

## **Rutgers, School of Business-Camden (RSBC) Undergraduate Scholastic Standing Committee (SSC)**

### **Cumulative Grade-Point Average**

An undergraduate student's academic rank within the class cohort is determined by the cumulative grade point average (CGPA). This average is computed by multiplying the numerical value of the grade received in each course taken for degree credit, and to be included in the average, by the number of credits the course is worth to obtain the grade points earned in that course. The grade points earned in all such courses are then added together and the sum is divided by the total credits of those courses.

- 1) Numerical Grade Equivalent(s) x Credit(s) = Grade Point(s)  
A=4, B+=3.5, B=3, C+=2.5, C=2, D=1, F=0
  
- 2) Semester or Term Grade Points/Semester or Term Credit(s) = Semester or Term Grade Point Average
  
- 3) Total Grade Points /Total Credits = Cumulative Grade Point Average

Students who have transferred from other accredited colleges/universities may receive advanced standing for courses taken, as determined by the transfer credit evaluation; however, non-Rutgers grades are not recorded on the academic records, nor are such grades calculated in the cumulative grade-point average. The CGPA appearing on the academic record is a reflection of the scholastic performance of the student only while enrolled in the Rutgers system and is the basis for the determination of academic standing and any academic honors or penalties.

### **Early Warnings**

Faculty may issue an "Early Warning" if they find that a student's performance and/or attendance are unsatisfactory. Early Warnings are issued by the 8<sup>th</sup> week of the semester. Students are encouraged to meet with their faculty to learn what steps may be taken to improve one's academic performance. Students may also meet with the Academic Services staff, if additional attention is desired to address the area(s) of concern.

### **Scholastic Standing Committee (SSC)**

The RSBC's Scholastic Standing Committee oversees the implementation of academic regulations, receives petitions for exemptions from RSBC academic policy, such as change of courses after the deadlines, course overload requests, re-enrollment after academic dismissal, intra-University admission to the RSBC, retroactive withdrawal from courses. The SSC will inform students in writing of its determinations.

The committee considers petitions for retroactive withdrawal no later than one year after the end of the term in which the courses in question were taken. Any student wishing to

submit a petition to the committee should obtain the proper forms from the Academic Services Office on the second floor of the Business Science Building (BSB) or from the forms page of the Academic Services website at <http://camden-sbc.rutgers.edu/AcademicServices/forms2.htm>. Such petitions are considered by the Scholastic Standing Committee on the basis of technical error, new information, and/or extenuating circumstances. Petitions that address failure(s) in touchtone or webreg should include the registration confirmation. Only fully documented written petitions are considered.

### **Poor Academic Performance**

Scholastic standing is determined by cumulative grade point average (CGPA) which is computed at the end of each semester/term. Any student with a CGPA less than 2.000 is referred to the Scholastic Standing Committee. This committee reviews the work of all students with deficient GPA's at the close of each term and may take any of the actions listed below. Additionally, degrees are not awarded to any student with a CGPA is less than 2.000.

### **Scholastic Standing Guidelines (Academic Performance)**

At the conclusion of each semester, students' grades are reviewed for academic performance. Any student whose semester/term GPA is less than 2.000 or whose CGPA is less than 2.500 is directed to meet with the Academic Services staff and may be referred to the RSBC's Scholastic Standing Committee for additional review and action. The following is an outline of the procedures used by the RSBC regarding student academic performance:

### **Academic Warning (W)**

Academic Warnings are issued to students with a semester GPA below 2.000 **or** with CGPA between 2.000-2.499.

The student must:

1. Meet with an Academic Services staff member to discuss her/his academic performance.
2. Identify the factors which negatively impacted the academic performance and explore methods to improve future performance.

### **Placed on Probation (PP)**

Students are "Placed on Academic Probation" for having a CGPA below 2.000 and are subject to the conditions listed below. Students may be Placed on Probation only once in their college careers. Any future term wherein the student earns a CGPA of less than 2.000 he/she will be placed on Continued Probation.

