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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 a number of graduate programs offer GSAS courses 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, 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; and
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 dean and other members of GSAS staff.
2 Communications to and from GSAS

2.1 Fordham Email

GSAS considers electronic mail ("email") 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 emails, and GSAS will consider students to be in receipt of and informed of all email correspondence sent to their Fordham email accounts. Students who choose to forward their University emails to a non-University email 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 emails.

2.2 How GSAS Keeps You Connected

GSAS Official Web Page
www.fordham.edu/gsas

GSAS Facebook Fan Page
www.facebook.com/fordhamgsas

Graduate Student Association (GSA) Facebook Fan Page
www.facebook.com/pages/Fordham-University-GSA/153446358001002

GSAS Twitter
www.twitter.com/FordhamGSAS

GSAS LinkedIn
www.linkedin.com/grp/home?gid=3668848

Monthly Newsletter
GSAS Office of Student Development (OSD) sends monthly e-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

2.3 How to Reach GSAS (And Who Does What)

Please refer to the GSAS website's "Contact Us" page, which provides all contact information
and areas of responsibility for individual GSAS staff.
3 Student Records

3.1 Change of Name and/or Address

Correspondence from the University (including but not limited to communication by the Office of Human Resources, Office of Enrollment Services, and other non-GSAS University offices) is sent to the individual student’s 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 her/his information via the my.Fordham.edu University portal. There, the student will also be prompted to complete a Personal Data Change form, which must then be submitted to the Office of 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 required. 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 Admissions

4.1 Applications

Applications to GSAS are processed centrally through the GSAS Office of Admissions, although applicants are granted or denied admission only to specific degrees or advanced certificate programs. 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 §1.2 Authority).

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, s/he 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 individuals who have been accepted into a graduate degree program or advanced certificate program, registered for classes or the equivalent, and are 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 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 being simultaneously matriculated in a degree program.
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 GSAS policy 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, s/he 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, Graduate Record Examination [GRE] scores) 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 Matriculation).

Upon satisfactory completion of the conditions outlined in the student’s letter of acceptance, or when specified in a letter to the student 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 Degree Requirements). 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 to be deficient. Students from whom English is a second language (ESL), in particular, may be required to complete additional English-language coursework (see §4.5.1 English Proficiency).

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 applicants whose native language is not English are required to complete and submit to GSAS prior to matriculation their official scores from the Test of English as a Foreign Language (TOEFL). GSAS will also consider a student’s International English Language Testing System (IELTS)—Cambridge English Proficiency Level language testing results.

Official TOEFL or IELTS scores should be sent directly by the testing service to the Office of Graduate Admissions, Fordham University, Graduate School of Arts and Sciences – Code # 2259.
Exemptions from this requirement can be requested by the applicant in her/his application, or can be made in writing by the applicant to fuga@fordham.edu. Exemptions are generally permitted for international applicants who:

1. are native English speakers from countries where English is an official language; and/or
2. have completed, within the past five years, at least two years of study at an undergraduate or graduate institution in the United States or in a country where English is the official language of instruction.

GSAS retains the right to request language evaluation from any applicant. The Fordham English Language Test (FELT), administered by Fordham’s Institute of American Language and Culture (IALC), may be required for those students whose English proficiency scores do not meet GSAS program requirements. Additional coursework may also be recommended by the IALC (see §4.4 Conditional Admission, Provisional Admission, and Modified Degree Requirements).

Students are permitted to register for two GSAS courses during the academic term in which they are completing any ILAC-recommended coursework, which generally occurs during their first semester of study.

Please note: 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. GSAS merit-based tuition scholarships are not applicable to the costs of additional coursework recommended by the IALC.

4.6 Non-Matriculated (Non-Degree) Students

Permission to register as a non-matriculated or non-degree student is awarded by GSAS and is granted on a course-by-course basis.

Individuals who wish to register as non-matriculated or non-degree students must complete the online application located on the GSAS website and secure the necessary approvals before being registered each semester by submitting the GSAS non-matriculated application to the Office of Academic Programs and Support. 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 non-matriculated or non-degree 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; or
- 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 non-matriculated basis without the written approval of the dean. GSAS and Fordham University have no obligation to admit any individual who has registered as a non-matriculated 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 GSAS, with the approval of the department chairperson and the dean. Approval for non-matriculated status for more than 12 GSAS credits is not normally granted. If extraordinary circumstances justify non-matriculated 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 non-matriculated 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 non-matriculated” students upon registration. Those who have registered for up to two years are considered “continuing non-matriculated” students. Students who have not registered for two academic years are again considered “new non-matriculated students” upon subsequent registration and must submit a new application for non-degree study.

## 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 Admissions to be processed.

For more information on advanced certificate programs and how to apply, see the GSAS Programs web page.
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 select 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 minimum GPA) and program participation. Programs that offer the early admission option are listed on the GSAS Graduate Programs web page.
5 Enrollment and Registration

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., M.S., M.F.A. Ph.D. and certificate programs. Master’s, doctoral, and certificate 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 Registration Procedures and Special Categories).

Students are considered registered when they are enrolled in coursework, registered for comprehensive exams or preparation, 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 Leave of Absence).

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 GSAS without notice.

Students who have been dismissed due to nonregistration and who wish to continue their education at GSAS must apply for readmission by submitting an online application, secure the approval of 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 (e.g. library, laboratories, computing technology, online research platforms), 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 her/his 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 Full Time Status Certification).

“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 Maintenance of Matriculation).

