RUTGERS®

Professional Science
Master's Program

Guide to Academic Forms & Processes

for MBS staff, faculty, and advisors

Version #1-August 2021
Version #2-April 2022
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Version #4-Nov. 17,2023

mbs.rutgers.edu

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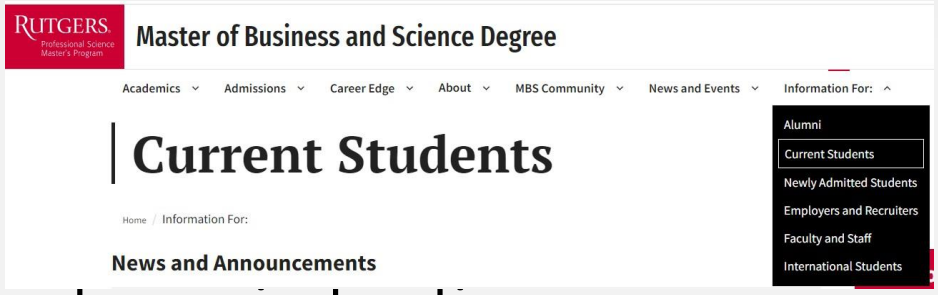
BASIC TIPS

Basic Tips/Useful Information

- Information for "Current Students" link is your friend.



- Every form has an instructions page.
  - **Every** instruction page tells students how to complete the form and how they can confirm that their request has been completed
  - All **forms** get sent to psmforms@docs.Rutgers.edu with the name of the form in the subject line.
- Students receive a confirmation that their form/request was received.

Basic Tips/ Useful Information -cont'd

- Link to SGS Policies: https://grad.rutgers.edu/current-students/policies-procedures-students)
- MBS-specific Policies/Procedures (incl. IN class policy and "Work requirement": https://mbs.rutgers.edu/policies-and-procedures
- Link to academic calendar: https://scheduling.rutgers.edu/scheduling/academic-calendar
- **No Pass/Fail option-the graduate school does not offer**.
- Tuition payment-Billing: http://www.studentabc.rutgers.edu/
- Semester start end-Add/Drop dates: https://scheduling.rutgers.edu/scheduling/academic-calendar
- MBS FAQ Page: https://mbs.rutgers.edu/faqs
- Link to Rutgers Schedule of Classes "SOC": https://sis.rutgers.edu/soc/#home
- Link to SPN Page: https://mbs.rutgers.edu/special-permission-numbers

Basic Tips/Useful Information Cont'd

- Direct academic question, by email to: psmacademics@docs.rutgers.edu
- We do not grant SPNs for non-MBS courses (i.e., not 16:137:XXX). The student needs to gain registration approval form the department that runs the course.
- Capstone has 3 pre-requisites. These must be met before class beings.

*Students are not permitted to take pre-reqs and Capstone at the same time.

*For students in the process of completing a prerequisite, have them send an email to reqspn@docs.rutgers.edu

"I CAN'T REGISTER FOR A CLASS"

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I can't register for a class

"Did you take classes last semester?"

NO

"You need to be readmitted"➔ send the student here and direct them to fill out the form

Readmission Form

YES

Are you a non-matriculated student (non-degree or certificate?

- NO
- YES

Does the class have pre-req's, if yes, have you met them?

- Student must meet the pre-req's to register for the class.
- Exception➔ Capstone
- SPN Page for direction.

Is it an MBS class (16:137:XXX) that requires an SPN?

- SPN Page for direction.

Is the class not offered through the MBS program (i.e., NOT 16:137:XXX) ?

- SPN Page for direction.

Is the class closed?

- SPN Page for direction.

Student

Advisor

NON-DEGREE STUDENTS AND MATRICULATION

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NOD-Matriculation

REASON:

If a student is enrolled as a non-degree ("NOD") student. Also includes certificate students.

IMPORTANT THINGS TO KNOW:

- NOD students can take a maximum of 12 credits in a NOD capacity (excludes certificate students).
- Course Registration:
  - NOD students can only take science courses. MBS business courses are not permitted (excludes certificate students).
  - Students must obtain an SPN to register for courses.
- Transitioning to Matriculated Status
  - Student must complete 2 semesters and be in good academic standing (SGS Policy 1.3.1)

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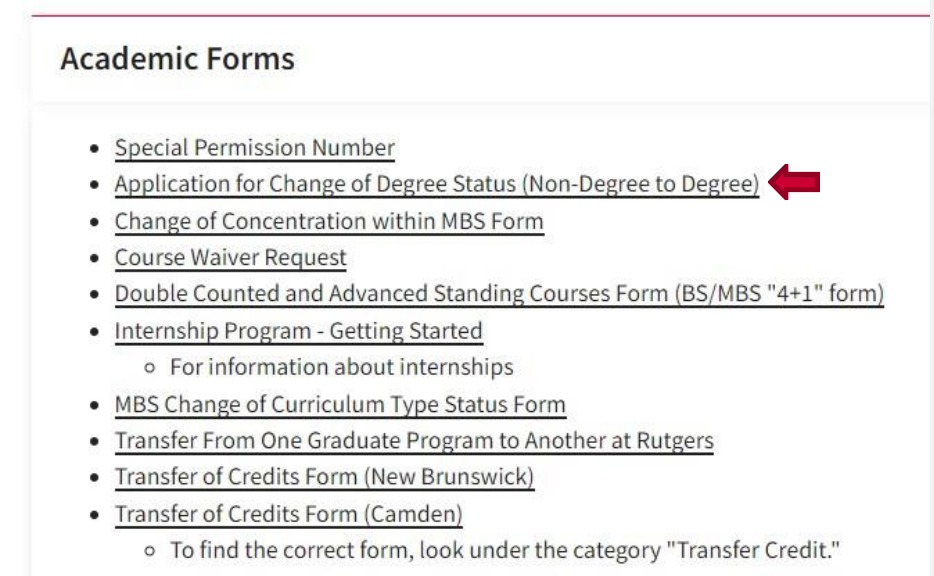
NOD-Matriculation-cont'd

WHAT DO YOU DO:

Direct the student to complete the Application for Change of Degree Status

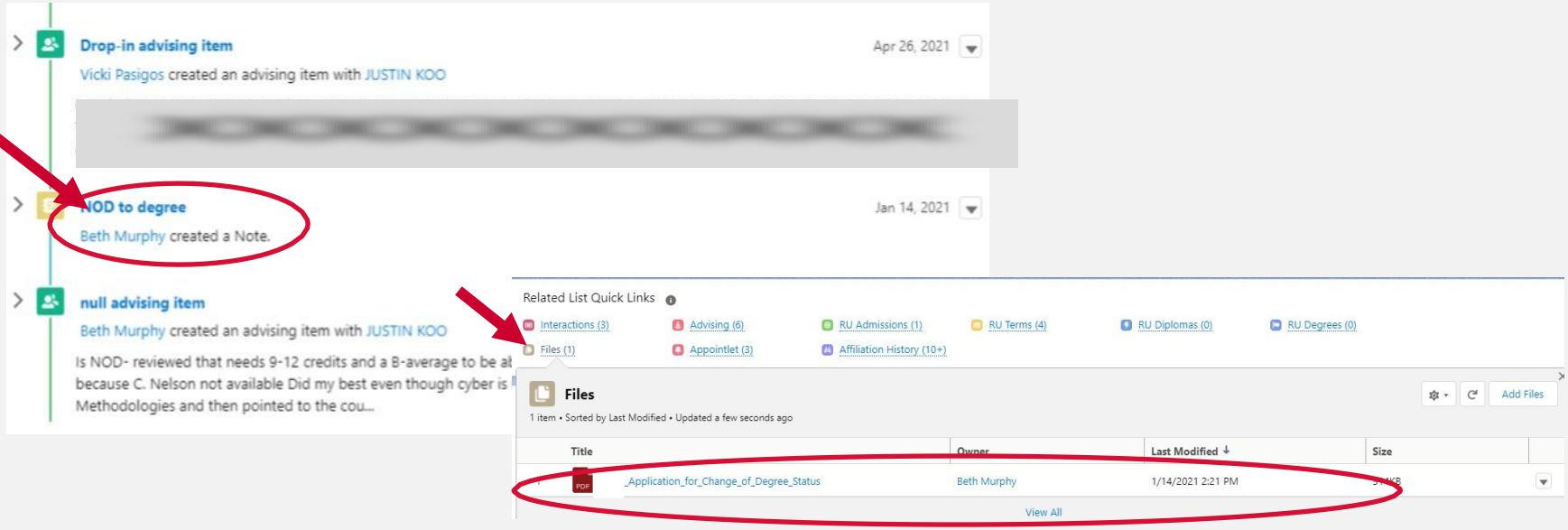
- Follow instructions to complete
- PDF fillable form-no pen and pencil
- No Scanned images-use .pdf format
- Instruction page tells students how they can confirm that their request has been completed.



NOD-Matriculation-cont'd

HOW YOU CAN CHECK STATUS (Salesforce)

- If a student asks to confirm the status of their readmission request.
- Refer to Salesforce



NOD and Matriculation

HOW STUDENTS & YOU CAN CHECK STATUS

- Student transcript will show the status of their matriculation request.
- When the change is approved the "Degree Sought" status will change from "NON-MATRICULATED " to "TERMINAL MASTERS". (see below).

- This also found on the instructions page for the form.

READMISSION

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Readmission

REASON:

If a student has discontinuous enrollment ➔ Will not be able to register for classes.(SGS Policy 1.3.7).

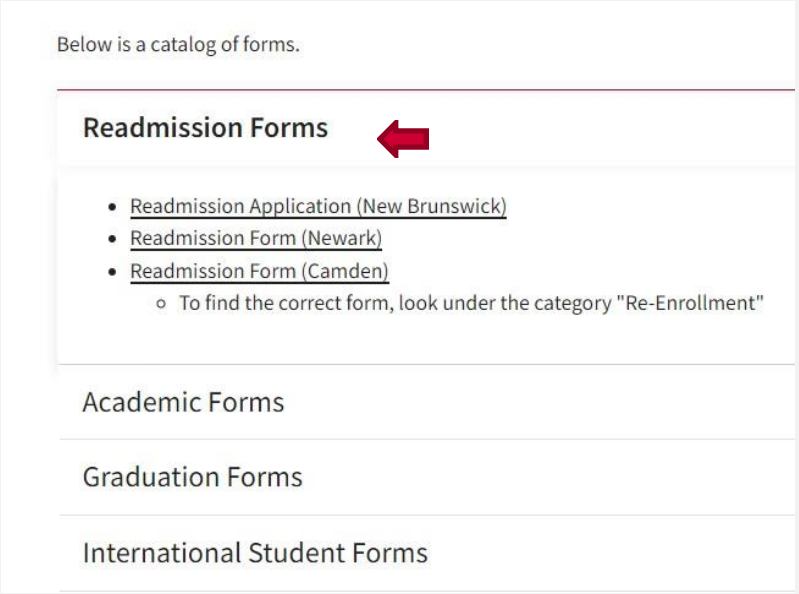
- Exceptions
  - Not enrolled over the Summer semester
  - Registered for matriculation continued
- Check their transcript or ask them when they last took classes.

WHAT DO YOU DO:

Check their transcript or ask them when they last took classes.

Direct the student to the Readmission Form

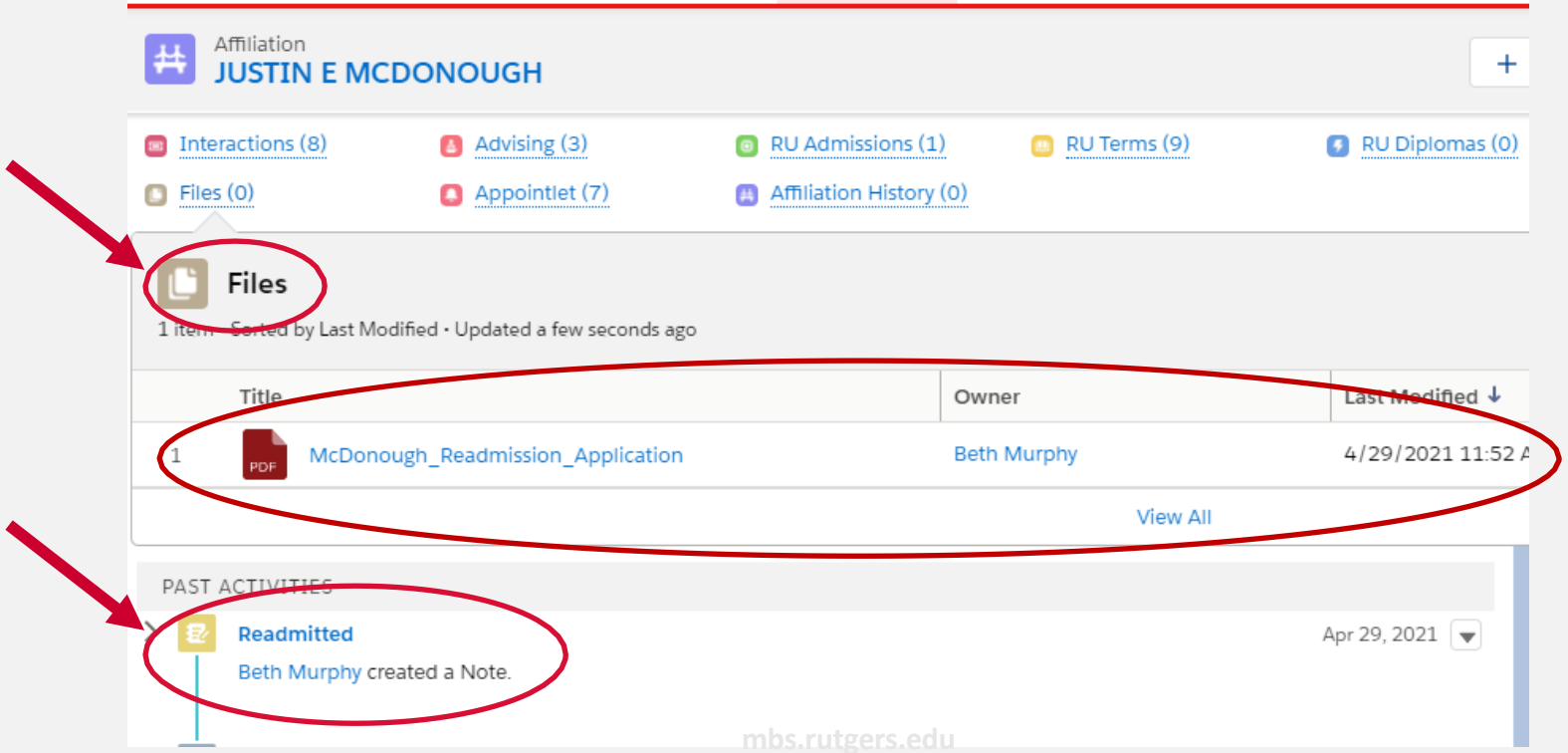
- Follow instructions to complete
- PDF fillable form-no pen and pencil
- No Scanned images-use .pdf format



