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1 PREAMBLE AND ACADEMIC AUTHORITY

1.1 PREAMBLE

The Graduate School of Arts and Sciences (GSAS), founded in 1916, is located at the historic Rose Hill campus of Fordham University in the Bronx. Most GSAS courses are offered at Rose Hill, but some GSAS courses may be taught at other campuses (Lincoln Center or Westchester) or centers (for example, the Louis Calder Center in Armonk, N.Y.).

The GSAS Academic Policies and Procedures Guidebook, hereafter known as the Guidebook, sets forth the academic policies and procedures of the Graduate School of Arts and Sciences. Students must also read the GSAS Programs and Degree Requirements to become familiar with the degree requirements of the school’s departments and programs. GSAS Policies represent only the minimum requirements; departments and programs may impose additional requirements and set higher standards. Students must comply with GSAS requirements as well as meet their department’s or program’s specific or additional requirements.

Unless specifically stated in the Guidebook, it is recommended that all questions concerning academic policies and procedures be addressed first to the department chairperson, director of graduate studies, or program director. Generally, this departmental or program administrator will make all necessary referrals to the dean’s office.

The policies and procedures contained herein are subject to change at any time. Moreover, this guidebook is not intended nor should it be construed to be a binding enforceable contract between the University and students enrolled in the Graduate School of Arts and Sciences. This guidebook is intended to inform students of their academic commitments and responsibilities and it is expected to be distributed widely, and revised periodically. Therefore, it is the responsibility of each student to obtain and review a copy of the most current publication, which will be published online.

1.2 AUTHORITY

The continuance of each student upon the rolls of the University, the receipt of academic credits, and graduation, and the conferring of any degree or granting of any certificate are strictly subject to the powers and authority of the University, which are vested in the president and his designees.
The operative norms and procedures all students are expected to follow are those described in the *University Code of Conduct* and published in the *Student Handbook* issued by the Office of the Vice President for Student Affairs.

The authority of the dean of GSAS is exercised in four primary ways:

1. Admission of qualified candidates,
2. Granting merit-based funding and tuition scholarships,
3. Withholding students’ records and/or dismissing students from GSAS,
4. Granting approval for the conferral of degrees.

For most matters, and unless otherwise stated, the dean has delegated authority to implement the policies and procedures stated in the *Guidebook* to the associate deans and other members of GSAS staff.
2 COMMUNICATIONS TO AND FROM GSAS

2.1 Fordham Email

GSAS considers electronic mail ("e-mail") sent to and from a student’s Fordham University e-mail account as an official means of communicating important and time-sensitive GSAS-related information, such as notifications about funding and tuition scholarship applications. Students are responsible for checking and reading all of their Fordham e-mails, and GSAS will consider students to be in receipt of and informed of all e-mail correspondence sent to their Fordham e-mail accounts. Students who choose to forward their University e-mails to a non-University e-mail system shall be solely responsible for any consequences arising from such forwarding arrangements, including any failure by the non-University system to deliver or retain University e-mails.

2.2 How GSAS Keeps You Connected

GSAS Official Web Page www.fordham.edu/gsas
GSAS Facebook Fan Page www.facebook.com/fordhamgsas
GSA Facebook Fan Page www.facebook.com/pages/Fordham-University-GSA

Monthly Newsletter
GSAS Office of Student Development (OSD) sends monthly newsletters to update students on professional development opportunities, upcoming deadlines for internal and external grants, and other important announcements. Students who would like to be added to the monthly newsletter list may subscribe here: GSAS OSD Monthly Newsletter Subscription

GSAS Twitter https://twitter.com/fordhamgsas1
GSAS LinkedIn GSAS LinkedIn

2.3 How to Reach GSAS (and who does what)

GSAS maintains a contact page providing information on the specific duties of GSAS staff members, which can be found here: Contact Us.
3 STUDENT RECORDS

3.1 CHANGE OF NAME AND/OR ADDRESS

Correspondence from the University (such as that sent from the Office of Human Resources, the Office of Enrollment Services, and other non-GSAS University offices) is sent to the mailing address on file in the Fordham University Enrollment Group. It is the student’s responsibility to notify the University of any change of address. Likewise, it is the student’s responsibility to notify the University of any change in the student’s name.

To notify the University of a change of name or address, the student must update information via the my.Fordham University portal. There, the student will also be prompted to complete a Personal Data Change form, which must then be submitted to human resources before the change can take effect.

3.2 TRANSCRIPTS OF RECORDS

Transcripts fall under the auspices of the University registrar and the Office of Enrollment Services, and may be requested from enrollment services either through the University website, in person or by mail. GSAS advises students to request transcripts well in advance of the date desired, and Fordham University will not assume responsibility for transcripts that are delayed as a result of the student not requesting them in time. Any questions concerning the issuance of transcripts must be addressed to enrollment services, within six months of the original request.

An official transcript is one bearing the University’s seal. Official transcripts of academic records are not given directly to students or graduates; they are mailed to the college, professional or graduate school, government agency or business concern as designated by the student.

An unofficial transcript can be given to the person whose credits are listed thereon and marked “Unofficial.” The University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.
4 ADMISSION

4.1 APPLICATIONS

Applications to GSAS are centrally processed through the Office of Admissions, though applicants are granted or denied admission only to specific degrees or advanced certificate programs. The Fordham GSAS admits students to research degrees, including the Master of Arts (M.A.), the Master of Science (M.S.), and the Doctor of Philosophy (Ph.D.), as well some professionally-oriented degrees, such as the Master of Fine Arts (M.F.A.). Programs and degrees offered by GSAS are listed on the GSAS Programs and Degrees web page.

Applicants for graduate study must have received a baccalaureate degree or its equivalent from a college or university of recognized standing. Any exception to this policy must be approved in writing by the dean. Admission recommendations to the graduate school are made by faculty within the program in question, and are based on the applicant’s potential and preparation for graduate work in the chosen field as well as the availability of faculty and facilities for the applicant’s proposed research interests. After receiving the faculty’s recommendations, the final decision regarding admission is made by the dean (see §1).

Fordham typically does not award degrees in the same field and at the same level in which a student has already earned a degree. For instance, if a student holds an M.A. in history from another university, he or she will not be admitted into the master’s program in history within GSAS. The exception to this is the Department of Biology, which may choose to admit a student with a previous graduate degree in biology.

Applications to GSAS can only be submitted online.

4.2 MATRICULATION

Matriculated students are those accepted into a graduate degree program or advanced certificate program, registered for classes or the equivalent, and actively working towards a degree or certificate offered by GSAS. Students are considered matriculated in a program when they first enroll in a course in that program.
Students may not be matriculated in more than one degree program simultaneously, whether internal or external to the GSAS, except in those instances where a joint- or dual-degree program has been established. Under certain circumstances a student may be enrolled in an advanced certificate program while matriculated in a degree program (see §4.7). Any other exceptions to this policy must be approved in writing by the dean.

For certain graduate programs, prospective students must possess a prior degree in order to matriculate in that program. Students who are in the process of completing such a degree (whether at Fordham or at another institution) at the time of their acceptance must subsequently submit an official transcript indicating that the degree has been awarded. If an official transcript is not received by mid-term of the student’s first semester, a hold will be placed on the student’s registration and records. Any exceptions to this policy must be approved in writing by the dean.

4.3 Deferral or Change of Program and/or Degree

It is the policy of the GSAS not to permit a deferral of admission, though admitted students may seek permission to delay matriculation by no more than one semester. If an accepted student wishes to reapply the following academic year, he or she must do so by submitting a new online application, but is not guaranteed admission upon re-application. Any exceptions must be approved in writing by the dean. Application materials (e.g., letters of recommendation, GRE scores, etc.) typically remain on file for up to 18 months after their initial submission.

Any change of program and/or degree requires a new application, the recommendation of the department or program, and the approval of the dean.

4.4 Conditional Admission, Provisional Admission, and Modified Degree Requirements

Students admitted on a “conditional” basis must maintain a specified grade-point average (GPA) or otherwise meet specified coursework requirements to resolve any academic deficiencies in their preparation. Such students are considered matriculated upon their registration/enrollment (see §4.2).
Upon satisfactory completion of the conditions outlined in the letter of acceptance, or when specified in a letter from the department or program, the student is released from “conditional admission” status, and will remain a matriculated student in good standing for so long as the normal requirements of GSAS and of the department or program are met (see §7). The department chairperson or program director will initially determine when the required conditions have been met, subject to the approval of the graduate school.

Students who do not complete the stated conditions satisfactorily will be dropped from the rolls of the University. Waivers to any specified conditions must be approved in writing by the dean.

Students may also be offered “provisional” admission, under which they are required to complete certain conditions, including but not limited to the submission of letters of recommendation or test scores, before admission will be granted. Students will not be considered matriculated until these conditions are met.

The graduate school reserves the right to modify degree requirements to include additional coursework for students whose academic preparation is deemed by the faculty in some way deficient. Students from whom English is a second language (ESL) in particular may be required to complete additional English-language coursework.

### 4.5 INTERNATIONAL STUDENTS

In addition to the rules and regulations of the University, international students are expected to follow the rules and regulations established by the Department of Homeland Security and the U.S. Citizenship and Immigration Services (USCIS).

For further information and guidance, international students should contact the Office of International Services (OIS), which is a resource center for students and scholars from outside the United States. Information regarding immigration regulations and the benefits foreign students are eligible for under immigration law may be obtained from this office. All international students in F or J immigration status are required to register with the OIS.
4.5.1 English Proficiency

International students are required to take the Test of English as a Foreign Language (TOEFL) as a part of their application to graduate programs. A final official test center copy of the TOEFL score is mandatory prior to matriculation, and it is the student’s responsibility to ensure that a final official copy is sent promptly to the GSAS Office of Admission. The GSAS will also take into consideration a student’s IELTS/Cambridge English Proficiency Level language testing results where applicable.

Native English speakers from countries where English is an official language are exempt from this requirement. International students who have successfully completed at least two years of study at an institution of higher learning either the United States or in a country where English is the official language within the past five years are typically exempt from the TOEFL requirement.

Requests for exemption from the language-testing requirement may accompany an initial application to GSAS; however, GSAS retains the right to request language evaluation from any applicants whose native language is not English or whose educational experience is in a language other than English.

Any tuition costs associated with the learning of English as a second language are the responsibility of the student and will not be covered by a GSAS tuition scholarship.

Students may wish to consult information available through the Fordham Institute of American Language and Culture.

4.6 Nonmatriculated (Nondegree) Students

Permission to register as a nonmatriculated or nondegree student is awarded by the Graduate School of Arts and Sciences, and is granted on a course-by-course basis.

Individuals who wish to register as nonmatriculated or nondegree students must complete the Nonmatriculated/Nondegree Student Application form published on the GSAS website and secure the necessary approvals before being registered each semester. Falsifying any information on this application, failing to file the application each semester, or failing to secure the necessary approvals will invalidate registration. The student remains liable for tuition and fees notwithstanding the validity of the registration.
Students who qualify for nonmatriculated or nondegree registration will have earned an undergraduate degree with at least a “B” average in their major field of study and may fall into one of the following categories:

- Students not seeking a degree, who wish to take courses for personal enrichment.
- Students who wish to take courses pending application to a degree program.
- Students who wish to take courses in order to transfer these credits to another graduate program in which they are matriculated.

