



Rutgers Graduate School-Newark Student Handbook



INTRODUCTION

The roots of graduate education at Rutgers Graduate School-Newark trace back nearly 50 years, beginning in 1975. Since then, our graduate programs have flourished.

Today, the university hosts nearly 600 masters and doctoral students across the School of Arts & Sciences-Newark, Rutgers Business School, Rutgers School of Criminal Justice, Rutgers School of Public Affairs and Administration, and Rutgers School of Nursing.

Access to the dedicated staff of the Graduate School and the wealth of resources provided by the university is paramount for all Rutgers-Newark graduate students. This handbook provides a brief summary of some the policies that govern graduate work in Rutgers Graduate School-Newark (School 26). The handbook also directs students to support-providing offices. Students are expected to refer to the online catalog and to familiarize themselves with the principal rules and regulations contained in it. All academic and other regulations established by the faculty and the administration of the Graduate School-Newark and the Board of Governors of the university are subject to amendment at any time.

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GENERAL INFORMATION

Students' Responsibility to Keep Informed

This handbook provides a brief summary of some the policies that govern graduate enrollment in doctoral and masters programs in Rutgers Graduate School-Newark. All students are expected to review the material in this handbook, as well as the Graduate School's online catalog, to familiarize themselves with the principal rules and regulations contained therein.

All academic and other regulations established by the faculty and the administration of the Graduate School–Newark, and the Board of Governors of the university, are subject to amendment at any time. Any significant changes made after the publication of this handbook will be made available to students on the Graduate School-Newark website.

In general, students should address questions to their graduate program directors. Questions related to general graduate student rules under the jurisdiction of the Graduate School–Newark may also be directed to the Office of the Dean, Dana Library, Suite 306. For policies related to masters programs in the professional schools (SPAA, Nursing, SCJ, or the Law School), please contact the dean's offices in those schools.

Absence Due to Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow these students to make up work missed because of such absences.

Examinations and special required out-of-class activities ordinarily will not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation are not counted for reporting purposes. A student not in attendance for an examination because of required religious observance will be given an opportunity to make up the examination without penalty.

Academic Integrity Policy (Summary)

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the university's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements. The principles of academic integrity require that a student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- All student work is fairly evaluated, and no student has an inappropriate advantage over others.
- The academic and ethical development of all students is fostered.
- The reputation of the university for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the university and the value of the degrees awarded to its students. Every member of the university community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The university administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members¹ are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the university. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

To promote a strong culture of academic integrity, Rutgers has adopted the following honor pledge to be written and signed on examinations and major course assignments submitted for grading: *On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment).*

¹ For purposes of the Academic Integrity Policy, the term faculty member includes not only tenured, tenure-track, and nontenure-track faculty members, but also part-time lecturers, coadjutants, TAs, staff members, and administrators who are serving as the instructor of record in a course; i.e., the instructor responsible for assigning final course grades.

In addition, students are required to take an online tutorial and pass an online examination on academic integrity in their first semester at Rutgers and to affirm periodically that they understand the Rutgers Academic Integrity Policy and will abide by it in all their academic work.

The Rutgers Academic Integrity Policy can be found at academicintegrity.rutgers.edu.

University Code of Student Conduct (Summary)

Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world.

When students choose to accept admission to Rutgers, they accept the rights and responsibilities of membership in the university's academic and social community. As members of the university community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the university establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct.

The complete Student Code of Conduct Policy can be found at studentconduct.rutgers.edu.

Peer-to-Peer File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. The penalties for violation of federal copyright laws may be found at www.copyright.gov/title17/.

Violations of copyright law also violate university policy and may subject students to disciplinary action as outlined in the university's Code of Student Conduct: studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/

Rutgers policies on peer-to-peer file sharing and unauthorized distribution of copyrighted material using the institution's information technology system include:

- Acceptable Use Policy for Information Technology Resources
- Copyright Policy

All university policies are available via the Rutgers Policy Library at policies.rutgers.edu.

ESSENTIAL RESOURCES FOR RU-N STUDENTS

Rutgers University Newark (RU-N) is committed to the creation of an inclusive and safe learning environment for all students and the University as a whole. RU-N has identified the following resources to further the mission of access and support:

For Individuals who are Pregnant: The Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy. Students may contact the Office of Title IX and ADA Compliance at (973) 353-5063 or via email at TitleIX@newark.rutgers.edu.

For Short-term Absence Verification: The Office of the Dean of Students can provide assistance for absences related to religious observance, emergency or unavoidable conflict (illness, personal or family emergency, etc.). Students should refer to [University Policy 10.2.7](#). Students requesting a letter of verification should submit information using the following link: <https://go.rutgers.edu/Verification>.

