 28
Memorial Day Holiday Makeup Day (Friday)	June 1
Classes End, 11 p.m. (Saturday)	June 30
<b>Summer Session II 2018</b>	
Classes Begin, 8 a.m. (Monday)	June 11
Independence Day Holiday (Wednesday)	July 4
Independence Day Holiday Makeup Day (Friday)	July 6
Classes End, 11 p.m. (Saturday)	July 21
<b>Summer Session III 2018</b>	
Classes Begin, 8 a.m. (Monday)	July 2
Independence Day Holiday (Wednesday)	July 4
Independence Day Holiday Makeup Day (Friday)	July 6
Classes End, 11 p.m. (Saturday)	August 11

**Major Religious Holy Days**

The University respects the observance of major religious holy days by members of the campus community. Officers of administration and of instruction responsible for scheduling required academic activities or essential services are expected to avoid conflict with such holy days as much as possible.

\*Weekend College, off-campus and some Anthony J. Petrocelli College of Continuing Studies courses and certain special programs may follow a different schedule.

**Addendum****Nontraditional Academic Calendar  
2017–2018**

Online classes and classes that do not meet on the Metropolitan Campus or Florham Campus may not follow the holiday and academic break periods shown below. The instructor will clarify the class meeting schedule for each course, consistent with FDU Credit Hour Definition.

**Fall 2017**

Registration/Academic Counseling and Advising Classes Begin, 8 a.m. (Sunday)	September 18–22
Last Day for New Registrations and Final Drop/Add Changes (Wednesday)	September 24
Fall Recess (Monday–Tuesday)	October 16–17
Midterm Progress Reporting Opens (Monday)	October 23
Priority Registration for Spring Semester 2018	November 6–21
Midterm Progress Reporting Closes (Friday)	November 10
Last Day for Student Withdrawal from Classes (Friday)	November 17
Thanksgiving Recess Begins, 11 p.m. (Tuesday)	November 21
Classes Resume, 8 a.m. (Monday)	November 27
Last Day of Classes, Fall Semester Ends 11 p.m. (Saturday)	December 16

Final examinations for all face-to-face classes are held during the last class meeting. Grades for face-to-face classes are due no later than 5 p.m. on the third day after exam is administered. Grades for online classes are due no later than third day after semester ends.

**Spring 2018**

Registration/Academic Counseling and Advising Classes Begin, 8 a.m. (Sunday)	January 2–5
Martin Luther King Jr. Day Holiday (Monday)	January 7
Last Day for New Registrations and Final Drop/Add Changes (Wednesday)	January 15
Martin Luther King Jr. Day Holiday Makeup Day (Friday)	January 17
Midterm Progress Reporting Opens (Monday)	January 19
Midterm Progress Reporting Closes (Friday)	February 12
Last Day for Student Withdrawal from Classes (Friday)	March 2
Spring Recess	March 9
Online Registration for Summer 2018 Sessions Opens (Thursday)	March 12–16
Classes Resume, 8 a.m. (Monday)	March 15
Last Day of Classes, Spring Semester Ends 11 p.m. (Saturday)	March 19
	March 31

Final examinations for all face-to-face classes are held during the last class meeting. Grades for face-to-face classes are due no later than 5 p.m. on the third day after exam is administered. Grades for online classes are due no later than third day after semester ends.

**Summer I 2018**

Registration/Academic Counseling and Advising Classes Begin, 8:00 a.m. (Sunday)	April 2–6
Priority Registration for Fall Semester 2018	April 8
Last Day for New Registrations and Final Drop/Add Changes (Wednesday)	April 9–20
University Commencement (Tuesday)	April 18
Memorial Day Holiday (Monday)	May 15
Memorial Day Holiday Makeup Day (Friday)	May 28
Last Day for Student Withdrawal from Classes (Friday)	June 1
Last Day of Classes, Summer I Semester Ends 11 p.m. (Saturday)	June 8
Final examinations for all face-to-face classes are held during the last class meeting. Grades for face-to-face classes are due no later than 5 p.m. on the third day after exam is administered. Grades for online classes are due no later than third day after semester ends.	June 30

**Summer II 2018**

Registration/Academic Counseling and Advising Independence Day Holiday (Wednesday)	July 3, 5–6
Classes Begin, 8 a.m. (Sunday)	July 4
Last Day for New Registrations and Final Drop/Add Changes (Wednesday)	July 8
Last Day for Student Withdrawal from Classes (Friday)	July 18
Labor Day Holiday (Monday)	August 24
Last Day of Classes, Summer II Semester Ends 11 p.m. (Saturday)	September 3
Final examinations for all face-to-face classes are held during the last class meeting. Grades for face-to-face classes are due no later than 5 p.m. on the third day after exam is administered. Grades for online classes are due no later than third day after semester ends.	September 15

# The University

(Page 9)

## Wroxton College

Updated. Fifth paragraph.

In the fall and spring semesters, undergraduate courses are offered in economics, English theater and drama, fine arts, international business, literature, psychology and social sciences. There is also ample opportunity for independent study. The academic offerings are supplemented by an extensive program of tours to various historic sites, artistic and cultural centers and places of political and commercial significance. The Master of Science in hospitality management studies is also offered at Wroxton, see page 240 in the *Graduate Studies Bulletin*.

(Page 10)

Revised.

## Accreditation

Fairleigh Dickinson University is accredited by the Middle States Commission on Higher Education\* and licensed by the State of New Jersey, Office of the Secretary of Higher Education.

