POLICIES AND PROCEDURES

The policies and procedures explained in this section are indispensable to a student’s orderly progress through the MBA or MS degree program. Students needing clarification of, or assistance with, any item in this section should contact Ilze Friersen, assistant dean and lead graduate advisor, at frierson@fordham.edu or 212-636-7802.

Orientation

All students matriculating at the school are required to attend an orientation that carefully reviews regulations and procedures. In addition, faculty and administrative staff are available for individual consultations. Orientations are offered in late August for students starting in the fall or who started that summer, and in early January for spring students.

Internship Policy

Graduate business students who obtain internships and wish to apply them toward their program may do so only after they have completed all of their prerequisite and core courses.

MBA students may receive internship course credit for a maximum of two internships. Regular per-credit tuition fees apply. MS students may receive internship course credit for a maximum of one internship.

To complete a three-credit internship during the fall or spring term, students should obtain an internship application form from their academic advisor, complete the form, get approval from the area chair and from one full-time professor from the academic area most closely related to the internship, and return the form to their academic advisor. For summer internships, students must contact their advisor to be registered for the internship course from the appropriate area of study.

Students should meet with their advisor prior to completing an internship to determine which program requirements it fulfills. All international students wishing to complete an internship for credit must also fill out and submit a CPT form. The forms can be picked up in The Office for International Services on the third floor of Martino Hall (45 Columbus Avenue), but should be returned to the academic advisor in the Lowenstein Building.

Course Load

The normal course load for a full-time student is four or five courses (12 or 15 credits) per trimester. International students with a student visa must register for a minimum of three courses (9 credits) to be in compliance with the requirements of the F1 visa.

Part-time students usually take two courses (6 credits) per trimester, but course loads vary depending upon a student’s responsibilities outside the program. A student must register for at least 6 credits to be eligible for loans. Students employed full-time are advised to register for no more than three courses (9 credits) per term.

Cooperative Program with the School of Law

A cooperative program with the School of Law enables business students to take certain law courses for credit toward the MBA degree. Please contact your academic advisor for more information and to make sure that these courses fit into your program of study. Students who are pursuing the JD/MBA degree are not eligible for the Cooperative Program.

Maintaining Matriculation

All students must register each trimester to be in continuous attendance at the graduate school. Students in good standing who are unable to register for classes in a specific term, regardless of the reason, must register to maintain matriculation status for that term. There is a fee of $40 for maintaining matriculation.

Students are permitted to maintain matriculation for a maximum of six trimesters, as long as all degree requirements are completed within six calendar years of matriculation (first term of entry). Any student who does not register either for regularly scheduled classes or for maintaining matriculation will be withdrawn from the program. An exception to this policy is made for joint-degree students when they are registered for classes at their other program (i.e., JD/MBA).

Maintaining Matriculation for International Students

International students wishing to take a full load of classes for only two out of the three trimesters and maintain matriculation may only do so during the third term with the permission of their academic advisor.

Registration and Payment Policy

Before attending any class, students must complete the required online registration during the time designated on the academic calendar for trimester registration. This includes a statement of the courses the student plans to attend, together with other information necessary for University records. No student registered in the graduate business school shall at the same time be registered in any other school or college, either at Fordham University or elsewhere, without the consent of the Associate Dean of Academic Programs: Lincoln Center.

All registration materials are posted on our web site three weeks prior to registration. Students who meet the registration deadline will receive an invoice from the bursar’s office requiring payment by a specified date. A late payment fee is assessed if full payment or a satisfactory payment arrangement is not made by the due date.

Tuition and fees must be paid on or before the due date. The University reserves the right to cancel registration, or bar further registration and not release any transcript or record, until all financial obligations are satisfied. Delinquency of outstanding balances, including those from deferred or other payment plans, are subject to collection by the University or its designated agent.

Students will be liable for any accounts. Checks should be made payable to Fordham University. There will be a $20 handling charge if a check is returned from the bank for insufficient funds or for any other reason. Should this occur, the University may require settlement of any subsequent obligations with cash or a certified check.

Change of Address

It is necessary to notify both the academic advising office and the Office of Enrollment Services promptly of any change in home or business address. Change-of-address forms are available in the Office of Enrollment Services at 113 West 60th Street, second floor.

