

Subject: ADMISSIONS		Title: GENERAL
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.0	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 07/05/2010	Amended: 12/2012, 4/2014	Last Reviewed: 6/2014

I. Purpose

This policy establishes the SHP admissions policy..

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Director of Admissions implements the policy.

III. Policy

The Rutgers – School of Health Professions seeks to admit students who meet the academic and pre-professional requirements of the programs offered by the School. Each of the programs has its own identity, characteristics, and objectives. Please refer to specific SHP program or joint program agreements for all applicable policies. Each program renders its own recommendations to the Office of Enrollment Management based on its stated admissions requirements.

Rutgers-SHP does not discriminate in admissions or access to its programs and activities on the basis of race/color, national origin, ethnicity, religion/creed, disability, age, marital status, sex, sexual orientation or veteran's status. Admission of students who have disabilities is governed by the University Policy regarding persons who have disabilities.

IV. Exhibits

This is a testing

Subject: ADMISSIONS		Title: APPLICANT ADMISSIONS FILE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 5/14/07, 2/10, 12/12, 4/2014	Last Reviewed: 4/2014

I. Purpose

This policy establishes the key contents of the admissions package and describes general procedures for processing letters of disposition.

II. Accountability

The Associate Dean for Academic Affairs, the Program Directors and the SHP Manager of Admissions are responsible for compliance with the policy.

III. Policy

In general, all applicants with completed SHP applications are issued letters of disposition (acceptance, conditional acceptance or rejection) prior to the date of initial enrollment.

The admissions acceptance packet consists of the following items:

1. Letter of acceptance or conditional acceptance signed by the SHP Manager of Admissions;
2. Admissions Check List, indicating the deadline for acceptance and directions for submitting the following:
 - a. Medical evaluation/immunization records forms as RBHS.
 - b. Tuition deposit
 - c. Requirements for graduation form
 - d. RBHS Health insurance waiver as required by RBHS policy
 - e. Criminal background check as required by RBHS policy
 - f. Applicant Response Sheet
 - g. Other documents that may be required.

IV. Procedures

1. Program Directors are given access to the application file from the Office of Enrollment Management.
2. After the admissions decision is made, each Program Director notifies Enrollment Management of the status of the applicant.
3. The SHP Manager of Admissions reviews the letter, acceptance packet and file and assigns residency/citizenship status.
4. The SHP Manager of Admissions signs the letter if the file is in order.
5. The original letter and enclosures are sent to the applicant. Copies of the acceptance letter are shared with the program, financial Aid Office and partnering institutions.
6. Rejection letters are signed by the Manager of Admissions and sent by Enrollment Management to the applicant. Copies of the rejection letter are shared with the program and partner institutions, if applicable.
7. Procedures for joint programs may differ; refer to Program Director.

The Dean's Office will periodically audit applicant accepted and rejected files.

Subject: ADMISSIONS		Title: LATE ADMISSIONS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 5/07, 2/10, 4/14	Last Reviewed: 4/2014

I. Purpose

This policy establishes criteria for late admissions.

II. Accountability

The Associate Dean for Academic Affairs, Program Directors and the SHP Manager of Admissions have responsibility for this policy.

III. Policy

With program approval, students may be admitted to programs prior to the second class meeting.

The Program Director is responsible for providing the student with essential orientation materials, policies, and procedures.

Students who are late admittance are required to submit all Admissions' Checklist documents within one business day of notification to admission. After receipt of all documents, students are permitted to register. Once registered, they will be required to submit payment for all tuition and fees.

Subject: ADMISSIONS		Title: SPECIAL ADMISSIONS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 7/05	Amended: 2/10, 12/12, 4/14	Last Reviewed: 04/2014

I. Purpose

This policy provides for the admission of applicants under circumstances that are unusual or deviate from standard admissions requirements.

II. Accountability

The Associate Dean for Academic Affairs, Program Directors and SHP Manager of Admissions are responsible for this Policy.

III. Policy

Special Admissions may be awarded in the following categories:

Acceptances are contingent upon submission of all required admission documents (Reference: Applicant Admissions File Policy (1.1)) or upon a specified level of performance in a remedial/ developmental/prerequisite course. Admission may be revoked if the requirements are not met by the date stated in the offer of acceptance letter.

Waiver of academic performance requirement (GPA) may be granted on the basis of demonstrated potential, life experience or other non-traditional qualities.

Waiver of academic or certification admission criteria may be granted when documents cannot be retrieved. The Program Director must provide a written request and justification for any waivers. The written statement will be maintained in the student's permanent file.

Subject: ADMISSIONS		Title: ADMISSIONS DEFERMENT
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1.3	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 7/05	Amended: 2/10, 4/14	Last Reviewed: 4/2014

I. Purpose

This policy establishes the SHP admissions deferment policy.

II. Accountability

The Associate Dean for Academic Affairs and SHP Manager of Admissions are responsible for this policy.

III. References

The Admissions Deferment Request Form can be found [here](#).

IV. Policy

Students who are accepted for admission, but would like to delay their enrollment to another admissions cycle, must complete the Admission Deferment Request form no later than 1 week prior to the beginning of the semester initially admitted to and submit it to the Office of Enrollment Management. Once the form is received, Enrollment Management will consult with the Program Director to review the deferment request. The student will be informed of the decision to defer enrollment by Enrollment Management in a formal admission or denial letter. Students may defer their offer of admission one time only for up to one year.

Those who defer enrollment may need to submit/resubmit any or all of the Admission Checklist items that are in effect at RBHS at the time of admission following deferment.

Subject: ADMISSIONS		Title: SECOND BACCALAUREATE DEGREE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Admissions Office
Adopted: 06/05	Amended: 05/08, 05/14	Last Reviewed: 05/05/2014

I. Purpose

This policy outlines steps for obtaining a second Baccalaureate degree granted solely by SHRP.

II. Accountability

The Program Director, in consultation with the Associate Dean for Academic Affairs is responsible for compliance with the policy. The Manager of Admissions is responsible for implementation of the policy.

III. Policy

SHRP will award a second Baccalaureate degree to students if they have graduated with their first Baccalaureate degree (Bachelor of Arts or Bachelor of Science) from a United States regionally accredited college or university, or from an international university that is accredited in their own country. International students must provide a transcript evaluation from an approved transcript evaluation company (eg. WES).^{*} Following completion of the first Baccalaureate degree, students completing a second Baccalaureate degree at SHRP must complete a minimum of 30 credits in SHRP and meet the SHRP program degree requirements.

^{*}In accordance with SHRP Academic Policy 1.2 (Transcripts).

Subject: ADMISSIONS		Title: CHANGE PROGRAM or DEGREE or CONCENTRATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.1.5	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 05/11	Amended: 6/2014	Last Reviewed: 6/2014

I. Purpose

This policy establishes the SHP policy for requesting and approving changes to a student's degree type, program, or concentration.

II. Accountability

The Dean of SHP, the Associate Dean for Academic Affairs, and appropriate Program Directors insure compliance with this policy. The SHP Manager of Admissions is responsible for implementing the Policy.

III. Policy

If a student wishes to request a change of his/her current program, concentration or degree type he/she must submit the Request to Change Program/Degree/Concentration form to the Office of Admissions. The student must submit all required documents and must satisfy the requirements of the new program that are in effect at the time of entry, e.g. GPA requirement, updated licensure, transcripts, and any other program requirements for the new academic area he/she is requesting to enter. There is no fee for this process.

IV. Procedures

The Office of Admissions will collect all of the submitted documents and forward to the new area for a decision. Once the department has made their decision, they will return the completed form to Admissions, which will make the appropriate changes. Admissions will then advise the student of the decision, and if approved, will advise the student of any additional requirements (i.e. criminal background check, immunizations, the need to sign a new Requirement for Graduation form) as well as fulfill any other requirements that have been established.

Students who receive approval to change majors/concentrations are required to follow the Requirements for Graduation which is in effect at the time of the change of major. Previously earned credits for courses in which the student earned a passing grade (varies by program) within the past five years or the range for Satisfactory Academic Progress may be applied to the new major upon approval of the Program Director. At the discretion of the Program Director and the Dean, a minimum of 25% of the credits required for the new major must be earned following the change of major.

Subject: ADMISSIONS		Title: TRANSCRIPTS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/09 , 2/10, 12/12, 4/14	Last Reviewed: 04/2014

I. Purpose

This policy establishes the classification of transcripts that are acceptable for applicants who wish to be considered for admission to SHP programs.

II. Accountability

The Associate Dean for Academic Affairs and SHP Manager of Admissions are responsible for this policy.

III. Policy

Only a transcript that bears the official signature and/or seal of the originating institution or official e-transcripts that are transmitted directly from that institution or an agency representing the institution (e.g. Net Transfer) to SHP Office of Enrollment Management shall be considered "official". These transcripts, therefore, are acceptable for consideration for admission or for documentation for transfer credits. Official transcripts and other documents are the property of the School and are not returnable to applicants.

All programs whose applicants are required to possess a degree from a post secondary educational institution shall require submission of an official transcript from the educational institution from which the applicant's highest degree was received. Programs may require official transcripts from any or all educational institutions previously attended.

Applicants who submit transcripts from foreign institutions must submit "official" evaluations from recognized transcript evaluation agencies (e.g., World Education Services). If a foreign transcript is written in a language other than English, a certified English translation must be submitted.

Waiver of an academic or certification admission criteria may be granted in accordance with the Policy on Special Admissions.

Subject: ADMISSIONS		Title: REAPPLICATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.3	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHRP Enrollment Services
Adopted: 7/05	Amended: 2/10, 12/12, 4/14	Last Reviewed: 4/2014

I. Purpose

This policy provides guidance for reapplication.

II. Accountability

The Associate Dean for Academic Affairs and SHRP Manager of Admissions are responsible for this policy.

III. Policy

If paid previously, a prospective student may reactivate an application without an additional application fee within one year from the date of the term indicated on the application for the following reasons:

1. The applicant's original file was incomplete or
2. The applicant's original file was withdrawn.

The applicant can select another term for admission consideration only one time. After that, the applicant is required to submit another application, fee, and required application documents.

Rejected applicants are required to submit a new application and another fee and indicate which term they are applying for admission.

In any instance, the applicant must satisfy the requirements for admission at the time of the most recent application and must be issued an official letter of acceptance. This may include submission of updated documents if current documents are not on file in the Office of Admissions.

Subject: ADMISSIONS		Title: GPA FOR CHANGE OF PROGRAM
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 5/07, 8/12	Last Reviewed: 6/2014

I. Purpose

This policy states how the grade point average is calculated for a student who transfers from one program to another in SHP.

II. Accountability

The Associate Dean for Academic Affairs and the SHP Manager of Admissions are responsible for this policy.

III. Policy

A student who formally changes from one program to another within the same level (undergraduate or graduate) has his/her total credits and Grade Point Average (GPA) calculated based on all of the courses taken, including those taken as part of the original program. Course title, credit allocation and GPA for courses that were taken but not required for the new program are also listed by level on the transcript and may be excluded from the level GPA as instructed by the department.

Students changing programs should refer to the policy on Satisfactory Academic Progress. See Grading System Policy 3.1.2. Students repeating a course should refer to the policy on calculating grade point averages for courses that were repeated. See Grading System Policy 3.0.

Subject: ADMISSIONS		Title: READMISSION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.4.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 7/05	Amended: 12/07 , 2/10, 12/12, 4/14	Last Reviewed: 4/2014

I. Purpose

This policy establishes the various circumstances of readmission.

II. Accountability

The Associate Dean for Academic Affairs and SHP Manager of Admissions are responsible for this policy.

III. Definition

The term re-admission applies only to those persons who apply for admission after enrolling and withdrawing (or being dismissed) from the same program previously attended.

IV. Policy

The student is required to submit an application, required documents, and fee to the Office of Enrollment Management. Enrollment Management will forward a copy to the Program Director and inform the student of the Program Director's decision with an official letter of readmission or denial. The applicant must satisfy the requirements of the Program that are in effect at the time of re- entry, e.g. GPA requirement, updated licensure, transcripts, and any other Program requirements. Upon submitting the tuition deposit, the student is required to submit or resubmit any or all of the Admissions Checklist items that are in effect at RBHS at the time of admissions following readmission.

Policy for students in a Doctoral program who leave prior to completion

Students who leave a SHP Doctoral program prior to completion may apply for admission to a master's program within two years of separation. Students admitted will be reevaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to the Master's program with approval of the Program Director. A minimum of 25% of the credits required for the Master's program must be earned following re-admission pursuant to this policy.

Policy for students in a Master's program who leave prior to completion

Students who leave a SHP Master's program prior to completion may apply for admission to a baccalaureate or certificate program within two years of separation. Students admitted will be re-evaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to the baccalaureate or certificate program with approval of the Program Director. A minimum of 25% of the credits required for the baccalaureate or certificate program must be earned following re- admission pursuant to this policy.

Policy for students in any program who leave prior to completion

Students who are re-admitted to any SHP program will be reevaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to fulfill the Program's Requirements for Graduation, with approval of the Program Director. A minimum of 25% of the credits required for the program must be earned following re-admission pursuant to this policy.

Subject: ADMISSIONS		Title: CRIMINAL BACKGROUND CHECKS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.4.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 8/13/12	Amended: 12/12, 4/14	Last Reviewed: 4/2014

I. Purpose

This policy details criminal background checks.

II. Accountability

The Associate Dean for Academic Affairs, the SHP Manager of Admissions, the Program Directors and the Assistant Dean for Student Affairs are responsible for compliance with this policy.

III. Policy

For Programs requiring a criminal background check, SHP adheres to RBHS policy, see <http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies> on “Criminal Background Checks, for accepted applicants and currently enrolled students in RBHS.

Subject: ADMISSIONS		Title: INTERNATIONAL STUDENT SERVICES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.5	Responsible Executive: Office of International Services in conjunction with the Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 2/10, 12/12, 4/14	Last Reviewed: 04/2014

I. Purpose

This policy ensures compliance with institutional and the U.S. Immigration and Naturalization Services' policies regarding documentation of student's immigration status.

II. Accountability

The RBHS Office of International Services in conjunction with the SHP Manager of Admissions are responsible for implementing this policy.

III. References

RBHS Office of International Services (OIS)

<http://rbhs.rutgers.edu/internationalservices/>

IV. Policy

The International Services office serves the specialized needs of RBHS's international students and scholars and their dependents. Services include communication of relevant information to both students and staff by means of information workshops and orientation programs for new students, and provision of comprehensive advising. RBHS International Services ensures the University's compliance with all U.S. immigration regulations and procedures, and is the University's liaison to the U.S. Department of State and Homeland Security. Advice is provided to departments seeking to hire or enroll foreign nationals under F-1, J-1, H1B, or O-1 visa classifications as appropriate.

RBHS International Services is a part of the University-wide Centers for Global Advancement and International Affairs (GAIA Centers). The GAIA Centers work toward developing a comprehensive, campus-wide set of international initiatives and services, initiating collaborative projects and strategic partnerships around the world, and expanding students' opportunities for international study and research.

Subject: ADMISSIONS		Title: APPLICANT FLUENCY IN ENGLISH
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 1.5.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 7/05	Amended: 4/08, 12/12, 4/14	Last Reviewed: 04/2014

I. Purpose

This policy ensures that persons admitted to SHP programs are sufficiently fluent in the English language to facilitate learning at the undergraduate and/or graduate level.

II. Accountability

The Associate Dean for Academic Affairs and SHP Manager of Admissions are responsible for compliance with this policy. Program Directors are responsible for providing advisement which is consistent with the policy.

III. Policy

English Proficiency Examination Requirements

Regardless of US residency status, an English proficiency examination is required of all students whose secondary schooling has been outside the US in a country where English is not the principal language. Score reports must be from a test taken within the past two years and submitted directly to the Office of Admissions from the testing service.

To aid in the determination of whether students' secondary schooling was outside the US in a country where English is not the principal language, the Office of Admissions will provide an exhibit attached to this policy listing countries in which English is the principal language. This document will be updated on an annual basis.

SHP accepts Test of English as a Foreign Language (TOEFL) or other standardized tests with prior approval from the Office of Admissions to determine the English proficiency of its international applicants.

Please note: Students who have earned a grade of "B" or better in a college-level English Composition I and II course at an accredited US college (not a foreign affiliate) are exempt from the English language proficiency requirement. English courses that are designated ESL, non-native, or which require a special support component, or any courses taken outside the US, are not acceptable. Please also note that Rutgers University does not accept correspondence or online courses for the language proficiency requirement.

Test of English as a Foreign Language (TOEFL)

Acceptable TOEFL scores are as follows: 550+ on the paper and pencil test or 79+ on the Internet-based test. Programs may establish additional language proficiency requirements and/or higher acceptance scores than those stated in the policy. All results must be forwarded directly to SHP from the testing agency.

