

## SCHOOL POLICY

**Section Title:** Academic Matters

**Policy Name:** Maintaining Matriculation

**Responsible Executive:** Associate Dean for Academic Affairs

**Responsible Office:** Office of the Registrar

**Originally Adopted:** 11/18/2013

**Revisions:** 07/28/2021, 09/30/2025

### I. PURPOSE

This policy defines the maintenance of matriculation for all Rutgers School of Public Health matriculated students.

### 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

All matriculated students at the School of Public Health 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 do not register for courses 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.

Maintaining matriculation -

- reserves a student's place in the degree program as a continuing student;
- ensures that the student will continue to receive registration materials and any other mailings to enrolled students;
- allows access to University facilities and services, such as the Library and Health Services; and
- enables application for student health insurance, if needed.

#### A. Registering for Maintaining Matriculation

Matriculated students at the School of Public Health who wish to request maintaining matriculation must submit a completed Request for Maintaining Matriculation form, with appropriate signatures. This registration requires the payment of a \$35 fee for each semester this type of registration is used.

#### B. Students Eligible for Maintaining Matriculation Status

- Student who is working on incomplete grade(s), including research/capstone, from prior term.

- Student who has returned for a certificate having completed all required courses for the certificate.
- Student who is awaiting registration approval for Applied Practice Experience (MPH or DrPH) but has completed required coursework other than Practicum Capstone or Research.
- Student who is completing the DrPH Qualifying Examination.
- Student who is awaiting registration approval for Practicum Capstone (MPH), Capstone (MS-HOPE), MS Research or Doctoral Research but has completed all other required coursework.
- Student who has completed all required coursework and is awaiting completion of the Interprofessional Education activity requirement.
- Student who is awaiting graduation due to missing a graduation date.
- Student who has successfully defended their dissertation/thesis and is awaiting graduation.

### C. Implications of Maintaining Matriculation

If you are receiving Financial Aid, living in University Housing, studying at Rutgers as an International Student and/or enrolled in a Rutgers student health insurance plan, be sure to contact the respective office(s) to determine any ramifications if you register for maintaining matriculation. For example, during the semester in which you register to maintain matriculation you are; 1) not eligible to receive financial aid and 2) your student loan repayments may become due.