Leave of absence will not normally be granted for more than one year, but under extraordinary circumstances may be extended for 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 a leave of absence whenever a student is on academic probation.

When requesting a leave of absence, students should complete the appropriate leave of absence form, located on the GSAS Student Resources web page, and specify the reason and the time period involved.

Students requesting a medical leave of absence should complete the appropriate leave of
absence form, and include a doctor’s note indicating they are under a doctor’s care. 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, the Office of Enrollment Services, and the University Reentry team (for medical leaves), and the student will be administratively registered for “Leave of Absence.” There is no charge for this registration.

Students on a medical leave of absence may be required to complete the University reentry process prior to their return and should familiarize themselves with the deadlines and procedures noted on the University Reentry webpage.

5.1.4 Withdrawal

Students in good standing may voluntarily withdraw from the University by completing the University Withdrawal form published on the GSAS Student Resources web page. 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 by submitting an online admission application. In addition, 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 her/his original matriculation as contribution towards these requirements, the time limits from their prior
matriculation will apply (see §7.3 Time Limit on Completion of Degree). If s/he 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 who 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 Student Resources webpage. The granting of 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 10 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 funding 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 Maintenance of Matriculation) or who are on academic probation for any reason may not be certified as full time. The only exception to this full time requirement is the Ricci tuition scholarship, which is available to part time students in the International Political Economy and Development (IPED) program, and the Mayor’s Scholarship, which is available to City of New York employees.

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 Academic Calendar as well as on the
Course listings for each department can be found at the top of the home page of my.Fordham.edu.

Students should consult with their department or program adviser in planning their course of study. An advising hold is placed on all students each semester until the department or program adviser approves course selections, at which time the department or program adviser removes the hold and students are able to complete registration via the my.Fordham.edu University portal.

It is the student’s responsibility to bring any questions s/he 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 and according to the registration deadline noted on the GSAS Academic Calendar. 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 carried out 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 to 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, s/he 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 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress [SAP]).

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.

For all departments, other than Psychology, 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 fall and spring semester up to and including the fall or spring semester in which the oral defense of the dissertation is completed. Students defending their dissertation during the summer will be registered for “Dissertation Defense” by GSAS upon receipt of the defense notification.

For the Psychology Department, students register for “Dissertation Direction” the semester after the proposal has been accepted and every semester until their progress report meeting. At that time, “Dissertation Direction” is changed to “Dissertation Mentoring.”
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 “Dissertation Direction” during the fall or spring semester. Students defending their dissertation during the summer will be registered for “Dissertation Defense” by GSAS upon receipt of the defense notification. Students requiring additional registrations before presenting a dissertation should not register for “Maintenance of Matriculation.”

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 Maintenance of Matriculation).

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" (BISC0930) 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 take 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” (BISC0960) 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” (BISC0970) 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 University Institutional Refund Policy.

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 Graduate Tutorial Request form (available at GSAS Student 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 supervised 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 coursework 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 for auditing.

Students registered for a credit-bearing course may change their status to that of an auditor with the written approval of the department chairperson or program director, and the dean, in accordance with GSAS Academic Calendar deadlines. 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 deadline specified in the GSAS 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 GSAS 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 by submitting a non-matriculated application through the GSAS Admissions Department, who will then obtain the dean’s approval. There will be a charge of approximately $404 for general and technology fees. If an individual wishes to receive credit for the course, s/he must pay related fees and tuition for course credit.
5.3.7 GSAS Zero-Credit Undergraduate Language Study

GSAS students in good standing may request permission to register in an undergraduate language course offered by the Department of Modern Languages or Classics Department in the 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. Students’ work will be graded SAT/UNSAT and they will sign an agreement 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 0-Credit Language Study Application (available at GSAS Student Resources).

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 Language Requirements), 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 Tutorials) 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 [CRE]; Graduate School of Social Service [GSS]; Gabelli (GSB), 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 graduate-level courses offered by Fordham graduate schools must obtain written permission from their program director and forward the permission to the appropriate assistant dean at the intercampus school for registration approval and processing.

5.3.11 Consortium: 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 Grades). 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 (e.g. add, drop, or changes of grade type) are governed by both the GSAS Academic Calendar as well as host institution deadlines.

To register for consortium courses, students must use the IUDC Registration form (available at GSAS Student Resources) 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; these 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 Admission 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, 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 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 (e.g. “Requirement Prep;” “Requirement Prep in Summer;” “Proposal Development;” “Proposal Acceptance;” “Dissertation Mentoring;” and “Dissertation Direction”) 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

For English Department Capstone, the GSAS uses the following grades. The grades do not affect a student’s GPA:
PCP        Pass capstone
HPCP       High-pass capstone
FCP        Failure of capstone

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 Incomplete Coursework and §6.3 Absence from Final Examination.

For students enrolled in consortium courses (see §5.3.11 Inter-University Doctoral Consortium), or enrolled in maintenance of matriculation (see §5.1.2 Maintenance of Matriculation), GSAS uses a designation of a dash (—). Consortium courses are graded following 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, available 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 (available at GSAS Student 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 §6.1 Permanent and Temporary Grades). The grade “PI” indicates that the student has not completed all required coursework, but that work turned in to date is of a passing nature. The grade “FI” indicates that the student has not completed all required 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 all required 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 all course requirements are not completed by the date specified in the GSAS 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 GSAS 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 GSAS 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 GSAS 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 her/his 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 GSAS 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,” s/he should contact the instructor immediately.

