

# STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL

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## University Policies Affirmative Action Policy

The University continues its commitment to affirmative action in employment by providing the means to recruit, employ, and promote women and other underrepresented minorities in the interest of attaining a workplace that closely resembles the available qualified labor pool. 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 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](http://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](mailto:titleix@fordham.edu) or by dialing 718-817-4930.

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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](mailto: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 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

contribution to our shared purpose and to give unique witness to the kind of educational values Fordham has long embraced.

For this reason, the recruitment and hiring of highly qualified Jesuits is considered an institutional priority. In an effort to clarify and make more transparent processes by which that can be done, a protocol has been established as identifying basic "rules of engagement" for those entities at the University that may wish to recruit a Jesuit for a position. This document applies only to Jesuits considered for full-time academic positions, either tenure-line or non-tenure-line.

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 fulfill 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, Fordham ID Number (FIDN), 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 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 and Disabilities Act of 1990. Students who register with ODS will complete the same coursework as their peers, and registration 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 (718-817-0655) 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.

## University Code of Conduct Rationale for University Discipline

The reasonableness of university discipline must be judged in its relation to the educational purposes of the university. If those purposes may be described as the pursuit of truth and the advancement of knowledge, university discipline exists to assure a setting wherein those purposes may be achieved.

The educational purposes of the university can best be protected through the clear communication and enforcement of certain standards of behavior judged essential to the achievement of those purposes. What follows is a statement of these standards of behavior developed through the cooperative efforts of the students, faculty, and administrative officers.

### Jurisdiction

Persons: This Code shall apply to every member of the Fordham University community which includes faculty, students, administrative officials, and staff.

When any individual accused of violation of this University Code of Conduct maintains more than one of the above-mentioned statuses in the University, determination of his/her status in a particular situation will be made in the context of the surrounding facts.

### Violations

The following actions are considered violations of the University Code of Conduct and are punishable by sanctions imposed in accordance with the published judicial procedures of the University:

1. All forms of dishonesty including cheating, plagiarism, supplying false information to any University official, as well as forgery or use of University documents or instruments of identification with intent to defraud.
2. Theft from or damage to University property and/or theft of, or damage to the property of another while located on property of the University. Knowingly receiving, retaining or disposing of the lost or mislaid property of a member of the University community or of the University itself.
3. Unauthorized entry, use or occupation of University facilities as well as the unauthorized possession, duplication or use of keys to University facilities.
4. Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
5. Harassment (verbal or other) or physical abuse, threatening or attempting to inflict physical injury, or creating substantial risk of such injury to another member of the Fordham University community or to any person on University premises.
6. The unauthorized selling, purchasing, producing, or possessing of any lethal weapons, explosives, fireworks, or incendiary devices.
7. The unauthorized selling, purchasing, producing, possession or use of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or other addictive and illegal drugs or drug paraphernalia.
8. Engaging in, or inciting others to engage in, conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
9. Failing to surrender upon request by clearly identified University personnel (this includes campus security guards) in the performance

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 and veteran dependents enrolled at Fordham University utilizing education benefits programs—such as Post 9/11 GI Bill<sup>®</sup>, Montgomery GI Bill<sup>®</sup>-Active Duty, Montgomery GI Bill<sup>®</sup>-Selected Reserve, and Survivor's and Dependents' Education Assistance (DEA-Chapter 35)—must present their Certificate of Eligibility (COE) and DD214 (if applicable) to the military/veteran school certifying officials at the time of registration or as soon as possible thereafter. Those utilizing the Veteran Readiness and Employment (VR&E) 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](http://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](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<sup>®</sup> Yellow Ribbon Program, please refer to the Fordham website.