ACADEMIC POLICIES AND PROCEDURES

Changes of Name or Address
In the case of a change of name or address, students are expected to immediately notify, in writing, the dean’s office and the office of enrollment services. Students also must follow any procedures required by enrollment services.

Dean’s List
The Gabelli School of Business recognizes students’ superior scholastic achievement during the annual Dean’s List Ceremony.

Students enrolled in the Gabelli School of Business full-time day program earn Dean’s List honors by:

- Completing a minimum of 12 credits in each of the fall and spring semesters
- Earning a minimum annual grade point average of 3.600
  - Dean’s List with First Honors - 3.900-4.000
  - Dean’s List with Second Honors - 3.800-3.899
  - Dean’s List - 3.600-3.799

Students enrolled in the Gabelli School of Business evening program earn Dean’s List honors by:

- Completing a minimum of 9 credits in each of the fall and spring semesters
- Earning a minimum annual grade point average of 3.600
  - Dean’s List with First Honors - 3.900-4.000
  - Dean’s List with Second Honors - 3.800-3.899
  - Dean’s List - 3.600-3.799

Students in either program with a grade of Incomplete (INC) or Failure (F) during the fall or spring semester are disqualified from Dean’s List consideration.

Academic Progress
To remain in good standing at the Gabelli School of Business and retain any awarded financial aid, students must meet established year-by-year standards of “academic progress.” Faculty and administrators are dedicated to supporting students in meeting these standards. For details on standards for each class year, see the Academic Status section.

Full-time students are expected to complete their coursework in four years. Students who need additional time to complete their degrees due to special circumstances, such as an illness or a change in major, must receive approval from the senior class dean to continue their programs. Part-time students are not held to this four-year expectation and may take longer to complete their degrees.

It is extremely important that Gabelli School students develop adequate skills in written and oral English. Each teacher, no matter what the subject, may include an assessment of the student’s ability to communicate as part of the grade. The teacher can adjust grades for the quality of the student’s writing and has the right to require reports to be rewritten on the basis of poor writing alone.

If a student repeats a course, the original grade will remain and will be calculated into the student’s GPA along with subsequent grades.

To preserve the quality of a Fordham education, the Gabelli School restricts the use of grades W (Withdrawal) ABS (Absent from exam), and INC (Incomplete). If a student does establish a pattern of these grades, it is considered evidence of failing to maintain reasonable academic progress.

Students must complete 120 credits and 40 courses to graduate. (Please note that certain 3-credit business core courses are split into two 1.5-credit courses; in such cases, those two courses do not count separately, but rather count together as one course.) If a student does not complete enough credits in the time allotted, he or she may warrant dismissal for failure to maintain satisfactory progress toward the bachelor’s degree.

Failure to meet standards of academic progress may result in penalties, including probation, suspension, and dismissal. Students on probation may continue to study at Fordham and may be awarded financial aid, though this is not guaranteed; however, they will need to improve their academic status and return to good academic standing.

Academic Status
Though students must achieve a 2.000 cumulative GPA by the end of their academic program to graduate, minimum standards for the first three years of study are somewhat lower. Please note that for students receiving funds from the New York State Tuition Assistance Program (TAP) and other financial aid, academic standards differ somewhat from the chart below. For further details, consult Fordham’s Office of Academic Records.

<table>
<thead>
<tr>
<th>Table 1: Academic Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabelli School of Business Administration Day Program Students</td>
</tr>
<tr>
<td>First Year</td>
</tr>
<tr>
<td>Year of Attendance</td>
</tr>
<tr>
<td>Seven Semesters Until Graduate</td>
</tr>
<tr>
<td>Six Semesters Until Graduate</td>
</tr>
<tr>
<td>Second Year</td>
</tr>
<tr>
<td>Year of Attendance</td>
</tr>
<tr>
<td>Five Semesters Until Graduate</td>
</tr>
<tr>
<td>Four Semesters Until Graduate</td>
</tr>
</tbody>
</table>

Students in either program with a grade of Incomplete (INC) or Failure (F) during the fall or spring semester are disqualified from Dean’s List consideration.
Third Year

<table>
<thead>
<tr>
<th>Year of Attendance</th>
<th>Minimally Acceptable</th>
<th>Academic Probation</th>
<th>Subject to Suspension</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Semesters Until Graduate</td>
<td>2.000</td>
<td>1.800-1.999</td>
<td>1.700-1.799</td>
<td>less than 1.700</td>
</tr>
<tr>
<td>Two Semesters Until Graduate</td>
<td>2.000</td>
<td>1.900-1.999</td>
<td>-</td>
<td>less than 1.900</td>
</tr>
<tr>
<td>Two Semesters Until Graduate</td>
<td>2.000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

1 These standards also apply to transfer students. Both full- and part-time students on probation for two semesters may be subject to dismissal if they do not make satisfactory progress toward good academic standing. In addition, students may be subject to suspension or dismissal if their GPA falls below those indicated.