6.5 Change of Grade

Except as outlined in §6.2 Incomplete Coursework and §6.3 Absence from Final Examination, 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 an incorrect assessment has been made in connection with specific course (e.g., final course grade) or in connection with a specific course or program assessment (e.g., quiz, examination, research paper, lab report, language examination, or comprehensive exam) may appeal the grade in question by undertaking the following procedure.

NOTE: For situations concerning academic integrity violations and grievance procedures, please refer to §9.1.

6.6.1 Initial Review

1. Academic grade appeals must be made in writing by the student to the instructor of record or faculty member who assigned it, within ten (10) business days of receipt of the contested grade. In the case of a grade assigned by a committee, the student will direct her/his request to the committee chair or, in cases where there is no serving chair, to the Department Chair or Program Director.

2. The recipient of the grade appeal (e.g., instructor of record or faculty member, committee chair, Department Chair, Program Director) shall review the appeal and render a decision based on the merits and her/his academic judgment within ten (10) business days of receipt. The determination shall be communicated in writing to the student in a timely fashion.

3. Should the student remain unsatisfied with the results of the initial review, s/he may request a secondary review by undertaking the following process:

6.6.2 Secondary Review

1. The student shall file a request for secondary review in writing to the Department Chair or Program Director, within ten (10) business days of receiving the determination of the initial review. In cases where the initial review was carried out by the Department Chair or Program Director, s/he will identify and assign the responsibility for the review to a qualified faculty member of the department or program.

2. The recipient of the secondary review request shall institute the review within ten (10) business days of receipt and render a decision based on the merits and her/his academic judgment. The secondary reviewer may ask for additional information from the parties to the appeal, and shall have discretion in the methods used to conduct the review.
The determination shall be communicated in writing to the student and instructor/faculty member of record in a timely fashion, and any necessary changes to the grade shall be made and recorded.

3. Should the student remain unsatisfied with the results of the secondary review, s/he may request a final review by undertaking the following process:

**6.6.3 Final Review**

1. The student shall file a request for final review in writing to the GSAS Dean, within ten (10) business days of receiving the determination of the secondary review.

2. The GSAS Dean shall undertake a final review and render a determination decision based on the merits and her/his academic judgment within thirty (30) days of receipt of the final review request. The GSAS Dean may ask for additional information from the parties to the appeal, and shall have discretion in the methods used to conduct the review. The GSAS Dean’s determination, which is not subject to further appeal, shall be communicated in writing to the student and instructor/faculty member of record in a timely fashion, and any necessary changes to the grade shall be made and recorded.

**NOTE:** It may be necessary to make adjustments to the timing of the procedures described in §6.6.1-§6.6.2 if an academic grade appeal is lodged outside of or in close proximity to the commencement or conclusion of the normal academic semester (e.g. summer, holiday, or vacation periods). In such instances, all relevant parties shall be notified and every effort will be made to ensure that the process proceeds in a timely and efficient manner.
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 should refer to GSAS Program and Degree Requirements for further information regarding the requirements of the department or program in which s/he is enrolled.

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 Satisfactory Academic Performance). 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 Satisfactory Academic Performance).

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 a GPA below a “B+” (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. 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 Student Resources.

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 Student Resources. This form 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 (see §7.1 General Requirements) 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 Master’s Degree and §7.8 Doctoral Degree). “Direct” doctoral students (students who receive a master’s degree *in curso* from Fordham) have a time limit of ten years to
complete their degree (see §7.8 Doctoral Degree). 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 (NYSED) 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 Readmission). As part of their application, students must present a timetable for successfully completing all renewed degree requirements, retaking expired courses, re-demonstrating language/research competency (see §7.5 Language Requirements), retaking comprehensive examinations (see §7.6 Comprehensive Examinations), 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 Satisfactory Academic Performance) 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 Satisfactory Academic Progress), 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 U.S. Department of Education Satisfactory Academic Progress (SAP) criteria, which identify 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 Full Time Status of Certification 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 Satisfactory Academic Progress).

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 Comprehensive Examinations).

Note also that administrative “F” grades (see §6.2 Incomplete Coursework) 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 Registration Procedures and Special Categories, §7.7 Master’s Degree, and §7.8 Doctoral Degree).

For master’s students, requirements include the comprehensive examination and the thesis or capstone in certain departments (see §7.7 Master’s Degree).

For doctoral students, requirements include the comprehensive examination, the dissertation proposal, dissertation chapters, and the dissertation defense (see §7.8 Doctoral Degree).

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 Time Limit on Completion of Degree).

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 accomplished 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 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 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress [SAP]) 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, s/he is not permitted to retake the examination. The failure is posted to the student’s final transcript, and s/he 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 General Requirements)
2. A language requirement (see §7.5 Language Requirements)
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 Presentation of Master’s Thesis to GSAS)

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 plan to seek an extension to the five-year time limit must apply before the
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 Continuous Enrollment Policy) until all requirements are completed.

### 7.7.1 Master’s Thesis

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

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 (see GSAS Student Resources), which is submitted to 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 (e.g. Skype, videoconferencing, teleconferencing, telephone).
The master’s thesis should be uploaded to ProQuest/UMI using the following link: http://www.etdadmin.com/fordham.

The uploaded thesis should be in its final version, including any changes required by the committee and in the proper format as indicated in Appendix E. All other requirements for the master’s degree must be completed before the thesis is uploaded to ProQuest/UMI.