Readmission

HOW TO CHECK STATUS (Salesforce)

- If a student asks to confirm the status of their readmission request.
- Refer to Salesforce



Readmission

- Once approved for readmission, the student needs to activate their NetID before they can register for courses.
- They can activate it via this link
  - https://netid.rutgers.edu/index.htm

TRANSFER CREDITS

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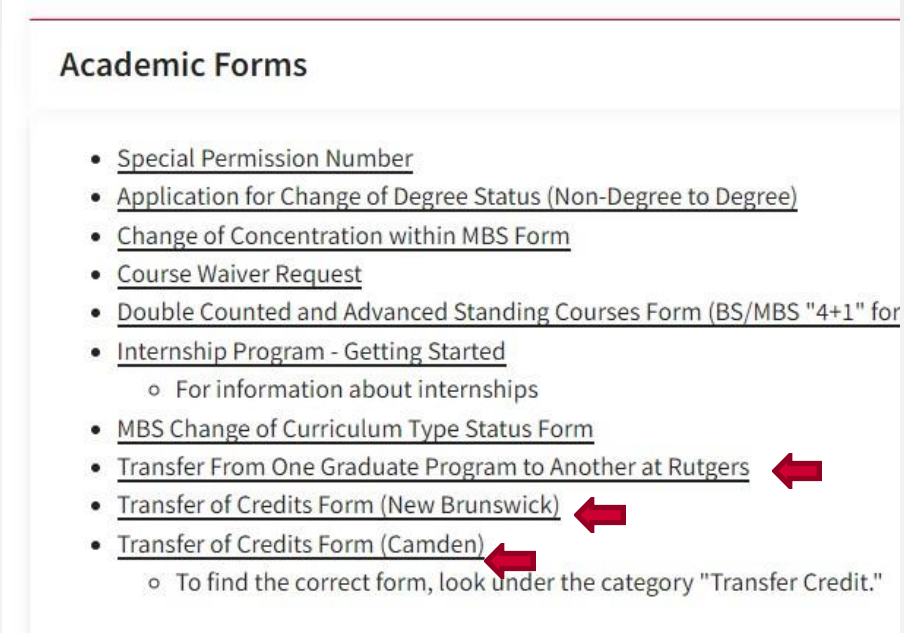
Transfer Credits

REASON:

If a student wants to transfer credits from another graduate program (either from another school within Rutgers or from another university)

WHAT DO YOU DO:

- Student must have earned at least 9 credits as a graduate student in the MBS program and be in **good academic standing**.
- Direct the student to the Transfer Credit link on the MBS website.
  - Follow instructions to complete
  - PDF fillable form-no pen and pencil
  - No Scanned images-use .pdf format



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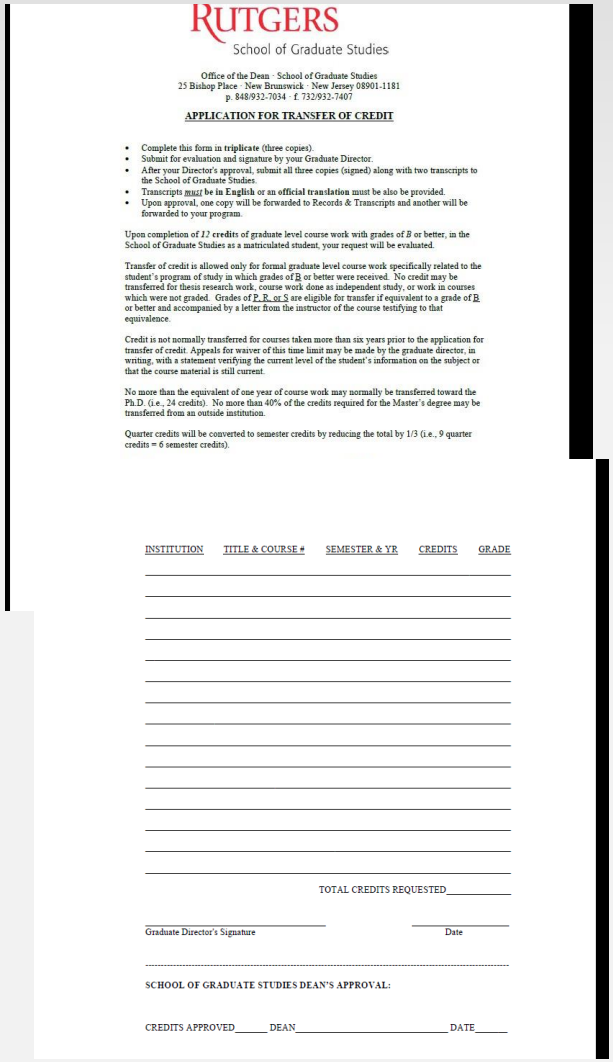

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School of Graduate Studies

Office of the Dean · School of Graduate Studies
25 Bishop Place · New Brunswick · New Jersey 08901-1181
p. 848/932-7034 · f. 732/932-7407

APPLICATION FOR TRANSFER OF CREDIT

- Complete this form in **triplicate** (three copies).
- Submit for evaluation and signature by your Graduate Director.
- After your Director's approval, submit all three copies (signed) along with two transcripts to the School of Graduate Studies.
- Transcripts must be in **English** or an **official translation** must be also be provided.
- Upon approval, one copy will be forwarded to Records & Transcripts and another will be forwarded to your program.

