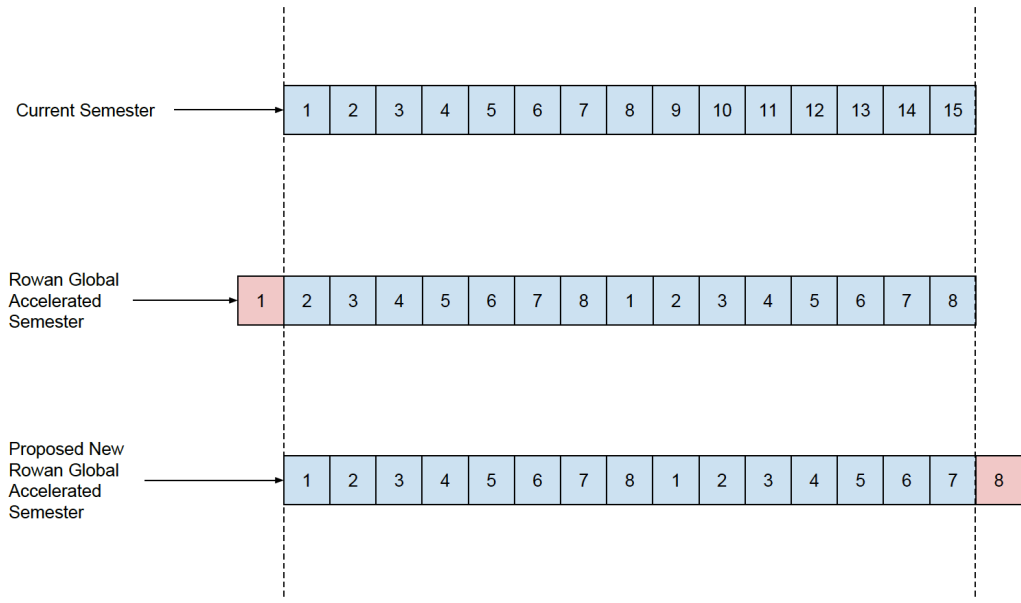


Senate Executive Committee Agenda
Friday, March 8, 2019 at 2:00 PM in Lib 404

1. Update on curriculum software
2. Amendment to Rowan Core Policies (separate file, Nathan Bauer)
3. Proposed change to Global calendar (page 2)
4. Proposed Global policies: Time Limit Extension and Graduate Academic Leave of Absence (Page 3)
5. Lactation spaces: Hawthorn 208. James 1149 is a temporary second room until the James 3007 work is completed
6. Middle States Meet and Greet: Sunday, March 10, 6:30 PM in the Rowan Art Gallery. RSVP Theresa DeVecchis, devechis@rowan.edu

Proposed New Accelerated RG Fall Term



Title: Academic Leave of Absence

Subject: *Academic Affairs*

Policy No:

Applies: Graduate Programs

Issuing Authority: *Provost / Senior Vice President for Academic Affairs/Vice President of Rowan Global Learning & Partnerships*

Responsible Officers: *Deans*

Adopted:

Last Revision: *2.5.2019*

Last Reviewed: *2.5.2019*

I. PURPOSE

The purpose of this policy is to establish policy, procedures, and guidelines for the management of University graduate program attendance records.

II. ACCOUNTABILITY

Under direction of the Provost/Senior Vice President for Academic Affairs/Vice President of Rowan Global Learning & Partnerships, all Deans, Department Chairs, and Department Heads shall implement this policy. All faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy applies to students and faculty with respect to graduate-level programs and courses, including degree programs, certificates of advanced graduate study, certificates of graduate study, and post-baccalaureate certificate programs. Students who are currently enrolled but do not intend to register for classes in an upcoming semester due to extenuating personal reasons may apply for an Academic Leave of Absence. Additional policies are independently developed and implemented by the Rowan University School of Osteopathic Medicine, the Graduate School of Biomedical Sciences, and the Cooper Medical School of Rowan University.

IV. Policy

Academic Leave of Absence

The Office of the respective Academic Dean may grant a temporary leave of absence to students who demonstrate sufficient cause to justify such a leave. Students who feel their circumstances justify a leave should contact the appropriate graduate program director or department chair to discuss the possibility of a leave of absence, the consequences of interrupting their program of study and the conditions that will need to be satisfied to return to the university. The Office of the Academic Dean is responsible for granting these leaves and works in collaboration with the Office of the Graduate Studies when determining if and when a student on leave returns to the university. Whenever possible, students should discuss with their advisers and/or graduate program directors the impact a leave of absence would have on their ability to eventually complete their program of study. In some programs, it may be difficult for a student to complete their program of study when they do not continue with their cohort.

