ACADEMIC POLICIES AND PROCEDURES

Admission

Consistent with its mission and traditions, Fordham School of Professional and Continuing Studies welcomes inquiries and applications from men and women who wish to begin or resume their undergraduate degree study primarily through evening, weekend, and online courses, and usually on a part-time basis in light of their career and/or family responsibilities. A candidate applying for admission to Fordham University directly from high school will generally be referred to the full-time day colleges of the University.

Admission requirements are as follows:

1. Submission of a completed application for admission.
2. Candidates meet with the assistant dean of admission at the campus of their choice to discuss the program.
3. A brief College Skills Assessment examination is intended to ensure that all accepted students have the skills requisite for success in a challenging university program. The assessment often identifies areas in need of improvement, and some candidates are admitted on condition that they attend to them early in their Fordham careers. The assessment can be waived in cases where, in the judgment of the admission officer, sufficient skills have been demonstrated in other ways—for example, through recent performance at another accredited university.
4. All applicants must submit documentation of the highest educational level at which they have studied. Therefore:
   • Applicants who have prior college experience must request that an official transcript be sent to Fordham.
   • Applicants who have not attended college must submit or present evidence of having graduated from high school (official transcript or original diploma) or having earned a General Equivalency Diploma. Applicants can present the actual certificate or request that the NYS Education Department, (518) 474-5906, send an official GED score report to Fordham.
   • Applicants who are unable to provide documentation in a timely manner may, at the discretion of the admission officer, and based on their performance in the College Skills Assessment, be admitted conditionally for their first term of study. Further registration for courses will not be permitted, however, until the required documentation is submitted.
5. Applicants may, if they wish, submit other information relevant to their candidacy, such as educational achievements outside formal academic settings, community activities, employment history, and the like.

Rather than using rigid cutoff scores or other predetermined criteria, the admission committee evaluates each application individually. An effort is made to assess ability, previous achievement, motivation, and maturity of purpose, all of which are essential to success in university studies.

An admission decision and evaluation of transfer credits will be issued as soon as possible after the review of submitted materials and the interview.

Students may apply for admission for either the fall, spring, or summer terms. When admitted, they will be invited to an orientation program for new students and will be assisted in their selection of classes.

Individuals who do not intend to pursue a degree can be admitted to enable them to attend the specific courses of their choice, or to complete the courses required for one of several certificate programs that the College offers.

For further information or to schedule an admission consultation, candidates should call the Fordham School of Professional Studies admissions office at the campus of their choice:

Lincoln Center: 212-636-7333
Rose Hill: 718-817-2600
Westchester: (914) 367-3302

Information is also available at www.pcs.fordham.edu.

Transfer Credit

Up to 75 credits may be accepted in transfer from other accredited institutions or institutions with which there is an affiliation agreement. The nature and level of each course will be considered, provided it was completed with a grade of at least C or the equivalent.

Of the total transfer credits accepted, up to 26 may be applied to the requirements of the Core Curriculum. To preserve the character of the Fordham degree, transfer students will ordinarily be expected to complete at Fordham at least one course in literature, philosophy, theology, and history.

Up to half of the requirements of the student’s intended major may be satisfied by transfer credits, subject to review by the academic department in which the student later officially declares his or her choice of major.

Other credits accepted in transfer will be counted as electives, as well as those which, in the judgment of the student’s major department, should not be counted toward major requirements in that field.

While a preliminary estimate of transfer credits can be made during the admissions process based on unofficial transcripts and student records, the actual award of transfer credit can be made only on the basis of an official transcript provided directly to Fordham from the institution at which the course was completed, or in a sealed envelope delivered by the student.

Courses and credits accepted in transfer are counted toward the 124 credits required for the bachelor’s degree and, where appropriate, satisfy the prerequisites listed for advanced courses as if they were taken at Fordham. The grades received in the transferred courses are not, however, calculated as part of the student’s cumulative quality point index at Fordham.

Once enrolled in Fordham School of Professional and Continuing Studies, permission to take courses elsewhere for transfer purposes will be granted only in exceptional circumstances and only for courses at other universities or four-year colleges.