For Individuals with temporary conditions/injuries: The Office of the Dean of Students can assist students who are experiencing a temporary condition or injury (broken or sprained limbs, concussions, or recovery from surgery). Students experiencing a temporary condition or injury should submit a request using the following link: temporaryconditions.rutgers.edu.

For Gender or Sex-Based Discrimination or Harassment: The Office of Title IX and ADA Compliance can assist students who are experiencing any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking. Students can report an incident to the Office of Title IX and ADA Compliance by calling (973) 353-1906 or emailing TitleIX@newark.rutgers.edu. Incidents may also be reported by using the following link: tinyurl.com/RUNReportingForm. For more information, students should refer to the University's Title IX Policy and Grievance Procedures located at <https://uec.rutgers.edu/wp-content/uploads/60-1-33-current-1.pdf>

For support related to Interpersonal Violence: The Office for Violence Prevention and Victim Assistance (VPVA) can provide any student with confidential support. The office does **not** have a reporting obligation to Title IX. Students can contact the office by calling (973) 353-1918 or emailing run.vpva@rutgers.edu. There is also a confidential text-based helpline available to students; students can text (973) 339-0734 for support. Students do not need to be a victim/survivor of violence; any student can receive services, information and support.

For Crisis and Concerns: The Campus Awareness Response and Education (CARE) Team works with students in crisis to develop a plan of support plan and address personal situations that might impact their academic performance. Connect with the CARE Team by using the following link: go.rutgers.edu/RUNReportingForm or emailing careteam@newark.rutgers.edu.

For Psychological Support (Stress, Mood, Family Issues, Substance Use concerns and other personal challenges): The Rutgers University-Newark Counseling Center provides individual therapy and support groups for students dealing with psychological issues. To schedule an

appointment, email counseling@newark.rutgers.edu or call (973) 353-5805. Additional support is available through Uwill services:

- Uhelp: Crisis support at 833-646-1526 (available 24/7/365).
- Urise: Wellness-based video collection with a free account.
- Umatch: Free teletherapy with flexible and convenient scheduling, starting with a free account.

Access Uwill@RUN at <https://my.rutgers.edu> using your NetID. Services are confidential and free.

For Emergencies, call 911 or Rutgers University Police Department at (973) 353-5111.

Services for Students with Disabilities

Students with disabilities at Rutgers are entitled to the same benefits, the same quality of student life, and are subject to the same academic requirements as other students. Rutgers is committed to providing reasonable accommodations to meet the needs of eligible students. Students who have completed the process with ODS and have approved accommodations are provided a Letter of Accommodation (LOA) specific to each course. To initiate accommodations for their course students must both provide the LOA to and have a conversation with the course instructor about the accommodations. This should occur as early in the semester as possible. The Office of Disability Services (phone: 973-353-5375, 800-852-7899 [TTY only], 800-852-7897 [voice only]; email: ods@newark.rutgers.edu; website: <https://ods.rutgers.edu>) coordinates accommodations for students with disabilities.

Complaints or grievances regarding Rutgers' compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act should be directed to the appropriate office as identified in the Office of Disability Services Grievance Procedures: <https://ods.rutgers.edu/students/informal-resolution-grievance-process>.

Policy Prohibiting Discrimination and Harassment

Rutgers, The State University of New Jersey, prohibits discrimination and harassment based upon race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Discrimination and harassment compromise the integrity of the university and unfairly interfere with the opportunity for all persons to fully participate in the academic, work, and living environment of the university.

While promoting an environment free from discrimination is everyone's responsibility, the following offices have been designated to respond to:

- **Complaints against a student:** Office of Community Standards and Community Development, Paul Robeson Campus Center (973-353-1033 or communitystandards@newark.rutgers.edu) -

- **Complaints against an employee:** Lisa Grosskreutz, Director, Director, Office of Employment Equity, and Title IX Coordinator (848-932-3980 or lisa.grosskreutz@rutgers.edu) (for Newark and entire University)

ADMISSIONS & REGISTRATION

Admissions Requirements

Each program has specific admissions requirements, which may include standardized tests, supplemental essays, writing portfolios, or other application elements. Applicants should refer to the current application found online at gradstudy.rutgers.edu to learn about test requirements set by the program of their choice. The GRE institution code for Rutgers University–Newark is 2512. We do not use department codes. For those students seeking admission to masters programs in the professional schools (SPAA, Nursing, SCJ or the Law School) please contact the admissions staff in those schools for additional information.

Continuous Registration

Continuous registration is required in every fall and spring term until completion of your graduate program and conferral of the degree.

