

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Student Requirement to Access and Engage with School Information Platforms and Systems

Responsible Executive: Associate Dean for Academic Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 05/12/1998

Revisions: 04/01/2025, 09/30/2025

I. PURPOSE

This policy defines the expectations for students to stay informed about official communications, academic requirements, and institutional policies while enrolled as a student at 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 with additional support from the Office of Student Experiences and Alumni Affairs. However, all members of the school community—students, faculty, and staff—are responsible for staying informed and using official communication channels appropriately.

III. APPLICABILITY

By maintaining regular engagement with school resources, students can effectively navigate their academic programs and fulfill their responsibilities in a timely manner.

A. Matriculated Students

Students are responsible for:

- Checking their Rutgers-issued email via Rutgers Connect (e.g., @sph.rutgers.edu and not ScarletMail) frequently to stay informed about official communications.
- Maintaining an up-to-date mailing address with the Office of the Registrar by submitting a Change of Address form when necessary.
- Referring to the school's online catalog as the official source for academic policies, procedures, and program requirements.
- Staying informed about registration, scheduling, and deadlines by reviewing updates on the school's website each semester.
- Regularly monitoring and accessing Canvas, the learning management system at Rutgers, for coursework and other academic and student support resources.
- Consulting with their academic advisor at least once per semester to ensure they remain on track with their academic program.

When students do not stay informed and maintain regular communication with and active engagement in university resources, they risk being in violation of the School of Public Health's Technical Skills and Standards. (See the Technical Standards for Admission, Progression, and Graduation for more information.)

The academic and other regulations established by the faculty and administration of the School of Public Health and the Board of Governors of the university are subject to amendment at any time.

B. Faculty, Instructors, Staff, and Administrators

Faculty, instructors, staff, and administrators are responsible for:

- Ensuring that students receive timely and accurate information through official communication channels.
- Providing academic advising and guidance to help students comply with institutional policies and procedures.
- Utilizing Rutgers-issued email via Rutgers Connect (e.g., @sph.rutgers.edu and not ScarletMail) for official communications with students.