

Graduate & Post-Baccalaureate Student Policies

The policies in this handbook apply to Rowan Global graduate and post-baccalaureate students only. In most cases these

P O L I C Y G U I D E



Honors Designation

For Rowan Global Undergraduate Students

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) 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 Courses currently registered will be marked as W (withdrawn) on the student's transcript.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 (veteranaffairs@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. Pg. Pgs0(I E)-3.3 (x2h)-13.9 (e)-i. Pg95u466 (p)9.9 (/)p (n)-m

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.

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.

Moving from Warning Notification to Academic Probation to University Academic Dismissal

Should the student not regain satisfacrd/trac (c)-15.5 (a)-13.5 (d)-12.1 (e)-12.5 (m)-8 (i)-7.21(c)4.4 (o)-10.6 (rd)-12.1 (e)-14.1 (d o)-10.6 (n t)-1.2 (h)5. (m)-aoxmi(g)-8.5 (ar a)-12.5 (r) (e)-15 (c)--8.5 (a(t)-27)1 (t r)0.7 (e)-14.1 (g)-6.9 (i)-6.9 (se)-12.5 9 (e)-12.5 (.)TJO -2.444 TD[(U)-1(R)-2.2 (e)-12.2 (a)-12.5 (p)-12.6

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



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

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 .9 (s 5 (28(s)54.5 () a)-12.5 (2t)1.6 (i)-1.7 (t)-4.5)-15.4 (at)1.6f (o)-10.6 (n F)-1.51 (d)-6.9 n (s)-16. (a)-9 14.1 (-)-18.2 (c (l R)-2.3.6 (r)-6 (9)-14.1 (-)-18.2 (c) -4.5 (u)-.4 (u)-9.7 (g)-9.5 5 (s)-16.4 9c)-6 (h t.3 (l)-3 (i)616.4 9c7.5 5 (s)-1

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

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 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

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
- 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.

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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

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 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.



Notes:

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