The 2009-2010 Rose Hill Student Handbook
PRINTABLE VERSION

Division of Student Affairs and Athletics

The Fordham University Student Handbook is provided for students as a resource and reference guide to University operations, policies and regulations. It contains the most current information available as of the date of publication. The Handbook supplements the University’s catalogues as a source of additional information about Fordham University. The Fordham University Rose Hill Student Handbook is not intended to be a complete statement of rules, regulations, policies, or procedures, nor does it contain a complete listing of all programs and services. For example, additional information about Residence Hall policies may be found in the Residential Life Handbook and academic policies can be found in the Course Bulletin.

Each student is held responsible for knowledge of the regulations and information contained within these and other publications. Students have the responsibility to ask questions from the Dean of Students Office in order to obtain a clarification or interpretation of any policy or regulation which they do not understand. Policies and Regulations included in this Handbook may be amended from time to time by the authorized administrators of Fordham University.

Editing and Layout: Caroline Whelan
Assistant Director of Leadership and Commuter Student Services
Office of Student Leadership and Community Development

During the academic year, if you have any questions or concerns regarding the contents of this handbook, please contact Caroline Whelan in the Office of Student Leadership and Community Development via telephone at (718) 817-4339 or via email at (deanofsarh@fordham.edu).
2009-2010 ROSE HILL ACADEMIC CALENDAR

Fall 2009

Aug. 24 Mon. FCLC, CBA Eve - New Student Orientation, 6-9pm, Rose Hill
Aug. 30 Sun. Opening Day, New Student Orientation
Aug. 31 Mon. Move-in Residence Hall Upperclassmen; New Student Orientation,
Academic Day
Sept. 1 Tues. New Student Orientation, Student Life Day
Sept. 2 Wed. Classes begin FCRH, CBA Day, CBA Eve, FCLC, FCLS; Club Fair;
FCRH : Academic Advising 2:30-4:00pm in Department/Program Offices for Majors; in KE 302 for
others; CBA: (Day Program): Academic Advising 2:30-4:00pm in Faber Hall 3rd & 4th Floors
Sept. 1-3 Tues. - Thurs. FCLC, CBA Eve Extended hours (to 6:30pm) for advising, registration,
and student Financial services
Sept. 7 Mon. Labor Day – University Closed
Sept. 8 Tues. FCRH, FCLC, CBA DAY, FCLS, CBA EVE Add/Drop via BANNER
ends; last day for Program change
Sept. 18 Fri. FCRH, FCLS, CBA DAY, FCLS, CBA EVE - Deadline for removal of
INC, NGR, ABS, grades from Summer 2009; Last Day to submit Candidate for Degree cards for Feb.
2010 Graduates
Oct. 2 Fri. President’s Ball
Oct. 3 Sat. Homecoming
Oct. 9 Fri. FCRH, FCLC, CBA DAY, FCLS, CBA EVE Last day for designating a
course Pass/Fail
Oct. 12 Mon. Columbus Day – University Closed
Oct. 13 Tues. Classes resume follow a Monday schedule
Oct. 13-20 Tues. - Tues. FCRH, FCLC, CBA Day Mid Term Examinations
Oct. 14-20 Wed. - Tues. FCLS, CBA Eve Mid Term Examinations
Oct. 23 Fri. Midsomer grades for Freshmen due
Nov. 1 Sun. FCRH Dean’s List Ceremony
Nov. 6 Fri. FCLC - Dean’s List Award Ceremony, 7pm, RH Campus
Nov. 6 Fri. FCRH, FCLC, CBA Day Last day to withdraw from a course without
incurring a WF
Nov. 6-8 Fri. – Sun. Family Weekend and Sibling Sleepover
Nov. 11 Wed. CBA Dean’s List Ceremony
Nov. 13 Fri. FCLC, CBA Eve Last day to withdraw from a course without incurring a
WF
Nov. 25-29 Wed.-Sun. Thanksgiving recess – University Closed
Nov. 30 Mon. Classes resume
Dec. 10 Thurs. FCRH, FCLC, CBA Day Last day of Classes FCRH, CBA Day, FCLC
Dec. 11-14 Fri.-Mon. Reading Days for Day Classes only
Dec. 15-22 Tues. - Tues. FCRH, FCLC, CBA Day Final Examinations
Dec. 15 Tues. FCLS, CBA EVE Last day of Evening Classes
Dec. 16-22 Wed. - Tues. FCLC, CBA Eve Final Examinations
Dec. 19 Sat. Final Examinations for CBA Saturday classes; Final Examinations for
Principles of Financial Accounting Classes 9:30am
Dec. 24-Jan. 3 Thurs. - Sun. Christmas Recess - University Closed

Spring 2010

Jan. 4 Mon. University Opens following Christmas recess
Jan. 13 Wed. FCLC, CBA EVE - New Student Orientation, 6-9pm, Rose Hill
Jan. 14 Thurs. FCLC - New Student Orientation, 6-9pm, Lincoln Center
Jan. 18  Mon.  Martin Luther King, Jr. Day – University Closed
Jan. 19  Tues.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Classes begin
Advising 1:00-2:30pm in Department/Program Offices for Majors; in KE 302 for others
Jan. 19-21  Tues. - Thurs.  FCLS, CBA EVE Extended Hours (to 6:30pm) for Adult Student
advising, Registration and financial services
Jan. 25  Mon.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Add/Drop via BANNER
ends, last day for Program change
Jan. 29  Fri.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Deadline for removal of
INC, ABS, and NGR grades Incurred during Fall 2009 Deadline for filing a Candidate for Degree Card
for May 2010 and August 2010 graduates
Feb. 5  Fri.  FCRH, FCLC - Arts and Sciences Faculty day
Feb. 15  Mon.  President’s Day – University closed
Feb. 16  Tues.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Classes will follow a Monday
Schedule
Feb. 25-Mar. 4  Thurs. - Thurs.  FCRH, FCLC, CBA DAY Mid-Term examinations
Feb. 26  Fri.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Last day for designating a
course Pass/Fail
Feb. 26-Mar. 4  Fri. - Tues.  FCLS, CBA EVE Mid-Term examinations
Mar. 9  Tues.  FCRH, FCLC, CBA DAY Mid-semester grades due for freshmen
Mar. 15-21  Mon. - Sun.  Spring Recess - No Classes
Mar. 22  Mon.  Classes resume
Mar. 26  Fri.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Last day to withdraw from a
course without incurring a WF
Apr. 1-5  Thurs. - Mon.  Easter Holiday - University Closed
Apr. 6  Tues.  Classes resume
Apr. 18  Sun.  FCLS Alumni/Senior Communion Brunch – Lincoln Center
Apr. 29-May 2  Thurs.-Sun.  Spring Weekend
May 6  Thurs.  FCRH, FCLC, CBA DAY - Last day of classes
May 7-10  Fri. - Mon.  Reading Days
May 8  Sat.  Last day for CBA Saturday Classes
May 11  Mon.  FCLS, CBA EVE - Last day of classes
May 11-18  Mon. - Mon.  FCRH, FCLC, CBA DAY Final Examinations
May 15  Sat.  Final exams for CBA Saturday; Final exam for Intro to Managerial
Accounting classes 9:30AM
May 12-18  Wed. - Tues.  FCLS, CBA EVE Final Examinations
May 14  Fri.  FCLS Class of 2009 Senior Dinner, 7:30pm, Rose Hill
May 20  Thurs.  FCRH Encaenia & CBA Awards Night
May 22  Sat.  Commencement Liturgy, University Commencement
May 31  Mon.  Memorial Day - University Closed
June 18  Fri.  FCRH, FCLC, CBA DAY, FCLS, CBA EVE Deadline for removal of
INC, ABS, NGR grades incurred Spring 2010

Cancellation of Classes:
In the event that classes are cancelled, due to inclement weather conditions, The Office of the Vice President for
Administration will post a recorded Message on 1-800-280-SNOW. Fordham University’s radio station, WFUV-FM
(90.7) will also announce the information every 15 minutes.
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FORDHAM UNIVERSITY
MISSION STATEMENT

THE MISSION OF THE UNIVERSITY:
Fordham University, the Jesuit University of New York, is committed to the discovery of Wisdom and the transmission of Learning, through research and through undergraduate, graduate and professional education of the highest quality. Guided by its Catholic and Jesuit traditions, Fordham fosters the intellectual, moral and religious development of its students and prepares them for leadership in a global society.

THE HISTORY OF THE UNIVERSITY:
Founded as St. John’s College by Bishop John Hughes, Fordham opened in 1841 to serve the immigrant Church of New York. At the invitation of Bishop Hughes, the Society of Jesus (the Jesuits) assumed responsibility for the College in 1846. In 1907 the institution achieved university status. Its name was officially changed to Fordham University. During the 20th century, the University grew to encompass eleven schools, with campuses in the Bronx, Manhattan and Westchester County.

CHARACTERISTICS OF THE UNIVERSITY:
As a University
Fordham strives for excellence in research and teaching and guarantees the freedom of inquiry required by rigorous thinking and the quest for truth.
Fordham affirms the value of a core curriculum rooted in the liberal arts and sciences.
The University seeks to foster in all its students life-long habits of careful observation, critical thinking, creativity, moral reflection and articulate expression.
In order to prepare citizens for an increasingly multicultural and multinational society, Fordham seeks to develop in its students an understanding of and reverence for cultures and ways of life other than their own.

As a Catholic University
Fordham affirms the complementary roles of faith and reason in the pursuit of wisdom and learning. The University encourages the growth of a life of faith consonant with moral and intellectual development.
Fordham encourages faculty to discuss and promote an understanding of the ethical dimension of what is being studied and what is being taught.
Fordham gives special attention to the study of the living tradition of Catholicism, and it provides a place where religious traditions may interact with each other and with contemporary cultures.
Fordham welcomes students, faculty and staff of all religious traditions and of no religious tradition as valued members of this community of study and dialogue.

As a Jesuit University
Fordham draws its inspiration from the dual heritage of Christian Humanism and Ignatian Spirituality, and consequently sees all disciplines as potential paths to God.
Fordham recognizes the dignity and uniqueness of each person. A Fordham education at all levels is student-centered, and attentive to the development of the whole person. Such an education is based on close collaboration among students, faculty and staff.
Fordham is committed to research and education that assist in the alleviation of poverty, the promotion of justice, the protection of human rights and respect for the environment.
Jesuit education is cosmopolitan education. Therefore, education at Fordham is international in its scope and in its aspirations. The world-wide network of Jesuit universities offers Fordham faculty and students distinctive opportunities for exchange and collaboration.

As a University in New York City
As home to people from all over the globe, as a center of international business, communication, diplomacy, the arts and the sciences, New York City provides Fordham with a special kind of classroom. Its unparalleled resources shape and enhance Fordham’s professional and undergraduate programs.
Fordham is privileged to share a history and a destiny with New York City. The University recognizes its debt of gratitude to the City and its own responsibility to share its gifts for the enrichment of our City, our nation and our world.

Reviewed and unanimously approved by the Fordham University Board of Trustees, 28 April 2005.
INTRODUCTION

Dear Fordham Student:

It is my privilege and my pleasure to welcome you to Fordham University for the 2009-2010 academic year. In making the decision to pursue your undergraduate education at Fordham, you have chosen a distinctive institution with a proud and rich history and a promising future. Our history spans over 150 years, and is rooted in the nearly 500-year-old Ignation tradition of education that has long been the hallmark and spirit of Jesuit education. Throughout your tenure here, you will hear Fordham’s history, traditions and future described in many different ways by many different people. The defining element that connects Fordham’s past, present and future is the people whose contributions have made it what it is today, and will provide the promise of what it can become tomorrow.

As a student at Fordham University, you have a very important role to play in the life of the institution. You are the fortunate beneficiary of the many contributions of those who have come before you. You also have a very important responsibility to assist in defining what Fordham is and should be today. Perhaps most important, you are now one of the caretakers of Fordham’s future, responsible for protecting its proud legacy and ensuring its promise of tomorrow for those who will come after you. These responsibilities will be filled with excitement and challenge for you, this year and in the years to come.

During your time here, I encourage you to take an active role in your own education, and in the development of the special communities of Fordham. Understand that a liberal education is as much about character, values, morals, and social responsibility as it is about intellectual development and critical thinking. Strive for excellence in everything you do, and never settle for mediocrity. Commit yourself to the service of others less fortunate than yourself, now and in your future life beyond our gates. Be open to different ideas, and to the many different people and cultures of our campus and world. Learn to live with others in harmony, and to use our collective differences for the betterment of our society.

Take the time to dream and to reflect on your development as a whole person. In so doing, shape and refine your vision of who you are, and who you want to become. The faculty, administrators and staff are here for you, and because of you. We will assist and support you in the process of your education. In doing so, we will also challenge you to stretch your mind, heart and spirit. Do not be afraid to call on us for assistance.

This is the tradition and legacy of Fordham, of which you are now a very important part. This privilege comes with significant responsibilities. Remember, from those who have been given much, much is also expected. Best wishes for a successful academic year.

Jeffrey L. Gray
Vice President for Student Affairs
University Administrators
Rev. Joseph M. McShane, S.J., President
Dr. Brian J. Byrne, Vice President for Lincoln Center
Mr. Albert Checcio, Vice President for Development & University Relations
Dr. Stephen Freedman, Senior Vice President and Chief Academic Officer
Mr. Jeffrey Gray, Vice President for Student Affairs
Mr. John J. Lordan, Senior Vice President and Chief Financial Officer
Msgr. Joseph Quinn, Vice President for Mission and Ministry
Mr. Frank Simio, Vice President for Finance
Dr. Frank Sirianni, Vice President for Information Technology
Dr. Peter A. Stace, Vice President for Enrollment
Ms. Margaret Ball, Esq., University Secretary

Academic Deans
The academic deans are responsible for the administration of all programs within their designated school or college. This includes the selection and evaluation of faculty and staff as well as maintaining the quality of curriculum and services. The deans’ offices of the various schools and colleges are where students can get valuable information and assistance on a variety of topics, including academic advising from faculty, majors, programs, college requirements, and adding and dropping courses.

Dr. John Harrington, Dean of Faculty in Arts & Sciences, and Associate Vice President for Undergraduate Education
Dr. Michael Latham, Interim Dean, Fordham College at Rose Hill
Dr. Donna Rapaccioli, Dean, College of Business Administration
Dr. Nancy Busch, Dean, Graduate School of Arts and Sciences
Rev. Anthony J. Ciorra, Dean, Graduate School of Religion and Religious Education
Dr. Isabelle Frank, Dean, Fordham College of Liberal Studies
Rev. Robert R. Grimes, S.J., Dean, Fordham College at Lincoln Center
Dr. James Hennessy, Dean, Graduate School of Education
Mr. William M. Treanor, Esq., Dean, Law School
Dr. Robert Himmelberg, Interim Dean, Graduate School of Business Administration
Dr. Peter Vaughan, Dean, Graduate School of Social Services

Student Affairs Deans
The Student Affairs Deans are broadly responsible for the educational experience of students outside of the classroom, for the provision of a variety of essential services and for the administration of many of the programs described in the Student Affairs section of this handbook.

Ms. Michele C. Burris, Associate Vice President for Student Affairs
Mr. Gregory Pappas, Assistant Vice President for Student Affairs/Dean of Student Services
Mr. Christopher Rodgers, Dean of Students at Rose Hill
Mr. Keith Eldredge, Dean of Students at Lincoln Center
Historical Overview

Fordham is a University in the Jesuit tradition. It is governed by a self-perpetuating, independent Board of Trustees under a charter granted in 1846 by the New York State Legislature. For a century and a half, Fordham University has served American society by offering instruction in the liberal arts and selected professional areas, on both the undergraduate and graduate levels. What distinguishes Fordham from other universities is the complexity of academic specialties and traditions, which is the result of its heritage and its growth in New York City.

Fordham's oldest academic tradition, carried on through Fordham College at Rose Hill, the College of Business Administration, Fordham College at Lincoln Center, the Graduate School of Arts and Sciences, and Fordham College of Liberal Studies, is its commitment to educating talented men and women in the liberal arts and basic sciences. This commitment emphasizes a rigorous intellectual formation, which stresses humanistic and cultural values and provides not only an opportunity for the mastery of intellectual disciplines, but the possibility of studying them in an environment where religious values have a vital and respected presence on campus.

As a University dedicated to serving the needs of society and particularly the needs of New York and America, Fordham prepares women and men for careers in the professions through its Schools of Law, Business Administration, Education, Religion and Religious Education, and Social Service. These Schools continue to make significant contributions to the City and the nation as well as to the professions themselves.

The Fordham Mascot

Three Cheers for the Ram. One of Fordham's oldest traditions has an intriguing history. It has to do with the origin of the Ram as a symbol of the university.

Whence comes our Aries? From a team cheer, the first organized Fordham cheer.

It was a spring afternoon in 1893. The Fordham nine were playing against the United States Military Academy at West Point. The students began cheering:

One-Dam, Two-Dam, Three-Dam… Fordham!!!

The cheer was a unanimous hit with the students, however, the Jesuit faculty felt the cheer was not in keeping with the image of Fordham gentlemen. Unwilling to give up the cheer entirely, the students found "ram" a suitable rhyme for "dam".

The Seal of our University

The seal of Fordham University was designed to acknowledge the presence of the members of the Society of Jesus, who have been associated with Fordham University since 1846; hence, the Coat of Arms of the Society in the center of the seal. Around this central fact is grouped the name of the University, the date of its founding, its motto and its various schools.

The Coat of Arms of the Society of Jesus bears the Greek letters of the lapidary form of the name of Jesus - I H S - with the cross resting on the crossed line of the H, the three nails beneath, all in gold in a field framed in maroon, the color of the University, with silver fleur-de-lys on the edge of the maroon frame, in remembrance of the French Jesuits who arrived in 1846.

Immediately above the central shield rests the laurel crown enclosing the tiles of the areas of learning of the college when it was first granted university status in 1907: arts, science, philosophy, medicine, and law.

Below the central shield is a blue scroll with the motto of the University, Sapientia et Doctrina. The scroll rests on a gold field emblematic of learning (doctrina); scattered over the field are fiery tongues emblematic of the Holy Spirit of Wisdom (sapientia), as evinced on the first Pentecost.

In a circular maroon field edged with laurel-colored beads is the title of the University (Universitas Fordhamensis). At the lower edge of the circular field is the date of the founding of the University, 1841.

Finally, surrounding the entire seal is a heraldic belt. The belt is used as a stylistic decoration to the seal. However, Oxford University, one of the few schools that uses the belt in its seal, maintains that without the belt, the seal is not official.
Fordham's School Colors

Fordham’s official color was originally magenta, but magenta was also used by Fordham’s archrival, Harvard University. Since it was considered improper for two schools to wear the same color, the matter was to be settled by a series of baseball games. The winning team could lay claim to magenta; the losing team would have to find a new color. Fordham won, but Harvard reneged on its promise.

Later, in 1814, at a meeting of the student body, one of the matters discussed was that of choosing an official college color that would belong to Fordham and Fordham alone.

Stephen Wall, of the class of 1875, suggested maroon, a color not widely used at the time. He stated, "I was asked what maroon was, and the only way I could explain it was that it looked something like claret wine with the sun shining through it, but I said that, if I was given time, I would produce a piece of maroon ribbon. So I was accorded the privilege and I wrote to my sister to send me a piece of maroon ribbon and velvet. These samples came in due course and were submitted to the committee." The committee charged with determining the official college color unanimously agreed, and maroon has been the official color ever since.

(An ironic footnote: Harvard also stopped using magenta in favor of crimson.)

Fordham's Religious Tradition

The University was founded in 1841 as St. John’s College by John Hughes, the first Catholic archbishop of New York. He persuaded the Jesuits to come up from Kentucky in 1846 to staff St. John’s, which was later renamed Fordham University.

Fordham has found that its Catholic and Jesuit origins and traditions have provided valuable marks of its distinctiveness and a source of strength. As a consequence, these traditions, religious ideas, perspectives, and values hold an important place in the curriculum. Theology is an important subject requiring serious intellectual study. Students of all faiths and of no faith are given encouragement and opportunity to join in seminars and discussions of religious issues and to participate in religious liturgies. Priests, nuns, and lay persons on the faculty and staff are ready to assist students in the quest for their own religious commitment. None of these opportunities are forced on anyone; their use depends on the interest, good will, and initiative of the students.

A loving and respectful openness to people of all faiths is an integral part of Fordham’s stance, as it should be in any university. The very nature of religious belief requires free, uncoerced consent, just as the nature of a university requires a respect for evidence, for investigation, for reason and enlightened assent.

Jesuit Colleges & Universities in the United States

Eastern:
Boston College
Canisius College
Fairfield University
Fordham University
Georgetown University
College of the Holy Cross
LeMoyne College
Loyola College (Maryland)
St. Joseph’s University
St. Peter’s College
University of Scranton

Central:
John Carroll University
Loyola University (Chicago)
Loyola University (New Orleans)
Marquette University
Rockhurst College
St. Louis University
Spring Hill College
Wheeling Jesuit College
Xavier University

Western:
Creighton University
Gonzaga University
Loyola University (Marymount)
Regis College
Seattle University
University of Detroit
University of San Francisco
University of Santa Clara

Alma Mater Fordham
O Alma Mater Fordham, how mighty is thy power
To link our hearts to thee in love that grows with every hour.
Thy winding elms, thy hallowed halls, thy lawns, thine ivy-mantled walls,
O Fordham Alma Mater, what mem’ries each recalls.
O Alma Mater Fordham while yet thy life blood starts.
Shrined by thy sacred image within our heart of hearts.
And in the years that are to be, may life and love be true to me.
O Fordham Alma Mater, as I am true to thee.
The purpose of Student Affairs work at Fordham University is to create a campus culture that reflects and advances the Roman Catholic tradition of moral and intellectual development pioneered and fostered by Jesuit colleges and universities. We seek to create, for and with our students, an intentional community that will set the highest standards of academic, social, moral, and spiritual excellence. This community must bring to life, in a meaningful way, the fundamental ideals of Jesuit education. The student, as individual and as part of the community, will be the center of our efforts, and will be expected to fully participate in the education offered by full participation in the community. We are a student-centered division. Student Affairs professionals recognize and honor the intrinsic value, dignity, rights, and responsibilities of each student whose development is entrusted to us. We seek to actively assist our students in the development of their God-given talents, we strive to nurture in each a growing sense and appreciation of self-worth and dignity as well as a recognition of these qualities in others. Personal care and attention to the development of the individual student, in and of itself, will not fully realize our long-term aspirations for our students. Work in Student Affairs pursues the greater goal of instilling in each student the moral values, social conscience and ethical sense that form the soil upon which leadership in service to others is rooted. To realize our vision of community, and our aspirations for the students within it, we strive to recruit, select and develop Student Affairs staff members who are willing and able to become living models of personal and professional integrity. These women and men are committed to the values formation demanded by our Jesuit ideals. Our community is one where people make a difference in the lives of others. The professionals responsible for the development and nurturing of this community must therefore be living examples of what we expect our students to become. We are willing to establish clear and high standards for ourselves and, in turn, for the students entrusted to our care. Our responsibility as a division to attend to the development of our students as future leaders demands no less of us.
Dean of Students and Rose Hill Student Life

Christopher Rodgers
Dean of Students
100 Keating Hall
(718) 817-4755
deanofsrh@fordham.edu
www.fordham.edu/deanofstudents

The Dean of Students is responsible for an area of Student Affairs referred to as Student Life. This includes the Office of Student Leadership and Community Development, the Office of Residential Life, the Alcohol and Other Drug Education Program, the New Student Orientation program, Commuter Student Services and Judicial Affairs. Through these offices and others, the Dean of Students, the staff with whom he works, faculty and students partner to create a rich and varied campus culture that cares for and educates students. In the tradition of Jesuit Catholic education, this culture is intentionally designed to fulfill the University and Student Affairs Missions to prepare students morally as well as intellectually for future roles in society. This preparation is the goal of participation in life outside the classroom, where students not only fully realize their educational potential, but also assist in the operation and decision-making of our University. Indeed, the various policies and processes for which Student Life is responsible are meant themselves to be infused with educational value, invite student participation and balance rights with responsibilities. Through high standards of personal conduct and for the community we create together, our University hopes to effectively train men and women for and with others who will, in turn, train future generations. If you need assistance, have any questions, have an idea for our community, want to voice a concern or just want to talk-- please contact the Dean of Students.

Office of Residential Life
Ms. Greer Jason, Assistant Dean of Students and Director of Residential Life
Rose Hill Campus, Loschert Hall Basement
(718) 817-3080
resliferh@fordham.edu
http://www.fordham.edu/resliferh

The University provides housing for approximately 3200 undergraduates and 45 graduate students in 15 residential facilities on and off campus. The Office of Residential Life is committed to a vision of creating a community in the residence halls in order to enhance Fordham students’ educational experience, personal growth, and sense of responsibility. Residence halls are staffed with professional staff members (Resident Directors and Resident Assistants) and Faculty/Jesuit(s) in Residence. The staff works with students to create an environment that fosters respect and promotes a sense of community through a variety of social, cultural, educational, community service, and spiritual programs. As such, the staff challenges students to reach their academic potential and become men and women for and with others.

A handbook for residential students is available at the Office of Residential Life, at each Residence Hall Office (RHO), and online. Students with suggestions, ideas and/or questions are invited to speak with any member of the Residential Life staff or stop by the Central Office located in Loschert Hall Basement.

Office of Student Leadership and Community Development
Dr. Jennifer Mussi, Assistant Dean for Student Leadership and Community Development
Ms. Caroline Whelan, Assistant Director for Leadership and Commuter Student Services
Ms. Regina Fetterolf, Assistant Director for Programming
Ms. Marisa Totino, Assistant Director for Campus Center Operations
Ms. Sylvia Heichel, Office Manager
Mission Statement

The Office of Student Leadership and Community Development at the Rose Hill campus of Fordham University serves the University community by developing a campus environment where students are expected to complement their academic experience with a rich co-curricular life outside the classroom. Staffed by a team of dedicated Student Affairs professionals committed to the University’s Jesuit tradition, OSL&CD strives for excellence in each of our programs and services. Our program offerings include advisement of over 83 student clubs, organizations, publications, program boards, and student government. OSL&CD is also home to department-sponsored programs including: Commuter Student Services, New Student Orientation, Leadership Development programs, and the management of the McGinley Campus Center.

The staff of OSL&CD cares for the whole student and through our advisement and programs we help facilitate students’ intellectual, cultural, spiritual, and ethical development. Our leadership programs are designed to encourage character development and ethical leadership; leadership traits that stay with students long after they graduate from the University. OSL&CD also promotes service in its many dimensions within the Fordham community, in the neighborhoods of New York City and in the world beyond.

A list of current clubs and organizations, the club registration guidelines, and a guide to the funding of registered clubs are presented on the following pages. Additionally, this document outlines the policies and procedures for the Office of Student Leadership and Community Development.

Student Government

United Student Government
McGinley Center Room 203
(718) 817-4373
usgrh@fordham.edu

The United Student Government (USG) is a body of student officials elected each year by the undergraduates of Fordham College at Rose Hill (FCRH) and the College of Business Administration (CBA). USG serves many functions. Charged with the faithful articulation of student needs and sentiments, USG is the official voice of the student body, as every sector of the full-time FCRH and CBA undergraduate population is represented in the USG Senate. From registering club charters to the responsible allocation of the Student Activities Fund, USG monitors many aspects of student life at Fordham. Elections for all offices other than Freshman Senators are held in the spring semester. Undergraduate students in good academic and disciplinary standing are eligible for and encouraged to run for these offices. Meetings are held weekly and are open to the Fordham community.

USG Executive Board
The USG Executive Board shall consist of the President, Executive Vice President, Vice President for Finance, Vice President for Operations, Vice President for Student Life, Vice President for Communications, Vice President for FCRH Academic Affairs, Vice President for CBA Academic Affairs, and a Vice President for Informational Technology.

USG Senate
The USG Senate shall consist of the President and Vice President of every FCRH and CBA class. In addition, each FCRH class will contain a Secretary/Treasurer, and RHA and CSA will each designate one representative to this governing body.
Commuting Students Association
McGinley Center Room 202
(718) 817-4348
csa@fordham.edu

The Commuting Students Association (CSA) is the body of the student government that advocates on behalf of commuting students. It supports commuter interest within the University and provides programming and services designed specifically for commuting students. Through its programs and services, CSA enables students to interact with the administration, the faculty, staff members, and the student body as a whole. The Commuting Students Association sponsors on and off campus programming for all students. Some events include tickets to cultural and sporting events, Commuter Week, and Commuter-Resident Outings. In addition, CSA also participates in and supports the blood drives, Community Service Programs, and many other activities held across campus.

The Commuting Students Association is composed of a five-member executive board and a twenty-member general assembly. The Executive Board is comprised of the President, Vice President, Program Coordinator, Treasurer, and Communications Coordinator and is elected every spring semester. The General Assembly is comprised of twenty members, with five representatives from each class year. Elections for the General Assembly occur in the spring semester with the exception of the incoming first year class which hold elections in early fall. Their meetings are held weekly in the McGinley Center, and are open to all students.

Residence Halls Association
McGinley Center Room 201
(718) 817-4359
rha@fordham.edu

Every Residence Hall on and off campus is represented by the Residence Halls Association (RHA). RHA is dedicated to improving the quality of residence hall living at Fordham University. Through its services, social functions, interaction with the community, and communication with administrators, RHA allows students of diverse interests and backgrounds to develop personally and to participate in the Fordham community.

