

STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL

Academic Guidelines

Academic Standing Requirements

Students are considered to be in good academic standing when a B average (GPA 3.0) or better is maintained, and a grade of Satisfactory (S) has been received for Field Instruction and Field Integrative Seminars. Doctoral students are allowed no more than one grade lower than B.

Grading Policy

To receive credit for a course, you must be in regular attendance throughout a semester and satisfactorily complete all course requirements. The minimum passing grade is the letter grade C.

Students will receive grades according to the policy adopted by the faculty. Grades for GSS, with their numerical equivalents and descriptions, are:

Letter Grade	Numerical Equivalent	Grade Description
A	95-100% (4.00/4.00)	Excellent
A-	90-94% (3.75/4.00)	Very good
B+	87-89% (3.50/4.00)	Good
B	83-86% (3.00/4.00)	Satisfactory
B-	80-82% (2.75/4.00)	Marginally adequate
C+	76-79% (2.50/4.00)	Not adequate, but passing
C	70-75% (2.00/4.00)	Minimally passing
F	0-69% (0.00/4.00)	Failing

If a student receives a grade of F for a course, it will remain on the student's record, even after the course is retaken and a passing grade is subsequently earned. The grade of a repeated course is also recorded on the academic record and does not remove or replace a grade previously earned.

Policy on the Use of "Incomplete" (MSW Students)

A grade of "Incomplete" is generally discouraged and only employed when faculty conclude that a student is unable to complete assigned course work due to serious extenuating circumstances. An "Incomplete" (INC) is a grade given at the request of the student in writing to the course instructor. A timeframe acceptable to both the student and faculty member must be agreed upon (usually only up to four weeks). The recommendation is that this timeframe not extend beyond four weeks after the final class of the semester. An "INC" will convert to an "F" if it is not changed within a four-week period.

An instructor is under no obligation to accept work from a student after the mutually agreed upon timeframe. It is the instructor's decision whether to re-negotiate the contract. As in all matters related to grading, an instructor's decision about a grade-related matter is always final.

No student may progress into the advanced/specialist phase of study in the MSW program with either an "Incomplete" or "F" grade(s) in any foundation/generalist course.

To ensure the timely removal of an "INC" it is the instructor's responsibility to complete and submit a change of grade through the faculty portal workflow. The designated administrator in the Dean's Office will review and approve the change, and in some cases, it may also require approval from the Associate Provost.

Policy on the Use of "Incomplete" (Ph.D. Students)

Incompletes in a course are granted only in case of an emergency. Excessive time demands will not be considered justification for an "Incomplete" grade. Students should anticipate their workload demands, including coursework, outside employment, and family and personal obligations when signing up for courses at the beginning of the semester. A signed contract with the instructor, specifying the nature of the emergency and the revised completion date, is required. The revised completion date must be within one month of the end of the course, except in extreme circumstances. If the "Incomplete" continues after the month, the student must notify the director of the doctoral program in writing, noting the reason for the delay and proposing a date for completing the work. The "Incomplete" will convert to a grade of F if the student fails to complete the coursework by the revised date.

A student with an "Incomplete" who does not have any grades of B- or lower on their record may register for new courses that do not have the course with the "Incomplete" as a prerequisite. A student with an "Incomplete" and one grade of B- on their record may not register for any new courses until the "Incomplete" has been converted to a grade. If the "Incomplete" becomes a grade of B or higher, the student may then register for new courses. If the "Incomplete" becomes a grade of B- or lower, the student will be de-matriculated from the doctoral program. A student with an F in a required course may not register for any additional courses until that course is retaken. The student may continue in the program and register for new courses upon achieving a grade of B or higher after retaking the required course. If the student achieves a grade of B- or lower upon retaking the required course, they will be de-matriculated from the program.

Students are expected to maintain at least a B average to remain in good standing in their studies. Students who receive a grade of B- or lower in more than one course will not be considered to be in good academic standing. Students who receive a second grade of B- or lower in any course will be removed from doctoral studies, pending the outcome of any appeal they make to the director of the program, the Doctoral Curriculum and Policy Committee, and/or the dean of the Graduate School of Social Service.

The program director will review the progress of students at the end of academic year. Faculty advisors will be notified if any students are having difficulty in meeting the standards of the program, and will be asked to communicate this to the students so identified.

Incomplete Due to Military Service (IMS)

When a member of the Armed Forces (including reserve components) receives orders to perform a period of service (i.e. active duty, inactive duty training, or state service), the temporary grade of IMS is assigned by the Office of Academic Records. Students who receive a grade of IMS will have the opportunity to complete the given term after the period of service. Service members must provide a copy of their military orders to the Office of Military and Veterans' Services (veterans@fordham.edu) prior to receiving an IMS grade.