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. The approval forms for these projects are submitted to 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 GSAS

After all other degree requirements have been met, students must upload the master’s thesis to ProQuest/UMI and submit all final thesis paperwork by the deadline listed in the GSAS 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.

Final thesis paperwork containing signatures must be submitted to adgsas@fordham.edu by the deadline listed.

Once the thesis and paperwork have been reviewed, students will be informed that they have been cleared for graduation.

Theses uploaded to ProQuest/UMI should be in their final version, including any changes required by the committee, and should be in proper format as indicated in Appendix E. The following contents should comprise the thesis paperwork submitted to adgsas@fordham.edu:

1. one Thesis Prepared under my Direction sheet, signed by the mentor and readers.
2. the Report on Written Thesis form, signed by the mentor and readers;
3. (If oral defense is required by the department): the Report on Oral Defense form, signed by the adviser, readers, and one examiner; and
7.8 Doctoral Degree

All requirements for the doctoral degree must be completed within eight years of the first semester of matriculation in 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 General Requirements).
2. A language and/or research skills requirement (see §7.5 Language Requirements).
3. Comprehensive examination (see §7.6 Comprehensive Examinations).
7. Presentation of the dissertation to the dean (see §7.8.5 Presentation of the Dissertation to the Dean).

Individual departments and programs may impose additional requirements.

Students who plan to seek 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 (departments may require that students seeking an extension retake certain courses); and
- 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 Continuous Enrollment Policy) 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 (available at GSAS Student Resources), 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 Revised Dissertation Title Approval form (available at GSAS Student Resources) must be prepared by the department chairperson or program director, and sent to the dean’s office for approval. Failure to submit revisions to the dissertation 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 defend orally 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 GSAS strives toward.

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

After the oral defense, students must submit the dissertation paperwork, complete the dean’s exit survey, complete the SED survey, and upload their dissertation to UMI Proquest by the deadline listed on the GSAS Academic Calendar, generally the Friday before the last day of classes for May graduation, or 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 and paperwork will be reviewed in absentia. However, students are invited to meet the dean during the designated time block, when the dean will be available to answer questions, discuss materials and extend congratulations. Students who are unable to meet with the dean in person during the designated time blocks may request a phone call during the time block.

Dissertations submitted 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 the Direction sheet, signed by the mentor and readers.
- The Report on Written Dissertation form, signed by the mentor and readers.
- The Report on Oral Defense form, signed by the mentor, readers and up to two examiners.
- The Survey of Earned Doctorates online survey, available here. After submission, the student and GSAS will receive an e-mail confirm.
- 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 earn 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 s/he 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 accordance with their department/program 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.edu 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 Continuous Enrollment Policy). 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 Continuous Enrollment Policy).

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 Fordham Email) about commencement and about obtaining the proper commencement apparel. Master’s candidates who are completing the final requirements of their degree in August may request to walk in May prior to their August graduation date. The request must be made to both the department and GSAS by the deadline for May graduation, which can be found on the GSAS academic calendar.
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 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 Fellowships and Grants) 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.

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 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress [SAP]).
3. Be certified as “full time” by registering for the full time equivalence in credits (see Appendix D) or filling out a **Matriculated Students Status Certification** form, available on the GSAS Student Resources page, to indicate academic work sufficient for full time status. The only exception is for IPED students receiving a Ricci scholarship.
4. Hold no additional Fordham assignments 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 shall inform promptly GSAS of any other University funded awards or alternate appointments (e.g. resident assistantships). Please note that such awards or appointments will reduce the total amount of funding provided by GSAS, relative to the overall level and type of the funding. Students should also note that University policy limits the number of hours a student can be assigned in any University post to 19 hours per week total. Employment as a staff member of the University while being 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 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress [SAP]);
- evaluations from previous assistantship supervisors;
- recommendations from faculty, and award tenure.

Please see individual departments for typical award tenure information.
Doctoral 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. Please 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 commit up to 18 hours per week to their graduate assistantship duties 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). A half graduate assistant financial aid package requires a commitment of up to nine hours per week.

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

Most assistants work at a location on campus between 9:00 a.m. and 5:00 p.m., but some assignments require evening or weekend hours on campus. At the start of an assistantship, the student should ascertain from the department the expectations for hours and days to satisfy the nature of the duties.

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

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

1. the faculty member or Fordham staff member managing the assignment;
2. the Graduate School of Arts and Sciences (adgsas@fordham.edu); and
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 should commit no
more than 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.

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 is awarded to graduate students, other than teaching fellows (see §8.3 Teaching Fellowships), to 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 under no circumstances may matriculated GSAS students 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 two courses per semester.

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

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 GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress [SAP]), 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 financial aid.

8.5 Tuition Scholarships

Tuition scholarships are a part of most financial aid awards 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 financial aid, 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. They cannot be used to audit courses, take undergraduate courses that do not fulfill a language requirement, 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 select programs and for teachers at Jesuit high schools. In addition, 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 immediately to the attention of the dean’s office (adgsas@fordham.edu).

### 8.6 Fellowships and Grants

In addition to the above-mentioned scholarships and appointments, the GSAS provides financial aid 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.

#### 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. 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 recognize outstanding academic achievements, Bennett Assistantships are awarded to a select group of incoming students (at either the master’s or doctoral level). The Bennett Assistantship provides a stipend supplement to graduate assistantship and teaching fellowship financial awards.

### 8.6.2 Distinguished Fellowships for Advanced Students

Three academic-year distinguished fellowships are available for outstanding doctoral students. These fellowships do not fall under the award tenure policy previously described and thus, in some programs, may increase a student’s eligibility for funding by no more than one year. 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 her/his 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 in their own dissertation research.