In addition to the accreditation held by all programs for academic purposes, specialized curricula have applied for and been granted approval by the following

recognized professional agencies: accountancy — New Jersey State Board of Public Accountants; business, Silberman College of Business — AACSB International - The Association to Advance Collegiate Schools of Business; chemistry — American Chemical Society (this accreditation applies only to the Bachelor of Science program offered by Maxwell Becton College of Arts and Sciences at the Florham Campus, Madison, New Jersey); civil engineering — Engineering Accreditation Commission of ABET\*\* (EAC/ABET); civil engineering technology — Engineering Technology Accreditation Commission of ABET\*\* (ETAC/ABET); clinical mental health counseling — Council for Accreditation of Counseling and Related Educational Programs (CACREP); clinical psychology (Doctor of Philosophy Program) — American Psychological Association; computer science — Computing Accreditation Commission of ABET\*\* (CAC/ABET) (this accreditation applies only to the Bachelor of Science in computer science program offered by University College: Arts • Sciences • Professional Studies at the Metropolitan Campus, Teaneck, New Jersey); construction engineering technology — Engineering Technology Accreditation Commission of ABET\*\* (ETAC/ABET); education — initial accreditation with Council for the Accreditation of Educator Preparation (CAEP) and New Jersey State Department of Education; electrical engineering — Engineering Accreditation Commission of ABET\*\* (EAC/ABET);

electrical engineering technology — Engineering Technology Accreditation Commission of ABET\*\* (ETAC/ABET); hotel and restaurant management — Accreditation Commission for Programs in Hospitality Administration (ACPHA) (this accreditation applies only to the Bachelor of Science program); mechanical engineering technology — Engineering Technology Accreditation Commission of ABET\*\* (ETAC/ABET); pharmacy — Accreditation Council for Pharmacy Education\*\*\*; physical therapist assistant — Committee on Accreditation in Physical Therapy Education; radiography — Joint Review Committee on Education in Radiologic Technology; nursing — New Jersey State Board of Nursing and the Commission on Collegiate Nursing Education (CCNE); school psychology — National Association of School Psychologists (NASP); Silberman College of Business — AACSB International - The Association to Advance Collegiate Schools of Business; inclusion on approved lists of the American Medical Association and the American Dental Association (Medicine, Dentistry) by virtue of the accreditation by the Middle States Commission on Higher Education.

\*3624 Market Street, Philadelphia, Pennsylvania 19104-2680; telephone: (215) 662-5600.

\*\*ABET, <http://www.abet.org>

\*\*\*Accreditation Council for Pharmacy Education, 155 South LaSalle Street, Suite 4100, Chicago, IL 60603; phone: (312) 664-8575; fax (312) 664-4652; website: [www.acpe-accredit.org](http://www.acpe-accredit.org).

# Admissions

(Page 11)

Updated.

## General Admission Policy

Fairleigh Dickinson University considers students for admission on the basis of their ability to successfully undertake both a liberal arts and professional curriculum.

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

University, in its sole discretion, as interfering with the learning experience or safety of any person in the University community.

Inquiries regarding programs and admission should be directed to Admissions Office: Florham Campus, 973-443-8900 or Metropolitan Campus, 201-692-2553.

# Addendum

## Undergraduate Freshman Admission

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

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

### When to File an Application

Applications for admission may be submitted for the fall and spring semesters.

Students may apply as early as mid-August for a fall semester start with a preferred filing date of February 15. Students interested in the spring semester can begin applying in early fall with a preferred application date of December 1.

## Transfer Students and Advanced Standing

### When to File an Application

Updated.

1. Applications for admission may be submitted for the fall or spring semesters.
2. Applications for admission are processed on a rolling basis; therefore, students are encouraged to apply early to allow ample time to complete the application process.

### Residency Requirement/Time Limit on Degree Completion

(Page 12)

Updated. First paragraph.

A transfer student may receive credit for either formal course work or may be considered for credit through proficiency examination to the extent that the credits transferred do not circumvent existing University policy requiring a minimum of 30 credits in residence including at least 50

percent of the credits required for the major. In those instances in which only the minimum number of credits are completed at Fairleigh Dickinson University, they must be taken in a time sequence equivalent to the seventh- and eighth-semester standing of the baccalaureate study.

## International Students

(Page 14)

### Admission Requirements

Updated. Fourth paragraph (second and third bullet points).

#### 4. Proof of English proficiency:

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

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

or

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

or

- SAT Evidence-based Reading and Writing: 480 or higher

or

- Pearsons: PTE 53.

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

- TOEFL IBT score from 60–78

- IELTS overall band score of 5.5

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

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

## Nondegree Students

(Page 15)

Updated.

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

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

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

1. Students who need additional courses to satisfy admissions requirements to professional and graduate schools.

2. Students who wish to take courses for professional development and/or personal enrichment.

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

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

## Summer Sessions

(Page 16)

Updated. Fifth paragraph.

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

# Financial Aid and Scholarships

## University Funded Programs

(Page 17)

### University Scholarships

Fairleigh Dickinson University funds an academic-based scholarship program.

The University offers a variety of academic scholarships, and all undergraduate applicants are automatically reviewed for scholarship along with their application for admission.

New.

Replaces Colonel Fairleigh S. Dickinson Scholarship, Deans' Scholarship, Provosts' Award

### Merit Scholarships

Merit scholarships range from \$5,000.00 to full tuition and are awarded for a maximum of four years. Students must maintain the appropriate grade point ratio in order to retain their merit scholarship.

Updated.

### Phi Theta Kappa Scholarship

Any transfer students admitted to the University who are members of the Phi Theta Kappa Honor Society may be eligible for Phi Theta Kappa Scholarships. An

applicant must submit a copy of the Phi Theta Kappa Membership Certificate to the Office of Admissions at the time of application. A minimum 3.00 grade point ratio must be maintained to renew eligibility for the Phi Theta Kappa Scholarship. A student must have completed his/her associate degree to be eligible. For more information about the Phi Theta Scholarship contact the Office of Admissions at 800-338-8803.