The Residence Halls Association offers a large variety of programs and services for every student in the Fordham community including the Summer Storage Program for residents at Rose Hill. RHA also programs social events, including the AIDS Auction (a fund-raiser to benefit the Incarnation Children’s Center, care-givers to HIV positive infants) and the Under the Tent Dance semi-formal every spring. RHA networks nationally and brings recognition to Fordham through membership in the National Association of College and University Residence Halls.

The RHA Executive Board is comprised of six members elected by the General Board in the spring semester. This body is led by the Executive President and the positions of Executive Vice President, Executive Secretary, Executive Treasurer, Program Coordinator, and National Communications Coordinator round out the board. The General Board is comprised of representatives from respective halls elected during the fall semester. The General Board meets with the executive board weekly to plan upcoming events, to allocate RHA funds, to discuss topics vital to resident students and to prepare for regional and national conferences. Each student has the opportunity to contribute to the character and the direction of his or her residence hall by running for office in the Residence Halls Association or by working with his or her local board. Elections for the general board take place in mid-September.

Programming Board
Campus Activities Board
McGinley Center Room B51
(718) 817-4382
cab@fordham.edu

The Campus Activities Board (CAB) is a group of committees whose purpose is to provide educational, social,
cultural and informational programs for Fordham students. The CAB committees include: the American Age Lecture Committee, Concert Committee, Cinevents Committee, Cultural Affairs/Fine Arts Committee, Rodrigue's Coffeehouse, Special Events Committee, The Other Place (T.O.P.), and the Weekend Activities Committee (W.A.C.). Some prominent CAB events include discounted Broadway show tickets, top name comedians and bands, Family Weekend and Spring Weekend. Any student wishing to serve on a CAB committee or looking for information about campus programming should contact the Campus Activities Board's office or the Assistant Director for Programming in the Office of Student Leadership and Community Development.

Clubs and Organizations
The following groups are registered with the United Student Government and the Office of Student Leadership and Community Development as of July 2009. For any information pertaining to any club listed herein, please visit the OSLCD website for contact information at www.fordham.edu/student_affairs/student_leadership__/rose_hill/clubs_organizations.
Student Governments
United Student Government
Commuting Students Association
Residence Halls Association

Programming Clubs
Campus Activities Board
  ▫ American Age Lecture Series
  ▫ Cinevents
  ▫ Concert Committee
  ▫ Cultural Affairs Committee
  ▫ Rodrigue’s Coffee House
  ▫ The Other Place
  ▫ Weekend Activities Committee
Peer Educators

Academic Clubs
Academia Hispania
ALPFA at Fordham
Beta Alpha Psi
Economics Society
Finance Society
Gamma Kappa Alpha
GLOBE
Laennec Society
Math Club
Phi Alpha Theta
Philosophy Society
Political Science Student Union
Psi Chi
Psychology Society
Society of Computer Science
Society of Visual Arts

Cultural Clubs
Armenian Club
Asian Cultural Exchange
ASILI
El Grito de Lares
FUSE
Gaelic Society
Hellenic Society
Le Cercle Francais
MECA
Muslim Students Association
Philippine-American Club
Polish Cultural Exchange
Pope Dante
Pride Alliance
Ukrainian Society

Performing Clubs
Debate Society
Expressions Dance Alliance
Fordham University Band and Orchestra
Fordham University
Concert Choir
Fordham Experimental Theatre
Fordham Flava
Fordham Marketing Society
Fordham University Glee Club
  - The Ramblers
  - Satin Dolls
  - B-Sides
Mimes and Mummers
Mock Trial

Political Clubs
College Democrats
College Republicans
Pre-Law Society
Respect for Life

Publications
Ampersand
The Maroon Yearbook
the paper
The Ram

Service Clubs
Big Brothers/Big Sisters
Circle K
Fashion for Philanthropy
FUEMS
Global Outreach
PACNY
Students for Fair Trade
Student Global AIDS Campaign

Special Interest Clubs
1000lb. Club
Contemporary Science Fiction
FATPO
Hip Hop Coalition
Ignatian Society
Orthodox Christian Fellowship
Pershing Rifles
Progressive Students for Justice
Ram Real Estate
Ski and Snowboard Club
Sixth Man Club
Club Registration Policy

Section I. Introduction

1. The USG has the authority to register and regulate those student clubs and organizations whose membership is open to full-time Fordham College at Rose Hill and College of Business Administration undergraduate students who are in good standing on the Rose Hill Campus with the advisement and supervision of the staff of the Office of Student Leadership and Community Development.

2. Certain exceptions will be made for any organization whose membership may be limited by the nature of its requirements (i.e., academic honor societies). Such exceptions will be determined by the President of the USG, the Operations Committee, the Assistant Dean for Student Leadership and Community Development and the Dean of Students.

3. Social fraternities and sororities will not be considered for registration, with the exception of academic honor societies.

4. The views held by a registered club may or may not be those held by the University or United Student Government.

5. A student organization that performs or competes before the public may appropriately be called, for example, Fordham Band or Fordham Debate Society. Other groups must distinguish themselves as Fordham clubs by using the phrase “at Fordham.” For example, “Asian Cultural Exchange at Fordham.”

Section II. Requirements for Club Registration

For official registration, a student club or organization must fulfill the following requirements:

1. It must meet a need not presently met by any other club, organization or department on the Rose Hill campus.

2. It must demonstrate that it contributes to the overall educational mission of Fordham University.

3. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual or spiritual development of its individual members and the University community.

4. It must provide the following information to the USG Vice President of Operations:
   a. A member listing form signed by at least fifteen members, along with their phone number and/or email address.
   b. A constitution written in compliance with USG guidelines. The constitution of the club may be written and structured according to the desires of its authors; however, it must incorporate the following items:
      • name and purpose of the organization
      • qualifications for membership
      • an affirmation that membership will not be restricted based upon national origin, race, religion, creed, gender, sexual orientation, age, or physical handicap
      • officers, their elections, their duties and responsibilities and removal procedures
      • a statement of compliance with the University’s policy on hazing
      • meetings of the organization
      • how to amend the constitution
   c. A signed faculty/administrator advisor consent form.
   d. A club officers form.

Section III. Club Registration Process

1. The proposed club must turn in above materials to the USG Vice President (VP) of Operations.

2. The USG VP of Operations and the Assistant Director for Leadership and Commuter Student Services will return to the proposed club the materials with comments and suggestions.

3. The proposed club turns in the revised constitution to the USG VP of Operations, who submits it to the Operations Committee for the first Operations Review. Representatives from the proposed club may attend the
Committee review to respond to questions. The Operations Committee votes to approve a second Operations Review or deny the proposed club official status. The USG VP of Operations returns the constitution with suggested revisions or denial.

4. The proposed club, if approved for a second review, submits revisions to the USG VP of Operations. The proposed club’s representatives may attend the Committee's review to respond to questions. The Operations Committee will vote to deny club status or to approve the proposed club. Approved clubs will be passed on to the Assistant Dean for Student Leadership and Community Development and Dean of Students for recommendations, revisions, and administrative approval, or denial.

5. The Assistant Dean and/or the Dean of Students will return revisions and recommendations to the proposed club via the USG VP of Operations. The Assistant Dean and Dean of Students will return administrative approval or denial of the final revised constitution to the proposed club via the USG VP of Operations.

6. The proposed club, if given administrative approval, submits the final revised constitution to the USG VP of Operations, who submits the constitution to the USG Senate for final approval or denial. The USG VP of Operations will notify the proposed club of the result. If approved, the proposed club becomes a registered club at the Rose Hill campus of Fordham University.

7. Newly registered clubs shall be subject to a probationary period of 14 academic weeks excluding final exams, spring, summer and Christmas breaks. Clubs are ineligible for office space during probation, but they have all of the other rights and responsibilities of a registered club. New clubs can appeal for funds for specific events, but are ineligible to submit a budget packet until the next budget day after the end of their probation.

8. Club constitution amendments must be approved by the Operations Committee and filed with the Office of Student Leadership and Community Development within one week of adoption.

9. For club registration materials, including time guidelines, contact the USG VP of Operations or the Assistant Director of OSLCD for Leadership and Commuter Student Services.

Section IV. Review of Registration

1. All clubs are required to submit Budget and Operations paperwork by the posted deadline each semester.

2. The Operations Committee shall conduct a review of all clubs based on Budget and Operations papers each semester. At that time, clubs will either continue to be registered, be put on probation or have their registration revoked.

3. Any club that is inactive for three semesters automatically has its registration revoked. Clubs inactive for one semester are considered to be dormant and require a review before the Operations Committee to be re-activated.

4. If at any time a written request for the review of a club is submitted by the Vice President of Student Affairs, the Student Life Council, the Senate or any member of the Fordham University community, the Vice President for Operations, the Assistant Dean for Student Leadership and Community Development, and the Dean of Students are compelled to review it.

5. The Assistant Dean for Student Leadership and Community Development and the Dean of Students reserve the right to intervene in the absence of USG action.

Please Note - Only matriculated students pursuing degree programs who are not under academic or disciplinary probation will be eligible for office in a student organization. This includes appointed as well as elected offices.

Club Rights, Responsibilities, and Requirements

1. Each activity of the club must abide by the USG Constitution, all laws passed by the Senate and the University policies and regulations as stated in the Student Handbook.

2. Any form of hazing is expressly condemned and forbidden. Individual students as well as student organizations participating in and/or promoting any form of hazing will be subject to University disciplinary action.

3. Each club must have the following items on file with the Operations Committee: a constitution, a current club officer listing, a current membership listing, an evaluation of at least three events from the previous semester and a faculty advisor consent form. These items must be submitted to the Operations Committee on a semesterly basis.

4. The University has a right to expect that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration and respect for opposing points of view. Student organizations
at the time of their registration should therefore agree to the policies and procedures appropriate to their activities and conduct both on and off campus.

5. It is especially crucial for all student organizations involved in issues that may be deemed controversial or provocative that the required advisor be actively involved in the planning and implementation of the organization’s activities.

6. Registration of a student group in no way implies that the University necessarily endorses positions or points of view espoused privately or publicly by members of the organization. All clubs are responsible to publicly make this fact known, and that they do nothing that will cause this fact to come into question or compromise.

7. Registered clubs have the following privileges:
   a. Use of University facilities in accordance with applicable policies meetings and activities.
   b. Solicitation of membership on campus under the organization’s name.
   c. Listing of the organization in the official publications of the University.
   d. Use of University bulletin boards and other designated posting areas.
   e. Access to University services, leadership programs, and the expertise of a faculty or staff advisor.
   f. A mailbox in the Office of Student Leadership and Community Development.
   g. An email address on the University system.
   h. A University-connected web site.

8. Along with the rights of registration come certain important responsibilities. Primary among them is the registered student organization’s responsibility to avoid any activity, speech or expression that may be deemed by the responsible University administrator as:
   a. Creating a clear danger of inciting violence or unlawful behavior.
   b. Advocating the physical harm, coercion, intimidation, or invasion of the personal rights of individual students, faculty, staff, administrators or guests.
   c. Violating University policies on harassment.
   d. Advocating the willful damage, destruction or seizure of University buildings.
   e. Interference with classes or unlawful interference with University events or activities.

9. Each Registered student organization is eligible to have a web site connected to the Student Clubs and Organizations site. All information on these pages should be used to promote the University community, and links to commercial web sites are prohibited. Club pages will be reviewed by the Assistant Director for Operations on a regular basis. Clubs are not permitted to host websites external to the Fordham University website.

10. All film rentals should be directed through the Assistant Director of Student Leadership and Community Development for Programming. Films must be ordered no later than two weeks prior to the requested date. All clubs are responsible for any films ordered. This includes any overdue fees, damages and shipping charges. Films can be picked up in the Office of Student Leadership and Community Development.

11. Student organizations exist to contribute to the overall mission of Fordham University and to advance the social, moral, cultural, intellectual, or spiritual development of its members and the University Community. It is the responsibility of the editors of student publications to critically examine potential advertisements and decide whether to accept an advertisement based on the following guidelines.
   a. Advertisements must be legal, truthful, and compatible with the values and mission of the University as a Jesuit, Catholic institution (concern for each student, respect for individuals and groups of people, dignity of the human person).
   b. To this end, the University prohibits the publication of ads containing or providing sources for, but not limited to, sexual content (1-900 phone lines, strip clubs, web sites, etc.); alcohol consumption (bars, clubs, bartending schools, etc.); tobacco; reproductive services (abortion, birth control, sperm or egg donation, etc.); the promotion of hate against any group; illegal activities; any other subject matter which, after discussion and review with University officials, is determined to be inconsistent with the values and mission of the University.

12. Events (in particular, dances and mixers) sponsored by a registered student organization must meet the following requirements:
   Guidelines for Events not serving alcohol:
   a. Staff/Security Presence:
      • Security guards in a ratio of one guard per 100 people with a minimum of two guards required.
      • Faculty/staff advisor (or an appropriate substitute) present for the entire event.
   b. Guest Policy
• The number of guests admitted per Fordham student ID at student events is determined by the Assistant Dean for Student Leadership and Community Development. Event Staff must be present at the door to check and collect all IDs of guests and their Fordham host.

Guidelines for Events serving alcohol:

a. Staff/Security Presence:
   • Security guards in a ratio of one guard per 50 people with a minimum of two guards required.
   • Faculty/staff advisor (or an appropriate substitute) present for the entire event.

b. Guest Policy
   • The number of guests admitted per Fordham student ID at student events is determined by the Assistant Dean for Student Leadership and Community Development. Event Staff must be present at the door to check and collect all IDs of guests and their Fordham host.

*For additional information regarding events serving alcohol, refer to the University Alcohol Policy Registered Events section of the Student Handbook.

*Some special events may also be required to enforce the guest policy, as determined by the Assistant Dean for Student Leadership and Community Development.

Please note: Non-students are not permitted to attend on-campus student events, unless a Fordham student host, who accepts responsibility for them as guests, accompanies them and they have a proper form of identification. All advertising for events where the guest policy is to be enforced must state the following: a. students must present their Fordham student ID
b. Fordham students are limited to 0-2 guests (determined by the Assistant Dean for Student Leadership and Community Development)
c. Fordham students/hosts must accompany and accept responsibility for their guests.

13. All printed posters, postcards and fliers must be approved by the Office of Student Leadership and Community Development. No event may be advertised to the general public without the consent of the Assistant Dean for Student Leadership and Community Development. Upon entrance to a Fordham club or organization event, non-Fordham guests must register, by leaving a valid form of identification (student identification or driver’s license) at the door of the event along with the Fordham student’s ID. IDs are to be kept for the duration of the event and returned when the guests leave.

14. Frisking of event patrons is prohibited. If a planned event necessitates this in order to ensure its’ success, the first order of business is to examine the event for its appropriateness for our community. If exceptions to this standing practice are necessary, this activity is always to be coordinated with the Security Department and is to be conducted by its’ staff members or their authorized representatives.

15. Clubs found to be violating the off-campus advertising policy, or failing to enforce the guest policy, will have their right and privilege to hold evening and weekend events suspended for the remainder of that semester and continue through the following semester.

16. Any group of students interested in traveling off campus as representatives of the University must first receive approval for the trip from the Assistant Dean for Student Leadership and Community Development. Once approved, the group leader must provide the following information to the Office of Student Leadership and Community Development for each student traveling:
   a. Name of student traveling
   b. Local contact information
   c. Emergency contact information
   d. Dates and Times of the trip
   e. Travel destination
   f. Means of transportation
   g. Contact person/phone number at destination.

It may be necessary, as determined by the Assistant Dean for Student Leadership and Community Development, for the group to be accompanied by a Fordham University chaperone. Chaperones are staff members of the Division of Student Affairs, faculty members, or other administrators approved as trip chaperones by the Assistant Dean for Student Leadership and Community Development and/or the Dean of Students. All students traveling are expected to abide by the Fordham University policies as published in the Student Handbook. Additionally, each participant must sign an Activity Waiver, which can be found in the Office of Student Leadership and Community Development. The travel information listed above as well as activity waivers must be turned into the Assistant Director for Programming no later than one week prior to departure. (For additional information regarding student travel, refer to the SLC funds section of this Handbook)
17. Student club and organization programming is not permitted during reading days and final examination periods.
18. All student clubs and organizations are responsible for adhering to the Policies outlined in the “Publicity and Posting” and “Advertisements in Student Publication” sections of this Handbook.

Student Life Council
The Student Life Council is a body chaired by the Dean of Students and made up of students, faculty and administrators. The broad purpose of this council is to maintain contact between these campus constituencies and to encourage ongoing conversation and consultation on activities, events, organizations, student government and collaborative efforts between students, faculty, academic affairs and the Office Student Leadership and Community Development.

I. Specific Purpose:
1. To discuss the operations, purposes and learning outcomes associated with the student life area at Rose Hill. Student activities, events, clubs and organizations and to ensure that organization or club activities are of high quality, contribute to learning outcomes and are consonant with the Mission of the University. In conducting this review, the members of the council and the subcommittees will contribute information during meetings on the various activities, events, clubs and organizations which play a part in the campus culture. The council may recommend the termination of activities that are not achieving appropriate learning outcomes or are not consonant with the Mission of the University or recommend and encourage the organization of activities in areas in which there is a perceived need.
2. To encourage involvement by a broad range of campus constituencies in activities, events, clubs and organizations and to assist each student club or organization in securing a faculty advisor.
3. To discuss and recommend guidelines for the financial support of activities, events, clubs and organizations from the Student Activities Fee.
4. To determine and assess the performance of referendum status organizations and evaluate requests for referendum status.
5. To discuss the budget for student activities following reception of a proposed budget from the Student Activities Budget Committee.
6. To discuss issues related to student life at Rose Hill, activities, events, clubs and organizations.
7. To hear and review reports from the chair of each SLC subcommittee.

II. Membership in the Student Life Council
The Student Life Council consists of:
• Dean of Students (Chair)
• Assistant Dean for Student Leadership and Community Development
• Assistant Director for Student Leadership and Community Development - Leadership and Commuter Student Services
• Assistant Director for Student Leadership and Community Development - Operations
• Assistant Director for Student Leadership and Community Development - Programming
• Director, Alcohol and Other Drug Education Program
• USG Executive President
• USG Executive Vice President
• USG Vice President for Finance
• USG Vice President for Operations
• USG Vice President for Student Life
• Residence Halls Association President
• Commuting Students Association President
• Dean of Fordham College at Rose Hill
• Dean of College of Business Administration
• Faculty Member (Fordham College at Rose Hill)
• Faculty Member (College of Business Administration)
• A member of the Resident Director staff (appointed by the Dean of Students)
• A member of the Resident Assistant staff (appointed by the Dean of Students)

III. Meetings
The council meets the last week of each month during the academic year except in September when organizational meetings are scheduled within the first two weeks. The meetings are open to the campus community and any student may submit an agenda item for consideration by the SLC Executive Board.

1. Agenda items for SLC will be officially designated in one of three ways:
   a. discussion items: defined as items placed on the agenda for discussion, to get a sense of the council or to gather feedback.
   b. discussion/resolution items: defined as items placed on the agenda for discussion (see above) but which the agenda item sponsor wishes to be voted on. These agenda items should be presented in a standard format as a resolution in case the SLC chooses to vote on them.
   c. resolution items: defined as items placed on the agenda for voting after discussion is closed. These agenda items should be presented in a standard format as a resolution in case the SLC chooses to vote on them.
2. The Executive Board will set a timetable for meetings each year as well as the gathering of agenda items.
3. At the last meeting of the year, to take place in April, the incoming representatives will be invited to join the outgoing representatives at the table. Outgoing representatives will relinquish the privilege of voting to incoming representatives.

IV. Student Life Committee Sub-Committees

1. Executive Board
   a. Purpose: To schedule and plan the agenda for Council Meetings. To discuss and make determinations and/or recommendations on structural and procedural questions related to the overall operation of the Student Life Council. To discuss agenda items relevant to student life as needed.
   b. The Executive Board consists of:
      • Dean of Students
      • Assistant Dean for Student Leadership and Community Development
      • Assistant Director for Student Leadership and Community Development - Leadership and Commuter Student Services Leadership
      • USG Executive President
      • RHA Executive President
      • CSA Executive President

2. Selection Committee
   a. Purpose: To select members of the Budget, Operations, and House subcommittees through an application and interview process.
   b. The Selection Committee consists of:
      • Assistant Dean for Student Leadership and Community Development
      • Assistant Director for Student Leadership and Community Development - Leadership and Commuter Student Services
      • Assistant Director for Student Leadership and Community Development - Programming
      • Assistant Director for Student Leadership and Community Development - Operations
      • USG Vice President for Finance
      • USG Vice President for Operations
      • USG Vice President for Student Life

3. Budget Committee
   NOTE: please see Student Activities Budget Committee section of the Student Handbook for complete details.
   a. Purpose
      To recommend allocations of Student Activities fees each semester to the Student Life Council; the Budget Committee shall request and review all information pertaining to the purposes and financial activities of each organization; meets weekly to review budget appeals by clubs and organizations; members are selected for one year terms through an application and interview process by the Selection Committee.
   b. The Budget Committee consists of:
      • USG Vice President for Finance (chairperson, nonvoting)
      • Assistant Director for Student Leadership and Community Development - Programming (advisor, nonvoting)
• Assistant Director for Student Leadership and Community Development – Leadership and Commuter Student Services (advisor, nonvoting)
• 2 minimum – 4 maximum members of USG
• 5 minimum – 7 maximum members of the general student body

4. Operations
a. Purpose: To review the activities of the USG recognized clubs on the Rose Hill Campus in order to make recommendations to the clubs and to the Budget Committee; to approve the registration of new clubs; and to approve changes to existing club constitutions.
b. The Operations Committee consists of:
• USG Vice President for Operations (chairperson, nonvoting)
• Assistant Director for Student Leadership and Community Development - Leadership and Commuter Student Services (advisor, nonvoting)
• 2 minimum – 4 maximum additional members of USG
• 5 minimum – 7 maximum members of the general student body

5. Student Life
a. Purpose: To work with the Assistant Dean for Student Leadership and Community McGinley Center in an advisory capacity, to recommend policies, procedures, capital expenditures, and facilities management in the McGinley Center and other facilities used for student programming; to discuss and make recommendations regarding catering; and to allocate club office space.
b. The Student Life Committee consists of:
• USG Vice-President for Student Life (chairperson, nonvoting)
• Assistant Dean for Student Leadership and Community Development (advisor, nonvoting)
• Director of Operations, Sodexo Dining Services (or designate, nonvoting)
• Assistant Director for Student Leadership and Community Development- Operations
• USG Vice-President for Communications
• Representatives from the Campus Activities Board
• Representative from the Commuting Students Association
• Representative from the Residence Halls Association
• additional members of USG
• members of the general student body

6. Programming
a. Purpose: To facilitate the coordination of the various programming efforts on campus with a focus on the major programming groups.
b. The Programming Committee consists of:
• Assistant Director for Student Leadership and Community Development- Programming (advisor- nonvoting)
• President of the Campus Activities Board (chairperson, nonvoting)
• USG Vice-President for Student Life (nonvoting)
• Representative of Cultural Clubs
• Representative of Performing Clubs
• Representative of Academic Clubs
• Representative of Special Interest Clubs
• Representative of Publication Clubs
• Representative of Political Clubs
• CSA Programming Coordinator
• RHA Programming Coordinator

7. Residential Life
a. Purpose: to provide a venue for the discussion of issues relevant to resident students with the Office of Residential Life and the Residence Halls Association and a structure through which the Residence Halls Association and Office of Residential Life will partner on joint efforts to manage on-campus housing.
b. The Residential Life Sub-Committee consists of:
• Executive Vice President of RHA (chair, non-voting)
8. Commuter Life
a. Purpose: to provide a venue for the discussion of issues relevant to commuting students with the Office of Student Leadership and Community Development, the Commuter Student Services Program and the Commuting Students Association and a structure through which the CSA and the Office of Student Leadership and Community Development will partner on joint efforts to provide services to commuting students.
b. The Commuter Life Sub-Committee consists of:
   • Executive Vice President of CSA (Chair of Committee, non-voting member)
   • Assistant Director of Leadership and Commuter Student Services (advisor, non-voting)
   • Executive President of CSA
   • General Assembly Member of CSA (chosen by Executive Board)
   • Co-Chair of Committee (chosen through a vote of the committee, non-CSA)
   • Senior Class Commuter Representative (non-CSA)
   • Junior Class Commuter Representative (non-CSA)
   • Sophomore Class Commuter Representative (non-CSA)
   • Freshman Class Commuter Representative (non-CSA)

Student Activities Budget Committee Guidelines

Goals of the Budget Committee
1. Promote the educational and personal development of Fordham students by providing co-curricular and extracurricular activities, which will foster the greatest interaction among students.
2. Provide funding for activities for students which foster intellectual growth and offer opportunities to develop leadership qualities
3. Provide opportunities for social and cultural activities that are open to the entire Fordham community.
4. To ethically review and consider all appeals by all clubs in an effort to fairly allocate the Rose Hill student activity fee.

Required Information and Statements to be Eligible to receive Funding
1. For all clubs who receive funding on an appeal by appeal basis, a complete budget packet, as determined by Operations Committee, is due each semester.
2. For all clubs who receive funding on a referendum basis,
   a. Statement of financial activities from the current academic semester
   b. List of proposed activities for the coming semester (projected budget)
   c. All documentation required by the Operations committee.

Referendum Status
Referendum status is reserved for clubs who spend a consistent amount each semester and have proven to be responsible with their allocated funding. In order to be considered by the committee for referendum status. A club must appeal to the budget committee with the following documentation:
   a. At least three (3) past semesters worth of budgets
   b. A detailed letter explaining why referendum status would be beneficial to the committee and the club.
   c. A projected budget for the upcoming semester.
It is the responsibility of the club to put together the packet and make it as complete as possible. Any supplemental information is more than welcomed and it is at the discretion of the budget committee to determine if the information provided is up to standard. Following a review of the application, the committee then makes a recommendation to the Student Life Council on referendum status.

Budget Committee Guidelines

1. The student club or organization must be registered and in good standing with the Operations Committee before a budget request can be submitted to the Budget Committee.

2. The Committee expects that all appeals will meet the following criteria:
   a. The event for which funding is requested is within the scope of the club, as per their constitution.
   b. The number of students the event is expected to benefit is consistent with the amount of money requested for the event.

3. The Budget Committee holds certain precedents, in an attempt to look at all appeals in a consistent manner. The committee puts emphasis upon the information printed in the budget packets, any subsequent appeals, and any information shared by the committee in meetings with their liaison or with the committee. The precedents of the Budget Committee are as follows:
   - No more than $35 allocation for all Bake Sales.
   - An itemized Menu for food totaling $100 and over should be attached
   - Provide a biography and price verification for performers whose fee is over $100.
   - Acceptable verification, i.e. invoices, sample contracts, or agent email, of all prices for services/products over $100. The verification MUST be from a reliable source associated with the service provider/product.
   - If a club is requesting food for an event, the committee requires that you explain how it will enhance the program
   - Please contact the Assistant Director for Programming prior to appealing for any act that requires a contract. The Assistant Director will be able to help you adequately plan your program and will convey confidence to the committee that the event is being planned according to OSL&CD.
   - Clubs are not allowed to issue loans or grants to outside concerns or organizations.
   - Clubs are not allowed to depositing such funds, in total or in part, in private checking accounts.
   - To pay salaries to the club officers for the sole purpose of holding office.
   - Clubs are not allowed to purchase alcoholic beverages.
   - Clubs are expected to cover expenses not covered in their SLC allocation with their self-generated funds.
   - Clubs are not allowed to pay bartenders provided by food service.
   - Clubs are not allowed to organize social events not within the scope of their program as determined by the Operations Committee liaison to the Budget Committee.
   - The Budget Committee will not fund monies for prizes at events.
   - The aforementioned restrictions also apply to self-generated funds. Exceptions must be discussed with the Assistant Director for Programming.
   - All clubs funded by SLC must be open to all Fordham students who meet the requirements for membership, with the exception of USG class level government activities.
   - Student activity funds allocated by the committee must not be used to sponsor CBA or FCRH exclusive events.
   - Any club submitting a late budget request will be subject to sanctioning by the Operations Committee.
   - The committee will not accept any incomplete budget request forms. A completed form must contain the signature of a faculty/staff advisor unless approved by the Executive Vice President for Operations.
   - Every club that is approved for a budget will automatically receive a $30 copy card. The club must appeal to the committee for all refills on their copy card.
   - Reallocations: If a club chooses not to use portions of previously allocated funds, it may request to allocate those funds toward other club purposes. Reallocations will not be approved for an event after the event date has passed.
   - Newsletters: In the event that funding is granted for a student club newsletter, this funding shall not exceed $50 per club, per semester. (See University Regulations on Advertising in Student Publications)
   - University Speakers: A member of the Fordham community who presents lectures/programs at events hosted by student clubs or organizations shall not be funded with student activity funds. However, they may be given a token of thanks not to exceed $25 in value.
   - Sale of SLC Funded Equipment: Any club or organization that wishes to sell permanent property (e.g. video camera, computer equipment, etc.) that was purchased with SLC funds must first appeal to the committee for
approval. The committee will determine that there is just cause for the sale and that the money generated will be used by the club to purchase items that are consistent with the organization’s constitution. If the sale is approved, the money received for the equipment would revert back to the SLC contingency fund and would be available to the club after an appeal to the committee that states what the club wishes to do with the money. The organization has twelve months from the date of sale to appeal for the use of funds. In addition, equipment purchased with SLC funds must be stored in the Office of Student Leadership and Community Development or in a proper place approved by the Assistant Dean for Student Leadership and Community Development.

