



## RUTGERS UNIVERSITY GRADUATE SCHOOL OF BIOMEDICAL SCIENCES POLICY

SUBJECT: Academic Affairs	TITLE: Program Transfer Policy
AMENDED: July 2013	

### I. PURPOSE

This policy states guidelines regarding transferring to an alternate or subsequent GSBS degree program.

### II. ACCOUNTABILITY

The GSBS Campus Senior Associate Deans are responsible for this policy.

### III. POLICY

#### **PH.D. Students**

Ph.D. students requesting a transfer from one program to another within GSBS must apply through the GSBS Campus Senior Associate Dean. Such a transfer does not extend the period of GSBS stipend support or the maximum time permitted to obtain the Ph.D.

Students withdrawing from the doctoral program are eligible to receive a thesis-based M.S. degree with approval of the doctoral Program Director, the GSBS Campus Senior Associate Dean and the GSBS Campus Executive Council. In certain circumstances, students may petition the Senior Associate Dean to be eligible to receive a M.B.S degree. Students transferring from a doctoral to a Master of Science degree program, who at the time of the transfer have completed 30 or more credits and have fulfilled the course requirements for the M.S. degree that they are pursuing, will be coded as in thesis phase status and will be subject to the fees associated with their degree and time status. If at the time of transfer the student has completed less than 30 credits, they must fulfill the academic and tuition/fee obligations of the program to which they transfer.

Students who transfer from a doctoral program to a Master's program are no longer eligible to receive a Graduate Fellowship. This policy applies to all graduate programs within and between

the partner institutions participating in the Graduate School of Biomedical Sciences doctoral programs e.g., New Jersey Institute of Technology.

### **Master's Students**

Students in the Master's programs who matriculate to a medical/dental school prior to completing the degree requirements may request an educational leave of absence for a maximum of one year to complete the requirements of the program if they wish to obtain the Master's degree. To earn graduate school course credit for a medical or dental school course the student must complete an application for transfer credit and submit the application, an official transcript and course description(s) to the Campus GSBS Senior Associate Dean for approval. Students may apply no more than six credits of graduate level courses to the Master's degree. Students not completing the GSBS Master's degree requirements within the one year educational leave of absence period may be required to re-apply to the GSBS and undergo a new admissions process.

Approval of transfer of credits from GSBS Master's program to a GSBS Ph.D. program will be done on an individual basis at the discretion of the program director and the GSBS Campus Senior Associate Dean. All students must maintain satisfactory academic progress status as described in the GSBS Transfer Credit policy.

### **Certificate Students**

Students are eligible to apply all credit from a Certificate to a Master's degree program as long as all of the transfer courses were taken within the Graduate School of Biomedical Sciences. There is no minimum grade requirement when applying courses from the Certificate to Master's programs. The application of credits from a GSBS Certificate program to a GSBS Master's program must be approved by the program director and GSBS Campus Senior Associate Dean. To be eligible to transfer from a Certificate program to the Master's program the Certificate must have been completed within the previous two years.