University Policies

Affirmative Action Policy

The University continues its commitment to affirmative action by providing the means to recruit, employ, and promote women and other underrepresented minorities in the interest of attaining workplace diversity. The Office of Human Resources Management is available to all employees of Fordham University for consultation, training, and development of those methods and initiatives that advance a more diversified workforce and ensure nondiscrimination, access to equal employment opportunities, and fair treatment of individuals. It is the responsibility of the Vice President of Human Resources to monitor and report regularly on the University’s efforts to achieve diversity and compliance with all laws pertaining to nondiscrimination in employment.

Campus Safety

The Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education Website is www.ed.gov. Fordham University provides campus crime statistics on its website. Requests for a hard copy can be directed to the University Associate Vice President for Public Safety by phone at 718-817-2222 or in writing at

Associate Vice President
Public Safety
Thebaud Annex
Fordham University
441 East Fordham Rd.
Bronx, NY 10458

For more information
Visit the Public Safety web page.

Equity in Athletics Disclosure Act

In accordance with the “Equity in Athletics Disclosure Act” information regarding the intercollegiate athletics program is available for review at the following website:
https://ope.ed.gov/athletics/#/

Nondiscrimination and Title IX Coordinator

Fordham University is committed to maintaining a community in which its members live, work, and learn in a safe and respectful environment that is free from all forms of sex- and gender-based discrimination. This commitment applies to all members of the Fordham community regardless of race, color, national origin, religion, creed, age, ability, sex, gender, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other protected class recognized under federal, state, or local law.

The University’s Director of Gender Equity/Title IX Coordinator oversees the University’s gender equity and Title IX compliance efforts and is responsible for coordinating the University’s response to all reports of sexual and related misconduct, including sex- or gender-based discrimination involving educational programs, gender equity in athletic programs, employment, and admission. The Director of Gender Equity/Title IX Coordinator also collects data from all University reports of sex- and gender-based discrimination to identify and address any patterns or systemic issues that may arise, and collects data to analyze the outcome of reports involving sex- and gender-based discrimination. Fordham will take prompt and effective steps to end sexual and related misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Inquiries concerning the application of Title IX and its implementing regulations and/or the application of the gender equity provisions contained in the Sexual and Related Misconduct Policy and Procedures for the Fordham University Community may be referred to the University’s Vice President for Human Resources and Interim Title IX Coordinator, Kay Turner, Esq., by email at titleix@fordham.edu or by dialing 718-817-4930.

The Office of Human Resources Management oversees the University’s enforcement of anti-discrimination and anti-harassment in employment (Title VII, New York State Human Rights Law, and New York City and Westchester Human Rights Laws) and non-gender based anti-discrimination and anti-discriminatory harassment of students (Title VI). Inquiries concerning these issues may be referred to the Office of Human Resources Management at hr@fordham.edu or by dialing 718-817-4930.

Recruitment of Jesuits to the Faculty

As a Jesuit, Catholic institution, Fordham University aims to create a community that is ever more diverse, committed, and deeply engaged in New York City and beyond. Grounded in the Jesuit tradition, we seek new ways to live out our mission in contexts very different from that in which Fordham was founded. Moreover, the Society of Jesus, the religious community that has helped sustain Fordham since 1846, itself shares ways to live out our mission in contexts very different from that in which Fordham was founded. Moreover, the Society of Jesus, the religious community that has helped sustain Fordham since 1846, itself shares in this attempt to respond to our times with creativity, confidence, and integrity.

Fordham University has been indebted to the presence and work of so many Jesuits throughout its history; and yet it has thrived, especially in the past 50 years, on account of a great variety of colleagues of diverse intellectual, philosophical, cultural, and religious commitments. We hope that all members of the Fordham faculty will find in our Jesuit, Catholic tradition opportunities for joyful and meaningful work.

We do not expect to return to a time when a large part of Fordham’s workforce consisted of members of the Society of Jesus. And yet we recognize that excellent Jesuit colleagues, while few, continue to search not only for employment as teachers and scholars but also for a way specifically to contribute to the mission and identity of places like Fordham. Some have, in fact, been our own students, yet many more come from more national or international contexts than ever before. We continue to seek out those interested in being fine colleagues, teachers, scholars, administrators, pastors, and citizens of the University.