• Film Rentals: All film rentals should be directed through the Assistant Director for Programming. (See the Club Rights, Responsibilities and Requirements section for additional information)

• Food/Refreshments: Funds for refreshments at or after a club function which includes a formal program may be requested based on cost not to exceed $9.00 per person, and not to exceed $17 per person where catering is provided. The committee will review these requests on an individual basis.

• Over-Expenditures: It is the responsibility of each club or organization to know how much money is in its treasury at any given time. It is the policy of SLC that no club or organization may spend more for an event than the balance existing in its SLC account prior to the event. If a club or organization wishes to plan an event that costs more than it has available prior to the event, two options are available:
- It may appeal to the Budget Committee for additional funds.
- In the event a club finishes the semester with over expenditures, the dollar amount over-spent will be paid back to the budget committee with funds allocated for the following semester.

Guidelines for Student Travel Funded by the Budget Committee

Student travel must be sponsored by a recognized student club, organization or department-sponsored group. The purpose for the travel must be representative of the approved purpose of the student group. New clubs that are on probation are not eligible for a club budget and therefore not eligible to appeal for funding for travel unless the participation is deemed necessary to the success of the club by the Assistant Dean of the Office of Student Leadership & Community Development.

Students interested in attending a conference and/or organizing student travel must meet with the Assistant Director for Programming and provide detailed conference information prior to the submission of a budget appeal. Each student who is interested in attending the conference must complete travel applications. Ideally, all non-local (outside the five boroughs of New York City and the immediate tri-state area) student participants should be accompanied by a Fordham University chaperone. Chaperones are staff members of the Division of Student Affairs, faculty members or other administrators approved as trip chaperones by the Assistant Dean of the Office of Student Leadership & Community Development.

Funding

An itemized budget appeal with proof of price for all expenditures must be submitted to the Budget Committee. The committee will fund conference registration fees, hotel accommodations and non-local travel (including air fare, train and bus tickets). Meal expenses will not be reimbursed.

Number of Participants: SABC will fund no fewer than two (one student & one chaperone) and no greater than five (four students & one chaperone) conference participants for any single non-local conference. If a group wants to send additional conference participants, the group must offset the costs with self-generated funds. Any variations from this rule will be decided by the Executive Vice President for Finance with consultation with the Assistant Dean of the Office of Student Leadership & Community Development.

Seniors

Graduating seniors will not be funded by the Budget committee unless their participation in the conference is a culmination of their four-years of involvement in a specific student organization. The Executive Vice President for Finance will determine whether a senior’s participation in a conference is appropriate for funding.

Housing Accommodations

Participants will only be housed in single-sex accommodations. Chaperones will be housed in their own room.

Student Travel
Student Behavior: All students are expected to abide by the Fordham University policies published in the Student Handbook. Any policy violations that take place during the conference will be referred to the Dean of Students and/or the Director of Residential Life. Participants may not consume alcohol (or other drugs) during the entire trip.

Agreement: All students participating in travel must sign an agreement that he/she will participate in conference sessions and other important activities associated with the program as well as adhere to Fordham University’s Student Code of Conduct.

Policies and Procedures
1. The committee will follow a modified version of Parliamentary Procedures: One member of the committee must motion to vote and another member must second the motion. It is at the discretion of the chair to recognize that motion or not. The chair may choose not to recognize the motions if they feel that the motion is:
   a. Not made in an unbiased manner
   b. If voting members are acting in a biased manner towards a club or appeal
   c. Discussion has not been efficient enough.
2. At least 2/3 of the voting members must be present in order to meet quorum.
3. Proxy voting will not be permitted.
4. In the event of a split decision, the chairperson will be the deciding vote.
5. The committee will hold weekly meetings to review budget appeals, reallocations and date changes.
6. Upon the recommendation of the Budget Committee, the Chair can table an appeal to the Operations Committee for further discussion.
7. The committee will be made up of 2 – 4 USG members and 5 - 7 non-USG members.
8. There must also be an Operations Committee liaison present at all meetings, who will be present in a non-voting capacity. It is his/her role to determine scope of a club’s appeal, as determined by the club’s constitution.

Duties and Responsibilities of the Chairperson of the Budget Committee
1. The Chairperson will serve as the mediator of the committee, where he/she will be impartial and will allow reasonable time for discussion on each appeal.
2. The Chairperson will present all appeals submitted by clubs by the predetermined deadline to the committee members.
3. The Chairperson has the right to sanction any club who does not use their funds as they were intended and designated to be used as by the committee.
4. The Chairperson will maintain a record on member’s attendance and club reports.
5. The Chairperson will make all decisions regarding policies, with the advisement of the Assistant Director for Programming and Assistant Director for Student Leadership and Commuter Student Services.

Duties and Responsibilities of the Budget Committee Members
1. Members shall serve as liaisons between the committee and their assigned clubs, as designated by the Chairperson.
   a. Liaisons must meet with their clubs at least twice during the semester and check in with emails at least once a month.
   b. Committee members cannot be liaisons to a club they are involved in or have been involved in.
   c. Liaisons will provide the committee with information required to make fair and informed decisions on appeals.
   d. Liaisons will notify their clubs of the committee’s decisions.
   e. Liaisons will provide their clubs with suggestions on how to make their appeals stronger.
2. Members are expected to make unbiased decisions regarding appeals. If in the event that the Chairperson or another committee member suspects that a member is not being unbiased:
   a. The Chairperson will meet with the Advisors of the committee to discuss the allegations and suspicions.
   b. The suspected committee member will be called in for a meeting.
   c. The Chairperson and Advisors will determine what the appropriate course of action is (i.e. removal from committee).
3. Members are expected to be respectful of all opinions and beliefs while in and out of meetings.
4. Members are expected to be respectful of the closed door nature of the meetings.
5. Members are required to attend a minimum of two programs per semester per club to which they are a liaison to. They are expected to submit a written evaluation to the Chairperson within one week of the event.

Duties and Responsibilities of the Vice Chair of the Budget Committee
The Chairperson from those applicants that are interested in joining the Budget Committee will select the Vice Chair. The Vice Chair will assist the Chairperson in all of their duties, specifically:
- Monitor the disbursement of the Student Activities Fund.
- Monitor the numbers and balance of the Student Activities Fund and report back to the Chairperson.
- Act as a liaison to all referendum clubs.
- Act in the place of the Chairperson when the Chairperson is unable to attend to their duties (i.e.: Sickness)

Criteria for Removal of a Member of the Budget Committee
There are several situations that may call for the removal of a member of the Budget Committee. These situations include, but are not limited to:
- Allowing biases to infiltrate the committee meetings and a member’s ability to make vote on an appeal
- Leaking of confidential information to non-members.

Student Activities Fee
The University Administration, with the approval of the SLC Budget Committee and concurrence of the Board of Trustees, instituted a Student Activities Fee for all undergraduate students of the University. The funds generated by the Student Activities Fee will be used only to support full-time FCRH and CBA undergraduate student activities. In the future, the FCRH and CBA Student Activities Fee may be increased, decreased or eliminated (with commensurate financial impact on the amount of student activities) by means of a student referendum, which will be considered passed by a simple majority of student voting in the referendum.

A referendum will be held upon submission to the Dean of Students a petition favoring the change legibly signed by 15 percent of the students registered in Fordham College at Rose Hill and the College of Business Administration at Rose Hill. The petition must also contain a clear statement of the question to be voted on in the referendum. Upon receipt of the petition, the Dean of Students will request that USG hold a referendum within a six (6) week period. It will be the responsibility of USG to:
1. Publicize the issues and questions of the referendum
2. See that the referendum dates and qualification for voting are publicized.
3. Establish the methods by which to vote on the referendum.

If the referendum vote results in a recommended change in the Student Activities Fee, the recommended change must be submitted to the Vice President for Student Affairs prior to November 15, 2009 for approval and implementation in the 2010-2011 academic year.

Alcohol and Other Drug Education
Mr. Edward Wahesh, Director
aoepprogram@fordham.edu
McGinley Center, Rooms 217/218/231
(718) 817-3948
www.fordham.edu/aoe

The Alcohol and Other Drug Education (AODE) Program oversees comprehensive substance abuse prevention at Fordham University’s Rose Hill campus. Prevention initiatives include education, environmental management, assessment and early intervention strategies. Each component is part of an integrated approach that is science based and inherently student centered.

Educational & Referral Services
The AODE Program is designed to provide individual and population-targeted interventions that focus on the reduction of high-risk use of alcohol and other drugs. Individual focused interventions provided by AODE includes the Screening and Brief Intervention (SBI) program, which offers educational groups, reflective exercises, assessments and
personalized feedback sessions to students who violate the University’s alcohol and other drug policy. Services are available to all students interested in learning more about alcohol and other drug related issues. Population targeted interventions include facilitating the freshmen core programming AODE session, coordinating the Safe 21st Birthday Campaign and advising the Peer Educators. In addition, the AODE Program offers referral information regarding off-campus substance abuse treatment facilities and local Twelve Step (AA, NA, Al-Anon, etc.) support groups.

Peer Education

The Fordham University Peer Educators are members of an official student-led organization that plan events and develop campaigns to promote student safety and health on and off campus. The students in this organization are trained and advised by the Alcohol and Other Drug Education Program. Social and educational initiatives sponsored by the Peer Educators include: the Passport Off-Campus NYC, which is an alcohol and drug free guide to New York City; the Rose Hill Rush, a 5k Fun Run around campus; and National Collegiate Alcohol Awareness Week, which includes lectures, alcohol screening events and marketing campaigns.

Visit our website at: www.fordham.edu/aode for free and confidential alcohol and marijuana use online screening and feedback programs, or to learn more information about the resources, staff and services provided by the Alcohol and Other Drug Education Program at Rose Hill.

Athletics

Mr. Frank McLaughlin, Executive Director of Athletics
Mr. Charlie Elwood, Director of Athletic Administration
Rose Hill Gymnasium
(718) 817-4300

Fordham University offers a competitive and nationally respected athletic program. From football’s “Seven Blocks of Granite” and Vince Lombardi to “The Fordham Flash,” Frankie Frisch and the 2002 Patriot League Football champions, the University's athletic tradition is rich in team and player accomplishment. In addition, Fordham has the oldest intercollegiate baseball program in the nation, dating back to 1859.

The following is the mission statement for the department: The ultimate objective of Fordham University’s Department of Intercollegiate Athletics is to integrate academic and athletic experiences successfully in the Jesuit tradition. Student-athletes are expected to benefit from the educational, professional and cultural advantages of a university located in New York City. Accordingly, we are committed to broad participation in intercollegiate athletics, with ample opportunity provided for meaningful and successful contributions by men, women and minorities. For all athletic pursuits, whether they are at the varsity, club, intramural or recreation level, the Athletic Department strives to provide a rewarding experience for all of its constituents. The Department conducts its activities in ways that promote sportsmanship, camaraderie, and a comprehensive commitment to academic excellence, diversity, and equitable opportunity for all students and staff.

Fordham is a Division I member of the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), the Atlantic 10 and the Patriot League for 1-AA Football.

The Rams compete in 22 intercollegiate sports. For men, the school offers intercollegiate baseball, basketball, cross country, football, golf, soccer, squash, swimming and diving, tennis, indoor track, outdoor track and water polo. The women’s program consists of basketball, cross-country, soccer, softball, swimming and diving, tennis, indoor track, outdoor track, women’s rowing and volleyball. Fordham also offers co-ed cheerleading.

Students who wish to participate in intercollegiate athletics must be enrolled and matriculate full time in one of the colleges of the Rose Hill campus. If students from the Lincoln Center campus would like to participate in intercollegiate athletics, they must satisfy the appropriate transfer requirements, and successfully transfer to one of the colleges on the Rose Hill Campus.
In accordance with the “Equity in Athletics Disclosure Act,” effective July 1, 1996, information regarding the intercollegiate athletics program is available for review upon request to the Director of Athletic Administration, Fordham University, Rose Hill Gymnasium, 441 East Fordham Road, Bronx, NY 10458

Career Services
Mr. Andrew Cronan, Executive Director
McGinley Center, Room 224
Phone: (718) 817-4356 Fax: (718) 817-5155
Email: careerplan@fordham.edu
Website: www.fordham.edu/career

The Office of Career Services believes in empowering our students to become leaders and ultimately practice occupational wellness in their adult lives. Through involvement in internships and special career development programs and events that are unique to Fordham, students develop individual talents, skills and values. As students gain experience in various work settings and further develop practical skills, they become leaders and contributors to their organization and society. In our efforts to guide students in determining their professional path, we seek to encourage their understanding of the need to balance their career with spiritual, mental and physical well being.

All students are encouraged to visit our office beginning freshman year for individual career counseling and to begin the journey of career exploration. The Career Services Office assists students from freshmen through senior year and offers programs aimed to meet the needs of all of our students. Computerized and one-on-one personality and career assessments are available. These assessments provide an ideal first step for most students to begin to identify possible career options. The following are examples of the services our office provides.

Job Postings: All students are encouraged to register with Job Central through our office to view online job postings. By doing so students will have access to part-time, full-time, summer and internship opportunities on-line 24/7. Additionally, students will receive weekly emails from our office notifying them of special events, resume submission deadlines, additional career opportunities, etc.

Workshop Series: Workshops are routinely facilitated on topics such as Resume and Cover Letter Writing, Interviewing Skills, Career Exploration, the Job Search Process, Applying to Graduate School, Ethics and Etiquette in the Job Search Process, Networking, What can I do with my major?, and more!

Internship Program: Internships offer short-term exposure to a student’s anticipated career field. Internships are offered to all Fordham College and College of Business Administration majors and are available during the Fall, Spring and Summer semesters. Typically students begin internship exploration during their sophomore and/or junior year. To support Experiential Education a new office has been launched to guide students through many types of experiences: mentoring, shadowing, internships, and more. Internship Information Sessions are offered at the start of each semester.

Diversity Networking Banquet is a prestigious event offered each fall to encourage and support opportunity in the recruitment process. It is open to all students and provides networking opportunities and education about diversity.

The Career View Program: Unique to Fordham, this program offers students a first-hand introduction to the world of work and the culture of organizations by visiting companies representing a variety of industries in profit and not-for-profit sectors. Company visits are scheduled throughout the semester and in order for students to participate they must sign up in advance. During scheduled company visits: Alumni and/or recruiters provide an overview of the company/organization, a tour of the facility and a networking exchange for students and professionals. Companies schedule a convenient time period to provide valuable on-site learning experience for Fordham students. Many students, in the past, have been able to secure an internship through participation in this program.

Young Alumni Mentoring Program: A quality program designed for Freshmen and Sophomores. Students are paired with a Fordham alumni mentor that works in a career the student has an interest in further exploring. Evening networking events are facilitated as part of this program allowing students to further develop professional relationships with their mentors and other young alumni.
Professional Networking/ Alumni Panel Events: Are designed to provide useful information to Liberal Arts majors about their marketability in the business, not-for-profit and government realms and the multitude of opportunities available. Fordham Alumni and other successful business professionals return to Fordham to share their expertise with students and network for future career opportunities.

Career and Internship Fairs are offered throughout the academic year and are available to all campuses. Students have the opportunity to network and submit resumes to employers representing various industries for internship and full-time career opportunities.

On-Campus Recruiting Program: Several hundred companies/organizations from private, public and government sectors visit Fordham University for professional recruiting purposes during the Fall and Spring semesters. Seniors have the opportunity to interview with organizations during their final two semesters for full-time career opportunities that begin after graduation. Additionally, Career and Internship Fairs are offered throughout the academic year and are available to all campuses. Students have the opportunity to network with employers representing various industries for internship and full-time career opportunities.

For additional information concerning any of the above mentioned programs or our services, please contact our office directly and/or feel free to stop by and visit us. Our staff looks forward to the opportunity to best assist you in making the most out of your experience at Fordham University.

Counseling and Psychological Services
Jennifer Neuhof, Psy.D., Director
O’Hare Hall, Rose Hill Campus, Lower Level
(718) 817-3725
www.Fordham.edu/counseling

Students sometimes experience difficulties which complicate and undermine success in their academic and personal lives. These might include low self-esteem, procrastination, academic difficulties, career indecision, problems with family, friends, roommates or other relationships, anxiety, depression, problems resulting from an abusive childhood or sexual assault, issues related to eating habits and body image, alcohol or substance use issues, worry about dating or sexuality, identity issues, bereavement and loss, and financial difficulties.

Many students find it helpful to talk things through with a counselor. Counseling and Psychological Services provides a variety of services to support students and to help them better understand themselves and their difficulties. We offer individual and group counseling, as well as consultations about friends or roommates. We also provide referrals to private practitioners and agencies offering affordable mental health services for students and their families who may wish to seek longer-term treatment outside of the university. In addition, we offer outreach activities, such as workshops, presentations and awareness days to enhance the mental and emotional wellness of our students.

Counseling and Psychological Services are:
• Confidential! Files are not a part of the student’s educational record
• Free! Offered to students without charge
• Available to all Fordham students!

If a student’s situation is life threatening, immediately call the Dean of Students during business hours, or security after hours or on weekends for assistance.

Dean of Students RH: Chris Rodgers (718) 817 4755 - Security RH x 2222
Dean of Students LC: Keith Eldredge (212) 636 6250 - Security LC x 6075

For Non Emergencies please stop by or call Counseling and Psychological Services to schedule an appointment.

Rose Hill: O’Hare Hall Lower Level (718) 817-3725
Lincoln Center: McMahon Hall Room 211 (212) 636-6225

Please refer to our website for more information. Anonymous screens are also available on the CPS website: http://www.fordham.edu/counseling

Counseling and Psychological Services Staff:
Dr. Jennifer Neuhof, Psy.D., Director
Dr. Julia Beltsiou, Psy.D., Assistant Director, Rose Hill
Dr. Sivanie Shiran, Ph.D., Assistant Director, Lincoln Center
Dr. Adam Rosen, Psy.D., Training Coordinator, Rose Hill
Dr. Jeffrey Ng, Psy.D., Training Coordinator, Lincoln Center
Dr. Jeanne Choe, Ph.D., Coordinator of Outreach/Prevention, Rose Hill
Dr. Yael Nitkin-Kaner, Ph.D., Coordinator of Outreach/Prevention, Lincoln Center
Dr. Joseph Manera, Psy.D., Coordinator of Groups, Lincoln Center
Dr. Robert Kwit, M.D., Consulting Psychiatrist, Rose Hill & Lincoln Center
Dr. Michael Behar, M.D., Consulting Psychiatrist, Rose Hill & Lincoln Center

Disability Services
Ms. Caitlin Murphy, Director
Ms. Kelly Dearborn, Coordinator
O’Hare Hall, Lower Level
(718) 817-0655
(718) 817-0888 fax
disabilityservices@fordham.edu
www.fordham.edu/dss

The Office of Disability Services works with students, faculty and staff to ensure appropriate services for students with disabilities. Fordham University will make reasonable accommodations and provide auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who have been accepted for admission or current students who would like Fordham to accommodate a disability are encouraged to contact the Office of Disability Services at 718-817-0655.

Fordham University Hospitality Services
Mr. Abir Roychoudury, Director of Operations, Rose Hill Campus
Ms. Regina Stephenson, Director of Operations, Lincoln Center Campus
Mr. Brian Poteat, General Manager
Ms. Heather Muhlenberg, District Manager
McGinley Center
(718) 817-4515, (212) 636-6066

Fordham University offers resident, commuters, and off-campus students a dining service designed to fit their needs. We provide a quick meal, a chance to spend time with friends and colleagues, and an ideal place to dine any time of the day. Menus are planned with taste, nutrition and budget in mind. Both campuses have dining services options available to meet the diverse needs of the members of the Fordham community.

Rose Hill
Rose Hill Resident Meal Plans

· The Platinum Plan - Unlimited access to the Marketplace from open to close. This plan includes an additional $200 in declining balance to be used in any of the retail facilities and 12 guest meal passes.
· The Gold Plan - Unlimited access to the Marketplace from 10:30am to close. This plan includes an additional $200 in declining balance to be used in any of the retail facilities and 12 guest meal passes.
· The Silver Plan - Unlimited access to the Marketplace 10:30am to 4:00pm. This plan includes an additional $425 in declining balance to be used in any of the retail facilities and 12 guest meal passes.
· The Bronze Plan - Unlimited access to the Marketplace 2:30pm to close. This plan includes an additional $300 in declining balance to be used in any of the retail facilities and 12 guest meal passes.
· RAM 10 – Any 10 Meals per week at the Marketplace plus $350 in declining balance to be used in any of the retail facilities.
· RAM 7 – Any 7 Meals per week at the Marketplace plus $450 in declining balance to be used in any of the retail facilities. (Not available for Freshmen)

Commuter Block Plans Designed just for you!
The Block Plans are available for OCH/Walsh, and Rose Hill Commuters and entitles you to meals in the Marketplace and Declining Balance to be used at any of the retail locations throughout the University!

· The 120 - This plan allows you to eat 120 meals in the Marketplace at your leisure and in addition you receive $125 DCB. $1,050 per semester
· The 90 - This plan allows you to eat 90 meals in the Marketplace at your leisure and in addition you receive $75 DCB. $787 per semester
· The 60 - This plan allows you to eat 60 meals in the Marketplace at your leisure and in addition you receive $50 DCB. $530 per semester

Declining Balance (DCB)
For our customers who are not required to participate in a meal plan, we offer a debit style meal plan. When you open a “Declining Cash Balance Account (DCB)”, we will enhance your deposit, regardless of the amount, with an additional cash value of 5%. Furthermore, the plan entitles you to be tax exempt.

The Recession Buster Special*
Pay $90 receive $100 DCB
Pay $135 receive $150 DCB
Pay $175 receive $200 DCB
*5% Bonus not included in Recession Buster Specials

Please note the following important facts:
§ Meals are reset on a weekly basis.
§ Declining Cash Balance (DCB) funds carry over from the Fall Semester to the Spring Semester and all funds are forfeited after the Spring Semester.
§ Straight DCB account and any additional funds added to your account will roll over for your entire stay at Fordham University.
§ Block plans expire at the end of each semester.
§ Meal Plan selection can be changed during the first two weeks of each semester. This must be done in person at the front desk in the main lobby of McGinley Center.
§ Meal Plans are non-refundable.

Lincoln Center Dining Plan Options
For the freshmen resident student: Fordham University requires first-year residents to enroll in a dining plan that allows students the flexibility to purchase meals. All students of Fordham University are welcome to use the dining plan at any of the university dining facilities on both the Lincoln Center and Rose Hill campuses. Each semester first year students are credited on their Fordham ID card, $800.00 which can be used to pay for meals. All charges are handled through the Bursar’s Office. If the balance should decline significantly before the end of the semester, students are always welcome to replenish the card’s funds by visiting the Hospitality Service Desk located in the Lowenstein Cafeteria. Please keep in mind that there are no refunds. Each student’s balance will carry from semester to semester until graduation. The dining room is intended to compliment the full service kitchens available in the residence hall.
For all other community members: The Advantage Account. We will enhance the deposit regardless of the amount, with an additional cash value of 5% of the total. Furthermore, the plan entitles members to be exempt from the normal sales tax on all retail purchases for a total savings of over 13%.

The Recession Buster Special*
Pay $90 receive $100 DCB
Pay $135 receive $150 DCB
Pay $175 receive $200 DCB
*5% Bonus not included in Recession Buster Specials

Your ID Card serves as your meal card, and is presented when you go through the cafeteria line. To start a plan, bring your University ID to the Sodexo office located in the street level of Lowenstein across from the library. Payment is made by check, cash or credit card directly to Sodexo, not the Bursar.

Once a dining plan account is opened, funds may be added to the account at the Hospitality services desk located in the Lowenstein Cafeteria; you may also contact Hospitality Services by telephone at (212) 636-6066 or by e-mail.

Hours of Service
ROSE HILL
The Marketplace
Monday-Friday 7:30am - 8:00pm Saturday & Sunday 11:00am – 7:00pm
Millennium Grille
Monday-Sunday 7:30 – 1:00am
The Ramskeller
Monday-Friday 11:00am - 10:00pm Saturday & Sunday Closed
Dagger John’s
Monday-Friday 12:00pm - 7:00pm Saturday & Sunday Closed
Student Deli
Monday-Friday 8:00am – Midnight Saturday & Sunday 4:00pm – Midnight
The Annex (Organic Sustainable & Fair Trade Restaurant)
Monday-Friday 7:30am -7:00pm Saturday & Sunday Closed
Jazzman's Café at Walsh Library
Monday-Thursday 10:00am -10:00pm Friday 10:00am-4:00pm Sunday 4:00pm – 10:00pm
Saturday Closed

Hours of Service
Lincoln Center
Lowenstein Café
Monday-Thursday 8:00am – 8:00pm Friday 8:00am – 5:00pm Saturday & Sunday 10:00am – 4:00pm
Plaza Kiosk – Freshen’s Smoothies and New York Deli
Monday-Thursday 11:00am – 9:00pm Friday 11:00am – 5:00pm Saturday & Sunday Closed
The Law School Café
Monday-Thursday 8:30am – 8:00pm Friday 8:30am – 3:00pm Saturday & Sunday Closed
Jazzman’s at the Lobby
Monday-Thursday 9:00am – 6:00pm Friday 9:00am – 3:00pm Saturday & Sunday Closed

***Hours are subject to change

Catering

Catering Services are available 7 days a week for all students, faculty and staff. Fordham University Hospitality Services offers a wide range of events and pricing for the informal gathering or meeting to the most elegant dinner affair. Stop by our catering offices to pick up a full service catering guide or our student catering guide which offers reduced pricing for student events. For more information about catering at the Rose Hill campus call (718) 817-0907, for Lincoln Center campus call (212) 636-6066.
Intercampus Transportation/Ram Van

Mr. Marc C. Canton, Director Intercampus Transportation
Mr. Scott Kocher, Assistant Director
Mr. Gregory Rivas, Operations Assistant
Main Office: Rose Hill Campus, McGinley Center, Room 241
Phone: (718) 817-4636, Fax: (718) 817-3388
ramvan@fordham.edu

Fordham University provides transportation between the Rose Hill & Lincoln Center campuses. Coordinated by the Department of Intercampus Transportation, this service is restricted to members of the Fordham University community and their guests; thus a valid Fordham ID is required to board. The Ram Van schedule is posted on line at www.fordham.edu/ramvan and can be printed in PDF form from said site. The University reserves the right to alter the schedule due to weather, staff, or usage.

Passengers must purchase tickets ($3) in advance, as cash is not accepted on the van. Tickets and discount books may be purchased at Rose Hill in the RAM VAN OFFICE, McGinley Center Room 241. At this location, purchases can be made via cash or personal check. Additionally, there are ticket machines in the lobby of Lowenstein at Lincoln Center and outside the Ram Van Office in the McGinley Center. These machines accept cash, credit card and debit card (Visa, MasterCard, Amex, and Discover).

Students who take classes at more than one campus within the same term may be eligible for free passes. Students who reside at one campus (in Fordham University housing) and take classes at another may also be eligible for passes. Furthermore, students who have a credited, unpaid internship that is located nearest to a campus the student does not reside on may also be eligible. Please contact the Career Services Office for internship documentation. In order to obtain passes students must present a valid Fordham I.D., along with a copy of their class schedule. If either of these items is not presented, passes will not be issued. These passes are not valid when school is not in session, unless special arrangements are made. Please see our website at www.fordham.edu/ramvan for more information and a full list of eligibility requirements.

Because seats are limited, signing up for individual trips is necessary when passenger volume is high. For everything you need to know about Ram Van service, including schedules, free passes, policies, fares, and airport shuttle service, please visit our website at www.fordham.edu/ramvan.

McGinley Center
Phone: (718) 817-4340
Fax: (718) 817-4375
www.fordham.edu/mcginley_center/

The McGinley Center, named in honor of Rev. Laurence J. McGinley, S.J., contains dining, recreational and social facilities available to Fordham students, staff, faculty and their guests. The Office of Student Leadership and Community Development and McGinley Center are responsible for coordinating the use of the facility. The lower level of the McGinley Center includes the Campus Post Office, the Student Lounge, the Annex, Student Club Offices, the Ramskellar, and Dagger John’s. There are two pool tables located on the lower level, one in the Ramskellar and one in the Student Lounge for the enjoyment of the community. Offices for Campus Ministry and the Community Service Program share the main level with the campus bookstore, main cafeteria, faculty dining room and food service offices. The offices of the Assistant Vice President for Student Affairs, Dean of Student Services, Student Assistance Program, Student Leadership and Community Development, Office of Multicultural Programs, The McGinley Center, Career Services, Intercampus Transportation, the Office of Commuter Student Services, New Student Orientation, Commuter Student Association, United Student Government, Residence Hall Association and RamCell are located on the upper level. The Ballroom, Student Lounge, Faculty Lounge, Rose Hill Commons and Music Room complete the upper level.

