

# Graduate & Post-Baccalaureate Student Policies

The policies in this handbook apply to Rowan Global graduate and post-baccalaureate students only. In most cases these policies either replace or add to the University-wide policies. All University-wide policies are included in the official Rowan University Student Handbook.

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## Honors Designation

### For Rowan Global Undergraduate Students

Rowan University recognizes exceptional academic achievement for undergraduate degree students (both Rowan Global and non-Rowan Global) by noting academic honors on diplomas, commencement booklets (typically), and transcripts.

Detailed information about the qualifications, levels and processes for academic honors designation at the undergraduate level at Rowan may be found by visiting: [www.rowan.edu/provost/registrar/graduation.html#honors](http://www.rowan.edu/provost/registrar/graduation.html#honors)

### For Rowan Global Post-Baccalaureate Students

There is no honors designation for those matriculated in post-baccalaureate programs at Rowan University.

### For Rowan Global Graduate Students

Academic honors at the graduate level are not officially noted by Rowan University on diplomas, commencement booklets, or transcripts.

However, the following honors designations exist for qualified graduate students at Rowan University:

1. Alpha Epsilon Lambda, the National Graduate Honor Society, is for those with 18 graduate credit hours and a 3.85 cumulative GPA as of spring every year. It is by invitation from the AEL Committee, based upon the above requirements. Students who wish to join must pay a one-time national fee, and yearly chapter fees.
2. Full members in good standing who are degree-seeking students eligible for graduation are able to purchase honor cords to wear at commencement.
3. Program-specific honors societies: There may also be other national/professional honor societies associated with particular programs/disciplines at Rowan. Qualified degree-seeking students who are eligible for graduation and follow their organization's rules and guidelines are able to wear cords from these respective societies at commencement.
4. The Graduate Dean's List is coordinated by the Registrar's Office at Rowan University. This is based upon a 3.85 cum GPA in a minimum of 9 graduate credit hours and is calculated and determined term by term.
  - a. More information about this policy can be found at: [www.rowan.edu/provost/registrar/univ\\_scholars.html](http://www.rowan.edu/provost/registrar/univ_scholars.html)
  - b. Please note: This designation is considered a "University Scholar Honor" and therefore, per Rowan policy, is not noted on the transcript. It is only noted on a "professional certificate" that students may purchase for any term in which they qualify.

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## Appeals Process for Minimum Satisfactory Academic Progress

It is the goal of both Rowan Global and the academic departments to help students stay on track for program completion. Because of this, Rowan Global will consider appeals where appropriate. Appeals to the Minimum Satisfactory Academic Progress review (warning, probation, dismissal) are considered in the following situations:

1. If you believe that your academic review included undergraduate coursework (other than required foundation courses) with unsatisfactory grades (according to the policy category used by your academic program) and that without those courses/grades you would not have been placed on warning or an academic progress status;
2. If you believe that your academic review included graduate coursework\* with unsatisfactory grades (according to the policy category used by your academic program) which will not be counting toward your graduate program (either because they do not belong to your current program, because you have an official course substitution, or for other special/documented circumstances), and without that inclusion you would not have been placed on warning or an academic progress status;
3. If your Academic Advisor and/or Chair submit special circumstances in writing to Rowan Global that warrant an exception to the Rowan Global Minimum Satisfactory Academic Progress policy be made in your particular case. (Please note, appeals are only approved in situation #3 in rare and compelling cases.)

Note: \*Any unsatisfactory graduate-level grade that is successfully appealed will still count toward the official cumulative graduate GPA at Rowan unless officially excluded in the Banner system which is usually only allowed by re-taking the exact course and earning a new grade.

Appeals that outline exactly how your record meets one or more of the situations listed should be sent to [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu). Your appeal will be reviewed by the Office of Graduate and Degree Completion Studies in consultation with Associate Vice President of Rowan Global, and in certain cases, your Academic Advisor/Academic department. If the appeal is approved, you will be notified (and your Academic Advisor copied) and the academic notification/status (warning, probation, or dismissal) will be adjusted properly on your record. Notes regarding appeals will be maintained by Rowan Global.

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## Inactive Graduate & Post-Baccalaureate Student

Inactive status prohibits a student from continued registration and, depending upon the reason for the inactive status, may require a student to reapply or reactivate. A student who is made inactive for one of the reasons outlined may not necessarily receive notification from Rowan/Rowan Global. Any questions about inactive status for post-baccalaureate or graduate students and the options available for restarting any coursework may be directed to Rowan Global.

### Inactive Due to Exceeding Program Completion Time Limits

All matriculated Rowan Global students are expected to complete their academic programs within the time limits specified for their particular academic program. Those who do not successfully complete their academic program within the appropriate time limit (as verified by the academic program) will become officially "inactive" in the student information system. (See the policy entitled: "Time Limits for Rowan Global Program Completion" for more details.)

### Inactive Due to Graduation

Upon successful program completion, all students are automatically made "inactive due to graduation" (by the Registrar) for the program listed on their graduation application. The inactive status is effective for the term after their requested graduation term. Depending upon the student's individual situation he/she may have the option to continue registering for coursework (after the planned graduation term) as a non-matriculated student. (Please see the policies entitled, "Non-Matriculated Status and the Maximum Number of Credits Allowed (prior to formal matriculation)" and "Registration after Program Completion" for more details.)

### Inactive Due to the Undergraduate Stop Out Policy

Matriculated undergraduate Rowan students (including Rowan Global Post-Baccalaureate students) may be made inactive due to the Undergraduate Stop Out policy which states:

Any undergraduate student who does not register for two consecutive regular academic semesters will lose matriculated status at the end of the drop-add period of the third semester. Such students must then apply for readmission to the University through the proper Admissions Office and to a major program, and meet any new program requirements which have been officially instituted. Registration during a summer session will count toward registration; however, failure to register during a summer session does not count as a third semester of non-registration.

The Stop Out policy is monitored by the Registrar's Office. Any exceptions that a Rowan Global student may need to this policy should be directed to Rowan Global.

There is no Stop Out policy or Leave of Absence policy for graduate students other than the time limit for program completion.

### Inactive Due to Program/University Withdrawal

Students may also become inactive in the system should they officially withdraw from their program/the University (following Rowan Global policy and process). (See the policy entitled: "Leave of Absence and Withdrawals from the University" for more details.)

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## Leaves of Absence or Withdrawal from the University

All Rowan Global students\* (undergraduate, post-baccalaureate, and graduate) follow a slightly different set of policies and processes regarding Leaves of Absence or Withdrawals from the University (as outlined below) and will work directly with the Rowan Global Enrollment Services Office on these issues ([globalacademic@rowan.edu](mailto:globalacademic@rowan.edu)).

Non-Rowan Global\* undergraduate students will work with the Dean of Students Office for Leaves of Absence and/or Withdrawals from the University.

### Leave of Absence

Due to Rowan Global's special scheduling/enrollment processes, leaves of absence are not officially utilized by/for Rowan Global students—either at the undergraduate, post-baccalaureate or graduate levels. Rowan Global students maintain their matriculated status as long as they complete their academic program within the officially-established time limit for program completion.\* (See the policy entitled: "Time Limits for Rowan Global Program Completion" for more details.)

Note: \*Rowan Global Extension students (those matriculated in programs that are online, hybrid, Saturday only, off-site, accelerated, or some combination of these) will typically receive a Personalized Course Sequence (PCS) that outlines both the list and schedule for their required courses for their entire major and/or program. Unless otherwise noted, Extension students are manually registered by Rowan

Global for their courses according to that schedule. Rowan Global Extension students must follow the registration schedule as outlined on their PCS and while they do not officially request/utilize a leave of absence, should they ever need to vary their registration from what is outlined on their PCS, they must officially inform Rowan Global Enrollment Services in writing ([globalacademic@rowan.edu](mailto:globalacademic@rowan.edu)) ASAP but before the end of the Rowan Global drop period. Rowan Global Admission & Enrollment Counselors will note the change in the student's record, adjust the student's PCS as needed, and work with the student on the new schedule as much as possible. Rowan Global Extension students are still expected to complete their program within the officially-established time limit for program completion. (See the policy entitled: "Time Limits for Rowan Global Program Completion" for more details.)

#### **Withdrawal from Rowan University**

To withdraw completely from Rowan University, Rowan Global students (including all graduate and post-baccalaureate students, as well as undergraduate students enrolled in a Rowan Global Extension Program) must submit a Rowan Global Withdrawal from the University Form to the Rowan Global Enrollment Services Office.

Students who submit their request before the end of the Drop/Add period for the semester from which they wish to withdraw and are approved will be entitled to a refund of the tuition and fees associated with any registered coursework for that semester (and any future semesters for which they may be currently registered).

Students who submit their request after the end of the Drop/Add period for the semester from which they wish to withdraw and are approved will not be entitled to a refund of the tuition and fees associated with any registered coursework for that semester. Courses currently registered will be marked as W (withdrawn) on the student's transcript. (Students will be entitled to any refund associated with dropped courses from any future semesters for which they may be currently registered.)

#### **Withdrawals & Financial Aid**

Students receiving financial aid may be required to return a portion of those funds if they withdraw prior to the mid point of the semester, which is determined by federal guidelines and coordinated by Rowan's Financial Aid Office. All Rowan Global students are advised to first review their situation with Rowan's Financial Aid Office before requesting any withdrawals– either for a course, term, or from the University as a whole.

#### **Withdrawals & Veterans Affairs**

Students receiving financial benefits as a veteran or a member of the active military must notify the Veterans Affairs Office ([veteranaffairsoffice@rowan.edu](mailto:veteranaffairsoffice@rowan.edu)) of any change to their planned registration as early as possible to be sure any related paperwork is managed appropriately.

#### **Refunds Due to Special Hardship Cases**

Students who submit their request after the end of the Drop/Add period and wish to request special consideration for refund due to a hardship case, must make a request in writing to the Rowan Global Enrollment Services Office. Per Rowan policy, retroactive drops for hardship cases are extremely rare and only considered for the following circumstances:

- Death in the immediate family
- Serious illness or accident
- Hospitalization
- Psychological distress
- Documented error by a Rowan employee
- Military service
- Faculty moving a student to new section/not informing student
- Cancellation of student's courses due to delay in approval of financial aid
- Department/faculty/advisor requirement for student to withdraw from a course for which the student does not have the appropriate prerequisites

Students would be required to submit supporting documentation for one of the outlined hardships along with their written request to be considered for a hardship exception.

Should there be an appeal to the hardship case decision or the withdrawal policy, the Vice President of the Rowan Global may work with the Dean of Students regarding possible resolutions.