Students who are denied admission to the Graduate School of Arts and Sciences as matriculated students may not enroll in courses on a nonmatriculated basis without the written approval of the dean. The GSAS and Fordham University have no obligation to admit any individual who has registered as a nonmatriculated student or to grant a degree to such a student, no matter how many credits have been completed.

Non-matriculated students may take up to 12 credits in the Graduate School of Arts and Sciences, with the approval of the department chairperson and the dean, and approval for nonmatriculated status for more than 12 GSAS credits is not normally granted. If extraordinary circumstances justify nonmatriculated status for more than 12 credits, the student must obtain the explicit written recommendation of the department chairperson and the written approval of the dean. No more than 12 credits taken as a nonmatriculated student may ultimately count toward any GSAS program of study; any exception to this policy requires the written approval of the dean.

Non-matriculated students who register for the first time are considered “new nonmatriculated” students upon registration. Those who have registered for up to two years are considered “continuing nonmatriculated” students. Students who have not registered for two academic years are again considered “new nonmatriculated students” upon subsequent registration.
4.7 **ADVANCED CERTIFICATES**

Non-matriculated students who wish to enter an advanced certificate program apply online.

Matriculated students must submit the appropriate paper or online application to the respective department or departments. The department evaluates the application for approval and then submits it to the GSAS Office of Admission to be processed.

For more information on advanced certificate programs and how to apply, see the GSAS Advanced Certificates and Programs web page and GSAS Forms and Resources.

4.8 **EARLY ADMISSION: THE FIVE-YEAR B.A./M.A. AND B.S./M.S. PROGRAMS**

Qualified Fordham College at Rose Hill (FCRH), Fordham College at Lincoln Center (FCLC), Fordham School of Professional and Continuing Studies (PCS), and Gabelli School of Business (GSB) juniors may apply for early admission to certain GSAS programs. Early admission students apply during their junior (or equivalent) year, and take up to three courses in their senior year to count toward both the bachelor’s and the master’s degree. After an additional year of degree requirements, students are awarded a joint B.A./M.A. or B.S./M.S. degree.

Please refer to individual program materials for eligibility requirements (such as minimal GPA) and program participation. Programs that offer the early admission option are listed on the GSAS Programs and Degrees web page.
5.1 **Continuous Enrollment Policy**

The Graduate School of Arts and Sciences adheres to a continuous enrollment policy, which means that students must register every fall and spring semester until graduation in order to remain matriculated in their respective M.A. or Ph.D. programs. Master’s and doctoral students intending to graduate in August must register for the summer prior to graduation if not otherwise registered for coursework in order to maintain continuous enrollment. The appropriate registration for the latter is “Requirement Prep in Summer” (see §5.3).

Students are considered registered when they are enrolled in coursework, registered for comprehensive exams or preparations, for thesis or dissertation-related activities (e.g., proposal development, proposal acceptance, or dissertation direction), or when registered for “Maintenance of Matriculation.” The only exception to the requirement of continuous enrollment is when a student has been granted an approved leave of absence (see §5.1.3).

5.1.1 **Non-Registration**

Matriculated students who are not on an approved leave of absence and who do not register for two consecutive semesters are automatically dropped from the rolls of the GSAS without notice.

Students who have been dismissed due to nonregistration and who wish to continue their education at GSAS must apply for readmission through their department chairperson or program director, and must receive the approval of the dean. Readmission is not guaranteed.

5.1.2 **Maintenance of Matriculation**

Students may register for maintenance of matriculation to retain continuous enrollment at GSAS while away from the University and/or not using University resources, including both faculty and facilities (the library, laboratories, computing technology, online research platforms, and the like), and is typically used when a student chooses to spend time away from the University, e.g., in order to take advantage of an employment opportunity.
Time spent registered under “Maintenance of Matriculation” is counted towards a student’s time limit for the completion of his or her degree, and is charged to the student as a 0.5 credit fee. Students who are registered for “Maintenance of Matriculation” may not be certified as full time (see §5.2).

“Maintenance of Matriculation” may not be used while a student is in the process of preparing a requirement: for example, when studying in preparation for the comprehensive exams or when completing a dissertation during the summer prior to graduation. In these cases, “Requirement Prep” or “Requirement Prep in Summer” should be used.

5.1.3 Leave of Absence

Students who encounter circumstances that prevent their continuous enrollment may request a leave of absence through their department chairperson or program director. A leave of absence is typically granted only for extraordinary personal reasons outside the student’s control that prevent involvement in graduate studies (e.g., serious medical problems). For occasions such as outside employment opportunities, students should instead register for “Maintenance of Matriculation” (see §5.1.2).

Leave of absence will not normally be granted for more than one year, but under extraordinary circumstances may be extended up to one additional year. A leave greater than two academic years will be considered only when the time period requested is inherent to the activity (e.g., a three-year term of active military duty) and must be stated at the time of the request.

Time spent on a leave of absence counts towards time limits for the completion of a degree, and will therefore not be granted to students whose time limits expire during the period of their leave. If a student requests a leave of absence as a result of being called to active military duty, time spent on leave does not count towards time limits.

Students on academic probation may be granted a leave of absence only on the condition that they correct their academic difficulties during the semester of their return to the University. Departments may recommend additional conditions for leave whenever a student is on academic probation.
When requesting a leave of absence, students should specify the reason and the time period involved. Departments will forward the request, and its recommendation, to the dean, who will grant, deny, or modify the recommendation. If the request is approved, the dean will inform the student, the department chairperson or program director, and the Office of Enrollment Services, and the student will be administratively registered for “Leave of Absence.” There is no charge for this registration.

5.1.4 Withdrawal

Students in good standing may voluntarily withdraw from their program by completing the Voluntary Withdrawal form. Students should send the completed form to their department or program; the department or program will then forward it to GSAS for approval.

A student who has withdrawn voluntarily who wishes to be reinstated in the graduate school must apply for readmission. Readmission is not guaranteed.

5.1.5 Readmission

Students dismissed for failure to make satisfactory academic progress or to maintain satisfactory academic performance (see §7.4), or for failure of comprehensive exams (see §7.6), or for an academic integrity violation, may not reapply.

Students who have withdrawn voluntarily may apply for readmission. They should direct their inquiries to the department chair or program director; however, the decision to readmit is a prerogative of the dean.

Readmitted students must meet the current norms of the department, and must include a plan of study (including a timetable) to meet the program’s current requirements as a part of their application. Additional conditions for readmission may be imposed by the dean in consultation with the department chairperson or program director and/or may follow from policies found elsewhere in this guidebook.

If a student intends to use any courses, examinations, or requirements from his or her original matriculation as contribution towards these requirements, the time limits from their prior matriculation will apply (see §7.3). If he or she is unable to fulfill the requirements for graduation within these original time limits, a request for an extension must be included at the time of re-application for admission.
5.2 **FULL TIME STATUS CERTIFICATION**

To be certified as full time, students must be registered for their program’s full time equivalent each semester (see APPENDIX D for full time equivalency by program).

With the recommendation of the department or program, students taking less than the full time equivalent of coursework may be certified as full time by virtue of registration for other statuses which qualify as meeting, partially or fully, the requirements for full time certification. For example, a student who is in the process of studying for comprehensive exams or who is serving as a teaching fellow will typically qualify as full time. Students wish to be certified as full time while not enrolled in the full time equivalent of coursework must complete the *Matriculated Student Status Certification form* available at GSAS Forms and Resources. Full time status is not guaranteed.

Students engaged in dissertation research who wish to be considered full time must enroll in either “Dissertation Mentoring” or “Dissertation Direction,” be certified by their mentor as working full time on a dissertation, and not be employed outside the University more than 14 hours per week.

All students receiving funding or tuition scholarships from the University must be full time students, and may forfeit their future eligibility for aid if they fail to maintain full time status while continuing to receive funding. Students who are registered for “Maintenance of Matriculation” (see §5.1.2) or who are on academic probation for any reason may not be certified as full time. The only exception to this requirement is the Ricci tuition scholarship, which is available to part time students in the International Political Economy and Development (IPED) program.

Students should be aware that full and part time status affects eligibility for federal funding and for deferment of past federal student loans. Please refer to the University Financial Aid Office for more information.

5.3 **REGISTRATION PROCEDURES AND SPECIAL CATEGORIES**

Registration materials are provided by the Office of Enrollment Services. Dates for registration are published on the GSAS website as well as at enrollment services.

Course listings for each department can be found under the quicklinks dropdown menu at fordham.edu or through the my.Fordham University portal.
Students should consult their department or program in planning their course of study. An advising hold is placed on all students until the department approves course selections each semester, at which time the department removes the hold and students are enabled to complete registration via the my.Fordham University portal.

It is the student’s responsibility to bring any questions he or she may have about the registration process to the department or program. Failure to register during the proper registration periods (usually late in the preceding semester) can result in miscalculation of funding or tuition scholarships, ineligibility for student housing and loans, and/or cancellation of courses due to low enrollment. Students are encouraged to complete their registration before final exams of the semester preceding the semester for which they are registering. Students who register late will be charged a late registration fee.

### 5.3.1 Registration Process for Master’s Students

Certain master’s programs require students to pass comprehensive examinations as part of their degree requirements. Students must register for “Requirement Prep” if they are studying for comprehensive examinations during semesters in which they are not enrolled in coursework or actually taking comprehensive examinations. Students are not required to register for “Requirement Prep” if they are studying for comprehensive examinations while registered under any other status, or if enrolled in coursework while studying.

Master's students working on a master's research paper, project, or thesis during a fall or spring semester must register for “Requirement Prep,” or an equivalent status established for this purpose according to their program guidelines. If such work is being done during the summer, students register for “Requirement Prep in Summer,” or the equivalent according to program guidelines.

Biology students engaged in master’s-level research register for BISC6999, “Conducting Research for M.S.”
5.3.2 Registration Process for Comprehensive Examinations and Beyond for Doctoral Students (except Biology)

Doctoral students who have finished coursework must register for a series of statuses during the process of taking comprehensive examinations, developing a thesis proposal, and completing dissertation research. Credits associated with these registrations do not count toward the total number of credits required for graduation. The prefix for these registrations is in all cases that of the student’s department or program:

- XXXX0912 Requirement Prep (fee equivalent of 1 credit)
- XXXX0914 Requirement Prep in Summer (fee equivalent of .5 credit)
- XXXX0930 Doctoral Comprehensive (fee equivalent of 1 credit)
- XXXX0950 Proposal Development (fee equivalent of 1 credit)
- XXXX0960 Proposal Acceptance (fee equivalent of 3 credits)
- XXXX0970 Dissertation Mentoring (fee equivalent of 3 credits)
- XXXX9999 Dissertation Direction (fee equivalent of 1 credit)
- XXXX0910 Maintenance of Matriculation (fee equivalent of .5 credit)

**STEP I: Requirement Prep and Doctoral Comprehensive**

Doctoral students are required to take and pass a comprehensive examination within two semesters of completing coursework. If the student does not pass the comprehensive examination within four semesters after completing coursework, the student may be dismissed from the program. If the student fails doctoral comprehensive examinations twice, the second failure is considered final and the student is dismissed from the program.

Students who are studying for comprehensive examinations while still completing coursework do not need register for any special status; however, if they are neither registered for coursework, nor taking comprehensive examinations during the semester in question, they must register for “Requirement Prep.”