### Transfer Scholarship

All transfer students admitted to the University who have completed or in the process of completing a minimum of 24 college credits are automatically evaluated for Transfer Scholarships. For more information about the Transfer Scholarships contact the Office of Admissions at 800-338-8803.

# Registration, Tuition and Billing Information

## Tuition and Fees

(Pages 23–26)

Updated.

All fees, tuition and charges are subject to change at any time at the discretion of the University's Board of Trustees. These fees are 2017–2018 fees. New tuition and fee charges for 2018–2019 will be announced in the spring of 2018. Please check with the Office of Enrollment Services for current charges.

### Full-time Students

Application fee.....\$40.00

All students applying to the University for the first time and all students re-applying after a lapse of one or more semesters will be charged the application fee, which will not be refunded or credited to tuition.

### Tuition

- Full-time Undergraduate Students, Metropolitan Campus\*.....38,418.00
- Full-time Undergraduate Students, Florham Campus\*.....40,572.00
- Continuing Undergraduate Students per credit (Full-time only; for programs not billed at the flat rate)..... 1,231.00
- Graduate Students master's rates based on Academic Program  
*Maxwell Becton College of Arts and Sciences* — all programs per credit..... 1,245.00  
*Silberman College of Business* — all programs per credit..... 1,305.00  
*Anthony J. Petrocelli College of Continuing Studies* — all programs per credit..... 1,245.00

### University College: Arts • Sciences • Professional Studies

- Computer Sciences and Engineering per credit..... 1,305.00
- Education per credit..... 1,245.00
- History, Political Science and International Affairs per credit.....1,245.00
- Natural Sciences per credit.....1,245.00
- Nursing and Allied Health per credit.....1,305.00
- Psychology per credit.....1,245.00
- Systems Science per credit.....1,305.00

### Doctoral Programs

- Clinical Psychology per credit.....1,361.00
- School Psychology per credit.....1,361.00
- Nursing per credit.....1,361.00

\*Full-time students are charged a flat-fee tuition in the spring and fall semesters. Students are permitted to register for 12 to 18 credits per semester.

# Addendum

## Residence halls\*

— Rutherford Hall and Park Avenue Residence Hall, Florham Campus	
Single Occupancy.....	16,388.00
Double Occupancy.....	11,028.00
Triple Occupancy.....	9,208.00
— Twombly Halls, Florham Campus	
Single Occupancy.....	12,798.00
Double Occupancy.....	8,636.00
Triple Occupancy.....	7,232.00
— Village 1–8, Florham Campus	
Single Occupancy.....	12,798.00
Double Occupancy.....	8,636.00
Triple and Four-Person Suite.....	7,232.00
Conversion Suite.....	8,636.00
— Village 9 Danforth, Florham Campus**	
Single Occupancy.....	15,362.00
Double Occupancy.....	10,690.00
— Northpointe, Metropolitan Campus	
Single Occupancy.....	15,530.00
Double Occupancy.....	10,406.00
Triple Occupancy.....	8,698.00
— University Court, Metropolitan Campus with Kitchenettes***	
Single Occupancy.....	13,790.00
Double Occupancy.....	9,252.00
Triple Occupancy.....	7,734.00
Double: Honors and Global Scholars — Year-round Housing.....	9,718.00
— University Court, without Kitchenette	
Single Occupancy.....	13,060.00
Double Occupancy.....	8,758.00
Triple Occupancy.....	7,330.00
— Linden Halls and International House	
Single Occupancy.....	13,764.00
Double Occupancy.....	8,592.00
Triple Occupancy.....	7,192.00
Linden Six — Year-round Housing**.....	9,766.00
Linden — Year-round Housing Single.....	15,662.00

\*Fee inclusive of fall and spring semesters. Excluded are vacation, summer session, intersession and special contractual arrangements. Off-peak rates per week are: for residence halls, \$321.00, and for food service, where available, \$154.00.

\*\*Year-round, 12 months.

\*\*\*Residents in these rooms are required to take D meal plan.

## Food service for the academic year:

— A) Unlimited meals + \$100.00 flex plan.....	4,494.00
— B) Unlimited meals + \$200 flex plan.....	4,694.00
— C) Unlimited meals + \$200 flex plan + \$100 Fairleigh1 Card.....	4,894.00
— D) 8 meals + \$200.00 flex plan*.....	3,432.00
Technology fee.....	888.00
Wellness Education fee.....	140.00
Returned check charge (NSF, no sufficient funds).....	25.00
Transcript fee per copy.....	4.00
New student fee (includes orientation fee) nonrefundable (international students, new freshmen and transfers).....	810.00
Graduation fee (associate and bachelor degrees).....	235.00
Health and major medical insurance per year**	
— International students.....	1,555.00
— U.S. citizens.....	1,555.00
Experiential learning credits	
— CLEP per 6-credit posting.....	255.00
— Peace Corps per 6-credit posting.....	255.00
— VISTA per 6-credit posting..	255.00
— Special Challenge Examinations, Experiential Learning and other University-evaluated credit per 6-credit posting.....	255.00
Auditing fee	
— Regular (per course)*** .....	1,231.00

## Part-time Students

Application Fee.....	40.00
All students applying to the University for the first time and all students reap- plying after a lapse of one or more semesters will be charged the applica- tion fee, which will not be refunded or credited to tuition.	

\*Available only to graduate students and students with full kitchens or an approved meal plan request. However, these students may take plan A.

\*\*U.S. citizens can be waived with documentation of alternative coverage. International students arriving before the fall semester for orientation will be charged \$412.00 for summer 2017.

\*\*\*Add \$10.00 registration fee per semester and any required course fees.