Upon completion of *12* **credits** of graduate level course work with grades of *B* or better, in the School of Graduate Studies as a matriculated student, your request will be evaluated.

Transfer of credit is allowed only for formal graduate level course work specifically related to the student's program of study in which grades of B or better were received. No credit may be transferred for thesis research work, course work done as independent study, or work in courses which were not graded. Grades of P, R, or S are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course testifying to that equivalence.

Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made by the graduate director, in writing, with a statement verifying the current level of the student's information on the subject or that the course material is still current.

No more than the equivalent of one year of course work may normally be transferred toward the Ph.D. (i.e., 24 credits). No more than 40% of the credits required for the Master's degree may be transferred from an outside institution.

Quarter credits will be converted to semester credits by reducing the total by 1/3 (i.e., 9 quarter credits = 6 semester credits).

INSTITUTION	TITLE & COURSE #	SEMESTER & YR	CREDITS	GRADE

TOTAL CREDITS REQUESTED_____

_____ _____
Graduate Director's Signature Date

SCHOOL OF GRADUATE STUDIES DEAN'S APPROVAL:

CREDITS APPROVED_____ DEAN_____ DATE_____

Considerations:

- 2 pages
- Student needs to complete 9 credits in the MBS program before they can transfer credits and be in good academic standing..

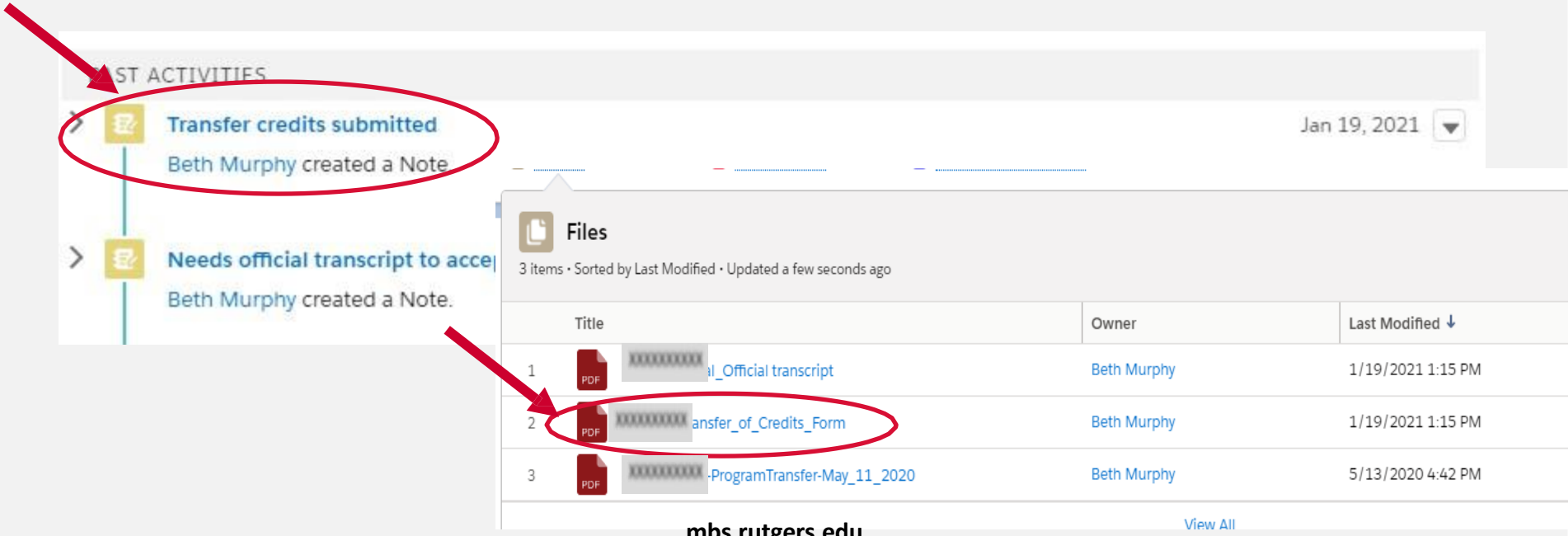
Criteria for transferred credits

1. 12 credit max
    1. US Academic credit equivalent
    2. Foreign institutions requires a WES
2. Must be relevant to the academic area of study.
3. Grade of B or better
    1. Letter grade
    2. No pass/fail
4. Less than 6 years old.
5. From an accredited graduate school.
6. If transferring institution is not Rutgers, must include an official transcript
    1. E-transcripts-use psmforms@docs.Rutgers.edu

Transfer Credits-cont'd

HOW TO CHECK STATUS (Salesforce)

- If a student asks to confirm the status of their readmission request.
- Refer to Salesforce
- For those without access to Salesforce, refer to the student's transcript. (See next slide)



Transfer Credits

HOW STUDENTS AND YOU CAN CHECK STATUS

- Student can check the status of their transfer request.
- Check their transcript

☑ Transfer Courses

RUTGERS GRADUATE SCHOOL-NB

Spring 2010

NAME	SCHOOL	DEPT	COURSE	SUPPL	SECTION	CREDITS	PREF	GRADE
BIOCHEMISTRY	26	160	581			3.0		

Total Transfer Graduate Credits from RUTGERS GRADUATE SCHOOL-NB are: 3.0

NEW JERSEY INSTITUTE OF TECH

Spring 2012

NAME	SCHOOL	DEPT	COURSE	SUPPL	SECTION	CREDITS	PREF	GRADE
INTRO TO BIOSTATISTICS						3.0		

Total Transfer Graduate Credits from NEW JERSEY INSTITUTE OF TECH are: 3.0

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COURSE WAIVER

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COURSE WAIVER

REASON:

If a student wants to waive an MBS required course

- Science Courses
  - Each concentration coordinator is responsible for approving course waivers in their given area:
    - For advisors with access to Salesforce-see next 2 slides for procedure to document the process
      - Drug Discovery, Personal Care➔ Beth Murphy
      - Analytics, Cyber Security➔ Christie Nelson/Karen Bemis/Lindy Ryan
      - UXD➔ Rupa Misra
      - Engineering➔ Hae Gae
    - For advisors **without** access to Salesforce-see next 2 slides for procedure to document the process.
      - Food Sciences, Global Food Technology➔ Paul Takhistov
      - Sustainability, Global Ag➔ Mark Robson
      - Biotech and Genomics➔ Michael Lawton, Paul Mears

Send an email to psmacademics@docs.Rutgers.edu with the following information:

- Student name and RUID
- The course (title and #) to be waived.
- Justification for the waiver.

