

FITCHBURG STATE COLLEGE

UNDERGRADUATE APPLICATION FOR ADMISSION

Admission Standards and Evaluation Criteria

Fitchburg State College evaluates each applicant based on standards established by the Commonwealth of Massachusetts' Department of Higher Education and the college. We actively seek students who will benefit from Fitchburg State's high-quality liberal arts and professional programs and contribute to our vibrant academic and social communities.

FRESHMAN APPLICANTS

You are a freshman applicant if you are applying to Fitchburg State College directly from high school or as an adult with no previous college experience. High school students participating in the Dual Enrollment program or who have taken college classes while in high school are considered freshman applicants.

Freshman applicants should present a history of a competitive grade point average earned in a comprehensive college preparatory curriculum. The college calculates a weighted grade point average for college preparatory courses taken in high school.

REQUIRED COURSES INCLUDE:

English.....	4 units/years
Math (Algebra I & II, Geometry, or comparable coursework)	3 units/years
Social Sciences (including U.S. History).....	2 units/years
Science (including 2 laboratory courses).....	3 units/years
Foreign Language (one language).....	2 units/years
Electives (from above disciplines or Arts and Humanities, or Computer Science)	2 units/years

Exceptions to the foreign language requirement may be considered for applicants with a documented learning disability (see STUDENTS WITH DISABILITIES below), students from a vocational-technical school, and/or ESL students. Fitchburg State selects students based on grade point average, SAT and/or ACT scores, school and community service, letters of recommendation, application essay, life experience, special talents and TOEFL scores for students whose first language is not English. Life and work experience are weighted more heavily for applicants who have been out of high school for a significant period of time. For more information visit: www.fsc.edu/admissions.

If you attended a vocational-technical high school, earned a GED, are an ESL learner, or were home-schooled, please visit the Admissions website for additional information: www.fsc.edu/enrollsrv/specialcircum.html.

TRANSFER APPLICANTS

You are a transfer applicant if you have a high school diploma or GED and have enrolled at a college or university following high school. Transfer students are evaluated based on a combination of grade point average and life experience. Applicants with fewer than 24 transferable credit hours may also be evaluated based on high school and/or GED record, including standardized test scores if the student completed high school within the past three years. **IMPORTANT:** *Joint Admissions and Mass Transfer* applicants should not complete this application. Please contact your Massachusetts community college to receive an Intent to Enroll form. For more information visit: www.fsc.edu/admissions.

INTERNATIONAL APPLICANTS

IMPORTANT: International applicants must complete an International Application Supplement form in addition to the Undergraduate Application. Please contact the Admissions Office to request the appropriate application or take advantage of the on-line application at www.fsc.edu/admissions. You are an international applicant if you are not a U.S. citizen or permanent resident.

RE-ADMISSION APPLICANTS

If you have previously attended Fitchburg State College as a degree-seeking student, you should not complete this application. For re-admission, please contact the Office of the Registrar at (978) 665-4196.

REACTIVATION

If you have previously applied for admission to Fitchburg State College and did not attend you may need to complete a Reactivation Form in lieu of this application. We will reactivate a previous application within two years of its original submission. Please contact the Admissions Office for more information.

Deadlines

Completed applications are reviewed on a rolling basis. Notification for fall admission begins in December and spring admission in September.

FALL ADMISSION

Undergraduate, day-division: March 1 priority deadline for freshmen, April 15 for transfers. Applications may be submitted after these dates; however, admission to selected programs may be limited. (Nursing and Communications Media programs: priority deadline is January 1: qualified applicants may be accepted after this date on a space-available basis).

Merit Scholarships: February 1 for freshmen, April 15 for transfers.

International Applications: June 1

Undergraduate, evening division: Rolling admission until the start of the semester.

SPRING ADMISSION

Undergraduate, day-division: November 1 priority deadline

International applications: October 1

Nursing: Applications are not accepted for the spring semester

Undergraduate, evening division: Rolling admission until the start of the semester

Application Checklists are provided on the last two pages of this document.