The student must:

1. Achieve a minimum semester GPA of 2.000 during the next semester of enrollment.
2. Enroll in no more than twelve (12) credits.
3. Develop and submit an academic plan, which outlines how he/she will improve his/her performance in the next semester of enrollment.
4. Meet with an Academic Services staff member monthly to monitor academic progress

If these conditions are not met, the student may face Academic Dismissal.

### **Continued Probation (CP)**

Students are placed on “Continued Probation” if they *have* met the conditions of their Placed on Probation status, but *have not* yet earned a minimum CGPA of 2.000. If a student was once placed on probation, returned to good academic standing and whose CGPA falls below 2.000 for an additional time during one’s college career, the student will be placed on Continued Probation and subject to the conditions listed below:

The student must:

1. Achieve a minimum cumulative GPA of 2.500 in the next semester of enrollment.
2. Enroll in no more than twelve (12) credits.
3. Refine his/her academic plan, which outlines performance goals and areas of improvement for the next semester of enrollment.
4. Meet with an Academic Services staff member monthly to monitor academic progress

If these conditions are not met, the student may face Academic Dismissal.

### **Academic Suspension (S)**

Any student who earns a CGPA of less than 1.000 after one (1) semester of enrollment may, at the discretion of the SSC, be suspended from the RSBC and prohibited from enrolling in any Rutgers-Camden course(s) for at least one (1) semester. This action is taken to provide the student with an opportunity to reflect on their academic performance and to determine one’s level of commitment and motivation to continue collegiate study at the RSBC.

Suspended students may file an appeal in writing (hard copy) for reinstatement within ten (10) days of their receipt of the suspension notice. The appeal should be addressed to the RSBC SSC and submitted to the Academic Services Office. All appeals will be reviewed by the SSC and students will be notified in writing of the SSC’s determination.

Suspended students may apply for re-enrollment, after the suspension period via the online re-enrollment application at:

<https://www.ugadmissions.rutgers.edu/reenrollment/>. Suspension re-enrollment applicants should indicate their academic status in a statement to be posted in the dialog box of the online application.

### **Academic Dismissal (D)**

Students may face “Academic Dismissal” from the University if any of the following occurs:

1. Students who have not met the conditions of their Probationary status.
2. Native students (those who began their college careers at Rutgers-Camden) whose cumulative grade-point average drops below the following levels:
  - 1.400 after one year of attendance
  - 1.700 after two years of attendance
  - 1.900 after three years of attendance

3. Transfer students that do not achieve the following minimum cumulative grade-point average:
- 1.400 with 22 degree credits
  - 1.700 with 57 degree credits
  - 1.900 with 89 degree credits

Academically dismissed students are prohibited from enrolling in any Rutgers-Camden course(s) for a period of at least one (1) academic year, exclusive of summer session. Students are strongly encouraged to meet with a member of the Academic Services Office staff to explore the conditions and/or actions which may have resulted in dismissal and to explore the options available to them for reinstatement.

### **Dismissal Appeal**

Dismissed students may file an appeal, requesting a review of the dismissal decision in writing (a hard copy) within ten (10) days of their notification of dismissal. The appeal should be addressed to the RSBC SSC and delivered to the Academic Services Office. All appeals will be reviewed by the SSC and students will be notified in writing of the SSC's determination.

### **Reenrollment after Academic Dismissal**

Students wishing to re-enroll in the RSBC after being academically dismissed must file a "Re-Enrollment Request for Academically Dismissed Students" that can found at the Academic Services Office or in the online Forms Repository at <http://business.camden.rutgers.edu/AcademicServices/forms2.htm>

All documents are to be submitted to the following address:

Scholastic Standing Committee  
Academic Services Office  
Rutgers, School of Business-Camden  
227 Penn St., 2<sup>nd</sup> Floor  
Camden, NJ 08102

Fax: 856-225-6231