- Business Courses
  - Forward the request to bam165@docs.Rutgers.edu (ME).
  - I will review and ask for business faculty input if needed

- Course Description
- Transcript showing grade
- Syllabus
- Resume

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COURSE WAIVER

WHAT DO YOU DO:

- No forms for the student to fill out.
- Each area advisor makes the determination whether to approve the course in their area of expertise or not.
  - Decision to approve waiver or not must be documented in Salesforce.
  - If you choose not to have access to SF➔ email (psmacademics@docs.rutgers.edu) who will upload the decision and supporting documentation.
- For business classes-forward the request to psmacademics@docs.rutgers.edu .
- Obtain documentation to support wavier request.
  - If work experience ➔resume
  - If prior course➔
    - Proof of grade (can be unofficial transcript).
    - Course description and/or syllabus if needed.

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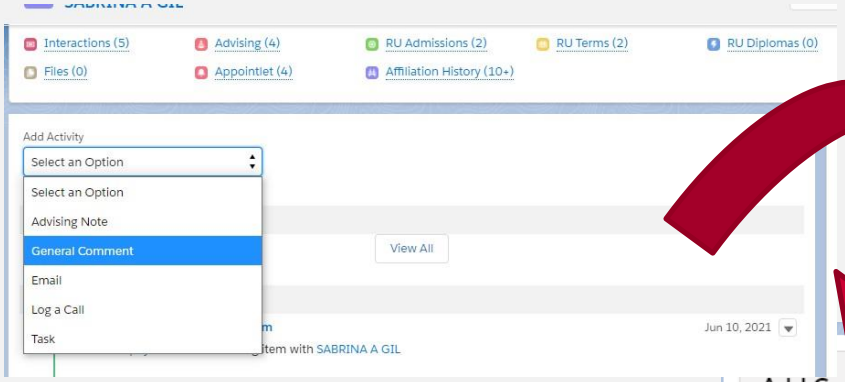
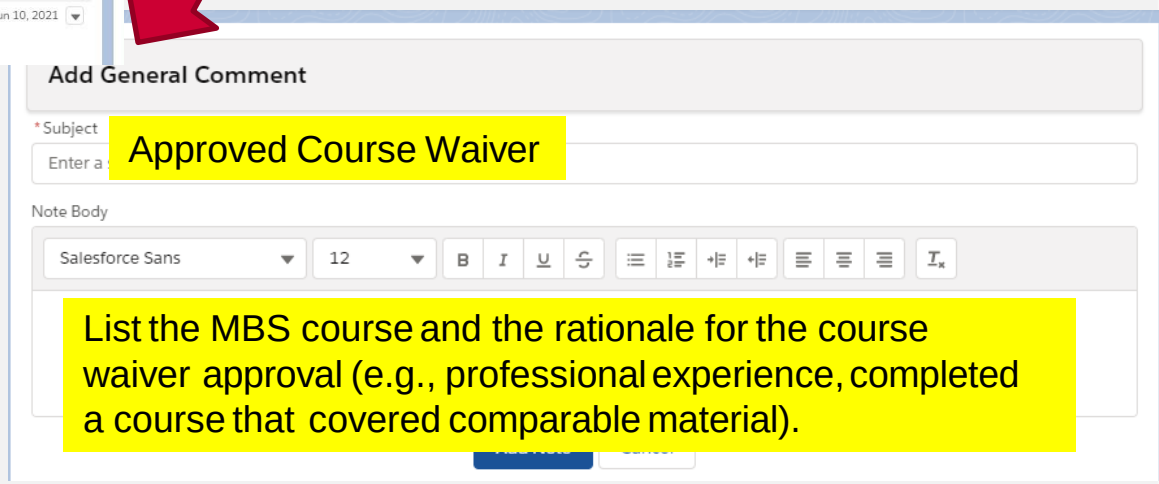
COURSE WAIVER

WHAT DO YOU DO (if you have access to salesforce)

- Log approval into Salesforce as a general comment and upload any supporting documentation, if any.
- Student is still responsible for the credits.





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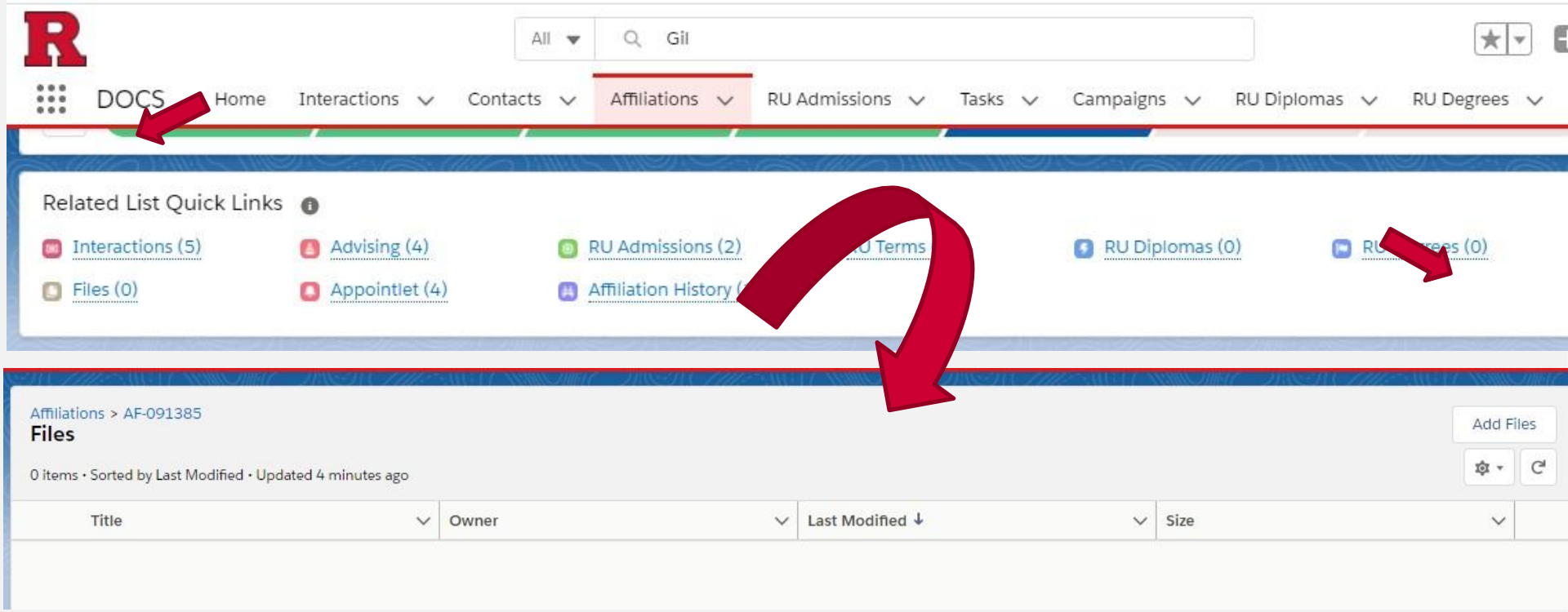
COURSE WAIVER

