### 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
     - Monthly Newsletter
   - 2.3- How to Reach GSAS (And Who Does What)

3. Student Records
   - 3.1- Change of Name and/or Address
   - 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
   - 5.4- 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

*Updated: 08-12-2021*
9. Discipline and Grievances Policies

- 9.1- Academic Integrity Standards
  - 9.1.1- Academic Integrity Violation Allegations
  - 9.1.2- Appealing an Academic Integrity Violation Determination
- 9.2- Department of Psychology
- 9.3- Non-Academic Discipline
- 9.4- Sexual Misconduct Policy and Procedures
  - 9.4.1- Sexual Misconduct Policy
    - 9.4.1.1- Limitations on Consensual Relationships
  - 9.4.2- Sexual Misconduct Procedures
    - 9.4.2.1- Mandatory Reporting
    - 9.4.2.2- Complaints
    - 9.4.2.3- Privacy and Confidentiality
- 9.5- Discrimination-Based Grievance Policy and Procedures
  - 9.5.1- Policy
  - 9.5.2- Procedures
  - 9.5.3- Confidentiality

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: 08-12-2021