  *Senior Teaching Fellowship*: Senior Teaching Fellowships typically provide support for students who have already completed a Teaching Fellowship in their department. Responsibilities of Senior Teaching Fellows include teaching three courses per year at Fordham College under faculty supervision. The fellowship is designed for the student who has already completed a teaching fellowship within his or her department and has demonstrated effective teaching skills.

- **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.
Recipients are expected to complete, defend, and present their dissertations in time for a May graduation.

8.6.3 Graduate Student Support Grants (SSGs)

The Graduate Student Support Grants are merit-based awards jointly managed by GSAS and the Graduate Student Association (GSA). These awards provide support for student conference and/or research expenses; select dissertation expenses; and/or alternative learning experiences. Applications are reviewed during two funding cycles: fall and spring. For more information, please visit the SSG website.

8.6.4 Summer Fellowships

GSAS Summer Fellowships provide support for master’s and doctoral students seeking to devote the summer to the preparation of proposals to apply for prestigious fellowships, articles for publication, and/or conference papers.

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 received a prior Summer Fellowship.

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.

If awarded an external prestigious fellowship, students must notify their department and the
dean’s office (adgsas@fordham.edu). Recipients of external prestigious fellowships may be eligible for matching funds from GSAS.
9. **Discipline and Grievance Policies**

GSAS students are subject to the provisions outlined in Article Six of the University Statutes: University Code of Conduct, including those related to academic integrity.

9.1 **Academic Integrity Standards**

Upholding standards of academic integrity is paramount to the pursuit of academic excellence and intellectual growth. It is integral to fulfilling the University’s mission and ensuring the value and reputation of all Fordham graduate degree programs.

GSAS students are members of a community whose research, teaching, learning, and knowledge production are based on academic integrity and the pursuit of scholarly activity in an honest, truthful, and responsible manner, carried out in conformance with discipline-specific standards as well as relevant University policies.

Violations of academic integrity include, but are not limited to: plagiarism; cheating; falsification; and inappropriate collaboration. Such transgressions undermine seriously the basis of graduate research degrees, and sanctions levied at this level are severe.

GSAS faculty and students are responsible for familiarizing themselves with each of the following violations of academic integrity, which is not intended to be an exhaustive listing:

- **Plagiarism** can be defined as the theft or appropriation of ideas, words, findings, or passages from another that are not common knowledge, for use as one’s own and without proper attribution. Plagiarism occurs whether such theft is accidental or deliberate. It can also vary from exact word-for-word duplication to the use of an idea (if not the words), and may involve devices such as paraphrasing without attribution.

- **Cheating** occurs when an individual uses unauthorized or prohibited resources (e.g., cell phones, smart watches, or other similar devices; programmable calculators; copies of prior examinations or assessments) in fulfillment of her/his academic responsibilities or curricular requirements. It may involve misappropriating information from another’s examination, test, laboratory report, or data. It may also include permitting the misappropriation of one’s own information by another.

- **Falsification** occurs when an individual submits or presents statements that are false and/or mislead others. Instances of falsification include, but are not limited to presenting false identification or credentials to obtain admission into a degree program or course; submitting a falsified excuse for an absence or failing to meet a course or pro-
gram requirement; or manipulating or falsifying data for an academic assignment or degree requirement.

- Inappropriate Collaboration occurs when a student engages in expressly prohibited collaboration with others on academic assessments and submits the resulting work as one’s own for the purposes of earning academic credit. Faculty are responsible determining what constitutes permissible collaboration, and students should seek guidance and clarification in advance from their professors regarding this issue.

### 9.1.1 Academic Integrity Violation Allegations

Allegations of an academic integrity violation involving a GSAS student shall be reported in writing by the complainant (e.g., faculty member, course instructor) to the student. The details of the allegations should be specific and clearly described.

Following this initial communication, the student and complainant shall arrange to meet in a timely manner to discuss the allegations. Within ten (10) business days following this meeting, the complainant will make a determination as to whether an academic integrity violation occurred and will notify the student in writing of the bases for her/his determination. If the complainant’s allegations are disconfirmed, no further action will be taken, and the matter will be deemed closed.

If the complainant’s allegations are confirmed, s/he shall:

1. assign to the student a failing grade for the course as well as the assessment, comprehensive examination, language examination, thesis, dissertation prospectus, dissertation, and/or other activities linked to the academic integrity violation. **NOTE:** Not every instance of academic integrity violation allegation occurs within the context of a grade. For example, it is possible for the context to include a non-gradable assignment (e.g., a draft assignment). In such cases, an appropriate sanction will be levied relative to the nature of the assignment.
2. recommend that the student contact the GSAS Ombudsperson, who may serve as the student’s liaison during subsequent adjudication of the case; and
3. report the incident in writing to the Department Chair or Program Director and the GSAS Dean for further adjudication.

Unless the student elects to appeal the complainant’s determination in accordance with the procedures outlined in §9.1.2 below, the GSAS Dean will initiate an investigation to determine the nature and seriousness of the incident, and apply appropriate additional sanctions,
normally suspension or expulsion. The method for conducting the investigation will be at the GSAS Dean’s discretion.

**NOTE:** GSAS graduate students serving as instructors of record (e.g., Teaching Assistants, Teaching Fellows, Senior or Distinguished Teaching Fellows) for the undergraduate body should refer to the Student Handbook and its policies on academic integrity if a violation involving an undergraduate student is suspected. Please refer to the Undergraduate Academic Integrity Policy for academic integrity violation incidents involving undergraduates.