#### **Protective Health or Safety Interim Suspension/Withdrawal Policy**

The University endeavors to provide a safe and orderly environment in which all students are able to pursue academic and social development. It reserves the right to require the withdrawal of any student whose physical or mental health poses a threat to himself or herself or to others. For more information, the complete policy is available from the Dean of Students or at: [www.rowan.edu/studentaffairs/main\\_office](http://www.rowan.edu/studentaffairs/main_office)

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## **Minimum Satisfactory Academic Progress Overview**

Post-baccalaureate and graduate students at Rowan University are expected to maintain satisfactory academic progress\* each term of enrollment according to the policies and guidelines outlined by Rowan Global for the academic program in which they matriculate.\*\*

Academic warning and probation do not appear on the student's permanent record. They are designed to provide students with early notification of possible problems with satisfactory academic progress in order to give them an opportunity to address any academic issues before university academic dismissal becomes necessary. University academic dismissal due to unsatisfactory academic progress is recorded on the student's official record/transcript.

Notes:

\*Post-baccalaureate and graduate students at Rowan University are also expected to maintain satisfactory academic progress each term of enrollment for the purposes of federal aid eligibility. This is monitored separately by Rowan's Financial Aid Office and any notification regarding violation of this policy is managed directly by the Financial Aid Office at Rowan. Please consult [financialaid@rowan.edu](mailto:financialaid@rowan.edu) with any questions or concerns.

Whether the student is notified of any violation or not, it is his/her responsibility to be aware of and follow Rowan Global Minimum Satisfactory Academic Progress policy that applies to his/her academic program.

\*\*To determine exactly which category your program falls into (and therefore, which academic progress policy you must follow), please visit the Appendix: List of Programs by Academic Program Policy Category found at the end of this handbook.

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## **Maintaining Minimum Satisfactory Academic Progress**

### **Category 1**

To maintain Minimum Satisfactory Academic Progress in a Category 1\* program students must:

- Earn no more than two total "B-" grades
- Earn no grades lower than a "B-"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### **Category 2**

To maintain Minimum Satisfactory Academic Progress in a Category 2\* program students must:

- Earn no grades lower than a "B-"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### **Category 3**

To maintain Minimum Satisfactory Academic Progress in a Category 3\* program students must:

- Earn no more than two total C grades of any combination of "C+" or "C." (C- grades are not acceptable.)
- Earn no grades lower than a "C"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### **Policy Prior to Fall 2013 Matriculation**

The academic review and minimum graduation requirements review policies will be applied to Rowan graduate and post-baccalaureate students who matriculate beginning Fall 2013 or later; however, current students (those matriculated and active before Fall 2013) will be grandfathered under the prior policy/practice, whose grade and GPA requirements are the same as Academic Review Category 3.

Notes:

\*To determine exactly which category your program falls into (and therefore, which academic progress policy you must follow), please visit the Appendix: List of Programs by Academic Program Policy Category found at the end of this handbook.

\*\*Calculation of the Official GPA at Rowan University: The official cumulative GPA at Rowan University is calculated by including any and all courses taken (at any level) according to the student's level of matriculation/non-matriculation at the time of registration as noted in



Rowan's official student information system. (In other words, grades from undergraduate courses taken while a matriculated graduate student will be calculated into the official graduate cumulative GPA. Grades from graduate courses taken while a matriculated undergraduate student will be calculated into the official undergraduate cumulative GPA.) In addition, any grades from courses taken as a non-matriculated student are also factored into the proper official cumulative GPA. Regardless of course level, grades will be applied to the cumulative GPA associated with the non-matriculation level under which the student registered at the time. (In other words, grades from courses taken while a non-matriculated undergraduate student will be applied toward the undergraduate cumulative GPA and grades from courses taken a graduate non-matriculated student will be applied toward the graduate cumulative GPA.) Finally, courses transferred into Rowan (or from within Rowan) do not count toward the cumulative GPA at either level.

Note to Graduate Assistantships or Graduate Research Assistant Recipients: GA and GRA recipients may have grading or credit minimums/responsibilities that are in addition to and/or more strict than those listed above and it is the responsibility of the student to check with his/her department and/or GA/GRA coordinator to be sure he/she is in compliance each term.

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## Rowan Global Minimum Satisfactory Academic Progress Review Process

### Warning, Probation, Dismissal

The Rowan Global Minimum Satisfactory Academic Progress Review process is conducted by Rowan Global at the end of each term (fall, spring, and summer) after official grades are submitted for the previous term.

Rowan Global will evaluate the academic record for each and every matriculated (admitted and accepted) post-baccalaureate and graduate student who is enrolled (has official and graded registration) and whose cumulative GPA for the term in question falls below the GPA range associated with the policy category that is followed by their particular academic program (See Policy Categories). (In other words, because grades are evaluated along with the cumulative GPA, a GPA range is set for Categories 1, 2, and 3 and each term a report is run for students who fall below the top GPA score and then reviewed for unacceptable grades.) If found in violation of the Minimum Satisfactory Academic Progress policy (according to their academic program's selected category which evaluates both grades and cumulative GPA) Rowan Global will notify students if they have been placed in any academic progress status and/or if any actions must be taken.

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## Academic Warning Notification

The first violation of the Minimum Satisfactory Academic Progress policy (for the student's current program\*) causes Rowan Global to send the student an academic warning notification email that is copied to their Academic Advisor. This email notifies the student that he/she has a grade or cumulative GPA issue that, unless corrected, will not satisfy the graduation requirements for his/her particular program and may lead to academic probation or dismissal. This is a warning only and not an academic status. Students are advised in the email to meet with their Academic Advisor to discuss their options.

Note: \*During the Academic Review process, students who are matriculated in concurrent programs will be held to the category and related policies for the academic program that is entered in their student account within Rowan's student information system (Banner) as "Program 1." This is typically the degree-seeking program (if applicable). However, any student matriculated in concurrent programs will still be held to the graduation requirements (minimum and otherwise) for each program in which they are matriculated. In addition, if the Academic Advisor/Academic Department from the student's "Program 2" or "Program 3" program is concerned that a student is not meeting the minimum graduation requirements necessary for their program as defined by their category, they may email [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu) to request a special review be performed so that early warning may be given and so any necessary corresponding warning, probation, or dismissal letters may be sent. (To determine which program is listed as Program 1 on your student/Banner account, please contact: [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu))

Students who officially matriculate into a new academic program (via the Rowan Global Change of Program process) will be re-evaluated during their first term of registration/matriculation (under that new program) based upon the Minimum Satisfactory Academic Progress policy category followed by that particular program. (However, depending upon which courses apply to the new program, this may or may not mean that any warning notification and/or probationary status is ended, extended, or escalated.)

Unless rare and unusual circumstances are involved and official approval is requested by the Academic department/program and granted by the Vice President of Rowan Global, academic programs are not able to apply grade or cumulative GPA standards that differ from those outlined by the official category they have chosen for both the Minimum Satisfactory Academic Progress policy and the Minimum Graduation Requirements policy. The only exceptions to this rule are when a grade requirement is attached to a course as a pre-requisite or when

an external standard (such as a state or national credentialing/licensing/accrediting body) requires it. In the latter case, this requirement must be included in the program's curricular information.

However, academic programs may (and often do), set additional program-specific requirements (non grade or cumulative GPA-related) concerning courses or other programmatic requirements for graduation including benchmarks, exams, final projects, theses, etc. (These additional program-specific requirements will be included in the program's curricular information.) Any questions about graduation requirements above and beyond the minimums for grades and cumulative GPA (as outlined by Rowan Global) should be directed to the academic department/Academic Advisor of the program in question.

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## Academic Probation Status

The second violation of the Minimum Satisfactory Academic Progress policy (for the student's current program\*) causes Rowan Global to place the student on academic probation status. Rowan Global will send the student an academic probation letter and email that are copied to his/her Academic Advisor. These notify the student that he/she has a grade or cumulative GPA issue that, unless corrected, will not satisfy the graduation requirements for his/her particular program and may lead to university academic dismissal.

Those placed on academic probation will have an internal hold put on their account which will prohibit the student from future registration until he/she has met with and been cleared by his/her Academic Advisor. To be cleared for registration, a student needs to meet with his/her Academic Advisor to review the steps necessary (usually involving re-taking a course) to regain satisfactory academic progress. To clear a student for registration, the Academic Advisor emails Rowan Global ([globalacademic@rowan.edu](mailto:globalacademic@rowan.edu)) confirming that the student is aware of the plan necessary to regain satisfactory academic progress.\*\* The hold will then be temporarily lifted by Rowan Global in order to allow any necessary registration; but, the hold will go back on after 24 hours and remain active until after the review process is complete for the student's next term of registration. After the Minimum Satisfactory Academic Progress Review in that term, the status and corresponding hold may be ended (if satisfactory academic progress was regained), extended (if requested by the Advisor due to course availability issues for re-taking/replacing a poor grade), or escalated (if a second or third violation occurs) as warranted.

Notes:

\*During the Academic Review process, students who are matriculated in concurrent programs will be held to the category and related policies for the academic program that is entered in their student account within Rowan's student information system (Banner) as "Program 1." This is typically the degree-seeking program (if applicable). However, any student matriculated in concurrent programs will still be held to the graduation requirements (minimum and otherwise) for each program in which they are matriculated. In addition, if the Academic Advisor/Academic Department from the student's "Program 2" or "Program 3" program is concerned that a student is not meeting the minimum graduation requirements necessary for their program as defined by their category, they may email [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu) to request a special review be performed so that early warning may be given and so any necessary corresponding warning, probation, or dismissal letters may be sent. (To determine which program is listed as Program 1 on your student/Banner account, please contact: [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu))

Students who officially matriculate into a new academic program (via the Rowan Global Change of Program process) will be re-evaluated during their first term of registration/matriculation (under that new program) based upon the Minimum Satisfactory Academic Progress policy category followed by that particular program. (However, depending upon which courses apply to the new program, this may or may not mean that any warning notification and/or probationary status is ended, extended, or escalated.)

Unless rare and unusual circumstances are involved and official approval is requested by the Academic department/program and granted by the Vice President of Rowan Global, academic programs are not able to apply grade or cumulative GPA standards that differ from those outlined by the official category they have chosen for both the Minimum Satisfactory Academic Progress policy and the Minimum Graduation Requirements policy. The only exceptions to this rule are when a grade requirement is attached to a course as a pre-requisite or when an external standard (such as a state or national credentialing/licensing/accrediting body) requires it. In the latter case, this requirement must be included in the program's curricular information.