During the semester in which comprehensive examinations are actually taken, students must register for “Doctoral Comprehensive.”
Students who fail the comprehensive exam must register for “Doctoral Comprehensive” again in the semester in which the examination is actually retaken. If the student wishes to study for a full semester in preparation for the exam, he or she should register for “Requirement Prep.” The fees for these repeat registrations are the same as they are for first-time candidates.

**STEP II: Proposal Development and Proposal Acceptance**

After passing the comprehensive examination, students have up to two semesters to develop a dissertation proposal and have it approved by the department or program. Students may be dismissed for failure to make academic progress if their proposal is not approved within four semesters, and will automatically be placed on academic probation if proposal approval is not secured at least five semesters before the close of degree time limits (see §7.4).

Immediately after passing the comprehensive examination, students must register for “Proposal Development,” and are required to register for “Proposal Development” each semester until the proposal is approved by the department or program.

During the semester in which the student’s proposal is accepted, and when a *Dissertation Title Approval* form is approved by the dean, the dean’s office changes the student’s registration from “Proposal Development” to “Proposal Acceptance. “Proposal Development” is then dropped, and students are charged only for the three credits of “Proposal Acceptance.”

**STEP III: Dissertation Mentoring and Dissertation Direction**

Following the acceptance of a dissertation proposal, students begin the process of dissertation research and composition under the guidance of a mentor.

During the first semester after “Proposal Acceptance” students are automatically registered for “Dissertation Mentoring.” After one semester of “Dissertation Mentoring,” students must register for “Dissertation Direction,” and continue to do so each semester up to and including the semester in which the oral defense of the dissertation is completed.

**STEP IV: Dissertation Presentation and Graduation**

If, after completing the oral defense, additional registrations are required in order to maintain continuous enrollment before the dissertation can be presented to the dean, students must register for “Requirement Prep” or “Requirement Prep in Summer,” as appropriate.
Maintenance of Matriculation

Students who are away from the University without an approved leave of absence must register for “Maintenance of Matriculation.” This registration may not be used when the student is using University resources (for example, consulting faculty or using Fordham’s technological resources and/or the library). (See §5.1.2)

5.3.3 Registration Process for Comprehensive Examinations and Beyond for Doctoral Students in Biology

Students in biology are required to consult the department chair or program director prior to any registration. Students who have completed coursework must register for BISC7999, “Conducting Research for Ph.D.” and must continue to register for "Conducting Research for Ph.D." until the required number of research credits (30 for the direct Ph.D. or 12 for the Ph.D. with a prior M.S.) is completed. Biology students must register for "Doctoral Comprehensive" (BISC 0930) during the semester in which they take the comprehensive exam, which may be done either while they are completing their research credits or after they have been completed.

Students should taken their doctoral comprehensive examinations and have their dissertation proposal accepted within eight semesters of completing coursework. The dean's office will register students for “Proposal Acceptance” (BISC 0960) for the semester in which their doctoral comprehensive exam has been passed and the dissertation proposal is successfully completed. This means that in certain cases, students will be registered for both "Doctoral Comprehensive" and "Proposal Acceptance" in the same semester. The dean’s office will register students for “Dissertation Mentoring” (BISC 0970) in the following semester. In subsequent semesters, students should register for “Dissertation Direction” until their dissertation oral defense has been passed.

5.3.4 Registration Changes

With departmental or program approval and in accordance with dates specified in the GSAS Academic Calendar students may add, drop, or change the grade-type of courses without incurring the grade of "W" ("Withdrawal"). After that date, students may add courses only by permission of the instructor and department and with the consent of the dean. Students wishing to add or drop a class should contact their department to complete the necessary procedures.
After the appropriate approvals are obtained, the Add/Drop Form will be submitted directly to the Office of Academic Records and the schedule changes will be made. Note that dropping a course may affect federal loan eligibility, and part of received loan monies may have to be returned if the cost of attendance is reduced.

Students will not be permitted to “drop” courses after the add/drop deadline, and will instead incur a grade of “W” (“Withdrawal”) if they opt to remove themselves from a course. Please note that this policy applies even in cases where withdrawal is made necessary for medical reasons, and that students withdrawing from courses remain responsible for tuition and fees according to the schedule published on the Fordham Admissions and Financial Aid website.

Students will incur a grade of “WF” (“Withdrawal Fail”) if they withdraw from courses after the date specified in the GSAS academic calendar (approximately one week before the last final examination of the semester).

5.3.5 Tutorials

Matriculated students in good academic standing who have completed at least eight credits of coursework or the equivalent may register for a tutorial to supplement regularly scheduled courses. Tutorials are not normally approved for students on academic probation. Students must complete the Tutorial Request form (available at GSAS Forms and Resources) and obtain approval of the instructor, department chairperson, and the dean. Tutorial request forms are submitted to enrollment services upon approval to complete the registration process.

Tutorials given by a faculty member outside of the student’s home department or to a student in an interdisciplinary program require approval by the appropriate department chairpersons or program directors. Tutorials are not normally approved where substantial overlap occurs with a current GSAS course offering, and may substitute for required courses only in exceptional circumstances. A request for substitution must be stated on the tutorial request form and a separate, written rationale for the substitution must accompany the form.

Only in exceptional cases will students be allowed to register for more than one tutorial per semester.
5.3.6 Audits of Non-language Courses

Students who audit courses are not required to take the final examination, prepare class assignments or write term papers. No letter grade is given, but the transcript shows "Audit" for the course unless the instructor rules that the "Audit" is not warranted on the basis of attendance. In such a case, the course will not appear on the student's transcript.

Doctoral candidates who have completed the course work required for their degree and who are registered for proposal development or dissertation direction, may audit one course each semester without charge, with approval of the dean. Department advisors may require that such courses be taken for credit if deemed important to the student's academic development.

Some courses, e.g. laboratory or seminar courses, are not open to auditors.

Students registered for a credit course may change their status to that of an auditor with the written approval of the department chairperson or program director and the dean up to the date indicated on the academic calendar. Students who do not change their status to that of an auditor and are absent from the final examination without a satisfactory reason will receive an "ABS" for the course. Unless the "ABS" grade is changed to a letter grade by the date specified in the academic calendar, it is automatically changed to "F".

In no case will an audit course be changed into a credit course after the last day for adding courses, as defined in the academic calendar.

Students who audit courses must pay full tuition for them. Students may make a special request to the dean to use University tuition scholarships to cover tuition for audited courses, but such requests are very rarely granted.

The University extends the privilege of auditing courses to scholars with Ph.D. degrees from Fordham and other universities. Applications for audits by scholars outside the University should be made to the dean, who will then issue a letter to be presented to the course instructor if the application is approved. No transcript is created for these audits. If an individual wishes to receive credit or a transcript record, he or she must apply to the University as a nonmatriculated student and pay related fees and tuition.
5.3.7 GSAS Zero-Credit Language Study

GSAS students in good standing may request permission to register in an undergraduate language course offered by the Department of Modern Languages in Fall or Spring semesters (summer courses are not currently covered by this policy). GSAS registrants will be accommodated only after all undergraduates have been placed into courses, and will be allowed to register only with permission of instructor. GSAS students may be asked to take a placement test before being assigned to a section. No language course with more than 18 students will accommodate GSAS registrants, and no more than 20 GSAS students will be accepted in any given semester. If there are more applicants than seats available, priority will be given to students who need language skills to complete degree requirements, such as dissertation research or language exams (the latter applies only to languages other than French and German, since these languages offer graduate reading courses specifically designed with this goal in mind). GSAS students will complete all course requirements, including written work, exams, and daily class preparation, and their work will be graded SAT/UNSAT; they will also sign an agreement with the instructor indicating that they will complete these tasks. GSAS students are charged only a $100 language fee per semester for these 0-credit registrations; the fee is not covered by any GSAS tuition scholarships or award. Interested students should submit the application available here.

5.3.8 Undergraduates in Graduate Courses

Undergraduate seniors with an adequate grade-point average are allowed to register in the Graduate School of Arts and Sciences for 5000-level courses.

In some programs, permission of the department chairperson or program director is required for enrollment. Students should contact the chairperson or program director for information about how to register for 5000-level graduate courses. Undergraduate registration in 6000-level courses is not normally approved.

5.3.9 Graduates in Undergraduate Courses

Graduate students may not take undergraduate courses for graduate credit. Occasionally, undergraduate courses may be taken to meet language requirements (see §7.5), but these credits do not count toward coursework requirements.

Graduate students may, in some circumstances, attend undergraduate courses as part of a tutorial, but they must register for a graduate-level tutorial (see §5.3.5) and complete graduate-level work, as determined by the course instructor.
5.3.10 Intercampus Registration

Students who wish to register for courses offered by Fordham graduate schools (Graduate School of Education [GSE], Graduate School of Religion and Religious Education [GRE], Graduate School of Social Service [GSS], and the Fordham School of Law [LAW]) can do so without special authorization from the school. Permission from the department or program, however, is still required, and students should consult with their departmental advisor before registering for classes at other Fordham Graduate Schools for clarification on the application of any credits awarded to their degree.

Students who wish to register for courses in the Graduate School of Business Administration (GBA) must obtain permission by completing the Intercampus Registration form provided by the GBA.

5.3.11 Inter-University Doctoral Consortium (IUDC)

Students who wish to register for courses through the Inter-University Doctoral Consortium (IUDC) must be matriculated in a GSAS doctoral program, and must have completed at least one year of full time doctoral study before taking a consortium course.

Typically, graduate students may take only one consortium course each semester, and departments have the right to limit the type of courses and total number of credits taken through the consortium. Other participating universities may place additional restrictions on consortium enrollment. Courses may not be taken through the consortium in the summer.

For consortium courses, grading follows the system of the host institution, and grades earned for consortium courses are not calculated into a student’s GSAS cumulative GPA (see §6). Upon completion of consortium courses, students must obtain an official record of their grades and submit them to the dean’s office; failure to do so may result in not receiving credit for the course.

Deadlines for making Consortium course changes (add, drop, or changes of grade type) are governed by both the GSAS Academic Calendar as well as deadlines at the host institution.

To register for consortium courses students must use the IUDC Registration form and obtain all necessary signatures. It is then the student's responsibility to return a copy of the signed form to the dean's office. Upon approval, students will be registered for “Consortium Registration.” Audits are normally not approved for IUDC courses.
Students pay Fordham tuition for consortium courses, and the charges are included in the regular bursar bill.

5.4 **Refunds**

The refund of tuition and fee payments or the cancellation of charges incurred for tuition, fees, or housing are based on schedules issued by enrollment services and published on the Fordham Admissions and Financial Aid website. The fee schedule is based on University policy, and is not within the purview of any department or program, or of the dean's office.

Amounts refunded or canceled are based on the date of withdrawal from courses or other registrations. If students have evidence that withdrawal from a course occurred on a date different from that indicated in official University records, the student may contest the official charges by writing to the dean's office.
6 GRADES

6.1 PERMANENT AND TEMPORARY GRADES

For most graduate coursework and graduate tutorials, the GSAS assigns letter grades corresponding to a 4-point scale as follows:

- A  Outstanding = 4.0
- A-  Excellent = 3.75
- B+  Very good = 3.5
- B   Good = 3.0
- B-  Pass = 2.75
- C   Minimal pass = 2.0
- F   Fail = 0.0

There are no grades of “C+”, “C-”, or “D” in the GSAS. For most research and reading courses, a grade of “P” (“Pass”) replaces a letter grade.

