



RUTGERS
UNIVERSITY

UNDEGRADUATE PROFESSIONAL SCHOOLS ACADEMIC POLICIES

School of Management and Labor Relations

**Edward J. Bloustein
School of Planning and Public Policy**

2013-2015

*Administered
by the
University
College
Community*

The Professional Schools offering undergraduate degrees reserve the right for any reason to modify the policies or cancel any course or program listed herein. In addition, individual programs may vary from year to year as circumstances dictate.

Table of Contents

Undergraduate Professional Schools Academic Policies	4
General Education Requirements	4
School of Management and Labor Relations	5
BS in Labor and Employment Relations (37:579)	5
Requirements for the BS Degree in Labor and Employment Relations (36-38 credits)	6
Edward J. Bloustein School of Planning and Public Policy	7
BS in Public Health (10:832D)	8
Requirements for the B.S. in Public Health Degree (49-54 credits)	8
Admission to the Undergraduate Professional Schools	9
Requirements for Admission	9
Dismissal for Program Noncompliance	10
General Transfer	10
Transfer for Holders of Associate Degrees	10
International Students	11
Advanced Standing Policy	11
Academic Amnesty	12
Matriculation Status	12
Application for Transfer Admission	12
Application for Reenrollment	12
Application for School-to-School Transfer	13
Financial Aid	13
Veterans' Benefits	13
Educational Opportunity Fund Program	13
University Policies and Procedures	13
Student Responsibility to Keep Informed	13
Attendance and Cancellation of Classes Policy	14
Exceptions to Academic Regulations	14

Academic Credit	14
Advanced Placement.....	14
College Level Examination Program (CLEP)	15
Proficiency Examinations	15
Registration and Course Information	16
Academic Advising.....	16
Registration	16
Withdrawal from Courses	16
Registration at Institutions Other Than Rutgers University.....	16
Course Load.....	16
Course Information.....	17
Pass/No Credit Courses	17
Courses Taken Not-for-Credit	17
Repeating Courses.....	17
Summer Courses	18
Graduate Courses.....	18
Scholastic Standing	18
Dean’s List	18
Poor Academic Performance	18
Academic Review.....	19
Probation and Dismissal	19
Transfer Students from Other Institutions.....	19
Transfer Students from Other Colleges within Rutgers	19
Appeal.....	19
Disciplinary Hearing Procedures.....	20
Degree Requirements	20
Second Baccalaureate Degree.....	20
Programs of Study.....	21

Majors 21
Minors 21
Graduation 21
Graduation with Honors..... 21

Undergraduate Professional Schools Academic Policies

There are several undergraduate professional schools at Rutgers University that serve the academic needs of students. Students admitted to one of the liberal arts schools in New Brunswick ([School of Arts and Sciences](#) (SAS, Unit 01) or the [School of Environmental and Biological Sciences](#) (SEBS, Unit 11) must follow their admitting unit's general education requirements and major offerings, even if they are pursuing a joint degree with an undergraduate professional school. Students who have been directly admitted as transfer students to either the School of Management and Labor Relations (SMLR) or the Edward J. Bloustein School of Planning & Public Policy (EJB) and who are not pursuing a joint degree with a liberal arts school must follow the general education requirements and major offerings of their undergraduate professional school admitting unit.

Although undergraduate professional schools offer other major programs, these academic policies apply to only directly admitted students to SMLR's BS in Labor and Employment Relations (37:579) and EJB's BS in Public Health (10:832D)

The faculties of SMLR and EJB offer academic programs that share the same general education, admission and scholastic standing requirements for undergraduates pursuing their Bachelor of Science (BS) degrees. These faculties also share academic policies that will hereafter be referred to as the policies of the "undergraduate professional schools".

General Education Requirements

The general education requirements for the undergraduate professional schools consist of 24 credits.

- **Writing and communication.** Expository writing plus a second class that is writing intensive for a total of 6 credits.
- **Quantitative reasoning.** 3 credits in college-level mathematics or in a course utilizing applied quantitative reasoning plus the 3 credit class in research methods/statistics (for a total of 6 credits). Classes in accounting, finance, or other quantitative business areas are considered to use applied quantitative reasoning.
- **Science.** 6 credits. Courses from natural science departments as well as those from other departments which are primarily science.
- **Arts & Humanities.** 6 credits. Any course from an Art, Music, English, Foreign Language, Classics, Religion, or other Humanities department; courses from area studies programs or interdisciplinary departments may be counted on a case by case basis.
- **History.** 3 credits. Any course from a History department or any course primarily historical in nature from another department.