However, academic programs may (and often do), set additional program-specific requirements (non grade or cumulative GPA-related) concerning courses or other programmatic requirements for graduation including benchmarks, exams, final projects, theses, etc. (These additional program-specific requirements will be included in the program's curricular information.) Any questions about graduation requirements above and beyond the minimums for grades and cumulative GPA (as outlined by Rowan Global) should be directed to the academic department/Academic Advisor of the program in question.

\*\*If it is determined in the meeting between student and Academic Advisor that re-taking a class is necessary to regain satisfactory academic progress, the clearance email from the Academic Advisor to Rowan Global will be a request for an extension of the academic status.

Unless otherwise noted by the Advisor, students will be given 3 consecutive terms (not including Intersession) from the term in which they were originally placed on probation (for the current program) to retake/replace the course(s) in question with a satisfactory grade. In such cases, the probationary status will be automatically extended and no notification of this extension will be sent. If, during the extension period, a student has an additional violation of the Minimum Satisfactory policy (receives new grades that are in violation) the extension may be voided and the Academic Advisor will be consulted about whether or not dismissal is warranted.

Any term in which the review process changes the student from one status to another or in any other way (due to a program change, etc.) a new clearance email will be needed from the Academic Advisor.

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## University Academic Dismissal

Those who are already on academic probation and are found to be in violation of Minimum Satisfactory Academic Progress for their particular program category as outlined by Rowan Global policy, will be academically dismissed from the University. Those placed on university academic dismissal will be officially notified via email by Rowan Global with copies going to the appropriate Academic Advisors.

University academic dismissal is usually effective immediately, meaning it would prohibit any future registration after the term evaluated. If any registration was already performed, it would be dropped by Rowan Global and the student will be made “inactive” in the system.

Students academically dismissed may not register for any additional courses at Rowan University either as matriculated or non-matriculated students at any level. (Students who do register will have their registrations dropped by Rowan Global or the Registrar.)

Students who have been dismissed may seek readmission through The Division of Global Learning & Partnerships after one academic year from the term in which they were dismissed. (Reapplication is no guarantee of admission.) Students who are dismissed forfeit grants, graduate assistantships, and/or scholarship aid that may be in effect at the time.

University academic dismissal due to unsatisfactory academic progress is recorded on the student’s official record/transcript.

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## Moving from Warning Notification to Academic Probation to University Academic Dismissal

Should the student not regain satisfactory academic progress by their next registered term, (and if no special extension due to course availability was requested by the Academic Advisor\*), the student will be escalated to the next status which will be probation for those who already received academic warning letters or dismissal for those already on probation.

Students who were sent a warning or probation letter but who then regain satisfactory academic progress by their next registered term will have any hold/status already placed ended. However, students who violate the Minimum Satisfactory Academic Progress policy in one term (and are sent notification/given a hold as required), then regain satisfactory academic progress in another term\*\* (and have any warning/hold ended) but who then once again violate Satisfactory the Minimum Satisfactory Academic Progress policy in a following term\*\* of registration will be placed back to their most recent status and do not begin the process again.

Students may not repeat a status more than 2 times– after that they must escalate to the next status unless a special exception is made in writing to Rowan Global by the Academic Advisor, Chair, and Dean for the program in which they are matriculated.

Students who were sent a warning or probation letter but who do not register for the following term, will remain on either warning or probation as warranted unless and until additional registration and a new review process occurs that may or may not change their situation.

Notes:

\*If it is determined in the meeting between student and Academic Advisor that re-taking a class is necessary to regain satisfactory academic progress, the clearance email from the Academic Advisor to Rowan Global will be a request for an extension of the academic status.

Unless otherwise noted by the Advisor, students will be given 3 consecutive terms (not including Intersession) from the term in which they were originally placed on probation (for the current program) to retake/replace the course(s) in question with a satisfactory grade. In such cases, the probationary status will be automatically extended and no notification of this extension will be sent. If, during the extension period, a student has an additional violation of the Minimum Satisfactory policy (receives new grades that are in violation) the extension

may be voided and the Academic Advisor will be consulted about whether or not dismissal is warranted.

Any term in which the review process changes the student from one status to another or in any other way (due to a program change, etc.) a new clearance email will be needed from the Academic Advisor.

\*\*Whether the registration is consecutive or not

Lack of notification via the Minimum Satisfactory Academic Progress process does not exempt a student from the corresponding graduation requirements– both the minimum requirements outlined by Rowan Global and the specific course and programmatic requirements outlined by each program.

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## Program Dismissal & University Dismissal

### University Academic Dismissal

Students who ultimately fail to meet the requirements of the Satisfactory Academic Standards policy (for Rowan undergraduates) or the Rowan Global Minimum Satisfactory Academic Progress policy (for Rowan post-baccalaureate and graduate students) may be subject to “university academic dismissal” which officially ends their matriculation at Rowan University, prevents them from registering for future coursework (without re-application), and is recorded on the official Rowan transcript. (See the policy entitled: “Minimum Satisfactory Academic Progress” for more details.)

### Program Dismissal

“Program dismissal” is a different process from university academic dismissal and it affects only post-baccalaureate and graduate students\* who fail to meet the required program-specific standards/requirements\*\* (such as benchmarks, final projects, thesis, tests, etc.) as outlined by the academic program in which they are matriculated.

If the academic program coordinators determine and can document that a student has failed to meet one or more of the program’s established program-specific standards/requirements such that they are not able to progress in their post-baccalaureate or graduate-level program, they (the program coordinators) have the right to propose program dismissal using the Rowan Global Program Dismissal Form.

Examples of situations in which a program may propose program dismissal include but are not limited to:

- Failure to successfully pass a benchmark/required testing
- Failure to successfully complete a required field experience/practicum/internship/supervised “placement”
- Inability to continue and/or return to a placement situation based upon the evaluation of the supervisor
- Failure to successfully demonstrate appropriate student dispositions as outlined by the program’s professional standards

The proposal for program dismissal must be agreed upon by both the program coordinators (typically, the Program Advisor and the Department Chair). If in agreement, they will sign and forward the Rowan Global Program Dismissal Form with supporting documentation to the Academic Dean for review and possible confirmation. If program dismissal is confirmed by the Academic Dean, he/she will sign the form and forward it to the Vice President of Rowan Global for final review and verification.

If confirmed by both the Academic Dean and the Vice President of Rowan Global, program dismissal will go into effect. Rowan Global will record the decision and the Academic Dean will notify the student of the decision, including any options available to him/her and copying all involved parties (Academic Advisor, Department Chair, Vice President of Rowan Global, Rowan Global Enrollment Services).

### Program Dismissal & Student Options

Program dismissal officially ends the student’s matriculation at Rowan University and prevents them from registering for future coursework (without re-application). It is recorded (by Rowan Global) in the student record (as an official hold with comments) but, unlike university academic dismissal, it is not noted on the official Rowan transcript.

Program dismissal is usually effective immediately and would prohibit registration for any future term. If any registration for a future term was already performed, it would be dropped by Rowan Global and the student will be made “inactive” in the system.

The final decision recorded on the Rowan Global Program Dismissal Form (and included in the student’s official program dismissal letter) will note whether the student was placed on regular “program dismissal” or “program dismissal with recommendation.”

Students placed on regular “program dismissal” are not being recommended by their academic program for re-application to any program within the university as a whole. While these students are permitted to seek readmission through The Division of Global Learning & Partnerships after one academic year from the term in which they were dismissed, they are discouraged from reapplying and approval of

any new application would be made only in rare and compelling circumstances.

Students placed on “program dismissal with recommendation\*\*\*\*” are (usually) given one of the following recommendations:

- Students are advised to complete particular tasks (test prep, additional non-Rowan\*\*\*\* coursework, etc.) and are encouraged to reapply to the same academic program upon successful completion of these tasks.
- Students may be prohibited from reapplying to the same academic program but are advised to reapply to a different academic program at Rowan University. (Typically, students may reapply to any other program that interests them and do so as early as the next possible admissions entry point.)

Notes:

\*Program dismissal affects only post-baccalaureate and graduate student. Admission to the University as a whole and matriculation into a specific academic program (major) are considered separate issues for Rowan undergraduate students. While students may not be able to continue in a particular undergraduate major because they failed to meet a program-specific standard/requirement, they have the option to change their major to a program that will allow continued registration. However, post-baccalaureate and graduate students at Rowan University are admitted and matriculated directly into a specific academic programs of study and therefore, satisfactory academic progress in that program (according to both the minimum Rowan Global-wide standards and the program-specific standards) is fully linked to the student’s eligibility for continued matriculation within the university as a whole.

\*\*Except for grades associated with course pre-requisites, program-specific standards/requirements must match the Rowan Global minimums established for grade and cumulative GPA-related issues. However, as long as it is properly documented and properly communicated to matriculated students, each academic program is permitted to set their own program-specific standards requirements such as benchmarks, final projects, thesis, tests, etc.

\*\*\*Despite the recommendation, it is important that students understand that due to the competitive and selective nature of Rowan Global admissions, reapplication is still no guarantee of admission.

\*\*\*\*Specific Rowan coursework may be recommended in very special circumstances and in such cases, registration holds would be temporarily lifted and the student would be allowed to register only for the specified coursework.

Students who are dismissed by the program forfeit grants, graduate assistantships, and/or scholarship aid that may be in effect at the time.

Program dismissal is possible even if the student still meets the Rowan Global-wide minimum standards for Satisfactory Academic Progress.

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## Time Limits for Rowan Global Program Completion

All matriculated Rowan Global students are expected to complete their academic programs within the time limits specified for their particular academic program as outlined below. Those who do not successfully complete their academic program (as verified by the academic program) will officially become “inactive” in the student information system and may have to reapply or request a special extension in order to continue with their program. Time limits are reviewed once each year (typically summer) by Rowan Global.

### Time Limits for Rowan Global Extension Undergraduate Degree Completion Programs

Following University policy, there is no time limit for completion of undergraduate degree programs at Rowan.\* However, students in Rowan Global Extension undergraduate degree completion programs are usually given schedules/guidelines for registration/program completion that, depending upon their particular situation, will typically range from two-three years assuming the student is transferring at least 60 credits of undergraduate coursework. Program requirements vary greatly, so students should check with their program’s Academic Advisor before and throughout their program to be sure they remain on track for ongoing registration and overall program completion.\* (Undergraduate students must also be aware of Rowan’s Stop Out policy as this will affect the timeline for program completion. See “Inactive Students” for more details.)

