

## 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 program is restricted to the Fall 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 an academic average of no less than 2.5. The student's average is computed on the basis of all courses taken for credit. Each grade received in a course that has been failed and then repeated is included in the calculation. Grades received in courses not given at a graduate department of Rutgers University or New Jersey Institute of Technology are not included in the computation.
5. Grades are rounded to the third decimal place; a 2.499 is not equivalent to a 2.5. 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. The student will be notified by the program director of the dismissal due to failure to uphold academic standards. Appeals of these actions may be submitted in writing to the program director for review by the Special Programs Committee. Students should email or drop off such appeals to the program coordinator.
6. 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.
7. MFinA students are not eligible to take any MBA Qualifying Examinations.
8. MFinA students are not eligible to participate in the Princeton Exchange Program.
9. A student may not matriculate/be formally admitted to more than one program at the same time.