

PH.D. IN SOCIAL WORK

Enrollment Policies

Transfer of Credit

Up to six (6) credits can be accepted as transfer from another doctoral program.

All courses must be doctoral level courses taken within the last five academic years, and must be reviewed by the director of the doctoral program, in consultation with the Fordham course instructor, if indicated. Students should also submit catalog course descriptions together with course outlines for those courses presented for transfer consideration.

Maintenance of Matriculation

To maintain their status as active students pursuing a Ph.D., students must be enrolled in coursework. If they are not enrolled in required or elective courses (e. g., they are studying for comprehensive examinations or they are in the dissertation phase of studies), students must enroll in SWGS 0799 Maint Matric - Mentored to maintain active student status.

If for personal reasons (e. g., serious illness) a student must withdraw from studies temporarily, the student may enroll in SWGS 0766 Maint Matric - No Mentor to maintain active student status. A student must have written permission from the director of the doctoral program to enroll in SWGS 0766.

If students do not enroll in coursework for two consecutive semesters and if they are not enrolled for maintenance of matriculation for each semester in which they are not enrolled in courses, they are not considered active students and they may be removed from studies. If such an action occurs, students must re-apply for admission to resume studies. Readmission is not guaranteed. Readmitted students may be required to repeat coursework or take additional coursework to complete degree requirements.

Auditing Courses

Students who are enrolled in coursework for credit may audit up to one course per semester. Generally, to audit a course, space must be available and the student must have the instructor's permission. Instructors are free to set their requirements for students who are auditing their courses (e.g., specifying whether or not auditing students must complete course assignments or participate in course activities). Students who audit a course must enroll in the course as an auditing student. They will receive no grade for the course, but their attendance will be documented on their University transcript. Students who audit courses will not be charged tuition for audited courses if they are enrolled in other courses for credit. If they are taking no courses for credit, students who audit courses must be enrolled in SWGS 0799 Maint Matric - Mentored.

Leaves of Absence

Matriculated students may request leaves of absence for one or two semesters for a variety of personal, familial, health, and other reasons. Students must send a written request for a leave of absence to the director of the Ph.D. program. The request must state the reasons for the leave and must include any supporting documentation as requested by the director. The director, in turn, will respond in writing. Extensions of leaves of absence must follow the same procedure as described above. The time on leave will not be charged against the time limit within which a matriculated student must complete degree requirements and obtain

a degree. Students returning from leaves of absence should contact the Ph.D. program director to discuss registration.

Withdrawal from Courses

A student who wishes to withdraw from a course should contact the director of the Ph.D. program. No financial penalty will be attached for withdrawals prior to the start of the semester. Withdrawal from a course after the semester begins will result in a "W" being recorded on the transcript. In addition, a student will be charged tuition for the course on a prorated basis according to the date of withdrawal.

Students who withdraw from courses after the semester begins should speak with their instructors in addition to contacting the Ph.D. program director.