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# **INTRODUCTION**

# Introduction

## **Mission**

The University of Bridgeport offers career-oriented undergraduate, graduate, and professional degrees and programs for people seeking personal and professional growth. The University promotes academic excellence, personal responsibility and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. The University is independent and non-sectarian.

## **History**

The University of Bridgeport was founded in 1927 as the Junior College of Connecticut — the first junior college chartered by any legislature in the northeastern states. The college had as its purpose, in the words of the founders, to develop in students a point of view and a habit of mind that promotes clear thinking and sound judgment in later professional and business experience. Although UB has changed in many ways since then, this commitment to student preparation and community service remains central to its mission.

The Junior College of Connecticut became the University of Bridgeport in 1947, when the State of Connecticut chartered the institution as a four-year university with authority to grant the baccalaureate degree. By that time, the former Barnum estate at Seaside Park had been purchased and growth in students, faculty, programs and buildings was rapid. The College of Arts and Sciences and the College of Business were added at once, and the colleges of Nursing, Education, and Engineering soon after. The Junior College expanded its offerings through a merger with the Weylister Secretarial Junior College of Milford, Connecticut, and through the addition of the Fones School of Dental Hygiene (at its inception in 1949 the only such school in Connecticut and the second in New England).

By 1950, the University had moved from the original Fairfield Avenue location to the present Seaside Park campus, which has since grown from 22 to 53 acres. Enrollment was nearly 3,500 students, including a number of international students, taught by a faculty of

183 men and women. In 1951 the University awarded its first Master's degree.

In 1953 the University expanded its programs when Arnold College, the oldest co-educational school of physical education in the United States, merged with and was incorporated into the College of Education.

In January 1979 UB inaugurated its first doctoral degree program, Educational Leadership; and in 1991 the College of Chiropractic was established, representing the first affiliation of a chiropractic school with a university in the United States. In 1992 significant financial support from the Professors World Peace Academy (PWPA), a non-profit organization of academicians dedicated to world peace through education, enabled the University of Bridgeport to continue its programs in the aftermath of a major labor dispute. In 1996 the University established the College of Naturopathic Medicine. In 2005 the Ph.D. in Computer Science and Engineering was added.

## **University of Bridgeport Today**

The University today continues its commitment to excellence as it maintains its tradition of responding to the changing needs of society through the liberal arts and its professional programs. Programs are focused so that students receive the kind of personal advising and attention usually found only at small colleges. Furthermore, the University takes full advantage of its location in a progressive urban setting, using regional resources as “living laboratories” to supplement the traditional academic instruction offered on the campus. Through co-operative education programs, students can learn from experience by integrating classroom studies on campus with supervised employment in industrial, service, and government sectors.

The University through its schools and colleges offers a variety of undergraduate and graduate degree programs from associate through doctoral levels. In addition, the University's College of Chiropractic awards the Doctor of Chiropractic degree; College of Naturopathic Medicine awards the Doctor of Naturopathic Medicine and Acupuncture awards the Master of Science in Acupuncture.

The School of Professional Studies offers

undergraduate courses with flexible scheduling for part-time adult students, at the main campus, at the branch campus in Stamford, CT, and in Waterbury, CT and UB Online has both undergraduate and graduate degree programs entirely online.

The University sees its student body as a valuable resource. Approximately 5,000 students were enrolled in 2012-2013, sixty percent of whom are full-time, coming from 45 states and 86 foreign countries and representing a rich diversity of ethnic and cultural backgrounds.

## **Faculty**

The UB instructional staff consists of 121 full-time faculty, and nearly all hold doctoral or terminal degrees in their fields. The regular faculty is augmented by approximately 370 adjunct faculty.

Faculty honors include Fulbright Scholars, National Science Foundation Fellows, Ford Fellows, National Endowment for the Humanities Fellows, American Council for Learned Societies Scholars, Phi Beta Kappa Scholars, Phi Kappa Phi Scholars and Sigma Xi Scholars.

## **Accreditations and Memberships**

The University of Bridgeport is accredited by the New England Commission of Higher Education (NECHE) formerly New England Association of Schools and Colleges (NEASC).

The University also is accredited by the Office of Connecticut of Higher Education. National accreditations of professional programs have been granted by the following accrediting bodies in the areas noted:

**Name of Programs** — Accreditor

**Educator Preparation** — The Connecticut State Department of Education under NCATE standards

**Engineering** — Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)

**Acupuncture** — The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) (MS-AC, MS-TCM, DTCM)

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**Chiropractic** — Commission on Accreditation of the Council on Chiropractic Education (CCE)

**Naturopathic Medicine** — Council on Naturopathic Medical Education (CNME)

**Design Programs** National Association of Schools of Art and Design (NASAD)

**Business Programs** — The Association of Collegiate Business Schools and Programs (ACBSP)

**Physician Assistant** — Accreditation Review Commission on Education (ARC-PA)

**Medical Laboratory Science Programs** — National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

**Nursing** — The Commission on Collegiate Nursing Education (CCNE)

**Nutrition** — The Accreditation Council for Nutrition Professional Education (ACNPE)

The University holds membership in the American Council on Education, the American Association of University Women, the American Association of Colleges for Teacher Education, the Connecticut Conference of Independent Colleges, the Council of Graduate Schools, the College Board, and the Association of Accredited Naturopathic Medical Colleges, the American Association of Acupuncture and Oriental Medicine, the Connecticut Distance Learning Consortium, the American Society for Engineering Education, the Association of Chiropractic Colleges, the National Association of Independent Colleges and Universities, the National Association of College and University Business Officers, the Commission on Accelerated Programs, New England Association for College Admission, the National Association of College Admissions Counselors, the New England Association of College Admission Counselors, NAFSA (Association of International Educators), the Institute of International Education, and AACRAO - American Association of Collegiate Registrars and Admission Officers.

## Campus and Campus History

The University of Bridgeport is located fifty-five miles from New York City. Bridgeport, Connecticut's largest city, borders the 53-acre campus to the north. Seaside Park and the Long Island Sound, with some of the fin-

est sandy beaches between New York and Cape Cod, mark the southern boundary. The unique location of the campus offers a variety of advantages to the University community. The Sound and the Park are settings for studies in marine biology and for the enjoyment of sun and recreation. The city and county provide opportunities for becoming involved in work-study programs with schools, government and some of the country's largest Fortune 500 and multi-national corporations.

The architectural diversity of UB's fifty-three buildings, from stately homes as well as newer structures of modern design, reflects the origins and progress of the university and also embodies its twofold commitment to solidity and change. The entrance to *Marina Dining Hall*, was once the entrance arch to the estate of Phineas Taylor Barnum, who served as Mayor of Bridgeport from 1875 to 1876 and played a crucial role in the city's cultural and economic development. *Bryant Hall*, with its inlaid mosaic entryway and ornately carved banisters and ceilings, was built in 1895 for inventor Waldo C. Bryant. The *Carstensen Hall* is a facsimile of a pavilion at the 1893 Columbian Exposition. It was designed in 1899 for the chemist George Edwards, whose research led to improving the durability of silver plate. Between the campus and Seaside Park is the *Perry Arch*, designed by Henry Bacon, who also designed the Lincoln Memorial in Washington D.C.

The more modern buildings house academic and student life on campus:

The *Arnold Bernhard Arts and Humanities Center* is a focal point for the cultural life of the University and of the Greater Bridgeport community, as well as the center for the study and appreciation of art, music, cinema, design and drama. Facilities include classrooms, studios, the 950-seat *Andre and Clara Mertens Theater*; the small in-the-round experimental *Austin W. Matber Theatre*, the *Littlefield Recital Hall*, and the Schelfhault Gallery. Located on the ninth floor is the *Henry B. duPont III Tower Room*, used for meetings and receptions.

The *Carlson Building*, prominently located on the main quad of the University, was built by the generosity of William and Phillips Carlson in 1955. Until the completion of Wahlstrom Library in 1974, Carlson served

as the University's first standalone library. Today it houses the School of Education on its first floor and the School of Public and International Affairs on its second floor. The building also houses the language laboratory and the film and video facility.

The *John J. Cox Student Center* provides social, recreational, and extracurricular cultural programs. It has a social hall with a seating capacity of 400; lounges and meeting rooms; a games room and bowling alley; the office of The Scribe (the campus newspaper); the studio and transmitter of WPKN (an independent non-commercial FM radio station); and offices of the Student Congress and student clubs and organizations, as well as offices of the Student Development division.

The *Charles A. Dana Hall* of Science is designed for study and research in biology, chemistry, physics, health sciences, medical laboratory science and geology. There is a 285-seat lecture auditorium, and the unique Science Wall of Honor commemorating thirty-seven of the world's "Immortals of Science." It is also the home of the School of Arts and Sciences.

*Eleanor Naylor Dana Hall* provides facilities for the Physician Assistant Program and the graduate program in Human Nutrition.

The *UB Health Sciences Center* houses the UB Clinics in Acupuncture, Chiropractic, Dental Hygiene, and Naturopathic care. It is also the home to the Administration for the Acupuncture Institute, School of Naturopathic Medicine and the Fones School of Dental Hygiene.

The *Harvey Hubbell Gymnasium* is the center for intercollegiate sports programs. It seats 2,500 spectators.

*Ernest C. Trefz School of Business* houses the School of Business and a major computer laboratory.

The *College of Chiropractic Building* has class and conference rooms, offices, a laboratory, and an auditorium seating two hundred people. It is equipped with the modern facilities necessary for the professional programs offered by the Chiropractic faculty.

The *Technology Building* provides the engineering disciplines with the special capabilities and equipment needed for programs in biomedical, mechanical, electrical and com-

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puter engineering.

The *Magnus Wablstrom Library* is the academic and physical heart of the campus. The nine-story building is home to many different types of information resources, collections, and services.

The "Garden Level" houses the Office of the Registrar, The Bursar and Financial Aid, Career Services as well as the School of Professional Studies and UB Online. The Sixth floor the Office of Admissions. The Seventh floor houses the Division of Administration and Finance and the Office of the Provost. The Eighth floor houses the Office of the President.

The *Wheeler Recreation Center* offers opportunities for students to enjoy recreational sports. Wheeler has a 25-meter pool with one-meter and three-meter diving boards and adjacent steam room and sauna facilities. The field house has a multi-purpose area for tennis, basketball, and volleyball, with a jogging track around the perimeter. In addition, there are courts for racquetball and handball.

## Security Services

The University offers a combination of security services that include a Securitas Security Service USA managed public safety force, escort services, and twenty-four-hour monitored access to all residence halls.

## LiveSafe

LiveSafe is the personal UB security and information phone application for all students, faculty and staff. It is available for Android and iPhone devices. LiveSafe allows the user to send tips and messages to Campus Security, share locations with friends or family, locate buildings on campus and access emergency services and preparedness information.

The information is easy to obtain directly from a hand-held device by scrolling through the information tabs provided and opening the tab to reach Campus Security while on campus or 911/police when off-campus. Also available is the SafeWalk feature which allows a family member or friend to follow users on the application to ensure the safe arrival to the destination of their choice. If users are looking for a specific building on campus, the LiveSafe application can give

walking or driving directions from wherever they are to the university destination address they choose.

Download the free mobile app at <http://links.livesafemobile.com/UBridgeport>. All faculty, staff, and students should select the University of Bridgeport organization when configuring the UB LiveSafe app. For an instructional video on how to use the feature-rich app, go to <https://livesafe.wistia.com/medias/kc0y5i2vup>.

## Emergency Broadcast System

The University of Bridgeport has established an Emergency Broadcast System through LiveSafe. LiveSafe allows the University of Bridgeport to transmit messages to users, informing them of an event that may have a direct impact on health or safety.

## Social and Cultural Opportunities

Cultural events at the University of Bridgeport offer entertainment of high quality. Art exhibits, theatre productions, dance ensembles, music ensembles, classic cinema, lectures and concerts by UB groups, including the Jazz Ensemble are regularly scheduled.

Student organizations of the University plan a wide range of social programs from movies to dances, rock concerts, international festivals, coffee houses, lectures and comedy acts.

The University's schedule of events in the fine and performing arts is complemented by its location in the center of Fairfield County, one of the country's most desirable recreational and cultural areas. New England village greens and historic communities are within easy reach of the campus. The Southern Connecticut area is home to the Westport Country Playhouse and New Haven's Long Wharf and Yale Repertory theatres. The cultural resources of New York and Boston are within convenient traveling distance by car, bus, or train.

## International Activities and Study Abroad

The University of Bridgeport offers a wide range of opportunities for students to learn about other cultures and to understand American culture. Students from approximately 80 countries attend the University. Through formal events such as the annual

International Festival sponsored by the Office of International Affairs and the International Relations Club, and through informal contacts in and out of class, students from different cultures are able to meet and get to know one another.

## Study Abroad

The Office of Study Abroad, housed within the Heckman Center for the Bridgeport Plan, is dedicated to providing academic credit-bearing international programs that help equip all students with the intercultural competence and leadership skills necessary to succeed in today's globalized job market.

Study Abroad offers a wide range of programming in order to meet the diverse needs of our students. In addition to UB Faculty-Led Programs, the University of Bridgeport has established relationships with a variety of external partner institutions and study abroad program providers. Through these partnerships, UB students have options to study all around the world.

For more information please visit our website at [www.bridgeport.edu/study-abroad](http://www.bridgeport.edu/study-abroad).

## Computing Facilities

Academic and Campus Technology Services (ACTS) provides computing, information, and networks services to the entire campus community.

A campus-wide fiber optic network for data communication provides data connectivity for students, faculty, and staff. A state-of-the-art digital network system offers students, faculty, and staff access to all on-campus computing resources, as well as remote computing resources via the Internet.

ACTS maintains the University-wide computing infrastructure for academic and administrative use, utilizing state-of-the-art computing and network solutions. All central and distributed computers and about 1000 workstations and other devices are connected to the campus network, providing each user with access to computing resources. Every faculty and staff member has a PC or laptop connected to the campus network. Phone, cable, and high speed data connectivity is extended to all residence hall rooms.

In addition to numerous departmental com-

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puting labs, ACTS manages public student labs, located in Mandeville Hall, Engineering and Technology Hall, and Wahlstrom Library Learning Commons. All computers support general purpose applications, such as word processing, spreadsheets, graphics, and data base management systems. The Waterbury center has a general computer lab to support those students attending classes at that facility.

The University's Portal ([myub.bridgeport.edu](http://myub.bridgeport.edu)) provides access to email and other student-designated resources. All students have free Web space and additional space for storing critical data. Additional facilities permit students to review schedules and perform grade-lookup.

ACTS also includes wireless access in all study lounges on each floor of each residence hall. General wireless areas include the Wahlstrom Library as well as a popular student gathering location in Knight's End Café.

ACTS provides support for setting up student UB accounts and wireless issues. Students who need assistance can go to the Print/Copy Center on the first floor of the library for help. Support is available during the hours of operation of the library.

# Admissions

*Vice President for Enrollment Management:*  
Louis Izzi

Office of Admissions  
126 Park Avenue  
Bridgeport, CT 06604

203-576-4552 • 1-800-EXCEL-UB

Fax: 203-576-4941

E-mail: [admit@bridgeport.edu](mailto:admit@bridgeport.edu)

Internet Home Page:

<http://www.bridgeport.edu>

## Admissions Policy

All University of Bridgeport applications are reviewed and evaluated on an individual basis. The University of Bridgeport admits qualified students regardless of race, color, sex, religion, age, national and ethnic origins or handicap. Applications are accepted and reviewed on a rolling basis throughout the year.

## Application

An application may be obtained from the Office of Admissions, 126 Park Avenue, University of Bridgeport, Bridgeport, Connecticut 06604. A non-refundable application fee must accompany the application. Checks should be made payable to "The University of Bridgeport." For further information, please call (203) 576-4552 or toll free 1-800-EXCEL-UB (392-3582).

You can also apply online by visiting our website at [www.bridgeport.edu](http://www.bridgeport.edu) or email us for more information at [admit@bridgeport.edu](mailto:admit@bridgeport.edu).

All interested students are encouraged to visit the University of Bridgeport to meet with an Admissions Counselor and tour the campus.

## Undergraduate Applicants

### FIRST YEAR STUDENTS

Freshmen candidates must submit:

- A. An Application for admission
- B. An official high school transcript or GED (General Equivalency Diploma)
- C. Either SAT or ACT scores or a writing sample
- D. FAFSA (if applying for financial aid)
- E. Application Fee

Dental Hygiene and Health Sciences: Pre-Nursing applicants are also required to submit a personal statement and two letters of recommendation.

The University of Bridgeport reserves the right to waive the need for certain documents or to request additional documentation.

### SECONDARY SCHOOL PREPARATION

The Admissions Committee places emphasis on the quality of the preparatory work of each applicant.

An applicant should be a graduate of a regionally accredited secondary school (or its substantial equivalent) and should present sixteen acceptable units of academic work, including four units in English, three units in Mathematics, two units in a lab science, two units in the social sciences and a minimum of five electives. An applicant who has not satisfied the distribution of college requirements but has presented convincing evidence of the quality of his/her high school work, may be admitted with the provision that the deficiencies must be addressed before or in conjunction with the beginning of study in his or her academic program of choice.

Students are admitted for both the Fall and Spring terms. Students must notify the Office of Admissions if it is their intention to defer their enrollment.