Student Identification Cards

All members of the Fordham University community are required to have their University ID card in their possession while present at a University facility. ID cards must be surrendered upon request of clearly identified University personnel in the performance of their assigned duties.
includes campus security. The schedule for obtaining an ID card is posted prior to every registration period.

**Course Changes (add/drop)**

Once a student has registered for class through our online system, registration changes can be made up to the last day of add/drop. After the add/drop period, students must see their academic advisor to make any changes to their course schedule. During the first week of classes, students may drop a course without being penalized. If a student drops and subsequently adds a course during the first week of classes (or the add/drop period), there will be no financial penalty.

**Withdrawals and Refunds**

The University’s refund policies and procedures ensure equitable refunds to students who withdraw from all or a portion of their studies or when payment is in excess of the total charges. Application fees are not refundable.

Registration, late payment, student activities, laboratory, maintenance of matriculation, and other special fees are not refundable after classes begin.

A student withdrawing from the Gabelli School of Business must submit a letter to the academic advising office stating the reason(s) s/he wishes to withdraw. Once this letter is received, the student will be withdrawn from the program. A student who is withdrawing should also contact the Office of Enrollment Services and the Financial Aid Office to confirm no balances are due.

The refund calculation is based on the following circumstances:

1. First-time and continuing students not receiving Title IV (Federal) assistance are subject to the Institutional Refund Policy.
2. For continuing students receiving Title IV assistance, refunds must be calculated using both the Federal policy and the institutional policy. The calculation that gives the largest refund to the Federal programs must be applied.
3. First-time students attending Fordham University, receiving Title IV assistance, and withdrawing during the first nine weeks of the term are subject to a Federal Pro Rata Refund Calculation as mandated by the Higher Education Amendments (HEA) of 1992.
4. Students who received aid as cash must repay those aid programs.

Note: For students who received Title IV assistance, refunds must be returned to the programs in the following order: Unsubsidized Stafford Loan; Subsidized Stafford Loan; Plus Loan; Perkins Loan; Pell; SEOG; other Title IV aid; other Federal aid; Fordham Grants and Scholarships; TAP; and other student aid. The following refund policies are based on 100-percent tuition payment. The refund period begins the first day of the term. The refund is reduced by an administrative fee equal to the lesser of 5 percent of tuition charges or $100.

**Refund Policy Appeal Process**

A student may request an appeal by writing to Francis Petit, Associate Dean of Academic Programs: Lincoln Center. The request should include all relevant information describing the special circumstances upon which the appeal is based.

**Computer Policy**

Courses in all areas often require the use of computers. Though the graduate business school and Fordham University provide facilities on campus, students are urged to acquire or have access to a personal computers. To assist students, the Technology Center evaluates and recommends particular software and hardware configurations. Further information is available from the Technology Center at 212-636-6141.

**Class Attendance**

While each instructor determines the policy governing class attendance, the school expects that all students will attend class regularly. Any student who is absent for more than two weeks should contact his or her academic advisor.

**Cancellation of Classes**

If classes are cancelled because of weather, the Office of the Vice President of Administration will transmit the message to the University Weather Emergency numbers: 800-280-SNOW and 212-636-7777. The University’s radio station, WFUV (90.7 FM), will make announcements every 15 minutes. Separate announcements will be made for the Westchester campus.

Cancellation of classes does not necessarily mean the University is closed. Even though classes may be cancelled, all other academic and administrative services and functions in the University are expected to be open according to their regular schedules.

If weather conditions cause the University to close before the start of the work day, that will be communicated via the University’s switchboards and radio stations WFUV (90.7 FM).

**Grades**

The grading system consists of the following six grades; the numbers assigned to each grade appear on the student’s transcript.

- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33
- C 2.00
- C- 1.67
- D 1.00
- F 0.00 Failure

Note: A failure is not removable from the record, though credit can be obtained by repeating the course with a passing grade.

**Academic Standing**

Students are expected to earn grades of C or higher for all courses taken at the business school. However, an overall Grade Point Average (GPA) of 3.0 is required for graduation. Only two grades of D are accepted for a degree, and these must be offset by B, B+ or A. Any student who receives more than two grades of F will be dismissed from the program. Students must repeat all required courses in which a grade of F is received.

Each trimester, the academic advising staff reviews every student’s academic progress and standing. Students whose work falls below the required 3.0 will be placed on academic probation for a period of three trimesters. If, at the end of the probationary period, a student has not
raised his or her index to the required level, he or she may be dismissed from the program.

