Guide to Academic Forms & Processes

for MBS staff, faculty, and advisors

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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](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](https://mbs.rutgers.edu/policies-and-procedures)
- Link to academic calendar: [https://scheduling.rutgers.edu/scheduling/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/](http://www.studentabc.rutgers.edu/)
- Semester start end-Add/Drop dates: [https://scheduling.rutgers.edu/scheduling/academic-calendar](https://scheduling.rutgers.edu/scheduling/academic-calendar)
- MBS FAQ Page: [https://mbs.rutgers.edu/faqs](https://mbs.rutgers.edu/faqs)
- Link to Rutgers Schedule of Classes “SOC”: [https://sis.rutgers.edu/soc/#home](https://sis.rutgers.edu/soc/#home)
- Link to SPN Page: [https://mbs.rutgers.edu/special-permission-numbers](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”
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

YES

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

NO

Readmission Form

YES

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

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

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

Is the class closed?

• Student must meet the pre-req’s to register for the class.
• Exception → Capstone
• SPN Page for direction.

SPN Page for direction.

Student Advisor

mbs.rutgers.edu
NON-DEGREE STUDENTS AND MATRICULATION
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)
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.
HOW YOU CAN CHECK STATUS (Salesforce)

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

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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

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

mbs.rutgers.edu
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
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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**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."
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

mbs.rutgers.edu
COURSE WAIVER
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

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

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.

mbs.rutgers.edu
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 waiver request.
  – If work experience ➔ resume
  – If prior course ➔
    • Proof of grade (can be unofficial transcript).
    • Course description and/or syllabus if needed.
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.

List the MBS course and the rationale for the course waiver approval (e.g., professional experience, completed a course that covered comparable material).
WHAT DO YOU DO (if you have access to salesforce) cont’d.:

• Upload supporting documentation
CONCENTRATION CHANGE
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 may be required to take additional classes to meet their chosen concentration’s requirements.
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 into Salesforce

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Concentration Change

HOW TO CHECK STATUS

• If a student asks to confirm the status of their concentration change request.

• Refer to Salesforce
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
Change to Online Curriculum

Academic Forms

- Special Permission Number
- Application for Change of Degree Status (Non-Degree to Degree)
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- Double Counted and Advanced Standing Courses Form (BS/MBS "4+1" forms)
- 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 that gets manually inputted into Salesforce

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HOW TO CHECK STATUS (Salesforce)

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

mbs.rutgers.edu
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)).
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.
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
  - 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

“Success without integrity is failure.”
Anonymous
10 Dec 2012 12:18 pm

http://academicintegrity.rutgers.edu/
mbs.rutgers.edu
How to Handle Suspected Breaches of Academic Integrity (UPDATED RUTGERS PROCESS)

1. Instructor suspects academic integrity violation
   - Notify MBS (B. Murphy)

2. Notify student(s) implicated (Send Initial Notification email and file initial AI violation report with Office of Student Conduct)
   - Investigate and recommend sanction.
     - Interview Instructor, Advisor, Student

3. Send Recommendation for AI violation and sanction email and file final AI violation report with Office of Student Conduct)
   - Respond to appeals and provide follow-up information if requested.

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
mbs.rutgers.edu
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
mbs.rutgers.edu
INTERNSHIP

https://mbs.rutgers.edu/internship-program
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](mailto:abbe.rosenthal@rutgers.edu)).
• Required an SPN
end