McGinley Center Regulations
McGinley Center regulations exist to assure all members of the Fordham community and their guests have an atmosphere within which they can enjoy the facilities and programs that are offered. The general behavior of all persons in the McGinley Center is governed by the University Code of Conduct. In addition, the following specific regulations must be followed:

Furniture
Sleeping on or misuse of any furniture in McGinley Center is not permitted. Furniture may not be moved without permission from the Office of Student Leadership and Community Development and McGinley Center. Tables and chairs, etc., may not be removed from the McGinley Center.

Noise
Amplification of sound is not permitted in the McGinley Center without prior approval from the Office of Student Leadership and Community Development and McGinley Center.

Pets
Pets are not allowed in the McGinley Center.

Posting
The posting and publicity rules of the University apply to the McGinley Center (see “Publicity and Posting” in the University Regulations Section).

Reservation Procedures
Reservation requests should be made to the Office of Student Leadership and Community Development and McGinley Center (Room 204) at least two weeks prior to an event. The McGinley Center office is open from 9:00 AM - 5:00 PM, Monday through Friday. Reservation requests can be made by completing a Room Reservation Form and Event Planning Checklist, available in the office and mailing, or faxing (x4375) it to the Office of Student Leadership and Community Development and McGinley Center. Before reserving a space you will be required to have a staff member within the Office of Student Leadership and Community Development review your reservation request and sign the form. The McGinley Center holds responsibility for space reservations within McGinley Center, Collins Auditorium, non-academic classroom uses, and the O'Keefe Commons. The use of Food Service, or the intention of bringing in refreshments, must be approved by the Office of Student Leadership and Community Development and McGinley Center prior to all events. If you are interested in reserving a space not managed by the Office of Student Leadership and Community Development at Rose Hill; reservationists in Enrollment Services, Athletics, Walsh Library, Duane Library, Fordham Prep and University Conference Planning will only reserve a space for a Rose Hill club with proof of advisement by the Office of Student Leadership and Community Development staff.

Lounges
The campus center lounge is located on the second floor of the McGinley Center. Use of the facility is open to anyone for quiet conversation and study during faculty operating hours. Reservation requests should be made for all events, meetings, and practices taking place in the Student Lounge. The Student Lounge is located on the lower level. It contains a wide screen television, computers, and a pool table.

Lockers
Students who commute to Fordham may find themselves in need of locker facilities. Lockers are located on the lower level of the McGinley Center near the Post Office. To get a locker assigned to you, inquire at the Office of Student Leadership and Community Development in the McGinley Center, Room 204. The fee for lockers, available from August 31 through June 1, is $25. Storage of personal property in these lockers is at the student’s own risk. Locks will be removed after June 1st as indicated in the Locker Agreement.

Lost and Found
Lost and found items can be turned in or inquired about at the Office of Student Leadership and Community Development and McGinley Center. Items of value are given to Campus Security. Anything left unclaimed for thirty days will be discarded or donated to a charitable institution. Inquiries regarding lost and found items should be made during regular business hours (9:00 a.m. - 5:00 p.m.) in Room 204.
ATMs and Banking
One ATM is located on the lower level of the McGinley Center, a second is located in Faculty Memorial Hall. There is a small charge for ATM transactions.

Further information regarding use of the facility may be found at the McGinley Center website at www.fordham.edu/mcginley.

Office of Multicultural Affairs
Ms. Sofia Bautista Pertuz, Assistant Dean/Director Office of Multicultural Affairs
McGinley Center, Room 215
(718) 817-0664
culturalrh@fordham.edu

The Fordham University Office of Multicultural Affairs upholds the University’s mission to honor and revere the dignity and uniqueness of each person. We foster and promote the formation of an inclusive campus culture and learning environment in which each member of the Fordham University family is welcomed and valued.

The Office of Multicultural Affairs creatively collaborates with all University constituencies to develop programs and initiatives designed to enhance student-learning opportunities. Through holistic leadership development initiatives, we support the continued development of the multicultural competencies of enhanced awareness of oneself, knowledge of cultures varied from one’s own, and the skills necessary to communicate cross-culturally.

We seek to engage the entire Fordham community in thoughtful and authentic dialogue by providing space for reflection and exploration of the self, and reciprocal exchange and learning amongst the entire student population. While we serve as a resource for all members of the community, we support the recruitment and retention of historically underrepresented students, be it by race, ethnicity, socioeconomic status, gender, religion, ability, or sexual identity. We provide intentional support for these students, with a vision of the entire University sharing that responsibility.

Programs sponsored by the Office of Multicultural Affairs include the Sustained Dialogue Series, the Diversity Peer Educators Program, and the LGBT and Ally Network of Support (LANS).

The Office of Multicultural Affairs invites all members of the Fordham University family to be curious! We encourage the openness of mind and willingness of heart to learn, explore, ask questions, and enjoy competent intercultural interaction.

Student Health Services
Ms. Kathleen Malara, F.N.P., Director
O’Hare Hall, Lower Level
(718) 817-4160
(718) 817-4161

Clinic Hours
Monday through Friday: 8:00 AM - 6:00 PM
Saturday and Sunday: 9:00 AM - 1:00 PM

The services of the Student Health Center are available to all students of the University. There is no charge for visits at the Health Center. However, if laboratory tests are needed, the student assumes the responsibility to pay the charges and will be billed directly by the lab. Medications are dispensed at a nominal fee. The Health Center is directed by a certified nurse practitioner and staffed by a part-time physician, nurse practitioners, a licensed practical nurse and a nutritionist. Visits to the Health Services are by appointment only and can be made by calling (718) 817-4160. Walk-ins are welcomed and will be triaged for severity of illness and given the next available appointment.
In order to comply with the New York State Law, students must have a complete immunization record on file. Those needing a measles, mumps and rubella (MMR) vaccination can receive it in the Health Center for a fee of $65.00. New York State also recommends a meningitis vaccination if not received in the past 10 years. If this vaccine is refused, law requires you to sign and return a waiver. This waiver can be found in the mailing, which includes the immunization forms. The meningitis vaccine is available for $95.00.

Fordham University Emergency Medical Service
F.U.E.M.S. is a volunteer organization comprised of students who are trained in first aid. Many members have certification in cardiopulmonary resuscitation or as Emergency Medical Technicians. F.U.E.M.S. provides transportation of injured persons to area hospitals 24 hours a day, seven days a week when school is in session.

Student Health Insurance
Fordham University is concerned about the health of our students and the high cost of medical care. We are also concerned about the increasing number of students attending college without the safety net of medical insurance and are therefore committed to providing an array of comprehensive health insurance services. All registered students, full and part-time graduate and undergraduate are automatically enrolled in a basic medical insurance policy covering accidents, while they are enrolled at the university. The maximum benefit per accident is $2,500.00. In addition, students have the option of obtaining various supplemental health insurance plans, covering illness and accident that may exceed the above limit. Information regarding supplemental health insurance plans can be accessed via the Fordham University’s web site: www.Fordham.edu/Student_affairs/student_services/health_center and following the link to Collegiate Insurance Resources, 172 Bechtel Road, Collegeville, PA 19426. Toll-free number 800-322-9901.

Dean of Student Services
Mr. Gregory J. Pappas
Assistant Vice President for Student Affairs, Dean of Student Services
McGinley Center, Room 219
(718) 817-4355

Ms. Joan D. Rawlins, Operations Manager
McGinley Center, Room 219
(718) 817-4352

The Department of Student Services (RH, LC and WC) offers a variety of resources and programs to support students in their academic achievement, educational goals, personal growth, and professional development. These services advance overall student development and become an integral component of the educational process, with the ultimate goal of strengthening learning outcomes. Consistent with our Jesuit tradition and overall Student Affairs divisional mission, staff offering these services are committed to responding to the full spectrum of diverse student needs and abilities. Students are encouraged to take advantage of these services and are actively engaged with administrators in the planning process, from the development of new programs discussed in small and informal focus groups, to formerly administered assessment free instruments. Students who have questions or problems with these services should feel free to contact the respective directors or the Dean of Student Services. Student Services departments include:

Office of the Dean of Student Services
Career Services
Experiential Education Program
Inter-Campus Transportation
Disability Services for Students
Counseling and Psychological Services
Student Health Services
Fordham University Emergency Medical Services

Vincent T. Lombardi Memorial Center
Mr. Andrew Harrington, Assistant Athletic Director/Facilities and Event Management
Lombardi Center Director
(718) 817-4265

Completed in 1976, the Vincent T. Lombardi Memorial Center is a multifaceted athletic complex serving the Fordham University community. It is located adjacent to the Rose Hill Gymnasium and McGinley Center. The entrance is a memorial exhibit of Fordham alumnus Vincent T. Lombardi and the University’s Athletic Hall of Fame members.

The following facilities are found within the Lombardi Center: a field house with a 220-yard, four lane track; basketball, tennis and volleyball courts; an eight-lane, 38-meter pool and diving well; 5 squash/racquetball courts, weight room, cardio-fitness area with exercise cycles, elliptical machines, and treadmills; men’s and women’s locker rooms with Finnish saunas; and an athletic equipment issue counter where balls and racquets are available for use.

All full-time undergraduate students are entitled to membership and use of the Lombardi Center as their tuition fees cover the cost. Paid yearly memberships are available to all students, staff, and alumni of the Fordham University community. Membership information and applications are available at the Lombardi Center office, or call (718) 817-4263 to have membership information and an application mailed to you.

GUESTS: Fordham University students who are not members of the Lombardi Center may pay a $4.00 daily guest fee with a valid University ID upon entrance to the center. Non-students affiliated with the University may pay a daily entrance fee of $8.00 upon entrance. There is a two-guest limit for all Lombardi Center Members.

INTRAMURAL SPORTS: The intramural sports program provides the opportunity for recreation, fun, and competition between students, faculty, staff and alumni in a variety of athletic activities. Intramurals are offered for the following sports: flag football, soccer, volleyball, dodgeball, basketball, softball, and baseball. Teams or individuals may compete in the men’s, women’s, or co-ed divisions. Sign-ups are held in the Lombardi Center office. In addition to the full-season sports, there are special events held throughout the year. Call the Coordinator of Intramurals and Club Sports at (718) 817-4263 for more information.

LIFETIME SPORTS PROGRAM: The Lombardi Center provides non-credit instructional recreational courses to develop new and untried skills. The main objective is to offer the Fordham community the opportunity to develop and enhance leisure and recreational activities that can last a lifetime. Courses that are often provided are aerobics, yoga, martial arts and golf. Please refer to the lifetime sports course listing each semester for times and fees. Call 718-817-4263 for more information.

CLUB SPORTS: Competitive and recreational non-varsity sports teams are available at Fordham through the Lombardi Center. All club sports teams must follow specific guidelines that are administered through the Coordinator of Club Sports, the Club President, and the Constitution. The current club sports include: Men’s Crew, Dance Team (Ram Rhythm), Men’s & Women’s Lacrosse, Men’s & Women’s Rugby, Tae Kwon Do, Sailing, and Men’s & Women’s Ultimate Frisbee. Club Sport teams represent Fordham University in intercollegiate competitions and its membership consist of full-time undergraduate students eligible to represent Fordham University. If you are interested in joining a club sport or if you are interested in getting one started, call the Coordinator of Intramurals and Club Sports at (718) 817-4263 or stop by the Lombardi Center office.

Lombardi Center Facility Hours
Academic Year: Monday-Friday: 6:00 A.M. to 12:00 A.M.
Weekends: 9:00 A.M. to 9:30 P.M.
Summer: Monday-Friday: 6:00 A.M. to 12:00 A.M.
Saturday 9:00 A.M. to 9:30 P.M.
Sunday: Closed

Lombardi Center Office Hours
Academic Year: Monday-Friday: 9:00 A.M. to 5:00 P.M.
Summer: Monday-Friday 9:00 A.M. to 5:00 P.M.
Note: The office is closed on Fridays from July 4th weekend through the second weekend in August.
UNIVERSITY OFFICES

The many academic units, offices programs and services listed in this section comprise what is sometimes referred to as the University’s Administration. From the academic advisors and deans of the colleges, to the technicians assisting students with technology and the security supervisors working to keep our community safe, the “Administration” is a varied and dedicated community of professionals committed to the finest traditions of Jesuit Catholic education. This section is meant as a guide to what these areas do, the most important services and processes they administer and the best way to contact them with questions or needs.

Academic Affairs

Each College at Fordham University offers academic advising for their students. Class deans for each College assist students with general advising regarding the core curriculum, exploring a major or minor discipline of study, discussion about planning students’ undergraduate academic careers and future aspirations, course registration, course and university withdrawal, internal and external transfers, transfer and test credit, and absence reports. They also assist students experiencing academic difficulty and personal issues that may be impacting their performance in class.

In Fordham College at Rose Hill, each class has its own class dean who is the student’s primary advisor for that particular year. In addition, all FCRH freshman are enrolled in the Freshman Advising Program, which pairs FCRH freshmen with full-time faculty and/or administrators who meet with their students individually and in groups throughout their first academic year. All FCRH sophomores who have not yet declared a major participate in the Sophomore Advising Program, which provides the opportunity for students who have not yet declared a major to continue meeting with their freshman advisor. While juniors and seniors receive most of their advising from faculty in their major department/program, class deans continue to help with core curriculum and graduation requirements.

In the College of Business Administration, each class in the traditional CBA day program has its own class dean who is the student’s primary advisor for that particular year. Class deans assist all CBA students in choosing their courses, planning their curricula, investigating concentrations, majors, specializations, minors, registering, and anything relating to their educational experience in CBA. In addition, students in the traditional CBA day program are assigned a Freshman Enrichment Professor from the faculty and the senior administration of the College.

In Fordham College of Liberal Studies, the deans provide assistance and clearance for the student’s first two semesters of study. For the third and succeeding registration, consultation with the deans and faculty is encouraged, but optional. Once a major is declared, the student meets with their faculty advisor in their major department/program. In addition, deans and faculty conduct workshops on topics of interest to new students, such as study skills, time management, interest assessment, major selection, etc.

Web Resources

- Fordham University Academics: http://www.fordham.edu/academics
- Fordham College at Rose Hill: http://www.fordham.edu/fcrh
- College of Business Administration: http://www.fordham.edu/cba
- Fordham College of Liberal Studies: http://www.fordham.edu/fcls
- Undergraduate Bulletin: http://www.fordham.edu/UndergraduateBulletin/
- Banner: http://my.fordham.edu

FORDHAM COLLEGE AT ROSE HILL Dean’s Office

Michael Latham, Ph.D., Interim Dean (Keating Hall 201, 718-817-4700)
Rosemary Santana Cooney, Ph.D., Associate Dean (Keating Hall 201, 718-817-4700)
Donna Narsavage Heald, Ph.D., Associate Dean for Science Education and Director of Pre-Health Professions Advising (Keating Hall 321, 718-817-4710)
Rev. John T. Dzieglewicz, S.J., Ph.D., Assistant Dean for Seniors (Keating Hall 302, 718-817-4735)
William J. Gould, Ph.D., Assistant Dean for Juniors (Keating Hall 302, 718-817-4740)
Luz A. Lenis, Ph.D., Assistant Dean for Sophomores (Keating Hall 302, 718-817-4740)
Robert J. Parmach, Ph.D., Assistant Dean for Freshmen (Keating Hall 302, 718-817-5720)
Rev. Daniel J. O’Brien, S.J., M.A.T., M.A., M.S., Assistant Dean of Pre-Law Studies and Director of Transfer Students (Keating Hall 321, 718-817-4710)
The Procedure for Appealing a Course Grade (FCRH, FCLS, CBA)

An undergraduate who claims to have received an unfair grade in a course may use the following grievance procedure. The student must act in a timely manner following the steps below with the goal of resolving the grade grievance.

All grade changes must be approved by the Academic Dean of the student’s home college and receive final approval from the Academic Vice President. All time requirements given below refer to time when classes are in session during the given semester.

Step One: The student should set a meeting time and talk with the professor whose grade he or she is grieving during the semester or within one month of the beginning of the new semester.

Step Two: If the grade grievance is not resolved to the satisfaction of the student, he or she may submit a written request for the grade change and the supporting justification to the Chairperson of the pertinent department within two weeks of ending discussion with the professor. The Chairperson will send a copy of this request to the professor.

Step Three: The Department Chairperson will meet with the student within two weeks of receiving the student’s written request for the grade change. The Chairperson will also review the request with the professor.

A. If the Chairperson finds the request for a grade change without merit; he or she will meet with the student and discuss his or her decision.

B. If the Chairperson supports the request for a grade change, the Chairperson will meet with the student and professor together or separately as he or she deems best. If the professor believes the grade change is not merited, he or she will make his or her reasons clear to the Chairperson in writing if requested by the Chairperson.

Should the student decide to appeal to the Associate Dean, he or she should inform the Chairperson within two weeks. The Chairperson will act on this appeal by submitting a written report and supporting materials within two weeks to the Associate Dean of the college in which the course was taken.
Step Four: The Associate Dean will review the materials and assemble an Appeals Committee of his or her choosing to advise in resolving the grade grievance. The Associate Dean will make a decision and submit a written report and his or her recommendation to the Academic Dean of the student’s home college before the end of the semester.

Step Five: The Academic Dean of the appropriate college will review the materials, make a decision, and notify all parties of his or her decision. The Academic Dean’s decision is final.

Student Attendance Policy (FCRH, CBA)

Students are expected to attend every class of every course for which they are registered. Each class meeting has its own dynamics and provides a unique opportunity for learning. While acknowledging the critical importance of class attendance, the institution also recognizes that there are times when absence from class is unavoidable. Absences for reasons of religious holiday, serious illness, death in the student's immediate family, or required participation in a university-sponsored event are, with the appropriate documentation, excused absences, and students will be given an opportunity to make up class examinations or other graded assignments. The maximum number of total excused absences will not exceed six class meetings for a course that meets three days per week, four class meetings for a course meeting two days per week, or two class meetings for a course that meets once a week.

If a faculty member chooses to allow unexcused absences, the number of excused and unexcused absences combined may be limited to the maximum number noted above. Faculty members are under no obligation to allow make-up work for unexcused absences. Faculty who choose to establish a more stringent attendance policy must have the approval of their department. All faculty must include their attendance policy in the course syllabus distributed at the first course meeting.

In cases where unusual circumstances cause a student to miss a significant amount of class time for reasons beyond the student’s control, the student should confer with the faculty member and class dean to ascertain if it is feasible to complete the work of the course. If a student misses a week of class, faculty members are encouraged to notify the appropriate class dean of the student’s home school. The class dean will contact the student.

Procedures for Documenting Student’s Excused Absence

Personal Illness and Death in the Immediate Family: In case of personal illness, verification will be accepted from a physician writing on official letterhead or prescription pad or from the Fordham Student Health Center. In case of death, a letter from a family member or other appropriate verification is required. These documents should be sent to the Class Dean of the student's home school as soon as possible. The Class Dean will notify the instructors of the student’s situation.

Religious Holidays: Students who are absent due to religious holiday(s) should notify their instructor in writing preferably at the beginning of the semester, but no later than two weeks prior to any affected class session. Faculty members who intend to observe religious holidays on days when the university is in session should note such dates on the syllabus and alert the students as to how the work for the missed class will be made up.

Participation in University-Sanctioned Activity: There is a variety of activities in which students serve as representatives of the Fordham community. The most visible of these is varsity athletics but others include the debate team, ROTC, presentation of research, the University choir and the dance team. The authorized administrator/director of the activity will provide a written list of the dates of the activities, including travel time, at the beginning of the semester to each of the students. Students will provide each of their professors with the scheduled list of excused absence(s) at the beginning of the semester. The faculty will acknowledge the scheduled absence(s) by signing an accompanying letter. In some cases—e.g., the scheduling of a championship tournament or a rescheduled competition—the actual timing of the event may not be known at the beginning of the semester. In such cases, the authorized administrator will make every effort to notify instructors as soon as possible.

In any of the above four circumstances, it is the student’s responsibility to obtain any class notes or other course material missed due to the absence from peers in the course. It is also the student’s responsibility to speak with the instructor to make arrangements for missed examinations or graded assignments. The manner in which the work will be made up is left to the discretion of each faculty member.

There are university resources available to assist faculty in accommodating students. Tutoring is available through the individual departments. Assistance with proctoring of examinations is available through the Academic Records Office, the class deans associated with each of the colleges, the Office of Academic Advising for Student Athletes, or the secretary or graduate assistants of one’s own department.

Student Attendance Policy (FCLS)
Students are expected to attend every class of every course for which they are registered. If an instructor wishes to have a different attendance policy, it must be spelled out in the syllabus distributed to each student registered for the course, including whether and how absences will affect the grade for the course.

If a student has been absent for several meetings, please notify the appropriate Class Dean of the student’s home school. The Class Dean will contact the student.

Office of Alumni Relations
888 7th Avenue, between 56th and 57th Streets
(212) 636-6520
FAX: (212) 636-7855
alumnioffice@fordham.edu

On behalf of the entire Fordham University alumni community, it is our great pleasure to welcome you to the Fordham family and introduce two exciting ways for you to get involved with the Office of Alumni Relations.

Participate in the Alumni and Student Mentoring Program
The Alumni and Student Mentoring Program, sponsored by the Office of Career Services and the Office of Alumni Relations, provides students with an opportunity to establish a connection with alumni in their chosen field. The program pairs students with alumni who are willing to share their professional expertise and their advice on making the most of the college experience. Students participating in this program gain insight and understanding from an insider’s perspective through job shadowing, company visits, one-on-one interaction with mentors, and attendance at special networking receptions designed for the program.

For more information or to sign up, please contact the Office of Career Services at (718) 817-4350 or Careerplan@fordham.edu.

Work for Homecoming, Commencement, FCLC reunion and Jubilee Weekend!
The Office of Alumni Relations is looking for dedicated and energetic students to help smoothly run fun-filled events for Fordham alumni, families and friends. Jobs include greeting alumni as they arrive on campus, distributing tickets at events, handing out special giveaways to alumni and more! Students will be paid for working Homecoming, Commencement, Jubilee weekend and the Fordham College at Lincoln Center reunion.

Working at Homecoming, Commencement, Jubilee weekend and the FCLC reunion will give you an opportunity to meet many successful alumni. For more information or to sign up, please contact the Office of Alumni Relations at (212) 636-6520 or alumnioffice@fordham.edu.

Homecoming 2009
Saturday, 3 October

Commencement 2010
Saturday, 22 May

Jubilee Weekend 2010
Friday, 4 June through Sunday, 6 June

Fordham College Lincoln Center Reunion 2010
TBD

Please contact the Office of Alumni Relations for details.

The Office of Alumni Relations works continuously to develop programs and events that will have a positive impact on the University and the lives of alumni. For more information, please visit www.fordham.edu/alumni.

Campus Ministry
Rev. Joseph Currie, S.J., Director
Welcome to Campus Ministry! We encourage the growth of all students in their personal, intellectual, social, moral and spiritual development. Campus Ministry assists the University in forming the whole person, that is, helping to fashion individuals who are aware of themselves, their worlds and the need for personal commitments and values; who seek to serve others; and who strive to form a personal relationship with God. We see this happening within a faith community. In addition to the activities listed below, we offer spiritual direction, pastoral counseling, and grief support and we sponsor special programs and events that are aimed at fostering a mature faith at Fordham. We collaborate with student clubs and academic departments and with outside organizations as well as to provide activities that will heighten the community’s awareness of God at work in our midst.  A Graduate Student program has been developed to meet the unique needs of Graduate and non-traditional students.

Worship
Campus Ministry provides numerous opportunities for celebrating the Eucharist both on Sundays and during the week. We encourage students to participate in the liturgy as lectors, musicians, Eucharistic ministers, acolytes, and ministers of hospitality. In addition, our faith life is nourished by the regular celebration of the sacrament of reconciliation; by initiation in the faith through Baptism, Eucharist and Confirmation; by worship outside of the Eucharist in prayer groups and inter-faith prayer services; and by numerous other special liturgies. We also encourage students to worship at churches of their own faith traditions that will welcome them in the vicinity of Fordham’s three campuses and provide information on our website. The United Christian Fellowship (Protestant Ministry) provides interfaith programming for non-Catholic students. Programming includes Sunday Worship, bible study, interfaith programming, and prayer services during the academic school year. An Eastern Orthodox Chaplain provides programming and services to our students as well. Campus Ministry works closely with student clubs such as the Muslim Student Association, the Jewish Student Organization, and the Orthodox Christian Fellowship to support students of many faith traditions.

The music for worship at the University Church is vibrant and rich, and there are three choirs that are always interested in receiving new talent. The Liturgical Choir provides music leadership at the Sunday morning Eucharist, as well as on special occasions throughout the academic year. The Folk Choir provides musical leadership at the Sunday evening Eucharist. This group utilizes the talents of student singers and instrumentalists who provide a less formal, contemporary sound. The Gospel Choir provides music for the Interfaith Worship Service. Students are encouraged to participate in one of these choirs.

The Eucharist
Sundays 11:00 AM University Church (RH)
5:00 PM Our Lady’s Chapel (RH)
8:00 PM St. Paul the Apostle (LC)
9:00 PM University Church (RH)

Monday – Friday 8:30 AM Keating Blue Chapel (RH)
12:15 PM Bl Rupert Mayer Chapel (LC)
12:30 PM Dealy Chapel (RH)
5:10 PM Loyola Hall Chapel (RH)
5:30 PM Spellman Hall (RH)
Christian Worship Service
Sundays 6:00 PM Our Lady’s Chapel, University Church Lower Level (RH)

Muslim Prayer Room, Faber 1, is available daily (RH)

The Sacrament of Reconciliation (Confession)
Sunday 8-8:30 PM University Church (RH)
Monday-Thursday 12-12:30 PM University Church (RH)
Friday only 1:00 PM Blessed Rupert Mayer Chapel (LC)

Retreats

In the midst of all the worries and distractions of life, a well timed retreat is a great opportunity for reflection and renewal a loving invitation to feed our faith and nourish our relationships. With a wide variety of retreat offerings, great student leaders and a beautiful new retreat house, Fordham’s Retreat Ministry warmly welcomes all students to take advantage of retreats throughout the year.

Emmaus Encounter: Travel the amazing road to Emmaus, finding God in all things and embracing God’s unconditional love.

Kairos Silent Retreat: This peaceful, silent retreat focuses on the life and love of Jesus. Guided prayer, Scriptural meditations and opportunities for spiritual direction are offered throughout the weekend.

Charis Senior’s Retreat: This overnight retreat for seniors is a great opportunity to reflect on the college experience, learn from recent Fordham graduates and seek God’s guidance on all that lies ahead.

Fresh-Vision: A fun, faith filled retreat for all first year students. Establish a solid vision for the future, form lasting friendships and learn from “seasoned veterans.”

Men’s Spirituality: An encouraging overnight retreat for all men of faith. Listen to inspirational stories and testimonies from great men of faith while addressing some of the tough life and faith issues of our day.

Women’s Spirituality: Celebrate the gift of being a woman on this overnight retreat as we share our stories and explore what it means to see our selves more fully and completely through the eyes of God.

Monastic Retreat: A unique opportunity to experience life, work and prayer with the Benedictine Monks of Mt. Saviour’s Monastic Community!

For more information about Campus Ministry programs or worship, please visit the Campus Ministry web page (www.fordham.edu/campus_ministry) or stop by our offices. We look forward to meeting you.

Collegiate Science & Technology Entry Program (CSTEP)
Mr. Michael Molina, Director
Mr. Renaldo Alba, Associate Director
Ms. Lakeya Stukes, Assistant Director & CSTEP Coordinator

Rose Hill Office:
Collins Hall, Room 3rd Floor
(718) 817-3265

Lincoln Center Office
Lowenstein 20A
212-636-7122

Email: Molina@fordham.edu, alba@fordham.edu, lstukes@fordham.edu
Fordham University's Collegiate Science and Technology Entry Program (CSTEP) is an award-winning undergraduate scholars program designed to prepare minority and economically disadvantaged students for careers in scientific, technical, health-related and licensed professions. The program is part of a statewide effort to address the issue of minority under-representation in these fields and emphasizes academic preparation, achievement and career awareness. Fordham’s program is one of fifty-two programs that exist on college campuses throughout New York State. The program is open to New York State residents and Out-of-State Residents.

CSTEP provides students with a unique college experience that combines academic services and activities with a variety of networking and career advancement opportunities. Among those services are academic and career counseling, paid internships and research assistantships, student skills workshops, review classes for Pre-Health Pre-requisite courses, career seminars, scholarships for standardized test preparation, financial assistance for graduate school applications and much more. Participants share invaluable social interaction and congenial support with fellow students who are among Fordham University’s best and brightest scholars.

The Fordham University CSTEP Program is open to undergraduate students from both the Rose Hill and Lincoln Center campuses. Students are encouraged to apply during their first year but may do so at any point during their college career. Once accepted, students are expected to participate in academic and career activities and maintain academic excellence.

The Dorothy Day Center for Service and Justice
Ms. Sandra Lobo Jost, Director
Ms. Caitlin Becker, Associate Coordinator of Community Service
Ms. Melissa Alvarenga, Associate Coordinator of Service Learning
McGinley Student Center, Room 101
Voice: (718) 817-4510
Fax: (718) 817-5419
Email: csprh@fordham.edu
Web: www.fordham.edu/comm_serv

The Dorothy Day Center for Service and Justice is grounded in the Jesuit philosophy of hominess pro aliis, men and women for and with others. We work to create mutually beneficial relationships rooted in a respect for the dignity of all persons. We want our students to reach their full potential of mind and heart beyond the self by serving in and learning from our surrounding communities. We provide our students with tools to explore their experiences together connecting service, justice, community and spirituality. By encouraging our students to engage in praxis—an ongoing process of action and reflection—we are able to support and challenge them to fully engage in and learn from their experiences. Seeking the faith that does justice, we encourage our students to use their two feet of social action, learning solidarity through both serving directly and working for social change. At Fordham, we recognize our responsibility to the community in which we are established and to which we are connected. We serve as a liaison between the Fordham community and the local community offering a variety of University resources and access to support the exceptional work of our community partners.