Readmission

The Office of the Dean of the Graduate School–Newark, not the admissions office, handles all applications by formerly-enrolled students who are seeking readmission to the school. The readmission procedure is required of all students who:

- have withdrawn officially from school;
- did not receive a degree in the program for which they were enrolled;
- failed to maintain continuous registration through coursework or matriculation continued status.

All applications for readmission will be assessed a \$60 readmission fee. Contact the Office of the Dean for additional information.

Matriculation Continued 26:001:800 (for Students on Approved Leave of Absence)

Students who are obliged to interrupt their studies may, with the approval of their graduate director and the dean of the Graduate School–Newark, register for Matriculation Continued (800). The tuition / fees for Matriculation Continued can be found on the Newark Business Office website: businessoffice.newark.rutgers.edu.

This category of registration is available only to students **not present on campus and not using faculty time and university research facilities**. Students may enroll for this option for up to two consecutive semesters. Permission for registration for additional semesters will be granted on a case-by-case basis, in extraordinary circumstances.

Please Note: *Extended enrollment in Matriculation Continued may impact your ability to secure financial aid, more specifically federal and / or private loans. Please to read the descriptions below with great care, being sure to consult with your program director to select the option that is most appropriate for your circumstances.*

For those students that have been enrolled in Matriculation Continued for several semesters and receive financial aid in the form of loans please consult with your Financial Aid Counselor in the Office of Financial Aid to ensure that your ability to continue to secure loans will not be impacted in future semesters.

Matriculation Continued (800) is not considered full-time registration

Full-Time Status

Graduate students registered for 9.0 credits or more (and those registered for 897, 898, and 899), are considered FT and pay FT student fees. They are charged the per credit rate for the number of credits enrolled in addition to all FT fees. Email accounts stay current, as well as access to all university library resources. These students pay full-time fees and **are** eligible for student health benefits. Questions regarding Student Health must be referred to the Student Health Services or the Office of Risk Management & Insurance: riskmanagement.rutgers.edu/students.htm.

Students may register for **Full-Time Matriculation Continued (899)** if:

- they are post-qualifying;
- they have completed all required coursework and research credits;
- they are currently working on a dissertation with a faculty chair and / or committee;
- they will not require federal financial aid (new student loans);
- they need to defer student loans.

Students in this category (899) will be considered full-time:

- for visa purposes;
- for TA/GA requirements;
- to obtain student health insurance (if not a TA/GA);
- to obtain loan deferral.

Students may register for **Full-Time / Part-Time Study On Campus (897)** if:

- they are living in university housing;
- they are post-qualifying;
- they have completed all required coursework and all (or nearly all) required research credits;
- they are actively working on a dissertation with a faculty chair and / or committee;
- they have also registered for 1.0 research credit (research credit must always accompany 897 registration);
- they require federal financial aid (new student loans) and / or need to defer student loans.

Students registered for 897 will be billed for one (1) credit hour of tuition and fees. Students in this category (897) will be considered full-time:

- for visa purposes;
- for TA/GA requirements;
- to obtain student health insurance (if not a TA/GA);
- to obtain loan deferral
- to have access to new student loans

Students may register for **Full-Time / Part-Time Study Off Campus (898)** if:

- they are not living in university housing;
- they are post-qualifying;
- they have completed all required coursework and all (or nearly all) required research credits;
- they are actively working on a dissertation with a faculty chair and / or committee;
- they have also registered for 1.0 research credit (research credit must always accompany 898 registration);
- they require federal financial aid (new student loans) and / or need to defer student loans.

Students registered for 898 will be billed for one (1) credit hour of tuition and fees. Students in this category (898) will be considered full-time:

- for visa purposes;
- for TA/GA requirements;
- to obtain student health insurance (if not a TA/GA);
- to obtain loan deferral;
- to have access to new student loans.

Change of Registration and Withdrawals

The schedule for any change of registration and of withdrawals without academic penalty is as follows:

- **Adding courses:** from registration through the ninth calendar day of the semester.
- **Dropping courses:** from registration through the ninth week of classes. Courses dropped through the eighth calendar day of the semester are deleted from the student's record.
- ***Courses dropped from the ninth calendar day of the semester through the ninth week will result in a permanent W grade.***

Students may withdraw from the school through the ninth week of classes using the Online Withdrawal Form, available at <https://myrun.newark.rutgers.edu/withdrawing-college>.

- A student who stops attending or engaging in a course without officially withdrawing will receive a grade of F in that course.
- A student who stops attending or engaging in all enrolled courses without officially withdrawing will receive a grade of F in all enrolled courses.
- No withdrawals of any sort are permitted during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades for the semester. Students are encouraged to speak to their Graduate

Program Directors and/or course faculty to discuss alternative options and obtain appropriate advisement.