Undergraduates taking graduate courses for undergraduate credit will be graded according to the undergraduate grading system.

For certain graduate preparation and development courses (such as “Requirement Prep,” “Requirement Prep in Summer,” “Proposal Development,” “Proposal Acceptance,” “Dissertation Mentoring,” and “Dissertation Direction”), the GSAS uses the following grades in place of a letter grade. These grades do not affect a student’s GPA:

- AP  Adequate progress
- LP  Lack of adequate progress

For graduate comprehensive exams, the GSAS uses the following grades. These grades do not affect a student’s GPA:

- PCE  Pass comprehensive exam
- HPCE High-pass comprehensive exam
- PREP Failure of comprehensive exam with option to retake
- *FCE  *Failure of comprehensive exam (*the grade has not yet been implemented but will become available in the near future)
GSAS also assigns the following permanent and temporary grades as appropriate:

**Permanent:**

- **AUD** Audit
- **INC** Permanent incomplete
- **W** Withdrawal

**Temporary:**

- **PI** Passing incomplete
- **FI** Failing incomplete
- **ABS** Missing required or final coursework, or absent from final examination
- **NGR** No grade reported

Temporary grades automatically changed to permanent grades following the deadlines described in §§ 6.2 and 6.3.

For students enrolled in consortium courses (see §5.3.11), or enrolled in maintenance of matriculation (see §5.1.2), the GSAS uses a designation of a dash (—). Consortium courses are graded follows the system of the host institution, and are not calculated into a student’s GSAS cumulative GPA. Consortium grades will be made available on the student’s official transcript.

### 6.2 Incomplete Coursework

It is expected that the requirements and assignments for a graduate-level course will be completed by the date listed for the final examination in that course. Since graduate work is research oriented and the quality of graduate projects is often improved by several revisions, it is understandable that students sometimes wish to extend the time allowed for the completion of coursework. Nonetheless, the status of “incomplete” is assigned solely in the event of circumstances outside of the student’s control, and will not be approved for students simply wishing to revise graduate work.

Applications for incompletes should be made on the official form from enrollment services and shall be made no later than the date of the last class/final examination in that course. Requests for incompletes may be made by filling out the Request for Grade of Incomplete form at GSAS Forms and Resources and requires approval by the instructor, department chair or program director, and the dean.
Students who are on academic probation or those who have had several previous incompletes should submit documentation demonstrating that the circumstances surrounding the request for an incomplete are outside of the student’s control, along with their application.

At the time of submission of grades, the instructor will assign a grade of “PI” or “FI” to the student (see §6 ). The grade “PI” indicates that the student has not completed the coursework, but that work turned in to date is of a passing nature. The grade “FI” indicates that the student has not completed the coursework, and that either insufficient work has been turned in on which to make a judgment, or that the work turned in is not of passing quality.

Upon completion of the course requirements, the instructor submits a Change of Grade form to the dean's office. When approved, the “PI”/”FI” will be removed and replaced by a permanent grade. If the requirements are not completed by the date specified in the academic calendar for removal of incompletes, a “PI” will automatically become a permanent “INC”, while an “FI” will become a permanent “F”. Students (and professors) should be aware that universities and fellowship sponsors examine transcripts and that receipt of incompletes diminishes a student’s prospects for jobs or fellowships.

Permission to extend a “PI” beyond the incomplete deadline stated in the Academic Calendar requires the written approval of the instructor, the department chairperson or program director, and the dean, and reasons offered in support of the application must be substantial. If, following approval of a deadline extension, the requirements are still not met by the new deadline, the grade of “PI” is automatically changed to an “F” (called an “administrative F”). Only in extraordinary circumstances will an administrative F be changed, pursuant to the approval of the dean and the provost.

Permission to extend an “FI” beyond the incomplete deadline stated in the academic calendar is not normally granted.

If a student does not formally apply for an incomplete, yet fails to satisfy the necessary requirements of the course by the date of the final exam, the instructor will turn in a grade of “ABS,” which will become an “F” if not cleared by the ABS deadline in the academic calendar.
6.3 AbSENCE FROM FinAl ExAmINATION

Students who are absent from a final examination must have a valid reason for their absence, or their grade for the examination will be an “F.” If a student possesses a valid reason for his or her absence, the instructor will record a final grade of “ABS.” The student must then request a make-up examination on the appropriate form, available from the department/program office, and have it signed by the instructor. The form must then be submitted to enrollment services.

Upon completion of the make-up examination, a grade of “ABS” will be removed and replaced by a permanent grade. If the make-up examination is not completed by the specified deadline in the academic calendar (generally four weeks after the officially scheduled final examination) the “ABS” is automatically changed to “F”. Only in extraordinary circumstances will this administrative “F” be changed, pursuant to the approval of the dean and the provost.

6.4 No Grade RePorted

The notation “NGR” is used by the Office of Enrollment Services to indicate that the instructor reported no grade for a student. Instructors may fail to submit a grade if the student is missing assignments.

An “NGR” automatically becomes an “administrative F” at the same time as uncleared “ABS” grades. Thus, if a student receives “NGR,” he or she should contact the instructor immediately.

6.5 CHAnGE OF GRADE

Except as outlined in sections §6.2 and §6.3, grades will be changed only under extraordinary circumstances. This policy also applies to administrative grades.

To change a grade, the instructor must submit the appropriate form to the dean, specifying the reason for the change. If approved by the dean, the grade change request will typically be forwarded to the Provost for final approval. If either office deems the reason for change insufficient, the grade will not be changed.
Grade changes are primarily approved for reason of a clerical error: grade changes for extra work or revised work are not permitted.

6.6 APPEAL OF ACADEMIC GRADES

A student who believes that he or she has received an incorrect grade for a final paper, course, language examination, or comprehensive examination may appeal the grade in accordance with the procedures below.

1. Within one month of receiving the grade, the student must request in writing a review of the material and grade by the faculty member who assigned it. In the case of a grade assigned by a committee, the student must make this request to the chairperson of the committee or, if there is none, to the department chair. As a result of the student’s request, the material in question will be reviewed by the person(s) who assigned the grade, and the result of the review will accord with the academic judgment of the faculty member/chairperson.

2. If the student is not satisfied with the results of the initial review, he or she may request a second review. This request must be made in writing to the department chairperson or program director within one week of receiving the results of the initial review. The chairperson or director will institute the second review and should report the results to the student within one month of the request. The method for conducting the review will be at the discretion of the chairperson or director. If the chairperson or director concurs with the student’s appeal, he or she will consult appropriate department faculty in determining the grade to be awarded.

3. If the student is not satisfied with the results of the second review, he or she may request a final review. This request must be made in writing to the dean within one week of the receipt of the result of the second review. The dean will institute the final review and should report the results to the student within one month. The method for conducting the review will be at the dean’s discretion. If the dean concurs with the student’s appeal, he or she will consult appropriate department faculty in determining the grade to be awarded. The student may request no further reviews. At the dean’s discretion, the appeal may be submitted to the provost for review.
Note: Time requirements in this procedure refer to periods in which classes are in session during the academic year and may be adjusted accordingly for summer, holiday, or vacation periods.

Where the contested grade is the result of an instructor’s judgment that academic dishonesty or plagiarism has occurred, consult the procedures in §9.1.
7 DEGREE REQUIREMENTS

Candidates for graduate degrees must comply with the requirements of both the Graduate School of Arts and Sciences and the department or program in which they are matriculated in order to be considered in good standing. GSAS policies represent only the minimum requirements, and departments and programs may impose additional requirements and higher standards. For the requirements of the department or program in which a student is enrolled, he or she should refer to GSAS Program and Degree Requirements.

Students must meet GSAS requirements, unless granted an exemption by the dean after consultation with the department chairperson or program director.

7.1 GENERAL REQUIREMENTS

Students matriculated in master’s degree programs are often permitted to choose between two ways of meeting degree requirements. With departmental approval, candidates may elect to:

a) Complete satisfactorily 24 credits of coursework and an approved thesis (with six credits of thesis research), or  
b) Complete satisfactorily 30 credits of coursework without a thesis.

Master’s students must maintain a “B” average (or 3.0 cumulative GPA) in master’s-level coursework (see §7.4.1). Please refer to GSAS Program and Degree Requirements for information on specific program requirements.

Students matriculated in doctoral programs are typically required to complete a minimum of 60 credits of graduate-level coursework, as well as a dissertation. Doctoral students must maintain a “B+” average (or 3.5 cumulative GPA) in doctoral coursework (see §7.4.1).

Students admitted to a Ph.D. program with a master’s degree are required to complete a minimum of 30 additional credits within their matriculated program, and will not be admitted with below a “B+” average (or 3.5 cumulative GPA) in their master’s coursework.

Students in advanced certificate programs must maintain a “B” average (or 3.0 cumulative GPA) in coursework taken for the advanced certificate degree.
With authorization of the dean, up to 12 credits of graduate work completed at Fordham may be applied to fulfill the requirements of degrees granted in other departments or programs (but see §). Students who wish to substitute courses from other institutions for specific departmental or programmatic requirements must submit a Waiver of Requirements form, available at GSAS Forms and Resources (see §).

No more than 12 credits toward a degree may be taken during summer sessions, unless the student is registered for a special summer program.

7.2 Transfer of Credits

Students may submit graduate work completed at other institutions during the five years prior to matriculation for partial fulfillment of course requirements, subject to the approval of the department chairperson or program director and the dean.

To transfer credit, students must consult with the department and complete the Transfer of Advanced Credit form, available at GSAS Forms and Resources. This must be submitted to the chairperson or program director for approval, accompanied by an official transcript of the intended transfer credits. Once approved, the form should be submitted to the Office of Academic Programs for approval.

Transfer credits applied to the master’s degree must reflect a grade of “B” (3.0) or higher, and transfer credits applied to the doctoral degree must reflect a grade of “B+” (3.5) or higher. No more than six transfer credits will be accepted for any degree.

Transfer credits will not be approved until students have successfully completed at least 12 credits of coursework in their matriculated program, which must reflect the GPA requirements defined above (§7.1) at the time of transfer. Grades from transfer credits are not included in the calculation of a student's Fordham GPA.

Advanced credit will not exempt students from any part of their comprehensive examinations.
7.3 Time Limit on Completion of Degree

Students must complete the requirements for their degree, including thesis or dissertation work, in a timely and expeditious manner: that is, within five years of first matriculation for master’s students, and within eight years of first matriculation for doctoral students (see §§7.7 and 7.8). “Direct” doctoral students (students who receive a master’s degree in currso from Fordham) have a time limit of ten years to complete their degree (see §7.8). The ten-year time limit also applies to students entering a Ph.D. program immediately after receiving a master’s degree from Fordham. Time limits on the completion of degree are rigorously enforced.

In addition to having an important academic purpose, the number of years to degree is monitored by the New York State Department of Education and other institutions concerned with graduate programs, and is often one indicator of the quality of a graduate program.

Students failing to maintain continuous enrollment (e.g., having voluntarily withdrawn from their degree program) who seek to reenroll such that they would exceed or have already exceeded the original time limits of their degree, must apply for readmission (see §5.1.5). As part of their application, they must present a timetable for successfully completing all renewed degree requirements, retaking expired courses, re-demonstrating language/research competency (see §7.5), retaking comprehensive examinations (see §7.6), and resubmitting the dissertation proposal. If permission to resume studies is granted, failure to adhere to this timetable could result in dismissal.

