

Academic Standing Policy

Histopathology Program

Graduation Requirements:

Minimum GPA

The Histopathology program requires a minimum overall GPA of 3.0 (B average) to earn the Master's degree or certificate. No student will be granted a degree or certificate if their cumulative GPA is less than 3.0.

Completion Time Limit

This Program has specific course and earned credit requirements (see Program Description). All program requirements must be completed within the specified time limit:

	Required Credits	Time Limit
M.S. degree	41	5 years
Certificate	18	3 years

A student who has not completed all requirements by the time limit will not be awarded a Master's degree or certificate. The completion clock starts from the date of a student's first enrollment in a course in the Program. If a student takes a Leave of Absence, during which they do not enroll in any courses for one or more semesters, then the completion clock and the Academic Standing determinations will be suspended. Just not enrolling in courses does not constitute a Leave of Absence. (See the TBES Leave of Absence Policy for requirements and limitations on Leave of Absences.)

Good Academic Standing:

Good Academic Standing is defined as:

- Maintaining a minimum of a B average (3.0 GPA) *each semester*
- Earning at least 6 credits and 8 credits *each year* for the certificate and Master's degree, respectively* (see note below)

*Note: A year is defined for the purpose of assessing Academic Standing as one full year; for this program, one full year includes three semesters (Fall, Spring, and Summer) in any order.

Academic Standing will be determined for each student after each enrolled semester.

Earning a minimum of 6 credits and 8 credits per year is necessary to meet the completion time limit for the certificate and Master's degree, respectively. Registering for a course does not count towards completion unless a passing grade is received; a failing grade (F or U), Incomplete (I), or Withdrawal (W) results in 0 earned credits for that course. Note, there are specific restrictions on re-taking courses (see Course Repeat Policy) and that repeating a course does not result in additional credits being earned.

Withdrawal:

Withdrawal from all courses in a semester does not stop the completion clock; even if no courses were completed, the semester still counts toward the completion time limit. Students are strongly encouraged to seek guidance from the Program Director(s) if they plan to withdraw from courses. The student may consider taking a Leave of Absence in certain circumstances (see the TBES Leave of Absence Policy).

Incomplete grades:

An Incomplete will not count toward a determination of Academic Standing until a final grade is submitted. The grade that replaces an Incomplete will retroactively be applied to the Academic Standing for the prior semester in which the Incomplete was given. If that results in a change of Academic Standing for a student, then that change will be effective immediately, and a letter of notification will be issued.

Academic Probation:

A student is placed on Academic Probation when they are no longer in Good Academic Standing. Written notification of Academic Probation will be sent by the TBES office to the student, the Program Director, the Financial Aid office, and the University Registrar. Notifications usually occur within 10 business days of the end of the semester.

Academic Plan:

Academic Probation requires that the student and the Program Director(s) together develop an Academic Plan to re-establish Good Academic Standing, preferably before the Drop/Add deadline. The Academic Plan must be prepared as a PDF file and electronically signed by the Program Director. The student must send this file from their Rowan email account to the TBES office (tbes@rowan.edu). This Academic Plan will continue to apply for subsequent semesters, unless replaced by an updated Plan filed in the same manner as described above.

Dismissal:

A student must restore Good Academic Standing within three enrolled semesters after being placed on Academic Probation. If Good Academic Standing is not restored by this time limit, the student will be dismissed from the program.

Appeals:

Appeals must be made in writing to the TBES Executive Council, who will decide whether or not to grant the appeal. A student should discuss their case with the Program Director(s) prior to submitting their letter. Letters must be sent to the TBES office (tbes@rowan.edu). At least one month is typically needed to decide each case. (See the TBES Appeals Policy.)

Adopted: September 12, 2019; retroactive to September 1, 2019

Amended with addition of certificate: July 14, 2022

Amended: July 24, 2025 with transition to TBES information