WHAT DO YOU DO (if you have access to salesforce) contd.):

- Upload supporting documentation



CONCENTRATION CHANGE

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Concentration Change

REASON:

Student want to change their concentration

WHAT DO YOU DO:

Direct the student to complete the "Change of Concentration Form"

- Web form
- Nothing for them to email

Note:

1. Students must meet any pre-reqs for their new chosen concentration (E.g., Analytics must show that they completed at least Calc 1 or the equivalent and one of the following: (1) Statistics (can include biostats) or Calc 2.)
2. Students my be required to take additional classes to meet their chosen concentration's requirements.

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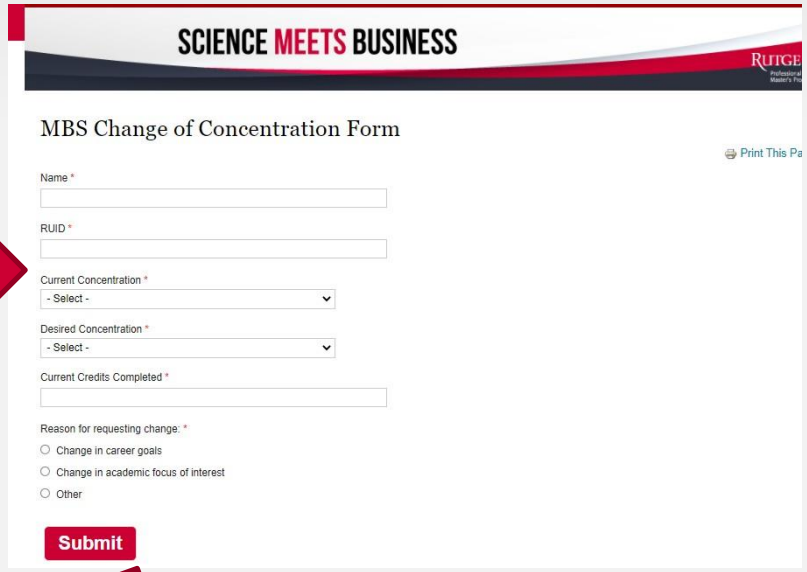
Concentration Change

Academic Forms

- Special Permission Number
- Application for Change of Degree Status (Non-Degree to Degree)
- Change of Concentration within MBS Form
- Course Waiver Request
- Double Counted and Advanced Standing Courses Form (BS/MBS "4+1" for
- Internship Program - Getting Started
  - For information about internships
- MBS Change of Curriculum Type Status Form
- Transfer From One Graduate Program to Another at Rutgers
- Transfer of Credits Form (New Brunswick)
- Transfer of Credits Form (Camden)
  - To find the correct form, look under the category "Transfer Credit."

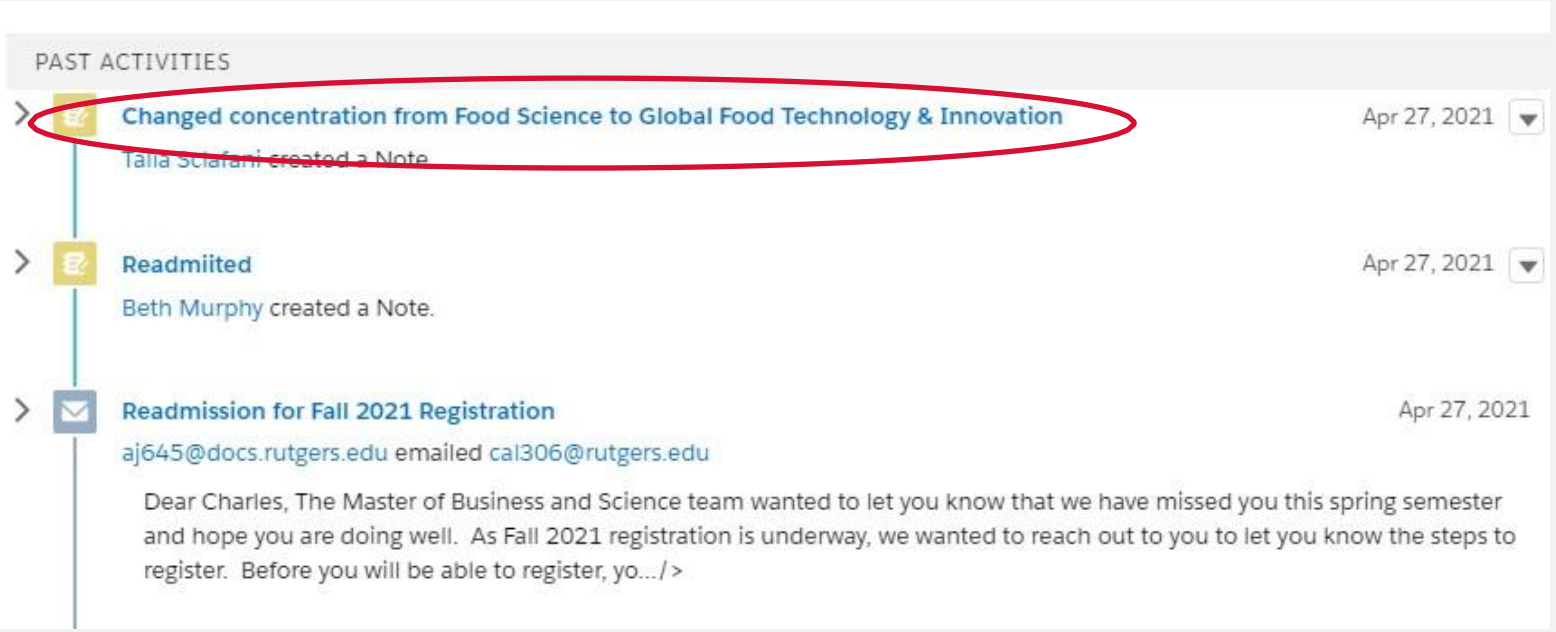


Drupal form➔ data gets manually inputted int Salesforce

Concentration Change

HOW TO CHECK STATUS

- If a student asks to confirm the status of their concentration change request.
- Refer to Salesforce



