### GSAS Policies and Academic Authority

The GSAS Policies and Procedures Guidebook sets the minimum standards; departments and programs may impose additional requirements and set higher standards. GSAS students must abide by both sets of policies.

### GSAS Official Communications to Students

Official GSAS communications will be sent to the student’s Fordham email address; some communications are time-sensitive. It is the student’s responsibility to monitor their Fordham email account.

### Communicating with GSAS

Whenever questions and concerns arise, students should first consult with their Director of Graduate Studies or Department Chairperson. When contacting GSAS, students should write to adgsas@fordham.edu.

### Name and Address Change

Students may update their personal information via My.Fordham University Portal.

### Transcripts of Records

Transcripts should be requested from Enrollment Services through the University website, in person, or by mail. Any questions about the issuance of transcripts should be addressed to Enrollment Services.

### Continuous Enrollment Policy

GSAS has a continuous enrollment policy: all matriculated students must register every Fall and Spring until graduation (and in the Summer Session prior to graduation if graduating in August). Students who fail to register for two semesters will be automatically dismissed from the University.

### Late Registration Fee

Students who register late are charged a $100 late registration fee. Registration deadlines are posted in the academic calendar.

### Add/Drop and Registration Changes

The add/drop period is not for regular registration; it is meant for changes to existing registrations only. A student may add or drop courses up to the date specified on the GSAS Academic Calendar. Students should discuss any changes to their course schedule with the program director. The program’s support staff will file the add/drop form with Academic Records and GSAS.

### Change of Grade

To change a grade, the instructor submits a Change of Grade form to adgsas@fordham.edu. Not all changes are approved by the Dean.

### Audits

Students who audit courses must pay tuition for them (which is currently set at the equivalent of 1 credit). Tuition scholarships may not be used to cover audits. Only Ph.D. students who have completed course work may audit one course per semester without charge. Students should contact adgsas@fordham.edu to register.

### Inter University Doctoral Consortium

Doctoral students must have completed at least one year of full time study before taking a consortium course. Only one consortium course per semester will be approved. Some programs have restrictions, and students must consult with the program director before attempting to register.
## Maintenance of Matriculation
Students may register for maintenance of matriculation in order to remain enrolled at GSAS, but only if not using University resources, including faculty advising, laboratories, libraries, online databases, email, and the like.

## Leave of Absence
A leave of absence is granted for extraordinary personal reasons that fall clearly outside of the student's control (e.g., major illness, death of a near relative, etc.), or for military service. Students should apply to the DGS or Chair, who will forward the request to GSAS with the program's recommendation. Medical documentation is required. The time limit clock does not stop during a LOA, unless the LOA is granted for military service.

## Time Limit Extensions
Time limits are as follows: 5 years from first matriculation for Master's candidates, and 8 years from first matriculation for Ph.D. candidates. Students may apply for a one-year extension before the conclusion of their final academic year. Extensions to the time limit for degree completion will be granted only based on evidence that the degree will be completed expeditiously and that the dissertation will be of high merit. Extensions will not be granted to students who have not made substantial progress toward the degree; second extensions are rarely granted.

## Incompletes
Students may apply for an incomplete only in extraordinary situations clearly outside of the student's control. Applications are made by submitting the "Request for Grade of Incomplete" form, no later than the date of the last class/examination in that course. Students who fail to apply for an incomplete and do not submit final course work are given the grade of ABS, which eventually turns into an F, if the work is not submitted by the deadline (specified in the academic calendar).

## Merit Based Financial Aid
Students must reapply each year to be considered for merit-based financial aid from GSAS. Students must remain in full time status while receiving GSAS financial aid.

## Work
Students receiving GSAS financial aid must have the Dean's permission to work, on or off campus (beyond any duties required by the terms of their financial aid). Such permission is rarely granted and only for limited hours.

## Full Time Status Certification
To retain good SAP ("satisfactory academic progress") with regard to federal financial aid, students must be certified full time. To be certified automatically, students should be registered for a minimum number of credits per semester as defined in Appendix C of the Guidebook. Certain other registrations and activities may be substituted for these credits for students in the dissertation stage, but not all students are qualified to fill the "Matriculated Student Status Certification," and not all students can be forced to full time.

## Academic Performance and Academic Progress
Students who do not meet the minimum standards for either academic performance or academic progress are placed on probation without warning. Students still in course work must maintain a cumulative GPA of 3.5 (for doctoral students) or 3.0 for master's students. Students who have completed course work must fulfill at least one major requirement per academic year (e.g. pass comprehensive exams, have the proposal approved, write a dissertation chapter or complete research, as required by the student's mentor).

## Presentation to the Dean, Commencement, Graduation
Dissertations and master's theses are presented to the Dean or Associate Deans after the oral defense. An appointment for the presentation must be made in advance and the presentation must occur by the deadline listed in the GSAS Academic Calendar. To graduate, students must complete an online application for graduation by the date indicated in the GSAS Academic Calendar. Students who graduate in August, February or May are eligible to participate in the University Commencement. August and February graduates participate in the following May's celebrations.