

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.

Full-Time Program

1. Admission is restricted to the Fall semester only.
2. The orientation program is mandatory for all full-time students.
3. Full-time students are required to take Fundamentals of Career Planning (22:135:583).
4. Only courses from other M.B.A., Ph. D., or Master's Programs in AACSB Accredited Schools (a list of accredited institutions can be found the [AACSB website](#)) are considered for transfer. The maximum amount of transfer credits is 12, of which not more than six can be for MQF Core Courses. Courses which were used towards the satisfaction of degree requirements in another program will not be considered for transfer if the student successfully completed that program. A course description booklet or catalog must accompany our official request form, [which is available for download](#). Photocopies are not acceptable. Transfer credits are not considered for courses in which the student received a final grade of B- or lower. Official transcripts must be attached to the request for all courses already completed.
5. Full-time students must carry a minimum of 12 credits during all semesters, excluding summer. They may be given special permission to carry an overload of 15 credits or more as the Board sees fit. Students may not make any changes to their course schedule without first obtaining permission from the Program Director and Program Administrator. In the event that changes are made without permission, the student may be expelled from the program.
6. Full-time students are required to take all of the MQF Core Courses offered each semester. In the event that a student fails a core course, they will have to choose from the following options in order to continue on in the Program: 1) Take an equivalent course (which must be determined by the Board once the student submits a complete course description and syllabus) at an AACSB accredited school the very next semester, and pass with a B or better, in addition to all of the Core MQF offerings that semester; 2) Request a leave of absence and begin again the next year; or 3) Request to transfer to our part-time program.
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 MQF 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 MQF Executive Board, which will be responsible for the final decision on each request.
9. 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.

10. Student transcripts are reviewed by the Board at the end of each term to ensure that each student is making sufficient academic progress and does not fall within the parameters of #5, #7, and #9 above.
11. Career placement, networking, and RU-QFSA meetings will be mandatory for our Full-Time students. The administration reserves the right to impose mandatory meetings whenever necessary.
12. The two year limit for full-time students is strictly enforced. Students who fail to satisfy their course requirements within that period of time will be expelled without written permission to the contrary from the Program Director and Program Administrator.
13. MQF Students are not eligible to take any MBA Qualifying Examinations.
14. MQF Students are not eligible to participate in the Princeton Exchange Program.
15. A student may not matriculate/be formally admitted to more than one program at the same time. With permission, a student may simultaneously enroll in a second course of study as a non-matriculating student through cross-registration for a limited number of credits. For the MQF Program, that limit is 9 total credits, of which not more than 6 can be counted toward MQF Core Course requirements. Non-matriculated students must still meet the course pre-requisite requirements.. Enrollment as a non-matriculated student is limited to a maximum of two terms (including Summer terms). Further, a student cannot use the same course to satisfy requirements for two degrees. For courses with "839" as the subject code, the following is required in order to have the student's request considered by the Board:
 - Proof that they have taken (and passed with a grade of B or better) Calculus I & II*;
 - Proof that they have taken (and passed with a grade of B or better) a graduate Level Introduction to Probability course or equivalent statistics course*;
 - Proof that they have taken (and passed with a grade of B or better) an MBA or higher level Microeconomics course*; AND
 - A strong letter of recommendation from a faculty member
 - ***Note:** These courses must have been taken at an AACSB Accredited Institution in order to qualify for consideration. A list of accredited institutions can be found on the [AACSB website](#).

Part-Time Program

1. Admission is restricted to the Fall semester only.
2. The orientation program is mandatory for all part-time students.
3. Part-time students are not required to take Fundamentals of Career Planning (22:135:583).
4. Only courses from other M.B.A., Ph. D., or Master's Programs in AACSB Accredited Schools (a list of accredited institutions can be found the [AACSB website](#)) are considered for transfer. The maximum amount of transfer credits is 12, of which not more than six can be for MQF Core Courses. Courses which were used towards the satisfaction of degree requirements in another program will not be considered for transfer if the student successfully completed that program. A course description booklet or catalog must accompany our official request form, [which is available for download](#). Photocopies are not acceptable. Transfer credits are not considered for courses in which the student received a final grade of B- or lower. Official transcripts must be attached to the request for all courses already completed.

5. Part-time students are required to carry no less than 3 credits during all semesters, excluding summer. Part-time students are prohibited from carrying more than 11 credits during any semester, including summer. Part-time students can be given special permission to carry a full-load of 12 credits for one semester only and only under certain circumstances, such as periods when they are unemployed. Permission must be requested in writing at least one month prior to the start of the semester in which the change is desired, sent to both the Program Director and the Program Administrator, and will be granted as the Board sees fit.
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 MQF 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 MQF Executive Board, which will be responsible for the final decision on each request.
7. Part-time students can miss (withdraw from all courses or fail to register for any courses) for a period of up to 2 consecutive semesters (including summer) without requiring permission. Should a part-time student miss three consecutive semesters (including summer), they will be expelled from the Program. She/He will then be required to re-apply for admission 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. Should the student approach the Program Director and Program Administrator prior to withdrawal/non-registration for the third consecutive semester and request a leave of absence, the Board will evaluate the student's case and decided whether or not the above Drop-Out Policy should be applied.
8. 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
9. Student transcripts are reviewed by the Board at the end of each term to ensure that each student is making sufficient academic progress and does not fall within the parameters of #5, #7 and #8 above.
10. Career placement, networking, and RU-QFSA meetings, which are mandatory for our full-time students will not be mandatory for our part-time students. However, the administration reserves the right to impose mandatory meetings whenever necessary.
11. An eight year limit for part-time students is strictly enforced. Students who fail to satisfy their course requirements within that period of time will be expelled.
12. MQF Students are not eligible to take any MBA Qualifying Exams.
13. MQF Students are not eligible to participate in the Princeton Exchange Program.
14. A student may not matriculate/be formally admitted to more than one program at the same time. With permission, a student may simultaneously enroll in a second course of study as a non-matriculating student through cross-registration for a limited number of credits. For the MQF Program, that limit is 9 total credits, of which not more than 6 can be counted toward MQF Core Course requirements. Non-matriculated students must still meet the course pre-requisite requirements.. Enrollment as a non-matriculated student is limited to a maximum of two terms (including Summer terms). Further, a student cannot use the same course to satisfy requirements for two degrees. For courses with "839" as the subject code, the following is required in order to have the student's request considered by the Board:
 - o Proof that they have taken (and passed with a grade of B or better) Calculus I & II*;

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- Proof that they have taken (and passed with a grade of B or better) a graduate Level Introduction to Probability course or equivalent statistics course*;
- Proof that they have taken (and passed with a grade of B or better) an MBA or higher level Microeconomics course*; AND
- A strong letter of recommendation from a faculty member
- ***Note:** These courses must have been taken at an AACSB Accredited Institution in order to qualify for consideration. A list of accredited institutions can be found on the [AACSB website](#).