Students whose first language is not English and who have been in an American high school for less than two years may submit the results of the Test of English as a Foreign Language (TOEFL) to demonstrate English language proficiency.

### TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

TOEFL/TSE Services

P.O. Box 6151

Princeton, NJ 08541-6151 USA

(609) 771-7100

[www.ets.org/toefl](http://www.ets.org/toefl)

### TRANSFER STUDENTS

An applicant who has attempted 12 or more semester hours at an institution whose accreditor is recognized by the Council for Higher Education Accreditation is consid-

ered a transfer applicant. The Admissions Staff will evaluate transfer credit and core credit. For further details, see catalog section on core curriculum. Requests for core credit based on a course meeting the "spirit" of the core will be referred to the chair of the Core Commission for evaluation.

### TRANSFER CANDIDATES MUST SUBMIT:

- A. An Application for admission
- B. Proof of high school completion or G.E.D. (General Equivalency Diploma).
- C. An official copy of all college transcripts from each post-secondary institution previously attended. An applicant who fails to indicate attendance at a previous institution at the time of application may forfeit eligibility for transfer credit.
- D. FAFSA (if applying for financial aid)
- E. Application Fee

The University of Bridgeport reserves the right to waive the need for certain documents or to request additional documentation.

Transfer credit is awarded only for courses in which a grade of "C" or better is earned.

Dental Hygiene and Health Sciences: Nursing applicants are required to also submit an official high school transcript, official SAT/ACT scores, a personal statement, and letters of recommendation.

The status of any applicant admitted before all final, official transcripts are received will be reevaluated upon receipt of the final transcript. Final transfer evaluation requires approval of the Dean. Transfer applicants are urged to apply well in advance of the opening date of the term in which they plan to enter. This will enable the student to receive a timely evaluation of their transfer credit and appropriate academic advisement and program planning.

Students are admitted for both the Fall and Spring terms. Students must notify the Office of Admissions if it is their intention to defer their enrollment

Students are required to complete their last thirty semester hours at the University of Bridgeport and meet course requirements as described in each program to be eligible

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for a degree. A maximum of 66 credits may be awarded from two-year colleges and 90 credits from accredited four-year institutions. Transfer credit is awarded on a course by course basis.

## Articulation Agreements

The University has articulation agreements with the following institutions:

- Capital Community College
- Gateway Community College
- Housatonic Community College
- Middlesex Community College
- Naugatuck Community College
- Northwestern Community College
- Norwalk Community College
- Tunxis Community College
- Westchester Community College

## Academic Credit from Non-University Sponsored Instruction

The following are four categories of assessment from which University of Bridgeport (UB) academic credit is awarded for prior learning earned in non-university sponsored instruction.

### Standardized Tests—College Level Equivalent Proficiency (CLEP)

UB accepts up to thirty (30) credit hours from the credit recommendations of the College Board's College Level Equivalent Proficiency (CLEP) exam program. Undergraduate students may earn up to 30 semester hours of credit (one year's studies) by demonstrating subject area competence through standardized testing. CLEP credit may not be used to satisfy the minimum University 30-hour residency requirement. CLEP credit is not included in the student's credit hours earned at the University of Bridgeport and is not computed in the student's quality point ratio at the University. CLEP credit is not considered in the total number of UB hours used to determine eligibility for graduation honors. Information on subject matter and testing procedure is available at the School of Professional Studies or at the College Board at: [clep.collegeboard.org](http://clep.collegeboard.org).

## Nationally Recognized Evaluations for Credit Recommendations

UB accepts evaluations of non-university sponsored instruction as part of a student applicant's transfer evaluation. UB accepts evaluations of non-university sponsored instruction from the following nationally recognized institutions:

- American Council on Education College Credit Recommendation Service: ACE CREDIT recommends academic credit for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.
  - ACE CREDIT includes evaluations on military credits, DSST exams, ALEKS Exams (McGraw-Hill) and many more non-university organizations.
  - The ACTFL Oral Proficiency Interview (OPI), the ACTFL Writing Proficiency (WPT), the ACTFL Reading Proficiency Test (RPT), the ACTFL Listening Proficiency Test (LTP) and the ACTFL Oral Proficiency Interview Computer Test (OPIC) are recommended for college credit by the American Council on Education (ACE).
- National College Credit Recommendation Service (formerly National PONS), under the auspices of the State University of New York, Board of Regents, evaluates training and education programs offered outside of the traditional college classroom setting and recommends them for college credit equivalencies. National CCRS coordinates teams of college faculty evaluators and subject matter experts to conduct extensive reviews of education and training programs offered by corporations, unions, religious organizations and proprietary schools.

Students applying for admission to the University should include these evaluations with their application and follow the same procedures as a transfer student. The equivalent credit will be assessed in conjunction with the academic program and other earned transfer credits. See Transfer Students on page 6.

## Credit for Life Work Experience Program (CLWEP)

Some students acquire mastery over course subject matter through prior work or training experience. UB values the university-level knowledge that student's may have acquired outside the traditional university classroom.

In the CLWEP portfolio assessment, students demonstrate that what they already know is equivalent to what they would have learned in an equivalent college course. A student may have acquired this knowledge through past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences. A portfolio enables the student to identify and articulate this knowledge, and potentially earn credit for it.

Students learn the process of identifying areas of course-equivalent learning and portfolio development skills through the CLWEP guidelines and assessment plan that can be acquired through the School of Continuing & Professional Studies.

CLWEP credit may not be used to satisfy the minimum University 30-hour residency requirement. CLWEP credit is included in the student's semester hours earned at the University and also in the total number of UB hours used to determine eligibility for graduation honors. However, such credit is not computed in the student's quality point ratio at the University.

## Special Instructions for Specific Majors

### DESIGN PORTFOLIO REQUIREMENTS

SASD is looking for a passion for art and design in a portfolio. We recommend that students choose from the following for inclusion in their portfolio: drawings, paintings, posters, photography or video, sculpture, ceramics, fashion, or work for a school year-book or class.

Submissions should contain 10-12 samples

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of your work. Portfolios may be emailed, mailed in on DVD, posted to a personal web site, or hand delivered in hard copy form.

If a student does not have art or design work or attends a school that does not provide art or design classes, he or she may contact SASD for an assignment to complete at home. In these cases, we encourage students to visit SASD so a faculty member can provide both examples and materials.

Please contact [sasd@bridgeport.edu](mailto:sasd@bridgeport.edu) for further information.

## DENTAL HYGIENE

Freshman Students: Graduation from a regionally accredited secondary school. A high school background that includes four years of English, two years of Math, one year of College Prep Chemistry with a laboratory, one year of College Prep Biology with a laboratory and courses in social studies. An overall B is recommended. All students who are applying as a full-time freshman must take the SAT or the ACT. Scores should be sent directly to the Office of Admissions.

Students applying as freshman will be considered for entrance into a pre-dental hygiene curriculum to complete prerequisite courses. Students who successfully complete the freshman courses will enter the clinical program in their sophomore year.

Transfer Students: A student who has attempted 12 or more semester hours at a regionally accredited institution is considered a transfer applicant. The following courses or course equivalents as determined by UB Admissions transfer credit evaluation must be completed: Anatomy and Physiology I & II for eight credits; a College Chemistry course with a laboratory; Intermediate Algebra; and English Composition. A minimum grade of C or higher in the pre-requisite courses with a combined GPA of 2.7 is required; an overall GPA of a 2.5 or above is required.

Students without science prerequisites may begin at the Fones School in a pre-dental hygiene curriculum upon recommendation of the Director. Clinical students must begin in the fall semester of an academic year and attend full time.

## HEALTH SCIENCES: PRE-NURSING

Freshman Students: Graduation from a re-

gionally accredited secondary school. A high school background that includes four years of English, two years of Math, one year of College Prep Chemistry with a laboratory, one year of College Prep Biology with a laboratory and courses in social studies. An overall B is recommended. All students who are applying as a full-time freshman must take the SAT or the ACT. Scores should be sent directly to the Office of Admissions. Freshmen students must begin in the fall semester of an academic year and attend full time.

Transfer Students: A student who has attempted 12 or more semester hours at a regionally accredited institution is considered a transfer applicant. Admission to nursing programs requires satisfactory completion of coursework in the sciences and other areas. To ensure that transfer credit and courses taken at UB fulfill those requirements, students will select courses with the help of an advisor. A minimum grade of C or higher in all pre-requisite courses and a GPA of a 2.5 or above is required.

Students without science prerequisites may begin the Health Sciences curriculum upon recommendation of the Dean.

## MUSIC

Applicants should call the Department at (203) 576-4407 for information.

## ATHLETICS

The University of Bridgeport offers a full program of NCAA Division II intercollegiate sports, including basketball, baseball, cross-country, and soccer for men, and basketball, softball, cross-country, gymnastics, volleyball, lacrosse and soccer for women. Athletic scholarships are available. All students who wish to participate in intercollegiate athletics are required to register with the NCAA Initial-Eligibility Clearinghouse. For more information and a Clearinghouse registration form, please contact your high school guidance office or the UB Athletic Department at (203) 576-4735.

## International Applicants

The University of Bridgeport enrolls students from more than 80 nations. To be considered for admission, students must complete the

International Student Application which can be obtained by writing the Office of Admissions, University of Bridgeport, Bridgeport, CT 06604 U.S.A., by fax at 203-576-4941 or on-line at <http://www.bridgeport.edu>. A non-refundable application fee should accompany the application. Checks should be made payable to "The University of Bridgeport."

Official copies of original transcripts of all academic work must be submitted along with the official, literal, word for word, English translations. In addition, students are required to demonstrate that sufficient funds are available to meet the cost of tuition, fees and living expenses. The Financial Statement form is included in the International Student Application.

## INTERNATIONAL CANDIDATES MUST SUBMIT:

- A. A completed admissions Application for International Students.
- B. An official transcript of all previous academic work along with a literal English translation.
- C. Documentation that sufficient funding is available to meet the University's tuition and fees and living expenses.

## English Language Requirements

Those whose native language is not English are also required to show English language proficiency. You can demonstrate proof of English Language competency by meeting any one of the criteria listed below.

1. A letter certifying completion of level 6 at the University's English Language Institute (ELI) or attainment of a satisfactory score on the University of Bridgeport's English Language Assessment Battery (ELAB).
2. A minimum TOEFL score of 500 (PBT), 173 (CBT), or 61 (IBT) for undergraduates and a minimum score of 550 (PBT), 213 (CBT), or 80 (IBT) for graduates (post-graduates).
3. A minimum IELTS (Cambridge Testing) Band score of 6.0 for Undergraduates and a minimum Band score of 6.5 for graduates (post-graduates).
4. A transcript from an accredited American university indicating a grade of "C" or



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- better in one semester of college English Composition.
5. Critical Reading SAT score of 400 or above; or ACT English score of 19 or above.
  6. An official letter certifying completion of ELS (English Language Service) through level 112.
  7. An official letter certifying completion of CSE (The Center for English Studies) through level 7.5.
  8. A Michigan English Assessment Battery (MELAB) score of 69 or above for undergraduates and score of 77 or above for graduates.
  9. A Prueba de Aptitud Académica (PAA) English achievement score of 500 or above.
  10. A level of "Advanced" on the English Language Proficiency Test of the College Board.
  11. An official "O" level or "A" level Certificate indicating a grade of "C" or better in English.
  12. An EIKEN score of Grade 2A or above for undergraduates and a score of Grade Pre-1 or above for graduates.
  13. A score of 4 or better on the "English A" Higher Level examination in the International Baccalaureate (IB) program.
  14. WAEC, WASSE, CXC, etc. – Score of "C" or better on English Language exam.
  15. A minimum Pearson Test of English Academic (PTE Academic) score of 44 for undergraduates and a minimum PTE Academic score of 53 for graduates (post-graduates).

You must demonstrate English language competency in one of the ways listed above. If you don't demonstrate English language competency in one of these ways prior to registration, you will be given the University English Language Assessment Battery (ELAB) test upon arrival. If you pass at a satisfactory level, you may begin classes.

Information on the intensive program of English as a Second Language offered by the University's English Language Institute may be obtained by contacting: English Language

Institute, Carlson Hall, University of Bridgeport, Bridgeport, CT 06604, U.S.A.; Telephone: (203) 576-4860; Fax: (203) 576-4861; E-mail: [esl@bridgeport.edu](mailto:esl@bridgeport.edu); Internet: <http://www.bridgeport.edu/eli>.

## ENGLISH LANGUAGE TESTING INFORMATION

Students whose first language is not English may submit the results of the Test of English as a Foreign Language (TOEFL) or the results of the International English Language Testing System test (IELTS) to demonstrate English language proficiency.

## TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

TOEFL/TSE Services  
P.O. Box 6151  
Princeton, NJ 08541-6151 USA  
(609) 771-7100  
[www.ets.org/toefl](http://www.ets.org/toefl)

## INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

IELTS USA (Cambridge Testing)  
825 Colorado Boulevard, Suite 201  
Los Angeles, CA 90041  
1 323 255 2771  
[ielts@ielts.org](mailto:ielts@ielts.org)

## Graduate Applicants

Applicants to the University of Bridgeport are required to have an undergraduate degree from an accredited institution or from a recognized international university. Official transcripts of all previous course work should be sent directly to the Office of Graduate Admissions.

Admission decisions are based primarily on an applicant's undergraduate record. A prospective student who is currently completing undergraduate study should submit an official transcript complete to the date of application. In most cases, an admission decision will be made on the basis of a partial transcript, contingent upon completion of the baccalaureate degree. Registration will not be permitted until a final, official transcript is submitted to the Office of Admissions.

Generally, students may be admitted for any term — fall, spring or summer. Should a stu-

dent be unable to enter the university during the term for which admission is granted, the offer of acceptance will remain open for one calendar year. After one year, a new application will be required.

Please refer to the individual graduate program for admissions requirements specific to that major.

## TRANSFER CREDITS

The Dean of the individual Colleges/Schools/Institutes may allow up to six semester hours (eight hours in the case of laboratory courses) of graduate transfer credit from a regionally accredited college. The courses should have been completed recently with a grade of "B" or better and be comparable to UB's Graduate courses.

Specific colleges of the university and certain programs have additional requirements for admission, details of which are included in the individual program listing in this catalog.

## Graduate Testing Information

### GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

Administered by the Graduate Management Admissions Council. Scored on a scale of 0-60. Scores for verbal, quantitative and a composite score.

Educational Testing Service  
P. O. Box 6103  
Princeton, NJ 08541-6103  
(609) 771-7330  
Email: [gmat@ets.org](mailto:gmat@ets.org)

### GRADUATE RECORD EXAMINATION (GRE)

Administered by the Educational Testing Service. Scored on a scale of 200-800. General GRE is composed of questions aimed at measuring aptitude and not specific subject knowledge. Subject GRE's are designed to measure competency in a specific subject area.

Educational Testing Service  
P. O. Box 6000  
Princeton, NJ 08541-6000  
(609) 771-7670

### MILLER ANALOGIES TEST (MAT)

Administered through a network of con-

# Admissions

trolled testing centers licensed by the Psychological Corporation. The MAT is a high-level mental ability test requiring the solution of problems stated as analogies. It consists of 100 partial analogies that are to be completed in 50 minutes. Tests are scored in raw format and in percentiles based on the intended major and on the general population of MAT examinees.

Miller Analogies Test  
The Psychological Corporation  
19500 Bulverde Rd.  
San Antonio, TX 78259  
(210) 339-8710  
Email: scoringservices@harcourt.com

## PRAXIS EXAM REQUIRED FOR TEACHER CERTIFICATION

PRAXIS  
ETS - The Praxis Series  
P.O. Box 6051  
Princeton, NJ 08541-6051  
1-609-771-7395

For information about Connecticut's teacher assessment requirements, contact:

Connecticut State Department of Education  
Bureau of Educator Standards and Certification

PO Box 150471 – Room 243  
Hartford, CT 06115-0471  
Telephone: 1-860-713-6969  
Fax: 1-860-713-7017  
Special Admissions Considerations

## NON-DEGREE APPLICANTS

A Non-Degree Student is permitted to take courses for credit on a part-time basis, as a non-degree candidate, as long as the student has met the prerequisites for the course.

A Non-Degree Student may become a matriculated student if he or she meets the appropriate requirements for admission. However, a Non-Degree Student is subject to any changes in graduation requirements instituted prior to actual matriculation. Candidates for matriculation may attend as Non-Degree Students up to the completion of 12 credits. A maximum of 12 credits taken as a non-matriculating student may be applied to a student's requirements for graduation, with program approval.

## HOME-SCHOOLED APPLICANTS

The University of Bridgeport welcomes applications from individuals who have completed all or part of their education in a home-schooled environment. The admissions staff would be aided in evaluating student performance if the applicant can provide as many of the following items as possible.

1. SAT or ACT Scores (required)
2. A record of academic work completed which is equivalent to that required of graduates from an accredited high school. This should include grades, credit hours, and a grade point average.
3. An interview with the department chairperson or designated faculty member of the department in which the applicant is seeking admission.
4. A written evaluation of the student's academic competence by the parent(s) or teaching adult.
5. A writing sample from the applicant.
6. A portfolio exhibiting what the applicant has accomplished in the areas of math and science and a detailed reading list.

\*If the student has a GED this will also be used in the admission process. This, however, is not a requirement.