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CHANGE CURRICULUM CODE

ONLINE ↔ IN-PERSON

CHANGE CURRICULUM TRACK

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Change to Online Curriculum

REASON:

Student expresses desire to change to an online curriculum or vice versa

WHAT DO YOU DO:

Direct the student to complete the "PSM Change in Curriculum Type Status Form"

- Web form

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Change to Online Curriculum

Academic Forms

- Special Permission Number
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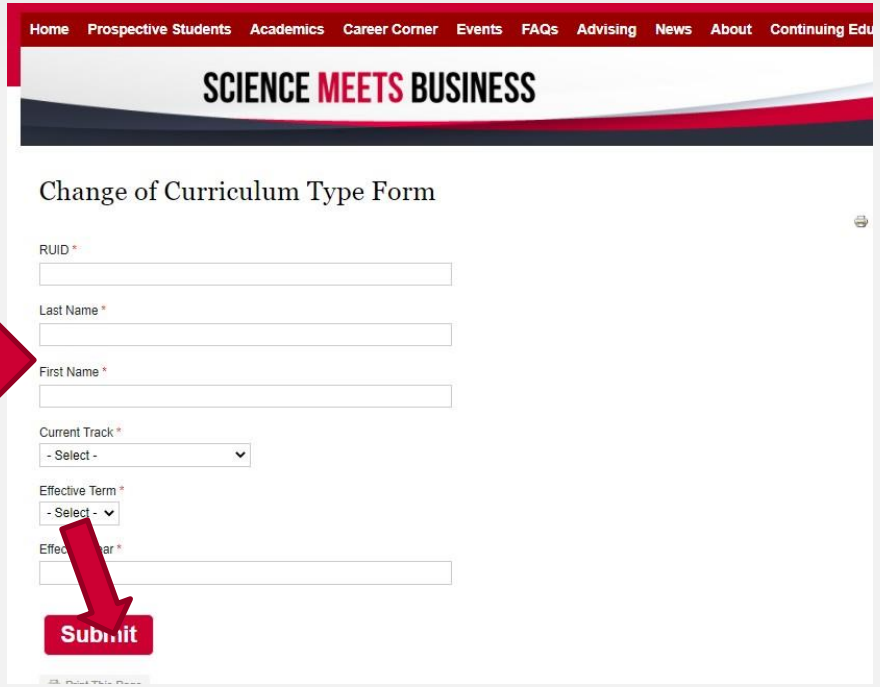
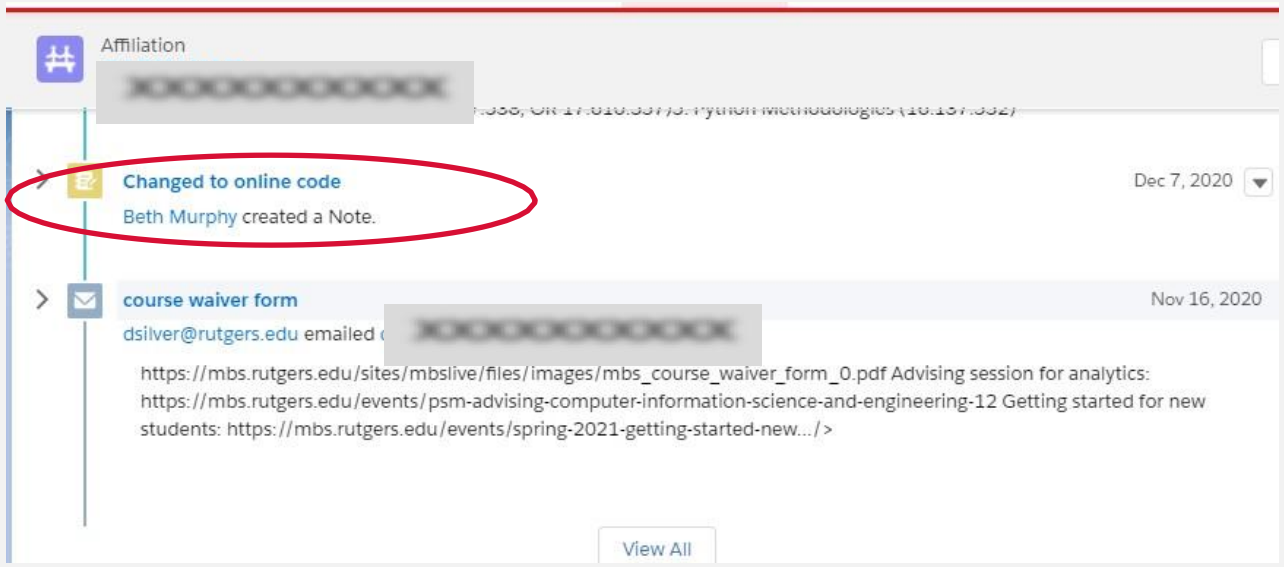


Drupal form that gets manually inputted int Salesforce

Change to Online Curriculum

HOW TO CHECK STATUS (Salesforce)

- If a student asks to confirm the status of their concentration change request.
- Refer to Salesforce



Change Curriculum Track

- Each track has a unique curriculum code
  - Life Sciences➔16:137
  - Computer and Information Sciences➔16:196
  - Engineering➔16:345
- Needs to be updated if a concentration change request also changes their track.
- NO ACTION NEEDED BY YOU OR STUDENT.

4 + 1 STUDENT ADVISING

Advising Suggestions for 4+1 Rising Seniors

- Stress that they are not graduate students until they are awarded an undergraduate degree. (i.e., they are not official MBS students).
- Reiterate that their objective is to complete their undergraduate degree successfully.
- Emphasize that they are not expected or advised to complete the MBS degree in one-year. Overloading credits just to get done is not recommended.

Common Questions:

1. What class should I take?
    1. In general, Take **400-level courses** in their respective departments or Externship Experience (16:137:653 (Fall); 16:137:654 (Spring); 16:137:655 (Summer).

Advising Suggestions for 4+1 Rising Seniors

Common Questions (cont'd):

2. How many credits can I transfer from my undergraduate degree?
    1. You can transfer up to 12 provided that:
        1. You accrued more than 120 credits during your tenure as an undergraduate. Only credits beyond 120 can be counted towards the graduate degree (e.g., Student earns 126 credits as an undergrad ➔ only 6 credits are eligible to transfer,
        2. The level of the course is at least 400-level.
        3. Must be a letter grade of B or better.
        4. Earned at least 9 credits and are in good academic standing as an MBS graduate student.
3. Can I start the MBS degree over the summer?
    1. Yes, provided that:
        1. You were awarded your undergraduate degree.
        2. Accept your appointment as an MBS student and complete all admission processes.