IV. Exhibits

Countries that have English as a Primary Language

- American Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Botswana
- British Virgin Islands
- Burnei Darussalam
- Cameroon

- Canada
- Cayman Islands
- Cook Islands
- Dominica
- Federal States of Micronesia
- Fiji
- Ghana
- Grenada
- Guam
- Guyana
- India
- Ireland
- Jamaica
- Kenya
- Kiribati
- Lesotho
- Liberia
- Malawi
- Marshall Islands
- Mauritius
- Namibia
- Nauru
- New Zealand
- Nigeria
- Niue
- Northern Mariana Islands
- Pakistan
- Philippines
- Rwanda
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Seychelles
- Sierra Leone
- Singapore
- Solomon Islands
- South Africa
- Sri Lanka
- Swaziland
- The Gambia
- Tonga
- Trinidad and Tobago
- Tuvalu
- U.S. Virgin Islands
- Uganda
- United Kingdom (England, Wales, Scotland, and Northern Ireland)
- United States
- Vanuatu
- Zambia
- Zimbabwe

Subject: REGISTRATION		Title: STUDENT ENROLLMENT STATUS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar
Adopted: 3/5/12	Amended:	Last Reviewed: 6/2014

I. Purpose

This policy specifies the different categories of enrollment status that can be assigned to a student while at SHP.

II. Accountability

The Associate Dean for Academic Affairs shall be responsible for the enrollment status of all students. The policy will be implemented by SHP Registrar.

III. Policy

All students must be assigned to one of the following enrollment categories:

- Maintaining Matriculation(policy 2.0.1)
- Leave of Absence (policy 2.0.2)
- Withdrawal from School (policy 2.0.4)
- Registered (policy 2.0.6) or taking courses at approved institutions (i.e. courses at affiliates, pre-approved courses at other institutions.).

Students not registering for a given term must submit the Maintaining Matriculation Form, Leave of Absence Form, or Withdrawal from School Form requesting one of the appropriate above listed status categories. The forms are located on the [SHP Registrar Website](#). See forms.

Students not in a designated status by the end of the first week of the semester as published in the SHP Academic Calendar will be administratively withdrawn from their program. Student will need to apply for re-admission as well as pay the application fee, and complete a minimum of 25% of program requirements even if fewer credits remain at the time of administrative withdrawal.

Subject: REGISTRATION		Title: MAINTAINING MATRICULATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/8/2010, 1/9/2012, 6/2014	Last Reviewed: 6/2014

I. Purpose

This policy defines the enrollment status Maintaining Matriculation.

II. Accountability

The Associate Dean for Academic Affairs is responsible for administering this policy. The policy will be implemented by the SHP Registrar.

III. Definition

Students are considered matriculated when they are admitted to and enrolled in a program of study which terminates with the conferral of a University certificate or degree. A student enrolled in courses or special programs of study sponsored by programs or departments of the School, but which do not lead to a University certificate or degree is not considered matriculated. In general, a student may not be permitted to earn more than 12 credits and still maintain non- matriculated status.

Maintaining Matriculation is defined as a student who is:

1. approved to complete unfinished work required for courses from previous semesters, but is not involved in any academic enhancement outside their usual curriculum.
2. not taking any new courses but will be registered for the School-specific version of a course entitled "Maintaining Matriculation".
3. working on an Incomplete(s) from a previous term.
4. awaiting graduation due to: missing a graduation date (applied for graduation after the deadline)
5. not taking courses, but preparing for exams as required by the program. Students must complete a maintaining matriculation form in the fall and spring semesters when they are not taking courses. Students who are actively completing courses (e.g. Incomplete or IP) during the summer semester must complete a maintaining matriculation form. Students who are inactive in the summer semester are not required to complete a maintaining matriculation form.
6. of a joint program who is awaiting clearance from affiliates.

IV. Policy

Students assigned Maintaining Matriculation status will be considered less than half-time status for purposes of Financial Aid, Student Loans, and the Office of International Affairs.

A fee is assessed for this service. A completed Maintaining Matriculation Form or Leave of Absence Form, is required and is accessible at this link: <https://shp.rutgers.edu/registrar/forms/>.

Students who assigned maintaining matriculation status are still eligible for student health insurance but must manually enroll in the insurance plan.

Subject: REGISTRATION		Title: LEAVE OF ABSENCE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 2/05	Amended: 5/07, 3/10, 1/12, 6/14, 7/16	Last Reviewed: 07/2016

I. Purpose

This policy describes student responsibilities and procedures for requesting a leave of absence.

II. Accountability

The Program Director and the Associate Dean for Academic Affairs shall have responsibility for this policy. The policy will be implemented by the SHP Registrar.

III. Policy

Any student who wishes to request a Leave of Absence (LOA) must FIRST submit a completed LOA form to their program director for approval. The student must indicate the reason for the request (medical*, personal*, or military). If the request is based on medical reasons, the student is required to provide documentation from their physician. The documentation need only address the issues affecting the student's ability to perform essential duties (as outlined by the program) and not sensitive medical information. If the program needs additional information from the physician, the student will be asked to sign an "Authorization for Release of Patient Information." This may be necessary so that the required clearances for return can be identified. All information will be kept in the strictest confidence in the program director's office. Once the LOA is approved by the Program Director, the LOA form will be sent to the Office of Enrollment Management. Enrollment Management will confirm the LOA directly with the student and provide the date by which the student must return to school. The date the form is approved by the program director is the date the student will be placed on LOA. This form may be found on the SHP Registrar's website, <https://shp.rutgers.edu/registrar/>. Every effort should be made by the student to request a LOA at the beginning of the term, preferably before the end of the add/drop period. If the request is made after the withdrawal period has ended, the student may take an incomplete, provided they have met that criteria for an "incomplete" (see policy 3.0 Grading System Policy). If the LOA is requested before the end of the withdrawal period, the student must withdraw from classes. In the event of a catastrophic event in which the student must withdraw after the refund period is over, the student may request incompletes by making an appeal to the Dean. Extenuating circumstances will be handled on a case-by-case basis. In order to take the LOA, students must be in good academic standing with the program.

If the Program Director imposes any conditions on the student's return from a LOA, the Program Director will communicate those conditions on the LOA form. Additionally, documentation attesting to the student's fitness to return to school and/or their clinical experience must be submitted to the program director prior to the end of the LOA, from the medical personnel who had evaluated the student's fitness. The program director has the right to request further information, if there is any doubt that the student will be able satisfy the program's essential functions.

The Registrar will place a hold on the student's registration until the Program Director confirms in writing to the Registrar that all conditions have been met for the student's return from LOA. A LOA may be granted for a period of up to one academic year. A LOA may be extended only once, if the original reason for the LOA continues. The student must request an additional leave by submitting the LOA form again. Only one additional year for a LOA will be granted, and only upon approval of the Program Director. Otherwise, no back-to-back LOAs will be approved.

The Program or Registrar may deny return from a LOA, if the student has not obtained the Program Director's written confirmation that any conditions established for the LOA have been met, or if outstanding tuition and fees or other encumbrances exist.

Students are required to receive approval from the Program Director or Designee to return from an approved LOA

and will need to submit a LOA form indicating on the form a return from the leave. The form may be obtained from the SHP website. Reapplication for admission is not required. Students who do not re-enroll upon the expiration of a LOA and who do not receive approval from the Program Director for an additional period of leave, will be administratively withdrawn from the School by the Registrar. When applicable, students may need to pay for and complete a new criminal background check when returning from a LOA, if the student has clinical experiences to complete.

*Examples of LOA criteria: Personal leave may include but is not limited to the death or illness of a family member, financial instability, or employment commitments. Medical leaves may include illness or injury experienced by the student, childbirth, or any other physical or psychological condition that prevents the student from meeting the “Essential Functions” of their program. Students cannot claim a personal leave for a medical issue.

Subject: REGISTRATION		Title: WITHDRAWAL FROM COURSE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.3	Responsible Executive: Assoicate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/2005	Amended: 3/2010, 1/2012, 4/2015	Last Reviewed: 4/2015

I. Purpose

This policy describes conditions for withdrawal from a course. It covers both official withdrawal and unofficial withdrawal.

II. Accountability

The student is responsible for adhering to the following policy in consultation with the Program Director and Associate Dean for Academic Affairs. The policy will be implemented by the SHP Registrar.

III. Policy

Official Withdrawal from a course

Students who officially withdraw from a course prior to completion of $\frac{3}{4}$ of the course will receive a grade of "W" on their transcripts. Students must complete the [Course Withdrawal form](#), obtain approval from the program director and file the form with the Registrar within this period. The official date of withdrawal is the date on which the completed form is filed in the Office of the Registrar, not the date of last attendance. Non-attendance or notification to the instructor/program director does not constitute an official withdrawal.

Upon approval of course withdrawal, the course instructor will be notified of the withdrawal by the Registrar.

Unofficial Withdrawal from a course

A student will be considered to have withdrawn unofficially from a course or courses if he/she never attended class and did not officially drop the course or is absent for three consecutive web modules, didactic/clinical days or more without notification to the appropriate course instructor or program director.

Unofficial withdrawal from a course will result in a grade of "WF" if the student withdraws prior to completion of $\frac{3}{4}$ of the course. If a student unofficially withdraws after $\frac{3}{4}$ of the course has been completed, a performance grade will be issued.

Administrative Withdrawal from a course

Students withdrawn from a course by the School for reasons including but not limited to, financial reasons (student has not paid tuition and fees due) or health reasons (student has not completed required immunizations.) will receive a grade of "W".

Tuition and Fees

A student who withdraws either officially or unofficially after the tuition refund period will be assessed full tuition and fees.

Subject: REGISTRATION		Title: WITHDRAWAL FROM SCHOOL
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 1/9/2012, 6/5/14	Last Reviewed: 6/2014

I. Purpose

This policy describes conditions for withdrawal from the School. It covers both official withdrawal and unofficial withdrawal.

II. Accountability

The student is responsible for adhering to the following policy in consultation with the Program Director and Associate Dean for Academic Affairs. The policy will be implemented by the SHP Registrar.

III. Policy

Official Withdrawal from School

A student wishing to withdraw from the school must consult with the program director, complete a [Withdrawal from School/Course form](#) from the Office of the Registrar, on the SHP website, obtain the Program Director's signature, and file the form with the Office of the Registrar. An exit interview may be scheduled.

Students with outstanding encumbrances are not entitled to receive, or to have sent on their behalf, transcripts of their academic work until such encumbrances are satisfied.

Administrative Withdrawal from the School

A matriculated student who fails to register for a semester shall be considered to have withdrawn administratively from the school, unless he/she has obtained an approved leave of absence or maintaining matriculation status, or has officially submitted paperwork to the Program and the SHP Registrar for an official withdrawal from the School.

Administrative withdrawal from the school generally results when a student does not notify the school he/she is withdrawing. This will result in a grade of "WF" in the course or courses in progress. Under these circumstances, the student will be considered to be withdrawn from the School.

Before administering the administrative withdrawal, the student shall be notified by the Registrar or his/her designee that he/she will be given an administrative withdrawal. The student shall be given until the end of the first week of the semester from receipt of notification of the administrative withdrawal to respond in writing. If the student does not respond within that given time-frame, the administrative withdrawal will be in effect.

Students who have been administratively withdrawn and wish to return to the program will need to reapply for admission and be required to submit a new application as well as pay the application fee. Students will need to complete a new criminal background check if they have clinical experiences to complete or if required by the school. Students will be required to complete a minimum of 25% of program requirements even if fewer credits remain at the time of administrative withdrawal.

Subject: REGISTRATION		Title: REGISTRATION TIME STATUS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.6	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10	Last Reviewed: 6/2014

I. Purpose

This policy clarifies the requirements for registration status for courses given at SHP (i.e. full time, half time, less than half time).

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Registrar is responsible to implement this policy.

III. Policy

Full-time status of any undergraduate student is determined by registration for 12 or more undergraduate credits in any regular 16 week semester. Full-time status for any graduate student is determined by registration for 9 or more graduate credits in any regular 16 week semester.

Students are considered half-time status or less than half time dependent on the # of credits taken and length of the semester. Undergraduate students registered for 6 or more but less than 12 credits or graduate students registered for 5 or more but less than 9 credits in a 16 week semester are considered half-time.

Full-time status for students enrolled in summer and special sessions is determined both by the length of the semester and the number of credits attempted in relationship to a full academic (i. e. 16 week) semester.

Students time status is used for reporting enrollment status to various internal and external offices including Student Clearinghouse, Financial Aid, and the Office of International Affairs.

Students working on dissertations or thesis coursework may be considered full-time at the discretion of the Program Director.

Subject: REGISTRATION		Title: CHANGE PROGRAM or DEGREE or CONCENTRATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.0.7	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHRP Deans, SHRP Enrollment Services
Adopted: 5/2011	Amended:	Last Reviewed: 5/2011

I. Purpose

This policy establishes the SHRP policy for requesting and approving changes to a students degree type, program or concentration.

II. Accountability

The Dean of SHRP, the Associate Dean for Academic Affairs, and appropriate Program Directors insure compliance with this policy. The SHRP Manager of Admissions is responsible for implementing the Policy.

III. Policy

If a student wishes to request a change of his/her current program, concentration or degree type he/she must submit the Request to Change Program/Degree/Concentration form to Enrollment Services. The student must submit all required documents and must satisfy the requirements of the new program that are in effect at the time of entry, e.g. GPA requirement, updated licensure, transcripts, and any other program requirements for the new academic area he/she is requesting to enter. There is no fee for this process.

IV. Procedures

Enrollment Services will collect all of the submitted documents and forward to the new area for a decision. Once the department has made their decision, they will return the completed form to Enrollment Services which will make the appropriate changes. Enrollment Services will then advise the student of the decision, and if approved, will advise the student of any additional requirements (i.e. criminal background check, immunizations, the need to sign a new Requirement for Graduation form) as well as fulfill any other requirements that have been established.

Students who receive approval to change majors/concentrations are required to follow the Requirements for Graduation which is in effect at the time of the change of major. Previously earned credits for courses in which the student earned a passing grade (varies by program) within the past five years or the range for Satisfactory Academic Progress may be applied to the new major upon approval of the Program Director. At the discretion of the Program Director and the Dean, a minimum of 25% of the credits required for the new major must be earned following the change of major.

Subject: REGISTRATION		Title: REGISTRATION PROCESS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy clarifies SHP registration procedures.

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Registrar implements this policy.

III. Policy

Students register at SHP upon entering a program. Thereafter registration is based on the student's Requirements for Graduation form, which is signed by the student upon entry into the School and modified by advisement and documented with the Office of Enrollment Management.

Traditional registering students (Self Registering Students) should register on-line. The procedures for on-line registration are outlined on the SHP website as well as in the Student Handbook. Students not registering online may be assessed a registration fee.

Block-Registered students are students that are in a lock step schedule and are registered by Enrollment Management. Students should contact Enrollment Management regarding the specific registration method of the specific program.

Students enrolled in joint programs should refer to the Program Director for registration guidelines.

Continuing and non-matriculated students registering after the regular registration period may be charged a late registration fee per the registration dates listed on the academic calendar.

Subject: REGISTRATION		Title: SECOND BACCALAUREATE DEGREE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.1.0	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/2014	Last Reviewed: 6/2014

I. Purpose

This policy outlines steps for Second Baccalaureate degree granted solely by SHP.

II. Accountability

The Program Director, in consultation with the Associate Dean for Academic Affairs is responsible for compliance of the policy. The SHP Registrar is responsible for implementation of the policy.

III. Policy

The SHP will award a second baccalaureate degree to students if they have graduated with their first baccalaureate degree (Bachelor of Arts or Bachelor of Science) from a United States regionally accredited college or university, or from an international university that is accredited in their own country.* International students must provide a transcript evaluation from an approved transcript evaluation company. The final 30 of the last 42 credits must be completed at the School of Health Professions. Students must meet program degree requirements and have a minimum of 30 credits in the SHP major.

*in accordance with SHP Academic Policy 1.2 (Transcripts).

Subject: REGISTRATION		Title: SECOND BACCALAUREATE DEGREE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.10	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHRP Enrollment Services
Adopted: 6/05	Amended: 5/08	Last Reviewed: 3/23/2010

I. Purpose

This policy outlines steps for Second Baccalaureate degree granted solely by SHRP.

II. Accountability

The Program Director, in consultation with the Associate Dean for Academic Affairs is responsible for compliance of the policy. The SHRP Registrar is responsible for implementation of the policy.

III. Policy

The SHRP will award a second baccalaureate degree to students if they have graduated with their first baccalaureate degree (Bachelor of Arts or Bachelor of Science) from a United States regionally accredited college or university. Students must have met program degree requirements and complete a minimum of 30 credits in the SHRP major.