The withdrawal form can be found at <https://gsn.newark.rutgers.edu/forms>.

Change of Program

Students who wish to change their field or degree program within the Graduate School–Newark must apply to the graduate program in which they intend to pursue their degree through the Graduate Admission Website. Deadline for the fall semester is July 1; for the spring semester, it is December 1.

Students who wish to change their field of study within the Graduate School–Newark must apply to the graduate program in which they intend to pursue their degree. This should be done through the Graduate Admission website (gradstudy.rutgers.edu). Students should be mindful of relevant program application deadlines.

For those students who seek to change their degree program (Masters to Ph.D. or Ph.D. to Masters) must seek the advisement and approval of their graduate program director. Upon program approval, the graduate program director should communicate the request to the Graduate School for final approval.

Intra-Institutional Registration

Graduate Courses

Students in the Graduate School–Newark may take courses offered by other graduate divisions of Rutgers University.

Step 1: Students must first receive approval from the Graduate Program Director of the program in which the course is hosted. The program director will provide you with an SPN (Special Permission Number) if one is required.

Step 2. Students will then register via WebReg, Rutgers' web registration system, sims.rutgers.edu/webreg, or in person at the registrar's office.

Once approval is received for the intra-institutional graduate course, no additional permission is required by the Graduate School–Newark.

Undergraduate Courses

Courses numbered 500 or above are designed for graduate students and normally carry credit toward a graduate degree.

With the approval of their program director, graduate students may enroll in advanced 300- and 400- level undergraduate courses. This move may be taken as part of the regular graduate program or to remedy a deficiency in preparation for more advanced graduate work.

Before the start of the semester, written approval must be obtained from both the student's Graduate Program Director and the Dean of The Graduate School before an undergraduate course can carry credit toward a graduate degree.

The credit prefix appears on the official transcript as follows:

E. The undergraduate course is excluded from credit in the graduate program.

G. The undergraduate course has been approved for graduate credit.

No more than 6 credits numbered below 500 may be used to fulfill requirements for an advanced degree. The only exception to this rule is the M.A.T. program.

Exchange Registration

Matriculated graduate students may be eligible to take graduate courses at the New Jersey Institute of Technology (NJIT) or Rutgers Biomedical and Health Sciences (RBHS). Those wishing to exercise this option must:

- Receive approval from their graduate program director; and
- Complete the exchange form now available online at the Newark registrar's website under the printable forms link: <http://registrar.newark.rutgers.edu/graduate-exchange-registration> or see Program Director.
- Students must submit to GS-N for final review and approval.
- *For NJIT and RBHS courses, students must report to the Rutgers Registrar (Blumenthal Hall, 3rd Floor)*

Courses Taken "Not-for-Credit"

Students who wish to enroll in a graduate or a 100- through 400-level undergraduate course and perform all the assigned work without receiving credit may do so if they secure the advance approval of their advisers. When they register, they must indicate "not-for-credit" status by entering the symbol N. They must pay the normal graduate tuition fee for the course and fulfill the same requirements as other students during the semester, including the execution of any written assignments. At the end of the semester, however, they do not take the final examination, and they are assigned a grade of S (satisfactory) or U (unsatisfactory). The course and the letter grade are included on the student's record, but no credit toward a degree is given. See Grades and Records later in this chapter for information regarding credit prefixes.

Course Repeat Policy

In most circumstances, graduate students may not repeat a course. In very limited special and extenuating circumstances, a graduate student who has received a C or F in a course may be approved to repeat the course. Such approval must come from both the Graduate Program Director and the Dean of the Graduate School. Under no circumstances may a course ever be repeated more than once. If a course is no longer offered, it cannot be repeated. Students may repeat up to two graduate courses.

When a course has been repeated, both the original and the subsequent grade are included on the permanent record, but the credit for the course is counted only once. Both grades earned for a course will remain on the student's permanent record; but the grade received in the last attempt will be the grade that is counted in the student's GPA calculations.

Auditing Courses Without Registration

Upon obtaining the permission of the instructor of the course and subject to availability of space, full-time students of the Graduate School may audit courses without registration (with the exception of online asynchronous courses, which cannot be audited). It is understood that no academic credit is earned in this manner.

