

POLICY OF THE RUTGERS SCHOOL OF PUBLIC HEALTH

Section Title: Academic Matters

Policy Name: Satisfactory Academic Progress (SAP)

Responsible Executive: Associate Dean for Academic and Faculty Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 01/14/2010

Revisions: 05/04/2011, 03/13/2014, 12/15/2014, 12/08/2016, 06/08/2017

I. PURPOSE

This policy defines Satisfactory Academic Progress (SAP) for all School of Public Health matriculated students.

II. ACCOUNTABILITY

The Registrar and the Chair of the Academic Progression Committee are responsible for implementing this policy under the general direction of the Associate Dean for Academic and Faculty Affairs.

III. APPLICABILITY

Sound academic principles require that students be required 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 probation or 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 three areas: completion rate, cumulative grade point average (GPA), and maximum time frame. The Academic Progression Committee shall evaluate each student's academic progress annually after the conclusion of the Spring semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below.

A. Completion Rate

As part of the annual 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:

Fraction of Total Credit Hours Required for the Degree or Certificate that Have Been Attempted	Percentage of Attempted Credit Hours That Must Be Earned
1st Quarter of Total Credit Hours	50%
2nd Quarter of Total Credit Hours	60%
2nd Half of Total Credit Hours	67%

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 AND EARNED (Grades that count as both attempted and earned in calculating completion rate)	ATTEMPTED BUT NOT EARNED (Grades that count as attempted but will not count as earned when calculating completion rate)	NOT ATTEMPTED OR EARNED (Grades that count as neither attempted nor earned in calculating completion rate)
Letter grades A thru C	Letter grade F	AU (audit)
P grades in Pass/Fail Courses	W	Transfer credits
Successfully repeated courses (credit hours may be counted as earned once per course)	INC (incomplete)	Non-credit courses and enrichment courses
		IP (in progress)
		NC (student scholar status)

After completion of course work, a grade of "F" in Doctoral Research, Master of Science Research, or the Practicum will indicate unsatisfactory academic progress.

Example Scenario:

An MPH matriculated student who has attempted 15 credits hours (which falls within the 2nd quarter of total credit hours for the MPH) must have earned 60% of the 15 credit hours attempted or at least 9 credits. If this MPH matriculated student has earned a minimum of a "C" in three 3-credit courses, then this student has met the expected Completion Rate.

B. Grade Point Average ("GPA")

Satisfactory Academic Progress will require that students have a satisfactory GPA, defined as follows: those who have earned five or fewer credits must have a GPA of 2.0 or better; those who have earned 6-8 credits must have a GPA of 2.5 or better; and those who have earned 9 or more credits must have a minimum of 3.0 for Masters degrees (MPH and MS) and Certificates and 3.2 for Doctoral degrees.

C. Maximum Time Allowance

"Maximum time frame" is defined by the School as the maximum number of years a student may attempt courses in the pursuit of a degree or certificate at the School of Public Health. The Academic Progression Committee shall evaluate whether each student has made adequate progress toward his/her degree or certificate according to the following schedule.

The maximum time frames for all matriculated students (full-time and part-time) are as follows:

	Maximum Time From Matriculation in a Certificate or Degree Program to Graduation
Certificate (15 credits)	2 years
Master of Science in Biostatistics (30 credits)	4 years
Master of Science in Health Outcomes, Policy, and Economics (39 credits)	5 years
Master of Public Health (45 credits)	6 years
Doctoral Degrees (72 credits)	9 years

Additional requirements for doctoral students: A doctoral student should complete and pass the Qualifying Exam and be admitted to candidacy within three (3) years of admission, complete the dissertation proposal defense within one (1) year of candidacy (passing of the qualifying exam); and defend the dissertation within nine (9) years of admission. A doctoral student's entire course of study, including dissertation research and defense must be completed within nine (9) years of admission to the Doctoral Program.

Semesters on leave and those devoted to study at other institutions for a dual degree or at external scholarly programs are not included in these time allowances.

D. Notification of Lack of Satisfactory Academic Progress

The Chair of the Academic Progression Committee shall transmit written notification to all students who have not met the standards for Satisfactory Academic Progress, with copies to the Rutgers Office of Financial Aid, the Department Chair, the Department support staff, the Office of the Registrar, and the relevant Office of Student Affairs staff member. 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 probation, suspension or dismissal.

E. Financial Aid Probation

Students who are deemed not to be making Satisfactory Academic Progress are not eligible for financial aid. However, they may be eligible for financial aid probation for a maximum period of 12 months. Affected students should contact the Rutgers Office of Financial Aid. A student may re-establish Satisfactory Academic Progress by demonstrating to the Chair of the Academic Progression Committee achievement of the completion rate and GPA required pursuant to Sections A and B of this policy within the maximum time frame required in Section C of this policy.

F. Appeal of Failure to Make Satisfactory Academic Progress

Students who wish to dispute a determination of unsatisfactory academic progress may do so in accordance with the School Procedural Code on Academic Progression. If a student's failure to make satisfactory academic progress is due to life circumstances beyond their control, the student may appeal to the Associate Dean for Academic and Faculty Affairs. Examples of exceptional circumstances warranting an exception include death of a relative and injury or illness of the student.

G. Dismissal or Withdrawal

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

H. Other Institutions

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

I. Documentation

Documentation of decisions concerning probation, dismissal, appeal, or re-establishment of Satisfactory Academic Progress shall be recorded in the meeting minutes of the Academic Progression Committee and shall be transmitted to the affected student and maintained in the student academic file at the School of Public Health in accordance with Rutgers University record retention requirements.

J. 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 School Bulletin following adoption of the most recent policy amendment.

K. Standards for Satisfactory Academic Progress Established upon Matriculation

Standards for Satisfactory Academic Progress 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 adopted.