## Interviews, Information Sessions and Campus Tours

We encourage applicants to meet with a member of the Graduate Admissions staff and their respective academic department to discuss academic and career goals as well as the particular concerns of admission and financial assistance. The Office of Admissions is open Monday through Friday from 8:30 a.m.- 5:00 p.m. with extended hours until 7:00 p.m. on the first and third Thursday of each month and on designated Saturdays. Tours of the campus are scheduled Monday-Friday by appointment at 11:00 a.m. and 2:00 p.m., and on select Saturdays at 11:00a.m. throughout the year. The Office of Admissions is located on the 6th floor of the Magnus Wahlstrom Library.

For more information about interviews, information sessions, and campus tours please contact the Office of Graduate Admission at

(203) 576-4552 or toll-free at 1-800-EXCEL-UB or visit the website at [www.bridgeport.edu](http://www.bridgeport.edu).

## Scholarships

The University offers scholarships to many Undergraduate and Graduate students who have a successful high school or college record. UB is known for its affordable private school education. The University believes that a student's achievement should be recognized and rewarded. With this goal in mind, UB's unique scholarship program rewards academic excellence, community service, leadership and special talent.

# Tuition, Fees and Other Expenses

Please see website for current academic year for tuition, fees and other expenses.

## UNIVERSITY OF BRIDGEPORT STUDENT ACCOUNT PAYMENT POLICY

To best serve you and your financial needs as a student at the University of Bridgeport, it is important that you become familiar with the university's account payment policy. We have provided the information below to help you better understand the terms of your payment obligations. Please review this document carefully. If you have any additional questions, please contact the Student Financial Services Office at 203.576.4568.

## University of Bridgeport Student Enrollment and Financial Responsibility Policy

### PAYMENT OF CHARGES

Students are responsible for all charges incurred upon registration. Charges generally include tuition, fees, housing meal plans and other miscellaneous costs. Students must make acceptable payment arrangements no later than 2 weeks prior to the start of classes. For late registrants, payment is due upon registration. Acceptable payment arrangements are as follows:

- Payment in full
- Approved financial aid covering all charges, including loans.
- Participation in an approved company or organization reimbursement payment agreement
- Enrollment in an approved payment plan

A student who complies with the above shall be considered in good financial standing, as long as all terms and conditions are met throughout each semester. All payment arrangements must be satisfied in full to receive grades, transcripts, diplomas and receive future services.

### DELINQUENT ACCOUNTS/ COLLECTION

In order to continue in the classes for which a student has registered, a student with a delinquent balance must make immediate payment in full or agree to otherwise make ac-

ceptable payment arrangements. If a student fails to timely satisfy the terms of his or her financial responsibility agreement, the University may in its absolute discretion cancel registration or refer delinquent past due balances to an outside collection agency, where additional fees and penalties will be charged to the account, as permitted by law.

### HOLDS

Holds will be placed on students' accounts for students who are not meeting their payment plan agreements and/or have any remaining balance due on their accounts. The hold will prevent the student from; registering for additional terms, adding or dropping courses, accessing their grades, requesting transcripts, receiving their diplomas and having access to other University services. The hold will not be lifted until the balance is paid in full.

### LATE PAYMENT PLAN CHARGES

A late fee of \$75 will be assessed each month to any past due account. The fee will be charged every 30 days until balance is paid in full.

### COMMUNICATION

Method of Communication: UBMail (powered by Google) is the official method of communication with students. Students are responsible for reading the e-mails sent by the University of Bridgeport.

Billing statements are emailed to students at least 4 weeks before the beginning of the term if the student has preregistered. Students who register late shall request a bill at the time of registration.

Reminder statements are emailed every 2 weeks. Notices informing students of holds or late fees will be emailed to students.

Students shall access their UB Portal on a regular basis to determine if they have a balance, a hold or have had late fees added to their accounts.

Students are responsible for all charges and failure to review or receive a billing statement does not excuse a student's responsibility to pay.

For the current year's tuition and fees please see UB website: <http://www.bridgeport.edu/finaid/tuition-and-fees/>

### PAYMENT BY CASH, CHECK, OR MONEY ORDER

Payments by cash, check or money order can be made directly to the Student Financial Services Office located on the Garden Level of Wahlstrom Library, or payments can be mailed to the *Student Financial Services Office, University of Bridgeport, 126 Park Avenue, Bridgeport, CT 06604*. If you pay by check or money order, please record your University of Bridgeport Student I.D. number on the check or money order.

### PAYMENT BY WIRE TRANSFER

International payments can be wired to the University through Flywire at [www.flywire.com](http://www.flywire.com). If assistance is needed, student can contact Flywire's support team via their web page or Student Financial Services at 203-576-4568 or email [SFS@bridgeport.edu](mailto:SFS@bridgeport.edu).

### PAYMENT BY CREDIT CARD

Students may pay their tuition bill using VISA, MasterCard, American Express or Discover Card. Payments can be made in person at the UB Student Financial Services Office located on the Garden Level of Wahlstrom Library or at the Stamford or Waterbury centers. To make a credit card payment by phone, call 203-576-4568. For additional information you may email [SFS@bridgeport.edu](mailto:SFS@bridgeport.edu).

### MYUBPORTAL ONLINE PAYMENT

The University of Bridgeport has an online payment option for WebAdvisor or the UB Portal. Students may pay their tuition bill using VISA, MasterCard, American Express or Discover Card.

To make payments follow these steps:

- Log in to MyUBPortal on [www.bridgeport.edu](http://www.bridgeport.edu)
- Select View Account and Make Payment under Financial Information
- Sign in again
- Review account activity
- Select Make Payment

### PAYMENT ALTERNATIVES

The University of Bridgeport understands that families look for as many options as possible to make financing an education more convenient and affordable. Students

# Tuition, Fees and Other Expenses

may sign up for the University Payment plan through their UB Portal.

## MONTHLY PAYMENT PLANS

Students may sign up for the payment plan via the UB Portal. Under the Financial Information heading, select Enroll in payment plan.

Fall Plans available:

5 pay plan – enroll by July 1st

4 pay plan – enroll by August 1st

Spring Plans:

5 pay plan – enroll by Dec 1st

4 pay plan – enroll by Jan 1st

Summer Plans:

3 pay plan – enroll by May 1st

## DIRECT PAYMENT OPTION

Students eligible for an external scholarship or for whom an employer pays their tuition may qualify for the deferment/direct payment option. Consult your sponsor to determine if a direct billing agreement has been established with the University of Bridgeport. If one has been established, you need a letter, on company letterhead, from your sponsor that includes your name, eligible program, maximum tuition amount where the bill should be sent. The letter should be forwarded to the **Office of Student Financial Services, at 126 Park Avenue, Bridgeport, CT 06604** or faxed a (203) 576-4570.

Students are responsible for obtaining a direct billing option letter from their sponsor for the initial registration and ensure that it is received at the Office of Student Financial Services by the tuition due date. Students who are unable to obtain a deferment payment/direct billing letter by the payment deadline must pay their tuition prior to the start of the semester. Students must pay any fees not covered by the employer's direct payment plan at time of registration.

Should employment cease with sponsor or conditions of sponsorship are not met, the student is responsible for all tuitions and fees. A financial obligation continues to exist when using a direct billing option. Therefore, a transcript hold will be applied to the student record if any part of the balance is not covered by the direct billing agreement.

Official transcripts will not be released until all University of Bridgeport financial obligations have been satisfied.

## FINANCIAL AID DEFERMENT WITHOUT FEE (DOMESTIC STUDENTS)

Domestic students who receive Financial Aid should review their billing statements to ensure that correct aid is being deducted from the costs. If aid is missing, students must contact the Office of Student Financial Services at 203-576-4568 or email SFS@Bridgeport.edu for assistance in determining which action is necessary for the financial aid to be credited to their account. Please note **work-study awards are not deducted** from the amount due since the student will be eligible to earn up to this amount through student employment. Federal Regulations require the University to issue a paycheck directly to the student for hours worked.

## VA INFORMATION

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
  - o Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a

completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## FEDERAL DIRECT LOANS:

Loan origination fees will reduce the amount of loan funds received. These fees (normally between 1% and 3%) should be deducted from the amount shown in the award letter before deducting the amount of these funds from the final bill.

## ALTERNATIVE LOANS

Alternative loans are private loans offered through a lending institution and are not a part of federal student aid programs. Interest rate and repayment provisions vary from lender to lender. It is the responsibility of the student to research and understand the implications of borrowing an alternative loan. Loans must be approved by lender prior to the tuition payment due date.

## ***Institutional Undergraduate/Graduate Refund Policy***

### TUITION REFUNDS

- Proper withdrawal is granted upon presentation of the approved and signed Withdrawal Form to the Registrar's Office at 126 Park Avenue, Wahlstrom Library Garden Level, Bridgeport, CT 06604
- Note that withdrawal from individual classes or the University may affect financial aid and other eligibility.
- Refunds are based on the schedule below and determined by the date of notification to the Office of the Registrar, not the date of last class attended.

### WITHDRAWAL POLICY SCHEDULE

Refund of tuition and fees is based on the length of each course. Students who are enrolled in courses of different lengths within a term, will have each course evaluated for tuition and fee liability if they choose to withdraw. Where noted, fees are incurred as of first day of classes. The liability percentages are for tuition charges plus the full fees.

# Tuition, Fees and Other Expenses

## 5 Week/Summer Classes

Week	Percentage Due
First Day	All Fees
Day 2 and first week	20%
Week 2	40%
Week 3	60%
Week 4	100%

## 7 or 8 Week Classes

Week	Percentage Due
Week 1	All Fees
Week 2	15%
Week 3	30%
Week 4	45%
Week 5	60%
Week 6	100%

## 12 Week Classes

Week	Percentage Due
Week 1	All Fees
Week 2	10%
Week 3	20%
Week 4	30%
Week 5	40%
Week 6	50%
Week 7	60%
Week 8	100%

## 15 Week Classes

Week	Percentage Due
Week 1	\$200 Processing Fee
Week 2	All Fees
Week 3	5%
Week 4	10%
Week 5	20%
Week 6	30%
Week 7	40%
Week 8	50%
Week 9	60%
Week 10	100%

## 18 Week Classes

Week	Percentage Due
Week 1	\$200 Processing Fee
Week 2	All Fees
Week 3	10%
Week 4	17%
Week 5	24%
Week 6	31%
Week 7	38%
Week 8	45%
Week 9	52%
Week 10	60%
Week 11	100%

## 20 Week Classes

Week	Percentage Due
Week 1	\$200 Processing Fee
Week 2	All Fees
Week 3	6%
Week 4	12%
Week 5	18%
Week 6	24%
Week 7	30%
Week 8	36%
Week 9	42%
Week 10	48%
Week 11	54%
Week 12	60%
Week 13	100%

## English Language Institute (ELI)

### 7 Week Classes

Week	Percentage Due
Week 1	All Fees
Week 2	30%
Week 3	45%
Week 4	60%
Week 5	100%

### ADDITIONAL REFUND INFORMATION

- If a student withdraws prior to the start of the semester, all fees will be refunded.
- All student fees are for a full semester and are non-refundable in accordance with the refund schedule.
- Room and board charges are for a full semester and are non-refundable.
- If the course is cancelled, all fees are refunded.
- **Admissions/Tuition Deposits and Room Deposits are non-refundable.**
- PAL deposits are refunded upon return of PAL to Security upon graduation or withdrawal from UB.

Any outstanding balance on a student's account is deducted from the tuition credit. Any credits resulting in a refund to the students account as authorized by the Office of Student Financial Services, will require approximately three weeks for processing. Please see Federal Financial Aid Return of Title IM below to understand how your financial aid will affect your refund.

The Office of Student Financial Services

does not provide check cashing services for students. All banking services required by students must be personally arranged with local banking facilities. The University does have an ATM banking machine located on the Ground Floor in Wahlstrom and in the Security Office (Norseman Hall).

### FEDERAL FINANCIAL AID RETURN OF TITLE IV

A statutory pro-rate refund applies to any student who is a recipient of federal financial aid funding (Title IV) and leaves the school on or before the 60% point in the enrollment period for which he or she has been charged. After the 60% point in the enrollment period, a student has earned 100% of the SFA program funds. Students may contact the Office of Student Financial Services (203-576-4568, sfs@bridgeport.edu) for additional information on the Federal Title IV regulations regarding student refunds.

All students who receive federal financial aid and withdraw from the University are subject to a Federal Title IV return of funds policy. Federal Title IV refund will be made in this order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other Title IV aid programs
7. Other federal sources of aid
8. Other state, private, or institutional aid
9. The Student

### HEALTH AND ACCIDENT INSURANCE

***(Mandatory for all full-time undergraduate, international and residential students)***

UB insurance coverage is mandated for all full-time undergraduate, international, Physician's Assistant and any residential students. Domestic students who presently have medical insurance coverage may complete an online waiver. The policy must meet minimum standards for basic medical/surgical expenses. Waivers must be completed by Septem-

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## Tuition, Fees and Other Expenses

ber 15th each year and by February 15th for spring admits. Policy commences August 1 for 12 months.

For additional information on the insurance plan, please refer to Student Health Information in the Student Affairs section of the catalog.

### PROPERTY INSURANCE

The University does not assume responsibility for the loss of personal property of students either on or off the campus. It is recommended that students protect themselves against such losses by consulting with their own (or with their parent's) insurance agent in regard to coverage provided by existing policies, if any; or by purchasing private property insurance. Information may be obtained at the Residential Life Office, (203) 576-4228, or email [reslife@bridgeport.edu](mailto:reslife@bridgeport.edu).

### BOOKSTORE

Purchasing your textbooks and school supplies is now even easier. Books may be purchased at the On-Campus Bookstore located at John J. Cox Student Center or via the Internet at [www.bridgeport.edu/bookstore](http://www.bridgeport.edu/bookstore). In addition to the required course texts, the On-Campus Bookstore carries supplies, materials, UB memorabilia and much more. For additional information contact the Bookstore at (203) 576-4804, fax (203) 576-4802, or email [bookstore@bridgeport.edu](mailto:bookstore@bridgeport.edu).

Bookstore's normal hours of operation are\*:

Monday-Friday: 8:30 a.m. to 7:00 p.m.

Saturday-Sunday: 10:00 a.m. to 5:00 p.m.

\* Rush and summer hours change

### CHANGE OF ADDRESS

A student must complete a Change-of-Address form in the Office of the Registrar or through the UB Portal whenever a change is made in his or her local or mailing address. This will avoid misdirection of grades, registration materials, and appropriate financial documents.

### I.D. CARDS

#### STUDENT IDENTIFICATION CARDS

A photo identification card must be obtained at the security department between the hours of 8 a.m. – 4 p.m. Monday through Friday.

Registration confirmation is required. Upon activation, the ID card serves as a library and meal card and provides access into the residential halls to the resident students. A fee will be charged for replacement of lost, stolen, misplaced or damaged ID cards.

# Student Financial Services

*Director of Student Financial Services:*  
Christine Falzerano

Wahlstrom Library, Garden Level  
126 Park Avenue, Bridgeport, CT 06604  
Telephone: (203) 576-4568  
Fax: (203) 576-4570

## Financial Aid

The Office of Student Financial Services helps provide access to the educational opportunities available at the University of Bridgeport. Since students are admitted solely on the basis of their academic and personal qualities, without regard to their financial circumstances, the University offers a variety of financial aid and scholarship programs to provide financial assistance to qualified students.

The University of Bridgeport subscribes to the policy that eligibility for scholarship aid should depend on the student's achievement and promise, but that the amount of aid should depend on the relative financial need of the student and his or her family.

The financial need of most students at the University can be met in the form of scholarships, grants, loans and student employment. Funds are available to the student through the University of Bridgeport from federal and state governments, private foundations and University resources.

The University of Bridgeport awards merit scholarships recognizing outstanding academic achievement and student leadership. In addition, there are a number of other payment assistance programs that include non-University tuition plans.

*Students enrolled in tuition discounted programs such as the School of Professional Studies and Distance Learning programs are not eligible to receive institutional scholarships or grants.*

The Office of Student Financial Services determines the amount and combinations of aid for which the student is eligible. Financial aid decisions are made after a student has been admitted and requests for financial assistance will not influence a candidate's consideration for admission. Financial aid is awarded on an annual basis and continuing students must apply each year for aid.

## Application Procedures

New domestic students are encouraged to begin to apply for financial aid at the same time they are seeking admission. Applicants for financial aid need to:

1. Complete the Free Application for Federal Student Aid (FAFSA) by going to [www.FAFSA.gov](http://www.FAFSA.gov). Be sure to include the University's school code, 001416, on the FAFSA.
2. Submit copies of the student's and parents' federal tax transcript or signed federal tax returns and other verification documents upon request from the Office of Student Financial Services.
3. Upon request from the Office of Student Financial Services, submit immigration documentation certifying permanent resident status, if you are a non-U.S. citizen applying for need-based financial aid.

Continuing students must reapply for financial aid each year no later than March 1 to be given full consideration for aid for the following academic year. Students must:

1. Complete the Free Application for Federal Student Aid (FAFSA) by going to [www.FAFSA.gov](http://www.FAFSA.gov). Be sure to include the University's school code, 001416, on the FAFSA.
2. Submit copies of student's and parents' federal tax transcript or signed tax returns and other verification documents upon request from The Office of Student Financial Services

Students and parents are encouraged to call or visit the Office of Student Financial Services if they have any questions or would like assistance with the application process. For further information call or write:

The Office of Student Financial Services  
126 Park Avenue, Bridgeport, CT 06604,  
SFS@Bridgeport.edu, (203) 576-4568 or toll free 1-800-243-9496, FAX (203) 576-4570.