Students who have completed an A.A., A.S. and A.A.S. in Technical Studies degree as part of [NJ Place](#) from a New Jersey county college in January 2005 or thereafter, and who have completed the required general education curriculum as a part of their degree, will be considered to have completed the General Education requirements of the School of Management and Labor Relations (SMLR) for its Bachelors in Labor and Employment Relations and the Edward J. Bloustein School of Planning and Public Policy.

School of Management and Labor Relations

SMLR offers two undergraduate majors, one of which is available only to SAS students (leading to a BA degree) and the other which is only available to SMLR students (leading to a BS degree). The majors and their admission pathways are described below:

- **Labor Studies and Employment Relations (01:578)**. This program of study leads to a Bachelor of Arts (BA) degree jointly conferred by SMLR and SAS. To pursue this major, students must first apply to and be accepted by SAS where they must complete Unit 01 general education requirements. Upon admission to SAS, the student may apply to SMLR for the Labor Studies and Employment Relations major.
- **Labor and Employment Relations (37:579)**. This program of study is designed for transfer students and leads to a BS degree conferred solely by SMLR. To pursue the Labor & Employment Relations major, students apply directly to SMLR through a transfer process from another institution or school within Rutgers.

BS in Labor and Employment Relations (37:579)

The BS degree in Labor and Employment Relations (37:579) can open up a variety of career paths. Examples include managing people well in a variety of organizational structures (corporate, government, or community); applying knowledge of current issues to the workplace (work-life balance or employee rights); specializing in diversity, dealing with unionized employees, or other aspects of managing people; representing employees as a union leader or professional staff person; or preparing to pursue an MBA, law degree, or a professional Master's degree in Human Resources or Labor Relations.

Mission: Students develop the ability to think critically, address problems with a variety of modes of inquiry, and make ethical decisions in the area of Labor and Employment Relations.

Upon completing the degree, students should be able to:

- Demonstrate an understanding of the perspectives, theories, and concepts in the field of labor and employment relations

- Apply those concepts, and knowledge of U S labor, laws, and work institutions to understanding contemporary developments in the U S and other nations now operating in a global framework
- Assess and critique relevant evidence & research findings
- Make an argument about a matter in this field using contemporary and/or historical evidence
- Access high-quality historical, qualitative and quantitative evidence or research
- Analyze the degree to which forms of human difference shape a person's experiences of and perspectives on work
- Analyze a contemporary global issue in labor and employment relations from a multidisciplinary perspective
- Analyze issues of social justice related to work across local and global contexts
- Communicate complex ideas effectively, in standard written English, to a general audience
- Communicate effectively in modes appropriate to labor & employment relations
- Analyze and synthesize information and ideas from multiple sources to generate new insights
- Formulate, evaluate, and communicate conclusions and inferences from quantitative information about work
- Work productively in teams, in social networks, and on an individual basis

Requirements for the BS Degree in Labor and Employment Relations (36-38 credits)

Only courses with a C or better may count towards the major. Up to 6 of these credits may consist of pre-approved courses in related social science disciplines. The remaining 30 credits must be from departmental offerings.

Note: The following classes within the major can be used to meet the General Education second writing requirement 37:575:201, 37:575:202, 37:575:300, or 37:575:362. The following classes within the major can be used to meet the history requirement: 37:575:201, 37:575:202, or 37:575:407.

Core (12-13)

One of the following (3-4):

- 37:575:100 Introduction to Labor Studies and Employment Relations (3) *or*
- 37:575:110 Work, Society, and the Quality of Life (3) *and*
- 37:575:315 Employment Law (3) *and*
- 37:575:395 Perspectives on Labor Studies (3)

One of the following* (3):

- 37:575:490 Internship in Labor Ed (BA, min 3) *or*
- 37:575:496 Internship in Labor Studies (BA, min 3) *or*

37:575:497 Internship in Labor Studies (BA, min 3) *or*

*Students with work experience may replace this requirement with any 3 credit 37:575 course of 200 level or higher after a résumé is uploaded to the BS in Labor Studies tab found on <https://sakai.rutgers.edu/>. Proceed to your Drop Box and upload.

Research Methods/Statistics (3-4)

One of the following:

37:575:401 Research Methods in Labor Studies (3)

01:920:311 Introduction to Social Research (4)

01:830:200 Quantitative Methods in Psychology (4)

01:790:300 Introduction to Political Science Methods (3)

10:762:205 Basic Statistical Methods (4)

01:220:322 Econometrics (3)

01:450:319 Quantitative Methods (3)

01:960:211, 212 Statistics I, Statistics II (3,3)

01:960:285 Introduction to Statistics for Business (3)

01:014:233 Introduction to Methodology of Africana Studies (3)

Or, another research methods/statistics course approved by the department.

Electives in Labor and Employment Relations (19-21)

The BS degree from SMLR is awarded upon successful completion of the major and 120 credits towards graduation.