Financial Aid and Scholarships

Financial aid is available for both full- and part-time students. For purposes of financial aid, students who take 12 or more credits in both the fall and spring semesters are considered full-time students. The
Office of Student Financial Services on each campus assists students in identifying programs of grants, scholarships, and loans with which to fund part of their education. They also assist with the application process for Federal Pell Grants, New York State’s Tuition Assistance Plan (TAP), Aid to Part-Time Students (APTS), the Stafford Student Loan, and the SLS Loan and can provide information on the Lifetime Learning Credit.

In addition to the availability of these aid and loan programs, Fordham is one of the few universities which offers grant and scholarship funds from its own resources to assist adult learners. In Fordham School of Professional and Continuing Studies, students can qualify for:

**Dean’s Scholarships** of $3,500 annually, for newly admitted students whose prior records and/or performance in the admissions skills assessment demonstrate outstanding promise. Scholarships are renewable for up to five years, assuming a B average in at least four courses per year.

**Achievement Awards** of $3,500 based on class rank for the preceding academic year during which the student completed a total of at least 12 credits.

**University Grants-in-Aid** ranging from $1,500 to $3,800 annually, based primarily on financial need.

**Public Service Grants** provide a tuition reduction of 25 percent for all uniformed and civilian employees of the New York City Police Department; for all uniformed and civilian employees of the New York City Fire Department; and for all employees of Westchester County (including the Medical Center) or municipalities within the county.

**Dancer Discount Program** provides a 33 percent discount to full-time professional dancers.

**The Ully Hirsch Scholarship** is awarded annually to a student until degree completion who maintains academic excellence by achieving a minimum 3.0 cumulative GPA after earning at least 24 credits. Information about applications is posted in early spring for the award in the next academic year.

**The Tognino Family Scholarship**, established by John N. Tognino, PCS ’75, provides a scholarship award to a business or economics major in the School of Professional and Continuing Studies who demonstrates good academic achievement and financial need. Applications are available each spring.

**The Charlotte W. Newcombe Foundation Scholarships** are awarded to women students who are age 25 or over, have earned at least 60 credits with a 3.0 cumulative GPA, and who show financial need. Applications are available each spring.

**The Morton J. Levy Scholarship** is awarded annually until degree completion to a student who has demonstrated academic excellence by achieving a 3.0 GPA after earning at least 24 credits and who has demonstrated financial need. Preference is given to adult, nontraditional male students. Information about applications is posted in early spring for the award in the next academic year.

**Registration**

**Matriculation**

Matriculated students are those who have been admitted 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.

<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>92-123</td>
</tr>
<tr>
<td>Graduation</td>
<td>124</td>
</tr>
</tbody>
</table>

**Official Registration**

Students must register according to the schedule provided in their registration materials before attending any course. Registration materials are sent to each student well before official registration for an upcoming term.

**Late Registration**

A late registration period is held prior to the beginning of classes each semester.

**Course Changes**

Students may change their course schedules with their dean or through the Internet registration system 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 courses in the other undergraduate schools of Fordham University at any campus.

Except in unusual circumstances, students are expected to take at least 60 percent of their courses in their home school, through evening, weekend, or online study.

Seniors may take an introductory course in one of the graduate schools of the University with the approval of the graduate chairperson.

**Credit/Course Load**

Full-time status is achieved by registering for 12 or more credits per semester.

The typical course load in Fordham School of Professional and Continuing Studies is two or three courses per term. Many students vary their course loads from one term to the next or take an occasional term off, based on changing employment or family responsibilities.

**Payment of Tuition and Fees**

After official registration, students are mailed a billing statement. Failure to make payment or arrange for a payment schedule with the Office of Student Accounts will result in late payment fees and possible barring from class.

**Applicants for Readmission**

Students not in attendance for a semester or more, and not on an official leave of absence, must be readmitted before they can register for classes.
For more information, contact the PCS Office at the campus you will be attending.

**Academic Progress**

Academic progress toward a degree must be maintained for the continuation of study in Fordham School of Professional and Continuing Studies. Satisfactory academic progress, as defined by the school, must also be maintained to receive financial aid.

Fordham University recognizes that the responsibility for seeing that each student succeeds academically is shared by the student, the faculty, and the administration. Therefore, before a student begins coursework at the University, prerogation advising is provided.

