

## Academic Standing Policy

### Masters of Biomedical Science (MBS) Program

#### Graduation Requirements:

##### *Minimum GPA*

The MBS program requires a minimum overall GPA of 3.0 (B average) to earn the degree or certificate. No student will be granted a degree or certificate if their cumulative GPA is less than 3.0.

##### *Completion Time Limit*

This program has specific course and earned credit requirements (see Program Description). All program requirements must be completed within the specified time limit:

	Required Credits	Time Limit
MBS degree	30	4 years
Certificate in Biomedical Sciences	18	2.5 years

A student who has not completed all requirements by the time limit will not be awarded a certificate or degree. The completion clock starts from the date of a student's first enrollment in an MBS course (regardless of whether they are matriculated). During a Leave of Absence, the completion clock and the Academic Standing determinations are suspended. . Just not enrolling in courses does not constitute a Leave of Absence. (See the GSBS Leave of Absence Policy).

#### Good Academic Standing:

Good Academic Standing is defined as:

- Maintaining a minimum of a B average (3.0 GPA) *each semester*
- Earning at least 8 credits *each year\** (see note below)

\*Note: A year is defined for the purpose of assessing Academic Standing as one full year that includes three consecutive semesters (Fall, Spring, and Summer) in any order.

Academic Standing will be determined for each student after each enrolled semester.

Earning a minimum of 8 credits per year is necessary to meet the completion time limit. Registering for a course does not count towards completion unless a passing grade is received; a failing grade (F or U), Incomplete (I), or Withdrawal (W) results in 0 earned credits for that course. Repeating a course does not result in additional credits being earned. There are specific restrictions on re-taking courses (see GSBS Course Repeat Policy).

#### Withdrawal:

Withdrawal from all courses in a semester does not stop the completion clock; even if no courses were completed, the semester still counts toward the completion time limit. Students are strongly encouraged to seek guidance if they plan to withdraw from courses. The student

may consider requesting a Leave of Absence in certain circumstances (see the GSBS Leave of Absence Policy).

**Incomplete grades:**

An Incomplete will not count toward a determination of Academic Standing until a final grade is submitted. The grade that replaces an Incomplete will retroactively be applied to the Academic Standing for the prior semester in which the Incomplete was given. If that results in a change of Academic Standing for a student, then that change will be effective immediately, and a letter of notification will be issued.

**Academic Probation:**

A student is placed on Academic Probation when they are no longer in Good Academic Standing. Written notification of Academic Probation will be sent by the GSBS office to the student, the Program Director, the Financial Aid office (if applicable), and the University Registrar. Notifications usually occur within 10 business days of the end of the semester.

**Academic Plan:**

A student who is placed on Academic Probation must meet with a Program Director (preferably prior to the Drop/Add deadline) to develop an Academic Plan to re-establish Good Academic Standing. The Academic Plan must be prepared as a PDF file and electronically signed by the Program Director. The student must send this file from their Rowan email account to the GSBS office (gsbs-stratford@rowan.edu). This Academic Plan will continue to apply for subsequent semesters, unless replaced by an updated plan filed in the same manner as described above.

**Dismissal:**

A student must be in Good Academic Standing by one year after being placed on Academic Probation. If Good Academic Standing is not restored at this time, the student will be dismissed from the program.

**Appeals:**

Appeals must be made in writing to GSBS Executive Council, who will decide whether or not to grant the appeal. Executive Council will consider whether the student's circumstances reasonably warrant an exception to the school's policies. A student should discuss their case with their Program Director or another faculty advisor prior to submitting their letter. Letters must be sent to the Senior Associate Dean for GSBS, Dr. Carl Hock. At least one month is typically needed to decide each case. (See the GSBS Academic Appeals Policy.)