7.4 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress (SAP)

The Graduate School of Arts and Sciences measures a student’s good standing in terms of two benchmarks: academic performance and academic progress:

“Academic performance” refers to a student’s maintenance of a given cumulative grade-point average (see §7.4.1) and is primarily applicable to the “coursework” portion of a student’s degree program.

“Academic progress” refers to a student’s continued matriculation and timely completion of degree requirements (see §7.4.2), and most often measures a student’s progress following his or her satisfactory completion of program coursework.
In order to be eligible for funding, a student must meet both GSAS academic performance and academic progress standards as well as federal Satisfactory Academic Progress (SAP) criteria, which follow strict guidelines to assess student eligibility for assistance. Conversely, a student who fails to meet GSAS satisfactory academic performance and/or progress goals will in most cases fail to qualify for federal loans.

Students who do not meet the standards for satisfactory academic performance and/or satisfactory academic progress are automatically placed on academic probation without notice. If the deficiency is not corrected, the dean, in consultation with the department chairperson or program director, may dismiss the student from the University.

### 7.4.1 Satisfactory Academic Performance

Minimum satisfactory academic performance is defined as having a cumulative grade-point average of at least 3.0 (“B” average) in a master’s program and of at least 3.5 (“B+” average) in a doctoral program, as well as enrollment in the full time equivalent of coursework (see §5.2 and APPENDIX D). Students failing to complete the full time equivalent of coursework may also fail to meet the conditions for satisfactory academic progress (see §7.4.2).

Any student receiving GSAS funding or tuition scholarships must also maintain a cumulative 3.5 (“B+” average) as a minimal requirement for continuation of aid.

Students who fall below the required grade-point average may not take comprehensive examinations without the dean’s permission (see §7.6).

Note also that administrative “F” grades (see §6.2) are computed as “F” grades (0.0) for the purpose of determining the cumulative grade-point average.

### 7.4.2 Satisfactory Academic Progress

Minimum satisfactory academic progress is defined as completing at least one requirement pertaining to either comprehensive examinations or a dissertation/thesis per year, following the semester in which coursework is completed (see §§ 5.3, 7.7 and 7.8).

For master’s students, requirements include the comprehensive examination and the thesis or capstone in certain departments (see §7.7).
For doctoral students, requirements include the comprehensive examination, the dissertation proposal, dissertation chapters, and the dissertation defense (see §7.8).

Departments or programs may impose interim requirements for satisfactory academic progress at any time. Markers of unsatisfactory progress may include an excessive number of withdrawals, incompletes, semesters on maintenance, leaves of absence, or other delays in meeting the requirements for the degree.

Students who do not make satisfactory academic progress toward a degree may be dropped from the rolls of the university, even if they continue to meet satisfactory academic performance requirements and/or have not exhausted their time limit toward the degree.

Students who do not complete at least one requirement each year are automatically placed on academic probation without notice. Such students must fulfill the requirement and file, within one semester of being put on academic probation, a mandatory timetable for completing all remaining requirements. The timetable must include at least one deadline per semester (e.g. “complete chapters 1 to 3 of the dissertation in the 2013 fall semester”). If the requirement remains unfulfilled by the end of the semester, or if subsequent timetable deadlines are not met, the dean, in consultation with the department chairperson or program director, may dismiss the student from the University.

**Doctoral students who have not secured approval of their dissertation proposal at least five semesters before the expiration of their time limit are automatically placed on academic probation without notice.** Such students must secure approval of the dissertation proposal and a timetable for completion of the dissertation within one semester of being put on probation. If either the proposal or timetable are not approved by the end of the semester, the dean, in consultation with the department chairperson or program director, may dismiss the student from the University.

An individual student’s requirements for academic progress may be affected by the time remaining until the student reaches the time limit for degree completion (see §7.3).

### 7.5 Language Requirements

Students should consult their departments or programs regarding language and/or skills requirements and how these are to be met.

Master’s students are often required to possess a reading knowledge of either French or German. Other languages may be substituted with the permission of the department chairperson or program director and the dean, if appropriate to the student’s field of scholarship.
Doctoral students are typically required to possess a reading knowledge of two modern languages (usually French and German, or other languages appropriate to the student’s field of scholarship). At the discretion of the department or program and with the approval of the dean, a student may be allowed to substitute necessary research skills, such as computer programming or statistics, for a second language. In some cases more than two languages may be required, if deemed necessary for the student’s research.

Individual departments or programs determine what constitutes satisfaction of the language requirement, though in most instances this may be done either by passing a graduate “Language for Reading” course with a final grade of “B” or higher, or by passing one of the language examinations offered by the Department of Modern Languages with a grade of “B” or higher (refer to individual departments for details). Such exams are usually administered the week before the beginning of the fall and spring semesters, and are roughly equivalent in difficulty to the final examinations of graduate “Language for Reading” courses.

Students who wish to take language exams should schedule an appointment by contacting the modern languages department at least two weeks before the beginning of either the fall or spring semester. Completed exams will be corrected within two weeks, and departments or programs will be notified of students’ grades.

Language requirements must be fulfilled before the GSAS will certify comprehensive examination results. Students are encouraged to fulfill language and other skill requirements as early as possible, for use in coursework and research.

Language requirements satisfied at other institutions are typically not accepted in fulfillment of GSAS language requirements.

7.6 **COMPREHENSIVE EXAMINATIONS**

Many departments and programs require both master’s and doctoral students to complete comprehensive examinations (written, oral, or both). Students should consult their department chairperson or program director to verify the dates on which comprehensive examinations are administered.
Applications for all comprehensive examinations must be approved in writing by the chairperson or program director two weeks prior to the examination date. In order to qualify for comprehensive examinations, students must be in good academic standing (see §7.4) with a GPA at or above the minimum requirement for the degree (3.0 for master’s students, 3.5 for doctoral students). Additionally, students must have completed their language requirements and must have completed or be in the process of completing required coursework for their degree program before comprehensive exams will be certified. If a student takes a comprehensive examination without meeting these prerequisites, the results will not be certified by the dean or posted to the student’s official record.

If a student fails the master’s or doctoral comprehensive examination, the failure is not posted to the student’s final transcript, and the student may be permitted to take a second examination the following semester (or later) with the recommendation of the department chairperson or program director and the approval of the dean.

If a student fails to pass the comprehensive examination a second time, he or she is not permitted to retake the examination. The failure is posted to the student’s final transcript, and he or she will be dismissed from the program.

Details for retaking comprehensive examinations, in whole or in part, should be discussed with the department chairperson or program director. Candidates taking comprehensive examinations for the second time pay the fee listed in the GSAS fee schedule.

### 7.7 Master’s Degree

All requirements for the master’s degree must be completed within five years of the first semester of matriculation in the GSAS. Time limit requirements apply to both full and part time students.

The GSAS requirements for master’s students are as follows:

1. Completion of the appropriate number of graduate credits (see §7.1)
2. A language requirement (see §7.5)
3. An exit requirement, which may comprise one or more of the following: comprehensive exams, special project, thesis, research, internship, and the like. If the exit requirement is a thesis, presentation of the thesis to a member of the dean’s office is also required (see §7.7.2)
Individual departments and programs may impose additional requirements.

At the end of their third year, the dean’s office typically will inform students that they are approaching the five-year time limit and of the nature of the extension policy. At the beginning of their fifth year, the dean’s office typically will inform students that they have only one year remaining.

Students who wish for an extension to the five-year time limit must apply before the conclusion of the fifth academic year. Such a request must be directed in writing through the department chairperson or program director, and must receive the written approval of the dean. Requests for extension must include a timetable, approved by the chairperson or director for the completion of degree requirements. Failure to adhere to the timetable or to meet other conditions may result in dismissal.

Students requesting an extension to their five-year limit must:

1. Re-demonstrate language competency if more than three years have elapsed since the original completion of their language requirement.
2. Demonstrate the currency of their knowledge for any courses taken prior to the request for extension, and departments may require that they retake certain courses.
3. Retake and pass comprehensive examinations in the department or program’s current format if more than three years have elapsed since any portion of the comprehensive examination was originally passed.
4. Meet any additional requirements imposed by the dean after consultation with the department chairperson or program director, and must maintain continuous enrollment (see §5.1) until all requirements are completed.

7.7.1 Master’s Thesis

If a student chooses or is required to complete a master’s thesis, he or she must enroll for six credits of thesis research as prescribed by the program (see §5.3.1).

A master’s thesis committee must consist, at minimum, of a thesis director (mentor) and one reader. Committee members are specified, along with the thesis topic, on the Thesis Title Approval form, which is submitted to the GSAS by the department chairperson or program director. The department chairperson or program director is responsible for ensuring that the committee is professionally appropriate.
When a thesis title and committee have been approved, the student’s program will be notified. For any changes made to the thesis title or thesis committee membership, a new form must be prepared and sent to dean’s office for approval.

An oral defense of the master’s thesis is not required by the Graduate School of Arts and Sciences, but may be a program requirement. If this is a program requirement, the student must be physically present at the defense, and may not participate by any means of distance communication (such as Skype, teleconferencing, phone, etc.).

Master’s students must submit one hard-copy original of the thesis to the GSAS, along with the other presentation materials listed in §7.7.2, by the date listed on the academic calendar.

Students should note that the presentation of the thesis to the GSAS is the last requirement that is necessary for the degree. All other requirements for the master’s degree must be completed before the thesis is submitted to the GSAS.

For style requirements, formatting, and the materials required for the completion of the master’s thesis, see APPENDIX E.

Some departments require master’s research papers, projects or internships. These papers are not always presented to the GSAS, though the approval forms for these projects are presented to the GSAS as part of the last requirement for the degree. Students in these departments should consult their departments about requirements for these projects.

**7.7.2 Presentation of Master’s Thesis to the GSAS**

The master’s thesis is presented in person to the GSAS after all other degree requirements have been met.

An appointment for the presentation must be made in advance by the date listed in the academic calendar. The last date for presentation to the dean’s office is listed in the academic calendar, generally the Friday before the last day of classes for May graduation, and two weeks before the August and February graduations. Exceptions to this date will be granted only under unusual circumstances outside of the student’s control and must be requested by the student’s mentor. Theses will not be accepted when the University is officially closed.
Theses presented to the dean’s office ought to be in their final version, including any changes required by the committee. The following contents ought to comprise the final version of a master’s thesis:

1. Original of the thesis on Fordham dissertation paper in a Fordham binder with student’s name on the front of the binder.
2. One Thesis Prepared under my Direction sheet, signed by the mentor and readers. This should be prepared on Fordham dissertation paper and unbound.
3. The Report on Written Thesis form, signed by the adviser and reader.
4. One abstract form.
5. (If oral defense is required by the department): The Report on Oral Defense form, signed by the adviser, reader, and one examiner.

7.8 **DOCTORAL DEGREE**

All requirements for the doctoral degree must be completed within eight years of the first semester of matriculation in the GSAS for those students who enter with a master’s degree from another institution, or within ten years of the first semester of matriculation for those students who are direct doctoral students (students who receive a master’s degree in curso from Fordham) or who complete a master’s degree from Fordham and then continue directly into a doctoral program. Time limit requirements apply to both full and part time students.

