

STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL

Enrollment Policies Registration

All new incoming students will receive an academic advising/registration phone call from the Student Services department during which they will discuss their plan of study and register for classes for their first semester. Registered students are emailed registration information for summer and fall semesters in March. Spring registration information is emailed in November. It is important that students follow their plan of study when registering. It is highly recommended that students meet with an academic advisor prior to registering each semester. The student's academic advisor or student success advisor and the administrators at each campus are always available to answer questions.

Maintenance of Matriculation (MSW students)

To maintain their status as active students pursuing a MSW students must be enrolled in coursework and/or fieldwork for every consecutive semester until graduation. If they are not enrolled in coursework and/or fieldwork, and are not taking an approved leave of absence, they are not considered actively enrolled in the program. If such an action occurs, students must reapply 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.

Students who are in their final semester and do not complete coursework and or field work by the deadline will be administratively enrolled in SWGS 0766 Maintenance of Matriculation. A fee will be applied for this registration.

MSW Students in Doctoral Courses

MSW students who wish to take a doctoral level course must first get written approval from the Associate Dean for Academic Affairs, who will discuss the request with the director of the Ph.D. program. Once written approval is granted at the MSW level, students must receive written approval from the director of the doctoral program.

Immunization Requirements

New York state law (#2165) requires that all matriculated students born on or after January 1, 1957, be immunized against measles, mumps, and rubella. Proof of immunizations must be on file at the University Health Center. Graduate students must also sign a meningitis waiver form. Noncompliance results in fines and inability to register for classes. Students may be immunized at the University Student Health Center at Rose Hill for a nominal fee. Call 718-817-4160 at the Rose Hill Campus for further information. There is also a health center at Lincoln Center, on the second floor of the Residence Hall. Call 212-636-7160 for further information. Students who attended undergraduate school in New York state should request that their college send the proof of immunization to Fordham's Health Center.

Billing & Refund

All your tuition- and billing-related information can be found through the my.fordham.edu portal. For more information, please visit this page.

Financial Aid

Financial aid information is online. Please refer back to it for a description of the Federal Family Education Loan, New York State TAP, and Tuition Remission from the Graduate School of Social Service. Some points to remember:

- The FAFSA (Free Application for Federal Student Aid) must be done annually. This is the needs assessment used to determine which loan you are eligible to receive. You must include information you put on your income tax report—an incentive to do your taxes early!
- The application for tuition remission is due March 31. The application is only the first step—a decision cannot be made about an award until the FAFSA results are in. Use the internet to complete loan applications.

Please note that a full-time student takes at least 12 credits per semester. However, students registered for field instruction and taking 10.5 credits in the fall and 10.5 credits in the spring are also considered full-time. If you are in the latter category, you will automatically be certified as full-time on the University's system for financial aid. You may obtain a detailed information sheet entitled "Instructions for Application for Financial Aid" from the Admissions Office, 212-636-6600, 113 West 60th Street, 6th floor at Lincoln Center, at the Enrollment Services Office on the 2nd floor at Lincoln Center, or in Room 144 at the Westchester Campus.

Ph.D. Student Financial Aid

The Ph.D. program directly controls and administers financial aid from four sources:

1. Each year, the dean allocates to the program tuition remission grants that can be used to support student's progress in the program.
2. Each year, the dean provides the doctoral program with money to provide stipends to students in varying amounts depending on their need and their requests for assistance.
3. Periodically, alumni and other sources donate additional funds.
4. The doctoral program is endowed with fellowship supported by funds provided by Professor Emeritus Lloyd Rogler. This pre-dissertation fellowship is available to students who plan to conduct dissertation research on Latino/Hispanic-related themes.

With the exception of the **Rogler Doctoral Fellowships**, financial aid is provided on an annual basis. Students must apply for assistance each year they wish to receive it.

Continued receipt of financial aid is contingent upon satisfactory progress in course work and satisfactorily meeting any expectations associated with the financial aid (e.g., fulfilling any research assistance expectations associated with receipt of the aid).

In addition to the financial aid controlled by the Ph.D. program, students receive financial aid from external sources like the Council on Social Work Education's Minority Fellowship Program, the Fahs-Beck Foundation, and faculty grants with ear-marked monies for doctoral students to fill roles like project manager, data collection, data analysis, etc. In many cases,

when students receive funds from external sources, the Ph.D. program provides complementary, in-kind assistance.