Transfer of Credit

The university accepts for credit graduate courses completed at other institutions. Students may apply for transfer credit only after they have completed at least 12 credits with a grade of B or better at the Graduate School–Newark. The school will consider completed applications for transfer of courses if the following stipulations apply:

- The student must have earned a B or better in the course being transferred, and neither Pass nor Satisfactory is acceptable.
- The course **may not** include work for a thesis, independent study, or research.
- Normally, any course being transferred must form a part of the student's program in his or her field of concentration at the Graduate School–Newark.
- As a rule, the course must have been taken during the immediate six-year period ***prior to the date of the Transfer Application.***

In applying for transfer of credit, student must obtain an official transcript of the grades to be transferred and complete a Transfer of Credit Form. The Transfer of Credit Form and the official transcript should be submitted to the student's program director for review and approval. The graduate director then submits the application materials to the dean for review and final authorization. When the transfer is approved, the registrar's office records the transfer of credits on the student's official university transcript.

The Graduate School–Newark also accepts professional experience towards degree credits. Interested students are encouraged to discuss with the program director whether experiential learning can be counted towards program degree requirements.

Masters: Not more than 40 percent of the minimum required number of credits for the degree may be transferred. Subject to the recommendation of the program concerned and the approval of the dean, a student with a prior graduate degree may use as many as 12 of these credits to fulfill requirements for a subsequent master's degree.

Ph.D.: Students are not allowed to transfer more than 40 percent of the required minimum number of course credits. Research and independent study credits are not eligible for transfer. The faculty of a graduate program also may recommend transfer of credit earned in a graduate professional school toward a student's Ph.D. in the Graduate School–Newark. The maximum number of such credits acceptable is 50 percent of the total number of required course credits,

up to a maximum of 24 credits. No credits may be transferred for research.

LEAVE OF ABSENCE POLICY

This policy describes the circumstances under which students enrolled in Rutgers Graduate School-Newark (School 26) may be eligible for a leave of absence. It outlines the categories of leave of absence, the process to request a leave of absence, available alternatives to a leave of absence, the implications of a leave of absence, and involuntary leaves of absence. The policy also explains the timing of leave and the procedure for returning from a leave of absence. This policy applies to all graduate students enrolled in Rutgers Graduate School-Newark.

Important Definitions

- **Regularly Enrolled Graduate Student:** Students with active enrollment status.
- **Continuous Enrollment:** All students in degree programs must maintain their status by registering each fall and spring semester in coursework, research, dissertation study or Matriculation Continued. Students who fail to maintain continuous enrollment must apply for readmission to continue is good standing.
- **Leave of Absence:** Any suspension or interruption of a student's active studies for an entire term or more. Leave of absence is available to students who plan to reenroll after a temporary suspension of their studies. Students register for Matriculation Continued (26:001:800) with their program director.
- **Discontinuation:** Term used to describe indefinite suspension or interruption of studies without a plan to reenroll.

Students may request a leave of absence for the following reasons:

- **Medical** Students seeking a medical leave of absence should provide documentation showing that they are under the care of a duly licensed health care professional
- **Family or Dependent Care**
 - Birth or adoption of a child by the student or their spouse or partner
 - Care for an ill spouse, parent, or child (request for leave should include explanation of student's caregiving role)
- **Military Service** Students are required to provide a copy of their military induction documents, as well as their active duty authorization
- **Other / Personal** Any reason other than those stated above (no supporting documentation required)

Procedures to Request Leave of Absence

STEP 1: A student seeking a leave of absence must first meet with their graduate program director to determine if the leave of absence is the appropriate course of action given the student's unique circumstances.

STEP 2: Student is required to complete and submit the Request for Leave of Absence form to the GPD. The GPD will review the form with the student, including all supporting documentation. GPD is expected to explain the impact of the leave of absence on student's academic progress. If approved, GPD will sign the request form. Student must then sign request form acknowledging that they have formally made the program aware of this request and having been provided with pertinent information related to their academic progress.

STEP 3: Submit the signed Leave of Absence Form to the Graduate School-Newark Deans office for review and approval.

Type of Leave	Maximum Duration of Leave	Required Documentation	Other Information
Medical	Four (4) Semesters	Recommendation from a licensed health care professional	If the anticipated absence exceeds four semesters, student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Family or Dependent Care	Four (4) Semesters	Explanation of student's caregiving role	If the anticipated absence exceeds four semesters, the student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Military Service	Duration of military service	Induction or authorization of active duty documents	None
Other / Personal	1 Semester	None	Students are eligible for a leave of absence for personal reasons only once in their degree program. They must request this type of leave before the add/drop period in the fall or spring semester in order to be eligible

Return to Active Study

Students returning from approved leave of absence will not be subjected to the university's readmission requirements.

Students wishing to return from approved leave must submit a Request to Return to Active Study Form. The Request to Return must be approved before student is permitted to register.

