



Graduate Academic Policies and Procedures: Academic Standing

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Enrollment Status

Students registered for 9 credits or more throughout an entire semester are considered full-time. International students must be in full-time status every semester. The Office of International Students and Faculty will report, in SEVIS, international students who meet the full-time definition under F-1 regulation 8CFR 214(f)(6). Any international students unsure of their status should contact the office at 973-596-2451 or send an e-mail to international.students@njit.edu Students who are not registered for 9 credits and do not meet the conditions for full-time certification are considered part-time.

Full-time Certification

The Office of Graduate Studies may certify students as full-time even if they are not registered for 9 credits, under any of the following circumstances:

- If a master's thesis registration is included in a prior semester, an additional semester, for a maximum of two, with only a master's thesis registration is acceptable
- Students have fewer than 9 credits remaining for completion of all degree requirements and are registered for all credits needed to complete the degree. This certification can only be given for one semester.
- Doctoral candidates who completed all required course work, and accumulated the required dissertation credits but have yet to complete the dissertation and defense, are registered in Dissertation Research (and seminar if required) for at least 3 credits each semester.
- Students originally registered for 9 credits but have substantial extenuating circumstances that require a reduction in course load. Normally this certification applies only in cases of medical or similar emergencies that incapacitate a student for a significant part of a semester. Improper course registration, failure to seek proper advisement, inadequate academic progress, or risk of earning a weak or failing grade are not extenuating circumstances. Inability of an international student who had earlier filed a financial attestation to pay tuition and fees, is also not an extenuating circumstance.
- Students on a full-time cooperative education assignment are registered in a graduate co-op work experience or equivalent course. The Office of Graduate Studies should be consulted for limits on cooperative education because cooperative education has an influence on full-time certification and allowable time to complete the degree.

Audited courses and withdrawn courses do not count toward full-time status; ESL (English as a Second Language) courses do count as one course each.

Half-time Students

For federal, financial aid, and other reporting purposes, half-time graduate student status may be defined for students registered for 6 credits or fewer during a semester. Contact the Office of Graduate Studies for more information.

Grades

The following grades are used for graduate courses:

GRADE	GPA	SIGNIFICANCE
A	4.0	Excellent
B+	3.5	Good
B	3.0	Acceptable
C+	2.5	Marginal Performance
C	2.0	Minimum Performance
F	0.0	Failure
I		Incomplete
W		Approved Withdrawal
AUD		Audited (no academic credit)
S or U		Satisfactory or Unsatisfactory
P		Passing for completion, defense and final submittal of a Master's Thesis or Doctoral Dissertation

Unlike undergraduate courses, there is no D grade for graduate courses. Assigned grades must be consistent with the level of the course and not the matriculation level of the student in the course. Grades used in GPA calculations (A, B+, B, C+, C, and F) are not to be used as grades for dissertation research (790), pre-doctoral research (792), master's thesis, 0, 1/2, and 1 credit seminars, co-op, teaching methods, and ESL courses. Incompletes are not assignable for these courses with the exception of co-op as described later.

Project, Thesis, and Dissertation Grades

Grades for these are S or U until completion. Students who do not complete a master's project, master's thesis or doctoral dissertation in a semester, regardless of accumulated credits, must register again for at least 3 credits

of project, thesis or dissertation in the following semester. Grades of S or U cannot be changed after a semester is over to show retroactive completion and to avoid additional registrations that are required.

Final Grades in Project, Thesis, and Dissertation

Letter grades bearing on the GPA are given for satisfactory completion of a project. The final grade for a completed, defended, approved and submitted thesis or dissertation is P. Theses and dissertations require a successful defense before the thesis or dissertation committee, after which the P may be assigned. Theses and dissertations are submitted to the Office of Graduate Studies. Projects are submitted to the project graduate advisor.