## Tuition for undergraduate courses

per credit.....	987.00
Per-credit rate for full-time students not subject to flat-rate tuition.....	1,231.00
— Graduate Students master's rates based on Academic Program <i>Maxwell Becton College of Arts and Sciences</i> — all programs per credit.....	1,245.00
<i>Silberman College of Business</i> — all programs per credit.....	1,305.00

*Anthony J. Petrocelli College of  
Continuing Studies* — all programs  
per credit.....

*University College: Arts •  
Sciences • Professional Studies*

Computer Sciences and Engineering per credit.....	1,305.00
Education per credit.....	1,245.00
History, Political Science and International Affairs per credit.....	1,245.00
Natural Sciences per credit.....	1,245.00
Nursing and Allied Health per credit.....	1,305.00
Psychology per credit.....	1,245.00
Systems Science per credit.....	1,305.00

## Doctoral Programs

Clinical Psychology per credit.....	1,361.00
School Psychology per credit.....	1,361.00
Transcript fee per copy.....	4.00
Returned check charge (NSF, no sufficient funds).....	25.00
Graduation fee (associate and bachelor degrees).....	235.00
Technology fee.....	414.00
Energy fee (per credit).....	4.00
Experiential learning credits	
— CLEP per 6-credit posting.....	255.00
— Peace Corps per 6-credit posting.....	255.00
— VISTA per 6-credit posting..	255.00
— Special Challenge Examinations, Experiential Learning and other University-evaluated credit per 6-credit posting.....	255.00

**Auditing fee**

— Regular (per course)*.....	\$987.00
— Senior citizens, Metropolitan Campus (per course).....	265.00
— Florham Institute for Lifelong Learning, Florham Campus (per course)*.....	265.00
— Retired Persons Institute, Florham Campus**.....	265.00
Alumni plan (per course)*.....	568.00

All part-time undergraduate students in residence shall be assessed all fees that are assessed to other residential students in lieu of fees assessed on a nonresidential basis.

**Other Expenses**

Estimated cost for each academic year for books, supplies and equipment varies from \$500.00 to \$800.00, depending upon the curriculum.

Medical technology students pay a fee of \$1,032.00\*\*\* for the 32 college credits earned in the 12-month hospital practice period. The fee, which covers supervision of the program, is payable in the fall semester of the senior year.

Nursing students purchase uniforms, accessories and equipment amounting to approximately \$400.00.

**Withdrawals/Refunds***(Page 25)*

Updated.

**Refund Schedule: Fall and Spring Semesters, 12-15 Weeks**

Prior to first day of semester\*  
100% cancellation of tuition and course-associated fees.

During first week of semester\*  
90% credit for tuition charges only.

During second week of semester\*  
80% credit for tuition charges only.

During third week of semester\*  
60% credit for tuition charges only.

During fourth week of semester\*  
40% credit for tuition charges only.  
Grade of W recorded for course dropped.

During fifth week of semester\*  
20% credit for tuition charges only.  
Grade of W recorded for course dropped.

After fifth week of semester\*  
NO REFUND OF TUITION AND FEES. Withdrawal grade based on University policy, recorded for deleted courses.

During final two weeks of semester  
WITHDRAWALS FOR THE TERM ARE NO LONGER ACCEPTED.

**Refund Schedule for Modular Courses****Three-, Four- and Five-week Modules**

Withdrawal prior to first day of class\*..... 100%

Withdrawal during first week of class\*..... 50%

Withdrawal thereafter\*  
NO REFUND DUE STUDENT.

**Six-, Seven-, Eight-, Nine- and 10-week Modules**

Withdrawal prior to first day of class\*..... 100%

Withdrawal during first week of class\*..... 75%

Withdrawal during second week of class\*..... 50%

Withdrawal thereafter\*  
NO REFUND DUE STUDENT.

\*Actual dates for fall and spring semesters are available upon request and posted in the enrollment services areas of each campus.

**Refund Schedule: Summer Six-, Nine- and 12-week Sessions**

Prior to first day of session\*  
100% cancellation of tuition and course-associated fees.

During first week of session\*  
75% credit of tuition only.

During second week of session\*  
50% credit of tuition only.

After second week of session\*  
NO REFUND DUE STUDENT.

**Refund Schedule: Summer/Winter Three-week Sessions**

Prior to and during the first and second days of session\*

100% cancellation of tuition and course-associated fees.

After the second day of session\*  
NO REFUND DUE STUDENT.

The summer/winter refund schedules do not apply to special or weekend programs. Refund schedules for these programs are available at the Office of Enrollment Services.

**Tuition and Fees — Wroxton College***(Page 26)*

Updated.

During the academic year 2017–2018, an overall Wroxton College charge for full-time students is for 12–18 credits per semester and is equal to the full-time tuition charge at the students' home campus. It covers tuition, room and board, fees, meals, textbooks, trips, theater tickets and admissions to historic sites, museums, etc. Part-time undergraduate four-week summer sessions cost \$987.00\*\* (tuition per credit hour plus \$2,452.00\*\* for room, board and fees. The required \$40.00\*\* application fee (waived for Fairleigh Dickinson University students) is not included.

\*Actual dates for modular courses and summer and winter sessions are available upon request and posted in the enrollment services areas of each campus.  
\*\*This fee is a 2017–2018 fee. New tuition and fee charges for 2018–2019 will be announced in the spring of 2018. Please check with the Office of Enrollment Services for current charges.

\*Add \$10.00 registration fee per semester and any required course fees.

\*\*For one or more courses offered by Retired Persons Institute (RPI) classes. Fee waived if senior citizen fee of \$265.00 is paid for any regular University course.

\*\*\*This fee is a 2017–2018 fee. New tuition and fee charges for 2018–2019 will be announced in the spring of 2018. Please check with the Office of Enrollment Services for current charges.



## Addendum

# Academic Support and Research

(Pages 36–37)

Updated.