International Students

International students that request leave of absence must consult with the Office of International Student & Scholar Services (OISS) in order to clarify the immigration / visa regulations that might impact the proposed leave of absence.

GRADES & GRADING

Conditional Grades and Prefix Symbols

- **IN** (Incomplete). May be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the semester.
- **NG** (No Grade). The NG grade is assigned by the Office of the Registrar. It is used when either the faculty member has left the grade blank or the student is credited with a blank grade because of a computer error. If a student who receives an NG grade fails to clear up the problem within the following semester, the NG grade will convert to an F, and the student's cumulative grade-point average will be recalculated accordingly.
- **P/NC** (Pass/No Credit). Graduate programs may offer courses on a Pass/No Credit basis. A nonnumeric grade of Pass or No Credit is assigned to any student who has registered for his or her course on this basis.
- **S/U** (Satisfactory/Unsatisfactory). Used for 700-level courses of research carrying credit or in regular courses taken not-for-credit.
- **W** (Withdrawal). Used when a student has withdrawn with permission / approval.

Incomplete Grades

Incomplete Grade Policy (Effective January 16, 2024)

An "Incomplete" ("IN") grade may be issued only if (1) student has completed a substantial portion of the course (typically more than half of all graded assignments and assessments including all papers, quizzes, exams, and final projects), (2) the work is unfinished for reasons acceptable to the instructor, and (3) student is in good standing in the course (earning no less than a C grade equivalent in all submitted work). Students who find themselves unable to finish all assigned work for a course before the end of the term may request a grade of Incomplete. Faculty are under no obligation to grant requests for IN grades.

Where an Incomplete grade is appropriate, the Graduate School recommends that students and instructors discuss and agree upon outstanding work to be completed and the timeline for completion.

While Incomplete grades do not affect term or cumulative grade point averages, if a graduate student in the Graduate School–Newark has 6 or more credits of coursework incomplete (IN), he or she will not be permitted to register for additional coursework until the resolution of all but one of the Incompletes. Students may complete the work for Incomplete grades even while not enrolled in additional coursework.

Incomplete courses may impact student eligibility for federal financial aid. It is imperative that students with more than one IN grade discuss their academic progress with the Office of Financial Aid prior to requesting additional Incomplete grades.

Time Limits for Incompletes

All IN grades must be resolved within twelve months after the end of the course. After twelve months, the Incomplete will be considered “abandoned”, and the grade will remain on the student’s permanent record. Students facing extenuating circumstances may request an extension-of-time to resolve Incomplete grades beyond the twelve-month timeline for completion.

Holds

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the university. Obligations may take the form of unpaid monies, unreturned or damaged books and equipment, parking fines, other charges for which a student may become legally indebted to the university, and failure to comply with disciplinary sanctions or administrative actions. University departments and offices may place holds on registration, diplomas, and transcripts for any students having an outstanding obligation.

Student Complaints about Grades

When possible, the Graduate School–Newark strives to resolve all grade complaints within the graduate degree program.

First, a student with a complaint should confer informally with the instructor who recorded the grade in question. This conference shall take place **within 10 school days** of official notification of the grade. If the instructor and student fail to resolve the dispute, the issue can be escalated. A student wishing to escalate a grade complaint must request in writing, within that 10-day period, that the director or a designate review the complaint or attempt to mediate the issue. The director or the designate has **10 school days** from receiving the student’s written request to consult with all parties and propose a resolution.

If this is unsuccessful, the matter shall be referred to a faculty committee, as designated in the bylaws of the graduate program. This committee shall render a decision within **15 school days**. In arriving at a decision, the committee may consult with anyone it chooses. In extraordinary

cases, it may ask third parties chosen from among the faculty to review the grade in question. Any appeal by the student from the program faculty's decision must be made by the student in writing to the dean of the Graduate School–Newark. The student has **10 school days** from receiving the graduate program faculty's decision to submit an appeal and lay out the grounds for this action. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean will render a decision **within 10 school days** of the receipt of the appeal.

For purposes of these procedures, a school day is any day classes are in session, excluding Summer Session. The Office of the Dean reviews all requests for grade changes to ensure that grading is in accordance with university guidelines. The decision of the Dean is final.

Scholastic Standing

Candidates for the master's and doctoral degrees must earn grades of B or better in their coursework. No more than 6 credits or 2 courses with a grade of C or C+ may be used in meeting the requirements for any master's degree or doctoral degree.

The Graduate School–Newark requires that all students maintain a minimum cumulative B or better average during each semester of study in order to remain enrolled. If a student's academic performance falls below the expected standard, the program or the school may review the record and make recommendations concerning that student's future registration in the Graduate School–Newark. Failure to maintain the minimum cumulative average may result in academic dismissal.