### Time Limits for Rowan Global Non-Degree Programs

Students in Rowan Global non-degree programs [Post-Baccalaureate or Graduate Certificate (COGS/CAGS) programs] are expected to complete their programs (coursework and all other requirements such as benchmarks/program exits/projects) within 9 consecutive terms from the original term of matriculation. (Therefore, those originally matriculated in Fall 2010 must complete their program before Fall 2013.)

Note (pending official approval): If it happens that a non-degree Rowan program requires more than 9 terms of matriculation due to its curricular content and/or structure, the Academic Advisor/Program Coordinator may submit a request to Rowan Global Academic Services

([globalacademic@rowan.edu](mailto:globalacademic@rowan.edu)) for a program-wide extension to the 18 term limit.

### Time Limits for Rowan Global Graduate Degree Programs

Students in Rowan Global graduate-level degree programs are expected to complete their programs (coursework and all other requirements such as benchmarks/program exits/projects/thesis) within 18 consecutive terms from the original term of matriculation. (Therefore, those originally matriculated in Fall 2010 must complete their program before Fall 2016.)

### Time Limit Extensions

An extension (typically of not more than three consecutive terms) to the Rowan Global non-degree or graduate degree program completion time limit may be requested by the student or advised by the Rowan Global Admission & Enrollment Counselor due to adjusted Personalized Course Sequences (PCS). In either case, the extension must be signed by the student and be submitted to Rowan Global using the Rowan Global Academic Program Time Limit Extension Request Form with approval signatures from the Academic Advisor, Rowan Global Admission & Enrollment Counselor (if the extension is recommended by them), the appropriate Academic Dean, and the Vice President of Rowan Global.

### Policy Prior to Fall 2013 Matriculation

The time limit policy will be applied to Rowan graduate and post-baccalaureate students who matriculate beginning Fall 2013 or later; however, current students (those matriculated and active before Fall 2013) will be grandfathered under the prior policy/practice, which allows up to six (6) years for program completion for both degree and non-degree students.

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## Admission

The Division of Global Learning & Partnerships (Rowan Global) coordinates admission for all of Rowan’s post-baccalaureate, graduate-level\*, and non-traditional-format programs at any level and via any mode of delivery (online, off-site, hybrid, accelerated, etc.).

Admission\* to Rowan SOM, Rowan GSBS, and Rowan Cooper Medical School is handled separately. Academic programs available for admission through Rowan Global are listed at: [rowanu.com/programs](http://rowanu.com/programs)

Rowan Global admissions policies for degree completion, post-baccalaureate and graduate students are included in the Rowan Global Application Instructions available to view and download at: [rowanu.com/forms](http://rowanu.com/forms)

Admission to Rowan University as an undergraduate, post-baccalaureate, or graduate student is competitive. Admission committees use different criteria, according to the requirements of the discipline/profession and the number of applicants applying to the program. Each of the components of the application packet are carefully reviewed and taken into consideration for each candidate.

Rowan University does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation or disabling condition. University policies are consistent with federal and state laws pertaining to equal opportunity in admissions and education policies and in scholarships, loans, athletics and other school-administered programs.

Note: \*Rowan Global Extension courses are easily identified in the Rowan Section Tally: [http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally) by a letter appearing after the section number.

Some additional costs/fees may be attached to specific courses based upon departmental requirements and these costs may be in addition to any traditional or non-traditional rate listed. See the course details within the Rowan Section Tally or consult with the Bursar for details.

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## Concurrent Application & Matriculation Policy

In order for students to have the best possible chance for academic success, the following policy regulates the number and type of academic programs to which a student may concurrently apply and/or in which a student may matriculate concurrently.

### Applying to More Than One Academic Program

It is not possible to apply for more than one academic program through Rowan Global at Rowan University for the same entry term; however, students may apply for and matriculate in more than one academic program\* of the same level (undergraduate or graduate) with different entry terms, provided all concurrent application and matriculation policies and processes are followed as detailed below. Any



questions about the concurrent application process should be directed to Rowan Global Admissions.

Note: \*Not all academic programs allow concurrent matriculation. Please contact Rowan Global Admissions or the Academic Advisors of the programs in question in order to determine if concurrent matriculation is possible.

### Matriculation in More Than One Academic Program

Those who wish to study two programs concurrently through Rowan Global must first apply and be admitted and matriculated into the first program. They may not apply or be admitted and matriculated into a second program until the following conditions have been met:

1. Those who wish to pursue two or more\* programs concurrently must first meet the following conditions: Admission and matriculation into a degree-granting\*\* Rowan Global program; OR
2. Admission and matriculation into a non-degree-granting\*\* Rowan Global program (COGS/CAGS/Post-Baccalaureate);
3. Successful completion—as defined by the program’s academic policy category—of at least six (6) semester hours and one full term of coursework required by that program;\*\*\*
4. Verification by the Academic Departments that house each of the programs that said programs allow concurrent matriculation;
5. Submission to Rowan Global Admissions of a completed and signed Rowan Global Concurrent Program Application (available at [rowanu.com](http://rowanu.com)). Submission must include any and all required materials as well as any other items determined necessary for application to the concurrent academic program (resubmission of official transcripts submitted during the application process for the original program may not be necessary. Please check with Rowan Global Admissions); and,
6. Formal offer of admission to the concurrent program.

Notes:

- \* In rare and compelling circumstances, a third program may be included in concurrent matriculation; however, all of the above conditions still apply and special approval must be granted by the associated Academic Departments and Rowan Global Admissions.
- \*\* Students who are not already matriculated in a degree-granting program must follow the standard Rowan Global Admissions process in order to apply for admission to a concurrent degree-granting program. If admitted, the degree-granting program will become the student’s Priority 1 program, and any concurrent program matriculation (e.g., a COGS or CAGS) will be moved to a lower Priority in the student information system. If neither program is degree-granting, the program the student was admitted to and matriculated into first will remain Priority 1. All concurrent programs will appear without indication of Priority on the student’s official transcript.
- \*\*\* Students should consult with the associated Academic Departments and/or Program Coordinators for individual program requirements.

### Concurrent Matriculation & Billing

Students concurrently matriculated in more than one academic program will be charged the published rate for the Priority 1 program for all registered courses regardless of the rate associated with any lower-Priority program(s). Rates for all Rowan Global programs/courses are available to view at [rowanu.com/graduate/tuition](http://rowanu.com/graduate/tuition). (Costs are posted for the current academic year only and are subject to change.)

## Credit Transfer: Transfer of Post-Baccalaureate or Graduate Credits

Rowan University will consider the transfer of post-baccalaureate/undergraduate and graduate-level credits from accredited U.S. institutions of higher education. The utilization or application of the courses associated with such credits to a Rowan University program is determined by the graduate program and/or Academic Advisor if properly requested with appropriate forms, transcripts and course descriptions.

An official evaluation of post-baccalaureate\* or graduate transfer credit is only conducted after admission and matriculation into a Rowan program.

Courses must meet the following conditions in order to be considered for transfer credit:

- Course must reflect a grade of B or better (at least 3.000 on a 4.000 scale)
- The courses and credits must be deemed equivalent to required courses and credits in the anticipated/requested program
- The coursework must have been completed within the past 10 years.

### Maximum Transfer Credit Limits

- Degree programs: Most graduate degree programs allow incoming matriculated students to transfer up to 12 graduate credits providing the transfer policy conditions are met and the courses/credits are approved. However, the actual number of credits

allowed is determined by each academic program.

- Non-degree programs (post-baccalaureate and certification programs): Most post-baccalaureate and graduate certification programs allow incoming matriculated students to transfer up to 6 undergraduate credits (for post-baccalaureate/undergraduate certification) or 6 graduate credits (for graduate certifications) providing the transfer policy conditions are met and the courses/credits are approved. However, the actual number of credits allowed is determined by each academic program.

Programs may not approve more than the maximum number of transfer credits outlined above; however, they may accept fewer than what is outlined above. Some programs, like the doctoral program, do not accept any transfer credit. To determine the number of credits allowed for your particular program, check with your program’s Academic Advisor.

Notes:

Credits from graduate level courses taken while an undergraduate student (whether taken at Rowan or other accredited university) may transfer and be used toward the graduate degree if approved by the academic program, but the grade associated with the courses will not transfer and will not impact the Rowan Graduate GPA.

\*A fee may be required by the Registrar’s Office.

### How to Request a Transfer Credit Evaluation

1. Transfer credit at the graduate or post-baccalaureate level is only evaluated upon request. Instructions and forms for requesting transfer credit are available from the Rowan Global website at: [rowanu.com/forms](http://rowanu.com/forms)
  - a. Transfer Request Forms should be submitted to Rowan Global Enrollment Services by the same application deadline for your program of interest.
  - b. Evidence supporting this request (official transcripts, syllabi, and course descriptions) must also be included with the request form.
  - c. Transfer credit is not fully evaluated or posted until a student is admitted and matriculated.
2. Transfer credit is evaluated by the academic department. Once the transfer credit evaluation/review process is complete, you are notified by Rowan Global Enrollment Services and any awarded credit is posted by the Registrar to your account on Rowan Self Service at [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice). (Instructions for viewing posted transfer credit are available at: [rowanu.com/forms](http://rowanu.com/forms))
3. Any questions about awarded transfer credit should be directed to your Academic Advisor.

## Graduate-level Credit by Examination

### Overview

Rowan University recognizes the need to serve both traditional and non-traditional students in new ways. Rowan accepts assessments by external assessment agencies, e.g., CLEP, AP, American Council on Education’s “National Guide to Educational Credit for Non-Collegiate Programs,” etc. Credit assessments made by Thomas Edison College are also accepted as transfer credits. The Office of the Registrar’s website ([www.rowan.edu/registrar](http://www.rowan.edu/registrar)) outlines options for earning undergraduate-level college credit by non-traditional means (other than traditional transfer credit processes). Undergraduate and post-baccalaureate Rowan Global students should consult directly with the Registrar’s Office for information about the Undergraduate Credit by Examination policy and process.

### Graduate-level Eligibility Conditions for Credit by Examination

At the graduate-level, examinations for academic credits in lieu of regular class enrollment are very rare and are an option to graduate students at Rowan University only under the following eligibility conditions:

- The student was regularly admitted and is currently matriculated in a Rowan graduate-level program;
- The credit sought fits within the criteria for transfer credit for the student’s academic program in which he/she is matriculated;
- The credit sought does not duplicate credit already granted via a traditional method;
- The student has not already met the transfer credit limit for his/her program of matriculation and/or this request will not exceed the maximum allowable credit;
- The student has a compelling reason (as determined by the academic program) for requesting the credit be granted by examination rather than through course enrollment.

No more than 6 graduate credits total may be sought via the credit by examination method and these credits (if granted) must still fit within and not exceed the total number of transfer credits allowed by the particular academic program.