### 9.1.2 Appealing an Academic Integrity Violation Determination

If a student believes the determination reached by the complainant to be flawed or incorrect, s/he may request in writing, within ten (10) business days of the receipt of said determination, a review by the Department Chair or Program Director.

The Department Chair or Program Director shall review the student’s appeal in a timely manner and make a determination as to whether there is sufficient evidence to validate the original allegations. In situations where the complainant is also serving in either of these administrative roles, s/he will nominate or otherwise provide a qualified faculty member to carry out the review. Additional information may also be requested from the complainant and/or the student if necessary. Within ten (10) business days following the completion of the review, the basis for determination shall be communicated to the student in writing to the complainant and the student.

In cases where the Department Chair, Program Director, or Faculty Reviewer’s determination supports the student’s appeal:

- all necessary adjustments will be made to the student’s grade;
- no further action will be taken; and
- the appeal will be deemed closed.

In cases where Department Chair, Program Director, or Faculty Reviewer’s determination upholds the original allegations:

- the failing grade for the course as well as the assessment, comprehensive examination, language examination, thesis, dissertation prospectus, dissertation, and/or other activities linked to the academic integrity violation will stand; and
- the Department Chair or Program Director shall report that the department or program level appeal upheld the allegations; and shall provide all necessary documenta-
tion to the GSAS Dean for further adjudication and to apply subsequent appropriate additional sanctions, normally suspension or expulsion.

If the student is not satisfied with the determination communicated by the Department Chair or Program Director, s/he may submit a written request within ten (10) days of the receipt of said determination, to the GSAS Dean for a final review of the allegations.

Upon receipt of written request, the GSAS Dean shall invite two current (or, if necessary, former) members of the Academic Affairs Subcommittee to undertake a timely, final investigation and review of the case. The Subcommittee Investigators will be provided with all relevant information and may request additional information from the complainant, Department Chair, Program Director, and/or the student if necessary. The Subcommittee Investigators will communicate in writing their determination in a timely fashion, to the complainant, Department Chair or Program Director, and the student, with a copy to the GSAS Dean.

If the determination reached by the Academic Affairs Subcommittee Investigators supports the student’s appeal:

- all necessary adjustments will be made to the student’s grade,
- no further action will be taken, and
- the appeal will be deemed closed.

If the determination reached by the Academic Affairs Subcommittee Investigators upholds the original allegations:

- the failing grade for the course as well as the assessment, comprehensive examination, language examination, thesis, dissertation prospectus, dissertation, and/or other activities linked to the academic integrity violation will stand;
- the Academic Affairs Subcommittee Investigators will address the nature and seriousness of the incident and issue a written recommendation to the GSAS Dean regarding subsequent appropriate academic sanction(s) to be taken, normally suspension or expulsion; and
- the GSAS Dean shall review the Subcommittee Investigators’ recommendation; render her/his decision regarding appropriate academic sanction(s) to be taken; and will notify the student in writing in a timely fashion of her/his decision, which is not subject to further appeal.

NOTE: It may be necessary to make adjustments to the timing of the procedures described in §9.1.1 and §9.1.2 if an alleged academic integrity violation occurs or is reported outside of or
in close proximity to the commencement or conclusion of the normal academic semester (e.g., summer, holiday, or vacation periods). In such instances, all relevant parties shall be notified and every effort will be made to ensure that the process proceeds in a timely and efficient manner.

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 are expected to be familiar with and comply fully with the principles and code. Students are obligated to seek guidance from the Department Chair or Program Director when necessary to assure their full compliance.

9.3 Nonacademic Discipline

GSAS students are expected to abide by the University Code of Conduct and to follow the applicable rules and regulations as detailed in the Student Handbook, issued by the Office of Student Life, excepting where undergraduate policies directly contradict Graduate School of Arts and Sciences policy. In that case, the graduate policy should be followed.
9.4 Sexual Misconduct Policy and Procedures

9.4.1 Sexual Misconduct Policy

The Graduate School of Arts and Sciences upholds University policy concerning all matters relating to sexual misconduct. All GSAS students shall familiarize themselves with the policy, which includes University procedures for reporting, investigating, and resolving instances of:

- Sex and gender discrimination
- Limitations on consensual relationships
- Sexual harassment
- Rape/sexual abuse
- Sexual exploitation and other sexual misconduct
- Forcible touching
- Stalking
- Dating and domestic violence
- Intimidation and retaliation for reporting

The Fordham Community to which the Sexual Misconduct Policy and Procedures applies includes all students, employees (including faculty), visitors or third parties, and applicants for admission or employment. A third party is someone who is on campus or participating in a Fordham sponsored program, activity, or event.

As noted in Section III of the Sexual Misconduct Policy and Procedures, the policy applies to conduct that takes place on campus, off campus, and at Fordham University-sponsored programs or events, including Fordham University-sponsored study abroad programs or Fordham University academic, learning, and service programs located at off-campus sites. It also covers conduct that takes place off-campus that occurs in the context of an education program or activity of the University as well as conduct that takes place off-campus that has a continuing effect on campus or in an off-campus education program or activity.