Attendance Policies

All students are required to be in regular, consistent attendance in courses and in field work. However, sometimes emergencies or illnesses can interfere with attendance. If illness or hospitalization occurs and a student is in a field placement, the field advisor must be notified immediately and will consult with the assistant dean of student services. Excessive absences can jeopardize students' academic standing. Each faculty member must clearly state their attendance expectations on their individual syllabi.

Attendance Policy for On Ground/On Campus MSW Courses

Students are permitted no more than two absences from class. If a student is absent for three or more classes, they will receive a final grade of "F".

Attendance Policy for Online MSW Courses

Students are permitted no more than one absence from class. If a student is absent for two or more live class sessions they will receive a final grade of "F".

- For asynchronous portions of online courses, non-submission of work or inadequate class participation can lead to failing the course.
- Students anticipating a conflict must communicate with their course instructor and withdraw from the course before the Academic Calendar deadline. Students should review the deadline for course withdrawals before making any requests.
- Veteran students should also consider consulting with the VA Certifying Officials in the Office of Academic Records and the Office of Student Services before withdrawing from a course, as it may impact their benefits.

Religious Holidays

There are a number of religious faiths represented within the Fordham University student body. The policy of the University is to respect all students' religious beliefs. There will be no penalty for a class absence due to religious holidays. Students are responsible to notify course instructors at the beginning of the semester if they plan to be absent for a religious holiday in order to discuss arrangements to meet the course requirements for assignments for that class.

Course Withdrawal

There are times when you may find it necessary to withdraw from a course. If you wish to withdraw from a course after the add/drop period has ended, you need to contact your academic advisor at your campus and the assistant dean of student services. Withdrawal from courses after the add/drop period will result in a "W" on your transcript. Veteran students should also consider consulting with the VA Certifying Officials in the Office of Academic Records and the Office of Student Services before withdrawing from a course as it may impact their benefits.

University Withdrawal

If you plan to withdraw from the University, please contact the Office of Student Services. Students who withdraw from the University must complete required paperwork and speak with an advisor in student services. Veteran students should also consider consulting with the VA Certifying Officials in the Office of Academic Records before withdrawing from the University as it may impact their benefits. If a student withdraws

from the University and wishes to return, a full reapplication is required, and the student is not guaranteed reentry into the program.

Leave of Absence

Matriculated graduate school students should notify the Office of Student Services if they plan on taking a leave of absence. The request should be made two weeks prior to the start of the term. Late requests for a leave of absence cannot be accepted.

It is the student's responsibility to complete a leave of absence request form. Matriculated graduate school students who are not enrolled in courses and/or fieldwork for more than two semesters must reapply for admission through the Graduate School of Social Service Office of Admission. If the student has completely withdrawn from the University and wishes to return, a full reapplication is required, and the student is not guaranteed reentry into the program.

Educational Disruption Due to Medical Leave of Absence

Following Fordham University protocol, students who have taken a leave of absence or have withdrawn from classes for medical or mental health reasons will be required to participate in the reentry process. Initially, the student must speak with the assistant dean of student services at Fordham GSS and complete a medical leave of absence form.

Reentry Process

The process by which students on a medical leave of absence return to studies is managed by Fordham University's Dean of Students in cooperation with the Graduate School of Social Service and other relevant offices such as Counseling and Psychological Services and/or Student Health Services. The student will be required to present medical documentation verifying readiness to return to the MSW program. Contact the Dean of Students at Lincoln Center, Jenifer Campbell, Ed.D., at 212-636-6250 or DeanofSaLC@fordham.edu.

For additional information on the process for reentry, please refer to this page.

Ph.D. students should consult their program's enrollment policies for additional details on course withdrawals and leaves of absence.

Satisfactory Academic Progress (SAP) Requirements

Each school of Fordham University has established minimum standards of Satisfactory Academic Progress (SAP) that students must maintain as they pursue their degree. The University measures SAP annually at the end of the spring semester (May).

To be eligible for federal aid, such as Federal Direct Subsidized and Unsubsidized Loans or Graduate PLUS Loans, each student must be making SAP according to the School's standards. The requirements to be eligible for federal financial aid for the Fordham Graduate School of Social Service:

- Minimum 3.0 GPA required
- Must be registered for a minimum of six hours
- Must successfully complete six hours each term
- Complete the course of study for a M.S.W. degree within five years
- Incompletes, withdrawals, and noncredit remedial courses will count against attempted but not earned hours
- Transfer credits that count toward the student's current program will count as both attempted and completed hours

- No credit check for Leave of Absence students and Maintenance of Matriculation students

Fordham University Graduate School of Social Service does permit appeals when a student loses FSA eligibility because they failed to make satisfactory progress. Contact Assistant Dean for Admissions, Melba Remice at mremice@fordham.edu (jcoyle@fordham.edu) for information on how to complete the SAP form and she will then submit the appeal form.