The following symbols are also entered on student records:

**INC**: Incomplete. Indicates that a course requirement has not been met. Changed to F unless resolved by the deadline specified in the academic calendar.

**ABS**: Absent from Final Examination. Indicates that the student was absent from the final examination. Changed to F unless resolved by the deadline specified in the academic calendar.

**W**: Withdraw. Indicates withdrawal from a course with permission.

**AUD**: Audit. Indicates registration for a course with no degree credit.

**NGR**: No Grade Reported. Changed to F unless resolved by the deadline specified in the academic calendar.

**Incomplete (INC)**
A grade of INC is given to a student who has met all the requirements of a course, except for completion of certain assigned papers or reports that the student has been compelled to postpone for reasons beyond his or her control. These reasons must be satisfactory to the instructor. The missing coursework and the course grade must be submitted within 45 days of the last scheduled day of examinations. Failure to do so will result in an F. Students are advised to confirm with the instructor that a grade change has been submitted to the academic advisor. Grades will not be changed after the deadline.

**Deferred Examinations (ABS)**
A student who has been prevented by illness or other serious circumstance from taking the final examination will receive an ABS on his or her grade report for the term provided that: (1) the student has, prior to the examination, informed the instructor, preferably in writing, of the reason for the absence; and (2) the instructor judges the student’s attendance and progress during the trimester to be satisfactory. Deferred examinations are administered through the Enrollment Services Office during the fall and spring terms. The academic advising office coordinates the administration of the deferred exam in the summer trimester. A grade of ABS must be removed within 45 days of the last scheduled day of examination; otherwise, the grade automatically becomes an F. Students are advised to confirm with the instructor that a grade has been submitted to the academic advisor the deadline. Grades will not be changed after the deadline. Students are sent corrected grade reports by Enrollment Services.

**Change of Grade**
The deadlines for changing an INC or ABS grade are stated in the preceding sections. The deadline for any other grade change is 60 days from the issue date printed on the student’s grade report.

**Standards of Academic Integrity**
Fordham graduate business students are part of a community dedicated to the disciplined and rigorous pursuit of knowledge and communication of truth. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner.

Students are expected to uphold the highest standards of academic integrity. Any work that a student claims to be his or her own must be his or her own; students must give appropriate credit where credit is due; and students must be fair and honest in all interactions with other members of the Fordham University community. Violations of academic integrity include, but are not limited to, plagiarism, cheating on exams, falsification, unapproved collaboration, and destruction of library materials.

The graduate business school has established an Academic Honor Code outlining the school’s standards of academic integrity, and every enrolled student is bound to abide by this code. An Academic Integrity Honor Court comprised of faculty and student members will review and adjudicate any alleged violations of the Honor Code. The Honor Court may impose sanctions if a violation has occurred, according to the seriousness of the offense.

Students should be familiar with Honor Code policies. Full copies of the Honor Code, review process, and disciplinary procedures are distributed to students at orientation and are available in the academic advising office and on the school web site.

**Grievance Procedure for Discrimination**
Any enrolled student has the right to bring a grievance for alleged discriminatory treatment on the part of any Fordham administrative office, department, or procedure or by any student organization. The student alleging discriminatory treatment has the right to prompt investigation of the charges, resulting in redress of grievances where cause is found. Internal grievance channels provide for the investigation and adjudication of charges by members of the Fordham community. Internal procedures are established for grievances in academic matters and in nonacademic matters. In either instance, in order to be valid, a grievance must be filed within 30 days of the action against which the grievance is directed. Grievances or questions may be directed to the Associate Dean of Academic Programs: Lincoln Center.

**Discipline**
All graduate business students are governed by the provisions of the University Code of Conduct adopted by the faculty. A copy of the code is available online or in the Office of the Dean of Students, 140 West 62nd Street, Room G33. Students should be familiar with its contents.

A student’s continued enrollment and graduation, the awarding of academic credits, and the granting of any certification or degree are strictly subject to the disciplinary powers of the University. The University reserves the right in its discretion at any time to cancel a student’s registration, to refuse to award academic credits, or to deny a certification or a degree.