## Rowan Global Graduate Credit by Examination Process

### Making the Request:

Students who meet the eligibility conditions must request permission for transfer credit by examination from the Academic program in which he/she is matriculated. Using the Rowan Global Graduate Credit by Examination Request Form, students will outline what course(s) in the program they believe contains the content on which they desire to be tested and include their reasoning for requesting the credit be granted by examination rather than through course enrollment. (No more than 6 credits total may be requested.)

### Reviewing the Request, Notification, and Providing the Exam:

A review of the request is performed by the academic program/department in a timely manner and permission for attempting credit by examination is granted by the program's Academic Advisor, Department Chair, and Academic Dean via their signatures on the Request Form. (The final decision about whether or not to offer an examination to an individual student who meets all eligibility requirements is the purview of the academic program.) Once the review of the request is final, a copy of the signed Request Form with the academic program/department decision should be forwarded to Rowan Global who will notify the student in cases of denied requests and save a copy of the request in all cases. If the request is approved, the academic program/department will notify the student and work directly with him/her (following all outlined policies and processes) to offer the exam and record the results.

### Recording the Result of Graduate Credit by Examination:

It is the responsibility of the academic program/academic department to keep proper records of any examinations given and to forward the results of the examination to Rowan Global using the Rowan Global Authorization for Graduate Credit by Examination Form. Rowan Global will then attach the final results to the original Request Form, and forward the Authorization Form to the student (as official notification of the results) and to the Registrar (if applicable) for any credit awarded to be posted to the student transcript as transfer credit.

### Cost of Graduate Credit by Examination:

Following University guidelines, should graduate credit be approved and awarded through the Graduate Credit by Examination process, students will be charged a \$75 assessment fee as well as a student fee of \$10 per credit hour attached to the course for which the credit is substituting. For a 3-credit course, the cost would be \$105.00.\* (A separate course substitution form is not required in these cases since the course will appear on the student transcript as transfer credit.)

Note: \*This fee is subject to change each academic year according to University guidelines. The costs will be printed each year on the Rowan Global Authorization for Graduate Credit by Examination Form and be placed on the student's account (by the Registrar/Bursar) once any credit is posted.

## Graduate Credit by Examination Options by Program

Not every graduate academic program will allow credit by examination. Each department/graduate-level academic program (in consultation with its Academic Dean) will determine which of the program's courses, if any, might be completed for credit by examination. Examinations will be developed and delivered by the faculty usually teaching the subject matter in question. Any examinations used should be comprehensive enough to satisfy the faculty of the department and the University that academic standards are maintained. The examination may be written, oral, or performance based; it should be evaluated by at least two members of the department who teach graduate courses, at least one of whom has taught the course for which the examination has been prepared. The delivery of any exams should follow standard proctoring practices. It is the responsibility of the academic program/academic department to keep proper records of any examinations given and to follow outlined policies and procedures for having the results posted on the student transcript.

Questions regarding content/courses that may be available for credit by examination should be directed to the appropriate academic program/department.

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## Academic Advising

An Academic Advisor is assigned (by the program/department) to each academic program (at any level) offered through Rowan Global. For general advising information and for the contact information for the advisors assigned to your program, please visit: [rowanu.com/about/contact](http://rowanu.com/about/contact)

With few exceptions, Academic Advisors work primarily with matriculated students. Therefore, non-matriculated students and visiting students who have questions about Rowan Global programs should first contact [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu) to speak with a recruiter. (Recruiters will refer non-matriculated students to Academic Advisors as needed.)

While it is the students' responsibility to seek advisement, Academic Advisors assist students with the following:

- Advising each term to ensure the student is registering for the proper course and following program requirements
- Completing registration override forms
- Course substitutions/variances

- Final approval of a student's academic program/application to graduate
- Directing the student to other Rowan resources as needed

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## Successive Graduate Degrees

The University shall appropriately and fully recognize the completion of graduate degree program requirements according to each individual college. Since different degrees, such as the M.A. and the M.S., are distinct educational packages, or frameworks, the recognition shall also be kept distinct. If a student has successfully completed two graduate programs, this will be recognized; however, if a program has specializations within the master's degree framework, a single degree will be awarded and the specializations recorded on the student's official transcript. If two programs are not in the same framework, students will be awarded multiple master's degrees if they:

- were regularly admitted and matriculated in both graduate programs; and
- fully completed all requirements of both graduate programs, which has been certified by both departments or program coordinators.

In addition to the above, which governs the award of successive master's degrees, the University also has a policy for the award of concurrent master's degrees. Applicants seeking admission to a program leading to a second master's degree must meet normal graduate admission requirements except certain standardized test scores may not be required with the approval of the graduate advisor and Rowan Global.

Note: In rare circumstances, it may also be possible (with special permission from the Academic Graduate Advisor and Academic Dean) to transfer up to nine semester hours of course work from the first master's degree. If the first master's degree is from Rowan University, up to fifteen semester hours of course work might be transferable. (Courses from the first master's degree are subject to the 10-year limit policy.)

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## Concurrent Graduate Degrees

The University shall recognize students who fully complete two graduate-level degree programs concurrently. The same policy that applies to the award of successive graduate degrees also governs the award of concurrent graduate degrees as outlined above.

Note: In cases of successive and concurrent master's degree programs, it may be possible (with permission from the associated Academic Departments and/or Program Coordinators) to transfer up to 15 semester hours of course work earned as part of a Rowan University master's degree program toward the award of a successive or concurrent master's degree. (Courses from the first master's degree are subject to the ten-year limit policy.)

Note about COGS/CAGS/Post-Baccalaureate Programs: The policies governing the award of successive and concurrent graduate degrees do not apply to certificate, certification, endorsement programs, and other non-degree-granting programs. Any student who is matriculated in any combination of a graduate degree-granting program (e.g., MA, MS) and a graduate certificate or endorsement program will follow this policy in regard to his/her degree-granting program, but will also be guided by the following policy regarding the awarding of his/her certification/endorsement:

- Matriculated Rowan Global graduate students who complete a COGS or CAGS at Rowan University will have verification of program completion noted on their official transcript and receive a printed certificate only if they submit the Registrar's Certificate of Graduate Study/Certificate of Advanced Graduate Study Form (available from the Registrar's website) along with the associated processing fee.
- Students who complete a state education certification program at Rowan University will have verification of program completion noted on their official transcript if they follow the certification instructions provided by the College of Education Advising Center.

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## Attendance Policy: Faculty & Students Responsibilities

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

## Responsibilities of Students

1. Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
  2. Students absent for any of the following reasons:
    - Official University activities,
    - Documented illness,
    - Death of a family member or loved one,
    - Inclement weather\*
- must inform their instructor with official or written documentation before the fact in the case of official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather. Students should consult with their instructor regarding acceptable documentation.
- Note: \*Inclement weather is not accepted as a reason for absence from any online component of a course (whether fully online or hybrid).
3. Rowan respects the diversity of faiths and spiritual practices in the university community. Students who wish to observe religious holidays which occur when classes are scheduled must inform their instructors before the fact, and preferably within the first two weeks of each semester, even when the exact date of the holiday will not be known until later. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for students to make up missed work and examinations.
  4. In the case of rare and compelling circumstances not listed in #2 above, students should make every effort to discuss reasonable accommodations with the instructor in advance if feasible or as soon as possible afterward.

Note about non-traditional courses and attendance: Statistics regarding student usage are collected in the LMS. Faculty and administration can track student usage throughout the system including the number of times a student logs into the LMS and every section, tool, page that a student visits within the system (duration of time spent in the system is not tracked, nor does it have any bearing on attendance).

- Attendance in online courses and/or the online portion of hybrid courses: To officially be considered "present" in the online portion of the course, system tracking reports must show that the student in question has visited each page, tool, or assignment as is reasonably necessary to conduct class work by the end of that week. This includes at least one visit to all materials and tools presented in the current weekly lesson folder as well as any other materials associated with class work for that week as specified in the current weekly overview. Instructors may actively check attendance and provide students with written notice regarding their attendance records at their discretion. Additional policies regarding attendance and consequences for failure to meet the attendance requirements for this course, if any, are provided in the official course syllabus.
- Attendance in accelerated face-to-face courses and/or the face-to-face portion of hybrid courses: In such courses, the planned Face-to-Face class meetings are mandatory, unless otherwise noted. Failure to appear at Face-to-Face meetings without documentation for excusing the absence may result in penalties as prescribed by the instructor or at the discretion of the instructor in accordance with Rowan University attendance policy. Additional policies regarding attendance and consequences for failure to meet the attendance requirements for this course, if any, are provided in the official course syllabus.
- Also note that online, hybrid and off-site courses do not necessarily close down when Rowan University closes. Be sure to check your syllabus and the Rowan Global Emergency Closing policy for details.

## Responsibilities of Faculty

1. Faculty are expected to keep accurate attendance records.
2. Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
3. In the case of #2 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated and the student has not exceeded the maximum number of allowable absences (as explained below under #6), the faculty member will either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student's final grade.
4. Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above. However, faculty are encouraged to consider accommodations for rare and compelling circumstances.
5. If a student develops a pattern of excessive and/or unexplained absences, the faculty should advise the student to request assistance from the Dean of Students.

Faculty (singularly or as part of a department or program) may establish additional reasonable attendance criteria that are consistent with the above. This may include setting a maximum number of absences for a course— whether excused or unexcused— after which a student should withdraw from the class with a WF. If the Dean of Students determines, in consultation with the faculty member, that excused absences were a significant factor, the withdrawal may be altered to a simple W.

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## Commencement Walking Policy

Rowan holds commencement ceremonies once a year in May. To be eligible to participate in the commencement ceremony, students must be a degree-seeking student who has completed all of the requirements for their graduation program and officially applied for graduation following Registrar policies, processes and deadlines.

To be eligible to attend the commencement ceremony with outstanding degree requirements, students must meet one of the following conditions:

- Be an undergraduate degree student who has 12 or fewer credits to complete during the following Summer semester
- Be a graduate degree student (Master's Level only) who has 6 or fewer credits to complete during the following Summer semester
- Be a graduate degree student (Master's Level only) whose only missing item for program completion is the final approval for any required non-credit -based final project and/or thesis
- Be an education degree student who has completed all other requirements and is completing the Clinical Practice/Student Teaching during the following Fall semester

Please note that EdD/Doctoral students may not participate in the Commencement Ceremony unless they have defended their dissertation prior to the ceremony and corresponding written approval via the proper forms have been received in the Registrar's Office by the proper deadlines.

