

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