Disbursing Financial Aid

Continuing Students

During the spring term, the director of the doctoral program sends an email to all matriculated students asking them to submit requests for financial aid. Students are notified about financial aid decisions in June.

Incoming Students

New students are asked to submit requests for financial aid when they are notified of acceptance into doctoral studies. Their requests consist of one-page narratives that follow a format similar to the protocol followed by continuing students. As with continuing students, new students are notified about financial aid decisions in June.

Types of Assistance

Research and Teaching Assistantships

Fordham University provides funds each year for faculty assistantships in the Graduate School of Social Service. These assistantships permit students to assist individual faculty members with specific research activities and/or teaching. Students should apply to the director of the doctoral program in the spring semester. Students granted assistantships are provided tuition remission for at least one doctoral course per semester.

Fellowships

Each year, the doctoral program receives a small number of fellowships, which may provide for full tuition as well as cash awards. Students should be able to devote two days a week to research on school projects. Interested students should apply to the director of the doctoral program.

Student Identification Cards

Everyone in the Fordham University community is required to have an ID card while on campus. New students are instructed on how to obtain an ID in their admissions information. Continuing students use the ID card that was issued to them when they began the program. Molloy ID cards are also required for all students attending classes on Molloy's campus. There is a charge for lost identification cards.

Fordham ID Number

Your FIDN is a random 9-digit number assigned to you at the time you enter the University system. Matriculated students will receive notification of their FIDN when they are accepted into the program. Non-matriculated students will receive their FIDN after they register. After students set up their my.fordham.edu account, they can find their FIDN listed on the first page of the account. It is important to remember your FIDN number, as it is how you will go through many of the Fordham systems. It is also important to have your FIDN available when communicating with any of the administrative or financial aid offices.

Address Change

Students whose permanent or local addresses change should update their information on my.fordham.edu. Please be aware that a permanent address change request through the Fordham portal will not update your diploma mailing address.

My.Fordham.edu and Student E-Mail

Your my.fordham.edu account is your portal to information about Fordham. Upon acceptance, you will be directed on how to create your

account. From there, you have access to your registration, classroom assignments, personal information, and financial information. It is also your access to your Fordham email account, Blackboard Ultra, Degree Works, Tevera and Canvas.

It is very important to check your Fordham email on a regular basis or set it up to be forwarded to your personal email. University offices will only send information to your Fordham account.

Transcript of Record

An official transcript is one bearing the seal of the University and the signature of the University Registrar.

Official academic transcripts may be issued to educational institutions, employers, scholarship/grant/fellowship organizations, application services, government agencies, etc., or to students (for personal use). Students may view their unofficial transcript online by using their credentials on fordham.edu. Official transcripts cannot be faxed to recipients.

Students and alumni who request an official transcript for personal use may not forward it to another party; doing so renders the transcript unofficial. Transcripts should always be issued to the intended final recipient.

The University offers online ordering for secure electronic transcripts as well as for mailed (paper) transcripts. Full details are available from the Office of Academic Records.

Students may request an unofficial transcript listing courses and credits marked "Unofficial." The University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

Transcripts may be requested from the University via the National Student Clearinghouse. They should be requested well in advance of the date desired. No transcripts will be issued for students who have account holds that prevent transcript release. In compliance with New York State law, the University does not withhold transcripts for unpaid financial obligations. Fees apply for specialized transcript mailing services (i.e. certified mail, international mail, express mail). These fees and services are subject to change at any time.

The Office of Academic Records may use its discretion to limit the number of transcripts requested at any one time.

Students who attended (completed any of their coursework) at the University prior to 1990, or at Marymount College prior to Fall 2002, must use this Transcript Request Form and submit it to the Office of Academic Records. Such transcripts cannot be delivered electronically, and can only be delivered via mail (regular or express).

Fordham University will make every effort to promptly fill all requests for transcripts but will not assume responsibility for delays. All inquiries concerning issuance of transcripts must be made to the Office of Academic Records.

Summer Session

On campus students are limited to a maximum of two courses during summer session.