MFinA Policies & Procedures

For policies and procedures governing a range of issues including conduct and discipline; tuition, fees, registration and grading; payment of term bills; diploma application and awards and more, please consult the Rutgers Business School Graduate Programs Course Catalog, Curriculum and Information Guide. It is your responsibility to keep informed of these policies, procedures and deadlines.

1. Admission to the full-time (part-time) program is restricted to the Fall (Spring) semester only.

2. Full-time students must take the courses listed under curriculum during the semester indicated under curriculum. 20 Month Part-time Program students must take the courses listed under curriculum during the semester indicated under curriculum. Flex part-time may take required courses in any order as long as pre-requisites are met.

3. If a student withdraws from all courses or does not register for any courses for a period of one semester (excluding summer) without prior written permission of the Program Director, the student will be expelled from the Program. She/He will then be required to re-apply to the program in order to continue the pursuit of the MFinA Degree. The program policies and procedures which apply to students in these circumstances will be the ones in effect when they are re-admitted. Students may be granted a leave of absence under certain circumstances. Permission must be requested in writing at least one month prior to the start of the semester in which the leave is desired, sent to the Program Director, and will be granted as the director sees fit.

4. Students must maintain a 2.5 cumulative Grade Point Average (GPA) at all times. Should a student drop below this average, she/he will be put on academic probation for the duration of one semester. If the student fails to bring her/his cumulative GPA up to a 2.5 or better by the end of that semester, she/he will be expelled from the Program.

5. Student transcripts are reviewed by the Program Director at the end of each term to ensure that each student is making sufficient academic progress and does not fall within the parameters of #4 above.

6. The minimum acceptable grade for any course in the program is a C. Courses with grades less than a C must be repeated and a grade of C or better obtained – before a student may graduate.

7. If a student is out (withdraws from all courses or does not register for any courses) for a period of one semester (excluding summer) without prior written permission of the Program Director and the Program Administrator, the student will be expelled from the Program. She/He will then be required to re-apply to the Program in order to continue the pursuit of the MQF Degree. The program policies and procedures which apply to students in these circumstances will be the ones in effect when they are re-admitted. Students may
be granted to take a leave of absence under certain circumstances. Permission must be requested in writing at least one month prior to the start of the semester in which the leave is desired, sent to both the Program Director and the Program Administrator, and will be granted as the Board sees fit.

8. Students may request a change in status from full-time to part-time (or vice versa) only one time during the pursuit of the MFinA Degree. Students who wish to make such a request must send a full explanation of their circumstances and reasons for wanting to make the change to both the Program Director and the Program Administrator at least one month prior to the registration period for the term in which the change is desired. The request will then be reviewed by the Program Director and the Program Administrator, who will be responsible for the final decision on each request.

9. MFinA students are not eligible to take any MBA Qualifying Examinations.

10. MFinA students are not eligible to participate in the Princeton Exchange Program.

11. A student may not matriculate/be formally admitted to more than one program at the same time.