In addition to meeting one of the above conditions, students with outstanding degree requirements who wish to participate are also responsible for retrieving and returning a completed Commencement Participation (Walking) Form by the proper deadline.

It is important to note that participating in a Commencement ceremony does not mean that you have graduated. Degree conferral (graduation) occurs when all requirements are completed and an Application for Graduation has been submitted to the Office of the Registrar.

Full details about the related policies and processes for the participation in commencement are available to view on the Registrar's website at: [www.rowan.edu/provost/registrar/graduation.html](http://www.rowan.edu/provost/registrar/graduation.html)

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## Graduation Application Grace Period for Thesis/Dissertation Students

Students are expected to apply for graduation for the term in which they complete all degree program requirements. If a student has completed all program requirements\* by the proper deadline and is missing only the final thesis/dissertation approval\*\* (via the Rowan Global Thesis/Dissertation Approval Form\*\*\*) they are granted a special grace period of one calendar year which keeps their graduation application open and allows the final thesis/dissertation approval form to be submitted by Rowan Global to the Registrar within that time period at no additional cost to the student. If the Rowan Global Thesis/Dissertation Approval Form is not submitted within the grace period, the student will be required to re-apply and submit a new graduation application fee.

Notes:

\*"All program requirements" include all courses/required credit hours as well as any other requirements such as benchmarks, tests, action projects, and thesis/dissertation (if applicable) as outlined by the program.

\*\*This grace period/form only applies to those students who are in a program that requires a thesis/dissertation or those students who opt to complete a thesis in agreement with their Academic/Program Advisor.

\*\*\*This form is submitted by the student with all proper signatures and attachments first to Rowan Global and then after review, by Rowan Global to the Registrar as official approval. For form deadlines, please consult Rowan Global.

### Posted Degree Dates

When the thesis/dissertation is ultimately completed, the student's official degree awarded term/date will be the award term/date that is closest to but not earlier than the final approval date of his/her thesis/dissertation appearing in the "Rowan Global Approval" section on the Rowan Global Thesis/Dissertation Approval Form.

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## Granting of Rowan Degrees & Certificates

A student must be fully admitted, matriculated, in good standing, with no account balance, and have completed all academic program requirements (per the academic department in which they are matriculated) in order to receive a Rowan degree or certificate.

Depending upon a student's academic program and the policies/processes they follow, students may be awarded a degree and a diploma or they may receive verification of the completion of a certificate or endorsement.

### Granting of Rowan Degrees

Diplomas are only granted to those students who complete Rowan degree programs, follow the graduation application policies and deadlines and receive the proper completion approvals from their academic department and/or any other required parties. In such cases, the corresponding degree is also noted on the official Rowan transcript.

Full details about the related policies and processes for the granting of degrees are available to view on the Registrar's website at:

[www.rowan.edu/provost/registrar/graduation.html](http://www.rowan.edu/provost/registrar/graduation.html)

### Granting of Rowan Graduate Certificates for COGS/CAGS

Professional Certificates may be granted to those who have earned the Certificate of Graduate Study or the Certificate of Advanced Graduate Study. Requests for the Professional Certificate may be submitted to the Office of the Registrar's Graduation Department using the proper forms. (Please submit signed/approved forms AFTER all grades and coursework have been completed and appropriate advising received. Professional Certificates will be available upon advisor sign off.) Students who follow the proper process and deadlines will be granted both a Rowan Professional Certificate and have completion of the Certificate noted on the official Rowan transcript.

### Post-Baccalaureate Certification and/or Educational Endorsements

For information about applying for post-baccalaureate certification or educational endorsements, students should contact the College of Education Student Services Center: [ssc@rowan.edu](mailto:ssc@rowan.edu) or 856-256-4420. Students who follow the proper process and deadlines will have completion of the post-baccalaureate and/or educational endorsement program noted on the official Rowan transcript.

Details about the related policies and processes associated with these programs/certifications/endorsements are available to view on the College of Education's website at: [www.rowan.edu/colleges/education/student-services/certification](http://www.rowan.edu/colleges/education/student-services/certification)

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## Minimum Graduation Requirements Policy

In order to be approved by their Academic Advisor for graduation from/program completion in a Rowan Global post-baccalaureate or graduate program, all students must meet the following graduation requirements:

- Satisfy all course requirements as outlined by the academic department\*
- Satisfy all non-course requirements (program exit projects/Benchmarks/theses, etc.) as outlined by the academic department\*
- If a dissertation or thesis is required, or if the student and Academic Advisor agreed upon a thesis option, then final thesis approval is also required via the Rowan Global Dissertation/Thesis Approval Form which can be downloaded (along with formatting and other thesis-related requirements/details) from [rowanu.com](http://rowanu.com)
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*
- Grade issues:
  - For Category 1\*\*\* programs: No more than two total "B-" grades can be counted toward courses required and counted for graduation/program completion. (Any grades lower than a "B-" are not acceptable.)
  - For Category 2\*\*\* programs: No grades lower than a "B-" can be counted toward courses required and counted for graduation/program completion.
  - For Category 3\*\*\* programs: No more than two total C grades of any combination of "C+" or "C" can be counted toward courses required and counted for graduation/program completion. (C- grades and any grade lower than a "C" are not acceptable.)
- Graduate-level programs cannot include more than 12 credits of transfer work and Post-Baccalaureate/COGS/CAGS programs cannot include more than 6 credits of transfer work.

### Policy Prior to Fall 2013 Matriculation

The academic review and minimum graduation requirements review policies will be applied to Rowan graduate and post-baccalaureate students who matriculate beginning Fall 2013 or later; however, current students (those matriculated and active before Fall 2013) will be grandfathered under the prior policy/practice, whose grade and GPA requirements are the same as Academic Review Category 3.

Notes:

\*Students are held to the course/program requirements as outlined in the course catalog/Program Overview for the academic year in which they officially matriculated. Exceptions to this may be made under one or more of the following conditions:

- if a course or requirement becomes obsolete in the profession or field and must be replaced or updated;
- when the program is connected to a state or national certification/licensure and those guidelines mandate a curricular change;
- if the program is accredited and those accreditation guidelines mandate a curricular change.

\*\*The official cumulative GPA at Rowan University is calculated by including any and all courses taken (at any level) according to the student's level of matriculation. (In other words, undergraduate courses taken while a matriculated graduate student will be calculated into the official graduate cumulative GPA.) Courses transferred into Rowan do not count toward the cumulative GPA.

\*\*\*To determine exactly which category your program falls into (and therefore, which academic progress policy you must follow), please visit the Appendix: List of Programs by Academic Program Policy Category found at the end of this handbook.

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## 4+1 (Dual Degree Programs)

Available 4+1 programs offered through Rowan Global at Rowan University are listed at [rowanu.com/programs](http://rowanu.com/programs)

### Overview

4+1 programs are dual degree programs that are designed to allow admitted students to complete both a Bachelor's degree and a Master's degree in five years. Students work with their Academic Advisor to fulfill as many of the undergraduate requirements for their program of choice as possible during their freshman and sophomore years. During their junior year, students determine if they meet the eligibility requirements as outlined by the academic department that coordinates the 4+1 program of choice.

### Applying to a 4+1 Program

If a student is interested and meets the eligibility requirements, he/she should apply to that 4+1 program directly through the appropriate academic department. Applications are usually due in the fall or spring of the student's junior year. Notification of official admission into the 4+1 program will be sent from the academic department - usually before registration is over for the upcoming senior year. Each admission packet will include details for the successful completion of the 4+1 program.

### Changes to the Student's Rowan Program/Account

Rowan Global is notified by the academic department of admission and matriculation information for any and all 4+1 students and Rowan Global coordinates the proper coding of the student's academic record.

During their senior year, admitted and matriculated 4+1 program students are in the undergraduate portion of the 4+1 program. Students meet with the 4+1 coordinator to ensure they are taking all of the courses required to complete any and all requirements for the Bachelor's degree and to enroll in up to 12 graduate credits as prescribed by the particular program.

At the end of the senior year, students go through another departmental review before formal admission into the graduate portion of the 4+1 program. During the "plus 1"/fifth year, admitted and matriculated students are in the graduate portion of the 4+1 program. The fifth year will be the "plus 1" year during which students work with their advisors and focus on graduate studies and completing the program. If a student is not formally admitted to the graduate portion of the 4+1 program, and therefore, is not able to complete it, the 4+1 coordinator must officially inform both the student and Rowan Global. Rowan Global will change the student's record back to the undergraduate program in which they were matriculated prior to admission into the 4+1 program.

If a student chooses not to complete the 4+1 program, they should inform their 4+1 coordinator. The 4+1 coordinator will email Rowan Global so that the student's official record can be updated back to the undergraduate program in which they were matriculated prior to admission into the 4+1 program.

### 4+1 Process Details (Including Transferring Graduate Credits)

Students must complete all the program requirements for the undergraduate degree before officially matriculating in the graduate code/"plus 1" graduate year. No more than 12 credits may double-count for both the undergraduate and graduate program and these (up to) 12 graduate credits must be completed during the undergraduate portion of the program. Via submission of the 4+1 Transition & Transfer Request Form students are formally admitted and officially matriculated into the graduate portion of the program. The same form also allows the student to transfer their (up to) 12 graduate credits to their new graduate record so that their credits are in order by the time they are ready to apply for graduation.

For complete program details, please review the 4+1 Information Sheet for Students & Staff available from: [rowanu.com/forms](http://rowanu.com/forms)



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## Distinguishing the Graduate Educational Experience & Records

The undergraduate and graduate educational experiences are distinct and clearly delineated in student records. Students admitted to a graduate program will have all of their records stored in a graduate account, be charged for all courses (graduate or undergraduate) at the graduate rate for tuition and fees, apply all courses taken at Rowan University to the graduate GPA, and be subject to all graduate academic policies and procedures. Any courses taken as a graduate student at Rowan University, regardless of level, will be applied to the Graduate GPA regardless of whether or not the courses count toward a graduate degree. Students admitted to a post-baccalaureate program will have all of their records stored in an undergraduate account, be charged for all courses (graduate\* or undergraduate) at the undergraduate rate for tuition and fees, apply all courses taken at Rowan University to the undergraduate GPA, and be subject to all undergraduate\*\* academic policies and procedures. Any courses taken as an undergraduate student at Rowan University, regardless of level, will be applied to the undergraduate GPA regardless of whether or not the courses count toward an undergraduate degree.

Undergraduate courses taken by graduate students cannot be used to fulfill graduate degree requirements.

Credits from graduate level courses taken while an undergraduate student (whether taken at Rowan or other accredited university) may transfer and be used toward the graduate degree if approved by the academic program, but the grade associated with the courses will not transfer and will not impact the Rowan Graduate GPA.