Subject: REGISTRATION		Title: Add and Drop
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy specifies the guidelines for dropping and adding courses.

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Registrar implements this policy.

III. Policy

Add Policy:

In general, a student may add a course only within the following time periods:

1. For a semester-long course: prior to the start of the second week of class, with the permission of the instructor.
2. For a short-term course: at the discretion of the Instructor and Program Director.

Drop Policy:

A student may drop a course without the course appearing on the transcript prior to the third meeting of the class for a traditional 16-week semester long class. For courses that meet fewer than 16 weeks, a student may drop a course at the discretion of the Program Director but generally not after completion of more than 10% of the course.

Students who do not officially drop a course will be billed for the entire course and receive a WF on their transcript. (see policy 2.03) The Refund Policy is detailed in the Student Handbook.

The student must complete an [Add/Drop form](#) which is located on the SHP website, obtain approval from the Program Director if adding a course, and return the form to the Office of Enrollment Management within the time period set forth above. The official date is the date the form is received by Enrollment Management. A form dated and submitted after these time periods will not be accepted.

[Add/Drop Form](#)

Subject: REGISTRATION		Title: DROP and ADD
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Enrollment Services
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy specifies the guidelines for dropping and adding courses.

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Registrar implements this policy.

III. Policy**Add Policy:**

In general, a student may add a course only within the following time periods:

1. For a semester- long course: prior to the start of the second week of class, with the permission of the instructor.
2. For a short-term course: at the discretion of the Instructor and Program Director.

Drop Policy:

A student may drop a course without the course appearing on the transcript prior to the third meeting of the class for a traditional 16-week semester long class. For courses that meet fewer than 16 weeks,, a student may drop a course is at the discretion of the Program Director but generally not after completion of more than 10% of the course.

Students who do not officially drop a course will be billed for the entire course and receive a WF on their transcript. (see policy 2.03) The Refund Policy is detailed in the Student Handbook.

The student must complete an [Add/Drop form](#) which is located on the SHP website, obtain approval from the Program Director if adding a course, and return the form to the Office of Enrollment Services within the time period set forth above. The official date is the date the form is received in the Office of Enrollment Services. A form dated and submitted after these time periods will not be accepted.

[Add/Drop Form](#)

Subject: REGISTRATION		Title: NON-MATRICULATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.3	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy allows a student to take a limited number of SHP credits as a non-matriculant student.

II. Accountability

The Program Directors and the Associate Dean for Academic Affairs are responsible for this policy. The SHP Office of Enrollment Management implements this policy.

III. Applicability

At the discretion of the Program Director, persons may enroll in SHP courses as non- matriculant students. Such students will be limited to a maximum number of 12 credits and will not be considered to be pursuing an institutional credential (University certificate or degree). Registration for more than 12 credits must be approved by the Associate Dean for Academic Affairs.

Persons applying for non-matriculation status shall be required to complete the Non- Matriculant Status form, submit appropriate health documents as needed, and pay a processing fee. Other documents may be required at the discretion of the Program Director.

Non-matriculated students completing a clinical course(s) will be required to complete all formal requirements as matriculated students in a clinical course. This may include, but is not limited to, criminal background checks, immunizations, and health insurance.

Non-matriculant students may request to change their status to matriculant by submitting all application documents required by the program. Being a non-matriculated student does not assure admission for matriculation by the Program's admissions committee.

Students can obtain information from the SHP website under the Non Matriculated student section of the SHP website at <https://shp.rutgers.edu/enrollment-management/>.

Subject: REGISTRATION		Title: HEALTH INFORMATION DISCLOSURE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy insures that students are notified regarding the University's Privacy Policies for Health Information.

II. Accountability

Appropriate staff are accountable for compliance with this policy.

III. Policy

Health information at Rutgers is protected under the stipulations of the Health Insurance Portability Assurance Act (HIPAA). The University is committed to providing students with notification of legal duties and privacy practices.

The University Policy is found [here](#).

Subject: REGISTRATION		Title: IMMUNIZATION STATUS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.4.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/14	Last Reviewed: 6/2014

I. Purpose

This policy insures that students are notified regarding the University's Policies on Immunization and Immune Status.

II. Accountability

The Program Director and Associate Dean for Academic Affairs are responsible for this policy. It is the responsibility of individual students to follow this policy.

III. Policy

All SHP students are required to submit documented proof of immunization; the extent of immunization is based on the extent and type of interaction with patients, bodily fluids and other students. The policy and forms are available on the University website.

If immunization conflicts with the student's religious beliefs or is medically contraindicated, the student should submit a statement of the same to the University. However, the University imposes strict guidelines in regard to such conflicts.

Subject: REGISTRATION		Title: TRANSFER CREDIT
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.5	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/13, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy allows students to transfer in a certain portion of course work credits from other institutions for undergraduate and graduate programs.

II. Accountability

The Program Director, Faculty and Associate Dean for Academic Affairs are responsible for this policy. The SHP Registrar is responsible for implementing the policy.

III. Definition

Transfer course work is defined as those courses taken prior to enrollment that are determined to be equivalent to specific courses that are required for graduation. The transfer course policy limits do not preclude the Program Director from granting pre-approval to enrolled students to take courses at other institutions to facilitate their educational goals. Advanced placement mechanisms may be used to give credit for life experiences, course work completed before enrollment, or advanced degrees that contribute to the student's ability to satisfy program outcomes that do not necessarily correlate with particular individual course requirements.

IV. Policy

The SHP may accept in transfer recently earned credits at the designated academic level that appear on official academic transcripts from previously attended U.S. colleges, universities and other post secondary accredited institutions. It is the responsibility of each program to establish the length of time in which transfer credit courses would be deemed recent/current.

Such institutions must be approved or accredited by agencies recognized by the Council on Post-secondary Accreditation (e.g. Middle States Association of Colleges and Schools, American Medical Association Commission on Accreditation of Allied Health Educational Programs, American Dental Association Council on Dental Accreditation, American Council on Education, National League of Nursing) or other appropriate program accrediting agencies. Credits for courses taken at foreign universities may be considered with consultation of the relevant departments/programs/tracks/faculty and the Associate Dean for Academic Affairs. However, to be considered for transfer credits, the courses under review must have been evaluated by a transcript evaluation agency such as the World Education Service (WES). An official copy of the agency's evaluation must accompany the request for transfer.

For undergraduate programs, only course work completed with a grade of "C" or better or graduate coursework completed with a grade of "B" or better shall be accepted as transfer credit. Transfer credits may also be awarded for courses completed in institutions in foreign countries, provided acceptable evaluation of the course work is documented by agencies approved by the School. Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate faculty in consultation with the Associate Dean for Academic Affairs or his/her designee. Exceptions to the transfer credit may apply where students are transferring from one SHP program into another SHP program. Such credits must appear on official academic transcripts from accredited institutions.

The number of undergraduate professional credits that may be transferred is limited to one- half of the total professional curriculum credits of the SHP Program in which the student will enroll. For students entering master's programs, normally a minimum of 70% of degree credits must be taken in the master's programs at SHP or the program's academic affiliates. Final thesis credits from previous educational experiences are not acceptable for transfer.

For students entering doctoral programs, the percentage of degree credits allowed for transfer or advanced placement varies according to previous academic preparation. For students entering with a baccalaureate degree, normally a minimum of 70% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliate(s). For students entering with a master's degree in the same or related discipline from another accredited institution, normally a minimum of 60% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliates. For students entering with a SHP master's degree in the same or related discipline, normally a minimum of 50% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliates. Thesis, candidacy, and dissertation credits are not accepted in transfer. Students can take courses at other institutions with written pre- approval from SHP.

A student cannot receive two degrees simultaneously using the same course work to fulfill the course requirements for both. For SHP students who wish to obtain a Rutgers Dual Degree, please refer to the [Dual Degree Policy](#).

SHP transfer policy provides an appeals process for student if transfer credit is not awarded.

Students may appeal the decision if transfer credits are not accepted within 30 days of receiving the decision that the credits are not accepted. The decision to the student must be given within 60 days of receipt of the appeal. The appeal must be submitted to program faculty who denied the credit and the Associate Dean for Academic Affairs or designee. The decision of the School is final. For community college transfer credits being accepted at baccalaureate programs, the relevant community college will be informed of the nature of the appeal and the decision of the School.

Exceptions to the transfer credit policy may be made by the Associate Dean for Academic Affairs for defined arrangements between the University's Programs that promote career mobility and integration.

The transfer credit Evaluation Form is located [here](#). The process to petition for transfer credit is on the Evaluation Form.

Subject: REGISTRATION		Title: PORTFOLIO ASSESSMENT
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.5.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/28/11	Last Reviewed: 6/2014

I. Purpose

This policy allows matriculated students with significant professional experience to submit documentation of this learning in partial fulfillment of their requirements for graduation.

II. Accountability

The Faculty, Program Director, Chairperson, and Associate Dean for Academic Affairs are responsible for this policy. The SHP Registrar implements the policy.

III. Policy

SHP provides award of credit for knowledge and skills gained outside the usual college/university setting. Matriculated students may be granted credits for non-collegiate learning by providing proper documentation to enable validation of competencies with the course material on a course by course basis. Also, if institutional documents are unavailable, and the student has appropriate professional experience in a field of study for which SHP faculty have expertise, credits may be given by portfolio assessment. In addition, SHP will accept evaluations performed by other agencies such as the following:

1. American Council on Education
2. College Credit Recommendation Service
3. Armed Services Experience
4. Guide to Educational Credit by Examination
5. Thomas Edison State College

Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate Faculty in consultation with the Program Director, Chairperson, and Associate Dean for Academic Affairs.

The procedure for portfolio assessment is provided with the Application for Portfolio Assessment Form. Forms are available from the [SHP Office of Enrollment Management](#).

Subject: REGISTRATION		Title: CREDIT BY EXAMINATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.6	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended:	Last Reviewed: 6/2014

I. Purpose

This policy describes conditions for credit by examination.

II. Accountability

The Program Director, in consultation with the course instructor and the Associate Dean of Academic Affairs, is responsible for this policy. The SHP Registrar implements this policy.

III. Policy

Program Directors, in consultation with the course instructor and Associate Dean of Academic Affairs determine which courses can be challenged by examination and the criteria for eligibility to take and pass the challenge examination. Making a request to challenge a course is the student's responsibility.

Challenge examinations are to be given before the registration deadline for the semester in which the student is scheduled to take the course.

Successful completion of credit by examination is designated on the transcript with a grade of "pass" or a performance grade, as determined by program policy. The credits completed count as credits earned.

Tuition is charged for these courses.

Subject: REGISTRATION		Title: UNDERGRADUATE AND GRADUATE LEVEL COURSES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.7	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 12/07, 4/08	Last Reviewed: 6/2014

I. Purpose

This policy establishes the number of graduate level courses that may be taken by undergraduate students and the number of 4000 level courses that may be taken by graduate students.

II. Accountability

The Program Director is responsible for this policy. The SHP Registrar implements this policy.

III. Applicability

Undergraduates, nearing completion of a baccalaureate degree, may normally take up to six credits of 5000 or 6000 level courses toward their undergraduate degree provided they have a minimum cumulative grade point average of 2.75 and have received pre-approval from the Program Director. Programs with approved curricula exceeding this limit are exempt from this policy.

If a Program's policies permit, students may take up to six credits of 4000 level courses and apply them toward the graduate degree while matriculated as a graduate student provided: 1) the courses were not prerequisite for admission to the graduate program and 2) pre-approval is granted by the Program Director.

Subject: REGISTRATION		Title: CONFIDENTIALITY OF STUDENT RECORDS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.8	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/14	Last Reviewed: 6/2014

I. Purpose

This policy details how student records information is disclosed.

II. Accountability

The Program Director is responsible for this policy. The SHP Registrar implements this policy.

III. Policy

SHP adheres to the policies of the Federal Family Educational Rights and Privacy Act as described in the University's policy.

Subject: REGISTRATION		Title: DUAL DEGREE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 2.9	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes the guidelines for dual degrees.

II. Accountability

The Associate Dean for Academic Affairs and appropriate Program Directors insure compliance with this policy. The SHP office of Enrollment Management implements the policy.

III. Policy

A student cannot receive two SHP degrees simultaneously using the same course work to fulfill the course requirements for both. If a student wishes to obtain a second degree, he/she may apply to the second program and pay the application fee. If accepted, and with the approval of both Program Directors, the student may transfer credits to the second program consistent with the School transfer credit policy (2.5). The remaining credits necessary to fulfill the degree requirements of the second program will be taken using appropriate elective courses.

Students may seek to be enrolled in two programs in two different Schools within the University. The student should advise the Program Directors if deciding to pursue both degrees.

Subject: GRADING SYSTEM		Title: GRADING SYSTEM POLICY
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.0	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar
Adopted: 7/05	Amended: 10/9/06, 6/2/08, 5/12, 1/13, 6/14, 7/16	Last Reviewed: 7/2016

I. Purpose

To describe the School's grading system.

II. Accountability

Under the direction of the Associate Dean for Academic Affairs and the Program Director, each faculty member shall have responsibility for this policy. The SHP Registrar implements the policy.

III. Policy

Students must demonstrate satisfactory knowledge and skill in academic work and clinical performance in order to complete a program of study. A letter grade is used to report the final evaluation of a student's performance in a course. In determining a grade, each instructor utilizes criteria established and discussed with students at the beginning of each course. Only the instructor of a class has the authority to submit grades for students in that class to the Office of Enrollment Management. If the instructor on record is unable to assign grades in a timely manner, grades may be assigned through administrative action.

A grade for a student is subject to change only in the event of clerical or calculation error, or to change an "incomplete" or "in-progress" to a performance letter grade. An instructor wishing to change a grade must submit a recommendation of change with rationale, to the Assistant Dean for Enrollment Management through docuSign.

The following grades are used to report the quality of academic and/or clinical performance when SHP is the transcript-issuing institute. Rounding up is prohibited. In the event that an SHP program is affiliated with another institution, and the affiliate institution is the transcript issuing institution, academic or clinical performance may be graded according to the affiliate institution's grading system.

Grade	Undergraduate Scale	Graduate Scale	Quality Points
A	93.0-100	93.0-100	4.0
A-	90.0-92.9	90.0-92.9	3.7
B+	87.0-89.9	87.0-89.9	3.3
B	83.0- 86.9	83.0-86.9	3.0
B-	80.0-82.9	80.0-82.9	2.7
C+	77.0-79.9	77.0-79.9	2.3
C	73.0-76.9	73.0-76.9	2.0
C-	70.0-72.9	70.0-72.9	1.7
D+	67.0-69.9	67.0-69.9	1.3
D	63.0- 66.9	63.0-66.9	1.0
F	less than 63	less than 63	0.0

P Passing (Pass/Fail Course Only)

I Incomplete

IP Course In Progress

AU Audit

NG	Non-graded (grade not submitted or can not be determined at this time)
W	Official withdrawal
WF	Unofficial withdrawal
WI	Official Withdrawal from Program with Incomplete Courses

At the discretion of the individual program, students must attain a grade of "C" or better in all professional courses that are required for practice of their specific discipline upon graduation. If a student receives less than a "C", the student has one year from receipt of the grade to repeat the course achieving a "C" or better.

Program Directors shall define which courses are considered required professional courses within their programs and prospectively share this information with their students prior to enrollment. Programs may set more stringent requirements. Consult program policies regarding specific requirements of the program.

IP - In Progress

The provisional grade of "IP" (in progress) is assigned to courses that extend more than one semester. An IP can also be issued for dissertation courses, or in the case of a clinical affiliation, when the start date has been delayed or when a student must step out of the site for remediation, if permitted by the program policy. A grade of "IP" cannot extend beyond one year, and may be further restricted by individual program policy. At the discretion of the instructor, the "IP" may convert to an "I" when the student meets the criteria for carrying an incomplete. (see section below) Instructors are responsible for issuing the Change of Grade Form from an "IP" to an "I", or to a performance grade, and submitting to the Assistant Dean of Enrollment Management through Docusign.

I-Incomplete

A grade of "I" is given only when circumstances such as student illness, injury, family crisis, or an unavoidable absence from class such as military service, prevent completion of course requirements. A request for an Incomplete must come from the student, and the student must confer with the course instructor prior to the course grade being issued. The instructor retains the right to award the "I" but may do so only when the following criterion has been met:

- The Withdrawal period is over. If the course extends over two semesters, the Incomplete may be given following the withdrawal period for the second semester.
- The student's performance is satisfactory, with a grade of "B-" or better for graduate students and a grade of "C-" or better for undergraduate students. Under no circumstances will an Incomplete be given as a substitute for a failing grade.