Termination of Studies

Students may be required to terminate their graduate studies and withdraw from the Graduate School–Newark if they fail to meet the minimum requirements of the program or the school. Each student must satisfy conditional requirements established at the time of his or her admission. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination. In addition, nonadherence to the schedule of time limits for degrees may constitute a basis for termination.

When such problems occur, the program notifies the student in writing of the program's concern about his or her performance. Such a warning specifies the source of concern, the applicable program or graduate school rules at issue, and proposed actions to resolve the problem. Warnings specify when and on what basis the faculty is considering a recommendation for academic dismissal. A probationary period of one semester is typical, though not required.

Following the probationary period, a student who fails to meet the provisions of the warning should be considered by the program faculty for dismissal. The student may be asked or may request to speak on his or her behalf at a meeting of the program faculty for that purpose. A member of the university community may assist the student in preparing his or her presentation. If the program faculty decides to dismiss the student, this decision must be issued in writing and must explain the reasons for the decision and list all warnings communicated to the student.

Appeal

A student may appeal a dismissal notice to the dean of the Graduate School–Newark. Such appeals must be submitted, in writing, **within 10 school days** of receipt of the notice of dismissal. The appeal must state the basis for the appeal: The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean, whose decision is final, shall render a decision **within 10 school days** of receiving the appeal. For purposes of this procedure, a school day is any day that classes are in session, excluding Summer Session.

COMPLETION OF DEGREES & GRADUATION REQUIREMENTS

Time Limits for Degree Completion

The minimum and maximum years required to complete a degree are determined by a student’s full-time or part-time status and the number of credits required for the degree:

DEGREE	TOTAL CREDITS	FULL/PART-TIME	MINIMUM TIME	AVERAGE TIME	MAXIMUM TIME
MA / MS	30	Full-time	1 Year	1.5 Years	3 Years
		Part-time	3 Years	3 Years	3 Years
MAT	30	Part-time	1 Year	2.5 Years	5 Years
MFA	36	Full-time	2 Years	2 Years	2 Years
		Part-time	3 Years	3 Years	3 Years
PhD	60-72	Full-time	3 Years	5 Years	7 Years
		Part-time	4 Years	6 Years	8 Years

There are times when students are unable to complete degree requirements within the time limit for degree completion. As the time limit approaches, we encourage students to work closely with their program directors to develop an expected timeline for completion. Students should also complete an Application for Extension of Time for Degree (attaching the expected timeline for completion).

An Application for Extension of Time for Degree form must be completed when the student’s degree requirements will not be completed within the time-to-degree guidelines. *Requests for an extension of time may not exceed one year.* The Application for Extension of Time is available on the Graduate School’s website.

Graduation

When entering their final semester of enrollment, degree candidates are required to follow the procedures listed below. Relevant deadlines for masters and PhD degree candidates are available on the Graduate School’s website.

- Ensure that all academic requirements have been or will be completed.
- Make certain that related fees and any outstanding debts or other obligations to the university are satisfied.
- Submit an application for admission to candidacy.

- Submit a diploma application at grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fdiploma. The degree can only be conferred and scheduled once a diploma application is submitted. Students who fail to complete the diploma application by the announced deadline will be scheduled for the next degree conferral date.

Please Note:

Each student should consult their graduate director for the specific academic requirements for their specific program.

Each student is responsible for their degree requirements. Students are advised to obtain a copy of their transcript from the registrar’s office and to contact the Dean’s Office immediately if there appears to be any discrepancies.

Conferral of degrees and diplomas occurs three times each year, in January, May, and October. Commencement / graduation occurs once a year each May. Students who file diploma applications and complete all other requirements for the degree by the announced degree deadlines will receive a diploma dated for the next applicable degree conferral date.

To provide proof that they have earned a degree before receiving the physical diploma, students may submit a request, in writing, for an Interim Certificate from the Office of the Dean of the Graduate School-Newark. Such requests take up to 21 days to process.

The school withholds diplomas from any student who is under financial obligation to the university.

Grading Scale

Graduate students are graded in each course at the end of each semester as follows:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
F	Failure	0.0

700-level courses are graded S/U (Satisfactory / Unsatisfactory).

REQUIREMENTS AND DEADLINES FOR PH.D. CANDIDATES

General Requirements for Doctoral Students

Doctoral programs normally are arranged in two phases. In the preliminary phase, the student usually pursues coursework (typically 3 courses each semester). This phase is completed when the qualifying examination is passed. At the qualifying stage, the student usually pursues research (in the form of research credits). Doctoral studies are concluded when the dissertation has been accepted and the defense of it approved.