## Satisfactory Academic Progress

In order to maintain eligibility for financial aid a student must maintain satisfactory academic progress. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive aid. Students' academic progress is assessed according to qualitative and pace

measures as they apply. The qualitative measure (grades) is similar to the academic standards applied to all UB students. The pace measure (number of credit hours completed successfully/maximum timeframe) is used to monitor progress toward degree completion. For a student to be making satisfactory academic progress, the student must meet the following qualitative GPA standards and have completed, with a passing grade, at least 67% of the cumulative attempted credits.

## Undergraduate

CREDITS ATTEMPTED (including transfer credit)	MINIMUM C.G.P.A.
1 – 24	1.5
25 – 48	1.7
49 – 59	1.9
60 or more	2.0

## Graduate

Graduate students must maintain a C.G.P.A. of 3.0 and complete 68% of the cumulative attempted credits.

## FINANCIAL AID PROVISIONAL STATUS

Students not meeting satisfactory academic standards for a given academic term, as outlined above, are notified in writing and will be placed on financial aid probation/warning for one semester for which they may receive their aid. At the end of the probationary/warning semester, satisfactory academic progress will be reviewed. If the student meets the minimum standards as outlined, the probationary status will be lifted. If minimum standards are not met, the student will be ineligible for future financial aid and will be notified in writing.

Students who are reinstated after academic dismissal but have not met the federal satisfactory academic progress requirements remain ineligible for financial aid. Reinstatement to attend the University does not automatically include reinstatement of aid.

Students who have not maintained eligibility to receive financial aid due to unsatisfactory academic progress may appeal for one additional semester of probationary eligibility. The student must also sign an Academic Plan agreement with Student Financial Ser-

# Student Financial Services

vices outlining what is needed to meet SAP. Appeals must be submitted to the Office of Student Financial Services within 10 calendar days of receipt of notice of action taken for committee review. The decision on the appeal is final. Late or incomplete appeals will not be accepted or reviewed.

## REINSTATEMENT OF AID

If a student is re-admitted, the University will consider the student's application for financial aid. Reinstatement of aid is not automatic and the student must submit a letter to the Office of Student Financial Services requesting a reinstatement. In order to remain eligible for aid, students must meet the minimum academic progress standards as outlined or lose eligibility for the following semester.

## FINANCIAL AID RETURN POLICY

Students withdrawing from all courses should see financial aid as it is important to discuss withdrawal and refund as it pertains to the individual student, and its implications for balances owed to the University, federal student loan repayment and future eligibility for financial assistance.

## Return of Institutional Aid

Students withdrawing within the University's Tuition Refund Schedule (see Tuition, Fees and Other Expenses) will have the same schedule applied to their University of Bridgeport aid.

## Return of Federal Aid

If you have been awarded federal (Title IV) aid and you withdraw before completing 60 % of the semester your financial aid award will be recalculated, according to the percentage of the semester you have completed. The formula for calculating this percentage is:

$$\frac{\text{Days Enrolled} - \text{Official Breaks of Five Days or Longer}}{\text{Total Number of Days in the Semester}}$$

Students who plan to withdraw from classes are advised to speak with a Financial Aid Advisor prior to doing so to ensure they are aware of the ramifications to their financial aid.

## Financial Assistance Programs

The University of Bridgeport believes that

a student's achievements should be recognized and rewarded. Our scholarships and grants enable students who have potential and want to benefit from a high quality academic program. Students who qualify must enroll as and maintain full time traditional status. Undergraduate awards are renewable for up to four years based on satisfactory academic progress and good standing at the University. Students who are enrolled in accelerated/professional courses are not eligible for these awards.

## GRADUATE ASSISTANTSHIPS

Graduate Assistantships are available. Please contact the Office of Graduate Assistantships (203) 576-4111.

## University of Bridgeport Merit Award

Financial need is not required for merit based scholarships which are awarded at time of admission based on criteria set forth by the Office of Admissions.

## University of Bridgeport Grant

Awarded to undergraduates with financial need. University of Bridgeport's Merit and Need based awards, combined with federal and state grants, are limited to tuition and fee charges. Resident Assistants and Athletes may receive designated funds to go toward housing charges.

## Federal Title IV Programs

### FEDERAL PELL GRANT

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant awards are based upon the student's Estimated Family Contribution (EFC), enrollment status, cost of attendance, and the number of credit hours in which the student is enrolled. The maximum grant a student can receive for the year is determined by the government.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a grant that does not have to be repaid. Priority is given to the neediest students with the lowest EFC's who are Pell eligible. Students who have submitted their financial aid applications by the University's

deadline will be given first priority. All other students will be given consideration for FSEOG funds on a first come first serve basis pending the availability of funds. FSEOG awards vary based on need and U.S. Department of Education allocation to the University.

## FEDERAL WORK STUDY (FWS)

The Federal Work Study Program provides jobs for undergraduate students who demonstrate financial need. The amount of the FWS award is based on both the student's need and the availability of funds at the University. While there are several FWS jobs available on campus, students are also encouraged to work in community service related jobs. Federal work Study does not get deducted from student's direct costs.

## FEDERAL DIRECT LOANS (SUBSIDIZED and UNSUBSIDIZED)

All student loans will now be originated in the Direct Loan Program, in which the Federal government makes loans directly to students. Both Direct Loan programs require the borrowers to complete an Entrance Counseling and the Master Promissory Note. To obtain more information about the Federal Direct Loan programs; you can visit the website at: [www.studentloans.gov](http://www.studentloans.gov).

The Direct Subsidized Loan is awarded to undergraduate students who demonstrate financial need. The federal government pays all interest costs for Direct Subsidized borrowers while the borrowers are attending school at least half-time and during deferment periods.

The Direct Unsubsidized Loan is awarded to students who do not meet financial need, need to supplement their Direct Subsidized Loans or are Graduate students. Borrowers may defer payment of interest during school, grace, and deferment periods, but remain responsible for all interest that accrues (accumulates). Any interest accrued and not paid by time repayment period begins will be capitalized. A small origination fee will be charged by Direct Lending for each loan. The amount is determined each year by the government.

Undergraduate Dependent students may borrow as freshman up to \$5,500 (including up to \$3,500 Subsidized) per year; sophomores



# Student Financial Services

up to \$6,500 (including \$4,500 Subsidized) per year; and \$7,500 as juniors and seniors (including up to \$5,500 Subsidized) per year.

Undergraduate Independent students may borrow as freshman up to \$9,500 (including up to \$3,500 Subsidized); sophomores up to \$10,500 (including up to \$4,500 Subsidized); and as juniors and seniors may borrow up to \$12,500 (including up to \$5,500 Subsidized).

Students start repayment of the loan(s) (plus interest) six months after completion of the degree program, withdrawal or change to less than half-time enrollment status. The government offers different repayment plans and the most frequent is the standard repayment which spreads out over the course of 10 years (principal and interest amounts).

**Important to Know:** Dependent students whose parents get DENIED a Federal Direct PLUS Loan can receive an additional \$4,000 for the freshman and sophomore years and \$5,000 for juniors and seniors years.

**GRADUATE/PROFESSIONAL** students can borrow up to \$20,500 per award year. Chiropractic and Naturopathic students have increased eligibility in Direct Unsubsidized.

Interest rates on Federal Direct Loan programs get established every year; starts on/after July 1st of the current year and carries out to the following calendar year ending June 30th.

## FEDERAL DIRECT PLUS LOANS

The Federal Direct PLUS Loan programs are available to parents of dependent students and graduate and professional degree students. The amount that could be borrowed is up to the cost of attendance, minus financial aid from other sources. Interest Rates are determined each year. An origination fee will be charged by Direct Lending. The amount is determined each year by the government.

## FEDERAL DIRECT PARENT PLUS LOAN

Parents of dependent students may apply for a parent PLUS LOAN to help their child's educational expenses. The parent must be the student's biological or adoptive parent. The parent must not have an adverse credit history (must be credit worthy). The parent must complete the plus loan application and sign the Master Promissory Note (MPN).

## FEDERAL DIRECT GRADUATE PLUS LOAN

The Graduate/Professional seeking degree students can borrow a Direct PLUS Loan to help them cover their educational expenses. The amount of loan they can borrow is up to their cost of attendance minus the Federal Direct Subsidized and Unsubsidized Loans for the award year. The student must complete the Direct PLUS Loan application and sign the Master Promissory Note every academic year.

## State Programs

Financial assistance programs are available to qualified students from the state of Connecticut, including the Connecticut Independent College Student Grant. Many other states also have scholarship programs for residents of their state. For more information, contact your state's agency for higher education.

## Roberta B Willis Need-Based Grant Program

As an independent University, the University of Bridgeport participates in the Governor's Scholarship Grant Program. Connecticut undergraduate students who enroll on a full-time basis at the University and who meet the Expected Family Contribution (EFC) requirements are considered for this grant. Funding is limited. Students who file their financial aid applications by the priority deadline will be considered first.

## Roberta B Willis Need-Merit Scholarship Program

Connecticut residents who are undergraduate students can apply to the Connecticut Board of Higher Education for consideration. High school seniors who ranked in the top 20th percentile of their high school junior year class or college undergraduates who ranked in the top 20th percentile of their high school senior year class and/or have a combined score on the Scholastic Aptitude Test (SAT) of 1200 or higher or an ACT score of 25 or higher. Financial need is also a criterion. Applications are available at high schools or at [www.ctdhe.org](http://www.ctdhe.org) and must be submitted by February 15. Students who are recipients of CSP awards must follow the state renewal process each academic year.

## Named Scholarships

### UNDERGRADUATE

**Alumni Scholarship Fund.** Created in Spring 2004 by the Alumni Association for a junior or senior facing financial hardship with a GPA of at least 3.00 and consideration given to the student's character, academic accomplishments, participating in activities or clubs on and off campus, community service, athletic activity participation, contributions to the University community, and similar criteria. The intent of the scholarship is to prevent the recipient from being compelled to discontinue his or her studies at the University due to such financial hardship.

**Bigelow Family Scholarship.** Two Bigelow Scholars will be chosen from each class. The recipients must be from the region and have an academic record that shows success in the past and promise for the future.

**Delaney Memorial Scholarship.** Ms. Eileen A. Delaney, the originator of the Delaney Foundation, was interested in providing financial assistance to worthy and needy students in the Health Sciences to pursue their education in the field of health and medical education, in order to encourage the promotion of treatment and advancement in human care.

**Frederick A. DeLuca Scholarship.** The Frederick A. DeLuca Foundation Scholarship will be awarded to an outstanding deserving Freshman with prior academic achievement, participation in extra-curricular activities, employment while attending school and financial need. This is a renewable scholarship and the total award is in the amount of \$5,000. This award will be distributed as follows: \$1,000 the first year with a GPA of 3.0; \$1,000 the second year with GPA of 3.2; \$1,000 third year with a GPA of 3.4; \$2,000 fourth year with GPA of 3.6. A renewal application must be completed each year accompanied by the student's most recent academic transcript.

**Dr. Edwin G. Eigel, Jr. Memorial Scholarship.** Established in memory of the 7th President of the University, this scholarship may be awarded initially or subsequently to students of good behavior and character, they have earned at least a 3.50 GPA for each semester enrolled at UB, while successfully and continuously earning 60 semester hours at UB

# Student Financial Services

during the two academic years preceding the initial award.

**Dr. Kenneth R. and Lancy A. Gray Scholarship.** The Lancy A. Gray Scholarship is made possible by Dr. Kenneth R. Gray (currently a member of the UB Board of Trustees) and his wife Doris to honor the memory of their daughter Lancy. She died in 2000 at the age of fifteen, by which time she had already become an accomplished linguist and cellist.

University undergraduates in good academic standing, as well as incoming freshmen and transfer students are invited to apply if they have a demonstrated need for financial assistance based on existing FAFSA and University of Bridgeport standards and have an interest in fostering understanding amongst people of different cultures. Applicants must submit an essay of 600 words or more on the topic "Fostering Understanding Amongst People of Different Cultures."

The Scholarship is awarded annually.

**Reverend Dr. Martin Luther King Memorial Scholarship Fund.** A gift to the University for an endowed scholarship by the members of the Class of 1968.

**Dr. Henry W. Littlefield Scholarship Fund.** Established in honor of UB President Emeritus, Dr. Henry W. Littlefield. Awarded to entering freshmen or transfer students with excellent academic records. Preference to residents of Southwestern Connecticut.

**Melissa Wendy Rainville Fund.** Established by her mother in memory of Melissa who was an Academic Advisor in I.D.E.A.L. program. This award is given to an I.D.E.A.L. student.

**Ian Tesar Design Excellence Scholarship.** The friends and colleagues of Ian Tesar, in his honor and on the occasion of his retirement from Robbins Tesar have established a scholarship for the Outstanding Sophomore Design student who has registered for his junior year with a GPA of at least 3.00 and who has taken an active role in the design department and the student IDSA chapter.

**John C. White and Marilyn L. White Memorial Scholarship.** Established in 2005, for Basketball Scholar Athletes of outstanding character. John C. White, a Trustee and 1950 graduate in Business, and his wife were great fans of UB Basketball.

**Hinda M. and Martin F Wolf Scholarship.** A full-time undergraduate in the College of Public and International Affairs, majoring in Criminal Justice with an interest in pursuing a career in law or a related field, residing in the Greater Bridgeport area, demonstrating financial need and maintain satisfactory academic standing.

## AWARDS AND PRIZES

**Harvey Herer Memorial Fund.** Awarded to a Women's Basketball Team junior with the highest GPA at the Spring Sports Banquet.

**Dr. George B. Blake, Jr. Memorial Fund.** George Blake was an extraordinary individual who served his students at the University of Bridgeport as an Associate Professor of English as well as the Director of the School of General Studies until his untimely death in 2001. The subsequent outpouring of grief by students, faculty, and administration led to the establishment of the Memorial Fund, used to date to establish a gathering place in his name outside of the west entrance to Charles Dana Hall. The remaining proceeds will fund the stipend associated with the Dr. George B. Blake, Jr. Humanities Award.

**William E. Laur Achievement Award.** The will of William E. Laur specifies that the award to be known as the William E. Laur Achievement Award for a student in the graduating class of the Elementary Education Section of the Graduate School of Education, who ranks at or near the bottom of his graduating class and receives his/her M.S. in Elementary Education and who is a deserving student.

**Charles E. Reed Science Award.** Established by the Board of Trustees of the University of Bridgeport to honor Dr. Charles E. Reed for his distinguished leadership as Chairman of the Board from 1978 through 1983, and in recognition of his outstanding contributions to the field of science. The award will be presented annually to an undergraduate student who has achieved the highest level of excellence in scientific and/or engineering studies at the University of Bridgeport.

## Graduate Scholarships

Applications are available in January of each year for the following year's graduate scholarships.

## SCHOOL OF BUSINESS & SCHOOL OF ENGINEERING

**Kiran Kumar R. Gopu Memorial Scholarship.** Established by the family & friends of Kiran Kumar R. Gopu, who was lost in the terrorist attack on the New York World Trade Center on 09/11/01, while he was on a Co-operative Education assignment at Marsh & McLennan, Inc, and working for an M.S. degree in Computer Science. This scholarship is for full-time international students in the School of Engineering majoring in Computer Science with at least a 3.50 GPA.

## SCHOOL OF EDUCATION

**Lydia A. Duggins Memorial Fund.** Created in honor of Dr. Lydia A. Duggins, a cherished and renowned Professor of Reading at the University of Bridgeport, this fund will be used to provide scholarships for students in Education.

**Peter Gehrig Linabury Memorial Fund.** Established in 2012 by his family, this scholarship is to be awarded to students changing careers to become teachers in elementary education.

**Richard Conant Harper Scholarship.** Established by Dr. Richard C. Harper upon his retirement from the School of Education after 20 years of service to assist single mothers in their quest to become certified public school teachers.

**Lauren Rousseau Elementary Education Memorial Scholarship.** The Lauren Rousseau Elementary Education Memorial Scholarship, established to honor the memory of Lauren Gabrielle Rousseau, a 30-year old teacher, who was one of the 26 individuals who lost their lives in the tragedy at Sandy Hook Elementary School on December 14, 2012, will be awarded to an applicant seeking certification in elementary education who is a highly motivated, passionate, strong individual with a desire to make a meaningful contribution to the lives of young children through their teaching.

**Augusta Silverstone Memorial Scholarship.** Given by her sister, Minnie Silverstone, in recognition of Augusta's contributions as an educator and counselor with the Bridgeport Board of Education. Income will be awarded as financial aid to a graduate student in either the School of Education or the Division of

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## Student Financial Services

Counseling and Human Resources. First preference is to be given to students who have come through or plan to work within the Bridgeport school system.

# Student Affairs

*Dean of Students:* Craig Lennon  
John J. Cox Student Center, Room 116  
244 University Ave., Bridgeport, CT 06604  
Telephone: (203) 576-4392 or 4393  
E-mail: deanofstudents@bridgeport.edu

The contribution of the Division of Student Affairs to the University of Bridgeport and its students arises out of the special perspective which members of the student affairs staff have about students and their growth and development, their experiences, and their campus environments. This perspective draws on research about teaching and learning, which emphasize the importance of community, diversity, and individual differences to the educational experience.