Currently, over 1,200 Fordham students are involved in over 200 community and not-for-profit organizations throughout New York City. Students support and learn from local organizations that work with displaced individuals and families, homeless and formerly homeless families, senior citizens, homebound people with HIV and AIDS, and young people.

As a living-learning initiative, service learning offers students an opportunity to expand their academic experience by bringing together service in the community with the learning resources of a course. This experience is in service to an under-represented or marginalized group. Facilitated by the Dorothy Day Center for Service and Justice in collaboration with faculty members across the disciplines, service-learning at Fordham takes two forms, the Interdisciplinary Seminar and Integrated Service-Learning Courses. Aligned with Fordham’s mission as a Jesuit university, service-learning aims to form students in a “well-educated solidarity” (Jesuit Conference 2002, “Communal Reflection on the Jesuit Mission in Higher Education”) and to provide an opportunity to apply academic resources to the work of social justice.
First, in Integrated Courses alongside the traditional resources of readings, lectures, discussions, etc., service is employed as a learning-resource to help students achieve the learning objectives of the course. Since all students are volunteering in the community, the service experience can be fully integrated into the methods of learning in the course and enhance classroom discussions. Second, the Interdisciplinary Seminar allows students independently to make the connection between a course they are enrolled in and service to the community. By completing 30 hours of service, attending a series of five interdisciplinary seminars arranged by the Dorothy Day Center for Service and Justice office, and writing 2 integrative essays, the student may earn an additional 1 credit a course that connects with the service experience.

As an office, the Dorothy Day Center for Service and Justice is uniquely situated to pursue Jesuit Superior General Rev. Peter-Hans Kolvenbach’s call to “educate the whole person of solidarity for the real world.” Fordham students continue to be transformed by direct service experiences in the Bronx each academic year, learning about solidarity through personal involvement with the injustice others suffer. Reflection on these experiences, morally and intellectually, encouraged by the Dorothy Day Center for Service and Justice staff have led students to make amazing contributions to eliminating injustices beyond Fordham. The staff also provides support for students interested in discerning their vocation to work for social justice as a lifelong commitment and career path. As Fr. Kolvenbach said, “The real measure of our Jesuit universities lies in who our students become.”

Our staff provides information and support to those who want to make a difference. Check out our Volunteer Fair in the early fall and spring semesters for these volunteer and internship opportunities. Live the Jesuit motto of men and women for others; it is an integral part of the Fordham experience!

Enrollment Services
Mr. Stephen Bordas, Associate Vice President of Enrollment Services
Thebaud Hall, 1st Floor
(718) 817-3900

The Office of Enrollment Services is a division of the Fordham University Enrollment Group. The staff of Enrollment Services is available to assist students with the following: process tuition payments; make payment arrangements; file financial aid forms; general financial counseling; process enrollment certification and transcript requests; as well as, assist with the other services the Enrollment Group provides.

The Office of Academic Records is a member of the American Association of Collegiate Registrars and Admissions Officers, and follows the guidelines and standards set by that organization. Fordham University also follows the regulations set forth by the Family Educational Rights and Privacy Act of 1974, concerning the access to, and release of, student information. The Office of Academic Records provides academic certifications and transcripts, upon formal request by the student. Requests can be made in person, in writing, or by filling out the online transcript request feature (via e-signature security) through Online Access of the Student Information System (OASIS), https://oasis.fordham.edu. Official transcripts and certifications (those bearing the University seal) are sent directly to institutions concerned, or provided to the student in a sealed envelope which must remain unopened and may be forwarded to another institution.

Processing of transcript requests take approximately 7-10 business days due to the volume of requests received. Students may also perform a variety of functions online through OASIS. The many services that the system(s) provide include access to: grades; schedule of classes; register for courses; updates personal data and make payments using Webcheck or credit card. For additional information, please visit the Enrollment Services webpage and check the FAQ page on the Fordham University website and click on FAQ’s. There is a large amount of information available to you. If you can not find the answer to your question, you may submit a question to the Enrollment group.

Financial Aid
Ms. Angela Van Dekker, Associate Vice President
Rose Hill Student Financial Services
Thebaud Hall, 2nd Floor
The University has developed extensive financial aid programs to enable students to afford a Fordham education. This aid may be in the form of gift aid, such as scholarship or grant-in-aid, and/or self-help aid, such as loans, and/or work-study.

In order to be considered for gift aid from Fordham, freshmen and transfers entering in the fall semester must file the Free Application for Federal Student Aid (FAFSA) and the College Scholarship Services (CSS) Profile Form. The filing deadline for incoming freshmen is February 1, and May 1 for transfers. Applicants entering in the spring semester must file these forms by November 1, (CSS Profile is only available until November) prior to the semester they plan to enter. Waivers for filing the Profile may be available for some families, including those on public assistance, or those who are exempt for income reasons from filing a United States federal income tax return. Please visit the Student Financial Services website for the form and more specific criteria. (Print a waiver form from the Financial Aid page at www.fordham.edu/finaid).

Currently enrolled students applying for financial aid must complete the FAFSA. In addition, if you are not currently a recipient of Fordham University gift aid or are requesting additional aid because of special circumstances and wish to be considered, you must file the CSS Profile application. Returning students (upper-class) must file for financial aid for the upcoming year by the first week in April. (See www.fordham.edu/finaid.)

Freshmen and currently enrolled students who are New York State residents must file the NYS Tuition Assistance Program (TAP) application, in addition to filing the FAFSA.

Fordham University’s Financial Aid Guide describes the principal types of University, State, and Federal financial aid, and explains the procedure for applying for these funds. The guide is available upon phone request at the Office of Enrollment Services. The walk-in hours for students and families are Monday – Friday 9:00 AM to 5:00 PM. No appointment is required. You may also simulate financing options by visiting ‘Financing Fordham’ at www.fordham.edu/plan.

You can check the status of your financial aid and student account by logging onto OASIS at oasis.fordham.edu/.

Please note: If you have missed the deadlines for consideration for Fordham University aid, you may still file for federal aid including Pell and FFELP loans any time prior to May 1 of the academic year. For New York State TAP, the filing deadline is March 31 of the academic year.

Global Outreach
Paul Francis
Director of Global Outreach
(718) 817-4506
pfrancis@fordham.edu

Global Outreach (GO) consists of short-term service immersion projects for the students, faculty, staff, and alumni of Fordham University. GO travels to thirty locations throughout the United States and the developing world such as Alaska, NYC, Appalachia, Mexico, Central America, South America, Africa, India, and Thailand. GO participants learn about social, economic, and environmental injustices and attempt to become globally responsible people.

While learning about issues of injustice, GO students have the opportunity to live out the Jesuit philosophy of men and women for and with others. Through living in domestic and international communities, GO participants have the unique opportunity to learn how our daily activities have a global impact.

The GO experience is achieved through living out the four pillars of community, spirituality, simplicity, and social justice. Students are encouraged to live simply and to focus on being rather than doing and people over things. Through building solidarity with the immediate GO team and the host community, students are encouraged to learn and strengthen relationships that will surpass the project dates. The ultimate goal is that the project will be an
experience outside of one’s comfort zone that encourages relationships, learning, and a commitment to social justice throughout life.

HEOP
Mrs. Stephie Mukherjee, Assistant Dean/Director
Freeman Hall, Room 102
(718) 817-4206

H.E.O.P. - the Higher Education Opportunity Program - funded by New York State, provides academic advising, financial aid, counseling, tutorial, and other services to carefully selected economically and academically disadvantaged students. Applicants must be residents of New York State, possess a high school diploma and/or an equivalent, and show potential for success in college. All students accepted by H.E.O.P. are required to attend a special summer program prior to the beginning of their freshman year. For further information, call or write the H.E.O.P. office.

Information Technology Services
Fordham University's Information Technology services are provided in support of your academic goals. Please visit the Student Technology Services website at www.fordham.edu/sts for detailed information on the University Portal, MyFiles, Banner, your Fordham E-mail account, Computer Maintenance and Security Tips, University Help Desk, Cellular Services and the Wireless Network.

Policies and Guidelines for the use of Technology at Fordham University
www.fordham.edu/itpolicies

Information Technology Services of Fordham University has published policies and procedures found at the above website to facilitate the appropriate use of all technology resources by Faculty, Staff, and Students. This Policy Statement provides notice of the University’s expectations and guidelines to all who use and manage IT resources and services. Please visit the website as you are responsible for reading the policies and guidelines with particular attention to the following: Anti-spam, E-mail, Peer to Peer and Web Hosting.

Computer Labs
www.fordham.edu/computerlabs

The Teaching Computer Labs are located in John Mulcahy Hall, 3rd floor, Rooms 302, 342 and 404. The Graphic Arts MAC Lab is located in Keating Room B9. The Public Access Lab is located in Room 308 in John Mulcahy Hall. All are maintained by the Instructional Technology Academic Computing (ITAC) Department. Access is available to a wide range of hardware and software for use by the academic community, including business applications (word processing, spreadsheets, etc), programming languages, statistical packages, utilities, access to Internet and e-mail. Computer Lab Assistants are available to answer any questions.

Public Access Lab Hours
Monday - Thursday: 8:00 am - 10:00pm
Friday: 8:00 am - 6:00 pm
Sunday: 1:00 pm - 9:00 pm

Computer Labs Acceptable Use Policy
www.fordham.edu/itpolicies

We expect you to exercise responsible, ethical behavior according to the University Information Technology Policy Statement posted on: www.fordham.edu/itpolicies when using the Computer Labs. Access to the labs is granted as long as these guidelines are followed. By connecting and/or logging on to computers and networks in the Computer Labs the user agrees to the terms and conditions of these Acceptable Use Policies.

Disclaimers
The ITAC Computer Center is not responsible for any loss or damage to personal data in the Computer Lab. Conduct which involves the use of the Computer Lab’s resources in an inappropriate manner or which violates
another person’s rights may result in revocation of computing usage privileges and is subject to University disciplinary action as outlined in the University’s Code of Conduct. Such conduct may also be subject to criminal or civil legal action.

Fordham University Portal
http://my.fordham.edu

My.Fordham is the gateway to Fordham's online resources including MyFiles (the University file storage system), bookmarks, calendar, an online directory, campus announcements, an e-mail interface, discussion groups, and registration, financial aid, bill payment, and academic course information through Banner.

To gain access to the portal, you will need to have claimed your AccessIT ID. To do this, open your browser and go to my.fordham.edu. In the first time user’s box, click the "Click Here to Claim your AccessIT ID and set your password" link. Follow the on-screen prompts. If you encounter problems please call the Help Desk at 718-817-3999 for assistance, only they can help you validate your personal information and escalate the issue if necessary.

IT Support Services
www.fordham.edu/helpdesk

The University Help Desk provides support and assistance for all technological issues related to Fordham IT services, including e-mail, network access (wired and wireless), virus infections and prevention, hardware and software installations and malfunctions.

Hours: 8 a.m.-8 p.m., Mon - Fri
Telephone: (718) 817-3999
E-mail: helpdesk@fordham.edu
Online Service Request Form

You may also visit one of our Walk-In Support Centers:

ROSE HILL CAMPUS
Hours: 8am-8pm, Mon - Fri.
Location: McGinley Center, Room 229

LINCOLN CENTER CAMPUS
Hours: 10am-6pm, Mon - Fri.
Location: Lowenstein, Room SL19A

Resident Technology Consultant Program
www.fordham.edu/RTC

If you live in the residence halls you can contact your Residential Technology Consultant (RTC). The RTC is the primary source of technology related assistance for students living in the residence halls and can help with many of the same issues as the Help Desk and Walk-In Support Centers. RTCs:

§ Educate residents on all aspects of computing at Fordham University
§ Consult with residents on computer related issues
§ Support in-room network connections
§ Troubleshoot resident computers

Please visit our webpage to find out who your RTC is and how to get in contact with them should you need assistance.

Information Technology - Frequently Asked Questions
1. How do I find out my Fordham University E-mail address?

All students automatically have an E-mail account generated at registration. In order to gain access to your e-mail account you must claim your AccessIT ID at my.fordham.edu. Your AccessIT ID user name will be your e-mail user name; just add '@fordham.edu'. Student e-mail is accessible through the University portal at http://my.fordham.edu or by going to http://studentmail.fordham.edu.

2. How do students report cable television troubles?

Call the University Help Desk: 718-817-3999 or e-mail cabletv@fordham.edu

3. Why can’t I get onto Blackboard?

The URL is: http://fordham.blackboard.com (just remember there is no “www” in the URL)

4. Why doesn’t my User Name & Password work in Blackboard?

You must use your Access IT ID as the user name and the last four digits of your permanent Postal Code for the password until you change it. If you’ve changed and forgotten your password just click the “forgot password” link and follow the instructions.

5. Do I need to purchase anti-virus software?

No! The University has licensed Symantec Anti-virus scanning software free for all students to download from our website. You will not be allowed on the Fordham network without university approved anti-virus software.

6. What do I need to connect to the Fordham University network on campus?

In addition to your AccessIT ID username and password, you’ll need an Ethernet card and cable to connect your laptop to a network data jack (recommended) or a wireless card to connect in the Residence Halls. The first time you connect to the network you will need to sign in through our Network Access Control software. If you need assistance with this please contact one of our IT support services.

7. Do I need to have my own printer?

Most students find it more convenient to have their own printer. Vended printing systems are available in the public computing labs and libraries on campus.

Identification Card Services

Mr. Fernando Ospina, Manager, Duplicating, ID and Mail Services
Faculty Memorial Hall, Room 129
(718) 817-4919
e-mail: idservicesrh@fordham.edu

All members of the University community are required to have the University ID card in their possession while on campus. New cards are issued each year at the beginning of the Fall semester for the entire student body.

Photographs of new students are captured at the beginning of each semester. This is accomplished either by submission of a wallet sized (2” x 3”) photo or a live photo taken at first arrival on campus. All pictures are stored digitally on a network server and any required reissue of this card will come from the resident database.

There is a $15.00 fee for replacing your card or re-shooting the picture. There is a $25.00 fee for each subsequent occurrence or request. There is no fee for damaged or broken cards but the defective card must be turned in at the time the replacement card is requested.
A schedule of hours of operation will be posted at the beginning of every semester. Please Note: ID Cards will not be issued without proper authorization or verification of status.

**International and Study Abroad**
Dr. Ronald S. Méndez-Clark, Director
Walsh Library, Suite 039
Phone: (718) 817-3464
Fax: (718) 817-3471
isap@fordham.edu

In the long-standing tradition of Jesuit education, Fordham College at Rose Hill actively adheres to the belief that foreign study profoundly enriches and distinguishes our students’ educational experience. In light of a philosophy which integrates Study Abroad with the college curriculum, the University offers one of the most extensive networks for foreign study of any major university. Our goal is to help students prepare for the challenges and rewards of global citizenship by enabling them to gain an understanding of other cultures and to incorporate a global dimension to their chosen field of study. Since the number of sponsored programs is extensive and the reasons for studying abroad vary, all prospective study abroad applicants are expected to research thoroughly—and in advance—their foreign study options and to discuss with their advisors and ISAP staff which programs will meet their academic and personal objectives. It is also important to acknowledge that while the University recognizes a sustained period of study in another culture is desirable, study abroad is neither a requirement nor an entitlement of a Fordham education. Rather, students earn the right to study abroad by high academic performance (a 3.0 GPA and favorable recommendations from major advisors and faculty are required), a clearly reasoned academic purpose, appropriate preparation, and conduct that demonstrates genuine enthusiasm for learning about, and experiencing other cultures.

Prospective applicants should consider the following general guidelines:

* Submission of all application forms on stipulated dates is essential to secure necessary approvals and the transferring of credits.
* A Fordham equivalent full-course semester load is required; grades earned abroad (C or better only) are recorded on transcripts but are not calculated in the students’ GPA.
* Study Abroad participants are not eligible for Dean’s List honors, as such honors are based on the GPA earned in a minimum of credits taken at Fordham.
* Pass/Fail and one-credit courses will not transfer; no duplication of classes taken at Fordham can occur.
* Full-term study abroad participants remain matriculated at Fordham University and are subject to the academic policies of the University and their major, as well as the University’s Code of Conduct.
* Cost:

  * Most sponsored study abroad programs fit within the University’s tuition and fee structure and only in very few cases the educational costs of a given program may require a student to pay supplemental tuition.
  * Fordham per-term tuition covers the London Dramatic Academy’s and exchange programs’ educational expenses. Institutional and non-institutional aid is fully portable for the London Dramatic Academy and exchange programs.
  * For all other programs, institutional and non-institutional financial aid is portable as follows:

    * Institutional/Portable Aid (grants-in-aid, university and restricted scholarships, and campus-based SEOG): The aid will be prorated, it cannot exceed the actual aid the student would be eligible for if in attendance at Fordham, and is subject to the following caps: 1) up to $5000 per semester for full year study at sponsored programs; 2) up to $3000 per semester for one-term study at sponsored programs in Africa, the Far and Middle East, Eastern Europe, Scandinavia, and Latin America; 3) up to $2250 per semester for one-term study at all other sponsored programs.  
    * Non-institutional Aid (Federal/State): 1) Students eligible for a Pell Grant can apply their grant toward their study abroad charges as long as all
other eligibility program and university requirements are met; 2) NYSTAP eligible students who meet program/university requirements may receive TAP.

All interested students are encouraged to research their options, as there are outside scholarships for study abroad (Gilman Scholarship Program, Freeman Asia, NSEP program, Rotary International) and several of the sponsored programs offer their own scholarships and/or grants.

Do you have general questions about programs, how to apply, and what Fordham expects of study abroad participants? Please stop by our offices—the ISAP staff very much looks forward to working with you and to offering the advising and pre-departure services you'll need to get the most out of your experience abroad.

APPLICATION DEADLINES are as follows:

Early Action Period, Fall and Academic Year: December 1 – January 15
Final Action, Fall and Academic Year: February 15
Early Action Period, Spring: April 15 – May 30
Final Action, Spring: September 10
Summer: March 1

This information page describes programs, policies and procedures scheduled for Academic Year 2009-2010. Fordham University reserves the right to withdraw or modify any of the above, and/or to make additional changes necessary for the continued successful operation of this Program.

Office of International Student Services
Mr. Salvatore Longarino, Director
Rose Hill Campus: Faculty Memorial Hall (FMH), Room 428, (718) 817-3145
Lincoln Center Campus: 33 West 60th Street, Third Floor, (212) 636-6270

The Office of International Students issues the certificate of eligibility, needed to obtain U.S. entry visa, to students and exchange visitors from abroad. Serving as a resource center for international students and scholars, the office facilitates their adjustment to life in the United States through orientation and assistance with immigration matters, such as employment and travel authorization. Personal advisement, information on health insurance, social security cards, and banking are provided. In conjunction with the life in the United States through orientation and assistance with immigration matters, such as employment and travel authorization. Personal advisement, information on health insurance, social security cards, and banking are provided. In conjunction with the International Students Association, the office sponsors and provides access to programs to promote cross-cultural and international awareness. Federal regulations and Fordham University require that individuals in F and J status (including F-2 and J-2 dependants) have health insurance. All students will be automatically enrolled in Fordham's health insurance plan and charged for health insurance each semester when they register. Students may waive Fordham’s policy by bringing a copy of their policy (in English) or insurance card to the office upon arrival. The policy must reflect amounts in U.S. dollars and meet the following minimum requirements:

* $50,000 in coverage per accident or illness
* $10,000 in coverage for medical evacuation to your home country
* $7,500 in coverage for repatriation of remains in the event of death
* A deductible not to exceed $500 per accident or illness

Students who are eligible to waive Fordham’s policy must remember to submit a new waiver every September that they are enrolled at Fordham. To find out more about the plan, or to get a brochure, please contact the Office of International Students.

Libraries
Dr. James P. McCabe, University Librarian
Walsh Library: (718) 817-3570
Circulation: (718) 817-3578
Reference: (718) 817-3586

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Fordham University maintains a multi-campus library system made up of four libraries. Counting the Law Library Fordham owns over 2 million volumes, 428,800 electronic books and subscribes to over 2,300 periodicals in print and 25,300 electronic journals. Walsh Library is the main library facility on the Rose Hill Campus. It contains about 1 million volumes. The Library at Lincoln Center consists of general undergraduate collections and strong holdings in education, social services, and business administration. The Westchester campus library supports Fordham’s graduate programs in Business, Education, Social Service and Religious Education.

Fordham Library’s On-line Information System is available at each of these locations and may be accessed remotely through telephone modem or any internet service provider. See the library handbook for instructions. The system contains Fordham’s on-line library catalog, over 300 databases, and access to other library catalogs through the Internet.

The online library catalog helps you locate printed books on the shelves and also provides links to full-text online books and journals. Students with valid University ID cards may borrow books from any Fordham library. The loan period is one month.

There are a number of important services available in Walsh Library:

The Reference Room: In addition to all of the standard reference works, this room also contains numerous computers that allow students to search online databases. Some of the databases are devoted to the literature of a specific subject area such as psychology, sociology, literature, philosophy, etc. Several of the databases cover all topics. Ask a reference librarian how to use these computers.

The Reserve Room: Books and articles reserved by faculty members for their classes are located in the reserve room on the first floor. Most reserve materials are also available online. Also kept in the Reserve Room are the current issues of printed periodicals. They are shelved alphabetically by title.

The Copy Center: Photocopy machines and change machines are located in the Copy Center on the first floor. In addition, there are also copy machines available throughout the stacks on the other floors. There is also a scanner available for making digital copies of documents.

Electronic Information Center: Both computers and audio-visual services are offered in the Center, which is located on the ground floor.

Microfilm and Government Documents: Microfilms, fiche and government documents are housed in this space on the ground floor. Fordham University is a selective depository for United States documents. Fordham dissertations are also stored here.

Archives and Special Collections: Located on the fourth floor, this unit contains the University archives and rare books.

Library Hours: Fall and Spring Semesters

Monday through Thursday 8:30 AM - Midnight
Friday 8:30 AM - 7:00 PM
Saturday 9:00 AM - 10:00 PM
Sunday Noon - Midnight

For full information about library service at Fordham, pick up a copy of the Library Handbook in Walsh Library.

Post Office
Peter Girvan, Assistant Director
A contract station of the United States Post Office, located in the basement of the McGinley Center, is open from 9:00 A.M. to 3:00 P.M., Monday through Friday and distributes mail to all resident students, faculty and staff. There is no mail delivery on weekends. Money Order, postage stamps, and shipping supplies may be purchased at the Post Office as well as sending first class, certified, registered, priority, media mail, express (overnight), insured, and parcel post mail. The Office of Residential Life assigns mailboxes to on-campus resident students and off-campus students with University housing. Packages and large envelopes that do not fit in the mailboxes may be picked up during window hours with a package notification card and a University ID.

Office of University Safety and Security
Mr. John Carroll, Assistant Vice President
Thebaud Hall Annex
(718) 817-2222

Campus safety and security are handled by the Assistant Vice President of Safety and Security and his personnel. Security at Fordham is committed to service and protection for our students, faculty, and staff. In order to maximize safety at the University, all members of the Fordham Community should view security as a shared responsibility. Students, faculty, and staff are responsible for reporting security incidents to the Security Office immediately, in person or by calling (718) 817-2222. All must cooperate fully with Security personnel dispatched to resolve problems. Together, we will continue to keep Fordham a safe place to live, study, and work.

Fordham University uses a state of the art emergency notification system. To be notified during a campus or city wide emergency students must enter their cell phone/contact numbers including their primary contact person number into www.my.fordham.edu. The University’s Safety and Security Department details our emergency management, evacuation plans, crime statistics, and fire safety data at www.fordham.edu under the Campus Resources link.

The Advisory Committee on Campus Safety 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. Fordham University provides campus crime statistics on its website, www.fordham.edu. Requests for a hard copy can be directed to the University Assistant Vice President of Safety and Security by phone at 718-817-2222 or in writing to the Assistant Vice President of Safety and Security at Thebaud Annex, Fordham University 441 E. Fordham Rd., Bronx, NY 10458.

Student Employment Office
Ms. Rose Marie Raiano, Senior Assistant Director
Thebaud Hall, 1st Floor
(718) 817-3820

Students are offered student employment positions on the basis of financial need. To be eligible for a position, the student must file the FAFSA Form, which is available on the web (http://www.fafsa.ed.gov). Since funds are limited, please make certain to file early.

Once financial eligibility has been established, the student is interviewed for an on-campus position by the Office of Student Employment. An attempt is made to take into account the student’s interests and abilities, and the needs of the various University departments. Students are considered for employment throughout the year. In addition to on-campus positions, students are encouraged to participate in community service-based programs. Student Employment will provide assistance to eligible students interested in securing jobs that benefit the community. Community Service Programs include, but are not limited to: literacy and math tutors, public recreational development, neighborhood improvement, and support service to the disabled and elderly. For information regarding community service job opportunities, please contact the Office of Student Employment.
University Academic Resources
For Fordham College at Rose Hill, use this link which is updated every semester: http://www.fordham.edu/academics/colleges__graduate_s/undergraduate_colleg/fordham_college_at_r/student_resources/departmental_tutorin_19683.asp

WFUV
Dr. Ralph Jennings, General Manager
Rose Hill — Keating Hall B-12
(718) 817-4550

WFUV - 90.7 FM and www wfuv.org, Fordham University’s professionally run public radio station, is located in Keating Hall on the Rose Hill campus. The station reaches over 300,000 listeners weekly with its signature FUV music mix, NPR news, Irish and Celtic programs and Fordham sports. WFUV employs a 29 person professional staff and approximately 70 Fordham students from all schools and departments. Working in paid positions, student employees receive training and hands-on experience in broadcast journalism, sports casting, engineering, production, promotions, marketing and development. Workshops are provided each semester in sports, news and public affairs, and engineering. Juniors and Seniors who have worked at WFUV for at least three semesters can take a practicum for academic credit. The station also offers two assistantships to graduate students who are accepted into a Fordham University masters program. WFUV’s website http://www wfuv.org offers detailed information about WFUV and its programming.
UNIVERSITY REGULATIONS

All communities, especially those established and created at colleges and universities, possess standards of conduct. At Fordham, these standards spring from the Mission of the University, and are integral to the development of each student:

Guided by its Catholic and Jesuit traditions, Fordham fosters the intellectual, moral and religious development of its students and prepares them for leadership in a global society.

The high standards embodied in the Code of Conduct, rules, regulations and processes listed in this section of the Student Handbook have been developed through the cooperative efforts of students, faculty and administrative officers. Students agree to abide by, and comply with, each of these standards upon enrollment. Although the University enforces these standards through the judicial processes described herein, it is the first and foremost responsibility of Fordham students to hold themselves and their fellow students to these clear and high standards. In this way, the Mission of the University is truly advanced.

Jurisdiction

Persons: The University Code of Conduct shall apply to every member of the Fordham University community which includes faculty, students, administrative officials, and staff who will also comply with city, state, and federal laws affecting the maintenance of public order. Visitors, including invitees and licensees, shall at all times conduct themselves in a manner that is consistent with the maintenance of order on University owned or leased premises, and the privilege to remain on University premises shall immediately terminate upon any breach. The University also reserves the right to withdraw the privilege of an invitee or licensee on its premises. A trespasser has no privilege at any time to be on University premises but is nevertheless subject to the applicable laws governing the maintenance of public order.

When any individual accused of violating the University Code of Conduct maintains more than one of the above-mentioned roles as employee, student, invitee, or licensee, a determination of the individual’s status in a particular situation will be made in the context of the surrounding facts.

NOTE: Resident students are required to abide by the special rules and policies established by the Office of Residential Life and contained in the Residential Life Handbook as well as the housing agreement. Residence on campus is regarded by the University as a revocable privilege rather than a right. Commuter students are also subject to the applicable policies established by the Residential Life Handbook, found at http://www.fordham.edu/student_affairs/residential_life/rose_hill/handbook/index.asp.

Adjudication System

Adjudication System

The following is the student adjudication system for alleged violation of the University Code of Conduct. This system applies to all students of the University, except to the Law School, which has its own system. Though the University Code of Conduct applies to faculty members, administrators, and staff, as well as to students, the adjudication system outlined here applies only to students.

Adjudication of Academic Matters

Allegations of academic dishonesty or plagiarism are adjudicated by individual faculty members according to the guidelines established by their individual schools and colleges of the University. Students who wish to obtain information regarding these procedures should contact the office of their academic dean. Please review the Academic Integrity section contained in this Handbook.

Adjudication of Non-Academic Matters

When a Code of Conduct violation is alleged, process is observed as follows:

1. A student accused of violating the Code of Conduct shall be notified of the specific alleged violation(s) and shall have the opportunity, within a reasonable amount of time, for a hearing to discuss them. This hearing shall consist of a
meeting between the accused student and the Dean of Students or a designated hearing officer at which time the accused student shall have the opportunity to present his or her full and final version of the facts. Refusal or failure to appear at this hearing will not impede the adjudication process and judgment will be made based on the available evidence and testimony.