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Transferring undergraduate credits (4+ 1 only)

- Can transfer up to 12 credits earned while the student was an undergraduate if they are:
  - Undergraduate courses-level 400 or higher **OR** Graduate level MBS course (16:137:XXX) **AND**
  - **AND** Earned a grade of B or better

- Earned a minimum of 9 credits earned as a graduate student and be in good academic standing before a transfer can be initiated.
- Contact psmacademics@docs.Rutgers.edu to get assistance with the transfer credit process.

ACADEMIC INTEGRITY

Academic Integrity and Policies

http://academicintegrity.rutgers.edu/

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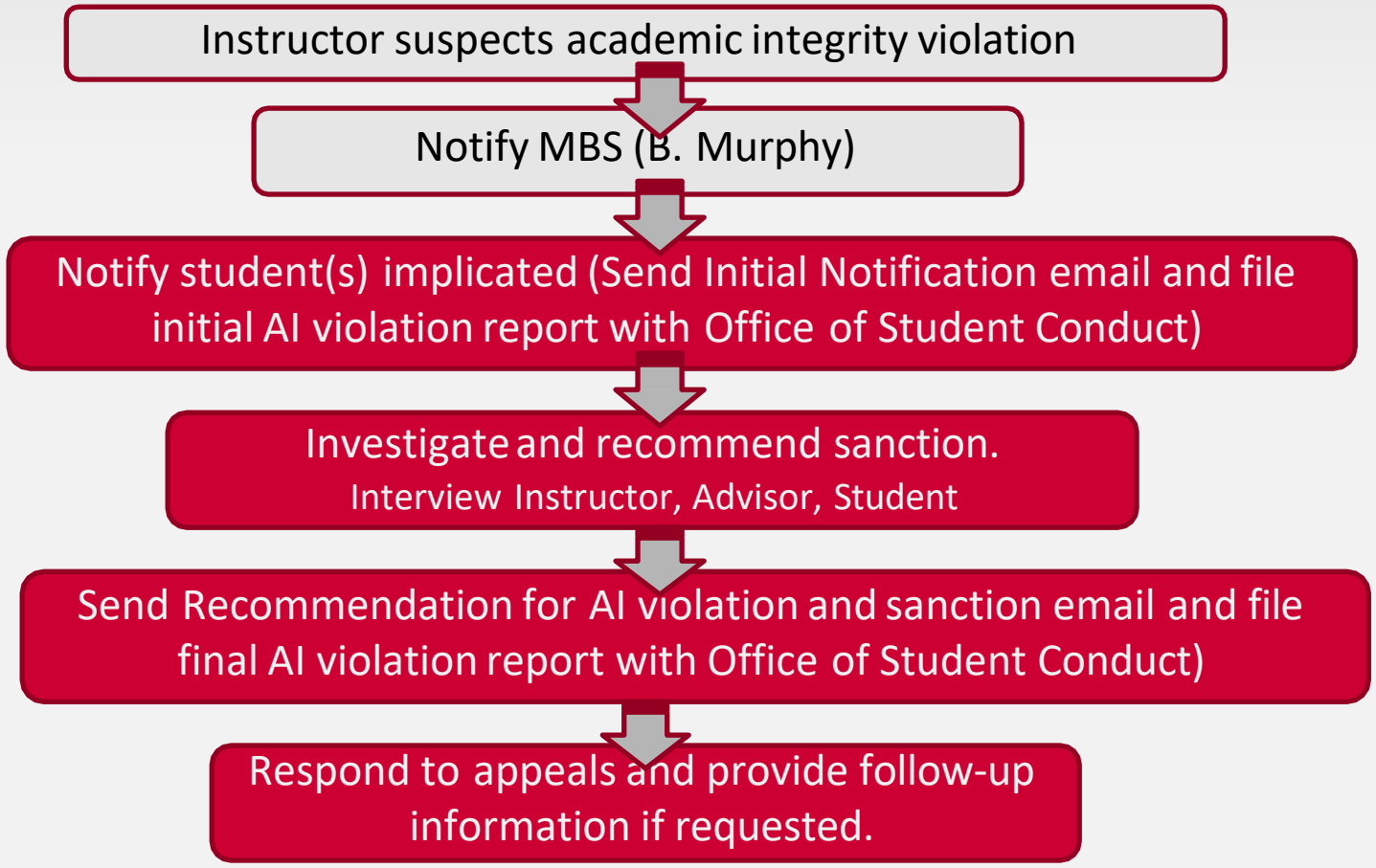
How to Handle Suspected Breaches of Academic Integrity (UPDATED RUTGERS PROCESS)



Instructor/Advisor

B.Murphy

Advisor, instructor and exec. director cc'd on all correspondence. Documented in salesforce

PROBATION AND ACADEMIC PROGRESS

Graduate Academic Policy-Probation

The following are examples of conditions which usually indicate lack of satisfactory academic progress:

- Earning a grade below B in more than 3 courses counting towards the degree,
- Grade point average below B (3.0) for one academic year,
- Excessive course withdrawals (W grades) after the normal course add/drop period,
- Excessive incomplete (IN) grades,
- An F in any course,
- Failure to make up incomplete grades

https://gsnb.rutgers.edu/academics/policies-and-procedures

Academic warning

- Students are issued academic warning letters notifying them that they are not making satisfactory academic progress.
- They have 1 semester to remediate.
- If progress is not observed, they are issued a 2nd waning letter and recommended for dismissal.

https://gsnb.rutgers.edu/academics/policies-and-procedures

INTERNSHIP

https://mbs.rutgers.edu/internship-program

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INTERNSHIP

REASON:

If a student wants to pursue an internship

WHAT YOU NEED TO KNOW:

- Internship is not required for graduation if the student has relevant professional work experience.
- Internships are strongly encouraged for student with no formal work experience.
- The MBS department does not place students in internships. It is the student's responsibility to find their own internship.
- To receive academic credits, students need to register for and fulfill the requirements for the class (16:137:608 (Fall), 609 (Spring), 610 (Summer).
- Students can select **1-3 credits per course, per semester** when they register MBS students
- MBS students typically earn up to **3 credits total for internships**. In special circumstances can take up to 6 credits if approved by the advisor.
- Direct question about the Internship course coordinator to Abbe Rosenthal(abbe.rosenthal@rutgers.edu).
- Required an SPN

MISCELLANEOUS

end