The GSAS requirements for doctoral students are typically as follows:

1. Completion of the appropriate number of graduate credits (see §7.1).
2. A language and/or research skills requirement (see §7.5).
3. Comprehensive examination (see §7.6).
7. Presentation of the dissertation to the dean (see §7.8.5).
Individual departments and programs may impose additional requirements.

The dean’s office typically notifies students in their penultimate year that they are approaching their time limit. In the student’s final year, the dean’s office normally informs students that they only have one year remaining.

Students who wish for an extension to the doctoral time limit must apply before the conclusion of their final academic year. Such a request must be directed in writing through the department chairperson or program director, must be approved by the dissertation mentor, readers, and the department chairperson and must receive the written approval of the dean. An extension to the time limit for degree completion will be granted only if, in the dean’s judgment, there is sufficient evidence that the degree will be completed expeditiously and that the dissertation will be of high merit.

Extensions beyond the time limit will not be granted to students who have not secured approval of a dissertation topic prior to the expiration of the time limit or who have otherwise not made substantial academic progress toward completion of the degree, except with the permission of the dean.

Requests for an extension of the doctoral time limit must include:

- A sufficient portion of the dissertation to permit an objective evaluation of the quality of the student’s work. In the humanities, a reasonable portion is one-half of the dissertation; in the sciences, research through the stage of data collection should be presented.
- A timetable for the completion of the remaining portions of the dissertation.
- A plan for renewed demonstration of language and/or research skills competency (if needed for dissertation research) if more than five years have elapsed since the original completion of these requirements.
- A plan to demonstrate currency of knowledge for any courses taken prior to the request for extension, and departments may require that they retake certain courses.
- A timetable for retaking and passing the doctoral comprehensive examinations in the department’s or program’s current format if more than five years have elapsed since any portion of the comprehensive examination was completed.
Students must meet any additional requirements imposed by the dean after consultation with the department chairperson or program director, and must maintain continuous enrollment (see §5.1) until all requirements are complete. Failure to adhere to the timetable or to meet other conditions may result in disenrollment. Students may petition to have one or more of these requirements adapted to their particular situation, but approval of such a petition is not guaranteed.

7.8.1 Doctoral Dissertation

To many scholars, the dissertation is the distinguishing characteristic of the Ph.D. degree, and the quality of the dissertations is a primary hallmark of the quality of a doctoral program. The doctoral dissertation is expected to make a substantial original contribution to knowledge in its field. The dissertation must be a rigorous and sustained piece of research work whose objective is also to demonstrate that the candidate has gained a mastery that qualifies him or her to be admitted to the community of scholars in the discipline.

For style requirements, formatting, and the materials required for the completion of the dissertation, see APPENDIX F.

GSAS dissertations are disseminated in several ways. Students submit an electronic copy to Proquest/UMI for electronic publishing. The record is then available through the Walsh Library’s online database collection. In some cases, a bound copy is delivered to the student’s department for inclusion in the department library.

7.8.2 Dissertation Mentor, Committee and Topic

After completing doctoral comprehensive examinations, it is at all times the responsibility of the student to establish and maintain a satisfactory relationship with a faculty mentor approved by the chairperson and the dean while preparing a dissertation. Continuation in the doctoral program is contingent upon the approved mentor’s availability and agreement to the dissertation topic.

The membership of a student’s dissertation committee must consist of at least a mentor and two readers, each of whom must a full time faculty member in the student’s department or program at Fordham. Members of the committee are specified, along with the dissertation topic, on the Dissertation Title Approval form, which is submitted to the dean’s office by the department chairperson or program director. The department chairperson or program director is responsible for ensuring that the committee is professionally appropriate.
Upon the dean’s approval of a student’s dissertation title and committee, a copy of the *Dissertation Title Approval* form is sent to the student. For any changes made to the dissertation title or committee membership, a new form must be prepared by the department chairperson or program director and sent to the dean’s office for approval. Failure to submit revisions in the title or committee may result in a delay in graduation.

### 7.8.3 Early Dissemination of Dissertation Materials

Students sometimes have the opportunity to present or publish their scholarly work or ideas from the dissertation before the dissertation is successfully defended and presented to the dean. Upon consultation with their mentors, students are encouraged to take advantage of these opportunities.

Acceptance of part of the dissertation for presentation or publication does not obligate the dissertation committee, the oral examiners, the dean or Fordham University to accept the dissertation as fulfilling the degree requirements.

### 7.8.4 Dissertation Defense

Doctoral students must orally defend their completed dissertation before an examination committee consisting of the dissertation committee (normally, the dissertation mentor and two readers) and at least one additional examiner, according to departmental procedures. The department or program chairperson is responsible for ensuring that the examination committee is professionally appropriate, and the dean reserves the right to appoint a representative.

Public notification of the examination, including time, place, and examiners must be sent to the dean’s office at least two weeks in advance.

The physical presence of the student at the defense is required: candidates may not defend the dissertation by teleconferencing, Skype, phone, or any other means of distance communication. The physical presence of the dissertation mentor is, likewise, required. Readers and examiners are expected to appear in person at the defense and to sign the *Report on Oral Defense* form there, unless excused according to the procedure below. Exceptions to physical presence and signature policy are approved for a reader only in cases such as those of illness or prolonged absence from the University, and require the recommendation of the department and the written permission of the dean. One examiner may participate by distance methods but only if such participation provides expertise that cannot be otherwise obtained. In all, at least three defense committee members, in addition
to the candidate, have to be physically present at the exam and no more than one person (reader or examiner) may participate by distance methods. The physical presence of all committee members at the defense remains the objective we should strive towards.

Students should note that the presentation of the dissertation to the dean, not the oral examination, is the last requirement to be satisfied for receiving the degree. Thus, degree completion will not be certified until after the presentation of the dissertation.

7.8.5 Presentation of the Dissertation to the Dean

The dissertation must be presented in person to the dean or designee after the oral defense.

An appointment for the presentation must be made in advance by the date listed in the academic calendar. The time for this appointment should be at least 48 hours after the oral defense, to allow time for the student to make any final changes identified during the defense, for the committee to approve of any subsequent changes, and for the student to submit the dissertation electronically to ProQuest/UMI. The last date for presentation to the dean is listed in the academic calendar, generally the Friday before the last day of classes for May graduation, and two weeks before the August and February graduations. Exceptions to this date will be granted under only unusual circumstances outside the student’s control and must be requested by the student’s mentor. Dissertations will not be accepted when the University is officially closed.

Dissertations presented to the dean ought to be in their final version, including any changes required by the committee during the oral defense. The following contents ought to comprise the final version of a doctoral dissertation:

- One Dissertation Prepared under my Direction sheet, signed by the mentor and readers.
- One abstract form.
- The Report on Written Dissertation form, signed by the mentor and two readers.
- The Report on Oral Defense form, signed by the mentor, two readers and up to two examiners.
- The Survey of Earned Doctorates online survey, available here. After submission, the student will receive an e-mail receipt which should be brought to the presentation appointment as proof of submission.
- Proof of online submission of dissertation at UMI ETD administrator, located here.
7.9 **ADVANCED CERTIFICATES**

All requirements for advanced certificates must be completed within three years of the first semester of matriculation in the GSAS. Time limit requirements apply to both full and part-time students.

7.10 **MASTER OF PHILOSOPHY (M.PHIL.)**

The M.Phil. degree is considered a second or senior master’s degree and is usually awarded to Ph.D. candidates who have completed the required coursework, language and research skills requirements, and comprehensive examinations, but who have not yet defended a doctoral dissertation.

Students are eligible to receive an M.Phil. under such circumstances in some, but not all, GSAS departments. Most students regard this degree as a step on the way to the Ph.D. Occasionally, it marks the point at which a student reconsiders matriculation in the program, in which case a student may choose to take the M.Phil. and withdraw from GSAS.

In some cases, students may be advised by the department chairperson or program director, in consultation with other faculty, not to continue beyond the M.Phil. if the student’s performance has been marginal or if evidence suggests that he or she will have particular difficulty completing a successful dissertation. Some departments also allow a so-called Low Pass option on the comprehensive exam, which allows the student to receive the M.Phil. degree that does not qualify him or her to progress on to the dissertation stage.

7.11 **DEGREE CONFERRAL AND COMMENCEMENT**

Students who have completed all degree requirements in accordance with the guidelines outlined herein and in the GSAS Courses and Degree Requirements will receive degrees conferred by the University.

Degrees are conferred in February, May, and August on students who have completed their degree requirements in the fall, spring, or summer semesters, respectively.

To graduate, students must complete and submit an Online Application for Graduation via the my.Fordham University portal by the date indicated on the GSAS Academic Calendar. Failure to submit the Online Application for Graduation by the deadline will result in the
degree not being awarded in the desired semester, as will failure to complete requirements pending at the time of application for graduation.

Students who miss the deadline for application or fail to complete pending requirements must continue to register and be registered in the semester directly preceding conferral of the degree, according to the continuous enrollment policy (see §5.1). Students who receive degrees in August must be registered for the summer session immediately preceding the conferral of their degrees. If a student is not registered for coursework in the summer session, the appropriate registration to use is “Requirement Prep in Summer” (see §5.1).

Commencement ceremonies are held each May, and include the University commencement followed by diploma ceremonies for each school. During the GSAS diploma ceremony, diplomas are distributed to both master’s and doctoral degree candidates, and doctoral degree recipients undergo a traditional hooding ceremony as well.

Students who receive their degrees at any time during the preceding academic year are invited to participate. Students who have submitted the *Online Application for Graduation* on time will receive information at their Fordham e-mail account (see §2.1) about commencement and about obtaining the proper commencement apparel.
8  FUNDING AND TUITION SCHOLARSHIPS

8.1  AWARD ELIGIBILITY

The GSAS offers many forms of merit-based funding, including assistantships, fellowships, and tuition scholarships.

The dean of the GSAS determines which students receive funding upon the recommendations of academic departments/programs as well as the Distinguished Fellowships Committee. In accordance with the guidelines of the Council of Graduate Schools, students are notified of financial awards by April 1, and must reply by April 15. If the dean does not receive a written acceptance of the aid offer by April 15, the offer may be rescinded. In consultation with academic departments, the dean also assigns students to assistantship assignments outside the academic departments and programs.

Students who wish to be considered for distinguished fellowship awards (see §8.6) must complete the Distinguished Fellowship Application and submit it to the department or program by the date specified on the web page (usually in early to mid-January). The department or program will select nominees to forward to the GSAS Distinguished Fellowships Committee by the date specified on the web page. Guidelines for each distinguished fellowship are available on the GSAS financial aid website under Distinguished Fellowships – Internal.

Students receiving GSAS funding or tuition scholarships must satisfy the following criteria every academic year:

1. Maintain a minimum GPA of 3.5.  
2. Meet the requirements of both satisfactory academic performance and satisfactory academic progress (see §7.4).  
3. Be certified as “full time” by registering for the full time equivalence in credits (see APPENDIX D) or filing out a Matriculated Students Status Certification form that indicates academic work sufficient for full time status. The only exception is for IPED students receiving a Ricci scholarship.  
5. Hold no employment during the academic year without the written permission of the dean. This rule applies to all the categories of funding addressed in this chapter.
Students receiving funding or tuition scholarships must inform GSAS of any other University-funded awards or alternate appointments (e.g. resident assistantships) promptly. Please note that such awards or appointments will reduce the total amount of funding provided by GSAS, relative to the level and type of the funding. Employment as a staff member of the University while matriculated as a full time student requires the written permission of the dean, and is rarely granted.

