ACADEMIC POLICIES AND PROCEDURES

Registration

Matriculation
Matriculated students are those who have been admitted through the Office of Admission as candidates for a degree. A nonmatriculated student is one who has not been admitted as a degree candidate, but has received approval to register for credit courses.

Classification of Students
Class standing is determined by the number of credits the student has completed, which in turn determines which class dean the student will work with.

<table>
<thead>
<tr>
<th>Year or Classification</th>
<th>Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-91</td>
</tr>
<tr>
<td>Senior</td>
<td>92 and above</td>
</tr>
</tbody>
</table>

Official Registration
Fordham University recognizes that the responsibility for each student’s academic success is shared by the student, the faculty, and the administration. Therefore, before a student registers for coursework at the University, preregistration advising is provided. An advising hold is placed on each student. Once students have met with their faculty adviser, this hold is removed and students may register for the next semester. Students must register according to the schedule provided in their registration materials before attending any course. Registration materials are e-mailed to each student’s Fordham e-mail address before official registration in the fall (for the next spring term) and spring (for the next fall term). Students must register before the first day of classes. Students will not be awarded credit for courses they have not registered for by the end of the add/drop period.

Course Changes
Students may change their course schedules by adding/dropping until the deadline specified in the academic calendar.

Registration in Other Fordham Schools

As part of their degree program, students may register for major and elective courses in GSB, PCS, and FCRH. Any other cross-registration (or intra-university registration) requires the prior approval of an assistant dean at the student’s school of matriculation (home school). Students seeking approval for courses in a major, minor, or program must obtain approval from the academic department or program. Students are expected to take core courses FCLC. Certain major courses that meet core requirements may be taken in another Fordham school if students consult before registration with their class dean. Students may not take more than six courses at the Gabelli School of Business (GSB). Sixty percent of credits taken at Fordham must be taken in the home school.

Credit/Course Load
Full-time status is achieved by registering for 12 or more credits per term; part-time status involves a credit load of fewer than 12 credits. Full-time status is needed for financial aid and residential life. The normal credit load per term is five three-credit courses for freshmen and four four-credit courses for juniors and seniors.

Students who have demonstrated their ability to carry a 16-credit course load with at least a 3.000 cumulative GPA may request special permission of an assistant dean to enroll in an additional course. Students paying the flat tuition rate will be charged extra tuition for any credits over 18. (B.F.A. students may register for up to 21 credits without additional charges, and students majoring in natural science for up to 20.) Exceptions: Juniors and seniors who have achieved a 3.700 grade point average (cumulative or for the two preceding semesters) are eligible for a scholarship for a fifth course taken to enrich their academic program. Such scholarship courses and credits may not be used to accelerate graduation, that is, to reduce the number of full-time semesters a student spends at Fordham College at Lincoln Center. B.F.A. students may register for up to 21 credits without additional charges, and students majoring in natural science or registered as prehealth may register for up to 20 credits. The college reserves the right to cancel the registration of students who take more than the maximum credit load without permission.

Leave of Absence and Readmission
The leave of absence policy is described in the Academic Programs, Policies, and Procedures chapter of the bulletin.

All former students who wish to apply for readmission may obtain the application form from the Office of Academic Advising (LL804; 212-636-6350).

In addition to the application, a personal statement describing the applicant’s activities while away from college must be submitted. An interview may be required as part of the readmission process.

Readmission decisions are based primarily on the applicant’s previous academic record with the college, although other factors may be considered as well.

Academic Progress

Academic progress toward a degree must be maintained for the continuation of study in Fordham College at Lincoln Center. Satisfactory academic progress, as defined by the college, must also be maintained to receive financial aid.

For graduation, the student must successfully fulfill the following requirements:

- Completion of a minimum of 124 credits and 36 courses of three credits or more, with a minimum grade point average of 2.000
- A residency of at least 64 credits (a minimum of 16 courses), exclusive of courses taken on a pass/fail basis
- The Core Curriculum that provides students with a broad-based exposure to the liberal arts
- Completion of a major with a minimum grade point average of 2.000
- Completion of remaining elective courses which students may choose to use for a second major, a minor or a Pre-professional program

Full-time students are expected to complete their coursework in four years. Students who need additional time to complete their degree due to special circumstances, such as illness, a change in major, etc., must complete their coursework in a period not to exceed six years.

Restrictions on the use of the grades W (Withdrawal), ABS (Absent from the Final Exam) and INC (Incomplete) are intended to preserve
the character of a Fordham education. Permission to have such grades is the recognition by the University of a pressing need due to an individual's circumstances. However, a pattern of reliance on these grades contravenes the intentions of an academic program. In addition, a pattern of reliance on grades of W, ABS, and INC will be taken as evidence of failing to maintain reasonable academic progress. Repeated courses will be calculated into a student’s GPA and will not replace the original grade, but only the repeated course will be counted toward graduation requirements. In addition, the satisfactory completion of fewer credits than stipulated may warrant dismissal for failure to maintain satisfactory progress toward the Fordham College at Lincoln Center bachelor’s degree.