The Student Life program is administered through the Division of Student Affairs by the Vice President of Student Affairs and Dean of Students. It includes campus activities and civic engagement, community standards, counseling services, health services, housing and residential life, interfaith center, international center for students and scholars, student accessibility services, as well as Title IX.

The Division of Student Affairs enhances and supports the mission, goals, and objectives of the University of Bridgeport as an international, culturally diverse supportive learning environment, preparing graduates for life and leadership in an increasingly interconnected world. In this role, the staff of the student affairs division has a diverse and complicated set of responsibilities: to advocate for the common good while championing the rights of the individual; to encourage intelligent risk-taking while setting limits on behavior; and to promote independent thought while teaching interdependent behavior.

The extent to which the University is successful in creating a climate in which these contradictory ends can coexist is reflected in how well students are able to recognize and deal with such contradictions both during and after their college experience. The Division of Student Affairs is committed to assisting students and the University of Bridgeport community as they seek to meet the challenges inherent in balancing these complex and often competing goals.

—Adopted from *A Perspective on Student Affairs*, National Association of Student Person-

nel Administrators, 1987.

Students are encouraged to take an active role in the life of the campus community, where there are many opportunities to contribute to group decisions, practice leadership, sort out priorities and make personal choices. Students at the University of Bridgeport are responsible for making their own decisions and forming their own judgments concerning personal, social and academic activities. They share the responsibility for maintaining the educational climate needed for learning and for personal growth. The University retains high expectations of appropriate behavior and expects that when students decide to enroll they will abide by all the rules of the University.

When the University deems it necessary it reserves the right to notify the parent or guardian to whom a student is financially dependent regarding the health, academic or disciplinary status of the student. (Dependency is defined by Section 152 of the 1954 Internal Revenue Code).

## Services

### CAMPUS ACTIVITIES AND PROGRAMS

The Office of Campus Activities and Civic Engagement is dedicated to community success through challenging students to become engaged in student organization membership and participation, leadership development, and community service. Through active participation, students contribute to making a difference for the community by creating and executing diverse programs. The Office provides guidance and mentorship for all student clubs and organizations as well as offers friendly services and inviting facilities for the total learning experience.

Events and activities approved by the Office are designed to motivate, challenge, introduce and create opportunities for education — both inside and outside the classroom.

The Office of Campus Activities and Civic Engagement employs workers that support the transformation of campus culture through hands-on experiences in project management, workshop development, club training, project implementation, student advisement, event planning, budgeting, student

supervision, and the development of leadership skills. The Office is located in the John J. Cox Student Center, Rm 231.

### CENTER FOR RELIGIOUS AND SPIRITUAL LIFE

Overseen by the Office of Campus Activities and Civic Engagement, The Center for Religious and Spiritual Life serves the religious and spiritual needs of the UB community. Clergy and ministers from several major religious denominations have dedicated office hours at the Center and provide opportunities for worship, spiritual guidance and counseling, as well as a variety of social and educational programs which enable students, faculty and staff to enhance and nurture their religious and spiritual lives. The staff is available to all students, regardless of religious or spiritual identity, and will make appropriate referrals to resources in the greater community as requested. The Center is located on the 1st floor of Carstensen Hall. An interfaith chapel is located in Carstensen Hall and a mosque is located in North Hall. For more information, please contact the Office of Campus Activities and Civic Engagement at 203-576-4487.

### CIVIC ENGAGEMENT

UB students are actively involved in making significant contributions to those in need in the greater Bridgeport community. Some of the programs UB students are involved in include tutoring local elementary and high school students, visiting the elderly, assisting at soup kitchens and food banks, sponsoring clothing and food drives and organizing fundraisers for local charities. Listings of community service opportunities can be found through the Office of Campus Activities and Civic Engagement Room 231, Student Center, as well as on-line through Knightlife at <http://knightlife.bridgeport.edu>.

### CLUBS AND ORGANIZATIONS

The University supports a wide range of student clubs, organizations and special interest groups that expand and cultivate the academic, professional and cultural interests of students. Each group develops, within broad University guidelines, its own policies and programs with the assistance of a faculty or staff advisor. In the 2018-2019 Academic Year, the University had 81 active clubs and

# Student Affairs

organizations. A comprehensive list of active student clubs and organizations can be found on the UB website, under Campus Activities.

## COMMUNITY STANDARDS

Students at the University of Bridgeport are expected to respect the rights of others, exercise responsible judgment and follow high standards of personal conduct. Students are expected to involve themselves in activities that promote the welfare of the University and to behave with courtesy and restraint toward fellow students and University staff. The University fosters a multicultural, international environment and does not condone or tolerate discrimination on the basis of gender, sexual orientation, race, color, religion, age, national or ethnic origin, creed, political affiliation, or handicap. The University strives to create an atmosphere of mutual trust between individuals, promoting self-discipline, and community standards.

At the same time, the University maintains concern about the behavior of its students both on and off campus. In the maintenance of its academic, social and health standards, the University reserves the right to be the sole determiner as to whether a student should be removed from residence life, receive fines or sanctions, be suspended or expelled, granted a leave of absence or dismissed. A student suspended or expelled from the University is responsible for the full payment of his/her financial charges for the semester.

Students are expected to conform to all governing regulations of the University as outlined in the Key to UB (Student Handbook), the Catalog and all official notifications of policy. A student will be subject to University disciplinary procedures if his/her on or off-campus behavior results in violations of these regulations, civil and/or criminal law.

Disciplinary action, notification of charges, disciplinary procedures, appeals and a review of actions that may lead to disciplinary procedures are identified and described in the Key to UB (Student Handbook). It is the responsibility of the student to familiarize him/herself with all University and Residence Hall codes, regulations and policies, which are all available on-line on the University's website and portal.

## COUNSELING SERVICES

Counseling Services offers psychological treatment opportunities to all undergraduate and graduate students. Services include short-term individual counseling, group counseling, psychiatric service, outreach programs, crisis intervention, mental health screenings, and referral services. Counseling Services also offers consultations to faculty and staff that need assistance with students in distress. All services are designed to promote personal growth and emotional well-being, while enhancing students' ability to benefit from the University environment and academic experience. Outreach workshops are available to students with topics including (but not limited to) healthy relationships, stress management, and drug/alcohol issues.

The Counseling Services staff is committed to being responsive and sensitive to the needs of a highly diverse student population. We are particularly aware of the cultural issues facing international students and offer supportive counseling to address their needs.

For more information call (203) 576-4454, email: [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu) or visit us on the web at: <https://www.bridgeport.edu/life/services/counseling/>. The office is located in Carstensen Hall on the second floor.

## STUDENT ACCESSIBILITY SERVICES

The University of Bridgeport is committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the American with Disabilities Act and Connecticut State Laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in a University setting.

All accommodations are determined on an individual basis. If a student with a disability would like to register for accommodations, he/she is encouraged to initiate the request upon enrollment and at the beginning of each semester for which they are requesting services. It is strongly recommended that students complete the registration process before the second week of classes to facilitate the timely implementation of reasonable

accommodations.

For further information call (203) 576-4454, email: [accessibilityservices@bridgeport.edu](mailto:accessibilityservices@bridgeport.edu) or visit us on the web at: <https://www.bridgeport.edu/life/student-accessibility>.

## FACILITIES

Although opportunities for social activities occur everywhere on campus, the following facilities are used for student-related social, recreational, and organizational activities.

John J. Cox Student Center provides many facilities for student life activity. The Social Room, wellness room, meeting rooms, Knights lounge, Knight's End café, game room and billiards room are all part of the Student Center. Offices for campus organizations such as the Student Government Association, "The Scribe" student newspaper, Veterans Oasis, as well as several other student organizations, are also housed in this facility. The Student Center is also home to several offices of the Division of Student Affairs. Programming in the Student Center ranges from dance parties, concerts, semi-formals and special dinners to movies, lectures and fashion shows.

*Carstensen Hall* houses the offices of Counseling Services, Student Accessibilities Services and our Title IX Coordinator. It also houses the Center for Religious and Spiritual Life which provides special opportunities for students who are seeking to maintain and enrich their spiritual life on campus. Adjacent to the Student Center, it provides a quiet, warm atmosphere in which individuals can reflect every day.

## FAMILY OUTREACH

As a parent, guardian or family member of a University of Bridgeport student, you are an important part of the UB community. The University of Bridgeport connects you to the departments and people that play an active role in the lives of our students. We support our UB families through a Family Orientation program, Homecoming Weekend as well as publishing a family calendar and quarterly email newsletters (the Knights' Court). We believe the more informed you are about the University of Bridgeport, the better resource you can be for your student. Thank you for all that you do to support your student and

# Student Affairs

assist us as we focus on our mission of student success at UB.

## FRATERNAL ORGANIZATIONS

Greek Letter Organizations contribute to University social life and offer opportunities for the development of leadership skills and provide volunteer service to the campus and to the greater Bridgeport community. Current active organizations are Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Chi Upsilon Sigma National Latin Sorority, Inc., Delta Sigma Theta Sorority, Ltd., Lambda Pi Upsilon Sorority, Latinas Poderosas Unidas, Inc., and Sigma Gamma Rho Sorority, Inc.

## INTERNATIONAL CENTER FOR STUDENTS AND SCHOLARS

Center for Students and Scholars strives to ensure institutional compliance with federal regulations and to assist international students and scholars, their dependents, and prospective students with immigration matters and adjustment to life in the United States. We strive to facilitate an environment where students can develop a clear understanding of their immigration status requirements that will support the pursuance of their degree programs.

We provide information on a wide range of topics including maintaining status, travel, employment eligibility, financial questions, social and cultural differences, and personal concerns. We endeavor to minimize the difficulties our international students and exchange visitors may experience upon arrival by offering a monthly Coffee Hour and by giving necessary information throughout the year. We also provide professional expertise on immigration, employment and taxation issues by holding seminars and workshops.

Upon arrival on Campus, all new international students and scholars report to this office for passport check-in. A mandatory immigration and personal safety information session is also required for all international students.

Please visit the Center for Students and Scholars website at <https://ic.bridgeport.edu/> for more detailed information, applications and general assistance. Individual appointments with an International Student Advisor are available by calling the office at (203) 576-

4395. We may also be reached by fax at (203) 576-4461 and e-mail at [internationaloffice@bridgeport.edu](mailto:internationaloffice@bridgeport.edu). The office is located in the Wahlstrom Library, Garden Level, Room 133.

## MEDIA

The residence halls, as well as the staff of the Division of Student Affairs, publish informational newsletters and the Purple Knight Weekly student activity e-newsletter as well as maintain a presence on various social media platforms.

## ORIENTATION

New student orientation programs are designed to introduce students to the University of Bridgeport community. The orientation program begins with summer orientation and continues a few days prior to the start of classes. This gives incoming students the opportunity to get settled in their new environment and to become familiar with their academic program. Formal and informal social and informational sessions provide students with the opportunity not only to learn about the University's policies, but to meet and socialize with other students. All new students are expected to attend.

## RESIDENTIAL LIFE

The University recognizes the important contribution that life in the residence halls can make in a student's total educational experience. Each hall is staffed by a live-in professional staff member and trained student staff Resident Assistants on each floor. Their efforts are coordinated through the Office of Housing and Residential Life. Residence Hall staff have the responsibility of enforcing University policies, procedures and regulations as they relate to residential living as well as promoting, with the active cooperation of residents, an environment that supports academic achievement. The office is located in the back of Seeley Hall.

## LIVING ON CAMPUS

The University offers a variety of housing options. Students have the choice of a single, double, double-as-single, triple or triple-as-a-double room, each with a different price structure. Room preference assignment are subject to availability with some restrictions. Efforts are made to match new roommates by preferences stated in their housing contract.

Students may seek a change in roommates after the second week of classes but before October 1 (fall semester) or March 1 (spring semester). The University is not responsible for theft or damage to personal property, students are advised to obtain renter's insurance, or ensure coverage under their parents' homeowner's policy.

## RESIDENCE AND MEAL PLAN REQUIREMENTS

All students who are full-time undergraduates are required to live in University residence halls unless they meet one or more of the following criteria:

1. Those who have attained the age of 21 by the first day of classes.
2. Those who have accumulated 90 academic credits (including transfer credits) by the first day of classes.
3. Those who are living at home with parents, a spouse or other immediate relatives within a 60 mile driving distance of the University.

Exceptions to this policy must be requested from the Office of Housing and Residential Life in writing and approved by the Executive Director of Residential Housing and Residential Life or his/her designee by the first day of classes.

Meals are served three times daily, with the exception of Saturday and Sunday when two meals are served. The Dining Hall is closed during vacation periods as scheduled in the University calendar. Meals to suit a variety of dietary needs are available at the Dining Hall upon request.

Winter and summer housing is available on a limited basis and under separate contract. Additional requirements may apply.

The Residence Hall and Meal contracts, once signed by the student, are binding for the academic year (not the semester).

## STUDENT EMPLOYMENT

Student Employment assists with processes such as Student Worker Authorization, Federal Work Study Opportunities, Non-Federal Work Study, processing of Graduate Assistantships, Teaching Assistants, Research Assistants, Employment Verifications and is an opportunity for students at the University of

# Student Affairs

Bridgeport to learn about the work environment while obtaining a degree. Student Employment is located on the ground floor of Wahlstrom Library. For information please contact us at: [Studentemployment@bridgeport.edu](mailto:Studentemployment@bridgeport.edu) or 203-576-4471.

## STUDENT HEALTH SERVICES

The mission of University of Bridgeport Student Health Services is to promote the well-being of students. We provide high quality, culturally competent, Student Health Care for the treatment of acute illness and injuries. In addition, health education programs are offered to the campus community.

Student Health Services does not seek to replace family physician care but rather to supplement that care during years when the student is attending the University, often at some distance from home. Student Health Services' emphasis is geared towards wellness. We offer health education, preventive health screenings, health promotion programs and immunizations. Students' individual needs are attended to in a confidential and caring manner. All information and records pertaining to any aspect of a student's health are strictly confidential. Student Health Services is staffed by a Medical Director, two part-time APRNs, two full-time registered nurses, and an Office Manager and is located at 60 Lafayette Street, Room 119.

## STUDENT HEALTH SERVICES REQUIREMENTS

Students registering at the University of Bridgeport are required to provide proof of immunization listed below prior to registration. Health Requirements and Health Forms can be found on [www.bridgeport.edu/healthform](http://www.bridgeport.edu/healthform). Students going into Clinical Health Sciences or the Nursing Program have special health requirements which can also be found on [www.bridgeport.edu/healthforms](http://www.bridgeport.edu/healthforms).

## MMR (MEASLES, MUMPS, RUBELLA) IMMUNIZATIONS

Connecticut Public Act No. 89-90 requires all students born after December 31, 1956 to provide proof of immunization against measles, mumps, and rubella. You are required to provide proof of two doses of measles, mumps, and rubella immunizations.

1. First dose on or after 12 months of age and given in or after 1969.
2. Second dose given on or after January 1, 1980.
3. Laboratory evidence (blood test) of immunity is acceptable in lieu of administration of vaccines but you must provide proof of immunity with a Laboratory report.

## VARICELLA (CHICKENPOX) IMMUNIZATIONS

1. Two vaccines (12 weeks apart if vaccinated between 1 and 12 years and at least 4 weeks apart if vaccinated at age 13 years).
2. Laboratory evidence (Blood Test) of immunity is acceptable in lieu of administered vaccine, but you must provide proof of immunity with the laboratory report.
3. A documented history of having had the disease by a medical doctor or public health department is accepted documentation.
4. Students born in the United States before 1980 are exempt.

## MENINGITIS VACCINE (A, C, Y, W-135)

Students who will be residing in on-campus housing will also be required to provide proof of meningitis vaccine administered (A, C, Y, and W-135) within the past 5 years.

## TUBERCULOSIS TESTING

A tuberculosis risk assessment and if necessary a Tuberculosis test IGRA or chest X-ray is required within six months prior to admission to the University. History of prophylactic treatment if indicated is also required. Tuberculosis testing is not required for Professional Studies students, through it is highly recommended by Student Health Services. The Tuberculosis Risk Assessment and associated information can be found on [www.bridgeport.edu/healthforms](http://www.bridgeport.edu/healthforms).

## HEPATITIS B VACCINE

College students are at an increased risk of developing a Hepatitis B infection. All students are strongly encouraged to be vaccinated for Hepatitis B. Hepatitis B vaccine information from the Center for Disease Control can be found on <http://www.cdc.gov/vaccines/vpd/hepb/index.html>.

## STUDENT HEALTH INSURANCE

All on campus students are automatically enrolled in the Injury plan at registration. All full-time undergraduate students, all students in campus housing, and Physician Assistant Students are required to participate and are automatically enrolled in the Sickness plan at registration and charges are added to their account, unless proof of comparable coverage is furnished by the deadline date indicated on the Waiver website. All international students are required to participate and are automatically enrolled in both the Injury and Sickness Plans at registration and charges are added their account. Coverage for international students cannot be waived.