Semester and cumulative GPA calculations by the registrar only include courses for which a letter grade is given. For the purpose of the GPA, the registrar only calculates the grades for credits earned in the semester in which the project is completed. Letter grades cannot be given for an unfinished project nor for work not submitted. Receipt of two U grades for project, thesis, dissertation, or pre-doctoral research can result in dismissal from the program.

Special Topics

Regular letter grades are assigned for special topics courses.

Independent Study

Regular letter grades are assigned for independent study courses.

Incomplete

A grade of I (Incomplete) is given when courses cannot be completed because of special circumstances. Students on academic probation are not permitted a grade of incomplete without permission from the Office of Graduate Studies. Required course work may be finished at the discretion of the instructor, no later than the end of the subsequent semester. Receipt of an I does not require or suggest attendance in the courses in a following semester. A letter grade must be assigned by then or a grade of F will be automatically assigned. Students nominated for financial awards must have I grades resolved by the fourth week of the subsequent semester to allow a determination of their eligibility for the award. The new grade cannot be changed.

A grade of I cannot be given for thesis, project, dissertation, seminar, pre-doctoral research, or English as a Second Language (ESL) courses. Students in joint programs or cross-registered from or with Rutgers-Newark should note that NJIT has a different and much earlier deadline for resolution of I's before they automatically become F's. Some departments may assign an

initial I for co-op courses, which may be changed to an S or U based on submittal of a report by the student to the co-op advisor. Students continuing for a second consecutive registration period in co-op with the same employer will have an I assigned as a grade for the first registration. This will be changed to S or U, based on co-op performance and evaluation by the co-op advisor at the end of the second registration period.

Satisfactory and Unsatisfactory

The grades S or U report progress in project, thesis, dissertation, and pre-doctoral research courses. These also can be final grades in seminar, co-op, teaching methods and ESL courses. The grade of S is given for satisfactory progress and U is given for unsatisfactory progress. Students who fail to meet with their advisors or do not satisfy relevant attendance requirements will receive a U grade. Credits for courses in which U is received cannot count toward a degree.

Grade Reports

The registrar no longer issues grade reports. Grades may be viewed using a confidential password and identification number at the registrar's home page: <http://www.njit.edu/Registrar>

Grade Changes

Grade change requests will not be accepted after the end of the subsequent semester. Students should carefully monitor their records and contact the Registrar or the Office of Graduate Studies about any missing or incorrect grades no later than the end of the following semester.

Grade Disputes

Students are expected to resolve disputes about grades with their instructors. If they cannot reach a satisfactory settlement with their instructor, students are permitted to request the intervention of the chairperson of the department and the dean of the school or college. Most schools and colleges have defined procedures for grade disputes coordinated by the dean of the school or college. The dean of graduate studies may be consulted.

In all cases, final authority to award grades rests with the instructor.

Special Circumstances

Students should bring to the attention of the dean of graduate studies any special circumstances that may adversely affect academic standing. This action must be taken as soon as such circumstances develop.

Course Repetition

Graduate students may request approval to repeat a course using a form available from the Office of Graduate Studies. The grade received in a repeated course is calculated in the cumulative GPA, but the first grade still appears on the transcript. A maximum of two courses may be repeated in matriculated graduate study. Students may not repeat a course without prior approval from the department and the Office of Graduate Studies. Non-matriculated students, including certificate students, may repeat a maximum of one course.

Students who receive an F in a course will be required to repeat that course. The dean of graduate studies should be consulted if the course is no longer offered or not applicable to the student's current program or other extenuating circumstances are believed to exist.

Transcript of Grades

Students who wish to obtain a transcript issued on their behalf must submit a request in writing to the registrar. A fee for each copy must accompany written transcript requests. Allow 10 days to process the request. Transcripts will not be issued to or on behalf of a student with outstanding financial obligations to the university. Official transcripts bearing the university's raised seal will be issued only to other educational institutions, government agencies, or employers. Under no circumstances will official transcripts be issued to students.