Students must request the Incomplete by filling out Part A of the "[Request for an Incomplete Grade Form](#)". Section B will be completed by the instructor who will outline the exact work required to replace the "I" with a performance grade along with the due date. The incomplete must be converted to a performance grade before the end of the next semester in which the "I" was received, or sooner, at the discretion of the Instructor. However, the length of time should be based on whether the work missed requires interaction with other students, necessitating that the student wait for the next course offering, or complete the missing work independently. The Instructor will determine the due date for course completion, and if the student does not meet this deadline, the "I" will revert to a Failure. If the student needs to return to the class at its next offering, the student will pick up where he/she left off, and all previously earned grades will be used to determine the final course grade. Under extreme circumstances, the incomplete period may be extended, but only with permission of the Assistant Dean for Enrollment Management in conjunction with the Program Director. To request an extension, the student must write a letter explaining why the extension is needed and provide requested supporting documentation.

A student may not carry more than two Incompletes at one time. A student must complete at least one Incomplete before the student is allowed to register for courses and progress in their program. An administrative hold preventing registration is placed on the student record and will only be removed when a performance grade is issued. An Incomplete grade affects a student's satisfactory academic progress. Refer to Policy 3.1.2 Student Satisfactory Academic Progress. A student, who is working on an incomplete but not registered for another course, must submit a "Maintaining Matriculation Form".

Students on a one year Leave of Absence (LOA) are exempt from the time frame to complete the Incomplete. However, if a student is returning from a LOA with two incompletes, the administrative hold will be in effect until at least one Incomplete is rectified.

NG-Non Graded

An NG can be used as a placeholder under very specific situations in which a student's grade is pending the outcome of a disciplinary issue or other investigative matter. If repeats of a written or practical exam are allowed, as determined by the program, an NG may also be given if this exam is delayed until the following semester. An NG is temporary and will only remain on the student's record until these matters are solved but not longer than 2 weeks into the next semester. "NG" is also used to record registration in joint programs where the student is actively enrolled in one institution while coursework is taken and a grade issued at a separate partner- institution. (See policies on maintaining matriculation and joint registration procedures.)

W- Official Withdrawal from course

Students who officially withdraw from a course during the withdrawal period will receive a grade of "W" on their transcript. (See Withdrawal from Course Policy # 2.0.3). If the withdrawal occurs after the Add/Drop period, the student would incur a financial loss in accordance with the refund schedule.

<https://studentabc.rutgers.edu/refund>

If a student withdraws after the withdrawal period, the course instructor will assign a final grade based upon the work completed and the requirements for the course.

WI-Withdrawal from Program

Any "I" grades or "IP" grades from a prior semester will be converted to a "WI" under the following circumstances:

- a student is administratively withdrawn from a program with incomplete grades
- a student withdraws from the program with incomplete grades
- a student is academically dismissed from a program with incomplete grades.

A "WI" is used for administrative withdrawals for students who are inactive (e.g. did not register for courses and/or did not file for maintaining active status). The "WI" is also used when students are withdrawn for academic reasons.

A "WI" grade assigned is final and cannot be changed to a different grade. Students must repeat and re-register for the course to earn the credit.

WF-Unofficial withdrawal from course

A student who unofficially withdraws from a course, or fails to attend a course in person or on-line for two or more weeks (see policy on Withdrawal from Course Policy # 2.0.3) prior to the end of the withdrawal period, will receive a grade of "WF" on the transcript. The "WF" may be assigned by the instructor as a final grade to indicate that a student stopped attending class without submitting an official course withdrawal form. The student will have to register for and pay for any course they must repeat due to a "WF" grade. If the student fails to attend a course in person or on-line for two or more weeks after the end of the withdrawal period, a performance grade will be given.

AU-Audit

With the permission of the program director and the course instructor, and on a space- available basis, students may audit courses. No academic credit is earned in this manner; a grade of "AU" appears on the transcript. Students are charged full tuition and fees for the audit.

Application of the Grading Policy: Case Examples

1. A student who is eligible to re-take an exam or practical, may receive an NG if the assessment cannot be administered until after grades are due. As soon as the re-take is completed, a change of grade form should be submitted to the Assistant Dean of Enrollment Management with a performance grade.
2. A student who becomes ill after the withdrawal period ends, but before the final exam or paper is due, may be given an "I" only after providing appropriate documentation. The student and instructor must fill out the "Request for an Incomplete Grade Form" outlining the work that will need to be made up and the due date. If the course meets again in the next semester, the student may have the option to join that class, but the previously earned grades will carry forward. If the course does not meet again until the following year and group work has been missed, the instructor will make every effort to create a learning experience commensurate to what would have been experienced if the student completed the course as scheduled. If this is not possible then the student would be allowed to carry the "I" for one year so that the group work could be completed with following year's class. The instructor must obtain special permission from the Associate Dean for Academic Affairs, and this must be documented on the "Request for an Incomplete Grade Form"
3. If a student is in danger of failing a clinical rotation, and it is within the program's policy to remove the student

for some remediation, the student may receive IP for that experience. As soon as the student's clinical experience has been completed, the IP must be converted to a performance grade.

4. A student whose clinical experience has been delayed, and who is unable to finish the required weeks within the semester, may receive an "IP" until all the necessary requirements of the experience have been completed.
5. If a student decides to take a Leave of Absence during the semester prior to the end of the Withdrawal Period, he/she must withdraw from the registered course and re-take the course upon their return.
6. A Student who has taken an incomplete but does not satisfy the terms stated in the "Request for an Incomplete Grade Form" will have the grade revert to an "F".

Subject: GRADING SYSTEM		Title: GRADE POINT AVERAGE CALCULATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.0.1	Responsible Executive: Dean	Responsible Office: SHP Registrar
Adopted: 6/05	Amended:	Last Reviewed: 6/2014

I. Purpose

This policy specifies the method for determining grade point average at SHP.

II. Accountability

Under the direction of the Dean and Associate Dean for Academic Affairs, the SHP Registrar shall have responsibility for this policy.

III. Policy

The method of determining grade point average for SHP is as follows: Each course's semester credit hours is multiplied with:

- "A" grade by 4.0;
- "A-" grade by 3.7;
- "B+" grade by 3.3;
- "B" grade by 3.0;
- "B-" grade by 2.7;
- "C+" grade by 2.3;
- "C" grade by 2.0;
- "C-" grade by 1.7;
- "D" grade by 1.0; and
- "F" grade by 0.0.

The total number of quality points divided by total of semester hour credits completed constitutes the grade point average.

Example:

A student received the following grades:

"D" in Psychology	(3 credits)
"C" in Gross Anatomy	(3 credits)
"C+" in Communication Skills	(3 credits)
"B" in Clinical Procedures	(3 credits)
"B+" in Clinical Assisting I	(3 credits)
"A" in Ethics	(3 credits)

Quality points for each grade received would be multiplied by the number of credits for each course, e.g.

D = 1.0 points X 3 credits	= 3.0
C = 2.0 points X 3 credits	= 6.0
C+ = 2.3 points X 3 credits	= 6.9
B = 3.0 points X 3 credits	= 9.0
A = 4.0 points X 3 credits	= 12.0

Total quality points is determined by adding up the individual points $(3+6+6.9+9+12) = 36.9$

This number is then divided by the total number of credits carried for the semester, which is 15 (5×3) .

The grade point average is 36.9 divided by 15 or 2.46.

An example of a minus grade calculation is provided here:

D = 1.0 points X 3 credits	= 3.0
C = 2.0 points X 3 credits	= 6.0
C+ = 2.3 points X 3 credits	= 6.9
B = 3.0 points X 3 credits	= 9.0
B- = 2.7 points x 3 credits	= 8.1
A = 4.0 points X 3 credits	= 12.0

Total quality points is determined by adding up the individual points $(3+6+6.9+9+8.1+12) = 45.0$

This number is then divided by the total number of credits carried for the semester, which is 18 (6×3)

The grade point average is 45 divided by 18 or 2.5.

A grade of "P" is not calculated into the grade point average.

Repetition of any course results in both the lower grade and the new grade appearing on the transcript; however, the quality points from the lower grade are not calculated into the student's cumulative grade point average (Reference: Repetition of Course Policy, # 3.5.1).

This policy may vary for joint program students who registered through a partner school.

Subject: GRADING SYSTEM		Title: HONORS DESIGNATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.0.2	Responsible Executive: Dean	Responsible Office: SHP Registrar
Adopted: 6/05	Amended: 1/12, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes how undergraduate students may earn Deans List and Honors designation.

II. Accountability

The Committee on Admissions and Academic Standing shall have responsibility for monitoring Honors designation. The SHP Registrar shall implement this policy.

III. Policy

An undergraduate student in good academic standing who is a full-time student as defined in the Registration: Full-Time Policy with a minimum semester grade point average of 3.5 and no grade lower than "C" is eligible for Dean's List each semester. One grade of "P" may be included in the full-time credit load. This policy may vary with joint programs. Honors status is not accorded to graduate students.

Students with Incomplete and In-Progress Grades:

In-Progress Grades

Students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry In-Progress grade(s) into the next semester, are eligible for the Dean's List if their semester grade point average is 3.5 or greater after the In-Progress has been satisfied. Program directors must make this recommendation to the Office of Enrollment Management by the end of the semester in which the grade report and revised grade point average computations is received from Enrollment Management for the semester in question.

Incomplete Grades

Normally, students with incomplete grades are not eligible for the Dean's List.

However, students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry one incomplete into the next semester may still be eligible for consideration of placement on the Dean's List if their incomplete grade was the result of extenuating circumstances beyond the student's control, and the revised grade point average for the semester in question is 3.5 or greater after the incomplete has been satisfied. It shall be the sole prerogative of the Program Director to recommend such students once the incomplete grade has been satisfied. Program directors must make this recommendation to the Enrollment Management by the end of the semester in which the incomplete is satisfied.

Graduation with Honors:

At the completion of an undergraduate degree program, a designation of *cum laude* (with honors) indicates a cumulative grade point average of at least 3.50; a designation of *magna cum laude* (with high honors) indicates a grade point average of at least 3.65; and *summa cum laude* (with highest honors) indicates a cumulative grade point average of at least 3.80. Criteria for honors may differ for joint programs.

Honors status will be recorded on the final transcript.

Dean's list and Graduation with Honors applies to undergraduate students.

Subject: GRADING SYSTEM		Title: ACADEMIC STANDING
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar
Adopted: 7/05	Amended: 5/07, 1/12, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy defines academic standing.

II. Accountability

The Program Director in consultation with the Program's Committee on Academic Standing and the Associate Dean for Academic Affairs is responsible for compliance with this policy. The SHP Registrar is responsible for the implementation of this policy.

III. Policy

Students are considered to be in good standing as long as they meet the program requirements for good standing. Good standing is generally based upon academic and clinical performance and progress. Students are notified by the Program Director or the program's Committee on Academic Standing if they are no longer in good standing. Students performing below satisfactory levels of academic progress (SAP) (before completion of a course or module) as outlined by the program receive a written warning notice (Academic Warning Policy, 3.1.3)

Subject: GRADING SYSTEM		Title: ACADEMIC DECISION AND GRADE REVIEW
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Associate Dean for Academic Affairs
Adopted: 5/19/07	Amended: 6/2/08, 6/13, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy establishes circumstances permitting review of academic decisions and grade assignments and procedures for the review.

II. Accountability

The Program Director in consultation with the Department Chair and/or the Department/Program's Committee on Academic Standing and the Associate Dean for Academic Affairs is responsible for compliance with this policy.

The Assistant Dean for Student Affairs with the Committee on Admissions and Academic Standing are responsible for the implementation of this policy.

III. Policy

Academic decisions and grade assignments are not subject to formal appeal procedures, however students who wish to dispute an academic decision or grade are required to discuss the matter with the faculty member who made the decision or assigned the grade. If this discussion fails to resolve the matter, the student may request further review only if the student produces evidence of one of the following elements at each procedural step:

1. Grade miscalculation or other technical error affecting the academic decision, or
2. Failure by the faculty member to consider circumstances affecting the student's performance, which were outside the student's control and which the student disclosed to the faculty member prior to the academic decision or assignment of grade.

Procedural Steps:

1. A student who wishes to initiate a review of an academic decision or grade must request an opportunity to confer with the faculty member making the decision or assigning the grade within three working days of notification of the decision or grade and provide written evidence required in (1) or (2) above. The student is responsible for stating in writing and documenting under which of the above conditions (1) or (2) they are requesting a review. Only information directly related to (1) or (2) above will be allowed. The faculty member should meet with the student within five working days of receiving the written request. The student and the faculty member must attempt to resolve the issue.
 When a student initiates an academic review pursuant to this procedure, he/she should ordinarily be allowed to resume the academic didactic course work pending the outcome of the review. A student's continued participation in clinical experiences is prohibited, unless the Program Director determines that the clinical experience is necessary, that the student's participation is safe and that the clinical experience cannot be readily rescheduled at the end of the review process.
2. If this attempt at resolution is unsuccessful, the student, within three working days, may submit a written request for further review to the Program Director, or to the Department Chair, if a Program Director is not the supervisor for the matter in question or is otherwise not available. The request shall include (1) the date the meeting was held with the faculty member, and (2) the written evidence previously submitted in Step 1. The student must obtain proof of receipt by the Program Director.
3. Upon receipt of the student's request, the Program Director or Designee will meet with the student within five working days of receipt of the written request and attempt to resolve the issue, either independently or

with the assistance of the Department Chair or his/her designee(s), and issue a written decision.

4. If the student wishes a further review, he/she must submit a written request to the Assistant Dean for Student Affairs within three working days of receipt of the Program's decision. The student's request must contain a front page entitled "Request for Final Review of Academic Decision". On the front page, the student must state under which condition [(1) or (2) or both] the student is requesting a review. With the front page, the student must provide documentation supporting the request. Only information related to (1) or (2) will be considered for the review. The student must also include a copy of the previously submitted evidence. The student must obtain proof of receipt by the Assistant Dean for Student Affairs or designee. The Assistant Dean for Student and Alumni Affairs or designee shall request all pertinent evidence from the department. The department will provide this information within three but no more than 5 business days.
5. Upon receipt of all requested information, the Assistant Dean for Student Affairs will convene an academic review panel consisting of a minimum of two Committee on Admissions and Academic Standing (CAAS) faculty members who are not affiliated with the student's Program. Should members of the CAAS not be available, the Assistant Dean of Student Affairs, in consultation with CAAS chair will select SHP faculty members to serve on the review panel. All pertinent documentation must be submitted, directly to the Assistant Dean for Student Affairs or designee, no later than two working days prior to the scheduled hearing. This review should convene within five working days of receipt of all requested information. The academic review panel will review the evidence provided by the department and the student. The student and a department designee must be available for an interview by the panel, if requested. Within three working days of the hearing, the panel will render a written decision, which will be transmitted to the student and the department. Should the committee require additional time to gather additional information, the student will be notified.
6. Students may consult private legal counsel at any time for advice. Students or legal counsel may submit to the Hearing Body any documents or other evidence relevant to the matter at any time prior to the conclusion of the hearing. Legal counsel shall not be permitted to appear at the proceedings of the Hearing Body but may be present outside the hearing room to consult with the student at the student's request. Students may be accompanied by a non-attorney advocate during the hearing. No other participation by the advocate is permitted.
7. Should a student wish to appeal the written decision of the Committee on Admissions and Academic Affairs, the student must submit a written request within three days to the Dean of the School of Health Professions. Within five days of receipt of the request for appeal, the Dean or designee will render a written decision. The decision of the Dean is final and no further appeal will be permitted.
8. When circumstances warrant, a Department Chair, Program Director, Associate Dean or Dean may request that an academic review panel be convened to review an academic decision or grade assignment concerning one or more students.

Subject: GRADING SYSTEM		Title: ACADEMIC DECISION AND GRADE REVIEW
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Student Affairs
Adopted: 5/19/07	Amended: 6/2/08, 6/13, 6/14, 12/17	Last Reviewed: 12/2017

I. Purpose

This policy establishes circumstances permitting review of academic decisions, grade assignments, final grades and procedures for the review.

II. Accountability

The Program Director in consultation with the Department Chair and/or the Department/Program's Committee on Academic Standing and the Associate Dean for Academic Affairs is responsible for compliance with this policy.

The Assistant Dean for Student Affairs with the Committee on Admissions and Academic Standing are responsible for the implementation of this policy.

III. Policy

Academic decisions, grade assignments, and final grades are not subject to formal appeal procedures, however students who wish to question an academic decision or grade are required to initially discuss the matter with the faculty member who made the decision or assigned the grade. If the student and the faculty member who made the decision or assigned the grade fail to resolve the matter in a documented fashion, the student may request an official academic review (see steps 1-4 below), only if the student produces evidence of one of the following elements at each procedural step:

1. Grade miscalculation or other technical error affecting the academic decision, or
2. The existence of circumstances affecting the student's performance, which were outside the student's control, and which the student disclosed to the program or faculty member via email prior to any of the following: an examination, clinical experience, assignment, or other grading encounter, which significantly impacted the final course grade or academic decision.