At any point, the number of Jesuits finishing terminal degrees or otherwise prepared to enter an academic position at Fordham is not large. Yet those who are so prepared stand to make an important
These rights include:

- to be considered until an individual is an enrolled student.
- to classes. Requests for inspection of student records under FERPA cannot

be registered.

- classes of the earliest term of the academic year in which the student is

registered.

The protocol document is available from the Office of the Provost and the

Dean of Arts and Sciences.

Reserved Rights

The University reserves the right, at its discretion, at any time, to deny

matriculated status, to cancel a student’s registration, to refuse to

award academic credits, or to deny or rescind a certificate or a degree

in accordance with the University Statutes and its academic policies.

All forms of dishonesty, including cheating and plagiarism, will result in

appropriate disciplinary action, including denial or revocation of a degree

or certificate.

Student Records

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords enrolled

students certain rights with respect to their education records. A student

is considered enrolled at Fordham University as of the first day of
classes of the earliest term of the academic year in which the student is

registered.

First time applicants to the University are not considered enrolled

students until they are officially registered and attend the first day of
classes. Requests for inspection of student records under FERPA cannot

be considered until an individual is an enrolled student.

These rights include:

1. The right to inspect and review your education records within 45 days

   of the day Fordham University receives a written request for access.
   If you want to review your record, you should submit a request to
   the Office of Academic Records. Indicate the record(s) you wish to
   inspect. A University official will make arrangements for access and
   notify you of the time and place where the records may be inspected.

2. The right to request an amendment of your education record if you

   believe it is inaccurate or misleading. If you feel there is an error
   in your record, you should submit a statement to the University
   Registrar clearly identifying the part of the record you want changed,
   and why you believe it is inaccurate or misleading. A University
   official will notify you of their decision and advise you regarding
   appropriate steps if you do not agree with the decision.

3. The right to consent to disclosures of personally identifiable

   information contained in your education records, except to the extent
   that FERPA authorizes disclosure without consent. One exception
   which permits disclosure without consent is disclosure to school
   officials with “legitimate educational interests.” A school official has
   a legitimate educational interest if the official has a “need to know”
   of information from your education record in order to fulfills his or her
   official responsibilities.

   a. Examples of people who may have access, depending on their
      official duties, and only within the context of those duties, include:
      Staff employed by the University in an administrative,
      supervisory, academic, research, or support staff position
      (including law enforcement unit personnel and health staff); a
      person or company with whom the University has contracted
      (such as an attorney, auditor, collection agent, contractor,
      consultant, volunteer, or technology provider), or other outside
      parties under the direct control of the University with respect to
      the use and maintenance of education records; a person serving
      on the Board of Trustees; or a student employed by the University
      or serving on an official committee, such as on a disciplinary
      or grievance committee, or assisting another school official in
      performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education

   concerning alleged failures by Fordham University to comply with
   the requirements of FERPA. The name and address of the Office that
   administers FERPA is:

   Student Privacy Policy Office (SPPO)
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-5920
   Phone: 1-800-USA-LEARN (1-800-872-5327)

   FERPA also protects course recordings, as outlined in the Class
   Recording Notice and Related Policy.

   A copy of the Act, more details about your rights, and any University
   policies related to the Act are available from the Office of Academic
   Records at this page.

   Questions concerning FERPA should be referred to the Office of
   Academic Records or the Office of Legal Counsel.

Directory Information

Release of student record information is generally not done at Fordham

University without the expressed, written consent of the student. There

are, however, some exceptions.

For example, Fordham University, at its discretion, may release the

following Directory Information without the student’s consent: student’s

name, address, telephone number, electronic mail address, photograph,

date and place of birth, major field of study, dates of attendance, grade

level, enrollment status (e.g. undergraduate or graduate; full-time or part-
time), participation in officially recognized activities and sports, weight

and height of members of athletic teams, degrees, honors and awards

received (e.g., Dean’s List recognition), and the most recent educational

agency or institution attended, and other such similar information.