The disciplinary authority of the University is vested in the President of the University in such cases as he or she deems proper and, subject to the reserved powers of the President, Deans, or other officers upon whom jurisdiction may from time to time be conferred.

**Student Records and Policy**
This section is not intended to be a complete listing of Fordham University guidelines and policies. For a more specific explanation and discussion of this section, write to the University Registrar, Fordham University, Bronx, NY 10458.
Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: 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, or the Law School Registrar, if applicable, a written request that identifies the record(s) he/she wishes to inspect. The Office of Academic Records—Enrollment Group will make arrangements for access and notify the student of the time and place where the records may be inspected.

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 s/he 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) 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 his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 exception 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, collection agent, contractor, consultant, volunteer), or other outside parties under the direct control of the University with respect to the use and maintenance of education records; 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 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.

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, DC 20202-5920

Graduation

Students can graduate in September, February, or May. The school holds only one diploma ceremony, in May. September or February graduates are encouraged to attend the May ceremony.

To be considered for graduation, a student must file an online Candidate for Degree Card with the academic advising office by June 1 for September graduation, by November 1 for February graduation, and by February 1 for May graduation. Approval for graduation is given only when degree requirements, the minimum residency, and the time limit for the degree have been met.

For additional questions about graduation and the diploma ceremony, please contact the academic advising office in Lowenstein 616.

Degree Requirements

Fordham’s graduate business school awards the MBA in Public Accountancy, MS in Accounting, MBA in Public Accountancy and MS in Taxation (MTA), MS in Accounting, MBA in Accounting, MBA in Communication and Media Management, MS in Media Management, MS in Nonprofit Leadership, MBA in Finance, MS in Quantitative Finance, MS in Global Finance, MBA in Information Systems, MS in Information Systems, Joint MBA/MS in Information Systems, MS in Business Analytics, MBA in Management Systems, MS in Applied Statistics and Decision-Making, MS in Human Resources Management, MBA in Marketing, MS in Marketing Intelligence, MS in Business Enterprise, MS in Investor Relations, and Three-Continent MS in Global Management only upon completion of the degree requirements set forth in the course bulletin, as specified or qualified in a student’s official Academic Advising Sheet. A student should consult an academic advisor prior to registering for a final term to be certain that all degree requirements will have been met by the term’s end.

Time Limit for Degree

The school expects that MBA degree requirements will be completed within six years of a student’s matriculation. This time period includes any leave of absence. The school also expects that students will be current in the content of the MBA degree program at the time the degree is awarded. For this reason, in exceptional cases when students are permitted to exceed the six-year time period, additional coursework may be necessary.

Transcript of Record

An official transcript is one bearing the seal of the University. Official transcripts are not given to students or graduates but are mailed directly to institutions or persons considering the applicant for admission or employment. An unofficial transcript is one 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.

Transcripts may be requested from Enrollment Services in person or in writing. The mailing address is: Enrollment Services, 113 West 60th Street, Second Floor. They should be requested well in advance of the date desired. No transcripts or certifications will be issued for students who have unpaid financial obligations to the University. Fordham University does not assume responsibility for transcripts that are delayed because they were not requested in time.

Directory Information

The University, at its discretion, may provide the following directory information: student’s name, addresses, telephone numbers, electronic mail addresses, photograph, date and place of birth, major field of study, dates of attendance, class level, enrollment status (i.e., 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 Office of Academic Records or Law School Registrar in writing within 10 days after the first day of class each semester.

Reserved Rights
The University reserves the right, in its discretion, at any time, to deny matriculated status, to cancel a student’s registration, to refuse to award academic credit or to deny or rescind a certificate or a degree in accordance with the University Statutes and its academic policies. All forms of dishonesty, including cheating and plagiarism, may result in appropriate disciplinary action, including denial or revocation of a degree or certificate.

Campus Security
The Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education website has more information. Fordham University also provides campus crime statistics on its website. Requests for a hard copy can be directed to the University Director of Security by phone at 718-817-2222 or in writing, addressed to: Director of Security, Thebaud Annex, Fordham University, 441 East Fordham Road, Bronx, NY 10458.

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

Equity In Athletics Disclosure Act
In accordance with the “Equity in Athletics Disclosure Act,” effective July 1, 1996, information regarding the intercollegiate athletics program is available for review upon request to the Director of Athletic Administration, Fordham University, Gym, Bronx, NY 10458, 718-817-4300.