Documentation of a circumstance outside of the student's control does not necessarily indicate that a reversal of the academic decision, grade assignment, or final grade will be granted. Any information disclosed by the student after the academic decision, grade assignment or final grade was made will not be considered in the review.

Aspects of an appeal that involve student accommodations are to be evaluated by the Student Disabilities Coordinator before the appeal is heard by the academic appeals committee. The Student Disabilities Coordinator will then inform the committee whether the student had applied for and received appropriate accommodations, and whether those accommodations were properly implemented.

The student will be considered ineligible to request an academic review, or ineligible to continue through the steps of an academic review, if the student failed to meet the specific requirements and deadlines of this policy for each procedural step.

If a request for an academic review is deemed not to be eligible for review under this policy's guidelines by the Assistant Dean of Student Affairs, the Associate Dean of Academic Affairs and the Chair of the Committee on Admissions and Academic Standing, the student will be advised in writing that the request is ineligible for an academic review.

When circumstances warrant, a Department Chair, Program Director, Associate Dean or Dean may request that an academic review panel be convened to review an academic decision or grade assignment concerning one or more students.

IV. Procedures

Procedural Steps: (See [Flow Diagram outlining steps](#))

1. Faculty Level Review

A student who wishes to initiate a review of an academic decision or grade assignment must request in writing via email, an opportunity to confer with the faculty member making the decision or assigning the grade within five business days of the decision or grade becoming available to the student. The request must provide written evidence supporting either condition (1) or (2) above. Only information directly related to (1) or (2) above will be allowed. If the appeal includes element (2), the request must include a printed or electronic copy of the email originally sent by the student to the program or faculty member notifying them of the relevant circumstance, which will memorialize the date, time, and manner that the program or faculty member was notified by the student. The faculty member must respond in writing within five business days of receiving the written request. Students not submitting their requests in writing per the deadline will not be considered for an academic review. All student requests should utilize the “Request for Academic Decision & Grade Review” form which can be found at the end of this policy.

When a student initiates an academic review pursuant to this procedure, he/she should ordinarily be allowed to resume the academic didactic course work while awaiting the outcome of the review. A student's continued participation in clinical experiences is prohibited, unless the Program Director determines that the clinical experience is necessary, that the student's participation is safe and that the clinical experience cannot be readily rescheduled at the end of the review process.

As part of their initial request, any student wishing to remain in their didactic course work during the academic review process, must state in writing which courses they wish to remain in during the review process.

Students will not be allowed to continue in any coursework where the pre-requisite coursework has not been successfully initiated/completed.

2. Program Director/Chair Level Review

Within three business days of receipt of the faculty's decision, the student may submit a written email request for further review by the Program Director. If the Program Director is not the supervisor for the matter in question or is not available, an email copy may be sent to the Department Chair. A copy must also be sent to the Assistant Dean for Student Affairs.

The request must provide written evidence supporting either condition (1) or (2) above. Only information directly related to (1) or (2) above will be allowed. If the appeal includes element (2), the request must include a printed or electronic copy of the email originally sent by the student to the faculty member, or documentation of the in-person, or telephone/electronic meeting notifying them of the relevant circumstance, which will memorialize the date, time, and manner that the faculty member was notified by the student. The request shall include (1) the date the meeting was held with the faculty member, and (2) the written evidence of the e-mail sent to the faculty member, and documentation of the in-person or telephone/electronic meeting with the faculty member. If the Program Director/Chair is the primary faculty member involved in step one, the student may proceed to procedural step three of this policy. All requests should utilize the “Request for Academic Decision & Grade Review” form which can be found at the end of this policy.

Upon receipt of the student's request, The Program Director or Designee will meet with the student within five business days. The Program Director must then issue a written decision to the student within five business days. If the Program Director is not available, the Department Chair or a designee may be present to hear the case.

3. School Level Review

If the student is still not satisfied with the result rendered by the Program Director or Department Chair, the student must submit a written request for appeal to the Assistant Dean for Student affairs within three business days.

All requests should utilize the “Request for Academic Decision & Grade Review” form which can be found at the end of this policy. Emails requesting a school level review sent by the student must match the email received by the faculty member/program as to content, date and time; any evidence that the notifying email in the student's appeal document has been altered, edited or fabricated in any manner, including changes in

the body, heading or time stamp of the email, will result in the immediate termination of the appeal process and academic penalties up to and including expulsion from the school.

The request must state under which condition [(1) or (2) or both] the student is requesting a review as well as provide documentation supporting the request. Only information related to conditions (1) or (2) will be considered for the review. The student must also include a copy of any previously submitted evidence. The student must copy the Assistant Dean for Student Affairs on the email request. The Assistant Dean for Student Affairs or designee will acknowledge receipt of the request and shall then request all pertinent evidence from the department. The department will provide this information within 5 business days directly to the Assistant Dean for Student Affairs.

Upon receipt of all requested information, the Assistant Dean for Student Affairs will convene an academic review panel consisting of a minimum of three Committee on Admissions and Academic Standing (CAAS) faculty members who are not affiliated with the student's Program/Department. Should members of the CAAS not be available, the Assistant Dean for Student Affairs, in consultation with CAAS chair will select SHP faculty members to serve on the review panel. All pertinent documentation must be submitted, directly to the Assistant Dean for Student Affairs or designee, no later than two working days prior to the scheduled hearing. This review should convene within five business days of receipt of all requested information. The academic review panel will review the evidence provided by the department and the student. The student and a department designee must be available for an interview by the panel in-person or telephone/electronically, if requested. Within three business days of the hearing, the panel will render a written decision, which will be transmitted to the student and the department. Should the committee require additional time to gather additional information, the student will be notified.

Students may consult private legal counsel at any time for advice. Students or legal counsel may submit to the Hearing Body any documents or other evidence relevant to the matter at any time prior to the conclusion of the hearing. Legal counsel shall not be permitted to appear at the proceedings of the Hearing Body but may be present outside the hearing room to consult with the student at the student's request. Students may be accompanied by a non-attorney advocate during the hearing. No other participation by the advocate is permitted.

4. Dean's Review

Should a student wish to appeal the written decision of the Committee on Admissions and Academic Standing, the student must submit a written request via email within three business days to the Dean of the School of Health Professions (copy Assistant Dean for Student Affairs). Within five days of receipt of the request for appeal, the Dean or designee will render a written decision. The decision of the Dean is final and no further appeal will be permitted.

5. Form

Request for Academic Decision and Grade Review ([Policy 3.1.1 Request Form](#))

Subject: GRADING SYSTEM		Title: SATISFACTORY ACADEMIC PROGRESS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 6/08, 12/11, 5/12, 12/13, 6/14, 7/16	Last Reviewed: 7/2016

I. Purpose

This policy defines satisfactory academic progress for all SHP matriculating students.

II. Accountability

The Program Directors, the Associate Dean for Academic Affairs, Assistant Dean for Enrollment Management, and Assistant Dean for Student Affairs are responsible for implementing this policy.

III. Policy

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP). The University's policy contains qualitative (cumulative GPA), quantitative (completion rate), and maximum time frame measurements. It also includes appeal procedures that may result in warning or probationary periods. The quantitative standard for undergraduates is based on successful completion of a minimum number of credits, and for graduate students, it is based on the minimum number of terms completed.

A. Completion Rate & Cumulative GPA:

To continue to receive financial aid, students must meet the following standards:

At the end of each term, the student must have completed 67% of the credits attempted. Undergraduate students must have a cumulative GPA of 2.0. Graduate students must have a cumulative GPA of 3.0.

Physician Assistant students must earn a cumulative GPA of 2.0 at 25%, 2.3 at 50%, and a 2.5 at 75% of program completion.

The completion rate is calculated in the following manner:

Completed credits + Accepted Transfer credits / Attempted credits + Accepted Transfer credits

Credits transferred in from another institution will be added to both the total attempted and completed credit percentages. Similarly, Advanced Placement credits will be added to both the total attempted and completed credits. All periods of enrollment and all courses attempted are included in the calculation for SAP. Incomplete and withdrawal grades do not earn credits to meet the academic standard and do not influence the GPA in the term of the course was attempted. However they are counted as attempted credits. Therefore excessive withdrawals and incompletes may jeopardize the student's SAP status. Repeated courses will count as part of the attempted credits but will not be duplicated in the completed credits. Courses from which the student withdrew are counted as attempted credits, but not as completed. Pass/fail courses are counted as attempted and will count in completed only if the course is passed.

B. Maximum Time Frame for Completion

Undergraduate students cannot receive financial aid for credits in excess of 150% of the required credits for graduation in their degree program. Graduate and Doctoral students must complete their program within the following Maximum Years:

Program	Program Years	Maximum Years
PhD	7	10
Doctorate in Physical Therapy	3	5
Clinical Doctorates in Clinical Nutrition & Laboratory Science	5	8
Masters (except Health Systems/CMRI & Health Care Management/CMRI & Physician Assistant part-time and Physician Assistant/Public Health programs)	3	5
Masters in Health Systems/CMRI & Health Care Mgmt./CMRI	2	3
Part-time Physician Assistant and Physician Assistant with Public Health	4	6
Dietetic Internship	1	1.5
Healthcare Informatics & Dietetic Internship w/Rutgers – New Brunswick	2	3

If the student exceeds the maximum time frame, s/he may appeal to the University Center Director of Financial Aid for a one-time extension of aid eligibility if the student is within one term of completing their degree program and the GPA requirement for graduation has been met. The student must explain what circumstances caused the student to exceed the maximum timeframe and how those circumstances have changed or what actions the student has taken to allow them to graduate within one term. If the appeal is accepted and the student can graduate within one term, as confirmed through the student's school, the student will be permitted one additional term of financial assistance. Failure of the student to graduate at the conclusion of that term will cause the student to become ineligible for further financial assistance.

Once the student has completed all of the required coursework, the student is no longer eligible for financial aid.

C. SAP Monitoring

The Financial Aid Office monitors all Title IV eligible students after every semester including the summer term, and will notify the student if they are not meeting SAP. Previously dismissed or withdrawn students who were not meeting SAP when they left, will not be eligible for aid when re- admitted until they meet SAP standards.

Students who are not making SAP at the conclusion of a term will be placed on **Financial Aid Warning**. This status allows a student who has not progressed satisfactorily to remain financial aid eligible for a period of one term. **All students not making SAP MUST contact the Office of Student Affairs**. At that time a determination will be made if the student will need to meet with the Academic Counselor.

All students on Financial Aid Warning will be reviewed again at the end of the next term of enrollment. If at the end of that semester, the student is still not in compliance with the SAP standards, the student will be ineligible for financial aid.

D. Appeal for Reinstatement of Financial Aid Eligibility

Students who wish to appeal for reinstatement of financial aid eligibility should submit a written request to the Assistant Dean for Student Affairs within 3 business days of receiving notification that financial support has been terminated. The appeal must describe the circumstances that caused the failure to maintain SAP, and must provide an explanation as to how the student plans to overcome those circumstances to meet SAP standards. If the appeal is approved, the student will be notified by the Assistant Dean and then placed on **Financial Aid Probation** for one term. At the end of the term the student's progress will be reviewed again. If the student is still not in compliance with the SAP standards, the student will remain on probation but must meet with their advisor to develop a SAP plan.

The SAP Plan will specify a minimum number of credits the student must earn in a term, and/or a minimum term grade point average. Failure to meet these benchmarks will result in withdrawal of aid. The student may appeal for reinstatement but the circumstances for the second appeal must be different from the first. Circumstances such as an illness or death in the immediate family or other extreme mitigating circumstances will be considered.

Example

	Spring Term	Summer Term	Fall Term	Spring Term
GPA after term	1.8	1.8	1.8	1.8
Financial Aid Status after term	Warning	Probation	Probation	Financial Aid Ineligible
Financial Aid Implications after Term		Financial Aid Ineligible	Financial Aid Ineligible	Financial Aid Ineligible
Can Appeal after Term?		Yes If Appeal is approved, FA can be reinstated	Yes If second appeal is approved FA is reinstated and student placed on FA Plan	No unless extenuating circumstances
Financial Aid Plan Required	No	No	Yes	No Financial Aid Ineligible until student makes SAP

Neither paying for one's classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish eligibility. A student who has completed all the coursework for his or her degree or certificate but has not yet received the degree or certificate cannot receive further financial aid for that program.

E. Students Enrolled in Other Institutions or Joint Programs

Students enrolled in SHP courses as exchange students or as students in Joint Programs with other institutions are subject to the same standards of academic progress as described in this policy, provided the student's enrollment is administered by SHP. If the terms of the exchange program or Joint Program include stricter requirements for satisfactory academic progress, the stricter requirements will be enforced.

F. Documentation

Documentation of all decisions concerning probation, dismissal, appeal, or re-establishment of satisfactory academic progress shall be reported to the student and maintained in the student academic file in Enrollment Management in accordance with the University's record retention requirements.

G. Remedial Courses

Remedial courses are counted as attempted credits in the completion rate and the maximum timeframe calculations. If the course is given a passing grade, the course credits are also counted as completed. Failed courses receive no credit toward the completion or maximum timeframe calculations.

H. Treatment of Consortium, Change of Major, Second Degree & Minor Degrees

Courses taken under a written agreement (e.g. a consortium or contractual agreement) must be included in a student's completion and maximum timeframe calculation. Students who change their major, or enroll in a second degree, will have all credits applied to the new major counted as credits attempted and/or completed, as well as used in the maximum timeframe calculations. The completion and maximum timeframe will then be calculated based on the credits required for the new major.

Students who elect to obtain a minor degree along with their major are treated in the same manner as if they only have the major. That is, all courses, both attempted and completed, will be counted in determining the completion rate and maximum timeframe calculations, as well as used to determine the overall cumulative GPA.

IV. Exhibits

EXHIBIT A

Table of Program Requirements for Satisfactory Academic Progress:

[AY 2015-2016 SHP Maximum Time Frames](#)

[AY 2014-2015 SHP Maximum Time Frames](#)

[AY 2013-14 \(Revised Spring 2014\) SHP Maximum Time Frames](#)

[AY 2013-2014 SHP Maximum Time Frames](#)

[AY 2012-2013 SHP Maximum Time Frames](#)

[AY 2011-2012 SHP Maximum Time Frames](#)

[AY 2010-2012 SHP Maximum Time Frames](#)

[AY 2009-2010 SHP Maximum Time Frames](#)

EXHIBIT B

[Appeal process for student appealing notification of not being eligible for financial aid](#)

Subject: GRADING SYSTEM		Title: ACADEMIC WARNING
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.3	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Assistant Dean for Student Affairs
Adopted: 7/05	Amended: 5/08, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes the notification process for students making unsatisfactory progress.

II. Accountability

The course instructor under the direction of the Program Director is responsible for this policy.

III. Policy

All students are expected to achieve satisfactory levels of academic and clinical proficiency as stipulated by the individual SHP programs for theory, laboratory and clinical practice.

Each program shall clearly inform students of the criteria for satisfactory performance in each course.

Students performing below satisfactory levels of proficiency as outlined by the program may receive a written warning notice before completion of course or module at the discretion of the program. The written warning states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance, as well as an admonition to the students to seek academic counseling or assistance.

The course instructor shall forward copies of warnings to the program director or department chairperson.

Written warnings may be shared with the counselor in the Office of Student Affairs.

For notification requirements pertaining to a student's academic progress, refer to Policy 3.1.2: Satisfactory Academic Progress.

Subject: GRADING SYSTEM		Title: PROBATION POLICY
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Student Affairs
Adopted: 6/05	Amended: 6/08, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes standards for placing students on probation for failure to achieve academic standards.

II. Accountability

The Program Director, in consultation with the Associate Dean for Academic Affairs, is responsible for implementation of this policy.

III. Policy

All Programs shall establish grade point average requirements, with a minimum grade point average of no less than 2.0. Completion rate requirements for all programs are established by Policy 3.1.2 Satisfactory Academic Progress. If Program policies regarding grade point average, completion rate, probation or dismissal are more stringent than these policies, the Program policies shall be followed.

Semester Probation

Semester Probation is assigned to any student obtaining less than a grade point average of 2.0 in any given semester (or any higher grade point average established by a Program), whether or not the student's cumulative grade point average is above 2.0 at the end of that semester

If the student fails to receive a cumulative grade point average of 2.0 by the end of the next semester enrolled or is on probation for more than one semester, the student may be dismissed.