Between admission to the Graduate School–Newark and the conferral of the Ph.D. degree, the student must (1) satisfy the course and other preliminary requirements of the particular graduate program in which he or she is enrolled, (2) pass the comprehensive qualifying examination (a student becomes a formal candidate for the doctorate only after he or she completes successfully the qualifying examination), (3) present the results of the special research in an acceptable dissertation, and (4) pass a final oral examination related to the subject of the dissertation.

All forms for PhD candidates are available on the Graduate School’s website. Students are encouraged to plan in advance to ensure that all required documents are submitted by the stated deadlines. Late submissions will be automatically moved to the next degree conferral date.

Guidance on Conducting Doctoral Dissertation Defenses

Final examination defenses for doctoral dissertations may occur in-person or virtually, using synchronous, electronic access technology. “Fully virtual” defenses for all committee members and the student are permissible. This is an extension of our authorization for virtual defenses, first issued in March 2021. This guidance does not change the requirement that all committee members, and the student, must participate in the defense synchronously – the student and all committee members must be able to hear each other (or utilize TTY or TDD relay for accessibility). The student must also ensure that each committee member has appropriate access to the thesis or dissertation well in advance of the defense.

The Graduate School recommends that defense committees use Zoom ([zoom.rutgers.edu](https://zoom.us)). The committee chair should be responsible for setting up and hosting the Zoom meeting at the appointed time, and for enabling a waiting room or breakout room, if deemed appropriate. For the purposes of ensuring connectivity for all participants, the Chair (as Host) may wish to conduct a short dry run prior to the defense (i.e., a brief check-in of all participants’ audio capabilities). Note that Zoom provides a “record” feature, if the student desires a recording of the event. **Committee deliberations should not be recorded.** As a reminder, in order for a defense to be valid, all committee members must be present and participate. A representative from the Office of the Dean is also available to join the teleconference in order to monitor connectivity and assist with tech troubleshooting.

Dissertation committees are expected to issue an immediate determination of whether the defense meets program requirements and expectations for the doctoral degree. The committee’s decision must be announced to student at the conclusion of the defense.

Dissertation Defense Report

Within 72 hours of the successful defense, each committee member (including the Chair) must sign the Graduate School's Dissertation Defense Report; DocuSign is the preferred method for obtaining all necessary signatures. The defending students complete the portions of the Report identifying (i) their committee members, and (ii) the courses that count towards the degree. Students should use their unofficial transcript to accurately record the courses counting towards the degree. Reports lacking this information will be returned, and may delay conferral of the degree. Detailed instructions for completing the Report will be provided for defending students.

DocuSign: After completing the required portions of the Dissertation Defense Report in DocuSign, the platform will route the Report for signature to each committee member (including the Chair) and the Graduate Program Director. The fully-executed form will then be automatically submitted to the Graduate School.

Signed Dissertation Title Page

After the defense, student should request that each committee member also affix a "wet" or electronic signature (using either Preview, for Mac users, or Adobe, for other devices) to the dissertation's title page. Once collected, student should send the signed title page to the Graduate School at gsnsch26@newark.rutgers.edu.

REQUIREMENTS AND DEADLINES FOR MASTERS CANDIDATES

Candidates for the master of arts (M.A.), master of arts in teaching (M.A.T.), master of science (M.S.), master of business and science (M.B.S.), or master of fine arts (M.F.A.) degree must satisfy the requirements of the Graduate School-Newark, as well as those of the program in which they are enrolled.

The Graduate School-Newark requires that masters degree candidates earn a minimum of 30 credits of successful graduate study.

If required by the program, students are required to:

- Successfully complete a final comprehensive examination in the student's field of concentration.
- Satisfy a writing requirement by submitting a master's thesis or by demonstrating to the faculty the ability to write a creditable expository or critical essay.
- Students who do not submit a thesis may fulfill the writing requirement as part of a regular course, in a seminar, or through a special assignment designed for this purpose.
- Pass a foreign language examination if required by the program.
- Complete at least 60 percent of their degree programs in graduate-level courses that are under the jurisdiction of the Graduate School-Newark.

General requirements, with a thesis

The Candidacy Application form, Parts I and Part II, must be signed by student's committee members and Program Director before it is submitted to the Graduate School Dean's Office.

General requirements, without a thesis

Sections A and B of the Candidacy Application form Part II must be signed by student's committee and the professor to whom the essay was submitted.

All forms for masters candidates are available on the Graduate School's website. Students are encouraged to plan in advance to ensure that all required documents are submitted by the stated deadlines. Late submissions will be automatically moved to the next degree conferral date.

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