

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Deregistration

Responsible Executive: Associate Dean for Student Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 02/09/2015

Revisions:

I. PURPOSE

This policy outlines De-Registration procedures.

II. ACCOUNTABILITY

The Registrar's Office is responsible for implementing this policy under the general direction of the Associate Dean for Student Affairs.

III. APPLICABILITY

The School of Public Health expects students to plan both their academic careers and financial arrangements such that they are able to register prior to the beginning of the term and pay for all classes in accordance with University deadlines.

A. Procedures

The cancellation of a student's enrollment or registration for any period of time is referred to as deregistration. Deregistration is an administrative action taken when a student fails to fulfill a professional obligation or established administrative deadline while enrolled in the School of Public Health. Examples of professional obligations and/or administrative deadlines include, but are not limited to:

- 1) Non-payment of fees, fines or bills;
- 2) Failure to remove a financial aid, student loan, library, parking or other University encumbrance;
- 3) Failure to meet an immunization requirement deadline or address immunization non-compliant status;
- 4) Failure to submit missing academic paperwork, such as an official academic transcript;
- 5) Failure to submit enrollment /registration data information; and
- 6) Failure to adhere to other internal, publicized deadlines established by the school or University administration.

The School of Public Health's Office of the Dean, or any other administrative area may initiate the deregistration process. When a student is deregistered, the Registrar will notify the student that he/she is not permitted to attend any educational or school-related activities, such as lectures, small group sessions, exams, etc., while deregistered. The Course Director(s) will also be notified. The Registrar will re-register the student once the

student satisfies any and all professional or administrative obligations. If you feel you have been de-registered in error, please contact:

<http://www.studentabc.rutgers.edu/billing-and-collections-rutgers-biomedical-and-health-sciences-rbhs>