Part-time Domestic Graduate Students taking at least 6 credit hours and Part-Time Undergraduate students taking at least 7 credits who are not living on campus may participate in the Sickness plans on a voluntary basis. Dependents of those enrolled for both Injury and Sickness may also participate in the plan on a voluntary basis.

## TITLE IX COORDINATOR

The University of Bridgeport is committed to preventing and eliminating all forms of gender-based discrimination in its education programs and activities, in accordance with its commitment to Title IX of the Education Amendments of 1972. Gender-based discrimination includes sexual assault, sexual harassment, intimate partner violence, and any act in violation of the University's sexual misconduct policies. The Title IX Coordinator ensures prompt and effective response to complaint; provides education and awareness programming; and serves as a resource for individuals seeking on-and-off campus advocacy and support services. The Title IX Coordinator may be contacted at 203-576-4454 or, e-mail at [TitleIX@bridgeport.edu](mailto:TitleIX@bridgeport.edu). The office is located in Carstensen Hall Room 115.

# Academic Regulations and Procedures

## UNDERGRADUATE REGULATIONS, POLICIES AND PROCEDURES

### *Classification of Students*

#### REGULAR

A student who has completed all the admission requirements and who has presented a background of scholarship and performance that indicates his/her capacity to profit from and complete a degree program is admitted as a regular degree student.

#### PROVISIONAL

A student who has met the general requirements for admission, but not those for full standing because the promise of achievement in the area of intended study cannot be accurately appraised at the time of admission, is admitted provisionally subject to conditions stated on the Certificate of Admission.

#### STUDENT STATUS

Only matriculated students carrying at least twelve semester hours are eligible for election to class and other offices (with the exception of the Part-time Student Council, and University Senate)

A full-time student is defined as someone accepted to the University pursuing an academic program, registered for at least 12 semester hours of credit each semester (excluding co-op terms).

A part-time matriculated student has been accepted into a degree program and registers for 1-11 semester hours of credit each semester.

An applicant admitted with permission to take courses for which he or she is qualified (met the prerequisites), but not as a degree candidate, is a special student. Special Students may later apply for matriculation and are subject to any changes in graduation requirements instituted prior to actual matriculation.

#### CLASS STANDING

Students are classified according to the number of college hours satisfactorily completed:

Freshman	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 and above

#### THE MAJOR

All matriculated students are expected to declare their major before the end of their sophomore; however, some majors require earlier declaration if the student plans to complete within four years.

The student must earn a grade of "C-" or better in every major course. However, the student's overall quality point ratio in major courses must be at least 2.0. In some cases, departmental requirements may exceed these minimums. If a student earns a grade of "D" or "F" in a course in the major field, he or she retake that course and earn a "C-" or better.

#### THE MINOR

The University offers the option of selecting a second area of specialization. Like the major, the minor was conceived to provide a unified, coherent program in a discipline or area of knowledge. While requiring a second focus for the student's intellectual interests, it enables him or her to investigate the important concepts of a specific area and to acquire a firm basis for further study.

In terms of career preparation, the minor option can complement a regular major program or it may add an entirely new dimension to the traditional curriculum. A minor is a minimum of 18 credits to be defined by the School and Department.

Students who wish to pursue a minor should obtain the Minor Request Form in the Dean's or Director's office of the College or School in which the minor is offered. Any student seeking more than one minor requires the Dean's written permission

#### SECOND BACHELOR'S DEGREE

Students who wish to earn a second Bachelor's degree must fulfill all College/School and major requirements for the second degree and must earn a minimum of 30 additional credits beyond the number required for the first Bachelor's.

#### Double Majors

Students who wish to earn a double major must complete all major requirements for both majors which might involve completing additional credits above those required for a single major. If the degrees are from different colleges, additional requirements may

apply as well.

#### Undeclared Majors

All students who have not declared a major program of student will continue to work with their professional advisor to identify appropriate curriculum plans through general education requirements and elective options. By the end of sophomore year, all matriculated students are expected to have a declared major.

### *The Advising System*

The University provides academic and personal services to support each student's effort to gain the best possible undergraduate education. Selecting a course of study, choosing a major, and deciding upon a career are crucial decisions for every student. The Advising System functions to assist students in designing their programs according to their individual interests and needs.

Students are assigned a professional advisor upon acceptance to the University. Professional advisors are available for consultation throughout the student's tenure for purposes of academic advisement and assistance with course selection. As a student transitions from first to second year, s/he will be assigned a faculty advisor in the selected major; however, undeclared students will continue to work with their professional advisor until a major is declared. Advisors approve registrations for traditional undergraduates and program or major changes for all students. For assistance with non-academic concerns, professional counselors are available through the University's Student Affairs Division.

### *Registration for Courses*

The student must formally register for courses during the regular or early registration period. All charges for the semester are payable in full before or during registration unless the student has applied for the deferred payment plan. A program of fifteen or sixteen semester hours constitutes a normal load. No student will be permitted to register for more than eighteen semester hours in any one semester without the prior written approval of the appropriate College Dean or School Director.



# Academic Regulations and Procedures

## CHANGE OF REGISTRATION

All changes of registration are coordinated through the professional center. Students shall refer to the published course schedule and Key to UB to determine additional approval procedures and requirements for all program changes. The student must submit all approved changes of registration, including course withdrawals, to the Office of the Registrar by the published deadlines.

## ADD / DROP

Undergraduate students may withdraw from any course with advisor approval. Course withdrawals may be requested up to the last date to withdraw from courses as published in the course schedule book or academic calendar. To withdraw from a course, obtain a Schedule Adjustment Form from the Office of the Registrar and take it to your advisor. Advisor's signature is required to withdraw from any course. Return the signed withdrawal form to the Office of the Registrar for processing.

If a student officially withdraws from a course by the add/drop deadline, no grade will be reported and the course will not appear on the student's transcript. On occasions a withdrawal is granted after the first 20 days for reasons beyond the student's control as determined by the student's advisor. In these cases, a "W" will be posted on the student's transcript for the course. When a student registers for a course, but ceases to attend class without filing an application for withdrawal a grade of "F" shall be posted to the student's transcript. Tuition refunds for course withdrawals will be calculated according to the University's official refund policy. Federal Financial Aid awards are subject to adjustment when a student withdraws from the University. Cessation of attendance, notice to instructors, or telephone calls to the University, do not constitute official withdrawal from the University.

## CLASS ATTENDANCE

Undergraduate students are expected to attend their classes regularly. The instructor shall specify in the course syllabus at the beginning of the semester the extent to which the attendance factor will be taken into account when grades are calculated. Due allowance, however, will be made for such factors as illness, inclement weather, and se-

vere personal or family problems.

## UNIVERSITY POLICIES APPLICABLE TO BOTH UNDERGRADUATE AND GRADUATE PROGRAMS

### INTERNATIONAL STUDENT ATTENDANCE POLICY

International students must pursue a full-time course of study to maintain status and are required by the conditions of their visa to attend scheduled classes. Failure to attend classes may lead to termination of SEVIS records. Before making changes to their schedules, International students must speak with an academic advisor and consult with International Student Services. ISS is located on the Garden Level of Wahlstrom Library.

### UNIVERSAL ENGLISH

All student papers submitted to any instructor at the University must be of University standard in form, spelling, punctuation and literary organization. Instructors may refuse to read or to correct papers that are not in keeping with the standards of good English usage.

## Grades and Quality Points

A semester hour is the unit by which credits are measured. A quality point is the numerical value assigned to letter grades A-F. Each grade is assigned quality points as shown below. "I" or "R" incomplete; and "W" withdrawal. Letter grades may be assigned with "+" and "-" signs.

Other grades include pass-fail (earned under the University Pass/Fail Program): "S" - satisfactory completion of course requirements; and "U" - has not completed course requirements.

QUALITY POINTS		QUALITY POINTS	
GRADE	PER SEMESTER HOUR	GRADE	PER SEMESTER HOUR
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33		

The cumulative quality point ratio (QPR) is determined by dividing the number of semester hours attempted into the number of quality points earned. Non-credit courses

and grades of pass in pass/fail courses are exempted from the computation of the quality point ratio. Incomplete ("I" or "R") grades are not included in this computation until converted to a letter grade.

## Evaluation and Grading of Course Work

Grade	Undergraduate
A	Indicates distinction; for work of exceptional quality
B	Indicated above average
C	Average work
D	
F	
I and R	Incomplete
W	Withdrawal

Grade	Graduate
A	Indicates distinction; for work of exceptional quality
B	Average work
C	Refer to programmatic student handbook for specific GPA expectations for graduate programs
D	
F	
I and R	Incomplete
W	Withdrawal

"I" and "R" indicate incomplete course work.

- An "I" (incomplete) grade designates incomplete work in a course at the time of grading for reasons beyond the control of the student and determined to be legitimate by the instructor. These would include absence from a final examination or inability to complete terminal assignments due to illness, employment conflicts, etc. In such cases where the "I" grade is awarded the incomplete will revert to a failing grade if the unfinished work is not satisfactorily completed by the end of the semester immediately following the one in which the incomplete was granted, exclusive of the summer sessions. This time can be extended by the instructor for legitimate reasons.
- A grade of "R" indicates incomplete work in thesis, research, or undergraduate student project courses. The "R" grade must be removed within a period

# Academic Regulations and Procedures

of time specified by the instructor/mentor/project advisor or director. It must be within the maximum time allowable for degree completion in the academic program where the degree is being sought.

“W” indicates approved student withdrawal.

In addition to the above, the grades of “A-”, “B+”, “B-”, “C+”, “C-” and “D+” may be assigned.

## REPEATED COURSES

Students may repeat any course at any grade level below “A”. The grade from the first repeat of a given course will replace the first-time grade for the computation of the QPR, the original grade however, will remain on the transcript. The grade for a course repeated more than twice will be the average of all of the grades earned each time the course was taken. All repeated courses will be so indicated on the transcript.

## PASS/FAIL OPTION (FREE ELECTIVES ONLY)

Undergraduate students may elect to take up to 6 courses in an academic degree program on the pass/fail basis. Only free electives may be chosen for the pass/fail option, and no more than two courses may be on that basis in a given semester. Request to take a course on the pass/fail basis must be made in writing on the appropriate form after registration in the course, but absolutely no later than the tenth day of scheduled classes in a regular semester, the fifth day for a ten-week course, or the third day for a five-week course. Students should review the complete regulations with their advisors before requesting the pass/fail option through the Registrar’s Office.

## INCOMPLETE WORK

Incomplete grades (“I” or “R”) must be recorded by the date stipulated by the Registrar at the end of the semester. No incomplete will be so recorded by the Registrar unless it is accompanied by a clear indication from the course instructor of the nature of the work to be made up. The Registrar will provide appropriate forms with grade sheets. This information will be placed in the student files.

a. An “I” (incomplete) grade designates incomplete work in a course at the time of grading for reasons beyond the student’s control and determined to be bona fide by the instructor. These would include absence from a final examination or inability to complete terminal assignments due to illness, employment conflicts, etc. In such cases where the “I” grade is awarded the incomplete will revert to a failing grade if the unfinished work is not satisfactorily completed by the end of the semester immediately following the one in which the incomplete was granted, exclusive of the summer sessions.

b. A grade of “R” indicates incomplete work in thesis, research, or undergraduate or graduate student project courses. The “R” grade must be removed within a period of time specified by the instructor/mentor/project advisor or director. It must be within the maximum time allowable for degree completion in the academic program where the degree is being sought.

## “W” GRADE

No student may withdraw from a course without the knowledge of his/her academic advisor, as indicated by that advisor’s signature on the change of schedule form. Withdrawal “W” grades are assigned based on the following policy statements:

1. If a student officially withdraws from a course after the official change of registration period, but before the end of the official withdrawal period in a given semester or summer session, a grade of “W” is assigned and that course remains on the student’s transcript. Courses with the grade of “W” do not count toward the QPR but do count toward “hours attempted.”
2. The names of students who have officially withdrawn from a course and received the grade of “W” are so listed on the class roster for the balance of the semester.
3. Any exceptions to the above, including “late” withdrawals, must be individually approved by the appropriate Dean or

Director and the Provost before they become official and are recorded.

## Academic Status of Students

### UNDERGRADUATE

The following policies and standards define the minimum requirements for maintaining good academic standing in the undergraduate degree programs of the University. Higher requirements may be established by the faculty for specific programs, subject to approval by appropriate College committees, the appropriate senior administrator of the College or School and the Provost. Such requirements are described in the appropriate section of this catalog.

### Good ACADEMIC Standing

Good Academic Standing: A student whose Term GPA and Cumulative GPA are 2.0 or above.

The student who is not maintaining good academic standing will be permitted to remain in a degree program while attempting to re-establish normal academic progress, unless and until the student is subject to academic separation as described below.

A student may be awarded a degree only when all degree requirements have been satisfied. In particular, a student who has failed to maintain normal academic progress at some point, must have reestablished normal academic progress before a degree is awarded.

### Academic Warning

Academic Warning: A student whose term GPA is below 2.0 but the cumulative GPA is 2.0 or above.

### Academic Probation

When a student’s Cumulative GPA is below 2.0 but above the threshold for Academic Separation.

# Academic Regulations and Procedures

## Academic Separation

The following policies and procedures apply to all students, both matriculated and special.

### Academic Progress Standard for Academic Separation\*

Semester Hours Attempted (Includes transfer credits)	Cumulative Grade Point Average
<19 (fulltime students only)	.75
1-24	1.50
25-48	1.70
49-90	1.85
91+	2.00

\* *Retaking a course does not count toward this total.*

Maintaining satisfactory academic progress is essential in order to remain eligible for financial aid. Please refer to the financial aid section for further information on maintaining eligibility for financial aid.

### NOTIFICATION

A student will be notified of his/her separation before the beginning of the following semester. It is, however, the student's responsibility to be aware of his or her academic status at all times.

### APPEALS

Actions taken under the regulations pertaining to Academic Separation may have an immediate impact on a student's eligibility for financial aid. Students may appeal actions taken pursuant to these regulations. Appeals must be made in writing directly to the Academic Separation Appeals Committee within ten calendar days of receipt of notice of the action taken. The decision of the Committee will be made within twenty-one calendar days of the date of the receipt of the appeal.

An appeal of separation from the University that is granted places the student in a conditional probationary status. The conditions of this status, including its maximum duration, will be specified in the Committee decision granting the appeal.

### Conditional Probation

Conditional Probation: When a student's ap-

peal is granted, he or she is placed on Conditional Probation status until their cumulative GPA reaches 2.0 or better, or until they are dismissed.

### Academic Dismissal

A student will be academically dismissed if:

- They do not appeal their separation
- Their appeal is not granted
- They fail to achieve the requirements for conditional probation
- They have committed a third academic dishonesty offense

Students who have been academically dismissed are withdrawn from the University and must wait 12 months before applying for readmission.

### READMISSION

A student who has been separated from the University under the above provisions may apply for readmission to the University no sooner than one full semester after separation. A readmission form is available from the Office of the Registrar. No course work at the University of Bridgeport is permitted during the period of separation.

## GRADUATE PROGRAM REGULATIONS AND PROCEDURES

\*Refer to programmatic handbooks for the regulations and procedures pertaining to graduate professional programs in the health sciences, counseling and education.

### General Regulations

1. The mere completion of courses and requirements does not guarantee continuation in the graduate program or advancement to degree candidacy.
2. Every student must consult with his/her assigned advisor to ensure a carefully planned program of studies.
3. A graduate student is expected to complete his/her degree program within seven years of admission. A student may, for sound and valid reasons, request his/her Dean for an extension of this time limit. Such a request must have the approval of the student's advisor, and Department.
4. The amount of graduate work transfer-

able to a graduate degree is limited to two graduate courses. Courses applied to one degree or diploma normally are not transferable to a second degree or diploma. Courses presented for transfer credit must be graduate level study completed with a grade of "B" or above at an accredited institution. The transferred courses should have been completed within the past seven years.

The approval of additional transfer credit and waivers of the course time limit may be granted based on the approval of the Department Chair, School Director, and College Dean.

5. The requirements for a master's degree shall include at least one of the following: a comprehensive examination, a written thesis based on independent research, or completion of an appropriate special project.
6. Graduate programs require that all grades applied toward the degree be "C" or better. The grade of "C-" cannot be used to satisfy degree requirements.

### Probation and Separation Policy

1. The minimum cumulative grade point average necessary to continue graduate studies is 3.0 and the minimum semester grade point average to continue graduate studies is 2.0.
2. A student who does not meet either the semester or cumulative grade point average will automatically be placed on probation for the next semester of study.
3. A student placed on probation must meet the standard for continuation at the end of the probationary semester. Failure to meet the standard will result in automatic separation.
4. Separation from the Program of Study may be appealed to the Academic Appeals Committee of the Graduate Council. The appeal must be in writing and must be submitted within 15 days of notification of separation.
5. A student separated from a Program of Study may apply for re-admission to the Program 1 year from the date of separation from the Program.

# Academic Regulations and Procedures

- A student may not be placed on probation more than twice. Failure to maintain a cumulative 3.0 grade point average or a semester grade point average of 2.0 a third time will result in automatic, non-appealable separation. Application for re-admission cannot be made sooner than 1 year after the date of separation.