**Academic Status**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Academic Probation</th>
<th>Subject to Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1.601-1.999</td>
<td>less than 1.601</td>
</tr>
<tr>
<td>Sophomore</td>
<td>1.801-1.999</td>
<td>less than 1.800</td>
</tr>
<tr>
<td>Junior and Senior</td>
<td>less than 2.000</td>
<td>less than 2.000</td>
</tr>
<tr>
<td>Graduation</td>
<td>2.000</td>
<td>—</td>
</tr>
</tbody>
</table>

Please note: Academic status standards differ slightly for students receiving funds from the New York State Tuition Assistance Program (TAP). A schedule is available at the Office of Academic Records.

Fordham College at Lincoln Center has established minimum standards of academic progress for each year of attendance. Failure to maintain these standards will result in being placed on academic probation and the student may be subject to suspension or dismissal. Students on academic probation may continue to study at Fordham and may be awarded financial aid in keeping with their status; students on probation must recognize the seriousness of their status. Students on academic probation are prohibited from participating in extracurricular activities or serving on the University’s residence hall staffs. Students on academic probation for two semesters may be subject to suspension or dismissal if they are judged not to be making satisfactory progress toward achieving good academic standing. Suspension is an enforced leave from formal studies for a minimum of two semesters. If after a period of suspension a student wishes to resume studies in the college, the student must formally apply for readmission to the College. In order to be readmitted, the student must show that the deficiencies that caused the suspension have been addressed and remedied. Students may be subject to dismissal if their GPA falls below those indicated. Once a student has been dismissed from the college for academic reasons, he or she may not take courses in the college.

**Minimum Credit Completion Policy**

<table>
<thead>
<tr>
<th>Year or Classification</th>
<th>Credits Attempted 1</th>
<th>Percentage Completed 1</th>
<th>Minimum Credits Completed 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First or Freshman up to 30</td>
<td>65%</td>
<td>18-20</td>
<td></td>
</tr>
<tr>
<td>Second or Sophomore</td>
<td>30-60</td>
<td>70%</td>
<td>42</td>
</tr>
<tr>
<td>Third or Junior</td>
<td>60-92</td>
<td>75%</td>
<td>69</td>
</tr>
<tr>
<td>Fourth or Senior</td>
<td>greater than 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, although the grades are not counted in the GPA.

2 For Fordham College at Lincoln Center students pursuing a degree on a part-time basis: Credits earned will be proportionate, for example, half-time students should complete half these credits.

All academic progress decisions may be appealed, in writing, to the dean of the college. The appeal must be made within two weeks of the notification of academic status. Extenuating circumstances, such as a death in the immediate family, illness, etc., should be included in the documentation provided to the academic office. The decision of the dean shall be final.

**Dismissal Policy Appeal**

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.

**Summer Courses and Courses Taken at Other Universities**

Because of the concentrated nature of summer courses, students must have written permission from their class dean to take more than two summer courses or eight credits in one summer, or more than four summer courses in the course of their college career, whether at Fordham or at another college. Permission will be based on the student’s past academic history, as an indicator of the student’s ability to succeed in the courses. It is also recommended that students not take more than one course in each summer session, so that two courses should be taken in consecutive summer sessions whenever possible. During the fall and spring semesters students may not take courses at another college or university. However, students may receive credit for courses in which they earned a grade of C or above, taken during the summer at an accredited four-year college, or for courses taken abroad in an approved program. Students who want to take any courses at another school must have approval ahead of time and a scholastic index of 2.000 or higher (3.000 for study abroad). If the course is to be applied toward a major, permission from the chair or associate chair of that academic discipline is also necessary. Permission for summer school courses does not constitute waiver of residency requirements.

**Nonmatriculated Students**

Qualified students who are not enrolled in a degree program at Fordham are welcome to attend the college through the Visiting Student and Special Student Programs. However, they are not eligible for state, federal, or institutional aid through Fordham University.

**Visiting Students**

Those students who are matriculated at another college or university and who wish to attend the college as a full time student may apply through the Office of Undergraduate Admission in Room 203. A visiting student may maintain nonmatriculated status for one academic year. After such time, students must receive approval from the Office of Undergraduate Admission in order to continue their studies. Students should contact their degree-granting institution in regard to financial aid assistance and course approval. For a transcript of grades to be sent to their institution, students should apply to the Office of Academic Records.
Visiting students who wish to study on a part time basis should contact the Office of Professional and Continuing Studies, Room 301, or 212-636-7333.

Special Students
Students with a degree from an accredited college or university may apply to further their studies through the School of Professional and Continuing Studies. This non matriculated status allows students to register for courses for a period of one academic year. Special students must notify the School of Professional and Continuing Studies of their intention to continue study at the College beyond this period of time.

Alumni Audit
A graduate of any undergraduate college of Fordham University may audit a course on an unofficial basis for a nominal fee; it will not appear on a transcript, and the student receives no credit. Alumni should contact the PCS dean’s office (LL302) for details.

Business Coursework
Undergraduate liberal arts students in all three liberal arts colleges (FCRH, FCLC, PCS) may take up to six courses in the Gabelli School of Business. Students should be aware that business courses are three-credit courses, rather than four-credit courses, typically offered in FCRH and FCLC for juniors and seniors. Hence, when considering these minors, students should consult with the junior or senior class dean to be sure they will have the number of credits (124) required for graduation.

Please note that all of the business school courses must be taken at Fordham University.

A number of minors in business are available to students at FCRH and FCLC. While not all minors are available to all students, a list of their requirements is listed here.