STUDENTS WITH DISABILITIES

Declaring a disability at time of application and supplying complete documentation is voluntary. Applicants with professionally diagnosed and documented learning disabilities are exempt from taking standardized college entrance aptitude tests for admittance to any public institution in the Commonwealth (M.G.L. Chapter 15A, Sec. 30).

Students must complete the 16 required college preparatory courses with the following exception. An applicant may substitute two college preparatory electives for the two required foreign language courses if the applicant presents an Individual Education Plan and the results of a psycho-educational evaluation completed within the past three years that provides a diagnosis of a specific learning disability which significantly and negatively impacts one's ability to be successful in the study of a foreign language.

For more detailed information about documentation requirements, please visit our website at www.fsc.edu/disability/docrequirements.html. All documentation submitted by the applicant should be marked "Confidential" and submitted with other admission credentials to the Admissions Office.

ACCOMMODATIONS

If you are accepted by Fitchburg State College and need specific accommodations, you are required to submit written documentation from qualified professionals and/or evaluation sources to verify eligibility under section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act (1990). Protection under this statute is based on documentation of a disability that substantially limits a major life activity.

Fitchburg State adheres to established guidelines for documentation of specific disabilities including: learning disabilities; Attention Deficit Disorder (ADD/ADHD); mental illness; and sensory, physical, or other health impairments. Our Director of Disability Services is available to consult with diagnosticians concerning these guidelines. If you would like further, detailed information, please contact Disability Services at (978) 665-3427 or TTY: (978) 665-3575.

Intended Degree

Please select ONE program only. Be careful to select your desired major in the appropriate division.

DAY DIVISION (Please check ONLY ONE):

- B.S. Biology (including pre-medicine, pre-dentistry, pre-veterinary)
- B.S. Biology – Biotechnology
- B.S. Biology – Environmental Science
- B.S. Biology – Exercise Science
- B.S. Biology – Secondary Education

- B.S. Business Administration – Accounting
- B.S. Business Administration – International Business and Economics
- B.S. Business Administration – Management
- B.S. Business Administration – Marketing

- B.S. Communications Media – Film Production
- B.S. Communications Media – Graphic Design
- B.S. Communications Media – Interactive Media
- B.S. Communications Media – Photography
- B.S. Communications Media – Professional Communication
- B.S. Communications Media – Video Production

- B.S. Computer Information Systems

- B.S. Computer Science

- B.S. Criminal Justice

- B.S. Early Childhood Education

- B.S. Earth Science

- B.S. Economics

- B.S. Elementary Education

- B.A. English – Literature
- B.A. English – Professional Writing
- B.A. English – Secondary Education
- B.A. English – Theater

- B.S. Exercise and Sport Science – Clinical Exercise Physiology
- B.S. Exercise and Sport Science – Fitness Management

- B.S. Geography

- B.S. History
- B.S. History – Secondary Education

- B.S. Human Services

- B.S. Industrial Technology – Architectural Technology
- B.S. Industrial Technology – Construction Technology
- B.S. Industrial Technology – Electronics Engineering Technology
- B.S. Industrial Technology – Energy Management Technology
- B.S. Industrial Technology – Manufacturing Engineering Technology
- B.S. Industrial Technology – Technical Theater

- B.S. Interdisciplinary Studies – Humanities

- B.S. Mathematics
- B.S. Mathematics – Secondary Education

- B.S. Middle School Education (pending state re-approval)

- B.S. Nursing
- B.S. Nursing (RN/BSN, for registered nurses only)

- B.S. Political Science (including pre-law)

- B.S. Psychological Science
- B.S. Psychology – Developmental Psychology
- B.S. Psychology – Industrial/Organizational Psychology

- B.S. Sociology

- B.S. Special Education – Moderate Disabilities, Pre-K – 8
- B.S. Special Education – Moderate Disabilities, 5 – 12
- B.S. Special Education – Intensive Severe Disabilities, All Levels

- B.S. Technology Education

- Undeclared/Premajor

ONLINE PROGRAMS

- B.S. Nursing (RN/BSN, for registered nurses only)