2. An accused student shall be free from disciplinary sanctions pending the conclusion of his or her hearing, except where the Dean of Students determines that the well-being, including, but not limited to, the health and safety, of the community or of the accused student is endangered by that student’s presence on campus. In these cases, the Dean of Students may take appropriate interim measures, including temporary suspension of the accused student.

Response to Alleged Violations
Any member of the University community may, within a reasonable amount of time after alleged misconduct, file a report with the Dean of Students Office against a student for alleged violation of the Code of Conduct. The Dean of Students Office may also initiate a disciplinary investigation on behalf of the University. The Dean of Students, or his or her designate will usually undertake a preliminary investigation to determine whether the situation can be handled informally by mutual consent without the initiation of disciplinary proceedings.

In instances where the Dean of Students or his or her designate determines that a disciplinary hearing shall be initiated, the Dean of Students or his or her designate will notify the accused student of the specific alleged violation(s), and will schedule a hearing.

A student may waive the right to a hearing, in which case the alleged violation(s) will be adjudicated in his or her absence.

Role of the Dean of Students and/or Designated Hearing Officer
1. Ordinary disciplinary cases are those which do not involve suspension or expulsion (dismissal) from the University as possible sanctions. Serious disciplinary cases are those in which suspension or expulsion (dismissal) from the University are possible sanctions.
2. The Dean of Students may designate other administrative officials to hear ordinary disciplinary cases, including cases in which the possible sanction is disciplinary probation.
3. The Dean of Students hears serious disciplinary cases in which the possible sanction is suspension or expulsion (dismissal) from the University.

Appeals
1. In disciplinary cases in which the student is judged by the Dean of Students or his or her designate to be responsible for a Code of Conduct violation, the finding of the Dean of Students or his or her designate is final except in cases where the sanction of University disciplinary probation is imposed by the designated hearing officer, or when the Dean of Students imposes the sanction of suspension or expulsion (dismissal) from the University.
2. In disciplinary cases involving University disciplinary probation assigned by a designated hearing officer, the student may appeal his or her probation to the Dean of Students. The finding of the Dean of Students is final.
3. In a serious disciplinary case involving suspension or expulsion (dismissal) from the University, and thus heard by the Dean of Students, an appeal may be heard by the University Judicial Council (UJC). Appeals must be presented in writing to the Vice President of Student Affairs within 48 hours of notification of the sanction imposed.

The written appeal must be based on a question of process, i.e. failure of the University to notify the student of alleged violation, or failure of the University to provide a hearing; or a claim of an excessively harsh sanction. In those appeals within the appellate jurisdiction of the UJC, the Vice President of Student Affairs will submit the student’s written appeal to the UJC Chairperson who will then schedule an appeal review meeting of the UJC.

University Judicial Council (UJC)
1. The UJC comprises 7 members: 3 faculty members appointed by the President of the Faculty Senate, one of whom is appointed as chairperson; one administrator appointed by the Vice President for Student Affairs; and three students appointed by the President of the United Student Government. In the event that the accused is a graduate student, the students on the UJC will be appointed by the Dean of the particular graduate school.
2. The UJC shall have the power: to uphold the decision of the Dean of Students; uphold his or her decision but change the sanction; or remand the case back to the Dean for further hearing.
3. The decisions and sanctions of the UJC are determined by majority vote, and are final and not appealable.

UJC Appeal Review Process
1. The Dean of Students and the accused will present their respective versions of the case. The accused student will represent himself or herself in the hearing. The accused student may be advised by another student or a member of the faculty of the school in which he or she is enrolled. However, there will be no active participation by the student advisor or faculty member during the hearing.
2. The UJC may pose questions to the Dean of Students and to the accused student.
3. The UJC may choose to ask the Dean of Student to return to the meeting to answer specific additional questions about the case or ask the Vice President for Student Affairs or Associate Vice President for Student Affairs at any time to answer questions on the process of the Council.
4. The UJC hearings are conducted in closed session.
5. When and if the UJC decides by majority vote that it needs more information in order to reach its decision, it may call witnesses or request information to the extent it requires.
6. As soon as possible, the Chairperson of the UJC will inform the accused and the Vice President of Student Affairs of the final decision.

Notification to Parents/Guardians of Dependent Students
If the student who is alleged to have violated the Code of Conduct is claimed as a dependent, the University reserves the right to inform his or her parents/guardians of the alleged violations, pending disciplinary hearing, and subsequent disciplinary decisions concerning the student. A student will be considered a dependent unless he or she establishes proof to the contrary to the Dean of Students.

Disciplinary Sanctions
When a student has been found responsible for violating a University rule under either the Code of Conduct Adjudication Process or the Residence Halls Adjudication Process, a sanction or combination of sanctions is imposed. Below is a description of the sanctions available to the hearing boards and hearing officers. Clearly, the first two sanctions are to be considered the most serious because they refer to the termination of a student's affiliation with the University.

Expulsion (Dismissal) from the University
Permanent separation of the student from the University. The student will be barred from University premises. Any student who is dismissed from the University is required to leave campus within the time specified by the University Judicial Council, the Dean of Students, or the President (usually not more than 24 hours). When a decision involving suspension or dismissal from the University is appealed, a student may request to the Dean of Students for permission to leave only his or her belongings in the residence hall until the conclusion of the appeal.

Suspension from the University
Separation of the student from the University for a specified period of time. The student shall not participate in any University sponsored activity and may be barred from University premises. Suspended time will not count against time limits of the Graduate Schools for the completion of the degree. The penalty is given for a stated period of time. Conditions for readmission may be established at the time of suspension. Any student who is suspended or dismissed from the University is required to leave the campus and remove his or her belongings from the residence halls within 24 hours unless otherwise specified by the hearing board or the Dean of Students. When a decision involving suspension or dismissal from the University is appealed, a student may request to the Dean of Students for permission to leave only his or her belongings in the residence hall until the conclusion of the appeal.

University Disciplinary Probation
The student may participate in, but shall not represent the University in any extracurricular activity or run for, or hold office in any student group or organization, and/or represent the University in any varsity or club sports. If deemed appropriate by the hearing board or hearing officer, the student may also:
1. Be barred from all extracurricular activities.
2. Be barred from areas on campus where alcohol is served.
3. Be allowed on college property only to the extent that his or her class schedule and his or her residence on campus requires.
4. Be suspended or dismissed from the Residence Hall. The student is required to remove herself/himself and all her/his belongings from the residence halls. The student shall not reside, visit, or attend social functions in any of the
University residence halls. This sanction may be either temporary or permanent to be specified by the hearing officer or hearing board at the time of adjudication. Any student who is suspended or dismissed from residence is required to leave the halls and remove her/his belongings within 24 hours unless otherwise specified by the hearing board, hearing officer, or Dean of Students.

Additional restrictions or conditions may also be imposed. Further, modifications to the standard restrictions of disciplinary probation may be made on a case by case basis and only for extenuating circumstances. Such exceptions must be reviewed and approved by the Dean of Students.

Violation of any of the terms of disciplinary probation subjects a student to immediate suspension or expulsion (dismissal) from the University.

Group Probation
An organization is denied the opportunity to sponsor social functions on campus for a stated period of time. Registered organizations that are placed on probation may also be subject to restricted funding and/or office space during the stated time period of probation.

Residence Halls Probation
The resident student is warned that future violations of the residence hall regulations will result in dismissal from the residence halls. Residents on probation at the time of the housing lottery will automatically be placed in overflow housing.

Student Life Probation
The commuting student is warned that future violations of the University Code of Conduct or residence hall regulations on- or off-campus may result in further and more serious sanctions, including University Disciplinary Probation (see above).

Suspension or dismissal from the Residence Hall
The student shall not reside in or visit any of the residence halls on either a temporary or permanent basis. Additionally, the student may not attend any Residential Life social events anywhere on campus. The student is required to leave the halls with his or her belongings within 24 hours unless otherwise specified.

Suspension or dismissal from the Residence Hall
The student shall not reside in or visit any of the residence halls on either a temporary or permanent basis. Additionally, the student may not attend any Residential Life social events anywhere on campus. The student is required to leave the halls with his or her belongings within 24 hours unless otherwise specified.

Disciplinary Reprimand
The student is warned that further misconduct may result in more severe disciplinary action.

Restitution
The student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of a violation of this code.

Other Sanctions
Other sanctions may be imposed instead of or in addition to those specified in the sections above. For example, students may be subject to restrictions upon or denials of driving privileges for disciplinary violations involving the use or registration of motor vehicles. Work or research projects may also be assigned.

Student Judicial Records
Policy Statement
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides regulations regarding the access, review, amendment, and disclosure of student educational records. Student judicial records are included in the definition of educational records. The requirements of this law with respect to student judicial records are covered in the information which follows. For a complete statement on the University’s “Policy and Guidelines” regarding student records, please contact the Office of Academic Records.
Access
Any student has the right to inspect his or her own judicial file. The information contained therein will be made available to the student upon completion of the “Request for Information from University Files” form available in the Office of Academic Records. No one outside the University shall have access to the student's records nor will the University disclose any information from these records without the written consent of the student, except under those circumstances that are permitted by FERPA. Students are advised that potential graduate schools or employers may request information on disciplinary status. Under the FERPA regulations, the University may disclose a student's records to school officials of another institution in which a student seeks to enroll. However, judicial materials will not be sent unless the student specifically authorizes the University to do so in writing to the Office of Academic Records. Within the University community, only those members individually or collectively acting in the student’s educational interest are allowed access to student records. It shall be the responsibility of the Dean of Student Life in response to any authorized inquiry to inspect the records of any student, and to provide an explanation in writing, if necessary, as to the nature and severity of any violation in which the student in question has been sanctioned.

Maintenance of Records
When a student is found responsible for violating the University’s Code of Conduct either by administrative action, a hearing officer, or by the University Judicial Council, a disciplinary file for the student is created. This file contains all information pertinent to any and all judicial proceedings in which the student has been involved. Each subsequent time a student is found responsible for violating a regulation, his or her record is used in determining a sanction. The records of any student contained in the judicial file shall be maintained by the Dean of Students’ office until the student's graduation from the University, at which time it will be destroyed. An exception will be made to this policy, however, in those instances where the judicial proceedings resulted in a student's suspension or expulsion (dismissal) from the University. In such a case, a notification will appear on the student's record, and the documents containing the relevant sanction will be maintained to substantiate this notation.

Challenges to Records
Any student may contest the content of his or her judicial records. Students who believe that their records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights, should discuss those concerns with the Dean of Students. If this discussion does not lead to a resolution of the student’s concerns, the student has the right to a formal hearing upon written request to the University Registrar or Law School Registrar, in accordance with the University's FERPA “Policy and Guidelines.” Should the hearing panel decide that the judicial records challenged are misleading, inaccurate or in violation of the student's other rights, the student shall be so notified and the record shall be corrected or amended accordingly. Should the hearing panel decide otherwise, the student shall be notified and informed of his or her right to place a statement in the judicial record commenting on the information in the records, and/or any reason for disagreement with the hearing panel’s decision. This statement will become part of the student’s judicial record and will be released in the event that the records in question are disclosed.

The University Code of Conduct
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 the 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 of another person, whether physical, sexual, or verbal, either oral or written.
6. Physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
7. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.
8. The unauthorized selling, purchasing, producing, possession, or use of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or other addictive and illegal drugs or drug paraphernalia.
9. 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 the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
10. Failing to surrender the University Identification Card upon request of clearly identified University personnel (this includes campus security personnel) in the performance of their assigned duties. All members of the University community are required to have the University Identification Card in their possession while on campus.
11. Engaging in lewd, licentious, or disorderly conduct.
12. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
13. Violation of the published University regulations including but not limited to those regarding Motor Vehicles, Residence Halls, and the McGinley Student Center.

University Alcohol Policy

Since it is a Jesuit and Catholic university, Fordham seeks to educate the whole person. Therefore, it provides its students with a value-laden curriculum that challenges them both to stretch themselves intellectually and to develop the capacity for mature moral judgment. We are not content, however, merely to challenge our students in the classroom. Far from it. Realizing that much of their education (perhaps even the majority of it) takes place outside of the classroom, we seek to provide them with a supportive campus environment that will enable them to grow into the full possession of the many talents that they have been given. Since we understand the role that out-of-class activities play in the spiritual, intellectual, moral and social development of our students, the Fordham community has for years been concerned with the adverse effects that alcohol has on the lives—and on the academic performance—of our students. In order to confront the challenges that substance abuse poses to the University’s educational mission, Fordham will continue to offer counseling services and medical referrals to students who present themselves for help. At the same time, the University will continue to challenge its students to lead healthy lives and to develop those mature patterns of behavior that will enable them to become men and women of conscience, competence, compassion and commitment to the cause of the human family.

Joseph M. McShane, S.J.
President, Fordham University

Introduction
The purpose of this policy is to establish an environment in which the legal and responsible use of alcohol is the norm, and its illegal use and abuse are not tolerated. This occurs through comprehensive alcohol prevention initiatives, which include education, early intervention, environmental management, and assessment strategies.

Alcohol Prevention
Fordham University offers comprehensive alcohol and other drug prevention that begins at New Student Orientation and continues throughout the year. Prevention initiatives include Residential Life floor meetings and Alcohol and Other Drug Education Freshmen Core Programming for all first year resident students, which offer information on the use and abuse of alcohol, and on the law and University policies. New York State Laws on alcohol are published in this handbook.
Examples of educational strategies include intensive student leader trainings regarding the applicable laws and University policies, awareness campaigns such as National Collegiate Alcohol Awareness Week and Alcohol Screening Day. The University’s early intervention programs for students identified as at risk of developing an alcohol or addiction disorder are offered through the Alcohol and Other Drug Education Program, Student Health Services, and Counseling and Psychological Services.
Students who demonstrate a need for more individualized care, or who repeatedly violate the alcohol policy, may be required to participate in an educational screening and brief intervention provided by the Alcohol and Other Drug Education Program.
Members of the University community who wish to discuss in confidence matters related to substance abuse are encouraged to contact University Counseling and Psychological Services (CPS). CPS staff members are available as psychologists, consultants, and resource persons. For more information on resources and referral information, please refer to the Drug Free Campus Guidelines section.
University Policy

Although the University’s primary emphasis in this area is prevention, it also recognizes its responsibility to implement and enforce alcohol regulations that are consistent with New York State laws and address the issues of personal health and safety for the community.

This policy, as part of Fordham’s overall alcohol prevention efforts, aims to increase awareness of the primary and secondary impact alcohol abuse can create, promote safety at social events, and encourage the responsible use of alcohol when permitted.

University policy includes but is not limited to the following provisions, whether they occur on or off campus.

- No person under the age of twenty-one may possess, consume, or be in the presence of alcohol (except in officially designated spaces).
- Fordham University prohibits inappropriate behavior that is a direct result of alcohol consumption. Any student who is observed to be intoxicated may be found in violation of the alcohol policy.
- The university prohibits the possession of items used for common distribution of alcohol on leased or owned university property. Such items include, but are not limited to, kegs and party balls.
- Drinking games and rapid consumption techniques and devices (e.g. funnels, shot glasses, beer pong tables, etc.) by their nature promote abusive consumption of alcohol and thus violate the alcohol policy.
- The University prohibits the possession and consumption of alcohol within public areas and administrative and academic buildings, without permission from the authorized University official, which for students and student groups is the Dean of Students or his designated representative.
- It is prohibited for anyone over the age of twenty-one to consume/possess alcoholic beverages in the presence of individuals under the age of twenty one, except when authorized at a registered event.
- Students are not permitted to provide alcohol to any person who is underage.
- For purposes of this regulation, “provide” means to sell, lend, give, make available, exchange, barter or furnish in any way.
- Individuals who are twenty-one years of age or older may possess and consume beverages containing alcohol in their rooms in University residential units (refer for specific policies to the Office of Residential Life handbook) or at officially-sponsored events. However, conduct resulting from the consumption of alcohol that is in any way illegal or in violation of any other policy is prohibited.
- Students are not permitted to possess or produce false identification or identification that alters one’s age.
- Fordham University expects all students to understand the consequences of driving under the influence of alcohol and to abide by state law. Students who procure alcoholic beverages for, or who serve alcoholic beverages to underage persons, who falsify documents, or who contribute in any way to illegal alcohol consumption, are not conducting themselves in a responsible manner. Further, a student who contributes in any way, however minor, to the intoxication of another person may be held personally liable for any injury or damage the intoxicated person causes or in which he or she becomes involved. For more information regarding New York State General Obligations Law, please refer to the Drug Free Campus Guidelines section of the Student Handbook.

State Laws

A Fordham University education includes due respect for the laws of the State of New York. The University cannot condone or remain neutral to the breach of such laws. Each student must assume full personal responsibility for his or her compliance with all state laws, including, but not limited to, the New York State Alcoholic Beverage Control Law, the New York General Obligations Law (reproduced in the Drug Free Campus Guidelines section in this handbook), and with the University policy on alcohol which, under certain circumstances, may be more restrictive than state law.

Facilities

Dagger John’s, Rose Hill, Regular Business

During published business hours, Dagger John’s is open to all members of the University community and guests. During these hours, alcoholic beverages may be served to persons 21 years of age or older who present proper identification. Alcoholic beverages served may not be removed from the premises.

Cafeterias
Alcoholic beverages are not permitted in the student cafeterias of the University. Any exceptions to this policy must be approved in advance by the Director of Hospitality Services and abide by the registration procedures outlined below, if appropriate.

Residence Halls
Private Rooms in the Residence Halls
The University recognizes that students living in the residence halls are adults and that each student is individually responsible for compliance with the laws of the State of New York regarding the possession, sale, and distribution of alcoholic beverages. Each student is also responsible for compliance with University policy which, under certain circumstances, may be more restrictive than state law.

In the residence halls, University policy has been developed to foster an environment that promotes the intellectual, moral and religious development of its students. Individuals of legal drinking age may possess and/or consume alcohol in their rooms/suites, provided all roommates/suitemates, present or absent, are of legal drinking age. However, the possession and/or consumption of alcohol by any students, regardless of age, in freshman halls is prohibited. University disciplinary action may be taken should drinking in private rooms become a public event, i.e., because of noise, number of people, or intoxication. Large amounts of alcohol are not allowed in private rooms and excessive amounts of alcohol may be confiscated at the discretion of the residence hall staff.

Lounges and Other Public Areas of the Residence Halls
Alcoholic beverages are not allowed in the lounges and other public areas of the residence halls except under the following two circumstances:
1. Alcoholic beverages are allowed at an officially-approved residence hall party held in the Walsh Lounge provided the party is limited to those who are of legal drinking age. A member of the residence hall staff and the security staff must always be at such parties.
2. Alcoholic beverages are allowed at well-planned, hall semiformal dance parties or dinners held in Walsh Hall. Food service bartenders and drink tickets are required at such events, and alcoholic beverages may be served to persons of legal drinking age with proper identification. Persons at such events who are not of legal drinking age are not permitted to possess or consume alcoholic beverages.

General Facilities and Premises
Sponsors of events which are held on other University premises at which alcoholic beverages are served must first obtain approval from the authorized University official, complete and then secure the registration process outlined below, and abide by the regulations for registered events. Permission from the Dean of Student's Office is required for alcoholic beverages to be served in any public areas of the campus. The possession/consumption of alcohol in the public areas of the campus is prohibited, with the exception of officially registered events. University-sponsored events for trustees, alumni, parents, and faculty are exempt from the regulations below, except number 8.

Registered Events
Social events sponsored by student groups, organizations, or clubs where alcohol is sold/served must be registered with the Office of Student Leadership and Community Development. The process of registering social events is intended to create thought in the planning process. The registration process also offers an opportunity for registrants to receive important information such as copies of the University alcohol policy and state law, fact sheets on alcohol, and event planning recommendations.

Regulations for Registered Events
1. Events (as described above) must be registered in the Office of Student Leadership and Community Development no less than one month before they are to be held and before publicity is distributed.
2. There is a responsibility shared by all University students for individual behavior. Student groups, organizations, or clubs which sponsor social events are also responsible for behavior at the events.
3. Signs clearly stating state law pertaining to alcohol consumption must be conspicuously evident at the event.
4. Student groups, organizations, or clubs which sponsor an event where alcohol is sold/served may not use University funds including student activities monies to purchase or provide by any means alcoholic beverages for the event.
5. Neither direct nor implied reference to the intended availability of alcoholic beverages may be made in any publicity in connection with the activity.
6. Non-alcoholic beverages must also be prominently evident and equally available as alcoholic beverages at any event. Additionally, alcoholic beverages may not be made available at any event unless food is also provided.
7. Alcoholic beverages may not be removed from the designated area of the event.
8. Whenever alcoholic beverages are to be served at an event, the sponsoring group must hire a Food Service bartender whose responsibility is to serve alcoholic beverages to persons who demonstrate that they are 21 years of age or older. Event participants may not serve themselves or others alcoholic beverages.
9. Alcoholic beverages may only be served to persons 21 years of age or older who have proper identification.
10. Only one alcoholic beverage at a time may be served to each individual attending the event.
11. Sponsoring organizations will be responsible for providing security to see that guests conduct themselves properly and to assist with crowd control. One security guard per 50 guests is recommended. A minimum of 3 guards are required at events at which alcohol will be served. A minimum of 2 guards are required at dances where alcohol will not be served. The group sponsoring the event must pay all security costs.
12. Sponsoring groups must see to it that guests conduct themselves properly.
13. Sponsors must ensure that the serving of alcoholic beverages ceases at least one-half hour prior to the scheduled end of the registered activity.

Penalties for violations of the above regulations pertaining to Registered Events include:
- Fines up to $200
- University disciplinary action
- Loss, curtailment, or elimination of social privileges
- Loss of event registration on campus

The Fordham University Undergraduate Policy on Academic Integrity

A University, by its nature, strives to foster and recognize originality of thought, which can be recognized only when people produce work that is theirs alone and properly acknowledge information and ideas that are obtained from the work of others. It is therefore important that students must maintain the highest standards with regard to honesty, effort, and performance.

As a Jesuit, Catholic University, Fordham is committed to ensuring that all members of the academic community strive not only for excellence in scholarship but also for integrity of character. In the pursuit of knowledge and personal development, it is imperative that students present their own ideas and insights for evaluation, critique and eventual reformulation. As part of this process, each student must acknowledge the intellectual contribution of others.

I. The Academic Integrity Statement

The following statement will be read at the academic orientation by all incoming freshmen and external transfer students to increase their awareness of the importance Fordham attaches to integrity within the academic community.

As a student of Fordham University, I recognize that I am part of a community dedicated to the disciplined and rigorous pursuit of knowledge and communication of truth. I therefore commit myself to the University Code of Conduct and upholding the highest standards of academic integrity. Any work that I claim to be my own will be my own; I will give appropriate credit where credit is due; I will be fair and honest in all of my interactions with members of the Fordham community.

By being enrolled at Fordham University students are bound to comply with the University Code of Conduct, which includes, but is not limited to the following Standards of Academic Integrity.

II. Standards of Academic Integrity

Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violations of academic integrity include, but are not limited to, plagiarism, cheating on exams, falsification, unapproved collaboration, and destruction of library materials. Below are instances of violations with which all members of the academic community should be familiar.
A. Plagiarism:
Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. It is no defense to claim that one has “forgotten” to document ideas or material taken from another source.
Examples of plagiarism include, but are not limited to:
   i. Using the ideas of another person, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer-mediated communication;
   ii. Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence;
   iii. Presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style;
   iv. Presenting, as one's own an assignment, paper, or computer program partially or wholly prepared by another person, whether by another student, friend, or by a business or on-line service that sells or distributes such papers and programs;
   v. Failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g. The Chicago Manual of Style).

B. Cheating
Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone) when such is unauthorized or prohibited.
Examples of cheating include, but are not limited to:
   i. Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz;
   ii. Copying from another student at an examination, test or quiz, or copying another student's assignment, data or laboratory report;
   iii. Permitting another student to copy from an assignment, paper, computer program, project, examination, test or quiz;
   iv. Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
   v. Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project.

C. Falsification
Falsification occurs when individuals make false statements that mislead others.
Examples of falsification include, but are not limited to:
   i. The submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz;
   ii. The presentation of false identification or credentials in order to gain admission to a course, examination, test, quiz or degree program;
   iii. The creation of a false or misleading citation;
   iv. The manipulation or falsification of data for an academic assignment.

D. Unapproved Collaboration
Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.

E. Other Violations of Academic Integrity
Additional violations of academic integrity include, but are not limited to:
   i. Theft, destruction, or tampering with library materials, audio and videotapes, computer hardware or software;
   ii. Submission of a paper or project to more than one course during the time in which a student is attending Fordham University, without the explicit permission from all the instructors involved;
   iii. Submission of work previously done in high school or at another institution, whether modified or not, without permission of the instructor.
III. The Academic Integrity Committee
To foster a trusting environment that is essential for learning, it is the responsibility of both students and faculty to maintain and to promote the intellectual community. To ensure that all members of that community are represented in the process, a committee comprised of three faculty members, three students and one academic administrator will be established for each college. This Committee will oversee the procedures and appeals associated with courses taught in that college.

Responsibilities. The responsibilities of the Academic Integrity Committee (AIC) are: i) to record and verify receipt of Violation Reports signed by the instructor and student; ii) to further investigate the incident if the student challenges the decision of the instructor and schedule a case review; iii) to report the violation to the appropriate Dean(s); iv) to provide annual reports of the academic integrity violations and final sanctions to the Dean of the College; v) to review periodically the functioning of the Committee, including Standards of Academic Integrity and Procedures and Appeals to determine if changes are needed. This oversight review shall be communicated to the Dean of the College; vi) to work with relevant student groups to develop workshops to promote and maintain academic integrity.

Membership. The Dean of College will solicit nominations for membership, including substitute faculty and students. The Dean will forward a list of recommendations to the Office of the Senior Vice President and Chief Academic Officer who will then appoint 3 faculty, 3 students and one administrator from the College and identify substitute faculty and students who are willing to serve, if needed. The Committee will be chaired by one member selected by the Dean of the College from among the three faculty and the administrator members. Agreement to serve on the Committee is a serious commitment. Faculty members and the academic administrator will serve a term of 3 years and student members will serve a term of two years with an initial staggering of terms to ensure continuity. The acting Chair of the Committee will serve in that capacity for a one year period with the possibility of yearly renewal up to three years.

Case Reviews. Case reviews are to be conducted by a quorum comprised of the AIC Chair, 2 (additional) members of the faculty/administrator group, and 2 student members. The Chair will verify members’ attendance. A member of the AIC may be excused from a particular case review when a conflict of interest is disclosed to the chair.

Confidentiality. Faculty, administrators and students engaged in academic integrity procedures involving academic integrity violations shall treat as confidential all information disclosed during such procedures, as well as the fact of occurrence of the case review. Persons nominated to the Academic Integrity Committee as members will only be permitted to serve after they sign a non-disclosure agreement that limits the discussion of cases to committee members and the College Deans on a "need to know basis" only.

IV. Procedures
A. When an instructor suspects that a student has engaged in academic dishonesty, the instructor shall hold a conference with the student regarding the basis for the suspected violation and the sanction(s) to be imposed according to the Academic Integrity Policy Statement (Section VI).

B. The instructor shall fill out an Academic Integrity Violation Report and attach the appropriate documentation. Both the instructor and student will sign the Report. When signing the report the student will either acknowledge that he/she has committed a violation of Academic Integrity Policy and accepts the instructor’s sanctions, or indicate that he/she intends to challenge the instructor’s claim. Failure of the student to sign the Report without an expressed challenge made to the instructor’s claim shall be deemed an acknowledgement of the violation and an acceptance of the sanctions.

C. The Academic Integrity Violation Report and documentation will be sent directly to the Chair of the AIC. The Chair of the AIC will then notify the committee members that an Academic Integrity Report has been filed and apprise the members of the student's signed statement.

D. If the student has signed an affirmative statement of violation and acceptance of the instructor’s sanctions in accordance with this Policy Statement, the Dean of the student's home College will be notified as such. Under this
circumstance, no case review by the AIC will be held and the case report is sent directly to the Dean of the home college.

E. In all cases, the instructor will file a grade of 'NGR' pending the actions of the AIC and notification from the AIC chair of any relevant sanction (i.e. an F for the course; Section VI) that is imposed by the Dean of the home college.

The Student Challenge and Case Review:

F. If the student intends to challenge the instructor’s claim, he/she must declare that intent to the AIC Chair in writing within two weeks of the initial conference between the instructor and the student. This challenge declaration must include a descriptive statement that explains his/her reasons for the challenge.

G. Upon receipt of the student’s declaration to challenge, the AIC Chair in consultation with the Department/Area Chair or Program Director will seek a second reviewer in order to conduct a blind review of the Academic Integrity Report and the student’s letter. The reviewer should be a member of the department or interdisciplinary program from which the report originated. The second reviewer will submit his/her evaluation to the Chair of the AIC. A second reviewer from outside the university will be utilized only when circumstances warrant.

H. Upon receipt of the second reviewer's evaluation, the Chair shall schedule a case review (Section III.C) with the AIC members.

I. The AIC will review the case materials and the written statement (Section IV.F) of the student. After reviewing these, the Committee will deliberate and vote on whether a violation has occurred. The AIC chair will notify the student, the instructor, and, in cases of the affirmative, the Dean of the student's home college of the Committee's evaluation.