9.4.1.1 Limitations on Consensual Relationships

Section VI of the Sexual Misconduct Policy and Procedures states that anyone with supervisory, evaluative, or mentoring authority who controls or influences another person’s employment, academic advancement, extracurricular or athletic team participation, scholarship or financial support, grades, recommendations, wage status, or promotion at the University is prohibited from having a romantic or sexual relationship with that person, regardless of consent.
This prohibition applies to romantic or sexual relationships between GSAS students and their faculty mentors, instructors of record for courses or tutorials in which a GSAS student is enrolled, Directors of Graduate Studies, Department Chairs, Program Directors, and/or any faculty member whose role and/or authority reflects the above-listed criteria.

Faculty, employees, and staff are prohibited from having a romantic or sexual relationship with any undergraduate student, regardless of whether the faculty, employee, or staff member currently exercises or expects to have any pedagogical or supervisory responsibility over the student. **For the purposes of this policy, if a graduate student teaches courses to any undergraduate students for a semester, then starting that semester in which the graduate student begins to teach undergraduate students that graduate student is prohibited from having a romantic or sexual relationship with any undergraduate student.** This policy rule applies to that graduate student for as long as that student is enrolled at the University, even if that graduate student is no longer instructing undergraduates.

If anyone is promoted into a position or has a change of circumstances that results in a conflict with this policy limiting consensual relationships, this information must be reported by the faculty, employee, or staff member to a supervisor, a vice president, or the executive director of human resources, who will contact the Title IX coordinator for assistance in resolving the conflict.

### 9.4.2 Sexual Misconduct Procedures

The University responds to all sexual offenses, stalking, and domestic or dating violence incidents with a trained response team that includes, but is not necessary limited to: staff representing the Department of Public Safety; the Office of Institutional Equity and Compliance; the Office of Student Life (including the Office of Residential Life); the University Health Services; Counseling and Psychological Services; and off-campus resources as needed.

The University encourages all members of the community to report incidents of sexual misconduct. The purpose of reporting is so any victim of any sexual discrimination, sexual misconduct or sexual violence is properly supported by the University and the University can make efforts to stop the discrimination, prevent it from recurring, and remedy the effects.

In addition to the provisions below, please refer to Section VII of the Sexual Misconduct Policy and Procedures for additional details concerning Reporting, Privacy, and Confidentiality. Additional helpful information can be found in the Office of Student Life’s Campus Assault and Relationship Education (CARE) FAQ.
9.4.2.1 Mandatory reporting

Select members of the University community are considered mandatory reporters of alleged or actual sexual misconduct incidents. These individuals include anyone who has the authority to redress sexual misconduct, who has a duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

GSAS students assigned to and serving in a role that carries with it supervisory and/or leadership authority to Fordham students in a University classroom, laboratory, or non-University setting, including but not limited to Teaching Assistants, Teaching Fellows, Senior or Distinguished Teaching Fellows, and/or Lab Assistants, are considered to be mandatory reporters.

Mandatory reporters, as responsible employees, must report all relevant details about any learned incident of alleged or actual sexual misconduct. When a mandatory reporter is either told, observes, obtains knowledge, learns of, or reasonably suspects that another member of the Fordham community is a victim/survivor of sexual misconduct, s/he shall report as soon as is reasonably possible to the Title IX Coordinator, the Dean of Students (either at Rose Hill or Lincoln Center), or the Department of Public Safety to ensure the victim/survivor is provided with Notification of Rights at the time of first disclosure.

Note: Professional counselors and pastoral counselors working as such within University support units including, but not limited to, Counseling and Psychological Services or Campus Ministry, and whose official responsibilities include providing mental health counseling to University students, including those who act in that role under the supervision of a professional counselor, and University Health Services medical providers, are exempt from Mandatory Reporting requirements. GSAS students who may be serving in any of these roles, or while performing internship/externship requirements, should be guided by the principles and codes of that office and their professional supervisor.

If you are unsure whether or not you are mandated to report an alleged or actual incident of sexual misconduct, please contact the Title IX Coordinator or Deputy Title IX Coordinators, during business hours; or the Department of Public Safety at any time, day or night (24/7, 365 days of the year), in person or by telephone (718-817-2222), and/or through the confidential online reporting system. Representatives will assist you in determining the proper course of action.

9.4.2.2 Complaints

Complaints related to alleged or actual sexual misconduct by a student against faculty, staff,
or third parties should be brought to the Title IX Coordinator or to the Human Resources Department, during business hours, or to the Department of Public Safety at any time, day or night (24/7, 365 days a year), in person or by telephone (718-817-2222), and/or through the confidential online reporting system.

Complaints related to alleged or actual sexual misconduct made by students against other students (students include full-time, part-time, undergraduate, graduate or non-matriculated students) should be brought to the Dean of Students, during business hours, for the campus at which the student is enrolled; or brought to the Department of Public Safety at any time, day or night (24/7, 365 days a year), in person or by telephone (718-817-2222), and/or through the confidential online reporting system.

Please refer to Section VII and Section VIII of the Sexual Misconduct Policy and Procedures for additional details concerning both reporting, privacy, confidentiality, and procedures involving complaints by students against faculty, staff, or third parties; and/or by students against other students.

9.4.2.3 Privacy and Confidentiality

The University maintains provisional arrangements for students who wish to speak with a confidential resource and/or not report an alleged or actual sexual misconduct violation to either the Title IX Coordinator, the Department of Public Safety, or the Deans of Students. These confidential resources include professional counselors in Counseling and Psychological Services, pastoral counselors in the Office of Campus Ministry, and medical providers in University Health Services. Only officials in these support units can accommodate requests for confidentiality.