EVENING DIVISION (Please check ONLY ONE)

- B.S. Business Administration – Accounting
- B.S. Business Administration – Finance
- B.S. Business Administration – Management
- B.S. Business Administration – Marketing

- B.S. Computer Information Systems

- B.S. Computer Science

- B.S. Criminal Justice

- B.A. Interdisciplinary Studies
- B.S. Interdisciplinary Studies

- B.S. Occupational/Vocational Education

- Undeclared/Premajor

EVENING CERTIFICATE PROGRAMS (Please check ONLY ONE)

- Applied Programming
- Business
- Computer Hardware
- Computer Use and Applications
- Database Systems
- High-Level Languages
- Java Programming
- Microsoft Foundation Classes
- Office Administration
- Plastics Technology
(at Nypro, Inc. in Clinton, also offered on-line)
- Software Engineering
- Web Development
- APPROVAL PROGRAM:
Vocational Technical Teacher Approval

BACHELOR COMPLETION PROGRAM (Please check ONLY ONE)

I am applying for admission for one of the following bachelor's degree-completion programs offered by Fitchburg State College at the following Massachusetts community colleges:

Middlesex Community College

- B.S. degree completion program in Special Education

Northern Essex Community College

- B.S. degree completion program in Early Childhood Education
- B.S. degree completion program in Elementary Education

All Applicants

HOUSING:

While in college, I plan to live: On campus Off campus

ATHLETICS:

I plan to play on an intercollegiate athletic team at Fitchburg State College:

Yes (please indicate sport) No

Men: Baseball Cross-Country Ice Hockey Track
 Basketball Football Soccer

Women: Basketball Field Hockey Soccer Track
 Cross-Country Lacrosse Softball

SPECIAL INTEREST:

Check as many as apply:

- Leadership Academy Honors Program (learn more at www.fsc.edu/leaderacad/)
- ACCESS Program
Serving Massachusetts residents who are first generation, have a documented disability or who are students of color.
(learn more at www.fsc.edu/mssaccess/)
- Expanding Horizons
Serving students who are low-income, first generation or who have a documented disability.
(learn more at www.fsc.edu/ehp/)

OTHER:

I learned about Fitchburg State College through the following source(s):

- Current Student College Recruiter Internet Search
- Coach Friend Relative
- College Fair Guidance Counselor Teacher
- FSC Alumnus (name: _____)

By the time I enroll at Fitchburg State, my highest educational degree earned will be:

- High School Diploma or GED
- Associate's Degree from a Massachusetts community college
- Associate's Degree from a non-Massachusetts community college
- Bachelor's Degree
- Other _____

Veteran Status (Veterans who wish to receive college credit or benefits for military time served must submit form DD-214)

Non-veteran Veteran Military Branch: _____ entry date _____ separation date _____

REVIEW FOR STUDENTS WITH DIAGNOSED LEARNING DISABILITIES:

Do you plan to submit documentation to be reviewed for the standardized test exemption? Yes No

Cognitive and achievement testing is necessary for such waivers. Test results should be sent to the Admissions office at time of application. For more information, refer to the "Students with Disabilities" section of this document.

Secondary School Information

Name of high school: _____

Year of Graduation: _____

Location of high school: _____
City State

Did you take the GED? Yes (Date ____/____/____) No
Month Year

If you took the GED, what was the last grade of high school you completed?

9th 10th 11th 12th Other _____

Testing Information

SAT or ACT scores are required of all freshman applicants who are current high school students or have been out of high school for less than three years. The TOEFL test is required of all freshman applicants who have been enrolled in an ESL curriculum in high school. TRANSFER applicants are not required to take the SAT or ACT unless they have fewer than 24 transferable college credits and have been out of high school for less than three years.