Academic Performance and Satisfactory Progress Policy

New Jersey Institute of Technology requires that students maintain satisfactory progress in working toward a degree. Federal and state regulations governing financial aid and awards require that students receiving aid from government agencies must meet academic performance and progress requirements defined by the university and approved by the appropriate government agencies. Students are responsible for checking regularly with the office of the department of major study or the Office of Graduate Studies to determine if they are fulfilling degree requirements.

The Office of Graduate Studies, along with academic departments, reviews academic standing of all graduate students at the end of each semester. To have satisfactory academic standing, students must have a cumulative GPA of 3.0 or above, meet all university requirements and be making satisfactory progress toward a degree. Students who do not have satisfactory academic standing are subject to academic warning, academic probation or academic dismissal.

Academic Warning

Students who have completed at least one full-time semester (or its equivalent of 9 credits) and do not have satisfactory academic standing may be asked by the Office of Graduate Studies to visit in-person to review their academic record and also to meet with their graduate advisor. This is not noted on the permanent academic record.

Academic Probation

Students who have completed two or more semesters, or more than 9 credits, and do not achieve satisfactory academic standing may be placed on academic probation or be subject to dismissal. Conditions for continuing graduate study at NJIT are sent to students on academic probation. The Office of Graduate Studies will work with students to determine approaches toward successful program completion. Course repetition or the taking of up to 6 additional credits are typical recommendations for students whose GPA is below 3.0 and have the ability to raise the GPA to 3.0 with appropriate grades.

Students on academic probation may not maintain registration without the approval of the Office of Graduate Studies. Academic probation may be noted on the permanent academic record.

Dismissal

Students may be dismissed from Graduate Studies for cause at any time. Cause shall include, but is not limited to:

- Failing to meet the conditions of admission.
- Failing to maintain a cumulative GPA of at least 3.0 after completing one semester or attempting at least 9 credits.
- Failing to make satisfactory progress toward a degree.
- Failing to meet the requirements for graduation.
- Failing a required or repeated course more than once.
- Failing to satisfy requirements for project, thesis, or dissertation within the required time limits.
- Failing doctoral qualifying and similar examinations required for continuing studies in the program, or failing to take examinations within prescribed time limits.
- Professional conduct offenses as defined in the NJIT Code of Professional Conduct.
- Making a false representation relating to admission, registration, or the awarding of financial support.
- Failure to pay all tuition, fees and other charges within the required time limits.

Dismissal is noted on the permanent academic record.

Appeals

Decisions relating to a graduate student's academic status are made in accordance with regulations approved by the faculty and its standing committees. Committees include, but are not limited to, the Graduate Council and the Committee on Academic Affairs.

Students who disagree with a decision should attempt to resolve the matter with those immediately responsible. When a matter cannot be resolved at this level, students should appeal to the chairperson of the department and then to the dean of the school or college. At any time, the student may request that the dean of graduate studies be consulted.

A graduate student who remains dissatisfied may appeal the decision to the Committee on Graduate Appeals through the Office of Graduate Studies. The committee's decision, made in writing, is final. Student requests for review or appeal must be in writing and state accurately and completely the decision being appealed, when it was made, by whom, and the reason for the request. Requests should be sent to the dean of graduate studies. A copy of the request together with information that defines the student's record are distributed to the committee members for their consideration.

Readmission if Dismissed

Students dismissed from NJIT for academic reasons may apply for readmission to another degree program after at least one calendar year.

Dismissed students who seek readmission should apply to the Office of University Admissions at least two months before the date of intended readmission. These students must complete, in full, the application for admission and provide all requested documentation, regardless of previous applications. Readmission is treated as a new application. Readmits compete against all other applicants for admission that semester. The circumstances and conditions of the dismissal will be considered in the readmission process.

Students dismissed for professional conduct offenses or for making false representation will not be readmitted to NJIT.

Students who reapply should also include supportive material to justify readmission. Such material may include, but not be limited to, scores obtained in the GRE or GMAT, grades obtained in graduate level work at other institutions, letters of recommendation, and a statement by the applicant. A non-refundable fee of \$60 must accompany applications.