## Computer Facilities

Almost all students at the University make use of one of the campus computer centers, whether their majors are in the sciences, engineering, business, education or liberal arts, graduate or undergraduate. The computers available feature a wide range of application software and programming languages for students in all disciplines.

**Florham Campus:** The technology client services and support teams (formerly the computing services department) at the Florham Campus manage microcomputer labs in several buildings. The Dreyfuss Building has four general-purpose computer labs. There are also state-of-the-art computer graphics, animation and video-editing labs, which include high-resolution computer graphics equipment for the production of professional-quality, computer-generated art, 2D/3D animation, digital video and multimedia presentations. There are special-purpose computer lab facilities across the campus to support mathematics, computer science, physics, biology, chemistry, visual and performing arts and others. There are general and business labs in the John and Joan Monninger Center for Learning and Research and the Academic Support Center.

**Metropolitan Campus:** The Metropolitan Campus technology client services and support teams (formerly the computing services department) manage three general-purpose computer labs in University Hall, along with a state-of-the-art graphics lab used for the production of high-quality graphics, 2D/3D animation, digital video and multimedia presentations, and three general-purpose computer labs in Dickinson Hall. There are special-purpose computer lab facilities across the campus to support mathematics, computer science, physics, biology, chemistry, visual and performing arts, psychology, nursing, video editing, engineering, athletics and others. There are general and business labs in the Frank Giovatto Library and the Academic Support Center.

Each computer lab is equipped with Lenovo ThinkCentre All-in-One desktop computers replete with Intel CORE™ i7 processors, LCD flat-panel display and combination CD-RW/DVD-RW drives for file storage and access to optical-based materials. All of the computers are connected to the University-wide network for file and print sharing and access to the internet. All lab computers are running the Microsoft Windows 10 operating system with a large suite of general-purpose software, such as Microsoft Office Professional, and discipline-specific software to support academic computing. Computer labs that are also used as classrooms are equipped with high-resolution/high-intensity computer-projection systems and/or high-definition, flat-panel display technology.

FDU has a laptop loaner program that enables students to “borrow” a laptop computer for use within the campus libraries. The loaner laptops are imaged with many software applications and can access the internet via the University wireless network. Additionally, the University’s automated library system provides anyone the ability to search the holdings of both campuses from any location using the internet and NetID (formerly Webmail) credentials for authentication.

To keep pace with changes in technology and increasing demands for memory and processing power, campus computing center computers are acquired on a three-to four-year technology refresh program. The most recent technology refresh for the general computer labs and many others was in the summer of 2016, and the graphics labs in the summer of 2014.

From the time a student is admitted, he or she may obtain, and use, a NetID (formerly Webmail) account to obtain email, network storage and printing capabilities.

University systems and security operates and maintains the University data centers, enterprise systems and networking infrastructure, which are used by all, regardless of campus or location. These systems support both the academic and administrative needs of the University. Services include a system for University-run web pages, faculty and staff personal web pages, a library automation system, an email system and other platforms for

advancing the needs of the academic programs. These systems can be accessed using the internet.

High-speed, fiber-optic networking connects most buildings at the University to FDU’s computer network. This facilitates communications among the students and faculty and provides easy access to all of the software and computer resources. Almost all of the academic buildings, including the libraries, have wireless LAN capabilities. This feature allows students with a laptop and a standard 802.11b/g/n/ac wireless LAN card to access the campus network, untethered, from any of those buildings. Every student has access to wired and wireless connectivity in his/her room to connect his/her computer device to the University network. These connections provide students with high-speed access to network resources and the internet. Wireless connectivity is also available in most of the common areas within residence halls.

## UTAC

The Fairleigh Dickinson University Technical Assistance Center (UTAC) provides around-the-clock technical support services for more than 200 commercial off-the-shelf software applications, Google for Education, Microsoft and Macintosh (OS 8.x and higher) operating systems, all common browsers, Webcampus/BlackBoard, virtually all network connectivity options and password-reset support. This 24-hour help-desk support is available to all students from the time they are officially admitted to the University.

For more information call the Office of Information Resources and Technology at (973) 443-8689.

## Acceptable Use Policies for Computer Usage

The University computing resources support the instructional, research and administrative activities of the University. Users of these facilities may have access to University resources, sensitive data and external networks. Consequently, it is imperative for all users to behave in a responsible, ethical and legal manner. Students are responsible for complying with relevant acceptable-use policies. Failure to comply with

these policies may result in charges of violation of the Code of Student Rights, Responsibilities and Conduct and possible state and federal action.

The Fairleigh Dickinson University Acceptable Use Policy for Computer Usage and the Resident Network Acceptable Use Policy may be obtained from the University Information Systems web site at the following URL: [http://isweb.fdu.edu/policies/oirt\\_policy.html](http://isweb.fdu.edu/policies/oirt_policy.html).

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# Academic Regulations

## Application for Graduation

(Pages 43–44)

Updated.

Students are required to notify the Office of Enrollment Services of their intention to graduate no less than eight months prior to graduation.

### How to Apply for Graduation

The application is located in WebAdvisor (<http://webadvisor.fdu.edu>) under Academic Profile. Click on the link: Application for Graduation.

A graduation application fee will be billed to the student's account. The current application fee will be noted in WebAdvisor.

Prior to filing for graduation, students should carefully review their degree requirements with their advisers and be prepared to fulfill any deficiencies. No student needing more than 6 credits to earn a degree will be permitted to walk at graduation. Degrees are awarded September 1, February 1 and the day of commencement in May.

## Graduation Honors

(Page 44)

Updated.

A student whose cumulative grade point ratio (CGPR) for four years is 3.85 will receive his or her degree *summa cum laude*; if the CGPR is 3.67, *magna cum laude*; if the CGPR is 3.33, *cum laude*. Only weighted grades will be included in computing honors. Credits taken at Fairleigh Dickinson University and approved credits taken at other academic institutions after a student matriculates, with a minimum of 54 credits, will be used in this evaluation.