I took or plan to take:

SAT I Date: ____/____/____ Date: ____/____/____ Date: ____/____/____
Month Year Month Year Month Year

ACT Date: ____/____/____ Date: ____/____/____ Date: ____/____/____
Month Year Month Year Month Year

TOEFL Date: ____/____/____ Date: ____/____/____ Date: ____/____/____
Month Year Month Year Month Year

Transfer and Adult Student Information

A transfer student is someone who has previously enrolled at a college after graduating from high school. Please list all colleges you have attended, even if you do not expect to receive credit for the work, or if you withdrew prior to receiving final grades. Disclosure of all previously attended colleges is required.

Name of College/University	City	State	Date Started	Date Finished

Have you taken classes at Fitchburg State College? Yes No

If you have taken classes at Fitchburg State, the Admissions Office will request a copy of your transcript from the Registrar's Office.

Current Employer: _____

Employer's Location: _____
City State

Job Title/Function: _____

Additional Information (Required for current high school students, optional for all other applicants)

Please list all colleges to which you are applying: _____

Have you taken college courses while in high school? Yes No

If yes, please list the courses and the college that offered them: _____

Please list any academic awards and honors you have received in high school. _____

Please list the most significant activities you participated in while in high school. You should also include work experience, if applicable. Attaching a resume is also an option.

Activity	Years of Participation	Hours per Week	Nature of Organization

Are there any special circumstances that you feel have negatively affected your academic performance?

FAMILY INFORMATION:

Did either of your parents attend college? (for reporting purposes) Yes No

Please list any family member who is currently enrolled at, or graduated from, Fitchburg State College

Name	Relationship	Year of Graduation

Required Essay

ALL APPLICANTS are required to submit a minimum 300-word essay describing their education and career goals. What skills and experience do you currently possess that will help you reach your goals? How do you think Fitchburg State College will help you? Adult/non-traditional applicants are also encouraged to submit a resume.

LEADERSHIP ACADEMY HONORS PROGRAM APPLICANTS should discuss their views on leadership. Include a definition of leadership, the qualities they believe define great leadership, and why they believe they should be selected. **This may be in place of the general essay listed above.**

NURSING AND COMMUNICATIONS MEDIA PROGRAMS APPLICANTS need to address their specific candidacy and desire for being selected and admitted to these programs. Students need to highlight their skills, interests, and understanding of the program to which they are applying, as the programs are highly competitive. **This may be in place of the general essay listed above.**

Additional Information

NURSING PROGRAM: Entrance to this program is highly competitive. Applicants should give care to their essay and provide additional information that would assist the Admissions Committee. Applicants are also encouraged to submit letters of recommendation that reference the student's interest and potential to succeed in the Nursing program at Fitchburg State College.

RN/BSN PROGRAM: Please submit a copy of your RN license with this application.

COMMUNICATIONS MEDIA PROGRAM: Entrance to these programs, especially Film/Video Production, is highly competitive. Applicants should give care to their essay and provide additional information that would assist the Admissions Committee. Applicants are also encouraged to submit letters of recommendation that reference the student's abilities and potential to succeed in the Communications/Media program at Fitchburg State College.

Disclosures

Have you been placed on probation or suspended from your high school or college for any reason? Yes No

Have you been convicted of a felony? Yes No

If you answered yes to either question, you must provide a written explanation of the circumstances. If you answered yes to the first question, you must also provide a letter of explanation from your high school guidance office or previous college Dean of Students.

Financial Aid

Fitchburg State College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid web site at www.fafsa.ed.gov. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses.

We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the college.

I plan to apply for federal, state and institutional financial aid and am prepared to complete the FAFSA at www.fafsa.ed.gov.

I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.

I do not plan to apply for federal, state or institutional financial aid at this time.

Signature

I understand that information about applicants furnished to Fitchburg State College will be kept confidential and will be released only to public higher education system personnel authorized by the Massachusetts Department of Higher Education. I hereby certify that the information furnished on the application form is complete and accurate. I understand that failure to disclose any required information, or making false statements within this application, may result in denial or cancelation of admission or enrollment, disciplinary action and the loss of paid funds.