## ACADEMIC DISCIPLINE PROCEDURES

### CONSENT TO PLAGIARISM SCREENING

Students are expected to be familiar with and to comply with the University's policies prohibiting plagiarism as set forth in the Key to UB-Student Handbook. Some courses utilize electronic screening to detect plagiarism, e.g., Turnitin. These plagiarism screening programs analyze the extent to which students' submitted assignments constitute original content and compare students' submissions to an extensive network of web pages, articles, and other student work in their databases. Using these resources, these programs produce originality reports which categorize submission content, determining what percentage of each assignment matches text found in their databases.

By enrolling in course(s), students consent to the above-described plagiarism screening programs and may also be required to approve specific terms and conditions of use when submitting an assignment. Students also consent to retention of their submission in Turnitin or other plagiarism screening platforms, but retain full copyright of their submission.

### Change of Status

#### FROM FULL-TIME TO PART-TIME

Students wishing to transfer from full-time to part-time status must secure the necessary forms from the Registrar's Office.

#### FROM PART-TIME TO FULL-TIME

Students wishing to transfer from part-time to full-time status must secure the necessary forms from the Registrar's Office.

### INTERRUPTION OF STUDIES

### WITHDRAWING FROM THE UNIVERSITY

Students who withdraw from all courses and thus from the University, must file an Application to Withdraw at the Office of the Registrar. Students must meet with the Dean of Students prior to submitting the withdrawal form to the Registrar.

If a student fails to register for a semester without being granted a leave of absence, or the leave of absence has expired, the student will be administratively withdrawn from the University.

Several University of Bridgeport's Schools, Institutes and Programs have policies governing leaves of absence from the particular school, institute or program, and students should refer to the relevant student handbook for more information.

### REGULAR READMISSION

A student who officially or unofficially withdraws from the University must apply for readmission. Readmission is necessary with any break in attendance for full-time students and after a break of more than one semester for part-time students. A student who withdraws officially, or unofficially, and subsequently applies for readmission is required to meet the degree requirements and conditions current at the time of readmission. Students who have attended another accredited institution in the interim must present complete official transcripts with their application for readmission.

Applications for readmission are available from the Registrar's Office.

### READMISSION IN CASES OF DISCIPLINARY EXPULSION AND SUSPENSION

Disciplinary expulsion and suspension may be incurred as a result of unacceptable conduct. See the Key to UB for rules, regulations and procedures for readmission.

### LEAVE OF ABSENCE

Students who must discontinue enrollment for less than one academic year and who have a commitment to return to the University must submit a written request for a Leave of Absence to the Office of the Registrar. A copy of this request must also be sent to the Dean or Director of the student's program.

Students who are in good academic standing and who have met all University requirements may return to the University at the beginning of any semester within the one-year Leave of Absence period.

A leave of absence may be extended for an additional year upon approval of the program Dean or Director. A written request is required for consideration of an extended leave of absence and the leave will be noted on the student's permanent record.

Several University of Bridgeport's Schools, Institutes and Programs have policies governing leaves of absence from the particular school, institute or program, and students should refer to the relevant student handbook for more information.

### FIVE YEAR RULE FOR UNDERGRADUATE STUDENTS

Students who interrupt their studies for a period exceeding five years must obtain written permission from the Dean of their College or Director of the School to apply previously earned credits toward their degree.

### CARNEGIE UNIT OF CREDIT

Note: The application of the Carnegie unit of credit has implications for graduation requirements, transfer credit policy, faculty load and for measuring program hours/income. The Carnegie Unit of Credit provides a guideline on the amount of time that a student is expected to dedicate to a one semester hour course in order to receive one semester hour of academic credit. The University of Bridgeport calibration of the Carnegie Unit of Credit is as follows:

**Onsite Lecture Classes:** To receive one semester hour of academic credit, the student is expected to attend a 50 minute lecture class per week and spend approximately two hours on assignments and study outside of the classroom throughout a fifteen week semester.

**Online or Blended Learning Classes:** Through Canvas or other online tools and blended learning, students would be expected to complete 2.5 hours of activities per week over fifteen weeks to receive one semester hour of academic credit. This would include activities such as reading and responding to posted course materials, discus-

# Academic Regulations and Procedures

sion board postings, and Canvas discussions.

**Onsite Activity-based Classes:** One hour and forty minutes of engagement in discipline-based activity and fifty minutes of study per week throughout fifteen weeks.

**Clinics, Studios and Laboratory-Based Class:** 2.5 hours of laboratory, clinical or studio activity per week for 15 weeks.

**Independent Study:** 2.5 Semester hours of Study per week over a 15 week Semester.

**Other Forms of Learning:** Academic credit based on a demonstration of competency in defined academic outcomes will be the exception and will be based on accepted instruments approved by the Deans and Program Chairs. These can include CLWEP, CLEP tests, or examination of a portfolio by trained academics in the discipline in which the student seeks credit.

In all of these learning formats, contact hours and/or study/assignment hours would be increased each week in a summer or concentrated session to assure compliance with unit of credit guidelines.

Approved by University of Bridgeport Senate, November 30, 2010

## ***Off-Campus Study***

Matriculated students are expected to take the courses for their degrees at the University of Bridgeport. Permission to take courses at other institutions for transfer credit will be given only for good and valid reasons and must be approved in advance and in writing by the student's advisor. Permission will not be granted for courses currently offered by the University or courses within the last thirty semester hours before graduation, or for courses previously failed at the University.

Matriculated students may not take courses at junior or community colleges for transfer credit at the junior or senior level toward their degrees.

## **CREDIT FOR LIFE WORK EXPERIENCE (CLWEP)**

Some students acquire mastery over course subject matter through prior work or training experience. Many departments have developed examination and other assessment procedures to provide the possibility of credit for those experiences which correlate

to specific course offerings in the University Catalog.

CLWEP credit may not be used to satisfy the minimum University 30-hour residency requirement. CLWEP credit is included in the student's semester hours earned at the University and also in the total number of UB hours used to determine eligibility for graduation honors. However, such credit is not computed in the student's quality point ratio at the University. Information on subject matter and evaluation procedures is available in the office of the Dean of the School of Continuing and Professional Studies.

## **COLLEGE LEVEL EQUIVALENT PROFICIENCY EXAM (CLEP)**

The University of Bridgeport participates in the Educational Testing Service's College Level Equivalent Proficiency Exam program. The basic purpose of this program is to give the student and non-traditional learner a means for assessing their levels of achievement and for requesting college credit for such achievement.

Undergraduate students may earn up to 30 semester hours of credit (one year's studies) by demonstrating subject area competence through testing. CLEP credit may not be used to satisfy the minimum University 30-hour residency requirement. CLEP credit is not included in the student's credit hours earned at the University of Bridgeport and is not computed in the student's quality point ratio at the University. CLEP credit is not considered in the total number of UB hours used to determine eligibility for graduation honors.

Information on subject matter and testing procedure is available in the office of the Dean of the School of Continuing and Professional Studies.

## **ADVANCED PLACEMENT**

A student may enter the University of Bridgeport as a freshman, but with advanced standing toward a degree. Advanced standing may be achieved by taking the Advanced Placement examinations administered by the College Entrance Examination Board. A score of three or above allows the student to earn up to eight credits in one subject area. Well qualified students may also earn advanced placement by taking courses for college credit while in secondary school. Informa-

tion regarding Advanced Placement is available in the Office of Admissions.

## ***Academic Honors***

### **PRESIDENT'S LIST**

A full-time student who, in a given semester, completes 12 or more semester hours with a quality point ratio of 3.7 or higher and with no incomplete grades is named to the President's List at the end of that semester. A part-time student who is matriculated and who, during a regular academic year, completes 12 or more semester hours with a quality point ratio of 3.7 or higher and with no incomplete grades is named to the President's List at the end of the academic year.

### **DEAN'S LIST**

A full-time student who, in a given semester, completes 12 or more semester hours with a quality point ratio of 3.2 or higher and with no incomplete grades is named to the Dean's List at the end of that semester. A part-time student who is matriculated and who, during a regular academic year, completes 12 or more semester hours with a quality point ratio of 3.2 or higher and with no incomplete grades is named to the Dean's List at the end of that academic year.

### **NATIONAL HONOR SOCIETIES**

Honor societies include Phi Kappa Phi, all University; Beta Alpha, accounting; Delta Mu Delta, business administration; Sigma Phi Alpha, dental hygiene; Alpha Sigma Lambda, part-time students; Pi Gamma Mu, international and national social science; Eta Kappa Nu, electrical engineering; Upsilon Pi Epsilon, computer science; and Sigma Xi, research and scholarship; Lambda Pi Eta (The National Communication Studies Honor Society); Theta Alpha Kappa (The National Religious Studies Honor Society); Pi Sigma Alpha (The National Political Science Honor Society); Sigma Iota Rho, The Honor Society for International Studies; Phi Sigma Lambda (Honor Society of Languages), Alpha Phi Sigma (Criminal Justice Honor Society).

## ***Requirements for Undergraduate Degrees***

The stipulations in the list immediately below are only those which are common to the

# Academic Regulations and Procedures

awarding of the Bachelor's degree. However, requirements specific to each College or School and to individual curricula and disciplines within each College or School also exist. The student must be especially careful to note all of these, since fulfillment of graduation requirements is the individual student's responsibility. No permission for deviation from published requirements is official unless it is made in writing and signed by the senior administrator of the College or School from which the degree is sought. It is recognized that the requirements for graduation in individual Schools may change. A student must meet the requirements for graduation which are current at the time of graduation, and consistent to the greatest extent possible with the degree requirements in existence at the time of the student's entry into the major. However, whenever a program is altered it is the University's responsibility to translate the student's previously completed work into the new program requirements so that the continuously enrolled student is not penalized for the adaptation. The only exception would be when the state or other licensing agency imposes a new requirement. The common requirements for awarding the Bachelor's degree follow.

A student must:

1. Have been admitted as, or have achieved the status of, a matriculated student in the College, and must have attained upper-class or major status.
2. Have completed the last thirty semester hours of work toward his or her degree under the direct auspices of the University. Under exceptional circumstances, the senior academic administrator may slightly modify this requirement.
3. Present an overall cumulative quality point ratio of at least 2.0 and, in addition, must have a quality point ratio of 2.0 or better in those courses taken for credit in the major. Each individual course in the major must be passed with a grade of "C" or better. The student must have earned the number of semester hours of credit required by the College or School and must not deviate from the curriculum as displayed in this catalog without the

written approval of the appropriate senior academic administrator or his/her designate.

## UNDERGRADUATE GRADUATION HONORS

Candidates for graduation who have completed at least sixty semester hours of academic course work at the University of Bridgeport in their junior and senior years are eligible for honors upon recommendation of the appropriate College faculty. The following standards are used:

1. The Bachelor's degree cum laude may be awarded to a student whose cumulative quality point ratio is at least 3.40.
2. The Bachelor's degree magna cum laude may be awarded to a student whose cumulative quality point ratio is at least 3.60.
3. The Bachelor's degree summa cum laude may be awarded to a student whose cumulative quality point ratio is at least 3.80.

The Associate's degree may be awarded cum laude to a candidate with a minimum quality point ratio of 3.2 and magna cum laude to those with 3.5. A minimum of 45 semester hours must have been earned at the University of Bridgeport.

## ***Application for Graduation (both Undergraduate and Graduate)***

The University of Bridgeport holds two Commencement Ceremonies in May and December of each year. Students who have completed all degree requirements are eligible to participate in a Commencement Ceremony. Students do not have to apply to graduate but must confirm their interest in participating in the ceremony after being pre-certified by faculty. Designated faculty within each academic program will pre-certify a student's eligibility to graduate prior to the mid-point of the semester from which a student is graduating.

A graduation fee of \$150 per degree is assessed upon per-certification, whether or not a student participates in the ceremony.

Diplomas are mailed to the address held on file for a student within 45 days of the end of the term for which a student is graduat-

ing. Release of diplomas is dependent on all graduation requirements and financial obligations to the University of Bridgeport (including Perkins Loans) being satisfied. If you have a change of address during the course of the graduation process, please email the Office of the Registrar at registrar@bridgeport.edu so that your records can be updated.

## ***Transcripts***

Students may request official transcripts to be mailed to other institutions, prospective employers, or other authorized agencies, by completing a transcript request from available in the Office of the Registrar or online (see below). Please allow ten (10) days for requests sent by mail to be processed. Each graduating student will receive one free, unofficial copy of his/her transcript together with his/her diploma upon graduation.

## **ORDER TRANSCRIPTS ONLINE**

The University of Bridgeport has authorized the National Student Clearinghouse to provide transcript ordering online. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

To order an official transcript(s), login to the "[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=00141600](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00141600)" Clearinghouse secure site.

The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.

Order updates will be emailed to you. You can also track your order online.

# The Core Curriculum

The University holds that professional and applied studies, and later success in careers, require a sophisticated and learned grasp of the artistic, communicative, cultural, social, historical and scientific achievements of the world; and that all learners and professionals should be able to interpret these domains and to communicate about them clearly and persuasively. All colleges and universities in the State of Connecticut are required by the Office of Higher Education to mandate that General Education courses compose “33 percent of the minimum requirements for the baccalaureate degree.” The University of Bridgeport fully supports the educational philosophy behind this mandate.

The University of Bridgeport also believes that General Education should reflect the University’s educational mission. The General Education’s Core Curriculum draws upon the best traditions of American education and seeks to stimulate creativity, intellectual growth, and development of analytical thinking; but it also advances UB’s distinctive educational outlook, which is international in character and commitment. Thus the University requires that a large majority of the forty required credit hours of General Education be distributed within its Core Curriculum and allows the remaining to be taken as Liberal Arts electives. “Liberal Arts” encompass any course that is not designed primarily for skill or knowledge acquisition in a specific profession or field of work and generally includes the humanities, social sciences, natural sciences, and mathematics. **The total number of General Education credit hours on a student’s record must be forty or higher and must satisfy the Core requirements.**

The required distribution of Core courses through a range of disciplines reflects the mission of the University of Bridgeport. In particular, courses from disciplines are chosen because they encourage reflection upon the interdependent nature of the world, contribute to global awareness, and encourage interdisciplinary modes of integrative learning. All classes in this curriculum contribute to academic development and lay the groundwork for success in graduate schools or students’ chosen professions. The Core Curriculum represents what is best and distinctive about the University of Bridgeport.

## THE UNIVERSITY’S CORE CURRICULUM HAS THREE DIMENSIONS:

1. Skills
2. Heritage
3. Seminars

### I. THE SKILLS SECTION

Skills classes help students learn how to think clearly, write effectively, and communicate accurately and persuasively. These courses, normally taken in the first semester, lay the foundation for all further study. The University of Bridgeport requires competency for such skills through successful completion or placement out of two such courses: one in composition, the other in mathematics. (Note: Placement out of any course requires an equal number of credits to be completed in other approved liberal arts coursework toward the minimum forty required credit hours of General Education.)

English: English 101

Math: Math 102 or 103

### II. THE HERITAGE SECTION

Heritage classes introduce students to the artistic, communicative, cultural, social, historical and scientific achievements of the world. The courses below have been selected for inclusion in the Core Curriculum because they contribute to forming an interdisciplinary perspective about these achievements. These courses aim to help students see the world in a distinctive way: as a plural but increasingly interdependent reality. Upper-level courses are suggested to students who are completing Core General Education requirements as upperclassmen, or who have focused academic interests in a particular area of enquiry. Enrolling in these upper-level courses requires the instructor’s permission. Full course descriptions and any course prerequisites can be found in Undergraduate Courses of Instruction section of the Catalog.

**Three Hours of Fine Arts:** one of the following approved courses

- ADSN 117, 118, 377, 379, 380, 408
- CIHT 181, 202, 262, 361
- MCOM 260
- MUSC 121, 122, 123, 203, 204, 205, 207, 280

- THA 103
- Select Honors courses, as approved. See Registrar or Honors Program Director for details

**Six Hours of Humanities:** two of the following courses, from different disciplines

- ENGL 102, 105A, 105B, 110, 180, 197, 207, 208, 209, 210, 212, 213, 215, 216, 220, 223, 228, 233, 252, 305, 322, 325, 330, 332, 357, 395
- HIST 100 (three 1-credit sections must be taken during the same semester), 222, 223, 228, 232, 233, 305, 335, 336
- HUM C201, 300
- PHIL 101, 103, 104, 110, 203, 205, 210, 211, 213, 235, 323, 340
- PSCI 323, 324
- WREL 101, 102, 103, 204, 205, 207, 208, 209, 216, 221, 229, 230, 299, 301, 305
- Select Honors courses, as approved. See Registrar or Honors Program Director for details

**Six Hours of Natural Science:** six hours met by any combination of the following courses and/or upper-level lab science courses for which students meet the prerequisites

- BIOL 106, 111, 113, 114
- CHEM 103, 104, 113, 114
- GEOL 105, 205
- PHYS 103, 111, 112, 201, 202
- SCI C101, C102, C106, 107, C201, C202, C206
- Select Honors courses, as approved. See Registrar or Honors Program Director for details

**Six Hours of Social Science:** two of the following courses, from different disciplines

- CJHS 118
- ECON 201, 202
- HIST 101, 102, 207, 208, 230, 240, 241, 242, 303, 304, 316, 317, 341, 361
- HSCI/IPED 210
- IPED 201, 202, 206, 299, 321, 329, 345
- MCOM 111, 290
- PSYC 103, 201, 202, 240, 303, 375
- PSCI 101, 103, 203, 204, 206, 207, 208, 209, 215, 233, 299, 373

# The Core Curriculum

- SOC 101, 102, 118, 204, 231, 270, 310, 311, 315, 348
- SOSC 207
- WREL 348, 373
- Select Honors courses, as approved. See Registrar or Honors Program Director for details

## III. SEMINARS: FIRST YEAR SEMINAR AND CAPSTONE 390

The thematically focused First Year Seminar, taught with common student learning outcomes to all freshmen, is taken during the first semester of study. This seminar introduces students to the academic values of a university education while inculcating habits of learning that will serve them throughout their undergraduate education and beyond. Through this seminar experience, students establish a foundation upon which the rest of their university education stands. This may be satisfied through FYS 101, BIOL 100, ENGR 111, or INTST C101.