8.1.1 New Students

All new applicants for admission to GSAS programs who wish to be considered for GSAS merit-based funding must have a completed admission application on file by the deadline published in the application materials.

Departments and programs recommend new applicants for funding or tuition scholarships on a ranked basis, the principal criterion for ranking being a candidate’s preparation and potential for outstanding graduate-level work. At minimum, applicants recommended for funding are expected to have a “B+” (3.5) average in previous coursework, and to achieve the 75th percentile (for the discipline) in each of the three sections of the GRE.

8.1.2 Continuing Students

All matriculated students who wish to be considered for GSAS merit-based funding, including those who have received past aid, must fill out an application form every year. The application for continuation of aid is available through the department or program and is due by the date on the GSAS academic calendar, unless the department specifies an earlier date.

Every effort is made to renew the awards of eligible recipients, but renewals are not guaranteed. Students must reapply for funding every year. The criteria used for awarding aid to matriculated students include satisfactory academic performance and progress (see §7.4), evaluations from previous assistantship supervisors, recommendations from faculty, and award tenure. For typical award tenure information, see individual departments.

Students who are awarded a graduate assistantship as part of their tuition scholarship package typically progress to a teaching fellowship later in their program. The order in which such appointments are awarded may vary by department, and certain appointments may not be offered. See individual departments for more information.
8.2 Graduate Assistantships

Students receiving funding may be assigned to Graduate Assistantships under the direction of faculty in their department or elsewhere. Graduate assistants are expected to work under this direction 18 hours per week for the entire academic year, from approximately the third week of August through University commencement, including days when there are no classes but the University is open (e.g. the January and Spring breaks). Graduate assistants working “half time” are assigned ten hours of work per week.

Summer graduate assistantships are for 24 hours per week for ten weeks during the summer.

Most assistants work at a location on campus between 9 a.m. and 5 p.m., but some assignments require evening or weekend hours on campus. At the start of an assistantship, the student should ascertain from the supervisor the expectations for hours and days to be worked and the nature of the duties.

An assistantship may be revoked if the student is absent from the assistantship without making prior arrangements to cover their responsibilities. An assistantship may also be revoked, and a student’s funding may not be renewed, on the basis of poor evaluations from supervisors.

If a student wishes to resign an assistantship, the following parties must be notified in writing immediately:

1. The assistantship supervisor,
2. The Graduate School of Arts and Sciences (adgsas@fordham.edu),
3. The academic department or program.

8.3 Teaching Fellowships

Some students receiving funding are selected by their academic departments to be instructors for undergraduate courses in FCRH, FCLC, and PCS, under the supervision of a faculty member, and are designated as teaching fellows. Teaching fellows work on average 15 - 18 hours per week during the academic year.

Teaching fellows are typically advanced doctoral students who have completed all coursework and passed the doctoral comprehensive examinations.
Most departments require that applicants for teaching fellowships successfully complete a teaching seminar or that they participate in ongoing instructional development. All teaching fellows are expected to attend the orientations jointly sponsored by the deans of FCRH and FCLC and the Graduate School of Arts and Sciences.

Teaching fellows must follow the Fordham college deans’ instructional policies as outlined in the *Undergraduate Faculty Handbook*.

### 8.4 Teaching Associates

The rank of teaching associate designates those graduate students, other than teaching fellows (see §8.3), who serve as instructors for undergraduate courses in FCRH, FCLC, and PCS.

Eligible matriculated students in the Graduate School of Arts and Sciences may serve as teaching associates, but matriculated GSAS students may under no circumstances serve as adjunct instructors. Teaching associates are not considered employees of the University and their assignment is part of disciplinary and professional training.

Teaching associates will receive a per-course stipend, a tuition scholarship of up to three credits per semester, and a contribution towards health insurance. No teaching associate may teach more than four courses per academic year. The first three courses are compensated at a set per-course rate; the fourth (overload) course is compensated at a lower rate.

In order to be considered for a teaching associate position, students must apply for funding.

Teaching associates must have completed the master’s degree (with preference to students who have completed all requirements except the dissertation proposal and defense), be in good academic standing (in both academic performance and in academic progress; see §7.4), and must complete the *Application for Financial Aid*. Nominees must have completed their department's teaching preparation program (where such exists). Preference for appointment as a teaching associate is generally given to students who have successfully served as teaching fellows, and who will have exceeded the normal award tenure for funding.
8.5 **Tuition Scholarships**

Tuition scholarships are a part of most funding award offers and are awarded on a per-credit basis. In addition, full- or partial-tuition scholarships may be offered to qualified students in select programs or to match the aid from research grants of faculty members. These scholarships are considered to be GSAS funding, and students must meet the eligibility requirements previously described, including full time student status.

Tuition scholarships can only be applied toward coursework that meets degree requirements, and cannot be used to audit courses, to take undergraduate courses that do not fulfill a language requirement, to take a course that is a condition of admission, or for personal enrichment. Charges associated with 0-credit courses (e.g., graduate “Language for Reading” courses) will be covered by the tuition scholarship, but will reduce the number of credits that may be taken in a given academic year.

Partial tuition scholarships are available for high school teachers in selected programs and for teachers at Jesuit high schools. In addition, the GSAS participates in the Mayor’s Scholarship Program, which provides partial tuition scholarships for employees of the City of New York. Some discounts are also available to members of the clergy and to staff and faculty at partner institutions. Contact the dean's office for information about eligibility.

Students who receive any form of tuition scholarship must register by the deadlines posted in registration materials or they may forfeit their tuition scholarship. Additionally, students who register late are charged a late registration fee.

Any billing problems associated with tuition scholarships must be brought to the attention of the dean's office ([adgsas@fordham.edu](mailto:adgsas@fordham.edu)) immediately.

8.6 **Fellowships and Grants**

In addition to the above-mentioned scholarships and appointments, the GSAS provides funding in the form of a variety of graduate fellowships and grants, including six types of University-sponsored distinguished fellowships: three offered to entering students and three for advanced students.

Some departments have additional fellowships that are restricted to students in their programs. For more information, see the GSAS financial aid website under Distinguished Fellowships – Internal.
8.6.1 *Distinguished Fellowships for Entering Students*

Distinguished fellowships available to first-time applicants to the GSAS include:

- **Loyola Fellowship**: The Loyola Fellowship was established through the generosity of the Jesuits of Fordham University to encourage graduate study in the humanities, and is awarded to incoming students who have not pursued graduate education previously. The Loyola Fellowship allows students to devote full time to their studies during their first year only.

- **University Fellowship**: University Fellowships are awarded to a select group of incoming students (at either the master’s or doctoral level) in recognition of their academic achievements. The University Fellowship typically allows students to devote full time to their studies and applies to their first year only.

- **Bennett Assistantship Award**: Established to recruit outstanding graduate students, Bennett Assistantships are awarded to a select group of incoming students (at either the master’s or doctoral level) in recognition of their academic achievements. The Bennett Assistantship supplements graduate assistantships and teaching fellowships.
For outstanding doctoral students, three academic-year distinguished fellowships are available. These fellowships do not fall under the award tenure policy previously described and thus, in some programs, may increase the student's eligibility for funding by one year. However, in no case will a student’s eligibility for aid be increased by more than one year, even if a student is awarded more than one distinguished fellowship during their time at Fordham.

· **Research Fellowship:** The GSAS Research Fellowship provides support for GSAS students to work as research fellows to conduct research on their own dissertations. The fellowship provides support for students who wish to work closely with faculty members to develop their own dissertation research projects or to learn methods or procedures that they will use on their own dissertation research. This support will be offered on a competitive basis and will reward students who have already submitted proposals for fellowships, published articles and/or book reviews, or presented papers at conferences. Second priority will be given to students who have already made significant progress toward these goals. Students who are awarded this fellowship will be freed from teaching and other obligations in order to focus on their own work.

· **Senior Teaching Fellowship:** Senior Teaching Fellowships typically provide support for those students who have already completed a Teaching Fellowship in their department. Normally, the Senior Teaching Fellowship would be the second of the internally administered prestigious awards for advanced doctoral students. Thus, a Senior Teaching Fellowship would be held before an Alumni Dissertation Fellowship but after a Research Fellowship; however, a student who has not received a Research Fellowship may still apply for a Senior Teaching Fellowship. The application for a Senior Teaching Fellowship must include evidence of teaching effectiveness in accordance with the current teaching evaluation instrument approved by the Arts and Sciences Council (SEEQ). In the final selection of Senior Teaching Fellows, the dean considers the undergraduate teaching need of academic departments.
· **Alumni Dissertation Fellowships**: Alumni Dissertation Fellowships allow students to devote full-time work to their dissertations. The Alumni Dissertation Fellowship is the last of the internally administered prestigious awards for advanced doctoral students, and recipients are expected to complete, defend, and present their dissertations in time for a May graduation. Students who have received an Alumni Dissertation Fellowship will not be eligible for other advanced prestigious awards (i.e., Research Fellowships or Senior Teaching Fellowships), or for any additional GSAS funding. Special emphasis is placed on the application materials, including academic achievements as noted on the CV, and a recommendation letter which must discuss the student’s ability to complete the dissertation in the award year.

### 8.6.3 Research Support Grants

The Graduate School of Arts and Sciences has limited funds dedicated to the support of student research. Recipients of these awards are nominated by individual departments and programs.

*Dissertation Grant*: This grant is intended for doctoral students at the dissertation stage. Grants (up to a total of $2,500 on applications throughout one’s graduate career) cover special expenses students may incur in the process of presenting their dissertation work nationally or internationally, or in the process of preparing a competitive application for external funding.

*Travel Grant*: These grants are for master’s or doctoral students who have completed 24 credits by the time the grant begins. Grants cover up to $1,000 for costs incurred in travel to present papers at national and international conferences and in travel to research sites. In the past, the types of projects that have been funded include (but are not limited to):

- Presentations of papers at conferences.
- Presentations of posters at symposia/conferences.
- Travel to attend special programs to become more proficient in an area of research.
8.6.4 Summer Fellowships

GSAS Summer Fellowships provide support for master’s and doctoral students who wish to devote the summer to the preparation of proposals to apply for prestigious fellowships, articles for publication, and conference papers. These fellowships are also available to students enrolled in professional master’s programs.

In disseminating these awards, the highest priority will be given to summer projects designed to prepare a student to apply for prestigious fellowships, and secondly to improve a student’s professional credentials (beyond the normal expectations of the program). Higher priority will be given to students who have not yet received an award over those who have already received an award.

8.7 External Prestigious Fellowships

The Graduate School of Arts and Sciences actively supports applications by qualified students for prestigious fellowships offered by external grant organizations for graduate research at various levels, particularly dissertation research. These organizations include (but are not limited to):

- The Fulbright Commission
- The Council for European Studies
- The Department of Education
- The National Science Foundation
- The American Association of University Women
- The Rotary Foundation

Qualified students interested in developing and improving applications for these and other prestigious awards should contact the Office for Prestigious Fellowships.
Plagiarism can be defined as the theft of words or ideas from another that are not common knowledge, i.e., the appropriation of words, passages or ideas from another and their use as one's own, without proper attribution. This can vary from exact word-for-word duplication to the use of an idea (if not the words), and may involve devices such as paraphrasing and so on. Because there is such a wide range in the form that academic dishonesty and plagiarism can take, the applicable definition of academic dishonesty and plagiarism generally rests in the hands of faculty members for any given instance.