Academic Probation

Academic probation is assigned to any student who fails to meet the requirements for satisfactory academic progress established in Policy 3.1.2 Satisfactory Academic Progress, including grade point average requirements and completion rate requirements. Students who fail to meet the requirements of raising their grade point average to 2.0 following one semester of probation, or fail to meet specific Program requirements, may be dismissed for unsatisfactory progress.

Students on academic probation will not be permitted to represent the School in any student organization or committee or hold office in any student organization.

Subject: GRADING SYSTEM		Title: REPETITION OF COURSE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.1.5	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar and Program Director
Adopted: 7/05	Amended: 4/12, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy states guidelines regarding repetition of courses.

II. Accountability

The faculty in consultation with the Program Director are responsible for the policy. The Policy is implemented by the SHP Registrar.

III. Policy

Students may repeat courses if the grade(s) received does not meet the requirements for graduation as established by the program, providing the repetition of courses(s) is not in conflict with other program or School policies.

Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, the quality points from the lower grade are not calculated into the student's cumulative grade point average.

When a student repeats a course, the student is required to register and pay current tuition and fees for the repeated course.

Per Federal guidelines for financial aid purposes, students are permitted to repeat a failed course only once and receive financial aid. If a student repeats a course more than once, the student is responsible for the tuition and fees related to the course.

Subject: GRADING SYSTEM		Title: EXAMINATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar
Adopted: 7/05	Amended: 4/08, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes the role of examinations.

II. Accountability

Under the direction of the Associate Dean for Academic Affairs and the Program Director, each faculty member and student shall have responsibility for this policy.

III. Policy

Examinations are administered on a regular basis and are considered essential to a student's learning experiences. An examination is an excellent means for clarifying course objectives and for providing students with objective feedback concerning their level of progress.

A. Make-up Exam:

It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of "F" for that examination unless the absence is due to illness or a sudden emergency which must be documented by a physician or other suitable evidence.

A student missing an examination due to reasonable circumstances described above is to be examined at the convenience of the instructor within two weeks after the student's return to class.

B. Repeat Examination:

Repetition of an examination is at the discretion of the instructor; it shall not be in violation of the examination policy statement regarding absenteeism.

The student may not receive a grade higher than the minimal passing grade or the grade delineated by program policies.

Subject: GRADING SYSTEM		Title: GRADUATION REQUIREMENTS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.3	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Registrar
Adopted: 6/05	Amended: 5/07, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy specifies requirements for graduation.

II. Accountability

Under the direction of the Dean of SHP each Program Director shall have responsibility for this policy.

III. Policy

Upon the recommendation of the faculty of SHP, certificates or diplomas are awarded to students who have successfully completed all requirements for graduation specified by their individual program, as well as those specified by the School or affiliated Colleges and Universities.

A completed "Requirements for Graduation" form must be on file for each student prior to submission of the name for graduation.

Graduation from SHP certifies the achievement of a satisfactory level of academic and professional proficiency in all courses and all clinical experiences, as defined in the individual's program plan.

The requirement for graduation for undergraduate programs is the attainment of a minimum cumulative grade point average (quality point average) of 2.00 (on a 4.00 scale). For graduate programs, the minimum attainment is 2.50 (on a 4.00 scale). Programs may set more stringent requirements. Course credits that have been completed elsewhere (see Transfer Credits Policy 2.3) will not be utilized in determining the student's final grade point average.

Students must submit an application for graduation by the deadline established by SHP. Students who have applied for graduation, but do not complete their degree requirements before the graduation date, must submit a new Application for Graduation form to Enrollment Services to become re-eligible for the next graduation date.

The Application for Graduation is available on the SHP website in the Enrollment Services, Registrar section.

Subject: GRADING SYSTEM		Title: AWARDING POSTHUMOUS DEGREE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.3.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Office of Academic Affairs
Adopted: 12/08	Amended: 6/14	Last Reviewed: 6/2014

I. Purpose

The School of Health Professions seeks to recognize the academic achievements of its students. In the event that a student dies before completing all of the requirements before his/her degree, this policy establishes guidelines for the posthumous awarding of SHP degrees with consideration to academic and institutional integrity.

II. Accountability

Under the University Senior Vice President for Academic Affairs, the Dean of SHP in consultation with the Associate Dean for Academic Affairs is responsible for this policy.

III. Policy

CRITERIA:

The student was in good standing and would likely have completed all of the degree requirements by the next graduation date had he/she not died.

PROCEDURE:

1. A formal request may be initiated by a family member, a fellow student, a faculty member or the Dean of SHRP. If the request is not made by a family member, the family should be contacted to ascertain their support for the possible award.
2. The Dean or his/her designee shall review the student's academic record and confirm whether the specified criteria exist. If so, the request for awarding a posthumous degree shall be forwarded to the SHP Committee on Admissions and Academic Standing and Executive Council for approval.
3. Degrees awarded posthumously will be so noted on the convocation/ commencement program. A member of the deceased student's family will be permitted to participate, upon approval from the Dean of SHRP/ Chancellor, in the convocation/commencement program in which the deceased student would have been eligible to participate.

The posthumous nature of the degree will be indicated on the diploma and on the student's transcript.

Subject: COURSE AND CURRICULUM APPROVAL		Title: COURSE APPROVAL
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 4.0	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Office of Education
Adopted: 7/05	Amended: 11/09, 12/12	Last Reviewed: 12/03/12

I. Purpose

This policy establishes requirements for course approval, including course availability for registration and applicable record-keeping.

II. Accountability

The faculty and the program director under the direction of the Associate Dean for Academic Affairs have responsibility for this policy. The Committee on Curriculum and Course Review (CCCR) is responsible for monitoring this policy.

III. Policy

All courses developed and taught by SHP Faculty, including adjunct faculty, must be approved for offering. Course approval is based on explicit criteria, as developed and promulgated by the faculty via its CCCR. New courses and existing SHP courses that require major revision must undergo CCCR review and approval prior to offering. CCCR review and approval is required as a condition for course listing and registration.

All courses offered by international schools whose coursework will be shared by SHP programs must be evaluated for equivalency to SHP courses. The international courses will be evaluated by SHP in the following manner:

- The program director will evaluate the individual courses for equivalency to their SHP courses.
- If the international courses meet the program requirements, the program director will begin the process of school approval by submitting the course to CCCR using the accepted CCCR syllabus template, CCCR New Course Application Form, and CCCR Course Criteria Evaluation Form, and Requirement of Graduation. All forms are available in the Faculty/Staff Groups page under CCCR Forms. It is the program directors responsibility to assure that all CCCR criteria is met as outlined in the CCCR Course Criteria Evaluation Form before submitting courses for school approval.

The SHP administration maintains all summary course records, to include a database of course approval status, course syllabi and CCCR approval forms. Courses listed in the SHP catalog that are developed and taught by faculty of the U.S. affiliating institution(s) are not subject to SHP course approval, unless the courses are international courses. International courses must be approved for equivalency as delineated above. Because the affiliate or international courses are listed on the requirements for graduation, their syllabi must be on file with the SHP administration.

Current CCCR course approval procedures and forms and supportive materials are maintained online and available to the faculty electronically via the University network.

Subject: COURSE AND CURRICULUM APPROVAL		Title: CREDIT EQUIVALENTS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 4.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Office of Education
Adopted: 4/05	Amended: 5/06, 12/09	Last Reviewed: 03/23/2010

I. Purpose

This policy establishes guidelines regarding the assignment of credit equivalency.

II. Accountability

The faculty and the program director under the direction of the Associate Dean for Academic Affairs have responsibility for this policy.

III. Definition

Classroom Instruction: Those strategies designed primarily to impart or develop cognitive and/or affective knowledge and skills to a group of learners. Formats include, but are not limited to the following: lecture, case study, conference or discussion group seminar, and web based instructional activities, and other applications of distance learning technology.

Laboratory Instruction: Those strategies designed primarily to develop and/or evaluate performance-related skills under controlled or simulated conditions. Formats include, but are not limited to, the following: demonstration, applied practice, experimentation and pre-clinical process or product-oriented assessment, computer-based laboratory and web-based or computer-based instructional activities.

Clinical/Practicum Instruction: Those strategies designed primarily to develop, refine, expand and/or verify students' proficiency in actual work settings. Formats include, but are not limited to, the following: structured observation, demonstration, supervised practice, guided work experience, and process or product oriented assessment of service delivery.

Independent Study: Those strategies designed primarily to develop, refine, expand and/or verify students' proficiency in self-directed, independent study activities as supervised by and contracted with an advisor.

Web Based Instruction: Those strategies designed to impart or develop cognitive and/or affective knowledge and skills to groups of learners in remote settings via exclusive use of Internet- based communication and collaboration tools.

Web-Enhanced Instruction: Web-enhanced instruction is not a separate category of instruction. Instead, it represents the use of Web resources and/or Internet communication and collaboration tools to enhance a traditional class, laboratory, clinical practicum or independent study course. Examples range from simply providing e-mail addresses to facilitate communication or Web links as supplemental resources, to more complex applications such as online testing, group discussion and Web-based presentations, assignments or grading.

Graduate Research: Formally proposed and approved scientific inquiry conducted by graduate students that is designed to develop or advance knowledge and is conducted over two or more semesters under the guidance of a research advisor and/or faculty committee. To account for different methods, approaches and scope, variable credits should be available, and/or the options for continuation credits.

(Faculty should consult the CCCR Handbook on the portal for further information.)

IV. Policy

Credit assigned to courses in the SHRP-School of Health Professions shall be based on the average amount of student learning activity required to fulfill the course objectives. Student activities include but are not limited to the following: class/lecture attendance; assigned readings; individual or group homework, assignments, papers, report or project preparation and submission; examination preparation; field trips; required online group discussions, laboratory and/or clinic/practicum/internship hours, independent study activities, and graduate research.

The following guidelines are the minimum that apply for ONE CREDIT equivalency in a 15 week semester:

Table 2 - Credit Equivalence by Mode of Instruction

Mode of Instruction	Instructional Hours	Course Related Activity	Total Hours/Credit
Classroom	12.5	30	42.5
Laboratory	30-45	*	30-4
Clinical/Practicum	45-90	*	45-90
Independent Study	*	30-45	30-45
Web-Based	12.5	30	42.5
Graduate Research	*	45-90	45-90

* Credit for instructional hours or other course-related activity used in these modes will be computed at 1 credit per 45 hours of average learning activity per semester

As per the State of New Jersey Commission on Higher Education revised licensure rules for credit equivalency (March 2003) (N.J.A.C. 9A:1-1.2): this standard translates into 12.5 hours per credit of instructional activity complemented by at least two hours each week of lab or outside assignments. For course approval, the proposed credit hours must be no less than 0.3 credits below and, in general, not more than 0.5 credits above the calculated credit value.

Subject: COURSE AND CURRICULUM APPROVAL		Title: APPROVAL OF CERTIFICATE AND DEGREE PROGRAMS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 4.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Office of Education
Adopted: 5/07/07	Amended: 12/09, 06/18	Last Reviewed: 03/23/2010, 06/04/2018

I. Purpose

This policy establishes requirements for School-level review and approval of new programs and for major modifications of existing curricula. Nothing in this policy supersedes applicable University-wide policies, statutory requirements established by external governmental authorities, or standards set by private agencies involved in institutional or programmatic accreditation.

II. Accountability

The School administration, faculty(ies) of the sponsoring program(s) and department(s), Committee on Course and Curriculum Review (CCCR) and Executive Council have responsibility for this policy.

III. Policy

New Programs

All proposed new University-awarded certificate and degree programs must undergo School- level review and approval by the SHP administration, faculty(ies) of the sponsoring program(s) and department(s), and the SHP Executive Council before submitting to the University and applicable State governing bodies for final approval.

School-level review begins with the development of a concept document generated by the sponsoring program(s) and department(s), that summarizes the plans for the new program. The concept document consists of the following elements:

1. Program Goals and Objectives
2. Student Learning Outcomes
3. Relationship to Institutional & School Strategic Plan
4. Need for Program
5. Enrollment
6. Program Resources
7. Degree Requirements
8. Admissions Requirements
9. Transferability of Credits
10. Potential for Duplication/Opportunities for Collaboration
11. Faculty CVs
12. Library and Computer Resources, Facilities and Equipment
13. References

The concept document must be approved first by the SHP Management Council (MC) to review the program for financial solvency. After approval from MC, the document is reviewed by the Committee on Course and Curriculum Review (CCCR) which focuses on curriculum design, program requirements, goals, objectives, and continuity and sequence of courses. Course duplication, as well as the potential for collaboration will also be considered. If queries arise, CCCR will submit questions to the program for a response. Both CCCR's written comments and the program's response(s), are submitted to Executive Council (EC) for review. Following CCCR approval, Executive Council reviews the overall proposal in terms of its relatedness to the SHP strategic plan. Based on the recommendations of CCCR, EC may approve the concept document or return it to the proposing department and program for recommended modifications. Final approval by EC signifies that the concept document is ready to be reviewed by the Chancellor.

Following School and Chancellor approval, the document is forwarded to the Office of Institutional Review and Academic Planning (OIRAP), along with the CVs of potential consultants. OIRAP will hire a consultant to review the document. The department will address any queries and then forward the revised concept document and consultant's report back to OIRAP. OIRAP will then prepare the document for University approvals (approvals by the Senior VP for Academic Affairs, Presidents Cabinet and Board of Governors). After university approval, the concept document, which is now called the Program Announcement (PA), is circulated among all other institutions of higher learning in the state for thirty days. Comments are collected and sent along with the PA to the New Jersey Presidents Counsel Academic Issues Committee (NJPC AIC) for state approval.

New University Certificate Approval Process

A stand-alone certificate requires school wide agreement as outlined above under "New Programs". Following chancellor's level approval, the proposal is sent to OIRAP who will forward to the Senior Vice President for Academic Affairs, followed by the Rutgers Board of Governors, and then finally to NJPC AIC as an information item only. No consultant is needed for certificate approval. However, certificates must meet Federal Gainful Employment Requirements.

Review of Major Modification to Existing Curricula

Existing approved curricula proposed for major modifications must undergo School-level review as outlined under New Programs. Major modifications include (1) changes in program level (e.g., BS to MS), (2) a substantial change in the total credits required for graduation(>3 credits), (3) creation of a new track, and/or (4) a significant change in program goals and objectives that requires multiple concurrent course revisions. If the program is listed in the state inventory, notification must be sent to NJPC AIC outlining the rationale for the proposed changes with a clear delineation between the old and new curriculum.

Detailed procedures for new program development or any major curricular changes can be found in the Program Development Manual located in the faculty forum. Programs should consult with the Office of Education prior to initiating the process.

Subject: RESEARCH		Title: RESEARCH PROPOSAL
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 5.0	Responsible Executive: Associate Dean for Research	Responsible Office: Research
Adopted: 7/05	Amended:	Last Reviewed: 10/24/10

I. Purpose

This policy ensures that all research proposals are reviewed prior to initiation of the research.

II. Accountability

Under the direction of the Associate Dean for Research and the Committee on Research, it is the responsibility of individual students and faculty members to follow this policy.

III. Policy

Investigator's responsibilities for human subject research are delineated by the University. Faculty are required to complete the [University's research training program](#).

SHP faculty utilize the [Institutional Review Board](#) for the University's Newark Campus. Faculty are required to adhere to the following University Policies:

- [Human subjects research: protection of human subjects](#)
- [Misconduct in Science](#)
- [Human research subjects: medical care](#)
- [Investigator financial disclosure and conflict of interest](#)

Subject: RESEARCH		Title: STUDENT and FACULTY AUTHORSHIP
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 5.1	Responsible Executive: Associate Dean for Research	Responsible Office: SHP Research
Adopted: 7/05	Amended:	Last Reviewed: 10/24/2010

I. Purpose

This policy serves as a guide to faculty and students who submit their work for scholarly publication or presentation under multiple authorship.

II. Accountability

Under the direction of the Associate Dean for Research and the advisement of the Committee on Research (COR), it is the responsibility of the individual faculty members and students to follow this policy.

III. Policy

General Authorship

To receive authorship for research work, each author shall have participated sufficiently in the work to take public responsibility for its content. Authorship credit should be based only on substantial contributions to (a) conception, design, (b) analysis or interpretation of data, or both; (c) drafting the article or revising it critically for important intellectual content. Final approval of the version to be published or presented should be obtained by the authors. Conditions (a), (b), and (c) must all be met. Participation solely in the collection of data does not justify authorship nor does general supervision of the research group.

Students or faculty who have contributed intellectually to the paper but whose contribution (i.e. advice, critical review of the study proposal, data collection) does not justify authorship may be acknowledged. Such persons must have given their permission to be acknowledged. Technical help should be acknowledged in a separate paragraph from the contribution above. Financial or material support from any source must be specified.