Associate degree honors are awarded to students who achieve a 3.67 CGPR in two-year programs at Fairleigh Dickinson University.

## Academic Leave of Absence

(Page 45)

Updated.

A leave of absence that permits a student to return without academic penalty may be granted only to a matriculated student with a CGPR of 2.00 or higher. A leave may cover only one semester with the privilege of renewal for one more consecutive regular semester.

A leave of absence may be granted for 1) medical, 2) financial, 3) employment and 4) military reasons. Verification in writing must be furnished where applicable by the physician, employer or other authority.

Authority to grant a leave of absence resides with the dean of students. To request a renewal, a student must submit an appeal in writing to the dean of students.

# Addendum Academic Programs

## Silberman College of Business

Florham Campus, Madison, New Jersey;  
Metropolitan Campus, Teaneck, New  
Jersey; and Vancouver Campus, British  
Columbia, Canada

Andrew J. Rosman, Dean

### Entrepreneurship Major (B.S.)

*Department of Management and  
Entrepreneurship*

(Page 110)

Updated.

The entrepreneurship major is now under the auspices of the management and entrepreneurship department of Silberman College of Business.

### Finance Major (B.S.)

*Department of Economics, Finance  
and International Business*

(Page 111)

Revised.

The wealth management advisory concentration has been replaced by the financial planning and wealth management concentration.

### Financial Planning and Wealth Management Concentration

	Credits
FIN3371	
International Business Finance.....	3
FIN4341	
Financial Markets and Institutions.....	3
FIN4343	
Securities and Investments.....	3
FIN4405	
Analytical Methods in Finance.....	3
WMA3335	
Personal Financial Management.....	3
WMA4265	
Personal Tax Planning.....	3
WMA4267	
Retirement Planning.....	3
WMA4370	
Personal Estate and Gift Planning.....	3

	Credits
WMA4375	
Risk Management and Insurance.....	3
WMA4380	
Client Relations in Financial Management.....	3
WMA4390	
Financial Planning Capstone.....	3

For questions about this concentration contact Janette Shurdom, assistant dean for undergraduate programs and student services, Silberman College of Business, at 201-692-2135 or shurdom@fdu.edu.

(Page 112)

Revised.

The wealth management advisory minor has been replaced by the financial planning and wealth management minor.

### Financial Planning and Wealth Management Minor

WMA3335	
Personal Financial Management or	
FIN3330	
Personal Financial Management.....	3
WMA4265	
Personal Tax Planning.....	3
WMA4350	
Investment Planning.....	3
WMA4380	
Client Relations in Financial Management.....	3

Take one of the following Enrichment Courses:

WMA4267	
Retirement Planning.....	3
WMA4370	
Personal Estate and Gift Planning.....	3
WMA4375	
Risk Management and Insurance.....	3

### Course Offerings

New.

### WMA4350

3 Credits

#### Investment Planning

This is an introductory course in the investment-planning process for the individual or family investor. Operations of securities markets as well as an introduction to the valuation and risk of the instruments traded will be studied

from the perspective of forming portfolios that would achieve the financial goals of the client. Assessment of the risk and performance of the investment plan as well as risk-modification procedures and assets rebalancing to track the financial goals of the client will be introduced.

### WMA4590

3 Credits

#### Financial Planning Capstone

This is a required course for the concentration in financial planning and wealth management, and for those preparing to take the CFP® examination. The capstone course will enhance the students' skills in providing wealth-management and financial-planning services to clients. It integrates work in prior courses including investment planning, tax planning, risk management and insurance planning, estate and gift planning and retirement planning to provide an integrated and comprehensive financial plan for clients. The student is required to develop, present and support a financial plan based on the objectives and risk profile of a client and based on the CFP® Board's Financial Planning Practice Standards.

### Management Major (B.S.)

*Department of Management and  
Entrepreneurship*

(Pages 112–113)

Updated.

The management major is now under the auspices of the management and entrepreneurship department of Silberman College of Business.

### Marketing Major (B.S.)

*Department of Marketing,  
Information Systems and Decision  
Sciences*

(Pages 113–114)

Updated.

The marketing major is now under the auspices of the marketing, information systems and decision sciences department of Silberman College of Business.

# University College: Arts • Sciences • Professional Studies

Metropolitan Campus, Teaneck, New Jersey, and Vancouver Campus, British Columbia, Canada

Vicki L. Cohen, Interim Dean

(Pages 127–128)

Revised.

## Liberal Arts • Professional Studies Curricular Requirements

A Bachelor of Arts at Fairleigh Dickinson University prepares students to be well-rounded liberal arts and science graduates regardless of their major area of studies. The general education courses offer students a common ground of skills and knowledge and a wide array of subjects from which to choose in order to have a solid foundation as they develop their specialized interests. Fulfilling the University's mission to educate global citizens with a strong liberal arts education, students take courses in humanities and sciences to broaden their cultural literacy in all field of study. General education courses strive to provide students with written and oral communication skills; analytical, critical and ethical thinking; quantitative and scientific reasoning; and global and cultural understanding of complex issues (quantitative, scientific and literary).