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

1. Completion of 124 credits with a minimum grade point average of 2.0.
2. At least 49 of those credits must be earned through Fordham courses, exclusive of courses taken on a pass/fail basis; Life Experience credits; or credits awarded on the basis of CLEP exams, DANTES exams, or NPOSSI. (See the Other Academic Programs section of this bulletin.)
3. The completion of the University Core Curriculum that provides students with a broad-based exposure to the liberal arts and sciences.
4. Completion of a major with a minimum grade point average of 2.0.

Restrictions on the use of grade W (course withdrawal) and the temporary grades of ABS (absent from final exam) or INC (coursework overdue) preserve the character of a Fordham education. Permission to have such grades is the recognition by the University of the exigencies of individual 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 School of Professional and Continuing Studies bachelor’s degree.

**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>70%</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Third or Junior</td>
<td>75%</td>
<td>69</td>
<td></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 School of Professional and Continuing Studies, pursuing a degree on a part-time basis credits earned will be proportionate. For example, half-time students should complete half of these credits.

Failure to maintain these standards will result in being placed on academic probation, and the student may be subject to suspension and dismissal. Students on probation may continue to study at Fordham and may be awarded financial aid in keeping with their status, but they should recognize the seriousness of probation. Both full- and part-time students on probation for two terms may be subject to dismissal if they are judged not to be making satisfactory progress toward achieving good academic standing. In addition, students may be subject to dismissal if their GPA falls below those indicated.

**Academic Status**

<table>
<thead>
<tr>
<th>Years or Classification</th>
<th>Academic Probation</th>
<th>Subject to Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>First or Freshman</td>
<td>1.99-1.61</td>
<td>1.60 or less</td>
</tr>
<tr>
<td>Second or Sophomore</td>
<td>1.99-1.81</td>
<td>1.80 or less</td>
</tr>
<tr>
<td>Third or Junior</td>
<td>1.99 or less</td>
<td>1.99 or less</td>
</tr>
<tr>
<td>Graduation</td>
<td>2.00</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.

**Appeal Process**

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

**Dismissal Policy Appeal**

The academic dismissal policy for FCLC has been revised as follows: Beginning in Fall 2016, 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. (Prior policy permitted an appeal period of two weeks.)

**International Students**

Fordham University welcomes international students and currently registers students from about 40 different countries. The Office of International Students serves as a resource center for international students and facilitates their adjustment to life in the United States. A special orientation is held each semester for new international students. Any student unable to participate in orientation must register with the office within two weeks of starting classes. The office assists students in matters concerning immigration, such as visas and I-20 or IAMP-66 forms, employment, and travel authorizations. The office also provides personal counseling, information on health insurance requirements and banking, and programs to promote cross-cultural and international understanding. Students fluent in English are invited to apply to the degree programs. Those students who are not proficient in the English language will be referred to the Institute of American Language and Culture.

Students are encouraged to complete the High School Certificate, the General Certificate of Education at the Ordinary Level (five passes minimum), the Baccalaureate, Maturita, or the Abitur. All submitted documents must be accompanied by a notarized English translation. Proof of financial responsibility and of thorough competence in the use and comprehension of the English language should be included among these documents. This last requirement is determined by the results of the Test of English as a Foreign Language. This test is given by the
Educational Testing Service and complete information concerning the test can be obtained by writing to

TOEFL
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08451

International students who are at least 21 years of age are asked to submit the above required material to the Office of Undergraduate Admission at the campus of their choice by July 15 for the fall semester and by November 15 for the spring semester, and also to supply the following: admissions application and fee, personal statement, any official college or university records with certified English translation, and two letters of recommendation. Adult international students will be required to take a placement examination on arrival.

Nonmatriculated Students
Qualified students who are not enrolled in a degree program at Fordham are welcome to register for classes. However, they are not eligible for state, federal, or institutional aid through Fordham University.

Visiting Students
Those students who are matriculated at another school or university and who wish to attend Fordham may apply for admission at the campus of their choice. A visiting student may maintain nonmatriculated status for one academic year. After such time, students must receive approval in order to continue their studies. Students should contact their degree-granting institution in regard to financial aid and course approval. Students should request that the Office of Enrollment Services send a transcript of their Fordham grades to their degree-granting institution.

Alumni Audit
A graduate of any school within Fordham University may audit a course for a nominal fee on a space-available basis; it will not appear on a transcript, and the student receives no credit. Alumni should contact the Office of the Dean 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.