Notes:

\*Undergraduate students are not allowed to register for graduate-level credit outside of the 4+1 or Senior Privilege programs/policies.

\*\*Post-Baccalaureate students may have policies or procedures that supersede standard undergraduate rules. Please visit [rowanu.com/academic-resources/graduate-policies](http://rowanu.com/academic-resources/graduate-policies) to view any post-baccalaureate specific policies and/or consult Rowan Global with questions.

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## Enrollment Definitions

### Full-Time Status

- A full-time graduate student is one who has enrolled for a minimum of 9 credit hours per semester. The maximum credits allowed per semester is 15.
- A full-time post-baccalaureate student is one who has enrolled for a minimum of 12 credit hours per semester. The maximum credits allowed per semester is 18.

### Part-Time Status

- A part-time graduate student is one who has enrolled for a minimum of 4.5 credit hours per semester (but fewer than 9). 4.5 is the minimum number of credit hours required for a graduate-level student to be eligible for federal financial aid consideration.
- A part-time post-baccalaureate student is one who has enrolled for a minimum of 6.0 credit hours per semester (but fewer than 12). 6.0 is the minimum number of credit hours required for a post-baccalaureate student to be eligible for federal financial aid consideration.

### Matriculated Status

Matriculated students are those who have been formally admitted to the University through Rowan Global, have confirmed their intention to enroll in an official academic Rowan program through Rowan Global by submitting the signed Matriculation form, and who subsequently register (or are manually registered) for and attend classes. Matriculated students regularly enroll in classes on either a full-time or part-time basis.

### Non-Matriculated Status

Non-matriculated students are those who have not been formally admitted to the University through Rowan Global. Non-matriculated students may enroll in classes only on a part-time basis.

Non-matriculated students may, with the prior permission of Rowan Global, register for graduate/post-baccalaureate or undergraduate-level courses at Rowan University for which they are otherwise qualified. To be activated and registered as a non-matriculated student, please download and submit the "Rowan Global Activation & Registration" Form as early as possible before the course(s) in which you are interested begins. Please read this form carefully for further instructions and details.

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## Maximum Number of Credits Allowed to Non-Matric (Prior to Formal Matriculation)

Non-matriculated students should keep in mind that they are limited to a total maximum of nine (9) graduate credits if they plan to apply to a graduate-level degree program, six (6) graduate/post-baccalaureate credits if they plan to apply to a COGS/CAGS/Post-Baccalaureate program, and twenty-four (24) undergraduate credits (but only 11.5 any particular term unless an exception by the Vice President of Rowan Global is made) if they plan to apply to an undergraduate degree-completion program. Courses taken by non-matriculated students are taken at their own risk as they are not guaranteed to count toward a particular academic program at Rowan (since this depends upon the academic program requirements at the time the student may eventually be admitted and formally matriculated).

### Application of Credits Taken as a Non-Matriculated Student

Courses taken by non-matriculated students can only be counted toward an academic program at Rowan if the following conditions are met:

- Grades earned for the course(s) must meet that particular program's grade requirements as outlined under the Program Policy Categories. (See "Academic Program Policy Categories" to determine your program's grade requirements.)
- Course(s) must have been completed within the past 10 years.
- Course(s) must be determined by the Academic Advisor to be equivalent to courses currently required for the program.
- Requested number of credits does not exceed the non-matriculated maximum allowed.\*

Note: \*Because non-matriculated students are limited to the number of credits they may take as a non-matric (see above), Academic Advisors have the right to deny the application of credits/courses that are above those limits.

Exceptions to the non-matric application of credit policy may only be granted with the written approval of the Academic Advisor and any such exceptions should be noted on the official electronic graduation approval form that the Advisor submits to the Registrar.

Non-matriculated students are not eligible for federal financial aid.

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## Maximum Number of Credits Allowed for Matriculated Students Each Term

### Graduate Students

The maximum credits allowed per semester is 15.

- Graduate students may not register for more than 15 semester hours/credits each semester unless approval is obtained from their Academic Dean and forwarded to Rowan Global Enrollment Services.

### Undergraduate & Post-Baccalaureate Students

The maximum credits allowed per semester is 18.

- Undergraduate/non-post-baccalaureate students may not register for more than 18 semester hours/credits each semester unless approval is obtained from their Academic Dean, or, for undeclared majors, from the University Advising Center, and forwarded to the Registrar.
- Undergraduate/post-baccalaureate students may not register for more than 18 semester hours/credits each semester unless approval is obtained from their Academic Dean and forwarded to Rowan Global Enrollment Services.

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## School Closing Procedures

### Emergency School Closing Procedures for Non-Rowan Global Extension Courses

All school closings and class cancellations due to inclement weather are also displayed on the [www.rowan.edu](http://www.rowan.edu) home page and on the Rowan Emergency Information web page at: [www.rowan.edu/emergency](http://www.rowan.edu/emergency)

### Emergency School Closing Procedures for Rowan Global Extension (Non-Traditional) Courses

Rowan Global Extension courses (Rowan courses offered online, off-site, hybrid, accelerated, or some combination of these) may have a slightly different emergency closing procedure. To be sure please check: [rowanu.com/academic-resources/school-closings](http://rowanu.com/academic-resources/school-closings)



### Regarding Holidays, School Breaks, Emergency Closings for Rowan Global Courses:

1. An on-campus course through Rowan Global: All Rowan Global courses that meet on Rowan's Main or Camden campus follow Rowan University's official inclement weather closing policy.
2. An off-site course through Rowan Global: Rowan Global courses taught off-site follow the delay-and-closing procedures of the location where the class is being held. (For example, a course that meets at Cumberland County College will follow Cumberland County College's delay-and-closing procedures. If Cumberland County College is open, then Rowan Global students taking a course at that location should expect that their class will be held regardless of whether or not Rowan's Main or Camden campuses are open.) Site-specific delay-and-closing procedures and information can usually be found on the host location's website.  
Note: Keep in mind, even if the off-site location is open, instructors may still choose to delay/cancel/reschedule a class meeting, so check your Rowan email.
3. An online course through Rowan Global: As per standard Rowan Global policy, online courses are not subject to holiday, weather-related, or other delays or closings; therefore, assignment and testing deadlines are not affected by delays or closings.

While it is expected that your course will meet as scheduled, emergencies do arise. If a course meeting is delayed or cancelled for any reason (weather related or otherwise), you will receive an email from your instructor alerting you to the change. (This is especially important for those students at an off-site location who may hear about a Rowan closing or opening and be confused.) In order to stay informed, it is imperative that you frequently check your official Rowan email, as this is the only address that instructors will use to contact you in the case of an emergency delay or closing.

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## Immunization Requirements for Rowan Global Students

Rowan Global students must follow the State of New Jersey health and immunization requirements as outlined below:

- Per the State of New Jersey, if you are a degree-seeking student who is in any course that is not 100% online, then you will need to comply with the State Health and Immunization Requirements. (Students who are in 100% online programs and/or are non-degree-seeking students in certificate of graduate study, certification, or endorsement programs are exempt from these requirements.)
- These requirements are in effect every term you are registered (regardless of full-time or part-time status).
- It is expected that students will be in compliance before classes begin; however, if you are not in compliance by eight weeks into the semester, you risk losing your registration in future classes and delaying the completion of your academic program. (You will also be financially responsible for any coursework for which you are already registered that term even if future registration is barred or dropped.)
- Keep in mind that any time your registration status changes from part-time to full-time, you may also have to meet additional requirements. If you know you will be a full-time student during any semester, contact the Health Center right away to be sure you are compliant with any additional requirements.
- Please review the information and forms (including deadlines) available at [www.rowan.edu/open/studentaffairs2/healthcenter/newstudentpacket.html](http://www.rowan.edu/open/studentaffairs2/healthcenter/newstudentpacket.html). Questions about these requirements should be directed to [healthcenter@rowan.edu](mailto:healthcenter@rowan.edu).

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## Academic Program Policy Categories

For the purposes of both the Minimum Satisfactory Academic Progress policy and the Minimum Graduation Requirements policy, post-baccalaureate/graduate academic programs administered by Rowan Global at Rowan University fall into one of three major categories which are identified by their grade requirements as outlined below.

Rather than being assigned to a Category, each academic program within Rowan Global decides if their program should be Category 1, 2, or 3. An academic program selects only one category and the grade and cumulative GPA requirements for that category are the standards to which students from that program are held throughout their program (via the academic review process each term) and at the end of their program (via the final degree audit performed by their Academic Advisor).

### Category 1

To maintain Minimum Satisfactory Academic Progress in and to successfully graduate from a Category 1\* program students must:

- Earn no more than two total "B-" grades

- Earn no grades lower than a "B-"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### Category 2

To maintain Minimum Satisfactory Academic Progress in and to successfully graduate from a Category 2\* program students must:

- Earn no grades lower than a "B-"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### Category 3

To maintain Minimum Satisfactory Academic Progress in and to successfully graduate from a Category 3\* program students must:

- Earn no more than two total C grades of any combination of "C+" or "C." (C- grades are not acceptable.)
- Earn no grades lower than a "C"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale\*\*

### Policy Prior to Fall 2013 Matriculation

The academic review and minimum graduation requirements review policies will be applied to Rowan graduate and post-baccalaureate students who matriculate beginning Fall 2013 or later; however, current students (those matriculated and active before Fall 2013) will be grandfathered under the prior policy/practice, whose grade and GPA requirements are the same as Academic Review Category 3.

Notes:

\*To determine exactly which category your program falls into (and therefore, which grade and GPA minimums you must follow), please visit the Appendix: List of Programs by Academic Program Policy Category found at the end of this handbook.

\*\*See "Calculation of the Official GPA at Rowan University" for more details.

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## University/Rowan Global-Wide Policies vs. Program/Departmental Policies

Policies in writing in the Rowan Student Handbook are university-wide policies and those on the Rowan Global website are Rowan Global-wide policies. Unless specifically stated otherwise, policies in the Rowan Handbook apply to all Rowan students and those on the Rowan Global website apply to all Rowan Global students- across all programs. Per the Provost's Office, university-wide and Rowan Global-wide policies supersede any departmental or program policy if there is a discrepancy. Individual program policy should not be written/shared if it goes against university/Rowan Global policy. Individual programs should also not repeat or duplicate university/Rowan Global policy (in any departmental/program manual or guide) but instead, should direct individuals to [rowanu.com/academic-resources/graduate-policies](http://rowanu.com/academic-resources/graduate-policies) in order to ensure that the most up-to-date university/Rowan Global policy is always the one shared and enforced.

