

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Academic Load and Overload

Responsible Executive: Associate Dean for Academic Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 12/18/2019

Revisions: 01/07/2025

I. PURPOSE

This policy defines the requirements for full-time status and part-time status for all students in the Rutgers School of Public Health.

II. ACCOUNTABILITY

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

III. APPLICABILITY

A student admitted into a degree or certificate program of the Rutgers School of Public Health is expected to remain registered full-time, part-time, or on a leave of absence every fall and spring semester.

A. Full-Time Status

A student is considered to be enrolled full-time in a semester when the student has registered for nine (9) or more credits in fall or spring semesters and for six (6) or more credits in summer semesters. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

B. Part-Time Status

A student is considered to be enrolled part-time in a semester when the student has registered for between one (1) and eight (8) credits in fall or spring semesters and for between one (1) and five (5) credits in summer semesters. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

C. Maintaining Matriculation

All matriculated students must maintain continuous matriculation from the time of admission until the completion of all degree requirements. Typically, this is achieved by enrolling in courses in the fall and spring semesters (Summer semesters are not required). Students who drop to zero (0) credits must register for "Maintaining Matriculation" or a Leave of Absence (which includes Student Scholar). For more information about a leave of absence, please see the Leave of Absence policy.

D. Academic Overload

During fall and spring semesters, students may not exceed 12 credits. During summer semesters, students may not exceed 12 credits total (including Summer I, Summer II and Summer I and II Combined) or may not exceed 6 credits Summer I or Summer II, individually.

Students may only take more than the maximum number credits allowed in a semester with special permission from their academic advisor who evaluates the student's courseload and academic standing for the particular semester.

- i. Eligibility: Matriculated students who have completed at least one semester of graduate coursework at SPH or another university may request an Academic Overload for a semester. Articulated degree students (BA-BS/MPH) must have completed at least one semester at the SPH and be in good academic standing to request an Academic Overload for a semester.
- ii. For students eligible to request an Academic Overload for a semester, their academic advisor may consider, but is not limited to, the following when evaluating the student's courseload:
 - whether any 0-credit curriculum requirements are being completed in the semester, such as MPH Applied Practice Experience or MS in Biostatistics Research;
 - whether any research or practicum requirements are being completed in the semester;
 - the extent to which the student has work obligations;
 - the relevancy and appropriateness of the reason for requesting an Academic Overload; and
 - the overall GPA; a minimum of 3.5 GPA overall is expected.
- iii. Students who are eligible and approved for an Academic Overload situation for a semester, must complete an Add/Drop form noting the request for an overload. A student must request an Academic Overload in each subsequent semester.

E. Course Workload Expectations

Students should understand that for every one (1) credit-hour of a course, they are expected to spend approximately three (3) hours per week studying outside of class time, and should therefore plan their academic load accordingly. Study time may vary based on the student's background knowledge and class difficulty.