ACADEMIC POLICIES AND PROCEDURES GUIDEBOOK

Contents
1. Preamble and Academic Authority
   • 1.1- Preamble
   • 1.2- Authority

2. Communications to and from GSAS
   • 2.1- Fordham Email
   • 2.2- How GSAS Keeps You Connected
     • Web pages
     • Weekly Newsletter
   • 2.3- How to Reach GSAS (And Who Does What)

3. Student Records
   • 3.1- Change of Name and/or Address
     • 3.1a- Chosen Name
   • 3.2- Transcript of Record

4. Admissions
   • 4.1- Applications
   • 4.2- Matriculation
   • 4.3- Deferral or Change of Program and/or Degree
   • 4.4- Conditional Admission, Provisional Admission, and Modified Degree Requirements
   • 4.5- International Students
     • 4.5.1- English Proficiency
   • 4.6- Non-Matriculated (Non-Degree) Students
   • 4.7- Advanced Certificates
   • 4.8- Accelerated Master’s Programs

5. Enrollment and Registration
   • 5.1- Continuous Enrollment Policy
     • 5.1.1- Non-Registration
     • 5.1.2- Maintenance of Matriculation
     • 5.1.3- Leave of Absence
     • 5.1.4- Withdrawal
     • 5.1.5- Readmission
   • 5.2- Full-Time Status Certification
   • 5.3- Registration Procedures and Special Categories
     • 5.3.1- Registration Process for Master’s Students
     • 5.3.2- Registration Process for Comprehensive Examinations and Beyond for Doctoral Students (Except Biological Sciences)
       • Step I: Requirement Prep and Doctoral Comprehensive
       • Step II: Proposal Development and Proposal Acceptance
       • Step III: Dissertation Mentoring and Dissertation Direction
       • Step IV: Dissertation Presentation and Graduation
       • Maintenance of Matriculation
     • 5.3.3- Registration Process for Comprehensive Examinations and Beyond for Doctoral Students in Biological Sciences
     • 5.3.4- Registration Changes
     • 5.3.5- Tutorials
     • 5.3.6- Audits of Non-Language Courses
     • 5.3.7- GSAS Zero-Credit Undergraduate Language Study
     • 5.3.8- Undergraduates in Graduate Courses
     • 5.3.9- Graduates in Undergraduate Courses
     • 5.3.10- Intercampus Registration
     • 5.3.11- Consortium: Inter-University Doctoral Consortium (IUDC)
   • 5.4- Refunds

6. Grades
   • 6.1- Permanent and Temporary Grades
   • 6.2- Incomplete Coursework
   • 6.3- Absence from Final Examination
   • 6.4- No Grade Reported
   • 6.5- Change of Grade
   • 6.6- Appeal of Academic Grades
     • 6.6.1- Initial Review
     • 6.6.2- Secondary Review
     • 6.6.3- Final Review

7. Degree Requirements
   • 7.1- General Requirements
   • 7.2- Transfer of Credits
   • 7.3- Time Limit on Completion of Degree
   • 7.4- GSAS Standards for Satisfactory Academic Performance and Satisfactory Academic Progress; Federal Satisfactory Academic Progress (SAP)
     • 7.4.1- Satisfactory Academic Performance
     • 7.4.2- Satisfactory Academic Progress
   • 7.5- Language Requirements
   • 7.6- Comprehensive Examinations
   • 7.7- Master’s Degree
     • 7.7.1- Master’s Thesis
     • 7.7.2- Presentation of Master’s Thesis to GSAS
   • 7.8- Doctoral Degree
     • 7.8.1- Doctoral Dissertation
     • 7.8.2- Dissertation Mentor, Committee and Topic
     • 7.8.3- Early Dissemination of Dissertation Materials
     • 7.8.4- Dissertation Defense
     • 7.8.5- Presentation of the Dissertation to the Dean
   • 7.9- Advanced Certificates
   • 7.10- Master of Philosophy (M.Phil.)
   • 7.11- Degree Conferral and Commencement

8. Funding and Tuition Scholarships
   • 8.1- Award Eligibility
     • 8.1.1- New Students
     • 8.1.2- Continuing Students
   • 8.2- Graduate Assistantships
• 8.3- Teaching Fellowships
• 8.4- Teaching Associates
• 8.5- Tuition Scholarships
• 8.6- Fellowships and Grants
  • 8.6.1- Distinguished Fellowships for Entering Students
  • 8.6.2- Distinguished Fellowships for Advanced Students
  • 8.6.3- Graduate Student Support Grants (SSGs)
  • 8.6.4- Summer Fellowships
• 8.7- External Prestigious Fellowships

9. Discipline and Grievances Policies
• 9.1- Academic Integrity Standards
  • 9.1.1- Other Violations of Academic Integrity
  • 9.1.2- Academic Integrity Violation Allegations
  • 9.1.3- Appealing an Academic Integrity Violation Determination
  • 9.1.4- Department of Psychology
• 9.2- Non-Academic Discipline
• 9.3- Sexual Misconduct Policy and Procedures
  • 9.3.1- Sexual Misconduct Policy
    • 9.3.1.1- Limitations on Consensual Relationships
  • 9.3.2- Sexual Misconduct Procedures
    • 9.3.2.1- Mandatory Reporting
    • 9.3.2.2- Complaints
    • 9.3.2.3- Privacy and Confidentiality
• 9.4- Discrimination-Based Grievance Policy and Procedures
  • 9.4.1- Policy
  • 9.4.2- Procedures
  • 9.4.3- Confidentiality
• 9.5- Get Help Navigating Difficult Circumstances

Appendices
Appendix A: Notification of Rights under FERPA
Appendix B: Notice Regarding the Clery Act
Appendix C: GSAS Academic Calendar
Appendix D: Full Time and Half Time Program Requirements
Appendix E: Master’s Thesis Style Requirements
  • E.1- Style Manual
  • E.2- Format
  • E.3- Arrangement of Thesis Materials
Appendix F: Dissertation Style Requirements
  • F.1- Style Manual
  • F.2- Format
  • F.3- Arrangement of Dissertation Materials
Appendix G: Dissertation Examples
  • G.1- Title Page
  • G.2- Abstract
  • G.3- Vita

Updated: 05-28-2024