Student Research

Prior to the initiation of any multiple-student project, the primary faculty advisor identifies how each student will contribute to the conduct of the project and its written presentation. The contributions may be re-negotiated as the project and writing continue. In the case where all contributions are equal, alphabetical order is recommended. Students completing research under the advisement of faculty should be listed as the first author(s), with the primary faculty advisor listed after the student's name if the criteria listed above in general authorship have been met. However, advisors who participate in or make significant contributions to a study may more appropriately be credited by being listed as first author. Additional faculty members contributing to the project shall follow the guidelines listed above for general authorship. The Committee on Research (COR) will serve as the hearing body for disagreements among individual researchers or between research groups concerning this matter. Additionally, student projects that are presented or published after the student graduates from the school must acknowledge that the project was completed during the student years and, if applicable, to satisfy graduation requirement. Faculty approval or sign off for such projects must be obtained.

Subject: RESEARCH		Title: GRADUATE STUDENTS AS PRINCIPAL INVESTIGATORS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 5.2	Responsible Executive: Associate Dean for Research	Responsible Office: SHP Research
Adopted: 2/11/2013	Amended:	Last Reviewed: 2/11/2013

I. Purpose

Consistent with its mission of promoting scholarship and the development of professional level research expertise, the School of Health Professions (SHP) permits its Masters and Doctoral level students to be the Principal Investigator (PI) of record on research protocols. Many Masters candidates must complete an evidence-based Capstone Project under the direction of a committee chaired by a SHP Faculty member as a requirement for graduation. The project is the culmination of knowledge gained in students' graduate coursework and provides an opportunity to demonstrate an analytical approach to the identification and resolution of real-world research problems. Completing an IRB Review process and responsibly conducting research are essential parts of the graduate students training in how to conduct ethical, scientifically valid work. This policy establishes procedures to insure that graduate students and their Committee Chairs adhere to University policies regarding research and IRB protocols

II. Accountability

- A. The Associate Dean for Research, the Assistant Dean for Student and Alumni Affairs, and the Department Chairs and Program Directors are responsible for the implementation of this policy.
- B. It is the responsibility of Masters and Doctoral candidates and their Committee Chairs/Faculty mentors to adhere to this policy. Training on the responsible conduct of research in health care settings is an important component of a well-trained Masters- or Doctoral-level students education and a component of appropriate supervision.

III. Applicability

This policy applies to all graduate students enrolled at SHP in Masters or PhD programs who are initiating a research project involving human subjects in partial fulfillment of their degree requirements as well as to their Committee, Faculty mentors, Program Directors and Department Chairs.

IV. Definition

IRB: Unless otherwise mandated, SHP students shall utilize the Institutional Review Board (IRB) for the Newark campus.

MS: Refers to Master of Science.

PhD: Refers to Doctor of Philosophy.

PI: Refers to Principal Investigator or the person accepting the leading scientific role and ethical responsibilities involved in conducting a research project.

Protocol: Refers to the document approved and on file with the IRB that describes the methods and procedures for protection of human subjects in the students graduate research.

V. Policy

No Masters or Doctoral student shall be cleared for graduation without submission of a request for closure of his/her research protocol and receipt of a formal acceptance of said closure from the IRB, or submission of a request for modification of approved research requesting a change in Principal Investigator.

VI. Procedures

A. TRAINING AND SUPERVISION REQUIREMENTS

1. At the time graduate students prepare their proposal for internal review and approval by the Department Chair, the Committee Chair will review with students the University's [Guidelines for Conduct of Research and Scholarly Activities](#).
2. In addition, all students engaged as PI on a research protocol will complete IRB- provided mini-training on [Responsibilities of a Principal Investigator for Human Subjects Research](#), available through the SHP Office of Research. Graduate students must complete this training before final approval of their research project.
3. Masters and Doctoral students must also complete the mandatory [IRB Human Subjects Training](#) and Responsible Conduct of Research (RCR) training. Students are required to adhere to the University policies related to [HIPPA Policies](#) as well as those listed below:

[Human Subjects Research: Protection of Human Subjects](#)

[Human Subjects Research: Medical Care](#)

[Research Misconduct](#)

[Investigator Conflict of Interest](#)

4. Masters and Doctoral students shall submit their research projects to IRB for review to obtain approval of their research or to obtain an exemption. Committee Chairs are required to be listed as co-investigators and are expected to work with the student to prepare his/her application and respond appropriately and in a timely fashion to the IRB review.

B. DOCUMENTATION OF CLOSE-OUT PROCEDURES

1. Doctoral- or Masters-candidate PIs must formally close their IRB protocols or transfer PI status in order to fulfill their degree program requirements.
2. Committee Chairs shall not approve the final thesis, dissertation or research project of any student without confirmation via eIRB that a closure or modification request has been submitted and approved by the IRB.
3. Closure or modification of the IRB protocol will be documented on the graduation checklist provided by the SHP Office of Student and Alumni Affairs.
4. There may be instances in which access to the use of third-party datasets do not permit graduate students to serve as PIs. In this case, the Committee Chair shall accept the PI role, however, confirmation that upon completion of the graduate research project that the student is not a PI on any study shall still be required for the students graduation.

C. NONCOMPLIANCE

1. In the event that the student is dismissed, unwilling, or due to extenuating circumstances, unable to comply with the protocol closure policy, the Committee Chair who is named on the application has the responsibility of filing a final report/closure request with the IRB.
2. In the event that a Committee Chair leaves the employment of the University or due to extenuating circumstances, is unable to complete the final report/closure request, the Program Director or Department Chair will assume this responsibility.

VII. POLICY DISSEMINATION TO GRADUATE FACULTY

- A. Copies of this policy and [Responsibilities of a Principal Investigator for Human Subjects Research](#) will be posted on the SHP Research webpage, and distributed to all SHP Graduate Faculty. All SHP policies are also posted on its [policy website](#).
- B. New members of the graduate Faculty will be provided with a copy of this policy as part of their orientation by the Associate Dean for Research.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: STUDENT RIGHT DEFINED
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.0	Responsible Executive: Dean	Responsible Office: Dean's Office
Adopted: 6/05	Amended: 5/07, 4/10	Last Reviewed: 4/12/2010

I. Purpose

This policy defines student rights.

II. Accountability

It is the responsibility of the Dean and all faculty to protect these rights.

III. Policy

Students of the University have a right to free speech, freedom of assembly, and freedom to continue their academic work without undue interference. They shall be protected from all conduct which, because of its violent, forceful, threatening, coercive or intimidating nature, prevents them from conducting their normal activities within the University. Specifically, students on the University's campuses have the following rights:

- The academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal;
- The right to be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting student affairs, and to express views about policies and issues of student interest;
- The right to form associations to promote common interests;
- The right to be apprised of criteria for academic evaluation, advancement and graduation;
- All rights and protections mandated by applicable federal and state laws and regulations; and
- The right to seek redress of grievances and have complaints heard.

Additional information about student rights is found in the [University policy](#).

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: STUDENT RESPONSIBILITIES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.1	Responsible Executive: Dean	Responsible Office: Academic Affairs
Adopted: 7/05	Amended: 5/07, 5/11	Last Reviewed: 5/2/11

I. Purpose

This policy describes student responsibilities.

II. Accountability

It is the responsibility of the Dean and all faculty to promote student fulfillment of these responsibilities.

III. Policy

STUDENT RESPONSIBILITIES

Students are responsible for reading all pertinent information in University publications regarding tuition/fees, add/drop, deadline dates, academic requirements and any administrative rules that apply to students. Students are responsible for compliance with all applicable University and School rules and regulations.

University students have an obligation to fulfill the responsibilities incumbent upon all citizens as well as the responsibilities of their particular roles within the academic community. In order to protect all students' rights and to establish procedures for addressing charges of misconduct, a "[Student Rights, Responsibilities and Disciplinary Procedures](#)" policy has been adopted by the University.

Examples of responsibilities of University students include, but are not limited to:

1. As U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations and to immediately notify the School of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense and of any arrests, detentions, charges or investigations by any law enforcement authorities, which occur subsequent to the student's submission of the student's criminal background check disclosure forms.
2. As students at University campuses: the responsibility to be aware of and to abide by all applicable University, School and program policies, rules, procedures and standards, both general and academic; In order to assure awareness of University and School requirements, students are responsible for promptly reading all University and School communications, whether transmitted or published in hard copy or electronically. This responsibility includes fully participating in New Student Orientation programs, reading all new student orientation materials provided by the School in person and electronically, and reading messages on the students' University e-mail no less than weekly, and completing all training regarding the School or assigned by the School within the established time frames.
 - a. The responsibility to read, accept, sign and return the [School Faculty/Student Honor Code Policy](#).
 - b. The responsibility for personal and professional integrity and honesty in all academic activities. As future health care professionals and/or biomedical scientists holding a public trust: the responsibility to adhere to all generally recognized standards of professional and ethical conduct; and the responsibility to help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others.
 - c. The responsibility to comply with the [SHP Procedures for Applicants and Students](#) who request accommodations for disabilities, including the responsibility to provide timely information to the Office of Student and Alumni Affairs to request accommodations, to request changes to

accommodations, and to inform the Office of any circumstances affecting the student's academic performance.

3. Additional information about student rights is found in this [University policy](#).

Subject: STUDENT RIGHTS AND RESPONSIBILITIES		Title: RELIGION AND RELIGIOUS ACCOMMODATIONS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.1.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs
Adopted: 5/5/2011	Amended: 5/11	Last Reviewed: 5/2/11

I. Purpose

This policy establishes the SHP policy for requesting and approving religion and religious accommodations to ensure nondiscrimination based upon religion and set guidelines for providing religious accommodations in accordance with Title VII of the Civil Rights Act of 1964, as amended, and the New Jersey Law Against Discrimination.

II. Accountability

The Dean of SHP, the Associate Dean for Academic Affairs, and appropriate Program Directors ensure compliance with this policy.

III. Policy

SHP students, Faculty and staff shall follow the [University Policy 00-01-35-30:00](#), Workplace Diversity, Religion and Religious Accommodations.

IV. Procedures

A student shall submit a request in writing to his/her Program Director (PD) by completing the University Request for Reasonable Accommodations Form located on the [University's Office of Workplace Diversity website](#). The request should include an explanation of the reasons for the accommodation and specify the accommodation that is requested. The PD will review the request and either grant it and inform the student it has been approved or refer the student to the Office of Workplace Diversity for review. If the student requests a private room to meditate or pray, the PD will contact appropriate administrative officials for room accommodations. If a student requests days off for religious observances, the student may be required to make up any class or clinical time lost or assignments/work missed, in accordance with program requirements.

This request should be submitted to the Program Director by the end of the student's first full week of class at the beginning of each semester.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: EQUAL EDUCATIONAL OPPORTUNITY
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs
Adopted: 6/05	Amended: 5/07	Last Reviewed:

I. Purpose

This policy is to reaffirm the University's EEO Policy.

II. Accountability

The Program Director and the University's Affirmative Action Office are responsible for this policy

III. Policy

The University recognizes the value of diversity and is committed to providing appropriate support for all of its student body.

The University reaffirms its policy of conducting admissions, educational, and all related and supporting services in a manner which does not discriminate unlawfully because of a person's race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental handicap, military status, marital status, or other factors prohibited by law. This is the governing principle in student admissions, other student services, and employment related activities.

The University commits itself to a program of affirmative action to encourage the application from minority and women students, to identify and correct the effects of any past discrimination in the provision of educational and related services, and to establish organizational structures and procedures which will assure equal treatment and access to the facilities and educational benefits of the University to all students.

The University's Equal Educational Opportunity Policy can be found on the University's [web site](#).

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: OMBUDSPERSON
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.3	Responsible Executive: Dean	Responsible Office: Dean
Adopted: 6/05	Amended: 5/07	Last Reviewed:

I. Purpose

This policy defines the role of the ombudsperson.

II. Accountability

The Dean shall ensure compliance with and implement this policy, with consultation provided by the Office of Academic Affairs, Office of Affirmative Action/Equal Employment Opportunity and the Office of Legal Management.

III. Policy

The ombudsperson serves as a resource for students and to guide and assist students and the School in the evaluation of options for resolving problems. Additionally, the ombudsperson shall maintain confidentiality to the extent permitted by law.

The University Policy on the role of the [ombudsperson](#).

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: DRESS CODE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.4	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs
Adopted: 6/05	Amended: 5/07	Last Reviewed:

I. Purpose

This policy defines the School's position on professional dress.

II. Accountability

It is the responsibility of the students to follow this policy.

III. Policy

The School of Health Professions does not have a specific dress code. However, students are

expected to exercise discretion and personal decorum in their choice of clothing and in personal

hygiene. Furthermore, students are expected to adhere to any dress code policies established by

their programs and by clinical affiliates in which they may be practicing. Additionally, students

are expected to wear proper student identification, i.e., the University identification card.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: FACULTY and STUDENT HONOR CODE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.5	Responsible Executive: Dean	Responsible Office: Administration
Adopted: 5/07	Amended: 5/2012	Last Reviewed: 5/2012

I. Purpose

This policy defines the Faculty/Student Honor Code adopted by the School.

II. Accountability

Students and faculty are responsible for adhering to this policy. Program directors and the Dean monitor adherence. While students are subject to all other applicable University and School policies with equal force and effect, the Faculty/Student Honor Code is of such fundamental importance that students are required to review the Code and acknowledge their agreement to abide by it prior to enrollment.

III. Policy

FACULTY/STUDENT HONOR CODE

WHEREAS:The faculty of the School of Health Professions believe health care professionals must observe high standards of honesty and integrity; and

WHEREAS:As future health care professionals holding a public trust and as members of the SHP academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice and research; and

WHEREAS:Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at SHP and the principles of learning and acquisition of knowledge; and

WHEREAS:The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and

WHEREAS:It follows that faculty and students accept responsibility to help ensure that these standards are maintained in SHP by reporting incidents of academic and professional dishonesty in others;

THEREFORE:The faculty and students agree to abide by this Honor Code of the School of Health Related Professions as follows:

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of truthfulness, fairness, respect for others, trust, and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, SHP faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;
- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the profession in which the student's course of study is intended to prepare him or her to practice;
- To be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;

- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the appropriate School official.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR

CHEATING*occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

- Copying another's work and submitting it as one's own on an examination, paper or other assignment;
- Allowing another to copy one's work;
- Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible;
- Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

PLAGIARISM*is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

- Using the exact words (verbatim) of another source without quotations and appropriate referencing;
- Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
- Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
- Using facts and data from another source without a reference unless the information is considered common knowledge.

FABRICATION*is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

- Using information from a source other than the one referenced;
- Listing of references in a bibliography that were not used in a paper;
- Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
- Falsifying or withholding data in patient charts, notes or records;
- Submitting papers, reports or projects, prepared in whole or part by another;
- Taking an exam for another or allowing another to take an exam for oneself.

*Definitions originally adapted with permission from the administration of [Ramapo College](#).

OTHER ACTS OF MISCONDUCT include, but are not limited to:

- Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
- Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;

- Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
- Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
- Stealing information from another;
- Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification;
- Obstruction or disruption of teaching, research, administration, procedures, or other School activities;
- Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the University campuses;
- Any act that results in bodily harm or any act of harassment, intimidation, or bullying as defined in Student Rights, Responsibilities, and Disciplinary Procedures;
- Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations;
- Use, possession or distribution of narcotics, dangerous substances, or prescription drugs to persons other than prescribed, as prohibited by laws of the state;
- Unauthorized entry or assisting another in unauthorized entry into a University building, office, facility, or confidential computer file for any purpose;
- Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University;
- Violations of any applicable professional Codes of Ethics.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: DISSEMINATION OF THE FACULTY and STUDENT HONOR CODE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.5.1	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Student and Alumni Services
Adopted: 5/07	Amended:	Last Reviewed:

I. Purpose

This policy describes how the Faculty/Student Honor Code will be disseminated.

II. Accountability

The Dean, Enrollment Services, Associate Dean for Academic Affairs, Assitant Dean for Student and Alumni Affairs, Program Directors, and faculty are responsible for implementing this policy.

III. Policy

1. As a condition of initial enrollment in a Program or course, all students must be provided a copy of the Faculty/Student Honor Code and they must sign that they have read and will abide by the Code.
2. SHP Orientation for new matriculating students and new faculty will include a review of the Faculty/Student Honor Code.
3. All new matriculated and non-matriculated students are required to participate in training in Academic Integrity.
4. All SHP course syllabi will include a statement on Academic Integrity and requirement to adhere to the Faculty/Student Honor Code.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: STUDENT DISCIPLINARY POLICY
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.5.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Education
Adopted: 6/2005	Amended: 4/2008, 5/2015, 9/2015, 10/2015	Last Reviewed: 10/2015

I. Purpose

This policy describes the disciplinary policy of the School.

