BIOPHARMA POLICY: Change of Student Program Status/Leave of Absence

Students are expected to attend classes in consecutive semesters (except for summer). If a student needs to step out of the program for a semester or longer, they must fill out a "Change of Student Program Status"

Categories for change of student status include:

1. Maintaining Matriculation-students on maintaining matriculation are those who are working on incompletes while NOT registered for any other courses

2. Leave of Absence

Failure to fill out this form may result in an administrative withdrawal.

If you are a MASTERS student please fill out the SHP Change of Student Program Status Maintaining Matriculation, Leave of Absence Form, Click Here, and fax it to Enrollment Services, 65 Bergen St, Rm 149, Newark, NJ, 07107-1709 or Fax to 973 972-7463

If you are a CERTIFICATE student, please fill out the BEI CHANGE OF STUDENT PROGRAM STATUS and email it to the Director of Admissions & Registration..ratkowra@shp.rutgers.edu

Please note

There is a $100 administrative fee for any student(s) who will be working on an incomplete and registered for Maintaining Matriculation.

There is also a $100 administrative fee for students who take a leave of absence.

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