Fitchburg State College does not discriminate on the basis of race, color, religion, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status. In compliance with the Clery Act (20 U.S.C. 1092(a) and (f)), all prospective students are entitled to review the Fitchburg State College's campus police security reports. These reports may be accessed online at www.fsc.edu/campuspolice/crimeawareness.html.

Applicant's Signature

Date

Parent or Guardian's Signature (If applicant is under age 18)

Date

FITCHBURG STATE COLLEGE

UNDERGRADUATE APPLICATION FOR ADMISSION

Freshman Application Checklist (Keep this checklist for your records)

A freshman applicant is someone who has not enrolled in college courses after completing high school.

- UNDERGRADUATE APPLICATION
- APPLICATION FEE OF \$25 (non-refundable): Do not send cash. Please print applicant's first and last name on the check or money order. The application fee may be waived for those applicants with extreme financial need who are recommended in writing by a nonprofit agency or their high school guidance counselor.
- OFFICIAL HIGH SCHOOL TRANSCRIPT including first-quarter senior year grades. Transcripts are considered official only when sent to Fitchburg State College directly from the high school. Applicants who have completed a GED should also submit official test results, sent directly from the testing center.
- OFFICIAL SAT AND/OR ACT TEST SCORES: The Fitchburg State College CEEB code is 3518. Applicants who have been out of high school for more than three years are not required to submit SAT or ACT scores.
- APPLICATION ESSAY
- LETTERS OF RECOMMENDATION (optional): The Admissions Committee encourages applicants to submit letters of recommendation from guidance counselors, teachers, and/or employers. Applicants to the Nursing and Film/Video Production programs are strongly encouraged to submit letters of recommendation relevant to their intended major.
- ADMISSIONS INTERVIEW (optional)
- LEADERSHIP ACADEMY HONORS PROGRAM ONLY: In addition to the requirements listed above, students who wish to be considered for the Leadership Academy must submit the following:
 - Letter of recommendation from an individual in a position to evaluate your leadership abilities or potential for leadership.
 - The appropriate application essay (See essay section on the application).
- INTERNATIONAL STUDENTS: Applicants who are not a U.S. Citizen or Permanent Resident must submit additional materials. Please refer to the International Application Supplement or our website: www.fsc.edu/admissions

FITCHBURG STATE COLLEGE

UNDERGRADUATE APPLICATION FOR ADMISSION

Transfer Application Checklist (Keep this checklist for your records)

A transfer applicant is someone who has enrolled in college courses after completing high school.

- UNDERGRADUATE APPLICATION** (Joint Admissions and MassTransfer applicants should not complete this application. Please contact the Massachusetts community college you are attending to request an Intent to Enroll form.)
- APPLICATION FEE OF \$25 (non-refundable):** Do not send cash. Please print applicant's first and last name on the check or money order. The application fee may be waived for those applicants with extreme financial need who are recommended in writing by a nonprofit agency or their college transfer counselor.
- OFFICIAL COLLEGE TRANSCRIPTS** from each college attended. Transcripts are considered official only when sent to Fitchburg State College directly from the college.
- OFFICIAL HIGH SCHOOL TRANSCRIPT:** Transcripts are considered official only when sent to Fitchburg State College directly from the high school. Applicants who have completed a GED should also submit official test results. Transfer applicants who have earned an associate's degree are not required to submit high school or GED information.
- OFFICIAL SAT AND/OR ACT TEST SCORES ARE REQUIRED ONLY** from applicants with fewer than 24 transferable college credits and who have been out of high school less than three years. The Fitchburg State College CEEB code is 3518.
- APPLICATION ESSAY**
- LETTERS OF RECOMMENDATION (optional):** The Admissions Committee encourages applicants to submit letters of recommendation from transfer counselors or college professors. Applicants to the Nursing and Film/Video Production programs are strongly encouraged to submit letters of recommendation relevant to their intended major.
- ADMISSIONS INTERVIEW (optional)**
- INTERNATIONAL STUDENTS:** Applicants who are not a U.S. Citizen or a Permanent Resident must submit additional materials. Please refer to the International Application Supplement or our website: www.fsc.edu/admissions