Re: Gabelli School Evening Students and Table 1

First/Freshman
- Fall: 15-29 credits attempted
- Spring: 30-44 credits attempted

Second/Sophomore
- Fall: 45-59 credits attempted
- Spring: 60-74 credits attempted

Third/Junior
- Fall: 75-89 credits attempted
- Spring: 90+ credits attempted

Table 2: Minimum Credit Completion Policy

<table>
<thead>
<tr>
<th>Year or Classification</th>
<th>Credits Attempted</th>
<th>Percentage Completed</th>
<th>Minimum Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First/freshman</td>
<td>up to 30</td>
<td>65%</td>
<td>18-20</td>
</tr>
<tr>
<td>Second/sophomore</td>
<td>30-60</td>
<td>70%</td>
<td>42</td>
</tr>
<tr>
<td>Third/junior</td>
<td>60-92</td>
<td>75%</td>
<td>69</td>
</tr>
<tr>
<td>Fourth/senior</td>
<td>92+</td>
<td>80%</td>
<td>99-100</td>
</tr>
</tbody>
</table>

1 Transfer credits accepted by Fordham are counted in both credits attempted and credits completed, though the grades are not counted in the GPA.
2 For Gabelli School evening students pursuing a degree on a part-time basis, credits earned will be proportionate. Half-time students should complete half of these credits; three-quarter-time students should complete three quarters of these credits.

Course Failures

If a student fails a course, but his or her academic record does not otherwise warrant direction to withdraw from the University, he or she may continue his or her course of study with the understanding of the following:

- That failing any required course is a deficiency that must be made up by repeating the course, normally before the beginning of senior year.
- That a failure in any course becomes a permanent part of a student’s record and influences the student’s GPA even after he or she has repeated the course for a passing grade.
- That the responsibility for repeating and passing a failed course rests with the student, who should arrange to remedy this deficiency as soon as possible.

Make-Up by Equivalent Course

If a student fails a required course at Fordham, he or she must make up that course at Fordham, in all but exceptional cases. Four-year day students who fail a course must retake and pass the class through the Gabelli School of Business, Fordham College at Rose Hill, or the Fordham summer program. Evening students who fail a course must retake and pass the class through the Gabelli School of Business, Fordham’s School of Professional and Continuing Studies, or the Fordham summer program. Only if scheduling or other circumstances prevent this may a student apply for permission from the class dean to take an equivalent course in another school within Fordham or at another institution.

Students wishing to pursue this option first must get approval from the class dean that the University will accept and give transfer credit for the course in question. If the course is a liberal arts course, the class dean also may require the student to get permission from the chair of the department that offers the course. Forms for this approval process are available from the deans’ offices.

Though the class dean may approve an exception for a student to retake a course outside of Fordham, only courses taken at Fordham count toward a student’s GPA. Students should consider the ramifications of this policy, especially knowing that the original failing grade remains even when a course is successfully retaken: A course retaken and passed at Fordham will yield a higher counterbalancing grade, whereas a course retaken and passed elsewhere will not. In addition, students should note that the University will not transfer in any external course in which the grade received is below a C (2.0 out of 4.0).

The above policies also apply to courses taken outside of Fordham that had not been failed at Fordham (including non-Fordham study abroad programs).

Probation, Suspension, and Dismissal

Probation

Students are given probationary status through the direct action of a dean. In all but rare cases, students may remain on probation for no longer than the equivalent of one academic year.

Suspension

Suspension is an enforced termination of formal studies, typically given for two semesters. A student may be put on suspension if any one or more of these criteria apply:

- He or she fails to maintain satisfactory academic standing as indicated in the Academic Status section of this bulletin.
- He or she receives three failing grades in any semester.
- He or she has more than one academic integrity violation.

If a student wishes to continue his or her studies at the Gabelli School after a suspension, he or she formally must apply for readmission to the school and should contact your Gabelli School class dean for an application. Students are generally required to demonstrate academic
proficiency at another four-year college or university prior to returning to Fordham.

**Dismissal**
A student may be dismissed if either or both of the following criteria are met:

- He or she fails to maintain satisfactory academic standing as indicated in the Academic Status section of this bulletin.
- He or she receives three failing grades in any semester.
- He or she is placed on academic probation for three successive semesters.

If a student has been dismissed for academic reasons, he or she may not continue to take courses in the school. Dismissal is a formal termination of all further studies in the Gabelli School of Business and Fordham University.

**Appeal Process**
All academic progress decisions may be appealed, in writing, to the dean of the college. The appeal must be made within three business days of the notification of academic status. They should include documentation of any extenuating circumstances, such as a death in the immediate family or an illness. The class dean will make a decision in consultation with the dean of the school, and that decision shall be final.

**Grievance Procedure**
Any enrolled student has the right to grieve alleged discriminatory treatment on the part of any Fordham administrative office, department, procedure, or student organization. The student alleging discriminatory treatment has the right to a prompt investigation of the charges, resulting in redress of grievances where cause is found. Internal grievance channels provide for the investigation and adjudication of charges by members of the Fordham community. Two internal procedures have been established: one for grievances in academic matters and a second for grievances in nonacademic matters. In either instance, to be valid, a grievance must be filed within thirty (30) days of the action against which it is directed. Further details concerning these procedures are available in the dean’s office.