Academic dishonesty and plagiarism seriously undermine the basis of graduate research degrees, and sanctions for academic dishonesty at this level are severe. Students are expected to enter GSAS with a knowledge of appropriate disciplinary methods of attributing credit to originators of ideas and/or language in which these ideas are presented.

Allegations of academic dishonesty and/or plagiarism are adjudicated by individual faculty members. If the faculty member suspects an instance of plagiarism or academic dishonesty has occurred, and if there is time before final grade reports are due, the faculty member will notify and discuss his or her concerns with the student. If there is insufficient time for discussion before final grade reports are due or if after such discussion the faculty member still believes plagiarism has occurred, the faculty member will award a failing grade to the student for the course, comprehensive examination, language examination, thesis, or dissertation and promptly inform the student of the basis for the grade. The faculty member will report the incident to the dean of the Graduate School of Arts and Sciences.

Unless the student elects to appeal the faculty member’s judgment in accordance with the procedures below, the dean will initiate an investigation to determine the nature and seriousness of the incident and to apply appropriate additional sanctions, normally suspension or expulsion.
9.1.1 Appealing the Charge of Academic Dishonesty and/or Plagiarism

If a student believes that a faculty member has incorrectly judged that plagiarism and/or academic dishonesty has occurred, he or she must request in writing, within ten days of the receipt of the notice from the faculty member of a failing grade, that the faculty member review the judgment regarding that grade. The faculty member will review the work in question and respond in writing to the student’s appeal within 14 days.

If the student is not satisfied with the result of the review, he or she may request in writing from the dean, within one week of the receipt of the faculty member’s review, a final review of the incident. The dean will initiate that review and report the result to the student within fourteen days. The method for conducting the review will be at the dean’s discretion.

If the dean concurs with the student’s appeal, relevant department faculty will be asked to blindly review the student’s work and assign an appropriate grade. If, on the contrary, the dean agrees with the faculty member’s judgment that academic dishonesty and/or plagiarism has occurred, the nature and seriousness of the incident and the subsequent appropriate academic sanction(s), normally suspension or expulsion, will be determined.

The dean’s judgment at the conclusion of the review is final and not subject to further appeal.

Note: Time requirements in the procedure refer to a period in which classes are in session during the academic year, and may be adjusted accordingly for summer, holiday, or vacation periods.

9.2 Department of Psychology

The Department of Psychology abides by the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association. All faculty and students of the department will be expected to know and comply fully with the principles and code. Students have the obligation to seek guidance from the department when necessary to assure their full compliance.

9.3 Nonacademic Discipline

All students are expected to follow the applicable rules and regulations detailed in the Student Handbook issued by the Office of the Dean of Student Life.
9.4 **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that a harasser can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

A copy of the University’s policy regarding sexual harassment is available from the Office of the Dean of Student Life. The policy includes a definition of sexual harassment and University procedures for investigating and resolving complaints of sexual harassment.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment is encouraged to use the resolution procedures described in the statement of policy below. Failure to do so could impact future legal rights.

9.5 **DISCRIMINATION AND GRIEVANCE PROCEDURE**

9.5.1 **Policy**

Fordham University protects the right of each student to be free from discrimination on the basis of race, color, creed, age, gender, national origin, marital or parental status, sexual orientation, alienage or citizenship status, veteran status, or disability.

The Graduate School of Arts and Sciences employs the following grievance procedure covering all matriculated and nonmatriculated students. Students who believe they have been discriminated against with respect to participation in, access to, or benefits of any academic program or activity within the Graduate School of Arts and Sciences are requested to use the following grievance procedure.
9.5.2 Informal Procedure

Since a formal grievance procedure is a last resort, it is assumed that every effort to resolve the grievance through informal approaches has been made by the concerned parties.

9.5.3 Formal Procedure

Step I: Department or Program

An alleged grievance must be brought in writing to the attention of the department chairperson or program director within one month of the incident, who will consult the parties involved concerning the charges. It is expected that this process will generally be completed within two weeks after the student submits a written statement to the department chairperson or program director.

The department chairperson or program director will, after discussion with both parties, make recommendations for a resolution to the grievance.

NOTE: If the grievance relates to a decision of a department chairperson or program director, then the grievance review will begin at the school level.

Step II: School

If Step I fails to resolve the grievance, either party may make a request for a grievance review by the dean or his or her designate. Requests for a review must be submitted in writing to the dean or his or her designate within seven days of the conclusion of the department or program process. Requests should include:

1. A concise summary of charge(s).
2. An explanation of why the department or program process was considered unsatisfactory.

The dean or his or her designate will investigate the grievance, gather all pertinent information, and interview the parties connected with the charge. The dean or his or her designate will generally meet with the concerned parties within two weeks to present his or her recommendation for resolution of the grievance to the concerned parties.
**Step III: University**

If the aggrieved or the individual(s) or department or program against whom the charge has been brought feels that the matter has not been resolved, either party may appeal in writing to the provost or his or her designate within seven days after the meeting between the dean and concerned parties in Step II.

The provost or his or her designate will review the grievance process to determine whether proper procedures were followed, or if new evidence not available in Step II is being presented. The concerned parties will generally be notified of the decisions within two weeks of the receipt of the appeal.

The provost or his or her designate is the last court of appeal, and his/her decision will be final.

**9.5.4 Confidentiality**

Except when directed by court order or government tribunal of competent jurisdiction, all those involved in these grievance procedures shall treat as confidential all information disclosed during the procedures, as well as the fact of occurrence of the procedure and result thereof, except as otherwise provided in this process.
APPENDICES

APPENDIX A  NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a written request for access. A student should submit to the Office of Academic Records-Fordham University Enrollment Group at the Rose Hill campus, the Lincoln Center campus, the Westchester campus, or the law school registrar, if applicable, a written request that identifies the record(s) he/she wishes to inspect. The Office of Academic Records-Enrollment Group will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. The student should write the University registrar, or the law school registrar, clearly identifying the part of the record he/she wants changed, and specifically why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One of the exceptions which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as on a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon the request of officials of another school in which a student seeks or intends to enroll, the University may disclose educational records without the student’s consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fordham University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW Washington, D.C. 20202-4605

DIRECTORY INFORMATION. The University, at its discretion, may provide the following Directory Information: student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended, and other such similar information. A student who wishes the University to withhold directory information from disclosure must notify the University registrar or law school registrar in writing within ten days after the first day of class each semester.

Rev. May 23, 2005  
Rev. March 11, 2009
APPENDIX B  NOTICE REGARDING THE CLERY ACT

Fordham University is committed to the safety and security of members of the Fordham community. As part of this commitment and in fulfillment of our obligations under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Fordham publishes an annual security and fire safety report. The report contains information about the incidence of fires and certain categories of crime on Fordham campuses as well as important information about Fordham University safety and security policies, tips for staying safe, and important telephone numbers. Hard copies of the report are available upon request by contacting the University’s Office of the Associate Vice President for Safety and Security at 718-817-2222 or by writing to

Associate Vice President for Safety and Security
Thebaud Annex, Fordham University
441 East Fordham Rd.,
Bronx, NY 10458.

The report can also be accessed at: fordham.edu/campus_resources/
APPENDIX C  ACADEMIC CALENDAR

For the complete GSAS academic calendar, and the most recent updates to it, please visit: fordham.edu/gsas/calendar.
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# APPENDIX E  MASTER’S THESIS STYLE REQUIREMENTS

To insure consistency of GSAS theses, students must prepare their theses to conform to the guidelines outlined below.

## E.1  Style Manual

As required by the department guidelines.

## E.2  Format

<table>
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<tr>
<th>Title Page</th>
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<td>See sample in APPENDIX G.2. Note: The abstract cannot exceed 350 words and should be listed in the table of contents without a page number.</td>
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<tr>
<td>Vita</td>
<td>See sample in APPENDIX G.3. Note: the vita cannot exceed one page and should be listed in the table of contents without a page number.</td>
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<tr>
<td>Paper</td>
<td>Theses must be printed on special Fordham seal-bond paper, available at University bookstores.</td>
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<td>Margins</td>
<td>Top, right and bottom margins should be 1 inch; the left margin should be 1.5 inches to allow for binding, with no printing in the margins.</td>
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<tr>
<td>Binder</td>
<td>These must be presented in University-approved binders, available at University bookstores.</td>
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<td>Pagination</td>
<td>Number the first page of any chapter in the center of the page, on double-space below the last line of the text, approximately 5/8 to ¾ inch above the bottom. All other numbers are placed one double-space above the first line of printing and just inside the right margin, that is, approximately 5/8 to 3/4 inch from the top and 1 inch from the right edge.</td>
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<td>The pitch of the font should be at least 10, with a pitch of 12 preferred. If proportional spacing is used, the average number of characters per inch (cpi) should not exceed 15. No pencil marks are allowed. If special symbols are required, the symbols within a word processing package should be used.</td>
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E.3  Arrangement of Thesis Materials

I.     Title Page
II.    Dedication or Acknowledgments (if used)
III.   Table of Contents
IV.    Preface (if used)
V.     Introduction
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VII.   Conclusion
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IX.    Appendices
X.     Abstract (no pagination)
XI.    Vita (no pagination)
APPENDIX F  DISSERTATION STYLE REQUIREMENTS

To insure consistency of GSAS dissertations, students must prepare their dissertations to conform to the guidelines outlined below.

F.1 Style Manual

As required by the department guidelines.

F.2 Format

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I. Title Page
II. Dedication or Acknowledgments (if used)
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IV. Preface (if used)
V. Introduction
VI. Chapters
VII. Conclusion
VIII. Bibliography
IX. Appendices
X. Abstract (no pagination)
XI. Vita (no pagination)
APPENDIX G  DISSERTATION EXAMPLES

G.1 TITLE PAGE

POLITICAL CORRECTNESS ON CAMPUS:
A STUDY OF ITS PSYCHOLOGICAL IMPACT

BY

Jane Elizabeth Smith

BA, Political Chances University, 1986
MA, Fordham University, 1991

DISSERTATION

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN THE DEPARTMENT OF PUBLIC AFFAIRS AT FORDHAM UNIVERSITY NEW YORK

MAY, 1995
G.2 ABSTRACT

Jane Elizabeth Smith

BA, Political Chances University

MA, Fordham University

Political Correctness on Campus: A Study of Its Psychological Impact

Dissertation directed by William James, Ph.D.


(NOTE: double spaced, not to exceed 350 words; do not include a page number)
G.3 VITA

VITA

Jane Elizabeth Smith, daughter of Jared and Sarah Smith, was born on August 12, 1966, in Omaha, Nebraska. After graduating in 1982 from Central Catholic School in Omaha, she entered Political Chances University as the recipient of the Presidential Classroom Scholarship. In 1986, she received the Bachelor of Science degree in Psychology.

From September 1986 to June 1989 she worked for Transitional Services, an issue oriented think-tank. She then entered Fordham University in 1989, and earned her Master of Arts degree in Psychology in 1991. During her time at Fordham, she was awarded a University Fellowship and an Alumni Dissertation Award. While working toward her doctoral degree in Psychology, under the mentorship of Dr. William James, she worked for Lawson’s Hospital. In January 1995, she began working as a consultant on political correctness for MADD Magazine.

(Note: Do not include a page number.)
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