



RUTGERS UNIVERSITY GRADUATE SCHOOL OF BIOMEDICAL SCIENCES POLICY

SUBJECT: Academic Affairs	TITLE: Satisfactory Academic Progress
AMENDED: August 2016	

*** This revision supersedes all prior versions.**

I. PURPOSE

This policy defines satisfactory academic progress (SAP) for all GSBS matriculated students.

II. ACCOUNTABILITY

The Departmental Chairperson or Graduate Program Directors, Thesis Research Advisory Committees, Department Graduate Program Committee and the GSBS Senior Associate Deans are responsible for implementing this policy.

III. APPLICABILITY

Sound academic principles require that students be expected to maintain standards of Satisfactory Academic Progress. In addition, federal regulations require the School to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or academic plan, suspension or may be dismissed, in accordance with the policies of the School. The standards of Satisfactory Academic Progress measure a student's performance in four areas: completion rate, core course(s) grade point average (GPA), cumulative overall GPA and maximum time frame. The student's academic progress shall be evaluated each semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below.

A. Maximum Time Allowance

"Maximum time frame" is defined by the School as the maximum number of years a student may attempt GSBS courses in the pursuit of a degree or certificate. Each semester maximum

time allowance will be evaluated to determine whether each student can complete the program without exceeding the maximum years in which courses were attempted. Each student will be evaluated to determine if he/she has made adequate progress toward his/her degree or certificate according to the following schedule.

	Maximum Time From Matriculation to Graduation*
Certificate --18 credits	2.5 years
Master (non-thesis) – 30 credits	4 years
Master of Science -- 30 credits	4 years
Doctoral Degrees –70 credits (GSBS at NJMS and GSBS at SOM)	7 years
Doctoral Degrees –72 credits (GSBS at RWJMS)	7 years

*For students not in full-time status the maximum time from matriculation to graduation may be prorated at a level up to 1.5 times the full-time maximum. Leaves of absence and time devoted to study at other institutions for a dual degree or at external scholarly programs are not included in these time allowances.

B. Completion Rate

As part of the Satisfactory Academic Progress assessment each student’s Completion Rate will be evaluated by comparing the number of attempted credit hours with the credit hours earned. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

Degree Program	Measurement Interval	Percentage of Credit Hours That Must Be Passed
CERTIFICATE	Semesters 1, 2, 3	50%
	Semesters 4, 5	75%
MBS/MS	Years 1, 2	50%
	Years 3, 4	75%
PHD	Years 1, 2	50%
	Year 3 and beyond	75%

When assessing SAP for students who were on an approved Leave of Absence during the evaluation period, the completion rate will be prorated.

Coursework and grades taken prior to a student’s current level must be approved for application to the current level and will be counted for SAP based on that determination.

Credit hours for courses in which a student has remained enrolled after the Drop/Add period will be considered as attempted or earned as follows:

ATTEMPTED & EARNED	ATTEMPTED BUT NOT EARNED	NOT ATTEMPTED OR EARNED
Letter grades A thru C	Letter Grade F	Transfer Credits ***
Successfully repeated courses (credit hours may be counted as earned once per course)*	Withdrawal (W)	
"P" **	Incomplete (INC)	
"S" **	"U"	
	"X" (Grade not submitted to Registrar.)	

* Quality points from an earlier course grade in a repeated course do not count in the calculation of the GPA.

** "P" grades received for pass/fail and "S" grades received for satisfactory/unsatisfactory graded courses are considered attempted and earned credits.

*** Transfer credits are not included in the calculation of the GPA and are not evaluated to determine satisfactory academic progress.

C. Grade Point Average ("GPA")

GSBS students will be evaluated to determine if they have achieved satisfactory levels of academic progress. Satisfactory Academic Progress will require that students who have attempted 12 or less credits have earned a GPA of at least 2.75; those who have attempted 13 or more credits must have earned a GPA of at least 3.0. In addition, students must pass all core and required courses **and** earn an average grade of "B" (3.00/4.0) or better in the Core course(s) of their program to be in good academic standing. Programs may set more stringent requirements. Consult program policies regarding specific requirements of the program.

In the thesis phase, a student's progress and performance on the qualifying examination, thesis research, written dissertation and defense will be evaluated at the end of each semester by either the departmental graduate committee or defined special committees. During thesis phase students must earn a grade of "S" in the Thesis Research course. A grade of "U" in the Thesis Research course will result in the student not making satisfactory academic progress. A grade of "S" in the next semester will place the student in Satisfactory Academic Progress status.

D. Other Institutions

Students enrolled in GSBS courses as students in Joint or Dual Degree Programs with other institutions are subject to the standards of academic progress of this policy, counting only semesters when the student's enrollment is administered by GSBS. If the terms of the Joint Program include stricter requirements for Satisfactory Academic Progress, the stricter requirements will be enforced.

E. Notification of Lack of Satisfactory Academic Progress

The Office of the GSBS Campus Senior Associate Dean shall transmit written notification to all students who have not met the standards for Satisfactory Academic Progress, with copies to the University Office of Financial Aid, Program Director and GSBS Registrar's Office. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as Financial Aid warning, Financial Aid probation and/or academic plan, suspension or dismissal. A student may re-establish Satisfactory Academic Progress by demonstrating achievement of the completion rate and GPA required pursuant to Sections A - C of this policy within the maximum time frame required in Section C of this policy.

F. Financial Aid Warning

Upon determining that a student is not making satisfactory academic progress, his/her financial aid status will be "financial aid warning status" for a period of one semester during which the student will continue to be financial aid eligible. This status is assigned to a student automatically once determined that the student is not progressing satisfactorily and is effective for the next semester. No appeal is necessary and the student will be reviewed again at the end of the next semester. If the student is still not progressing satisfactorily see section on Appeal and Financial aid Probation.

G. Appeal for Reinstatement of Financial Aid Eligibility

Students who wish to appeal for reinstatement of financial aid eligibility should submit a written appeal in accordance with the GSBS academic appeal process. A final determination will be provided in writing. Exceptional circumstances warranting an appeal and possible exception include death of a relative and injury or illness of the student.

H. Financial Aid Probation

Financial aid probation is awarded to a student if the Appeal has been approved. (See section G for details.) While on Financial aid probation for one semester, the student is eligible to receive financial aid funding.

I. Academic Plan

An Academic Plan is created for a student who will not be able to complete the necessary benchmarks to regain SAP status within the period of time on financial aid probation of one semester. The Academic Plan includes benchmarks that must be completed successfully for each successive semester in order to continue on the plan and continue to be eligible for financial aid.

J. Dismissal or Withdrawal

Students who are dismissed or have withdrawn from the School are not making Satisfactory Academic Progress and are not eligible to receive financial aid.

K. Documentation

Documentation of decisions concerning Financial Aid warning, Financial Aid probation and/or academic plan, dismissal, appeal, or re-establishment of Satisfactory Academic Progress shall be transmitted to the affected student and maintained in the GSBS student academic file on record in the GSBS Registrar's Office in accordance with the University's record retention requirements.

L. Dissemination

This policy shall be published in the same manner as other academic policies of the School, including online publication and inclusion in all new editions of the Student Handbook following adoption of the most recent policy amendment.

M. Standards for Satisfactory Academic Progress Established upon Matriculation

Standards for Satisfactory Academic Progress that are distributed to a student upon matriculation are applicable for the duration of the student's continuous matriculation in the same program, unless any changes in standards are made.