II. Accountability

The faculty and students are responsible for adherence to this policy. Program Directors, Department Chairs, the Associate Dean for Academic Affairs, and the Dean/designee monitor the policy.

III. Policy

SHP adheres to the Rutgers Biomedical and Health Sciences Policy on Student Rights, Responsibilities, and Disciplinary Procedures at <http://academicaffairs.rutgers.edu/rutgers-biomedical- and- health-sciences-policies>.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: STUDENT DISCIPLINARY PROCEDURES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.5.2	Responsible Executive: Assoicate Dean for Administration	Responsible Office: SHRP Administration
Adopted: 6/2005	Amended: 4/2008, 5/2015	Last Reviewed: 5/2015

I. Purpose

This policy describes the disciplinary policy of the School.

II. Accountability

The faculty and students are responsible for adherence to this policy. Program Directors, Department Chairs, the Associate Dean for Administration and the Dean monitor the policy.

III. Policy

SHRP adheres to the Rutgers Biomedical and Health Sciences Policy on Student Rights, Responsibilities, and Disciplinary Procedures at <http://academicaffairs.rutgers.edu/rutgers-biomedical-and-health-sciences-policies>.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: ATTENDANCE
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.6	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs
Adopted: 7/05	Amended: 5/07	Last Reviewed:

I. Purpose

This policy describes student responsibilities for attendance.

II. Accountability

Under the direction of the Associate Dean for Academic Affairs and the Program Director, each faculty member and student shall have responsibility for this policy.

III. Policy

Student Responsibilities

Students are expected to attend all classes, web-units, laboratories, and clinical sessions for which they are registered. Specific attendance policy is established at the program level. Students are expected to adhere to the stated attendance policy for each course and for the specific program in which they are enrolled.

Students are fully responsible for all material presented in classes, on the web, in laboratories, and at all clinical sessions. Absent students are responsible for obtaining all material covered in missed sessions. Students may be permitted to make up a missed web-unit, laboratory or clinical session only at the discretion of the instructor. When illness or other special circumstances prevent attendance, students should inform their instructors in advance, whenever possible.

Faculty Responsibilities

An instructor is expected to monitor the attendance in each course. Normally, the instructor will deal directly with a student in respect to brief absences from class for any cause or the student may be asked to present excuses for absence to be approved by the Program Director. Instructors promptly report three consecutive absences to the Program Director.

Faculty are not expected to be regularly available for students who miss sessions or are late for them.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: CHALLENGE OF RECORD ENTRY
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.7	Responsible Executive: Dean	Responsible Office: Academic Affairs and SHP Enrollment Services
Adopted: 6/05	Amended: 5/07	Last Reviewed:

I. Purpose

This policy details the right of a student to challenge record entry.

II. Accountability

Under the direction of the Dean of SHP, it is the responsibility of SHP Enrollment Services to carry out this policy. All faculty and administrators are also charged with monitoring this policy.

III. Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the University FERPA Policy and Procedure 00-01-25-05:00:

1. A student has a right to a hearing to challenge education records which the student believes are inaccurate, incomplete, misleading or otherwise in violation of the privacy or other rights of the student, but a student does not have a right to a hearing on matters of academic judgment.
2. Following are the procedures for the correction of education records:
 - The student identifies the part of the education record he/she wants changed and specifies his/her reasons.
 - If a satisfactory solution of an issue cannot be reached informally, the University must hold a hearing within 60 days after receiving a student's written request for such a hearing. The hearing shall be before a University official, designated by the Executive Vice President for Academic and Clinical Affairs, who does not have a direct interest in the outcome of the hearing.
 - The University official will prepare a written decision based solely on the evidence presented at the hearing within 21 days of such hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - If the University decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing that the record has been amended.
 - If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in his/her education record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision; the student's statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the student's statement.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: SERVICES FOR STUDENTS WITH DISABILITIES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.8	Responsible Executive: Assistant Dean for Student and Alumni Affairs	Responsible Office: SHP Student and Alumni Services
Adopted: 7/05	Amended: 7/07	Last Reviewed:

I. Purpose

This policy describes the services for students with disabilities.

II. Accountability

Under the direction of the SHP Disabilities Coordinator, it is the responsibility of Program Directors to carry out this policy.

III. Policy

No program or activity administered by the University shall exclude from participation, admissions, treatment or employment, or deny benefits to, or subject to discrimination any qualified individuals solely by reason of his or her disability. Qualified individuals are those persons who, with reasonable accommodation, are capable of performing the essential functions of the position in question in accordance with University policy, applicable laws and regulations. University policies with regard to the rights of individuals with disabilities include:

Policy 00-01-20-91_00 Disabilities and Students/Applicants
 Policy 00-01-35-40_00 Individuals with Handicaps/Disabilities
 Policy 00-01-35-35_00 Equal Access in Public Service.

In compliance with the University policy regarding students with disabilities, each program has delineated the essential functions that are necessary for a student to participate in the program. The Essential Functions for all SHP programs and additional Essential Functions for individual programs are listed on the SHP Registrar's website.

The School will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic standards. Requests for accommodations must be made by contacting the SHP Office of Student Services, Disabilities Coordinator and by complying with the procedures for requesting accommodations under Services for Students with Disabilities, SHP Student Services website. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the School, and to provide the results to the Student Health and Wellness Center for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

Subject: STUDENT RIGHT & RESPONSIBILITIES		Title: ETHICAL STATEMENT ON PATIENT CARE RESPONSIBILITIES
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 6.9	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs
Adopted: 7/05	Amended:	Last Reviewed:

I. Purpose

This policy describes the ethical responsibilities for all patients.

II. Accountability

It is the responsibility of students, faculty, program directors, and administration to provide quality health care to all patients.

III. Policy

The University is committed to providing quality health care to all patients in its health care units, including those with infectious diseases such as hepatitis B and HIV. This policy extends to all health professions, faculty, students, and personnel. Students and faculty of the School of Health Related Professions are expected to provide quality and dignified health care to every patient regardless of his or her social status, race, gender, religion, ethnic background or diagnosis.

The School of Health Professions provides information and training in appropriate patient care procedures in order to reduce any risks of infection from patients, particularly from those who have been diagnosed with an infectious disease.

The University unequivocally prohibits its health professionals or health profession students from refusing competent and complete health care to any patient whose condition warrants their care. This prohibition extends to all patients including those who are at risk of contracting an infectious disease or who have contracted such a disease, including AIDS, Hepatitis B, or other similar diseases. The School will attempt to reasonably accommodate students' religious beliefs when they relate to clinical performance, provided that the accommodation does not prevent the successful completion of the essential functions of the course of study.

Subject: DOCTORAL EDUCATION		Title: PhD STUDENTS STANDARDS
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 7.1	Responsible Executive: Dean's Office	Responsible Office: Academic Affairs, Student Affairs
Adopted: 6/05	Amended: 5/07, 12/11, 2/12, 3/12	Last Reviewed: 3/5/12

I. Purpose

This policy sets the minimal standards for all SHP Ph.D. students.

II. Accountability

Under the direction of the Dean, the Program Director, Dissertation Committee Chair and Office of Student and Alumni Affairs are responsible for this policy.

III. Policy

Admissions

1. Students complete application, submit fees and fulfill all other University & School admission requirements (TOEFL, etc).
2. At a minimum, students submit official transcript of their highest degree; some programs may require additional documentation of the applicant's prior academic records.
3. A minimum of 3 letters of recommendation/reference forms are required; those providing references must be informed as to whether or not the applicant has waived access to this information (FERPA).
4. Normally, a standardized assessment of academic aptitude or ability is required (e.g., GRE General, Miller Analogry Test, etc.).
5. If interviews are required, they are scheduled by the program; applicant interviews may be conducted by teleconferencing.
6. Applicants must normally have a GPA of at least 3.0 on a 4-point scale to be eligible for admission.

Curriculum Requirements

1. For programs with the Bachelor's degree as prerequisite, normally 75 semester hour credits will be required for the PhD.
2. For programs with the Master's degree as prerequisite, normally a minimum of 60 semester hour credits will be required for the PhD.

Residency

1. All programs must establish a suitable residency requirement.

Transfer Credit

1. The SHP Transfer and Application of Prior Credit policy applies. Each program's application of this policy will affect the minimum number of credits necessary to complete the program (see Curriculum Requirements above).

Advisement

1. When students matriculate, they will be assigned an academic advisor from their program who, ideally, would also serve as their Research Advisor. Normally, the research advisor becomes the dissertation chair, following passage of the candidacy exam.

Grading

1. The majority of courses in Ph.D. programs span one semester and students are issued a performance grade at the end of the semester.
2. For courses that span more than one semester (e.g., dissertation courses), a student may be issued an IP

grade at the end of the first enrollment semester. When a student is issued an IP, the IP policy delineated in the SHP Grading Policy (Academic Policy 3.0), goes into effect.

Candidacy

1. Eligibility for the candidacy exam will be based on completion of a minimum number of credits, for which there may be distribution requirements (e.g., research, specialization, etc).
2. The candidate's research advisor normally will have been identified prior to the candidacy exam.
3. Successful completion of the candidacy exam will be documented by the Program Director/Track Coordinator to Office of Student and Alumni Affairs, signed by the research advisor and Program Director/Track Coordinator. Documentation will change the grade to Pass, when the candidacy exam is credit-bearing.
4. The candidacy examination passing criteria are set by each program.
5. Students may not enroll in dissertation courses until candidacy is successfully completed.

Enrollment During Candidacy/Dissertation Phase

1. All PhD candidates, who have not filed for a leave of absence or matriculation continued, must maintain active enrollment in applicable coursework each fall and spring semester while in their dissertation phases.

Dissertation Committee

1. Selection of the candidate's dissertation committee must precede developing the proposal.
2. Dissertation committees shall consist of a Chair from SHP (normally the Research Advisor) and at least one other full-time University faculty holding full-title rank. The committee consists of a minimum of three members and normally no more than five members.
3. Committee membership must be approved by the dissertation chair and be documented via submission of a form to Office of Student and Alumni Affairs, signed by all committee members. Non-University faculty can serve on a dissertation committee; outside members must be approved by the committee chair and a copy of their current CV must be filed with Office of Student and Alumni Affairs at the time of signature or have adjunct status at the University.
4. Replacement of a committee member must be approved by the dissertation committee chairperson. If it is the chairperson, the Program Director/Track Coordinator will identify the replacement chairperson.
5. The Office of Student and Alumni Affairs is notified when there is a change in committee membership.

Readers

1. Readers may be selected from within or outside of the University. The combined composition of the committee and readers, if the program requires a reader for the proposal, must have the majority from the University.
2. Readers are selected by the dissertation committee chair with approval from the Associate Dean for Research, or designee. The dissertation chair is responsible for contacting the reader(s) and assuring that the dissertation proposal or dissertation readers will not have read the dissertation proposal prior to being selected as a reader.
3. The reader's(s') responsibilities are to read the proposal or dissertation, provide constructive feedback, actively participate in the public and private session with the candidate and vote on the outcome of the defense. Readers may contact the candidate or dissertation chair as needed throughout their time as reader(s). However, the student may not contact the reader(s).

Dissertation Proposal and Dissertation Format

1. All dissertation proposals, dissertation drafts and approved dissertations shall be formatted in accordance with the requirements specified by the program.
2. The dissertation draft and all accompanying materials (appendices, photos, etc) must be created in a standard, cross-platform computer-readable and editable format.

Dissertation Proposal Hearing and Data Collection

1. Students cannot schedule or present their official dissertation proposal until after they have passed the candidacy examination. The draft dissertation proposal must be submitted to the dissertation committee chair and Research Dean's Office at least four weeks in advance of the hearing.
2. The proposal hearing may be open to the public but must be open to the SHP community of faculty and

- students. The SHP community of faculty and students will be notified of the hearing at least 4 weeks prior to the hearing. The dissertation committee chair will arrange notification and meeting logistics.
3. After the proposal, presentation, and discussion, generally 1 ½ hours, the committee and any assigned readers will meet privately with the candidate for further feedback. The committee and any readers will then meet privately to set guidelines for completion of the proposal.
 4. The revised proposal will be sent to the committee for review and approval. The committee chair will decide if additional meetings are necessary.
 5. Successful completion of the proposal hearing/defense will be documented by submission of a form to the Office of Student and Alumni Affairs, signed by all committee members. The chair of the dissertation committee is responsible for the completion of the form. Submission of the approved form will change the grade to a Pass (if applicable for the program), otherwise the chair of the dissertation committee will submit the grade according to SHRP grading procedures
 6. Normally, a candidate is allowed only two proposal hearings/defenses. Therefore, if the candidate is not successful, he/she may attempt the proposal hearing/defense one additional time after making the revisions required by the committee. If candidates significantly change their question or methods, the dissertation committee chair will request a second defense for the new proposal.
 7. Candidates cannot initiate data collection until they have received: (a) appropriate review board approvals (human subjects or animal studies), (b) any other applicable approvals to conduct their research such as institutional approval to conduct research and approval to use the resources of an institution, (c) the approval by the dissertation committee.

Dissertation Defense

1. All dissertation defenses normally will be scheduled at least 4 weeks in advance of the defense date, or as stated in the program/track guidelines, by the chair of the dissertation committee. Copies of the dissertation must be submitted prior to scheduling the defense. A copy will be available in the Office of Student and Alumni Affairs for SHP faculty review. In order to graduate, the defense must be held at least one month prior to the anticipated graduation date.
2. Two readers will be assigned by the dissertation committee chair with approval from the Associate Dean for Research, or designee. Generally, these individuals will not have been readers of the proposal.
3. All dissertation defenses will be open to the public. Notification and circulation of the dissertation defense will be coordinated with the Dean's office and the committee. The SHP academic community will be notified of the defense 4 weeks in advance of the defense, or as stated in the program/track guidelines, as well as others deemed appropriate to be invited by the dissertation committee or candidate. After the public presentation, the committee and readers will meet privately both with and then without the candidate. After successful defense, candidates will make revisions required by the committee, if any, and then submit for final editing according to the agreed upon style guide to the Research Dean's Office. This process will be completed in less than 10 days. Editorial changes resulting from this review will be made by the candidate.
4. Successful completion of the dissertation defense will be documented via submission of a copy of the signed dissertation cover sheet to the Office of Student and Alumni Affairs. The candidate is responsible for completion of the form with the original going to the Office of Student and Alumni Affairs with a copy to the Dissertation chairperson.
5. Unsuccessful candidates will meet with their dissertation committee to determine next steps. They will be allowed one more defense.

Post Dissertation Requirements

1. After the dissertation committee signs the dissertation signature page and an original of the signature page is provided to the Office of Student and Alumni Affairs, the post dissertation process begins. This means that the committee will sign two originals: one for the Office of Student and Alumni Affairs and one for the bound copy.
2. After all approvals, candidates must submit the dissertation and the abstract to the Office of Student and Alumni Affairs in the format required by the program and as an unbound document with a check for binding of at least four copies. The bound copies will be distributed to the candidate, Library, department and committee chair by Office of Student and Alumni Affairs. As a courtesy, candidates normally provide committee members copies of their final document.
3. An electronic copy of the data file and data dictionary in the format required by the program must be submitted to the dissertation committee chairperson as well as the Office of Student and Alumni Affairs.
4. The "Continuing Review - Submission of Closure of Study" form and its closure approval from the IRB must be obtained and given to Office of Student and Alumni Affairs.
5. Candidates must submit all copies and clearance as well as be cleared of all graduation requirements by the Registrar's Office, before receiving their diploma. Student's wishing to walk in the annual May

commencement ceremony, must have successfully defended at least one month before the May graduation date and be cleared to graduate. Graduates who do not complete all requirements in time for the May ceremony are eligible to attend the next commencement.

IV. Exhibits

NOTE: All Forms referenced in this policy can be found at <https://shp.rutgers.edu/registrar/>.

Subject: DOCTORAL EDUCATION		Title: GRANTING A MASTER'S DEGREE TO STUDENT IN A DOCTORAL PROGRAM
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 7.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: Academic Affairs and SHP Enrollment Services
Adopted: 12/07	Amended:	Last Reviewed:

I. Purpose

This policy establishes the criteria for granting a Master's Degree to an individual matriculated in a Doctoral Program.

II. Accountability

The Program Director in consultation with the Program's Committee on Academic Standing and the Associate Dean for Academic Affairs will assure compliance with this policy. The SHP Registrar will be responsible for the implementation of this policy.

III. Policy

Any SHP Doctoral program, which has a mechanism in place to grant a Master's degree in that program to current doctoral students who have fulfilled all the current requirements for graduation with a Master's degree in that program, including any required separate thesis or graduate project, may recommend the award of a Master's degree to the student. The criteria for granting this degree will be established by the individual program at the program/department level.