Please note that you have the right to withhold the release of directory

information. To do so, you must complete the Educational Record Sharing
(FERPA) Block form, also available on the Fordham.edu “Students” page
under “Electronic Forms.” Please note two important details regarding
placing a “No Release” (FERPA Block) on your record:

- Fordham University receives many inquiries for directory information
  from a variety of sources outside the institution, including friends,
  parents, relatives, prospective employers, scholarship programs,
  the news media and honor societies. Having a “No Release” on your
records will preclude release (block the sharing) of such information, even to those people.

• A "No Release" applies to all elements of directory information on your record. Fordham University does not apply a "No Release" differently to the various directory information data elements.

Support Services for Students with Disabilities

The Office of Disability Services (ODS) works closely with students, faculty, and University administrators to ensure appropriate services for students with documented disabilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Students who register with ODS will complete the same coursework as their peers, and registering does not become a part of a student’s transcript. The University will make every attempt to provide reasonable accommodations to students who have a documented disability.

Please visit our webpage for new students. There, you will find the application, documentation upload instructions, and how to schedule your intake. If you have further questions, you can contact ODS by calling either our Rose Hill office (718-817-4362) or Lincoln Center office (212-636-6282). Both offices are open Monday to Friday from 9 a.m. to 5 p.m. Please note that a student is not eligible to receive any academic accommodations until formally registered via a completed intake appointment. Accommodations are not made retroactively, so it is best to contact ODS to begin this process the summer before entering Fordham. If a new, incoming student has one of the following types of disabilities: physical mobility, visual impairment, or a hearing impairment, it is essential to contact ODS by July 2 in order to ensure that accommodations can be put in place before classes begin in September. Please do not send documentation of a disability to the admissions office. Any information regarding a student’s 504 Plan or IEP must be sent directly to ODS.

Students seeking a substitution for the foreign language core through the Office of Disability Services must complete the process by the end of their first semester at Fordham. Applying for the substitution does not guarantee you will be approved for this accommodation as this accommodation is the only one that changes degree requirements and therefore eligibility is jointly determined by ODS and the dean’s office.

Applicants who have been accepted for admission, or current students who are seeking accommodation(s) for a disability, should contact the Office of Disability Services at the following locations:

Lincoln Center Campus
Lowenstein Room 408
212-636-6282

Rose Hill Campus
O’Hare Hall, Lower Level
718-817-0655

Westchester or online graduate students should contact the Rose Hill office at 718-817-0655.

For more information

Visit the Disability Services web pages.
of their assigned duties, the University identification card which all members of the University community are required to carry.

10. Engaging in lewd, licentious or disorderly conduct.

11. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.

12. Violation of published University regulations including but not limited to those regarding motor vehicles, residence halls, and the McGinley Center.

For more information
Visit the University Code of Conduct page.

Veteran Information
Veterans enrolled at Fordham University utilizing education benefits programs—such as Post 9/11 GI Bill®, Montgomery GI Bill®-Active Duty, Montgomery GI Bill®-Selected Reserve, and the Reserve Education Assistance Program (REAP)—must present their Certificate of Eligibility (COE) and DD214 to the Office of Academic Records at the time of registration or as soon as possible thereafter. Those utilizing the Veteran Readiness and Employment Chapter 31 benefit should ensure that their counselor has authorized them for the semester and should inform the Fordham school certifying officials. Please refer to the VA website, www.gibill.va.gov, for eligibility criteria as well as type of education or training benefits available under each program. The VA can also be reached at 888 442-4551. Veterans who do not have such a letter (COE) must follow the same procedure for payment of tuition as all other students. Specific tuition questions should be directed to the Financial Aid office of your home school.

All students using a VA education benefit will need to complete an Enrollment Certification Request for Veteran Benefits form. It is located on the student portal under Electronic Forms. It is to be submitted after registration is complete for the term. If you do not submit it, we will not know to certify you with the VA. For access to the form, please refer to:

https://myapps.web.fordham.edu/site/web/content/hyland/veterans_gibill.jsp

For information on Fordham University’s participation in the Post 9/11 GI Bill® Yellow Ribbon Program, please refer to: https://www.fordham.edu/info/20731/veterans_admissions.

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