### General Education Requirements (53 credits)

#### I. College Competencies (24 credits)

	Credits
Written Communication Courses (ENWR1101 Academic Writing/ENWR1102 Academic Research and Writing).....	6
Oral Communication Course.....	3
Quantitative Analysis Course.....	3
Mathematics or Technology or Statistics Course.....	3
Ethical and Moral Analysis Course.....	3
Scientific Analysis Courses.....	6

#### II. Liberal Arts Distribution (21 credits)

Language Course.....	3
Social and Behavioral Science Courses.....	6
Arts and Culture Courses.....	6
Humanities Courses.....	6

#### III. University Requirements (8 credits)

UNIV1001 Transitioning to University Life.....	1
UNIV1002 Preparing for Professional Life.....	1
UNIV2001 Cross-cultural Perspectives.....	3
UNIV2002 Global Issues.....	3

### General Education Requirements (53 credits)

#### I. College Competencies (24 credits)

##### A. Written Communication (6 credits)

This requirement consists of 3 credits in ENWR1101 Academic Writing and 3 credits in ENWR1102 Academic Research and Writing. An additional 6 writing-intensive credits in the major or other writing-intensive courses designated by the major program are required.

##### B. Oral Communication (3 credits)

Requirements consist of a 3-credit course that is substantially concerned with public speaking and oral presentations, typically a course in speech.

##### C. Quantitative Analysis (3 credits)

Students will take 3 credits of MATH1101 Comprehensive Mathematics, MATH1105 College Algebra, MATH1107 Precalculus or MATH1201 Calculus I to satisfy this requirement; upper-level MATH-prefix courses may be substituted with prior approval.

##### D. Mathematics, Technology or Statistics (3 credits)

Students will take 3 credits of an upper-level mathematics course at a level higher than the course fulfilled in Quantitative Analysis: either MATH1105 College Algebra, MATH1107 Precalculus, MATH1201 Calculus I, MATH2202

Calculus II, MATH2243 Statistical Programming or MATH2337 Applied Statistics I; or one of the following courses: ENGR1301 Engineering Practices, Graphics and Design; ENGR2286 Digital System Design; ENGR3000 Modern Technologies: Principles, Applications and Impacts; CENG1205/EGTC1205 Surveying I; CENG1245/EGTC1245 Construction Materials and Systems; EGTC3261 Estimating I; EGTM2230 Manufacturing Processes; EGTM2232 Mechanical Measurement and Devices; CSCI1105 Survey of Computers and Computer Software; CSCI1201 Computer Programming I; any CSCI course above 1201; any INFO-prefix course; or PSYC2201 Statistics. Students must fulfill any applicable prerequisites for a course before taking it. In addition, they can take either MATH2337 Applied Statistics I or PSYC2201 Statistics, but not both in their course of study since MATH2337 and PSYC2201 cover many similar topics.

#### E. Ethical and Moral Analysis (3 credits)

Requirements consist of a 3-credit course that is substantially concerned with ethical theories and questions. Choose course from Philosophy (PHIL), Religion (RELI), a course that has “ethics” in its title or a course designated as meeting the requirement within a major program.

#### F. Scientific Analysis (6 credits)

Requirements consist of a minimum of 6 credits of laboratory science from Biology (BIOL), Chemistry (CHEM), Environmental Science (ENVR), Marine Biology (MBIO) or Physics (PHYS).

### II. Liberal Arts Distribution (21 credits)

#### A. Language (3 credits)

If a student is beginning a new language, Elementary II (1102) is required to fulfill the 3-credit language requirement. If the student is taking a language previously studied, successful completion of Intermediate I (2103) fulfills the requirement. The student taking a previously studied language must take the placement test. If the placement score is above the Intermediate I level, the student is excused

# Addendum

from the language requirement and will need to replace those 3 language credits with a free elective.

## **B. Social and Behavioral Sciences (6 credits)**

This requirement can be satisfied by 6 credits of course work in Communication (COMM), Criminal Justice (CRIM), Political Science (POLS), Psychology (PSYC) or Sociology (SOCL). Courses may be within the same discipline or different disciplines, but either way at least one course must be at the 2000 level or above.

## **C. Arts and Culture (6 credits)**

This requirement can be satisfied by 6 credits of course work in Dance (DAN), Music (MUS), Theater (THEA), Language (LANG) or any adviser-approved foreign language; or ART1141 2-Dimensional Design; ART1142 3-Dimensional Design; ART1144 Color Theory I; ART1151 General Drawing I; ART1153 Life Drawing I; ART1157 Printmaking I; ART1158 Silk-screen Printing I; ART1159 Monotype Printmaking; ART1161 Painting I; ART1167 Collage and Mixed Media; ART1169 Watercolor Painting I; ART1181 Sculpture I; ART1187 Ceramics I; ART1189 Jewelry I; ART1832 Alternative Art I; ART1841 Pastel Drawing I; COMM2103 Culture and Communication in Film; COMM2104 Language, Culture Communication; COMM2210 Popular Culture and the Media; COMM2415 Sports and Popular Culture; COMM2743 History of Film: Special Topics; COMM2745 Introduction to Film; or EPS1201 English for Professional Success: Global Exchange — New York City as a Classroom.

## **D. Humanities (6 credits)**

This requirement can be satisfied by 6 credits of any course that has the prefix ENGL, HIST, HUMN, LANG, PHIL or RELI. Courses may be within the same discipline or different disciplines, but either way at least one course must be at the 2000 level or above.

## **III. University Requirements (8 Credits)**

UNIV1001 Transitioning to University Life  
UNIV1002 Preparing for Professional Life  
UNIV2001 Cross-cultural Perspectives  
UNIV2002 Global Issues.

Up to 6 credits from the major and 6 credits from the minor may be applied toward the General Education requirements.

(Page 130)

## **Education: QUEST Five-year B.A. or B.S./M.A.T. Program (Teacher Certification)**

Updated.

Courses leading to teacher certification are offered as a curriculum concentration in the QUEST five-year accelerated (B.A. or B.S./M.A.T.) program. (Also see pages 206–207.)

Students may select a QUEST program in general education (regular classroom teacher) at the P–3, elementary or secondary level. QUEST also offers the opportunity to select a dual certification program in early childhood (P–3), elementary education (K–6) or secondary education (7–12) with a second certification as Teacher of Students with Disabilities (TSD). Students desiring the dual certification program in elementary or secondary education need to join QUEST in their freshman year.