The Capstone Seminars, CAPS 390, provide an academic context in which the skills and content of the other courses in the General Education Curriculum can be synthesized and integrated. The Capstone is the “crowning achievement” of the General Education Curriculum. As such, the seminars are limited to juniors and seniors who have completed at least 75 semester credit hours and all required hours within in the Skills and Heritage sections of the Core Curriculum. No exceptions will be granted to this policy.

## CORE CURRICULUM OUTCOMES

The following lists of student learning outcomes contains the common elements for any course that fulfills the University of Bridgeport’s First Year Seminar, Capstone, Humanities, Fine Arts, Social Science, or Natural Science requirement in the General Education Curriculum.

### FYS

1. Students will demonstrate ability to communicate at a first-year college level, in both oral and written language.
2. Students will demonstrate ability to use reasoning in assessing ideas, values, and beliefs of oneself and others.
3. Students will demonstrate understanding

of core information literacy knowledge practices, including standards of academic integrity, by conducting effective research to locate quality sources that fit their specific research needs.

4. Students will demonstrate understanding of the tools necessary for succeeding in college-level academic courses.
5. Students will demonstrate ability to locate and use academic and student support services of the University such as advising, tutoring, counseling, career development, and other related services.
6. Students will demonstrate understanding of the processes and requirements for successful completion of a degree.
7. Students will demonstrate engagement in activities that promote a sense of community as well as of individual purpose in developing personal, civic, and/or professional identity.

### CAPSTONE

Students will identify and complete individual or group projects focused on something relevant to their major programs or career goals (such as case studies, business plans, research papers, artwork, design concepts, engineered products, policy proposals, community organizing, poems/stories, or the like).

1. Students will demonstrate qualitative and quantitative research methods, as the topics allow, in their projects.
2. Students will present their substantive projects to an identified audience, using appropriate media (audio, visual, demonstrative, written, oral, etc.)
3. Students will use multidisciplinary sources to provide contextual significance of their projects within broader political, industrial, or social frames.
4. Students will gather quality information sources that establish their authority over the content of their presented projects.

### HUMANITIES

Upon completing a 6-credit requirement in the Humanities (two HU-designated courses), students will be able to understand and appreciate the role of literature, philosophy, religion, and/or history in shaping human

culture and helping us make sense of our world. Students will demonstrate this by being able to:

1. Apply historical, interpretive and/or analytical methods to explore the human condition.
2. Demonstrate in speaking and writing the ability to present well-grounded interpretations of complex literary, historical, cultural and philosophical bodies of knowledge.
3. Reflect upon human life, experience, existence, value, purpose and meaning in a globalized world.
4. Conduct scholarly research to identify and evaluate authoritative sources that identify significant literary, historical, cultural, and/or philosophical aspects of the human experience.

### FINE ARTS

Upon completing a 3-credit requirement in the Fine Arts (FA-designated courses), students will develop a basic appreciation for creative and performing arts, including visual art, music, theater, or film and be able to:

1. Analyze critically and interpret objects of art for their imaginative, aesthetic, or intellectual content.
2. Analyze creative art forms to explore human experience and critique, challenge and consider the effect on the nature of society.

### SOCIAL SCIENCES

Upon completing a 6-credit requirement in Social Science (two SS-designated courses) students will understand and be able to evaluate the theoretical foundations that underpin the disciplines of economics, history, political science, psychology, or sociology and demonstrate that understanding by being able to:

1. Apply empirical methods, including quantitative and qualitative designs, to investigate and explain social phenomena in the pursuit of producing new knowledge.
2. Evaluate larger social problems challenging contemporary society as well as the policies and action designed to address these challenges.



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# The Core Curriculum

3. Research, identify and evaluate authoritative sources that utilize social scientific methods and/or theoretical perspectives.

## **NATURAL SCIENCES**

Upon completing a 6-credit requirement in Natural Sciences (two NS-designated courses) students will demonstrate competence in the following two areas:

1. Knowledge of factual content and major concepts in at least one scientific discipline – Students will be able to:
  - a. Make connections between scientific concepts and everyday phenomena, real life applications and contemporary global issues.
  - b. Identify and interpret scientific information presented in a credible media source or an article of scientific journalism.
2. Implementation of key attributes of the scientific method of inquiry – Students will be able to:
  - a. Design, conduct and interpret laboratory experiments to test a hypothesis and reach conclusions.
  - b. Interpret and manipulate quantitative information to arrive at appropriate conclusions.

## **NOTE ON COURSE TRANSFER POLICY**

The University allows twenty-seven hours of the General Education Curriculum distribution hours to be transferred from other universities. The Capstone Seminar and at least one additional General Education elective course must be taken at the University of Bridgeport. The University of Bridgeport First Year Seminar is not required of transfer students who enter with 30 or more credits.

# Experiential Learning and Internships

The University of Bridgeport offers an extensive experiential education program, allowing students to combine classroom study with practical experience within their chosen field. Internships and other experiential learning experiences provide a practical application of academic studies in combination with opportunities to learn material that go beyond the classroom. Performing internships, performing a job shadow or participating in a mentorship opportunity offer the additional experience and development of skills, which aid in the overall career readiness of the student.

## Types of Experiential Opportunities

Paid, Unpaid, Volunteer Internship

Credit Based Internship (*usually 1-3 credits*)

Cooperative Education Experience

Volunteer/Community Service

Special Programs (*Job Shadow, Mentorship, Student Leadership Institute*)

Student Employment/Graduate Assistantships/PHD Awards

## Qualifying For an Internship

Students are able to perform internships throughout their academic career. Most posted opportunities will provide a list of qualifications which should be reviewed for specific GPA, major and class level requirements. Students are encouraged to participate in more than one opportunity to gain a variety of diverse professional experience.

*For credit-based roles*—a student should consult with their assigned academic advisor, to learn specific departmental criteria for performing an internship. In most majors, a student must be a Junior or Senior Standing with a 2.5 GPA (undergraduate) and hold a 3.0 GPA for graduate studies.

## Campus Resources

Center for Career Development (<https://www.bridgeport.edu/student-life/career-development>)

Academic Departments (<https://www.bridgeport.edu/academics/programs>)

Office of Campus Activities and Civic Engagement (<https://www.bridgeport.edu/student-life/campus-activities>)

Office of Student Employment (<https://www.bridgeport.edu/life/student-employment>)

## Internship Qualifying Criteria

In order for an internship to be approved by the University, the following criteria must be met. This criteria is set to protect University of Bridgeport students, and ensure valuable and educational experiences through internships and experiential opportunities.

- A designated supervisor is identified to provide the intern with guidance.
- Projects and tasks have been developed to give the intern legitimate work which will allow them to gain professional experience applicable to the industry.
- Intern responsibilities relate to their particular course of study or desired interest area.
- The intern does not displace regular employees, and works in close proximity to a full-time employee.
- The internship experience is for the benefit of the intern and does not solely advance business operations.
- Feedback is provided by the intern supervisor throughout the internship term, including completion of an Internship Evaluation provided by the University of Bridgeport.
- Clearly defined goals and learning objectives are identified which closely align with the intern's course of study or desired interest area are developed.

## Unpaid Internship, Department of Labor (DOL) Guidelines

In 2018, the Department of Labor (DOL) released new guidelines for determining whether an individual or opportunity classifies as an unpaid intern. The new model is called the “primary beneficiary test,” which takes a more straightforward approach by asking, “who benefits from the relationship most, the employer or the intern?”

The test is based on seven criteria:

- Any promise of compensation, express or implied, suggests the intern is an employee—and vice versa.
- The internship provides training similar to what would be given in an educational environment
- The extent the internship is tied to course-work or academic credit

- The extent the internship accommodates academic commitments according to the academic calendar
- The internship's length provides the intern with beneficial learning
- The intern's work complements, not displaces, the work of paid employees while still educating the intern
- The intern and employer understand the intern is not entitled to an offer for a paid job at the end of the internship

The DOL states these factors are flexible, so the final decision on whether the intern is an employee depends on the specific case. If the intern is deemed an employee, he/she is eligible for minimum wage and overtime pay under the Fair Labor Standards Act (FLSA).

## Curricular Practical Training (CPT): Internships for International Students

Any international student, who performs work OFF CAMPUS, must complete Curricular Practical Training documentation PRIOR to beginning work. Any concerns or questions should be addressed to the International Center for Students and Scholars. Guidelines Include:

- You may not take part in CPT while holding student employment in any department at the university. You may either choose CPT or student employment. You CANNOT have both.
- Your CPT must be within 100 miles from The University of Bridgeport if done during the spring or fall semester. If CPT is done during the summer, there is no mile restriction. However, you will not be able to extend the employment during the fall or spring semester if your internship is more than 100 miles away from campus.
- You may not have any holds on your account (Bursar, Health, etc.)
- GPA minimum Requirements: Undergraduate 2.5, Graduate 3.0
- You must complete two semesters as a full time UB student to qualify for CPT. (Summer semesters do not count)
- You may not have any pending grades
- Your financial balance must be a maximum of \$500

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# Experiential Learning and Internships

- Your internship/co-op duties must be directly related to your major
- If this CPT is done during the winter or summer break, you must pre-register for the Spring or Fall semester
- Do NOT work until you get the CPT I-20 and until the start date is in effect.

## **CPT Application Process:**

- Visit ISS website at <https://ic.bridgeport.edu/employment/cpt/> for eligibility and all necessary documents.
- If you are eligible, please scan/email to [cpt@bridgeport.edu](mailto:cpt@bridgeport.edu) the following documents to be reviewed by ISS:
  1. Job offer letter printed on a letterhead and signed/dated by your employer (Electronic signatures are not acceptable); It must include all required information as listed below:
  2. Cooperative Education/Internship Agreement signed by your prospective employer
- Once your documents are approved, an ISS advisor will schedule you an appointment for CPT processing and instruct you to visit your Academic Department and Career Development for signatures.
- At the time of appointment, please bring all required and completed documents outlined on the ISS website

*Please note: If you have questions about your eligibility for CPT, please email [cpt@bridgeport.edu](mailto:cpt@bridgeport.edu) with your full name and UB ID included using your UB email account.*

*In addition to the general requirements stated before, Ph.D. students in Computer Science and Engineering or Technology Management are allowed to start their CPT only after they write their dissertation proposal and pass its oral defense (excluding CPT summer session). Ph.D. students in Computer Science and Engineering or Technology Management are allowed to start their OPT only after the successful completion of the dissertation defense.*

# University Library

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*University Librarian:* Deborah Dulepski  
Wahlstrom Library  
126 Park Avenue, Bridgeport, CT 06604  
Telephone: 203-576-4745  
Fax: 203-576-4791  
Email: [ddulepsk@bridgeport.edu](mailto:ddulepsk@bridgeport.edu)  
Website: <https://library.bridgeport.edu/>

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## PHYSICAL SPACE

The Wahlstrom Library is centrally located on campus near the end of the beautiful Park Avenue where Seaside Park begins. The Library is open seven days a week often until Midnight or later. Students and faculty are offered a full range of services in a large, 4 floor space that facilitates both individual and collaborative study. 80 Computer workstations are available, as well as wireless for students with mobile devices, docking stations, 20 loaner laptops, an adaptive technology room, copy machines and printers, collaboration rooms, and fully equipped "Smartrooms" with electronic whiteboards and the potential for multiple devices to project.

## PRINT COLLECTIONS

The Wahlstrom Library print collections are located on the 3rd floor of the Library building. Two Self Check Machines are available so students can check items out, and Librarians are located on the floor to assist in locating and checking out items. Special collections of archival and historical material are available for use as well by appointment.

## DIGITAL LIBRARY

The Wahlstrom Library extends its traditional services through its Digital Library, One-Search which is available at <https://library.bridgeport.edu>. The Digital Library includes an integrated search platform, linking between products, and millions of electronic journal articles, ebook chapters, reports, conference proceedings, data, protocols, lists of experts, and wire and newsfeed announcements. Subscribing to more than 80 major research databases, electronic tutorials are provided to assist in the use of individual products and features, and digital Inter-library loan services exist for when students or faculty need an item not found within the Digital Library in full-text.

## INFORMATION LITERACY INSTRUCTION

The Wahlstrom Library supports the University and General Education Committee commitment to producing an information literate student body. An experienced staff of Librarians works closely with faculty to develop curriculum and assessment tools so that when students graduate and join their chosen professions, they are prepared to join the scholarly conversations and debates taking place in the published research and literature of those fields. The Wahlstrom Library approach reflects a strong commitment to the Threshold Concepts from the Association of College & Research Libraries as well as Evidence Based Medicine Best Practices for graduate level Health Sciences programs. Instruction Librarians deliver instruction in the classroom, online and in the Library and are available during the Spring and Fall Semesters from 8 AM – 10 PM Monday – Thursday, 8 AM – 7 PM Friday, 9 AM – 5 PM Saturday, and 2 PM – 10 PM Sunday. To contact a librarian or to ask a question, email [reference@bridgeport.edu](mailto:reference@bridgeport.edu), call 203-576-4747 or chat with us from the Ask a Librarian page on the library website at <https://library.bridgeport.edu/ask/>.

# Support Services

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Leslie Hazen  
Wahlstrom Library 2nd floor/Charles Dana  
Hall, Room 16

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## ***Tutoring and Learning Center***

The Tutoring and Learning Center (TLC) is a comprehensive resource that supports undergraduate and graduate classroom instruction and provides academic assistance through tutoring, workshops, and study groups. In a welcoming and supportive environment, the staff of the TLC helps students develop critical thinking skills and effective study strategies, preparing them to be successful, independent learners. Our staff includes trained professional tutors, graduate student tutors, and undergraduate peer tutors to meet the needs of students in all disciplines. The TLC has two convenient locations: a STEM tutoring center is located in room 16 of Charles Dana Hall; a separate writing and subject tutoring center is located on the fifth floor of Wahlstrom library. All services are provided free of charge to registered students.

### **Services**

Drop-in/appointment-based one-on-one tutoring/Group study sessions

Workshops

e-Tutoring

In addition to on-site services, the TLC also offers online tutoring through the Connecticut Distance Learning Consortium. E-Tutoring allows students to meet with tutors in a one-on-one, virtual online environment where they can ask questions and get responses in real time. Students may also upload written work for review and feedback by trained writing tutors within 24-48 hours, helping students zero in on areas for revision before submitting work for a final grade. All registered students are automatically enrolled in this free service and can access e-Tutoring using UB credentials. Information about e-Tutoring can be found on the Tutoring and Learning Center portal page.

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Director: Chrystie A. Cruz  
Wahlstrom Library, 5th Floor  
sss@bridgeport.edu  
(203) 576-4186

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## ***Student Support Services***

The Student Support Services Program (SSS) is funded by the Federal TRIO Programs and is designed to identify and provide services to a selective group of college students who meet eligibility criteria. All of our services are available at no cost with the intent of assisting students in accomplishing their goal of graduating from UB.

### **Services Offered**

Academic Assistance to help students develop a plan to achieve their academic goals and to meet their individual needs. Career Planning to work with students to recognize career options and to design a strategy for realizing their career goals.

One-on-One and Small Group Tutoring for reading, writing, study skills, mathematics, science, and other subjects.

Group Study Sessions (Supplemental Instruction) for courses that are challenging for many students.

Workshops and Seminars on topics such as note taking, time management, developing good study habits, overcoming test anxiety, and stress management, are just a few.

Financial Aid Guidance to educate students about their financial aid options, the process of applying for financial aid, and their responsibilities.

### **Program Requirements**

The student must be committed to do the following:

Meet with the academic counselor and learning specialist at least three times each semester. The first meeting must take place within the first four weeks of the semester.

Attend the orientation/welcome back event at the beginning of each semester.

Attend a minimum of two SSS sponsored events/workshops each semester.

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Director: Brian Keiser  
Wahlstrom Library, 506  
(203) 576-6632  
bkeiser@bridgeport.edu

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## ***Academic Advising Center***

The Academic Advising Center (AAC) is a centralized advising office dedicated to assisting first-year students at the University of Bridgeport as they navigate their majors by selecting the appropriate courses to graduate on time. Advisors in the AAC work closely with faculty advisors to ensure that student are on track to graduate but also get the most out of their education here at UB. Advisors assist students in developing 4-year degree plans and holistically advise students to strive for success. Advisors support all students, freshmen through seniors, who come into the center and are available during regular business hours.

### **Services Offered**

On top of general advising, the AAC advisors offer very specialized services. We provide support for students on academic probation through our Academic Recovery Program. Additionally, we provide student success coaching, student-to-student peer mentoring, and online advising for students who cannot make it to campus.