1. Students in good academic standing, who must interrupt their studies temporarily, should apply for a leave of absence in writing to the Office of respective Academic Dean through their graduate program director or department chair. A graduate student may be granted a leave or (leaves) of absence for a period not to exceed a total of 12 calendar months and with appropriate documentation.
2. Students cannot apply for a leave of absence for a semester in which they are currently registered for classes. Leaves of absence can only be approved for semesters that have not yet begun.
3. Leaves of absence extend time to degree completion including any deadlines and other degree requirements. During a leave of absence, the student will be placed on “Inactive Status” during which time the student will not receive registration reminders from the Rowan University Division of Global Learning & Partnerships.
4. Written notification of the student’s intent to return must be received by the respective Office of the Academic Dean through their graduate program directors or department chair at least one month prior to the expiration of the leave to ensure proper plan of study for re-entry into the program. Registration is not required and funding support may be affected by the leave.
5. Upon expiration of the Leave of Absence, the student will resume “Active Status” and will receive registration reminders and all related active registrant communication from Rowan Global.
6. Students NOT returning from leave of absence within the approved date may be required to reapply to the Rowan University Division of Global Learning & Partnerships Admissions Office and undergo a new admissions process.
7. Students returning from leave of absence and who apply for readmission must demonstrate that their knowledge is current and consistent with those standards that are in effect in the graduate program at the time. The program will determine what constitutes an acceptable level of current knowledge on a case-by-case basis and must include this determination in its recommendation for readmission.
8. International students holding a student visa who wish to temporarily leave the United States under this policy must obtain permission of the International Center Office and submit the required documentation 30 days prior to their travel.

ROWAN UNIVERSITY POLICY

Title: *Graduate Program Time to Degree Completion and Extension of Time to Degree Completion*

Subject: *Academic Affairs*

Policy No:

Applies: **Graduate Programs**

Issuing Authority: *Provost / Senior Vice President for Academic Affairs/Vice President of Rowan Global Learning & Partnerships*

Responsible Officers: *Deans*

Adopted:

Last Revision: *2.5.2019*

Last Reviewed: *2.5.2019*

I. PURPOSE

The purpose of this policy is to establish policy, procedures, and guidelines for the management of University graduate program attendance records.

II. ACCOUNTABILITY

Under direction of the Provost/Senior Vice President for Academic Affairs/Vice President of Rowan Global Learning & Partnerships, all Deans, Department Chairs, and Department Heads shall implement this policy. All faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy applies to students and faculty with respect to time limits for graduate-level programs and courses, including degree programs, certificates of advanced graduate study, certificates of graduate study, and post-baccalaureate certificate programs. Approval for extension of time is required annually for students who have exceeded the time limits of graduate study. Additional

policies are independently developed and implemented by the Rowan University School of Osteopathic Medicine, the Graduate School of Biomedical Sciences, and the Cooper Medical School of Rowan University.

IV. Policy

1. Time Limits for Rowan Global Non-Degree Programs
 - a. Students in non-degree graduate-level programs, Post Baccalaureate, or Graduate Certificate (COGS/CAGS) programs are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within nine (9) consecutive terms (3 years), including any summer term, from the original term of matriculation.

2. Time to Degree Completion for Graduate Degree Programs
 - a. Students in graduate-level degree programs are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within 21 consecutive terms (7 years), including any summer term, from the original term of matriculation.

3. Extension of Time for Graduate-Level Programs
 - a. Graduate students who do not successfully complete their academic program (as verified by the academic department) within the prescribed time limits officially will become “inactive” in the student information system and may need to reapply or submit a completed application for extension of time to continue with the program.
 - b. Graduate students may maintain their active status and continue coursework by applying for an extension of time of up to three consecutive terms (1 year), including any summer term, from the original expected term of completion.
 - c. Students may submit an application for extension of time one academic term prior to the original expected date of program completion.
 - d. Application, with the supporting details and endorsements of the program director and or department chair must be emailed by the program director and department chair to the Office of the respective Academic College Dean and submitted to the Office of Graduate Studies at graduatestudies@rowan.edu.
 - e. International students seeking an extension of time to degree completion must consult with the International Center Office prior to submission.