Edward J. Bloustein School of Planning and Public Policy

EJB offers the Public Health (832) major to SAS and SEBS students, as well as students who apply directly to the school through a transfer process from another institution or school within Rutgers. The undergraduate pathways to pursue the major are listed below:

- **Public Health (01:832 or 11:832).** This program of study leads to a BS degree jointly conferred with either SAS (01) or SEBS (11). To pursue this major, students must first apply to and be accepted by either of the liberal arts schools. Upon admission and completion of the prerequisite courses, the student may apply to EJB for the Public Health major.
- **Public Health (10:832D).** This program of study is designed for transfer students and leads to a pre- undergraduate professional BS degree conferred solely by EJB. To pursue the Public Health major, students with more than 40 credits and a GPA of 2.5 or better may apply directly to EJB from another institution or school within Rutgers.

BS in Public Health (10:832D)

The BS degree in Public Health (10:832D) can open up a variety of career paths. Examples of include entry level positions in addictions prevention, environmental health and safety, health planning and health policy, long-term care and other health administration venues, public health education, public health preparedness, or preparation for an MBA, MHA, MPH, or other undergraduate professional degree.

Mission: Students develop the ability to think critically, address problems with a variety of modes of inquiry, and make ethical decisions in many areas of public health. Students develop skills for entry level positions as well as a conceptual understanding of interrelated health, environmental, economic, educational and social welfare issues.

Upon completing the degree, students should be able to:

- Demonstrate an understanding of the perspectives, theories, and concepts in the field of public health
- Think critically by reading, discussing, and evaluating information about public health issues in the current literature
- Communicate complex ideas effectively, in standard written English, to a general audience
- Develop and utilize research and computing skills to create and use existing databases to analyze information related to public health
- Present a research question and write a coherent, well-organized research paper on a topic in public health
- Successfully complete at least one human subjects certification program
- Integrate and apply concepts from earlier coursework in a contracted internship experience with a public health planning or policy agency
- Present their internship experience as an oral and/or poster presentation in an open venue

Requirements for the B.S. in Public Health Degree (49-54 credits)

Only courses with a C or better may count towards the major. Up to 6 of these credits may consist of pre-approved courses in related social science disciplines. The remaining 30 credits must be from departmental offerings.

Core (12 cr)

10:832:101 Intro to Planning, Policy and Health (3)

10:832:232 Principles of Public Health (3)

10:832:499 Internship with Seminar (6) *or* 10:762:463-464 Bloustein Research (3,3)

Research Methods/Statistics (10-11)

10:762:205 Basic Statistical Methods (4) *or* equivalent 3-cr course in basic statistics
10:832:335 Epidemiology (3)
10:762:395 Research Methods (4)

Natural Sciences (12-16)

A two-course biology sequence:

01:119:101-102 General Biology (4,4) *or* 3,3 equivalent *or*
01:119:127-128 Anatomy and Physiology (4,4) *or* 3,3 equivalent

A two-course chemistry sequence:

01:160:161-162 General Chemistry w/ lab (4,4) *or* 3,3 equivalent *or*
01:160:127 Impact of Chemistry (3) and 01:160:128 Chemistry of Life (3)

Professional Writing (3)

One of the following:

01:355:302 Scientific and Technical Writing (3) *or*
01:355:303 Writing for Business and Professions (3) *or*
01:355:315 Writing Grant Proposals (3) *or*
10:832:339 Public Health Literature (3) *or* equivalent professional writing course

Public Health Electives (12)

Of which 9 credits from approved Upper Level Public Health Courses

The BS degree from EJB is awarded upon successful completion of the major and 120 credits towards graduation.

Admission to the Undergraduate Professional Schools

The undergraduate professional schools receive applications from a wide variety of students, especially those whose previous schooling has been interrupted (possibly for a long period of time), whose credentials are nontraditional, and who hold demanding full-time or part-time jobs or other duties. The schools encourage applications from people of different ages, interests, and attitudes, as well as from those of widely different racial and ethnic backgrounds. This variety brings vibrancy to the undergraduate professional educational experience.

Requirements for Admission

Successful applicants for baccalaureate study at the undergraduate professional schools are those who have graduated from an approved high school or equivalent, and who have previously attended other colleges or technical schools where they have demonstrated an academic record of success. Success is defined as a minimum of 24 academic credits with a GPA or 2.5 or better. Special admission interviews may be required of only SMLR applicants whose

cumulative grade-point average is below 2.5 but above 1.9. Ordinarily, applicants with cumulative grade-point averages of 1.9 or below are not admitted.

Applicants whose previous academic records does not make them suitable candidates for admissions must submit all documents in advance in order to be considered for admission. Students who have been dropped from another institution for scholastic reasons cannot be considered for admission into one of the undergraduate professional school programs until at least one year has elapsed since the date of dismissal and they have completed at least 12 transferable credits with a cumulative grade-point average of 2.5 or better. The same applies to students dropped from another school at Rutgers for scholastic reasons, unless they have a cumulative GPA of 2.5 or above at the time of dismissal. Those with a GPA of 2.5 or above may apply immediately to the undergraduate professional schools.

An applicant whose academic potential is not readily ascertained from his or her academic records, but who exhibits a high degree of talent and motivation, may be admitted conditionally by an interview. Applicants admitted by interview are subject to a scholastic probationary period during which they may enroll for no more than two courses per term. Probationary status may be removed upon satisfactory completion of a minimum of 12 credits in an undergraduate professional school program.

Dismissal for Program Noncompliance

Students accepting admission and **not taking the planned course of study** in Labor and Employment Relations (37:579) or Public Health (10:832D) may be dismissed from the professional school after one term without regard to cumulative GPA.

General Transfer

Applicants must state on their application all previously attended institutions of higher learning. The omission or falsification of information may be a cause for automatic dismissal or denial of transfer credit.

Official transcripts from all prior accredited institutions must be submitted before any admission decision is made. Students will receive the maximum allowable credits for transfer (up to 60.0 credits from a two-year institution culminating in an associate degree and up to 90.0 credits from a four-year institution offering a bachelor's degree). Students having credits from both two-year and four-year institutions may receive up to 90 total transfer credits.

Transfer for Holders of Associate Degrees

Any applicant who has successfully completed an associate degree program at any New Jersey County or Community College is eligible for transfer admission. Students who hold an associate degree in an approved transfer program (Associate in Arts; Associate in Science, and an Associate in Applied Science in Technical Studies as part of [NJPlace](#)) can transfer all of the credits earned in that degree program to the school conferring the degree, up to a maximum of

60 credits (or up to 64 if that was already granted by another undergraduate program within Rutgers). Limits on transfer credits to the undergraduate professional schools, however, include no more than 2 credits of physical education and no more than 25 technical credits. Only courses with C or better qualify for transfer. Credits earned beyond an associate degree program will be evaluated for transfer on a course-by-course basis.

An applicant who attended another college after receiving an associate degree is considered under the policy outlined for general transfer.

International Students

Students whose academic credentials were earned in countries in which English is not the primary language may be admitted to an undergraduate professional school program through the following procedure: (1) present evidence of graduation from an educational institution on at least a level comparable level to an American secondary school (the original record and an authorized notarized translation of the original record must be submitted by May 1), and (2) demonstrate competence in English by examination through the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the written test or 213 on the computer test. The English test offered by the Rutgers program in English as a Second Language may be used in place of the TOEFL. A student who wishes to obtain transfer credit for courses taken at a foreign institution may be required to provide a course-by-course evaluation from an undergraduate professional evaluation service, such as WES.

Advanced Standing Policy

Advanced standing credit may be given for courses completed at colleges and universities that, at the time of the student's attendance, were either recognized candidates for accreditation or fully accredited members of one of the eight regional accrediting associations of higher education. Credit is not given for any course completed outside of Rutgers in which the grade is lower than C or its equivalent (C– grades may be reviewed for elective credit granting only). Courses must be comparable to those offered for credit at Rutgers–New Brunswick and accepted by the faculty of the undergraduate professional schools.

If the transferring institution was on a quarter rather than a term system, each quarter credit normally is equivalent to two-thirds of a term credit. Despite the number of courses completed elsewhere, students must earn a minimum of 30 credits (including 15 in the major subject) as matriculated students in the undergraduate professional schools to be eligible for a degree.

Except for English composition, credits may be awarded for the College Level Examination Program (CLEP) general examinations if the score is 570 or better in each examination. However, credits may be used only as electives, and not to satisfy major or general distribution requirements. CLEP subject matter examinations are accepted by most departments. Usually, the optional essay is required.

Transfer credit and grades from institutions other than Rutgers are not included in the cumulative grade point average.

Academic Amnesty

Students previously enrolled at Rutgers University with a record of poor academic performance and five or more consecutive years of hiatus at time of re-enrollment may apply for academic amnesty as an enrolled student in an undergraduate professional school degree program. If granted, all prior Rutgers course work with grades of C or better will be treated as transfer credit, towards graduation and will not be calculated into the grade point average. The grade point average will therefore reflect only grades earned after academic amnesty has been granted.

After receiving academic amnesty, the student must complete a minimum of 30 graded credits offered by their undergraduate professional school program with at least a C or better in order to graduate. A student can apply for academic amnesty once. If granted, academic amnesty cannot be rescinded or modified. This includes denial of requests that E-credited courses be given credit, or that J-credited courses be computed into the grade-point average.

Matriculation Status

Students directly admitted to an undergraduate professional school degree programs are classified as matriculated in the BS degree program conferred by that school. Any student not pursuing a degree program is classified as non-matriculated (NM). NM students may be denied enrollment to some undergraduate professional school courses which are restricted to majors only. Ordinarily, an NM student may accumulate no more than 30 credits. Credit earned while a student holds NM status may not be used to satisfy the 30 credit undergraduate professional school requirement.

Application for Transfer Admission

Applications for new transfer admission to the undergraduate professional schools are processed by the Office of University [Undergraduate Admissions](#). Non-matriculated student applications are available through the Division of Continuing Studies.

Application for Reenrollment

Students who interrupt their enrollment at Rutgers for one academic term or more must apply for reenrollment to the undergraduate professional schools by completing a reenrollment application form through the Office of University [Undergraduate Admissions](#). Reenrollment applicants must also submit official transcripts from all educational institutions attended since last enrolled at Rutgers. Students who are reenrolling are not required to pay an application fee.

Former students who were academically dismissed from one of the undergraduate professional schools may not be readmitted if it appears unlikely that the applicant will be able to raise his or her cumulative grade-point average to the level required for graduation. Under no circumstances is a former student readmitted if he or she has been dismissed more than once from an undergraduate professional school for academic or disciplinary reasons.

Application for School-to-School Transfer

Students who are currently enrolled at Rutgers for two academic terms or more must apply for school-to-school transfer to the undergraduate professional schools by completing a school-to-school transfer application form through the Office of University [Undergraduate Admissions](#). Students completing a school-to-school transfer are not required to pay an application fee. Students who face academic dismissal from their current school of enrollment will be considered for admission if an applicant will be able to raise his or her cumulative grade-point average to the level required for graduation.

Financial Aid

While many undergraduate professional school students are self-supporting, others may require some financial support in order to achieve their educational objectives. The availability of federal and state funds for students is covered under the [Office of Financial Aid](#). Additional financial support and need-based funds may be available through the undergraduate professional schools.

Veterans' Benefits

Veterans and other individuals receiving educational assistance benefits from the Veterans Administration (VA) are advised to secure VA approval for training prior to enrollment. Inquiries concerning eligibility should be directed to the Rutgers [Office of Veteran and Military Programs and Services](#). Veteran students may not drop a course without prior approval from the [Office of Student Services](#). The date of withdrawal is the determining date for benefits.

Educational Opportunity Fund Program

The New Jersey Educational Opportunity Fund (EOF) Program is a state-sponsored program designed to assist state residents who might have been denied a college education because of financial and educational disadvantages.

University Policies and Procedures

See the [University Policies and Procedures](#) website for additional regulations that pertain to all the students at Rutgers–New Brunswick.

Student Responsibility to Keep Informed

The online catalog provides a summary of [rules](#) governing study at the university. The academic and other regulations established by the faculty and administration of the undergraduate

professional schools and the Board of Governors of the university are subject to amendment at any time. Questions related to general student rules that fall under the jurisdiction of the undergraduate professional schools may be directed to the appropriate program. It is the responsibility of the student to remain in communication with the director of the program in which he or she is matriculated.

Additional information can be found on the undergraduate professional schools' websites: <http://smlr.rutgers.edu/labor-and-employment-relations> and <http://policy.rutgers.edu/academics/undergrad/>

Attendance and Cancellation of Classes Policy

In accordance with university regulations, attendance is expected at all regularly scheduled meetings of courses. It is the policy of the university not to cancel classes on religious holidays; any absence due to religious observance is treated as an authenticated absence. Students should inform their instructors of their absence and plan accordingly. For information on the cancellation of classes due to inclement weather, see the University Policies and Procedures section.

Exceptions to Academic Regulations

Students matriculated in the undergraduate professional schools may request exceptions and waivers to any academic regulations pertaining to their school through a written petition to the dean of that school. The petition should cite the regulation in question and state the basis for waiver or exception upon which the request rests. Petitions of exceptions and/or waivers of regulations are reviewed by the appropriate committee of the school. More information is available online on the undergraduate professional school websites under Academic and Student Services.

Academic Credit

There are several ways that students may earn credit toward their degree requirements. Students may be awarded credits through Advanced Placement examinations, the College Level Examination Program, International Baccalaureate, and Rutgers proficiency examinations. Credit may also be earned through transfer courses. Grades for the credits earned through these methods are not computed in the cumulative grade-point average. The undergraduate professional school will determine if the courses and/or credits are applicable to the major, minor, or general education requirements.

Advanced Placement

Degree credit is awarded for advanced placement examination scores of 4 and 5 on the College Board Advanced Placement (AP) Examinations. Credit is not given for grades of 3, 2, or 1. Some students may find that these high school-level courses do not provide the same foundational knowledge that is available through an introductory-level university course. Students may, after consultation with an advisor, decide to waive the credits from the AP course to enable them to

register for the introductory course in a particular academic discipline. This waiver must be requested in writing prior to registering for the introductory course and may not be reversed. If the student accepts the waiver and subsequently enrolls in the introductory course, the AP credit equivalent is replaced with the degree credits earned. Students are not granted credits for both the AP course and course equivalencies.

To receive AP credit, students must provide an original copy of the scores directly from the Educational Testing Service ([ETS](#)). Rutgers' CEEB code is 002765. ETS can send the scores electronically or students can mail the official report to the following address:

Office of University Undergraduate Admissions
Rutgers, The State University of New Jersey
65 Davidson Road - Room 202
Piscataway, New Jersey 08854-8097

A complete list of advanced placement exams and scores, and the Rutgers degree credit that is awarded based on those scores, is available as approved by the faculty of the School of Arts & Sciences via [Academic Credit](#). The undergraduate professional schools adhere to all approvals listed therein.

College Level Examination Program (CLEP)

Students who have taken subject CLEP tests may have the scores and essay tests forwarded to the undergraduate professional schools for evaluation by the appropriate academic departments. No more than 15 CLEP credits will be accepted, and credits accepted may be used only as free electives and not to satisfy the major, minor, or general education requirements.

Proficiency Examinations

Students may satisfy prerequisites and sometimes earn credit through individual examinations offered by academic departments of Rutgers. Prior approval by the undergraduate professional schools and the appropriate academic department is required before seeking credit through examination; approval by the major department is also required for credit in the major field. Awarding credits through these methods is uncommon and decisions are made on a course-by-course basis.

Courses Completed at Other Units of Rutgers University. Students enrolled in one of the undergraduate professional school programs are expected to register for classes offered on the Rutgers-New Brunswick Campus, on satellite campuses established by Continuing Studies, or online. Permission to register for classes offered at other Rutgers campuses is granted on a case by case basis and must be approved by the Office of Academic Services prior to registration. Courses completed at other units of Rutgers University appear directly on the student's transcript and grades are included in the cumulative grade-point average.

Registration and Course Information

Academic Advising

All students admitted to the undergraduate professional schools as matriculated (i.e., degree-seeking students) are required to track their progress toward degree completion using the online Degree Navigator (<http://nbdn.rutgers.edu/>). Students receive a curriculum worksheet that shows the courses that must be completed in order to graduate. Students should update the curriculum worksheet each time a course is completed and review the worksheet with an academic advisor when it comes time to register for new courses. Students should also review Degree Navigator periodically to be sure their worksheet matches the online record of progress.

Registration

Students must be admitted to the undergraduate professional schools before they can register for courses in that school. Information about registration is published in the Schedule of Classes. The university reserves the right to restrict registration in all courses offered and, when necessary, to cancel courses previously announced.

Withdrawal from Courses

Students may request withdrawal from courses at any time up to, but not including, the last two weeks of instruction in the term. Terminating class attendance does not constitute withdrawal from courses. A student must refer to their school's student services online forms to complete, in writing, their intention to withdraw. See the [University Policies and Procedures section](#) for details of the drop/add policy. Withdrawal from a class may have implications for housing, financial aid and other student services. Therefore, withdrawal should always be discussed with an academic advisor before action is taken.

Registration at Institutions Other Than Rutgers University

An undergraduate professional school student who wishes to enroll in courses at another institution must request and obtain permission from their school's student services office. Requests must be made in writing well in advance of the deadline for registration at the other institution. The total course load consists of courses carried in the undergraduate professional school and those taken concurrently at another institution. Students having already transferred the maximum allowable credits from an outside institution may be eligible for an exchange in credits upon the approval of their request.

Course Load

Students may register for up to 18 credits per term and, in certain cases, may be permitted to carry a larger number of credits. Non-traditional students in the undergraduate professional

schools who hold significant work or other commitments are advised not to schedule more than two courses per term during their first year. Students on probation or limited enrollment may schedule no more than the number of courses specified in their probation letter.

Course Information

Pass/No Credit Courses

A matriculated student may register for Pass/No Credit grading for no more than two courses (or maximum 8.0 credits). The two-course limit does not include courses in which grades are already awarded solely on a Pass/No Credit basis. Pass/No Credit registration is limited to free electives. To request Pass/No Credit grading in a particular course, a student should declare his or her intention no later than the 31st day after classes begin, have completed at least 90 degree credits, and have a cumulative grade-point average of 2.0 or better. A student registering on a Pass/No Credit basis must complete all of the required work in the course, including all examinations and assigned papers or projects. While a course that is completed successfully on a Pass/No Credit basis carries graduation credit, it is not calculated in the cumulative grade-point average. Grades of A, B, and C correspond to Pass (PA); grades D and F to No Credit (NC).

Courses Taken Not-for-Credit

No student may register for any course on a noncredit basis, except with the approval of the dean, unless a course is being repeated. Students permitted to enroll in a course on a noncredit basis must meet all of the requirements of the course. It is the student's responsibility to indicate at the time of registration whether he or she is enrolling for credit or not-for-credit in the course.

Repeating Courses

- **Repeating a course with a grade of F.** When a course is repeated for which a student previously earned a grade of F, both the original grade of F and the new grade remain on the transcript and in the cumulative grade-point average. However, for up to four different courses repeated at Rutgers, the student may elect to have the original grade of F removed from the cumulative grade-point average, although it will remain on the transcript. A student may exercise this option for up to four undergraduate, but it may be used only one time for a given course. Once a course has been repeated, the second grade is used in the cumulative grade-point average, even if it is also an F. Election of this option may not be revoked.
- **Repeating a course with a grade of D.** If a student earns a grade of D and repeats the course, both grades are computed in the cumulative grade-point average, but the student receives degree credit only the first time. The second grade is K-credited. (The K

prefix means the grade is computed in the cumulative grade-point average, but no credit is earned toward the degree.)

- **Repeating a course with a grade of C or better.** If a student earns a grade of C or better and repeats the course, no credit is earned toward the degree and no grade is computed in the cumulative grade-point average. The second grade is E-credited, unless the catalog states that the course may be repeated for credit or the student has obtained written permission of the department to repeat it for credit.

See the [University Policies and Procedures](#) catalog for an explanation of the E prefix and K prefix preceding course credits on the transcript.

Summer Courses

Students who wish to register for Summer Session courses at other institutions must obtain prior permission from the undergraduate professional schools student services online forms. No credit is allowed for unauthorized enrollment.

Graduate Courses

Seniors may register for graduate courses with the approval of the graduate director, the dean of academic affairs of the graduate school in question, and the Office of Student Services of their undergraduate professional school. Approval generally is not given unless the student has a cumulative grade-point average of 3.0 or better and senior standing.

Scholastic Standing

The student's numerical scholastic standing is determined by his or her cumulative grade-point average, a weighted average of all Rutgers grades in those courses taken for credit. For information on the computation of the cumulative grade-point average and other grading regulations, see the [University Policies and Procedures](#) section. Grades of F received in courses approved for credit are included in the computation of the cumulative grade-point average unless the course is repeated.

Dean's List

Each term, outstanding students are honored by inclusion on the Dean's List. In order to qualify, the student must meet the following requirements at the time the Dean's List is prepared: a) be matriculated, b) have passed 6 or more degree credits with letter grades (Pass/No Credit and E credits are excluded), and c) have attained a term grade-point average of 3.5 or above.

Poor Academic Performance

Academic Review

The Committee on Scholastic Standing, in concert with administrators and appointed faculty fellows of the undergraduate professional schools, reviews the records of all students at the end of each academic term.

Probation and Dismissal

Students whose cumulative grade-point average is less than 2.0 at the end of an academic term may be placed on probation and may continue under limitations specified by the Committee on Scholastic Standing. The student will receive written notification of probationary status within four weeks of the term grade report. Students on probation who have not raised their cumulative grade-point average to 2.0 at the end of the academic term will ordinarily be dismissed. Students whose cumulative grade-point average is less than 1.2 at the end of any academic term will be dismissed without necessarily being placed on academic probation first.

Transfer Students from Other Institutions

Students who are admitted on academic probation as a result of unsatisfactory or marginal academic records at other institutions normally are required to maintain a minimum grade-point average of 2.0 at undergraduate professional schools

The records of these students are reviewed at the end of the academic term, and probationary status is removed if a student has completed at least 12 credits with a minimum grade-point average of 2.0. If the student's grade-point average is less than 2.0, the student ordinarily is dismissed.

Transfer Students from Other Colleges within Rutgers

Students admitted to undergraduate professional schools on academic probation because of a poor academic record at another college of Rutgers normally are assigned a minimum grade-point average that must be achieved as a condition of their probation. The records of these students are reviewed at the end of the academic term, and probationary status is removed if a student has completed at least 12 credits with the required average. If the required average has not been achieved, the student normally is dismissed.

Appeal

Probationary status may not be appealed, although students may request a review of the limitations imposed by the committee if those limitations appear inappropriate for the individual's circumstances. A request for review may be made at any time during the probationary period and should be made to the undergraduate professional schools' Office of Student Services. Students dismissed from undergraduate professional schools by the Committee on Scholastic Standing may appeal to the dean of the college within twenty calendar days after the date of the dismissal notice. Grounds for appeal include technical error, extenuating circumstances, additional information not previously available to the committee, and/or other factors the student considers appropriate to support his or her challenge of the dismissal decision. Students must present their appeal in writing.

Letters of appeal must state the reasons for appeal and, when possible, should be accompanied by appropriate documentation. The letter must be written exclusively by the student, although advice in formulating the appeal may be sought from a faculty adviser or college counselor. Appeals are reviewed by the Committee on Scholastic Standing. Written notice of the appeal decision is sent to the student at least two weeks prior to the beginning of the next term. The decision of the committee is final.

A student dismissed from one of Rutgers undergraduate professional schools is not considered for readmission to the college unless that former student has completed at least 12 credits at another accredited college or university and/or the Rutgers University Summer Session with a cumulative grade-point average of 2.5 or better and at least one term, not including summer session, has elapsed since the date of the student's dismissal.

Disciplinary Hearing Procedures

The Board of Governors of Rutgers, The State University of New Jersey, has established a list of offenses that may result in separation from the university. These offenses are handled through the University Code of Student Conduct. (See the University Policies and Procedures section.) In addition, each college has a hearing procedure for use in instances where charges against a student are not of sufficient gravity to lead to separation from the university. Lists of the separation and non-separation offenses and details on the hearing procedures are also available in the Office of the Dean.

Degree Requirements

Students should be aware that the pertinent curricular requirements are those in effect in the academic year of their admission. Students who change their academic objectives are governed by the curricular requirements and regulations in effect during the academic year in which the change is made. A student who has interrupted a program in undergraduate professional school for no more than four terms (two academic years) and who has not attended any other college during that period may request readmission as an undergraduate professional school student under the curricular requirements in effect at the time of last attendance.

A candidate for a bachelor's degree in one of the undergraduate professional school Degree Programs must complete a minimum of 120 college credits, including the General Education Requirements, a major program of study, and a minimum GPA of 2.0. A student may elect to pursue a minor or second major from another school, but not the same undergraduate professional school. Thirty Rutgers credits, including at least 12 credits within the undergraduate professional school, must be completed at Rutgers.

Second Baccalaureate Degree

Students matriculating for a second baccalaureate degree must fulfill the general education requirements. A minimum of 30 credits beyond those required for the initial degree must be completed as a Rutgers student.

Programs of Study

Students who decide not to pursue one of the undergraduate professional schools' designated majors may apply to another school of Rutgers University via the school-to-school transfer application. Students are not guaranteed admission to any school of Rutgers, including by transfer. The undergraduate professional schools reserve the right to dismiss a student from the BS programs if there is no intent to pursue and complete the BS in Labor and Employment Relations or the BS in Public Health.

Majors

Students interested in a second major or minor may review offerings from other schools at Rutgers-NB. Consult the appropriate section for admission requirements to major programs.

Minors

All minor programs of study offered by various disciplines in New Brunswick are available to students attending the undergraduate professional schools unless the programs stipulate otherwise.

Graduation

It is a student's responsibility to declare candidacy for the baccalaureate degree by completing an online Diploma Information form through the office of the Registrar at least one term before the expected date of graduation. Degrees are conferred by the university three times a year - October, January or May. Diplomas are mailed to students. The annual university commencement is in May on the recommendation of the faculty fellows of the undergraduate professional schools. A student who completes the requirements for his or her degree in October, January or May can receive a [verification of enrollment or transcript](#) in lieu of the diploma until they are mailed to the student permanent address on record. Diplomas are withheld from all students whose university accounts are not clear.

Graduation with Honors

The bachelor's degree is conferred with "Summa Cum Laude" to graduating seniors with a cumulative grade-point average of 3.850 or better, with "Magna Cum Laude" to those with a cumulative grade-point average of 3.700 or better, and with "Cum Laude" to those with a cumulative grade-point average of 3.500 or better.

The undergraduate professional schools look forward to honoring their students at graduation.

School of Management and Labor Relations
Rutgers, The State University of New Jersey
Labor Education Center
50 Labor Center Way
New Brunswick, NJ 08903
848-932-8559
Fax: 732-932-8677
smlr.rutgers.edu

Edward J. Bloustein School of Planning and Public Policy
Rutgers, The State University of New Jersey
33 Livingston Avenue
New Brunswick, NJ 08901
848-932-2726
Fax: 732-932-8677
policy.rutgers.edu

University College Community
Rutgers, The State University of New Jersey
Continuing Studies Conference Center
178 Ryders Lane, Third Floor
New Brunswick, NJ 08901
732-932-6965
Fax: 732-932-7906
ucc.rutgers.edu



RUTGERS