

ACADEMIC PROGRESS

Academic Progress Policy

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, preregistration 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, excluding courses taken on a pass/fail basis; Life Experience credits; or credits awarded on the basis of CLEP exams, DANTES exams, or NPONSI. (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

Year or Classification	Credits Attempted ¹	Percentage Completed ¹	Minimum Credits Completed ²
First or First Year	up to 30	65%	18-20
Second or Sophomore	30-60	70%	42
Third or Junior	60-92	75%	69
Fourth or Senior	greater than 92	80%	99-100

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.

Fordham School of Professional and Continuing Studies 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 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.

Students who are demonstrating substantial progress toward meeting the minimum requirements may petition for an extension to their probation status, which may be granted by the dean of PCS subject to a review and recommendation by the PCS academic affairs committee.

Academic Status

Years or Classification	Academic Probation	Subject to Dismissal
First or First Year	1.99-1.61	1.60 or less
Second or Sophomore	1.99-1.81	1.80 or less
Third or Junior	1.99 or less	1.99 or less
Graduation	2.00	—

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.

Appeals Process

All academic progress appeals should be initiated, in writing, with the student's advising dean. A decision will be made in collaboration with the dean of the school. 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. The decision of the dean shall be final.

Procedure for Appealing a Course Grade

NOTE: A disagreement about the subjective evaluation of the student's performance in the class is NOT grounds for appeal. It is assumed that the instructor, as the subject matter expert, is the one most qualified to evaluate any and all work submitted. Therefore, in order for an appeal to be considered, students must demonstrate an objective discrepancy between the way in which they were evaluated and the grading policies and procedures outlined in the syllabus.

Only final grades may be appealed. If students receive a final grade in a course that they wish to appeal, they must appeal the grade prior to the completion of the next semester in which the course was taken even if they are not in attendance; otherwise, the appeal will not be considered. Once students have graduated and have a degree awarded by the University, a grade appeal will not be considered.

Students who believe they have received a grade that does not fairly reflect their academic performance must consider the following before beginning the process of a grade appeal:

1. Double-check the calculation of the final numerical grades for the class based on the percentages each exam/project was worth as stated in the instructor's syllabus.

2. Objectively assess your attendance record. As partners in learning, students are expected to attend class and contribute.
3. Objectively assess the *quality* of class participation. If a student's grade appeal is based solely on a difference of opinion about class participation, it will be virtually impossible to resolve this issue as only the instructor will be able to evaluate this.
4. Compare all of the above with the original class syllabus to determine whether all requirements have been fulfilled as stated by the instructor.
5. Check that the work submitted met the requirements enumerated by the instructor. For example, if a student submitted a well-written and well-researched paper on the life of Plato but the instructor specifically asked for a comparative study of the ideas of Plato, Aristotle, and Socrates, the grade will not be reviewed since the student did not follow instructions as to what was required.

If after all considerations students determine that a grade appeal is warranted, then the following process should be followed:

Level 1: Faculty

Students should contact the instructor to discuss any concerns about their grade PRIOR to beginning any grade appeal process. Students should contact the instructor by the e-mail provided on the syllabus to detail the reason for the grade appeal. The student should initiate contact within 10 days of the posting of the final grade for the semester in which the course was taken.

Level 2: Written Appeal to the PCS Grade Appeals Committee

If all attempts have been made to contact the instructor and failed, or the student has successfully contacted the instructor in writing and subsequent communication did not resolve the dispute by clarifying the basis on which the grade was given, or the instructor clarified the basis on which the grade was given and the student still disagrees with the instructor's assessment, the student may begin the formal grade appeal process by submitting the appeal to the Associate Dean for Academic Programs. The appeal must be received within 10 days of the faculty's response.

NOTE: A disagreement about the subjective evaluation of the student's performance in the class is NOT grounds for appeal. It is assumed that the instructor, as the subject matter expert, is the one most qualified to evaluate any and all work submitted. Therefore, in order for an appeal to be considered, the student must demonstrate an objective discrepancy between the way in which they were evaluated and the grading policies and procedures outlined in the syllabus.

By submitting a grade appeal the student acknowledges that upon review and investigation, the determination may result in a *final* grade:

- Which may be the *same* as that of the original grade.
- Which may be *higher* as that of the original grade.
- Which may be *lower* as that of the original grade.

The Associate Dean for Academic Programs will guide the student as to what materials will be required to submit to start the appeal process that will be reviewed by the PCS Grade Appeals Committee. The grade appeals committee convenes once a semester approximately 6 weeks after the first day of classes to review all outstanding grade appeals. Students will be notified in writing of the decision within 30 days of the meeting of the PCS Grade Appeals Committee.

Level 3: Written Appeal to the Dean

If after receiving the decision in writing from the PCS Grade Appeals Committee, the student remains in disagreement, the final step is to submit an appeal in writing to the Dean of the School of Professional and Continuing Studies **within 10 days**.

Grade appeals must include:

1. a letter to the dean indicating why the decision rendered by the PCS Grade Appeal Committee is being appealed.
2. a copy of the decision letter received from the PCS Grade Appeal Committee.
3. a copy of the supporting materials submitted to the PCS Grade Appeals Committee.

The dean will only consider appeals based on a lack of due process or evidence that relevant information was not taken into consideration. The final decision rendered by the dean will be the grade that appears on the student's official Fordham University transcript. The student must be prepared for a final decision that keeps the original grade, is a higher grade, or lowers the original grade, since **no further grade appeals of the same course at the University will be considered**.

Dismissal Appeal Policy

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. It should include documentation of any extenuating circumstances, such as a death in the immediate family or an illness. The dean will make a decision in consultation with appropriate colleagues, and that decision shall be final.