Updated.

## **Admission to and Matriculation into QUEST Program**

Freshmen entering the QUEST program are required to have a high school grade point average (GPA) of 3.00 or greater and a minimum of 1,080 on the SAT (combined verbal and mathematics) or a 21 composite on the ACT. Sophomores and juniors requesting admission to the QUEST program must have a college/university cumulative grade point ratio (CGPR) of 3.00 or greater. Students entering the QUEST program are not formally matriculated into QUEST until they have 60 credits and have met the following requirements:

- 60 earned credits;
- CGPR of 3.00 or greater; and
- Pass the new Praxis I – CORE Battery, which consists of three tests in basic skills as follows:

1. Core Academic Skills for Educators: Reading
2. Core Academic Skills for Educators: Writing
3. Core Academic Skills for Educators: Mathematics

Students are required to take and pass the CORE Battery by the end of their sophomore year to continue in the QUEST program. Juniors seeking admission to QUEST must take and pass the CORE Battery during their first semester in the program. All three exams must be passed to become matriculated. Students who do not pass all three exams may be restricted in taking education (EDUC) courses. Students may be exempted from the CORE Battery if they meet one of the following alternatives:

- SAT (if taken between April 1, 1995, to February 28, 2016): Reading 560; Mathematics 540
- SAT (if taken on or after March 1, 2016): Reading 610 Evidence-based Reading and Writing or 30 Reading Section; Mathematics 570
- ACT (if taken on or after August 28, 1989): English 23; Mathematics 23
- If a candidate completed and passed the Pre-Professional Skills Test (PPST/Praxis I) prior to June 2014, the School of Education will accept passing scores on those exams to satisfy the basic skills requirement (passing scores on the PPST are as follows: Reading 175, Mathematics 174, Writing 173).

# Special Programs

## Combined Degree Programs

(Page 206)

Updated.

### **B.A. or B.S./M.A.T. QUEST Teacher Preparation Five-year Program**

The QUEST (*QU*ality in Education, *S*chools and *T*eaching) program is offered by the Peter Sammartino School of Education at the Florham Campus, Madison, New Jersey, and the Metropolitan Campus, Teaneck, New Jersey.

The program is open to students who wish to be certified to teach at the preschool (P-3), elementary (K-6) or secondary (K-12 – subject specific) school level(s) in the area of their liberal arts/science major. All tracks result in the B.A. or B.S. degree in a liberal arts/science major with graduate-level, advanced course work towards a Master of Arts in Teaching (M.A.T.) degree. See pages 62, 130 and 206 for additional information. Also see additional information in addendum this page.

Students may select a QUEST program in general education (regular classroom teacher) at the P-3, elementary or secondary level. QUEST also offers the opportunity to select a dual certification program in early childhood (P-3), elementary education (K-6) or secondary education (K-12 – subject specific) with a second certification as Teacher of Students with Disabilities (TSD). Students desiring the dual certification program in elementary or secondary education need to join QUEST in their freshman year.

Updated.

### **QUEST Program**

Students typically enter the program in their freshman year. FDU students and admitted transfer students may enroll in QUEST in their sophomore or junior years, subject to an interview with the QUEST adviser, a review of transcripts and meeting QUEST program admissions and matriculation requirements.

Admission and matriculation in the QUEST program are as follows:

Freshmen entering the QUEST program are required to have a high school grade point average of 3.00 or greater and a minimum of 1,080 on the SAT (combined verbal and mathematics) or a 21 composite on the ACT. Sophomores and juniors requesting admission to the QUEST program must have a college/university cumulative grade point ratio (CGPR) of 3.00 or greater. Students entering the QUEST program are not formally matriculated into QUEST until they have 60 credits and have met the following requirements:

- 60 earned credits;
- CGPR of 3.00 or greater; and
- Pass the new Praxis I – CORE Battery, which consists of three tests in basic skills as follows:

1. Core Academic Skills for Educators: Reading

2. Core Academic Skills for Educators: Writing

3. Core Academic Skills for Educators: Mathematics

Students are required to take and pass the CORE Battery by the end of their sophomore year to continue in the QUEST program. Juniors seeking admission to QUEST must take and pass the CORE Battery during their first semester in the program. All three exams must be passed to become matriculated. Students who do not pass all three exams may be restricted in taking education (EDUC) courses.

Students may be exempted from the CORE Battery if they meet one of the following alternatives:

- SAT (if taken between April 1, 1995, to February 28, 2016): Reading 560; Mathematics 540
- SAT (if taken on or after March 1, 2016): Reading 610 Evidence-based Reading and Writing or 30 Reading Section; Mathematics 570
- ACT (if taken on or after August 28, 1989): English 23; Mathematics 23
- If a candidate completed and passed the Pre-Professional Skills Test (PPST/Praxis I) prior to June 2014, the School of Education will accept passing scores on those exams to satisfy the basic skills

requirement (passing scores on the PPST are as follows: Reading 175, Mathematics 174, Writing 173).

In addition to the academic study listed below, beginning in the first year, the program offers extensive field experiences in select public schools.

Faculty advisers work closely with students, individually and/or in groups, to provide guidance as students complete their programs of study.

(Page 208)

Updated. First paragraph.

### **B.A. or B.S./M.A.T. Dual Certification in Elementary and Special Education Five-year Program**

The dual certification in early childhood, elementary education or secondary education and special education is offered by the Peter Sammartino School of Education. The program is offered to students who wish to be certified to teach in early childhood and special education, elementary and special education or secondary and special education. Students will earn a B.A. or B.S. degree in a liberal arts/science major with graduate-level, advance course work toward a Master of Arts in Teaching (M.A.T.) degree. See pages 206–207 and 208 for additional information.



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