It is important to note that confidential counselors in these offices will not be able to directly provide other accommodations and support that the Title IX Coordinator, Department of Public Safety, and/or the Deans of Students can arrange (i.e., changes in living, transportation, or working accommodations).

Off-campus confidential resources are also available to students seeking to report an alleged or actual sexual misconduct violation. Please refer to Section VII of the Sexual Misconduct Policy and Procedures for more details.

While representatives from University offices and support units are unable to guarantee confidentiality, they will maintain your privacy to the greatest extent possible. Any information provided to a non-confidential course will be relayed only as necessary for the Title IX Coordinator, Department of Public Safety, Deans of Students, or their designees, to
investigate and/or seek a resolution.

The Family Educational Rights and Privacy Act (FERPA) allows a University to share information with an individual’s parents if there is a health or safety emergency or if the individual is listed as a dependent on either parent’s prior year federal tax income form. However, the University will generally not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the reporting individual’s permission.

9.5 Discrimination-Based Grievance Policy and Procedures

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 Director of Institutional Equity and Compliance is the University’s compliance officer for all forms of discrimination and is specifically designated as the University’s 504 Compliance Officer and Title IX Coordinator.

The Title IX Coordinator is responsible for the University’s Title IX compliance efforts and coordinating the University’s response to all complaints involving possible sex discrimination, including educational programs, gender equity in athletics, employment, and admission. This also includes all forms of discrimination, limitations on consensual relationships, sex and gender discrimination, sexual harassment, sexual assault/rape, exploitation and other sexual misconduct, stalking, dating and domestic violence, and intimidation and retaliation for filing such complaints.

Please contact the Title IX Coordinator with any additional questions or concerns:

Anastasia Coleman
Director of Institutional Equity and Compliance
Title IX Coordinator and 504 Compliance Officer
Cunniffe House, Room 114
Rose Hill Campus
718-817-3112
titleix@fordham.edu
9.5.2 Procedures

The following grievance procedures, drawn from resources made available by the University’s Institutional Equity and Compliance Office, are applicable to all GSAS students (matriculated and non-matriculated) 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.

For incidents involving alleged or actual sexual misconduct violations, please refer to §9.4 Sexual Misconduct Policy and Procedures.

Please note: Individuals who are concerned for their physical safety or are uncertain who to contact in response to a discrimination-based conflict, complaint, or concern should contact the Department of Public Safety, any time day or night (24/7, 365 days of the year), in person or by telephone (718-817-2222), and/or through the confidential online reporting system.

Where the following provisions may be found ineffective or insufficient, students may file a formal complaint with the University through the Title IX Coordinator. However, if the incident requiring resolution involves physical violence, or a student wishes for other reasons not to proceed with Steps I and II below, s/he may immediately proceed to Step III.

Step I: Individual
Inform directly the individual (e.g. faculty member, instructor, student, staff) you believe to be responsible of the inappropriate or discriminatory nature of her/his action or behavior, and request cessation of the behavior.

Step II: Department/Program or School
If the action or behavior continues or otherwise escalates, you may convey your concern to a supervisor or other individual with supervisory authority within your department or program (e.g., Department Chair, Program Director, Director of Graduate Studies, Graduate Assistant Supervisor, faculty mentor). The supervisory authority within your department or program should make every attempt to mediate and resolve the incident effectively and expeditiously.

If the grievance relates to an action taken by or behavior of a supervisory authority within your department or program (e.g., Department Chair, Program Director, Director of Graduate Studies, Graduate Assistant supervisor, faculty mentor), you may notify directly a GSAS representative (e.g., GSAS Dean, GSAS Ombudsperson). GSAS will work with the complainant and the supervisory authority to mediate and resolve the incident effectively and expeditiously.
If a discrimination-based conflict, complaint, or concern is conveyed to a Department and/or Program administrator, s/he is strongly encouraged to inform the GSAS Ombudsperson/Director of Student Development and Special Events, who is available to serve as student advocate; facilitate collaboration between the department or program, the Office of Institutional Equity and Compliance, and/or the Office of Student Life; and support appropriately all parties.

**Step III: University**

If Steps I and/or II are found ineffective or insufficient to resolve a discrimination-based conflict, complaint, or concern, a student may file a formal Discrimination Complaint through the Office of Institutional Equity and Compliance, either in person or using the Discrimination Complaint and Intake Form.

**9.5.3 Confidentiality**

Except when directed by federal or state law, 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) s/he 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 s/he 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 her/his 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 Cleary 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 Cleary 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 here.
Appendix C: GSAS Academic Calendar

The complete GSAS Academic Calendar can be found here.
## Appendix D: Full Time and Half Time Program Requirements

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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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<td>PAPER</td>
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<tr>
<td>TITLE</td>
<td>See sample in APPENDIX G.1 (note the required double spacing).</td>
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<td>ABSTRACT</td>
<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>
</tr>
<tr>
<td>MARGINS</td>
<td>All margins should be 1 inch, with no printing in the margins.</td>
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<tr>
<td>PAGINATION</td>
<td>Number the first page of any chapter in the center of the page, one 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 ¾ inch from the top and 1 inch from the right edge.</td>
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<td>FONT</td>
<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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<tr>
<td>NOTES</td>
<td>Only footnotes may be used (and no endnotes).</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  
VI. Chapters  
VII. Conclusion  
VIII. Bibliography  
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

<table>
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<th>PAPER</th>
<th>GSAS no longer requires the dissertation to be submitted in hard copy. The dissertation should be submitted through the UMI ETD Administrator website.</th>
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III. Table of Contents
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)