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## Audit Policy

Students may attend a particular class and not receive credit for it by registering for the class as an auditor. The course will be recorded on the student's transcript as "AU." Students auditing courses may choose to do or not to do required course work, but, regardless, will receive neither credit nor a grade. Audited courses do not count in defining full-time or part-time status, or in determining financial aid, veteran's benefits or degree requirements. Students may receive graduation credits by repeating the course for credit. Requests to audit will only be filled after all students taking the course for credit have seats. Registration for a course as an auditor may occur only during the drop-add/late registration period. Auditing is not permitted for internships, student teaching, independent study or private lessons for credit in the Music Department.

Audit tuition is established by the Board of Trustees, which for the 2011-2012 year required auditors to pay tuition but no fees. Students who choose to audit a Rowan Global Extension\* course (which do not have separate fees) will be required to pay the full cost associated with the course. Consult the Bursar's site at [www.rowan.edu/bursar](http://www.rowan.edu/bursar) for the most up-to-date costs. Students who choose to audit a course at the post-baccalaureate/graduate level or in a Rowan Global Extension course do so by submitting a special Rowan Global Course Audit Request Form to Rowan Global.

Note: \*Extension courses are non-traditional Rowan courses and identifiable in Rowan Section Tally (course listing) by a letter after the section number.

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## Course Substitution

The substitution of a course requirement may be made only with the approval of the student's Academic/Program Advisor. Approvals are officially recorded on the Rowan Global Course Substitution Form (available to download from [rowanu.com/forms](http://rowanu.com/forms)) and further processing instructions are included on the form.

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## Registration After Program Completion

Students who complete any Rowan academic program as a matriculated student are able to continue to enroll in Rowan coursework but will be held once again to the non-matriculated student policies for their registration level. The graduate degree non-matriculated credit limit will again be re-set to 9 and the post-baccalaureate/certificate non-matriculated credit limit will again be re-set to 6. These limits can be re-set after completion of successive (but not concurrent) Rowan Global programs. [Please see the policies entitled, "Non-Matriculated Status and the Maximum Number of Credits Allowed (Prior to Formal Matriculation)" and "Inactive Due to Graduation" for more details.]

In order to begin again as a non-matriculated student after completion of a program as a matriculated post-baccalaureate or graduate student, please contact Rowan Global Enrollment Services. In order to begin again as a non-matriculated student after completion of a program as a matriculated undergraduate student, please contact the Registrar.

Please be aware that credits taken as a non-matriculated student are not guaranteed to be applicable to a particular degree or certificate program and only fully admitted and matriculated students may be awarded a Rowan degree or certificates.

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## Registration for Rowan Global Students

Rowan students utilize the Self Service portal ([www.rowan.edu/selfservice](http://www.rowan.edu/selfservice)) of the Student Information System called "Banner" to register for courses.

### Registering for Courses

Self Service Banner registration for matriculated students is usually conducted in April and May for the Fall semester, in October and November for the Spring semester and in March for the Summer sessions.

Students may register for classes in an upcoming semester at any time before the start of the semester and until the end of the add/drop period of that semester/module. (The add/drop period may vary according to the mode of delivery and length of the course/Part of Term so check carefully at [rowanu.com/courses/registration](http://rowanu.com/courses/registration) or with Rowan Global Enrollment Services.)

Most Rowan Global Extension students (those in programs with non-traditional modes of delivery) are manually registered for their course-work each term and must email Rowan Global Enrollment Services ([globalacademic@rowan.edu](mailto:globalacademic@rowan.edu)) should they want to make a change, including adding or dropping.

Full details about registration processes and deadlines for Rowan Global students are listed at: [rowanu.com/courses/registration](http://rowanu.com/courses/registration)

### Searching for Courses

All of Rowan's courses offered each term are included in an official online listing called the Section Tally ([http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally)) This listing includes links to course descriptions and any pre-requisites or course restrictions.

### Paying for Courses

Payment of tuition and fees must be made by the payment due date indicated on the Bursar webpage ([www.rowan.edu/bursar](http://www.rowan.edu/bursar)) for that particular term, or, if registration occurs after that date, at the time of registration.

Students who do not pay by the deadline or drop during the drop period, risk having their enrollments canceled or being held responsible for payment. Students wishing to re-register after such a cancellation may do so at final registration by making selections from courses with seats remaining and paying tuition and fees and/or presenting evidence of financial aid at that time.

Note: Students are ultimately responsible for their registration and payment regardless of who is paying the bill. If bills are being paid by any 3rd party of financial aid, it is the student's responsibility to ensure that all proper paperwork/set up is in place before the payment due date each term.

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## Senior Privilege/Taking Graduate Courses as an Undergraduate Student

### Summary

"Senior Privilege" is a unique opportunity available to matriculated undergraduate Rowan students that enables them to register for up to six (6) credits\* of Rowan graduate coursework while still in a Rowan undergraduate program. Students will be charged the undergraduate tuition rate (as opposed to the graduate rate) for courses taken under this policy and the courses will appear only on the official Rowan undergraduate transcript/record unless the student transfers the credit following proper forms and process as outlined in this policy.\*\* Undergraduate students enrolled in graduate coursework under the Senior Privilege policy are expected to meet all the same course requirements and standards required for graduate students.

### Eligibility Requirements

Undergraduate students with "senior" standing at Rowan University may request permission from the Division of Global Learning & Partnerships (Rowan Global) to register for graduate-level coursework under the Senior Privilege policy if they meet the following eligibility requirements:

- Be officially matriculated in an undergraduate academic program at Rowan University;
- Have officially earned (not attempted) at least 90 undergraduate credits [Students must have earned these credits before the start of the requested graduate course(s)];
- Have an official, cumulative Rowan undergraduate grade point average (GPA) of at least 3.000 [Students must have the 3.000 cumulative GPA before the start of the requested graduate course(s)];
- Be otherwise eligible for the requested graduate course(s) including having met all required pre-requisites and restrictions;
- Have the approval of the appropriate course instructor(s) as well as their Academic Advisor/Department (demonstrated via signatures on the Rowan Global Senior Privilege Registration Request Form)

To request graduate registration under the Senior Privilege Policy, students must submit the Rowan Global Senior Privilege Registration Request Form following all instructions and deadlines on the form.

Final review and approval is provided by the Vice President of Rowan Global. If approved, Rowan Global will register students for the requested course as outlined on the submitted Rowan Global Senior Privilege Registration Request Form and send confirmation to the student and his/her Academic Advisor/Department.

### Transferring Credits Taken Under the Senior Privilege Policy

It is possible to transfer the graduate credits taken under the Senior Privilege policy to a Rowan graduate transcript/record if the following conditions are met:

- The student is officially matriculated in a graduate academic program at Rowan University at the time he/she requests the transfer of credits;
- The grades\*\* earned in the graduate courses meet the minimum satisfactory academic progress grade requirements and any course-specific grade requirements (according to the Banner system) for the particular graduate program
- Please see "Notes."

To request transfer of credit taken under the Senior Privilege Policy, students must submit the Rowan Global Senior Privilege Transfer Credit Request Form following all instructions and deadlines on the form.

Final review and approval is provided by the Vice President of Rowan Global. If approved, Rowan Global will forward the submitted Rowan Global Senior Privilege Transfer Credit Request Form to the Registrar who will transfer the credits.

## Notes:

- \*Only three (3) credits of graduate coursework may be taken per semester for a total of six (6) graduate credits overall.
- \*\*If a student chooses to transfer the credits, the course and credits will appear on both the undergraduate and graduate transcripts but the grade will only appear on the undergraduate transcript and will not be counted toward the graduate cumulative GPA.
- After being registered for graduate coursework under the Senior Privilege policy, students are required to follow all regular procedures/deadlines regarding payment, obtaining textbooks, etc. for the course in question.
- Senior Privilege forms are available to download from: [rowanu.com/forms](http://rowanu.com/forms) (All forms must be completed by the student, and submitted to the Rowan Global Academic Services Office with all non-Rowan Global signatures already in place.)
- Undergraduate students who register for graduate-level courses outside of the Senior Privilege process and/or without permission from the Vice President of Rowan Global, will have their registrations dropped.
  - Senior Privilege does not apply to Rowan post-baccalaureate students who are charged at the graduate course level for all registration.
- Rowan University practices selective admissions and therefore, success in graduate courses through Senior Privilege does not guarantee admission into an academic program at Rowan.

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## Rowan Global Student Responsibilities

Rowan Global students are Rowan students and therefore are expected to become familiar with and follow Rowan policy as outlined in the Student Handbook. The handbook provides an overview of policies and practices governing undergraduate and graduate work at the institution.

Students are responsible to become knowledgeable of and to observe all university policies, regulations, and procedures. Rowan is under no obligation to waive a requirement or grant an exception because a student pleads ignorance of a policy, regulation, or requirement or because a student asserts that he or she has not been informed of such a policy, regulation, or requirement. Students are responsible for becoming familiar with and to remain informed about all academic, administrative, financial, or other policies, regulations, or requirements concerning admission, registration, payment of tuition or fees, continued enrollment, grades and satisfactory program progress, graduation requirements, or any matter affects students.

Important Policy Information for Rowan Global Extension Students Due to their non-traditional delivery systems and accelerated schedules, Rowan Global Extension students often must follow slightly different policies, practices and deadlines. This is especially true with Rowan Global Admissions and registration including dropping/adding/withdrawing from classes and/or programs. Students in online programs or courses will also be expected to know and follow the policies for online coursework which are listed within the online student portal at: Rowan Global Extension-specific policies and practices are outlined on the Rowan Global website ([rowanu.com](http://rowanu.com)).

### Academic Program Policy

Students are expected to know the requirements of the academic program in which they are enrolled. The official program and course requirements are outlined in the appropriate Rowan Catalog and students are expected to follow the Catalog requirements associated with the academic year in which they matriculated. Additional information and details about specific academic program policies (especially concerning benchmarks, placements, etc.) should be obtained from the official Catalog and Program Overview or directly from the academic program/department. While faculty and staff will assist in every possible manner, students are responsible for becoming aware and remaining informed of their current academic program and graduation requirements, their status in that program, and their progress toward graduation. For the best possible academic experience, students should meet with their Academic Advisor throughout their program to ensure their registration and path toward program completion is on track.

Policy Disclaimer The University reserves the right to amend, modify or cancel the policies, terms and conditions, course information and other materials within the Rowan Student Handbook or on official policy websites as needed. Errors or omissions in this information are subject to the appropriate University policy or legislation, which takes precedence over language of University publications.