Meeting with The Dean and Administration of Sanctions:

J. Upon receipt of the AIC case report, the Dean of the student's home college will meet with the student to discuss the evaluation of the AIC case review and impose the sanctions described in Section VI according to the level of offense. The Dean will also warn the student of sanctions for any future offenses. A report of the imposed sanctions will be made to the AIC for its records.

Record keeping

K. The AIC will keep for its records and analysis all reports and actions taken by the committee. These records are education records and subject to federal rules and regulations outlined in FERPA (Family Educational Rights and Privacy Act). Records kept for the purpose of analysis and program evaluation by the AIC will have all personal identifying information removed.

V. Procedure for a Student to Report an Academic Violation

If a student witnesses a violation of academic integrity or otherwise has reason to believe that a violation has occurred, he or she may choose among several possible courses of action.

A. Talk with the student urging him/her to report himself/herself to the instructor of the course or to the Chair of the AIC.

B. Discuss the observed action with the instructor, not naming those involved, to obtain guidance and determine if an observed act merits action under the Academic Integrity Policy.

C. Submit a written report to the Chair of the AIC. If the student wishes to remain anonymous, the AIC will honor that request during the initial inquiry prior to a case review.

VI. Sanctions for Violations of Academic Integrity:

If a student is found in violation of academic integrity standards while an undergraduate at Fordham University, the following sanctions shall be imposed:

A. First Offense:
i. The student shall receive an F on the assignment/examination. The student may in addition receive an F in the course at the discretion of the instructor.
ii. The case shall be documented in the student’s file, where it will remain until the time of the student’s graduation from the College, at which time the material will be removed from his or her file. Any records kept for the purpose of analysis and program evaluation by the AIC and not destroyed will have all personal identifying information removed.

B. Second Offense:
   i. The student shall receive an F for the course and shall be subject to suspension or expulsion from the college, at the discretion of the Dean. If the student is expelled, the notation – Withdrawn by the University – will appear on his/her transcript.
   ii. The case shall be documented in the student’s file, where it will remain until the time of the student’s graduation from the College, at which time the material will be removed from his or her file. Any records kept for the purpose of analysis and program evaluation by the AIC and not destroyed will have all personal identifying information removed.

C. Third Offense:
   If a student is found guilty of a third violation of academic integrity, the student will receive an F for the course and will be expelled from the University, at the discretion of the Dean. If the student is expelled, the notation – Withdrawn by the University – will appear on his/her transcript.

VII. The Right to Grieve Grades in Relationship to Violations of Academic Integrity:
   Any other grades given for work in the same course, unless the grade itself is the sanction, can be grieved in accordance with the established College policy only after any and all questions of violations of academic integrity have been resolved through the processes stated above.

Academic Policies and Requirements
Students are responsible for knowing and following the academic policies and requirements stated in the bulletin of each college. Whenever students have questions about academic requirements and programs of study they should consult their class deans or other academic advisors.

HIV/AIDS
Fordham University endorses the understanding of human sexuality that is consonant with Catholic tradition. This approach finds its central principles in a view that is inherently linked to mutual fidelity in family living.

Although this perspective informs our programs at Fordham, it is not inconsistent with this outlook to also insure that comprehensive information on human sexuality be made available to the University community. Fordham recognizes that responsible sexual behavior involves both a grasp of ethical and moral principles and a fully informed view of human sexuality.

Fordham’s primary response to the justified concern about HIV/AIDS is educational. The major goal is to provide current and accurate information concerning the etiology, onset, course, and treatment of this infectious disease. Facts should be made available, and myths should be dispelled.

In keeping with our tradition of the personal care of students, our student services are guided by a preventative model. Primary prevention consists in educating students regarding the disease itself and behaviors associated with the disease that are considered medically-at-risk.

Educational programming efforts may be either active (workshops, speakers, panel discussions) or passive (brochures, posters, newspaper articles); they may be directed towards the entire University community or particular campus constituencies (undergraduates, graduate students, commuters, and so forth); they may be either responsive or proactive; they may either be new and self-standing or incorporated into preexisting educational programs sponsored by a variety of University offices (Student Health Services, Counseling and Psychological Services, Residential Life, Campus Ministries, and so forth).
Secondary prevention consists in providing testing in the Student Health Services and/or referral information for testing and diagnosis. Tertiary prevention would consist in referral for appropriate medical, psychological, and pastoral care for those students afflicted with the disease. Pastoral concern and loving support, not fear or prejudice, must characterize Fordham’s care of any individual with HIV/AIDS.

Advertisements in Student Publications
Student organizations exist to contribute to the overall mission of Fordham University and to advance the social, moral, cultural, intellectual, or spiritual development of its members and the University Community. It is the responsibility of the editors along with their advisor to critically work with the Office of Student Leadership and Community Development on advertising that may be questionable.

Advertisements must be legal, truthful, and compatible with the values and mission of the University as a Jesuit, Catholic institution (concern for each student, respect for individuals and groups of people, dignity of the human person).

To this end, the University prohibits the publication of ads containing or providing sources for, but not limited to, sexual content (1-900 phone lines, strip clubs, web sites, etc.); alcohol consumption (bars, clubs, bartending schools, etc.); tobacco; reproductive services (abortion, birth control, sperm or egg donation, etc.); the promotion of hate against any group; illegal activities; any other subject matter which, after discussion and review with University officials, is determined to be inconsistent with the values and mission of the University.

Animals
For reasons of health, safety, compassion for animals, and inconvenience to other students, dogs, cats, and other animals are not permitted in University buildings or unleashed on University property.

Automobiles
Rules regarding the use of automobiles differ at Rose Hill and Lincoln Center:

To drive or park on the Rose Hill Campus, automobiles must be registered for the coming year. Vehicles must be registered with the Office of Security, Thebaud Annex, prior to the start of the academic year. The fee to register a student, faculty, or employee car is adjusted from year to year to reflect the cost of operation of parking facilities. This fee and rules regarding automobiles on campus are published in the University Traffic Regulations booklet, which is issued at the time one registers their vehicle. Violators of Parking Regulations may be subject to have their vehicles towed off campus at their expense.

To register a vehicle on campus, you must come to the Security Office, weekdays between 8:00 AM and 3:00 PM, with a copy of the vehicle’s current registration and your current Fordham ID card. When you come into the Security Office, you will be asked to complete a parking application and your registration materials will be reviewed. If you are an administrator, faculty, or employee, the parking fee will be deducted from your paycheck. As a student, you will be billed through your bursar account for the parking fee. Parking decals must be affixed to the back of your rear view mirror so that as you drive onto the campus, the Security Guard will be able to observe them. All vehicles will park in the university garage.

Students use the University parking facilities at their own risk. Fordham University is not liable for personal injury, damage to vehicles, vandalism or theft of a motor vehicle or its contents. Further information can be obtained in the Security Office located in Thebaud Annex, or call (718) 817-2222.

No parking is available at the Lincoln Center campus, although discounted parking is available from area garages.
1. Allie Garage - 425 W. 59th Street between Columbus and 10th Avenues.
2. Alfred Car Park - 161 West 61st Street between Columbus and Amsterdam
3. Kinney Parking System - 345West 58th Street between Broadway and Columbus
4. Regent Garage - 425 West 61st Street between Broadway and Columbus
5. Workd Parking Garage - One Central Park West at Broadway
Upon exiting the Lincoln Center campus, stop at the main Security Desk in the Lowenstein building, so that the Security Guard can validate your parking receipt and discounted parking rates may be applied.

**Bias/Hate Crimes and Incidents**

Bias/hate crimes and incidents send a powerful message of intolerance and discrimination. Such incidents disrupt the University community and the civility that is necessary and vital to our educational environment.

A hate crime is defined in Section 485.05 of the New York State Penal Law in the following manner:

Hate Crimes - A person commits a hate crime when he or she commits a specified offense (as defined in Section 485.05[3]) and either:

(a) Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

(b) Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Individuals are encouraged to report all bias/hate incidents immediately to the Dean of Students and/or Security. An investigation of the incident will be conducted by the Office of Security and/or the Dean of Students so that appropriate student judicial action may be taken. When an incident involves a University employee as a perpetrator or a victim, the Director of Equity/EO will be notified and participate in the investigation with other appropriate University officials. Internal proceedings do not supersede, and will not interfere with, an individual’s right to pursue other legal remedies, including criminal prosecution. The Office of Security maintains a cooperative relationship with local police precincts and will assist any victim in every possible way through the process of reporting, investigation, and resolution of any criminal proceedings. Victims of bias/hate crimes are also encouraged to utilize the services provided by the Counseling Center located at each campus:

**Rose Hill**
O’Hare Hall (lower level)
(718) 817-3725
Monday-Thursday 9am - 7pm
Friday 9am - 5pm

**Lincoln Center**
McMahon Hall 211
(646) 636-6225
Monday- Thursday 9am - 7pm
Friday 9am - 5pm

Psychologists will provide supportive and confidential counseling and can be reached during off hours for emergency situations.

In accordance with Section 6436 of the New York State Education Law, and in order to inform the Fordham community about bias related crime prevention and reporting procedures, the Assistant Vice President of Safety and Security provides a series of presentations on student safety, residence hall security, reporting procedures, and the types, definitions, and penalties of bias related crimes. In addition, in cooperation with officials managing Student Affairs operations, security procedures and the availability of counseling and support services are discussed with incoming students and their parents at New Student Orientation and through the Freshmen Core Program. Students are informed about events that affect their personal safety and the safety of the Fordham community through Security Alerts and in the student press.
Career Services Recruitment Policy

In providing on-campus employee recruitment opportunities, the Career Services Centers of Fordham University recognize the desirability of introducing Fordham University students to a broad range of career possibilities in the private sector, in public service, in government agencies, and in not-for-profit organizations.

The University reserves the right to withhold approval to recruit on campus from any corporations, businesses, or organizations whose stated aim and objectives are judged by the University to contradict the educational philosophy of the University.

Please be advised that the Career Services Offices does not research the integrity of organizations, businesses, or persons that list career opportunities with us and internships that are not approved by the Internship Coordinator. We urge you to use good judgment and discern the quality and professionalism of each listing. Please contact a staff member at the Career Service Offices (Rose Hill Campus, McGinley Center, Room 224, 718-817-4350 and the Lincoln Center Campus, Lowenstein Building, Room 402, 212-636-6280, if you have any questions related to interviewing protocol or standards of employers professionalism.

Change of Address

Students changing either their permanent or local mailing address are required to notify their college dean, the Dean of Students, and the Registrar.

All students whose local address is not the same as their permanent address and who do not reside in University owned or leased housing must register their local address with the aforementioned offices each semester.

Contracts

Students of Fordham University are not authorized to sign contracts or enter into any legally binding agreement on behalf of the University. Only the appointed legal representatives of the University administration are authorized to enter into contracts binding upon the University.

If any student, whether he/she is of legal age or a minor, signs any legal agreement or contract, he/she does so as an individual and at his or her own risk. The University is not a party to, nor legally responsible for, any such contract. A representative of a student club or organization may not act as an agent of the University when he/she signs a contract, and must not represent himself/herself as such an agent. It is important to remember that a contract for any activity of a student club or organization must be approved and signed by the Vice President for Student Affairs, or his/her authorized designee.

The University will not be held responsible for any contract signed or for any debt incurred by any individual student or student organization.

Demonstration Policy

Policy on Dissent

By its very nature, the University is a place where ideas and opinions are formulated and exchanged. Each member of the University has a right to freely express his or her positions and to work for their acceptance whether he/she assents to or dissents from existing situations in the University or society.

To insure that freedom is maintained, expressions of assent or dissent cannot be permitted to infringe on the rights of the members of the University community or the community itself - not only their freedom to express positions, but their freedom to engage in other legitimate activities. Actual or threatened coercion or violence are abhorrent in a University because they can destroy those rights and freedoms which are necessary for the existence of the University.

Policy Governing Picketing and Other Demonstrations

Picketing and other demonstrations are sanctioned forms of freedom of speech unless participants:
1. Gather in such a fashion as to physically hinder entrances to, exits from, or passageways within any University building or other structure, or hinder the normal flow of pedestrian or vehicular traffic on or to the campus.
2. Create a volume of noise that prevents members of the University from carrying on their normal activities.
3. Employ force or violence, or constitute an immediate threat of force or violence, against persons or property.
4. Congregate, or assemble within any University building or on University property in such a fashion as to disrupt the University’s normal functions or violate the following rules:
   a. No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.
   b. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the New York City Fire Department or of the University. Clear and unimpeded passageways must be maintained at all times.
   c. Space may be occupied only when assigned through established University procedures.
   d. Any noise which interferes with the work or study of persons in a building will not be permitted.
   e. Buildings must be cleared at normal closing time for each building unless other arrangements are approved in advance.
5. Fail to fulfill the responsibilities of those organizing and participating as outlined below.

Responsibilities of those Organizing and Participating in Picketing and Other Demonstration Events
Organizers and participants must follow these guidelines in planning and conducting pickets and other demonstration events:
1. The University Code of Conduct, Office of Residential Life Policies and Procedures and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. This includes adherence to current university procedures for the reservation and use of space.
2. A member of the Fordham University community must be designated Organizer/Liaison for the event. This person is responsible to meet with the Dean of Students and University Security a reasonable period in advance and in no event less than 48 hours prior to the event. If the Organizer/Liaison is planning the event on behalf of a recognized club or organization, the advisor to the club or organization should attend this meeting as well. At this meeting, a suitable location for the picketing and other demonstration may be chosen.
3. The Organizer/Liaison is responsible to communicate the parameters that have been set for the event by the Dean of Students and University Security to all participants prior to the event, to take reasonable measures to insure the safety of participants and will act as the primary liaison with the Dean of Students and or Security during the event itself.

Procedures for Responding to Obstructive or Disruptive Demonstrations
1. The Dean of the college or the official responsible for the specific building area affected should summon the Dean of Students and the University Security Office to the scene.
2. The Dean of Students, in consultation with the Dean of the college or the official responsible for the specific building or area affected, will determine the point at which the normal operations of the specific building or area are disrupted.
3. If it is decided that the demonstration is disruptive or obstructive, the Dean of Students will take the following steps:
   a. Inform the demonstrators that their actions are disrupting the normal process of the area in question and that they should cease and desist their activities. The demonstrators will also be informed specifically how they may continue their demonstration in a manner which is not disruptive or obstructive.
   b. If the demonstrators fail to respond to the request to cease and desist their activities or if they fail to modify them in such a manner as to permit the undisturbed operation of the area in question, the warning will be repeated and clearly stated as a final warning.
   c. If the second warning is ignored and demonstrators persist in the obstructive or disruptive action, the Dean of Students will apprise the President and/or Vice President for Student Affairs of the situation and based upon the situation will recommend:
      1. That the New York City Police be summoned and that they be requested to arrest violators and clear the area.
      2. The University initiate action to obtain an injunction against the continuance of the disruptive activities.
4. If at any time during a demonstration, physical violence and/or destruction of property occurs, the Dean of Students will instruct the demonstrators to leave the area immediately. If the demonstrators do not leave the area immediately upon hearing the Dean’s instruction, the President and/or Vice President of Student Affairs will be informed of the situation and will be requested to summon the New York City Police to arrest violators and clear the area.
5. During actions to quell an obstructive or disruptive demonstration, an officer of the University, the President of the Faculty Senate, and the college Deans should be present to observe the actions of all involved.

Distribution of Literature
The policy for outside agencies differs from that for students and their registered organizations.

1. Outside agencies are required to have the written permission of the Dean of Students for such distribution. Where permission is granted, a place for distribution is assigned, table and chairs provided, and the normal assistance and courtesies extended.
2. Registered student organizations are free to distribute literature with the approval of the Assistant Dean or Director of Student Leadership and Community Development. The source of the material and the name of the organization must be stated. The organization and the individual students participating are held responsible for ensuring that no University policy is violated and that there is no justified complaint on the grounds of obscenity or libel.
3. Individual students, if sponsored by a University club, office, or department, are similarly free to distribute, with the same responsibilities as student organizations.
4. Distribution in classrooms, at registration, in the library, and from door-to-door in the residence halls is not permitted.
5. There are special regulations governing candidates for student government offices during the period of campaign and elections. These are adopted by the United Student Government.
6. The placing of handouts or flyers on automobiles parked on campus is prohibited as it draws attention to automobiles that are not used every day, thus making them easy prey to vandals.

Drugs
The unauthorized selling, purchasing, production, possession, or use of barbiturates, amphetamines, marijuana, opiates, hallucinogens, or other addictive or illegal drugs or drug paraphernalia, is in violation of the University Code of Conduct and state and federal laws. Fordham University cannot and will not serve as a sanctuary from civil authorities. It is recognized, however, that students who have used or are using drugs may wish to seek counseling. Students are reminded that physicians, psychiatrists, psychologists, and priests are available for such help. Conferences with these persons are recognized by law as privileged.

Edwards Parade
Edwards Parade is available to students for light recreational activities such as lounging, sun bathing, and Frisbee playing. In the interests of lawn maintenance and safety, no ball playing of any kind is permitted on the parade grounds, except for certain scheduled intercollegiate athletic events. Softball, football, volleyball, or any such sports may be played on the field in front of Martyrs’ Court on Murphy's Field (when formal events are not scheduled), but are not permitted on Edwards Parade. Neither barbecues nor alcoholic beverages are permitted on the parade.

Equity in Athletics Disclosure Act
In accordance with the “Equity in Athletics Disclosure Act,” effective July 1, 1996, information regarding the intercollegiate athletics program is available for review upon request to the Director of Athletic Administration, Fordham University, Rose Hill Gym, Bronx, New York 10458 (tel. # 718-817-4300).

Fund Raising
Only the President is authorized to accept donations and gifts to the University. For this reason, the solicitation and acceptance of gifts restricted to specific projects and programs must be cleared with the Vice President for Development since it is not always practical and feasible for the University to accept such gifts.
Gambling
Fordham University expects students to comply with all laws prohibiting illegal gambling. Such prohibited activity includes but is not limited to: betting on, wagering on or selling pools on any athletic event, possessing on one's person or premises (e.g. room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events. Students engaged in any of the aforementioned activities are subject to University discipline, up to and including suspension or dismissal from the University.

Good Standing
Only matriculated students pursuing degree programs who are not under academic or disciplinary probation will be eligible for office in a student organization. This includes appointed as well as elected offices.

Grievances
The University has established certain procedures with which to process grievances alleging unlawful discrimination.

If the grievance alleges discrimination in an academic matter, Dr. Georgina Arendacs, Director of Equity and Equal Opportunity, Administration Building, Room 111, Rose Hill campus, telephone number 718-817-3112 should be contacted.

If, however, the grievance alleges discrimination in a non-academic matter such as residence halls or student activities, grievances are processed through the appropriate Dean of Students' Office.

Guests
The University holds students responsible for the actions of their guests. Because of the vulnerability of an academic community such as ours, students are expected to exercise careful judgment in selecting the guests they permit to come on campus or the nearby environs. Hosts are advised that conduct violations of guests (property damage or other) are treated as if the host committed the violation. This does not preclude direct action against any person through outside authorities.

Hazing and Reckless Endangerment
Fordham University is committed to eliminating and preventing hazing behavior and/or inappropriate team, group, club or student organization bonding or initiation activities which humiliate, demean or devalue the worth of another individual. Fordham University supports only those activities which are constructive, educational, and inspirational and that contribute to the intellectual and personal development and well-being of our students. Therefore, any hazing, initiation or team, group, club or organization bonding activities that subject student-athletes or others to mental or physical discomfort, embarrassment, harassment or ridicule or other conduct which recklessly endangers or threatens the health, safety, or welfare of any person on University-owned or operated property or at University-sponsored activities.

Fordham University defines hazing and inappropriate team, group, club or organization initiation or bonding activities as any action, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing or intimidating the person, or which may in any fashion compromise the inherent dignity of the person, for the purpose of association with or induction to a particular team, group, club or organization. In addition, any requirements by any member of a team, group, club or organization which compels another member or prospective member to participate in any activity which is against university policy or state/federal law will be defined as hazing. All campus clubs and organizations shall incorporate this policy into their club constitutions.

Specific actions and activities which are prohibited include, but are not limited to, the following:
• Any type of initiation or other activity where there is an expectation of individuals joining a particular team, group, club or organization to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate.

• Forcing, requiring or pressuring an individual to consume alcohol or any other substance.

• Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.

• Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public.

• Required eating of anything an individual would refuse to eat otherwise.

• Any activity or action that creates a risk to the health, safety or property of the University or any member of its community.

• Forcing or requiring calisthenics, such as push-ups, sit-ups and running, when these activities are not part of the normal and standard conditioning requirements for a particular athletic or physical training activity, taking place within the appropriate practice, training or competition venues and supervised by qualified professionals.

• Assigning or endorsing pranks such as stealing or harassment of another group or individual.

• Awakening or disturbing individuals during normal sleeping hours.

• Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.

• Physical abuse of any kind.

• Forcing, encouraging or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.

• Engaging in public stunts and buffoonery.

• Nudity at any time or forced reading or viewing of pornographic material.

• Paddling, beating or otherwise permitting a member to hit other members.

• Having substances, including but not limited to, oil, eggs, mud, paint, cream and honey thrown at, poured on or otherwise applied to the body of a member of the team.

• Harassment or morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.

• Subjecting a member to cruel and unusual psychological conditions.

This Fordham University policy is applicable to and governs the conduct of students, faculty, staff, visitors and other licensees on Fordham campuses and property. Administrators, coaches, team captains, student-athletes, student leaders, club/organization officers and all students shall be expected to accept responsibility and act with integrity and civility regarding this issue. This includes not only refraining from engaging in activities such as those described above, but also reporting any questionable activities to advisors, coaches or administrators.

Failure to comply with both the letter and the spirit of this policy may result in disciplinary action.

Penalties for violating this policy shall be:

Students: Suspension, dismissal, or other appropriate disciplinary action and possible penalties pursuant to the New York State Penal Law.

Clubs and Organizations: Rescission of permission for that organization or club to operate on campus property and possible penalties pursuant to the New York State Penal Law.

Visitors, Invitees or Other Licensees: Ejection from the campus or University property.

Any violation of this policy should be immediately reported to the Dean of Students and/or Security. The Dean of Students and/or Security will commence an immediate investigation and submit a report to the Vice President for Student Affairs. Whenever Security is made aware of such violations, Security will prepare an incident report, investigate circumstances and submit that investigation and incident report to the Dean of Students for appropriate judicial action.

Information Technology Usage

The Information Technology ("IT") resources and services of Fordham University are provided for the advancement of the University's educational, research, and service objectives. They are offered primarily to facilitate the University's academic and business purposes. Any access or use of IT resources and services that interferes,
interrupts, or conflicts with these purposes is not acceptable. The University has adopted an IT Acceptable Use Policy, which include the following policies: Anti-spam, Email, Peer to Peer, Hosting, Wireless and Internet Usage. The complete text of these policies can be found on the University's web site at http://www.fordham.edu/campus_resources/fordham_it/it_policies/index.asp. All students are required to review these policies.

Statement of Prohibited Uses
IT resources and services cannot be assessed or used in the following manner:
• Giving others by password or other means unauthorized access to any user or network account.
• Using or attempting to use an unauthorized user or network account.
• Disguising or attempting to disguise the identity of the account or machine being used. This includes but is not limited to spoofing IP addresses, impersonating any other person or entity, or misrepresenting your affiliation with any other person or entity.
• Using the University network to gain or attempt to gain unauthorized access to remote networks, including remote computer systems.
• Conduct constituting wasteful use of IT resources or which unfairly monopolizes them to the exclusion of others.
• Interference or degradation of controls and system security.
• Engaging in computer crimes or other prohibited acts.
• Initiating or participating in unauthorized or personal mass mailings to news groups, mailing lists, or individuals (including but not limited to chain letters, spam, floods and bombs).
• Knowingly or negligently running or installing or giving to another user, a program which damages, exposes to unauthorized access, or places excessive load on any computer system, network, or other IT resource. These programs include but are not limited to computer viruses, Trojan Horses, and worms.
• Using any IT resource or communication services, including e-mail or other means to intimidate, insult, embarrass and harass others; to interfere unreasonably with an individual's work, research or educational performance; or to create a hostile or offensive working or learning environment.

Responsibilities
In consideration of the privilege of accessing and using IT resources and services, all persons are expected to comply fully with the standards and responsibilities of acceptable use as outlined in:
• All applicable provisions of the University Code of Conduct, employee handbooks and agreements, student handbooks and other policies and procedures established by the undergraduate, graduate, and professional schools of Fordham University.
• IT Policies and Procedures, including the Statement of Prohibited Uses.
• All local, state, federal, and international laws, including but not limited to, copyright and intellectual property.
• All software license agreements acquired by the University and its authorized units.
• All applicable University policies and procedures, including but not limited to, sexual harassment, academic dishonesty, scientific misconduct, non-discrimination, copyright, intellectual property, and internet usage.
• The legal code and educational standards of software use as published in the EDUCOM Code.

Other responsibilities include:
• Self-policing of passwords and access codes.
• Changing passwords and access codes on an as-needed basis.
• Respecting authorial integrity and the intellectual property rights of others.
• Preventing and reporting viruses that infect computer systems.
• Properly backing up appropriate systems, software and data.

Non-Discrimination Policy
Fordham University is an academic institution that, in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other basis prohibited by law.

No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to
address any complaints alleging discrimination. Georgina Arendacs, Ph.D., Director of Equity/EO, may be contacted in
the Administration Building, Room 111, Rose Hill campus at 718-817-3112.

Fordham University does not knowingly support or patronize any organization that engages in discrimination.

Off-Campus Conduct Policy
Whether on or off campus, students are expected to adhere to the code of conduct established by Fordham
University. This applies to students in Fordham off-campus housing as well as students dwelling in non-University
sponsored off-campus housing. The University reserves the right to investigate and subsequently apply University
discipline in certain off-campus situations which impact the University community.

Off-Campus Alcohol Conduct Policy
Off-campus situations involving the illegal use of alcohol and/or unlawful conduct clearly impact the University
community and require additional policies and procedures. Although the University’s primary emphasis is education, it
also recognizes its responsibility to develop alcohol regulations that address the issues of personal health and safety.
This Off-Campus Alcohol Conduct Policy, as part of Fordham’s overall alcohol education effort, aims to increase
awareness of the problems alcohol can create, ensure safety, encourage personal accountability, and promote
responsible use of alcohol.

Each student must assume full personal responsibility for his or her compliance with the New York State law, and
with the University policy on alcohol. This policy has been designed to prevent the destructive consequences of illegal
and excessive drinking. Fordham University accepts the responsibility to enforce its own code of conduct and will
impose sanctions on students guilty of violating any Code provision, on or off-campus.

Fordham University will not tolerate the misuse of alcohol, violation of New York State laws, or violation of
University alcohol policies. In certain instances, Fordham University will cooperate fully with local law enforcement
officials in instituting the following procedures for addressing students in the local neighborhood engaged in underage
drinking, disorderly conduct, or public drunkenness.

New York City Police Officers, in their discretion, will intervene when students are observed to be engaging in
unlawful conduct and may confiscate their student identification cards. At the same time, the officer will make a
report as to the behavior of the student and submit both the card(s) and the report(s) to the Fordham University
Security staff. Students who were apprehended in violation of the law should be able to retrieve their IDs at the
Security Office no later than one day after the violation. The reports will be sent to the Dean of Student Life’s Office
and the student will be summarily disciplined. Discipline will include summary disciplinary proceedings during which
the student will be provided with notification of charges and sanctions. Judicial hearings will be scheduled as necessary
and appropriate. The following sanctions will be assessed:

First Offense: Official University warning, Parent notification, $25.00 fine.
Second Offense: Official University warning, Parent notification, $50.00 fine. Sanctions may also include 10 work
hours and/or referral to educational programs subject to the discretion of the University.
Third Offense: University Probation, Parent notification, $100.00 fine. Sanctions may also include 20 work hours and/
or referral to educational programs subject to the discretion of the University.
Fourth Offense: Sanctions will include all of the sanctions applicable to the third offense and may also include dismissal
from the University.

Fine monies will be used directly to fund alcohol education efforts at Fordham University, including the Alcohol and
Other Drug Education Program, Alcohol Awareness Week, and other educational programs as they develop.

Nothing contained in this policy will be deemed to preclude the imposition of additional University sanctions for
other violations of the Code of Conduct which might arise simultaneously or in proximity to these offenses. Nothing
in this policy should be construed to afford the student a right to protection against lawful, criminal prosecution by
New York City Police or other appropriate civil authorities. The University reserves the right to remove and
disenroll any student who has been convicted by a court of competent jurisdiction of any felony or misdemeanor crime.

In connection with parents’ notification, and in accordance with the policies set forth in this handbook, a student will be considered a dependent, enabling notification of parents, unless the student can establish proof to the contrary directly to the Dean of Students.

Parking
In an effort to accommodate its students and personnel, Fordham University operates its own parking facilities, and has established traffic procedures. The facilities are maintained by the Security Office which establishes traffic procedures. As a member of the Fordham University community, you are earnestly requested to familiarize yourself with its regulations and to honor them. Failure to abide by these regulations is a violation of the University Code of Conduct (article 13). Students use the University parking facilities at their own risk.

Upon registering your vehicle, you will be assigned to a specific lot which is the only lot in which you are permitted to park. Vehicles parked in the wrong lot or elsewhere on campus will, without further notice, be towed from campus at the owner’s expense.

Personal Property Insurance
Fordham University is not responsible for a student’s personal property located on University premises at any time. Students and their families are urged to procure property insurance which covers a student’s property while visiting or residing on campus.

Possession and Surrender of ID Cards
Every registered student at Fordham University is required to carry the University Identification Card at all times while on campus and to surrender it upon the request of clearly identified University personnel (this includes campus security guards) in the performance of their duties. Identification cards are available at the fall and spring registration periods. In the event a card is lost or the student withdraws from the University, he/she must report the loss, theft, or withdrawal immediately to the ID Office (Rose Hill, Faculty Memorial Hall - 1st Floor).

Publicity and Posting
Publicity and Posting
The Office of Student Leadership and Community Development, with the United Student Government, requires that the posting of materials conform to the following standards:

Procedures and Allowances
1. Clubs, organizations, and University departments may post their materials in any designated area only after it has been stamped “Approved for Posting: Office of Student Leadership and Community Development. Date of removal will be one day after activity is to occur or the Monday following a weekend event.
2. Each poster or flyer must contain the following information:
   a. Name of sponsoring organization
   b. Admission cost (if any)
   c. Title of program or activity
   d. Date, time, and location of activity
   e. Poster termination date (if applicable, see 12.)
3. Posting is permitted at:
   a. McGinley Student Center: bulletin board areas with permission from the Office of Student Leadership and Community Development.
   b. Bulletin boards in academic buildings at the Rose Hill Campus.
   c. On the fence posts around Edwards Parade and Alpha House.
   Note: Posting is not permitted on the metal bars around Edwards Parade.
   d. Lowenstein Building: Posting is permitted on the elevator bank waiting areas on each floor except (6, 7 & 10). Posting cannot be on panels with buttons, emergency phones, and within three feet of the fire panel. On the indoor
Plaza Level, postings are limited to display panels and must be contained within the dimensions of the display board. Posting is permitted on the bulletin board on the Street Level hallway connecting McMahon Hall and the Lowenstein Building.

d. Residence Halls: please contact the Office of Residential Life for approved areas.

Restrictions
1. Posting on glass (i.e. windows), doors, machines, elevators, walls, ceilings, street lamps, or floors is prohibited.
2. No advertising is permitted on the sidewalks or roads on campus, including posters, flyers, and chalk writing.
3. Boards outside the Rose Hill Gym may not be used for posting.
4. Posting on University fences inside or out (with the exception of the fences surrounding Edwards Parade and Alpha House) is prohibited.
5. Extension of leaflets more than six inches over blackboard space next to bulletin board (for leaflets posted in classrooms at Rose Hill) is not allowed. (Posting in the classrooms in not permitted in the Lowenstein Building.)
6. Leaflets or flyers are not allowed to be distributed inside or outside the parking lots, or to be placed on automobiles.
7. Club or organization materials are not to be distributed in the cafeteria, in the McGinley Student Center or Lowenstein Building without the specific approval of the Office of Student Leadership and Community Development.
8. Monopolizing bulletin board space is not permitted.
9. A club or organization may not cover the legally-posted material of another club or organization and may not tear down same.
10. Publicity may not contain a direct or implied reference to the intended availability of alcohol.
11. Off-campus promotion and advertising is prohibited.
12. In the event that the posted material does not specifically reference an event with a finite date, a club or organization must indicate a posting termination date which will be used as the end of posting date on the Approved for Posting stamp. For the Lowenstein Building, the finite date is generally two weeks from the time to posting is approved.
13. If a club or organization’s posted publication has exceeded its termination date or the date of the advertised event has passed, it may be taken down by Custodial Services and staff in the Office of Student Leadership and Community Development. Any member of the Fordham community may de-post fliers after the end of posting date.
14. At the Rose Hill campus, posting is not permitted on the Ram Van shelter.

Posting Procedures Offenses
Failure to comply with posting procedures will result in the following sanctions:
   First Offense: Written letter of warning.
   Second Offense: Posting privileges denied for the month.
   Third Offense: Posting privileges denied for the remainder of the semester.

Railroad Crossing
The University is very concerned that neither students, nor any of their guests, attempt to cross the Metro North railroad tracks adjacent to Martyrs’ Court/Alumni Court area of campus. Trespassing on railroad property is illegal, but, more importantly, extremely dangerous to the life of the trespasser. Commuter trains travel at very high rates of speed at that point and round a bend before they can be seen or heard.
Any Fordham University student who fails to abide by the law and this University policy shall be subject to University judicial action.

Religious Observance Policy
Students who are absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements they may have missed because of such absences on any particular day or days. No fees of any kind will be charged by the University for making available to these students such equivalent opportunities.

Students who intend to avail themselves of any aspect of this Religious Observance Provision should kindly advise and notify their instructors at least two weeks in advance of the beginning of the respective registration or examination period for that particular semester, or at least two weeks prior to any affected class session.
Residence Halls
Students who live in Fordham University housing both on and off campus are responsible for reading and adhering to regulations contained in the Residence Hall Agreement and the Residential Life Handbook. Commuter students are also responsible for reading and adhering to applicable regulations contained in the Residential Life Handbook, found at http://www.fordham.edu/student_affairs/residential_life/rose_hill/handbook/index.asp.

Sexual Harassment Policy
As a Jesuit University, Fordham takes seriously its responsibility to provide all the members of its campus community with an environment that celebrates and protects the dignity of the human person. Therefore, the University expects that the conduct of every member of the Fordham community be free from unlawful discrimination and marked by fairness, trust, and mutual respect. Sexual harassment is a form of sexual discrimination. Therefore, it is at odds with the University's spirit and its long-standing commitment to the cause of equality. Moreover, it is a violation of the University's Code of Conduct and it is prohibited by law. Therefore, it is the policy of Fordham University that sexual harassment is prohibited, and all alleged violations of this policy will receive prompt attention as well as any necessary corrective action. I urge any member of the University community to contact the appropriate University personnel noted in this pamphlet if an incident of sexual harassment should occur.

Joseph M. McShane, S.J.
President

Sexual harassment will not be tolerated in the University community. It subverts the mission of the University and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that a harasser can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status, or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status, or by students, thereby creating an environment that is intimidating or offensive in a variety of settings.

Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment is strongly urged to use the resolution procedures described herein. Failure to do so could impact your legal rights in the future.

KEY UNIVERSITY CONTACTS
NAME AND TITLE LOCATION PHONE #
Dr. Georgina Calia Arendacs ADN 111 (718) 817-3112
Director of Equity & Equal Opportunity
Mr. Jeffrey L. Gray Keating Hall 100 (718) 817-4750
Vice President for Student Affairs
Dr. Stephen Freedman ADN 229 (718) 817-3040
Senior Vice President & Chief Academic Officer LL 224 (212) 636-6263
Dr. Ron Jacobson ADN 226 (718) 817-3443; FWC 147(914) 367-3200
Associate Vice President for Academic Affairs;
Dean of the Summer Session;
Executive Director of Academic Programs, Fordham Westchester
Mr. Michael Mineo FMH 506 (718) 817-4931
Executive Director, Human Resources
FOR INCIDENTS BETWEEN TWO OR MORE STUDENTS
Ms. Michele Burris Keating Hall 100 (718) 817-4750
Associate Vice President of Student Affairs
Mr. Christopher Rodgers Keating Hall 100 (718) 817-4755
Dean of Students at Rose Hill
Mr. Keith Eldredge LL 408 (212) 636-6250
Dean of Students at Lincoln Center
(also serves as the contact person for the Westchester Campus)
Ms. Greer Jason ACN-Basement (718) 817-3080
Consensual Relationships
All members of the University community should be aware that initial consent to a romantic relationship does not preclude the potential for charges of sexual harassment should consent be withdrawn. Faculty members, including graduate teaching assistants, maintain positions of trust and authority in their profession as they guide students, judge their academic work, and provide recommendations for further study and employment. This relationship should not be jeopardized by questions of favoritism or fairness in professional judgment. In maintaining an educational climate free of sexual harassment, it is the University's position that it is unwise and inappropriate for members of the faculty to have romantic relationships with students whom they teach in class or supervise in graduate study or research, even in cases where there is, or appears to be, mutual consent. The voluntariness of consent by a student in such a relationship is suspect due to the imbalance of power and authority between the parties.

Dissemination of Policy
The sexual harassment policy and procedures are distributed regularly on a University-wide basis.

Educational Resources and Assistance
The Division of Student Affairs and the Office of Legal Counsel provide educational materials and periodic information sessions regarding sexual harassment. The Office of Legal Counsel (718-817-3111) will act as a resource for any questions regarding this policy. For key contacts to report an incident, please check the following web address: http://www.fordham.edu/sexualharassment.

Definition of Sexual Harassment
It is a violation of this policy for any member of the University community to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a program, course, or activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; or
3. such conduct is sufficiently pervasive, offensive or abusive to have the purpose or reasonable effect of interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive work or educational environment.

Procedures
Complaints of sexual harassment will be investigated immediately. Depending upon the results of the investigation and the nature and severity of the incident(s), appropriate remedial action will follow. Possible sanctions range from a letter of reprimand, to suspension, or termination of employment or expulsion. The University has established the following procedures for sexual harassment complaints. The procedures are designed to resolve such complaints promptly and fairly. In general, any individual with supervisory authority who obtains knowledge of an incident of sexual harassment occurring is required to immediately advise the Director of Equity and Equal Opportunity if workplace related, or the appropriate Dean of Students if the incident is between students.

Informal Approach
A faculty, staff member, or student of the University, believing that he/she may be experiencing a form of sexual harassment, may attempt to resolve the situation personally if he/she is comfortable in approaching the individual
whose conduct is being questioned. If not so inclined, faculty should discuss their concerns and seek the advice of their department head; administrators and staff with a supervisor; and students with a member of the student affairs staff. In cases where the alleged harasser is the department head or supervisor, faculty, administrators and staff should discuss the matter and seek the advice of the next highest level of authority. After consultation with the Director of Equity and Equal Opportunity, the appropriate Dean of Students, the advisor may assist the individual in reviewing the situation in the context in which it occurred, aid the individual in identifying the problem, and review and implement options for resolution.

Formal Approach
If the matter cannot be resolved through the informal approach, or if the person alleging harassment chooses not to proceed informally, the complainant may seek the assistance of an official Investigator. In cases of sexual harassment between students, the official Investigator will be the appropriate Dean of Students, or a designated Administrator. In all other cases, the Director of Equity and Equal Opportunity will serve as Investigator.

The role of the Investigator will be to fact-find, review, and resolve the complaint. The Investigator will handle complaints independently and will follow certain procedures:
1. Speak with the complainant and the individual accused to determine the nature of the incident and the context in which it occurred.
2. Conduct a discreet inquiry into the complaint, gathering and examining relevant facts, and interviewing witnesses as appropriate.
3. Depending on the nature and severity of the incident, other University officials may be involved in the investigation.
4. If the results of the investigation indicate that harassment has occurred, the appropriate Dean of Students, will determine the appropriate disciplinary sanctions. In the case of faculty and administrators, the Director of Equity and Equal Opportunity will make recommendations for resolution, including disciplinary action, to the appropriate Area Vice President; for staff, to the Executive Director of Human Resources Management.
5. In so far as practical, and to the extent appropriate to the circumstances, information gathered during the investigation, and the processes of resolution will be kept confidential.
6. Prepare and retain a record of the complaint, the investigation and findings, and the resolution.

Grievance Procedures
An appeal of sanctions may be taken pursuant to the applicable grievance procedures of the University outlined below:
Students subject to disciplinary sanctions that are appealable to the University Judicial Council (UJC) will follow the grievance process stated in the Student Handbook. Faculty who are subject to sanctions may file their grievances with the Faculty Hearing Committee. Administrators may pursue their grievances using the process outlined in the Handbook for Administrators. Union members follow the grievance procedures outlined in their respective collective bargaining agreements.

Retaliation
Faculty, staff, and students are encouraged to express their feelings in a responsible manner regarding a problem of sexual harassment. Any member of the University community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

Confidentiality
Sexual harassment is a matter of grave concern for both the complainant and the accused and therefore the procedures designed to deal with sexual harassment should be handled with the utmost sensitivity. To the extent practical and appropriate to the circumstances, investigatory and resolution procedures, as well as formal grievance procedures, shall be held in strict confidence to reasonably insure the privacy of all parties concerned (complainant, accused, and witnesses, if any) and to offer as much protection as reasonably possible to the careers and reputations of the parties involved.

False, Malicious, and Frivolous Charges
The use of this policy for false, malicious, or frivolous purposes, is strictly prohibited.
Any student, faculty, or staff member who brings a false, malicious, or frivolous charge of sexual harassment against another member of the University community may be subject to disciplinary action. An individual who brings a reasonable charge of sexual harassment in good faith, even if it may be erroneous, will not be subject to discipline.

Examples of Sexual Harassment
Specific examples of sexual harassment may include, but are not limited to:
1. physical assault.
2. unwanted sexual advances, requests for sexual favors, or propositions of a sexual nature.
3. direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.
4. unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including but not necessarily limited to sexually explicit jokes, statements, and questions or remarks about sexual activity or experience.

Fordham University Policy on Sexual Offenses
Fordham University is committed to the maintenance of an environment which is supportive of its primary educational mission. The University will not tolerate sexual offenses such as rape, sexual abuse, sexual harassment, or other forms of non-consensual sexual activity.

Sexual offenses occur because of power, control and a lack of respect by the perpetrator. Experience shows that alcohol/substance abuse often precedes sexual offenses on college campuses. As such, Fordham University has strict policies on alcohol/substance abuse and sexual offenses.

Fordham University supports this policy through its educational prevention, counseling, and medical support services. Educational programs at Fordham include, but are not limited to, campus-wide distribution of a University sexual offenses brochure, peer education workshops including the nature and common circumstances relating to sexual offenses on campus, security presentations, Residential Life presentations, rape awareness programs, individual counseling, and various victim support services. As part of the of the Freshmen Core Programming series, the Director of Security provides a presentation on personal safety, residence hall security and living in an urban environment to all incoming students. In addition, security procedures are discussed with prospective and accepted students and their parents at New Student Orientation. Students are informed about events that affect personal safety and the safety of the Fordham community though Security Alerts and in the student newspaper.

Fordham University will enforce this Policy on Sexual Offenses through internal disciplinary procedures and security programs.

“Rape” and “Sexual Abuse” under this policy shall be defined as:
1. Rape:
The carnal knowledge of a person forcibly and/or against that person’s will, or not forcibly or against that person’s will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.
2. Sexual Abuse:
Any actual or attempted non-consensual sexual activity, including, but not limited to, attempted intercourse, sexual touching, and certain forms of exhibitionism.

These definitions include, but are not limited to, any form of non-consensual intercourse and/or sexual activity, actual or attempted, by person(s) known or unknown to the victim.

Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is mentally incapacitated, is physically helpless due to drug or alcohol consumption, or is unconscious.

Sexual Harassment is considered an intolerable offense by University standards. For more information regarding Sexual Harassment, please see the specific policy statement contained within this handbook.
Reporting and Resolution Procedures: Sexual Offense Incidents

Individuals are encouraged to immediately report all sexual offense incidents to either the Dean of Students, Security, the Health/Wellness Center, the Counseling Center or any member of the Student Affairs staff. An incident report will be written. The victim may notify the Fordham Security Department whether or not he/she goes to the hospital for a rape examination. However, a hospital visit is necessary in order to collect evidence, through a rape examination, in the event that the victim decides to file criminal charges. Personal information about the victim and records will remain confidential insofar as it does not interfere with the University’s right to investigate allegations of misconduct and take corrective action where appropriate.

Victims of a sexual offense(s) by another student(s) are encouraged to report the incident(s) to either the Dean of Students, Security, The Director of Residential Life, the Director of the Health/Wellness Center, or any member of the Student Affairs staff. An initial discussion will give the victim the opportunity to recount what has taken place and discuss how best to proceed. The Dean or Administrator will review the University’s formal reporting procedures and possible sanctions, the formal reporting procedures of the local Police Department and available medical and counseling resources. In addition, options for, and available assistance in, changing academic and living situations can be discussed and provided if so requested, and such changes are reasonably available. It is at all times the victim’s decision whether to file a complaint or to continue with any form of resolution. Confidentiality will be respected insofar as it does not interfere with the University’s right to investigate allegations of misconduct and take corrective action where appropriate.

If a victim elects to initiate a formal charge(s) against another student or group of students, the charges should be put in writing and filed with the Dean of Students. Such a charge would be handled in accordance with the University judicial procedures outlined in this Student Handbook. The victim and the student against whom the complaint is lodged must represent themselves during the judicial process. However, a member of the Student Affairs staff (either male or female) can be assigned to the victim, if so desired, to act as a support person throughout the process. While this person may be present during individual interviews conducted by the Dean of Students, no active participation is permitted. Possible sanctions for persons found in violation of sexual offense policies range up to and include suspension and/or expulsion from the University. Both the victim and the student against whom the complaint is lodged shall be informed of the final outcome of a judicial investigation alleging a sexual offense violation, which constitutes a violation of the University Code of Conduct. Please refer to this Student Handbook for more information regarding reporting procedures and the University judicial process.

Consistent with established University conduct standards, this policy pertains to all University students, whether on-campus or off-campus. The University reserves the right to investigate and subsequently apply University discipline in certain off-campus situations which impact the University community.

A victim seeking formal University judicial action must agree to be identified to the person against whom the complaint is lodged. Although the identity of the complainant may be revealed to the alleged perpetrator, this does not afford the right of personal confrontation to either party.

Any member of the University community can file a third party report detailing an incident involving a sexual offense. It is important to note, however, that the University cannot initiate University judicial action against an alleged perpetrator based on the filing of a third party report. The report is encouraged nonetheless, as it can provide useful information while protecting the purported victim’s anonymity.

It should be clearly understood that a victim of a sexual offense always has legal recourse outside the University. If civil or criminal proceedings are filed, the University reserves the right to conduct its own investigation and proceedings notwithstanding the status or resolution of any civil or criminal proceedings.

For more detailed information regarding sexual offenses, rape, and sexual abuse, please see the Campus Assault and Relationship Education Brochure, which can be obtained from the Health/Wellness Center, Counseling Center, Security Office, from your Resident Director, from the Residential Life Office, and from the Office of the Dean of Students.

New York State Law Regarding Sex Offenses
It is important for members of the campus community to be aware that there can be serious legal consequences for certain sexual conduct. If you do not accept another person’s decision not to have sexual contact and you proceed without consent, you may be breaking the law in New York State.

Sex offenses are defined in the New York State Penal Law. Sex offenses include, but are not limited to, RAPE, CRIMINAL SEXUAL ACTS, SEXUAL ABUSE, AGGRAVATED SEXUAL ABUSE, FORCIBLE TOUCHING and SEXUAL MISCONDUCT.*

1. SEXUAL MISCONDUCT is sexual intercourse, oral sexual conduct or anal sexual conduct without such other person’s consent.

2. RAPE is sexual intercourse by forcible compulsion or with another who is physically helpless, mentally disabled, incapacitated or incapable of consent because of age or other factors.

3. CRIMINAL SEXUAL ACTS occur when one engages in oral or anal sexual conduct by forcible compulsion or with one who is physically helpless, mentally disabled, or incapacitated, or incapable of consent because of age or other factors.

4. FORCIBLE TOUCHING occurs when, for no legitimate purpose, one forcibly touches sexual or intimate parts of another person for degrading or abusing such persons, or for gratifying the actors’ sexual desire.

5. SEXUAL ABUSE is unlawful sexual contact with one who is incapable of consent because of age or other factors.

6. AGGRAVATED SEXUAL ABUSE is unlawful insertion of foreign objects into the vagina, urethra, penis or rectum of another with one who is incapable of consent because of age or other factors.

*For complete descriptions of these sex offenses and others, see NYS Penal Law Article 130.

Penalties for Commission of Sex Offenses:

Smoking Policy
It shall be the policy of Fordham University to regulate smoking of tobacco products as required by law. In accordance with New York State law, smoking is prohibited in all buildings. By definition, this prohibition includes classrooms, auditoriums, hallways, stairwells, elevators, lobbies, churches, gymnasiums, and health care facilities, as well as the public and private areas of residence halls. Violation of this policy may subject students to University sanctions and other fines.

Solicitations

There shall be no solicitation by outside agents for the sale of goods or services to students on any portion of the property of Fordham University, except as hereinafter provided:

1. Display and sale of goods and service to authorized representatives of the University for University purposes.
2. Groups and individuals may appear by invitation of authorized University personnel to present proposals for group consideration. Anyone soliciting at the University must have the written permission of the Dean of Students or his designate.

Solicitations

Students of the University may not engage in solicitation on University premises or use the University’s name or facilities without written permission of the Dean of Students. Student organizations may not solicit from individuals or organizations outside of the University without written permission of the Dean of Students’ Office.

The advertising, marketing, or merchandising of credit cards to students on the campuses of Fordham University shall not be permitted except under the following conditions:

1. No bank, financial institution, or other credit card issuer, either directly or through an agent or representative, shall be allowed to advertise, market, or merchandise credit cards to students on the campuses of Fordham University without the express written permission of the University’s Vice President for Finance.
2. No premiums shall be offered during the advertising, marketing, or merchandising of credit cards to students on the campuses of Fordham University without the express written permission of the University’s Vice President for Finance.
3. All authorized and approved advertising, marketing, or merchandising shall be restricted to those areas and on those dates approved by the University’s Vice President for Student Affairs or his/her designee. Such activities shall comply at all times with University policies and procedures.
4. Any employee, agent, or representative of a firm advertising, marketing or merchandising credit cards to students on the campuses of Fordham University will at all times comply with the directions provided by the employees and agents of the University including the University’s security staff.

Recognizing that it is important that students learn to build and manage their credit wisely, the University, through its Office of Student Affairs will endeavor to offer programs on financial management during orientation and/or during the course of the academic year.

Speakers Policy

As part of the educational process, students are encouraged to invite guest speakers to campus who have a demonstrated expertise in an area of interest to the University community. Registered student clubs and organizations may invite to Fordham University any person who, in their opinion, might contribute to the intellectual or cultural life of the University. Individual students wishing to invite a speaker to campus should seek the sponsorship of a registered club or organization.

In order to derive maximum benefit from a guest speaker’s presence on campus, it is appropriate for student clubs or organizations planning to host a speaker to consult with the Student Leadership and Community Development staff and with faculty in related fields of expertise prior to extending a final invitation. An important effect of such consultation will be to assist the University in its efforts to offer a full, varied, and balanced program of guest speakers that will result in a maximum exchange of ideas and opinions.

This enjoyment of the freedom to express points of view on the widest range of public and private concerns must, however, be subject to reasonable restrictions of time, place, and manner. The right of free speech and expression does not include unlawful activity, in the judgment of the Vice President for Student Affairs and/or the Dean of Students, that would endanger, or imminently:
1. threaten to endanger the safety of any member(s) of the University community,
2. pose a threat to the physical facilities, or
3. obstruct or disrupt the normal functions of the University.

Moreover, expression that is indecent or is grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual preference is inconsistent with accepted norms of conduct at the University.

Obviously, and in all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

Procedural Guidelines
1. Any duly-registered student club or organization may invite a speaker not affiliated with the University to speak on campus.
2. A space reservation application should be submitted to the Assistant Dean of Student Leadership and Community Development of the McGinley Student Center (Rose Hill) or the Director of Student Leadership and Community Development (Lincoln Center). The minimum lead time (unless waived by the Director) will be three (3) weeks, with additional lead time required where large audiences are anticipated. The request must be signed by the President or other authorized representatives of the organization, and the organization’s faculty advisor.
3. Prior to the time a space reservation is approved or a contract prepared, the student organization should submit a speaker reservation form to the Office of Student Leadership and Community Development with the following information:
   a. The exact amount of the speaker’s fee and expenses, if any, and the confirmed source of funding.
   b. Where applicable, the name, address, and representative of the booking agency.
   c. A biographical sketch of the speaker and a brief description of the speaker’s topic or subject area.
   d. Endorsement of the invitation by the officers of the sponsoring organization, and by the organization’s faculty advisor or other faculty members who have been consulted.
4. A Fordham University contract relating to the appearance of the guest speaker must be signed by the Vice President for Student Affairs, or his/her designee.
5. Any speaker contract must contain an agreement that, in the case of clear and present physical danger to the University or the local community, the sponsoring organization will accept the closing of University facilities to the event. Such a decision would be made by the Vice President for Student Affairs in the exercise of his general responsibility for the safety of the University community.

Student Records
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:
1. The right to inspect and review the student’s education records within 45 days of the day the University receives a written request for access. A student should submit to the Office of Academic Records-Fordham University Enrollment Group at the Rose Hill Campus or the Lincoln Center Campus, or the Law School Registrar if applicable, a written request that identifies the record(s) he/she wishes to inspect. The Office of Academic Records-Enrollment Group will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. The student should write the University Registrar, or the Law School Registrar, clearly identifying the part of the record he/she wants changed, and specifically why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One of these exceptions which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or 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, or collection agent); a person serving on the Board of
Trustees; or a student serving on an official committee, such as on a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon the request of officials of another school in which a student seeks or intends to enroll, the University may disclose educational records without the student's consent.

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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

DIRECTORY INFORMATION: The University, at its discretion, may provide the following Directory Information: students' names, addresses, telephone numbers, electronic mail addresses, photograph, date and place of birth, major field of study, dates of attendance, class level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sport, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended, and other such similar information. A student who wishes the University to withhold Directory Information from disclosure must notify the Office of Academic Records or Law School Registrar in writing within ten days after the first day of class each semester.

Student Responsibility
Students are responsible for adhering to policies and procedures published in other University publications, including the bulletins of the individual colleges of the University.

Student Travel
Any group of students interested in traveling off campus as representatives of the University must first receive approval for the trip from the Dean of Student Life or his designate. Once approved, the group leader must provide the following information to the Office of Student Leadership and Community Development for each student traveling:

- Name of student traveling
- Local contact information
- Emergency contact information
- Dates and Times of the trip
- Travel destination
- Means of transportation
- Contact person/phone number at destination
- Chaperone name and contact information
- Activity Waiver.

It may be necessary, as determined by the Dean of Students or his designate, for the group to be accompanied by a Fordham University chaperone. Chaperones are staff members of the Division of Student Affairs, faculty members or other administrators approved as trip chaperones by the Assistant Dean or Director of Student Leadership and Community Development and/or the Dean of Students.

All travel arrangements must be arranged through the Assistant Director for Programming in the Office of Student Leadership and Community Development. Enterprise car rental requests must be made at least five business days in advance of travel, and bus rental requests must be made at least three weeks in advance of travel.

All students traveling are expected to abide by the Fordham University policies as published in the Student Handbook. (For additional information regarding student travel, refer to the SLC funds section of this Handbook.)

Windows
Sanctions for objects dropped or thrown from University buildings:
Students are advised that it is unacceptable to throw anything in or out of the window of a University building. Reflecting the University’s concern about this activity, strong sanctions are imposed upon any individual observed or discovered to be engaging in such behavior:

Minimum sanction:
• $100 fine or an equivalent educational sanction
• Probation for one semester
Medium sanction:
• Removal from residence (for resident students)
• $200 fine or an equivalent educational sanction and probation for one year
Maximum sanctions:
• Suspension or expulsion, depending on seriousness of injury, threat, or property damage

Withdrawal by the University
Under limited circumstances, the University reserves the right to withdraw a student whose physical, mental, or emotional health becomes a detriment to the student’s continued ability to reside in University housing or to successful completion of academic requirements, or whenever the student fails to undertake measures necessary and recommended for the student’s own personal health and safety.

DRUG-FREE CAMPUS GUIDELINES
Message to Faculty, Students and Staff
The abuse of alcohol and other drugs is a national epidemic. Fordham’s educational mission demands a comprehensive approach to prevention that includes instruction available to all members of the University community concerning the health, social and legal risks associated with substance abuse. In addition, as an institution rooted in the Jesuit tenet of “cura personalis” – concern for the individual, the University is committed to helping any individual member of the University community overcome the psychological and physical symptoms that are attributed to substance abuse and addiction.

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the University has set forth in this guide the legal penalties under both Federal and State law for the illegal possession or distribution of drugs and alcohol, as well as the range of University sanctions that can be imposed for violation of the University’s policies regarding substance abuse. The following information is critical and should be read carefully by each student and employee.

For the full text of the Drug-Free Campus Guidelines, go to:

CAMPUS ASSAULT AND RELATIONSHIP EDUCATION
CARE: Campus Assault and Relationship Education
A Guide for the Fordham University Community

Fordham University Policy on Sexual Offenses
Fordham University is committed to the maintenance of an environment that is supportive of its primary educational mission. The University will not tolerate sexual offenses such as rape, sexual abuse, sexual harassment or other forms of non-consensual activity.

Fordham University supports this policy through educational prevention, counseling and medical support services. Educational programs include, but are not limited to, campus-wide distribution of the CARE brochure; peer education workshops on topics that include the nature of sexual offenses and dating violence, keys to prevention and coping with the aftermath of an assault; safety and security presentations; residential life presentations; rape awareness programs; individual and group counseling and other victim support services.
Fordham University will enforce this Policy on Sexual Offenses through internal disciplinary procedures and security programs.

For the full text of the CARE Brochure, go to: