

General Information



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Admission

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The Camden College of Arts and Sciences, University College–Camden, and the School of Business–Camden seek well-prepared and strongly motivated men and women whose previous educational and/or work experience indicates a capacity to profit from the colleges' many and varied opportunities. All qualified applicants receive consideration without regard to race, religion, color, sex, age, handicap, sexual orientation, marital status, or national origin.

HOW TO APPLY

First-Year and Transfer Students

Prospective candidates are strongly encouraged to apply online at <http://admissions.rutgers.edu>. Students also may download or request a paper application from the admissions web site. A nonrefundable application fee is required. Rutgers University participates in the College Board Fee Waiver Program for applicants claiming economic hardship. Students claiming economic hardship should ask their counselor for the College Board Fee Waiver Form and submit it to the Office of University Undergraduate Admissions, Rutgers, The State University of New Jersey, Room 202, 65 Davidson Road, Piscataway, NJ 08854-8097. It is the candidate's responsibility to submit the supporting credentials specified in the credentials section below.

The primary emphasis in admission is on academic promise. All the materials the student submits—application, transcripts, test results—are reviewed. Admissions committees look for evidence of promise in the student's grades, trend in grades, rank in class, strength of program (such as number of academic subjects, honors courses, advanced placement), and test scores.

Candidates for admission by transfer from another college or from another division of Rutgers must show evidence of good academic performance. Students who have been dismissed from another college for academic reasons are not considered for admission until at least one year has elapsed since the date of dismissal.

Students Seeking Readmission

Students seeking to return to college, having withdrawn before completing a full term or not having been registered for a term or more, must apply for readmission. Applications may be obtained from and filed with the Office for Student Affairs.

Students who have been separated from either Camden College of Arts and Sciences, University College–Camden, or the School of Business–Camden for academic or disciplinary reasons may

not reenroll unless permitted by the appropriate Committee on Scholastic Standing or by the appropriate dean of students.

For further information, see Scholastic Standing in the Academic Policies and Procedures chapter.

Students who have withdrawn or been dismissed from Rutgers–Camden and who have been readmitted may reenter the college under the terms of the catalog in effect at the time of their original admission, if their reentry occurs no more than 30 months after the date of their withdrawal. Students absent for longer periods are subject to the terms of the catalog in effect at the time of their reentry.

WHEN TO APPLY

Applicants should refer to the undergraduate application packet or web site for specific information about fall and spring priority application dates. It is in the applicant's best interest to file the application as early in the school year as possible. This allows the university adequate time to process the application and to give maximum consideration to all credentials. The undergraduate colleges continue to consider applications as long as space is available.

The Camden College of Arts and Sciences, University College–Camden, and the School of Business–Camden will consider candidates for midyear admission.

Transfer Students

Transfer applicants should be aware that admission to Rutgers–Camden does not ensure admission to any specific program; the number of acceptances to certain departments depends in part on the number of places available in those departments. However, the university attempts to place students in the programs of their choice or to assist them in selecting suitable alternatives.

Students Seeking Readmission

The deadline for receipt of applications for readmission is August 1 for September readmission and December 1 for January readmission. These deadlines may be modified by the individual colleges. Students must submit applications with the college they last attended.

CREDENTIALS

Transcripts

Candidates must submit official transcripts of all work taken in grades 9 through 12 and in other colleges and universities. The secondary school record should include rank in class (if available) or a grade distribution, grades for all courses taken, a listing of courses in progress, and credit granted and anticipated.

Transfer applicants for the fall term must submit transcripts that include fall-term grades from the preceding year if enrolled in college that term, and spring applicants must submit transcripts that include spring-term grades from the preceding year.

Entrance Examinations

Candidates must submit official scores on the Scholastic Aptitude Test I (SAT) or the American College Testing Program (ACT), sent directly to Rutgers from the College Entrance Examination Board or the American College Testing Program, unless they have been out of high school for two years by the time of entrance or they are transfer students with 12 or more credits. Scores on three SAT II (subject area) tests are required of candidates for admission by examination. Other candidates are not required to take SAT II (subject) tests but may submit scores if they wish. International applicants should refer to test requirements in the application packet or on the admissions web site at <http://admissions.rutgers.edu>.

High School Entrance Courses

Candidates for admission to Camden College of Arts and Sciences, University College–Camden, and the School of Business–Camden must complete a minimum of 16 full-year academic courses in secondary school. The distribution of the 16 full-year courses should be as follows:

English	4
Algebra I,II, plane geometry	3
Foreign language (of one foreign language)	2
Science	2
Other academic subjects	5

The other academic subjects may be in the areas of social studies, sciences, college preparatory mathematics, or foreign languages. Candidates interested in the engineering (two plus two) program must have completed an additional course of college preparatory mathematics through precalculus and a year each of physics and chemistry. Candidates for the pharmacy (two plus four) program must have completed a year each of biology and chemistry.

Students who are conditionally admitted with a mathematics deficiency must make up that deficiency in one of the following ways: by successfully completing 50:640:042 Intermediate Algebra (no credit) or any mathematics course taken for credit at Rutgers, or by successfully completing, with at least a grade of C, any mathematics course acceptable for transfer credit. In addition, certain mathematics courses taken at other colleges which are not transferable, but in which a grade of C or better is received, may be approved by the Department of Mathematical Sciences.

Students who are conditionally admitted with a foreign language deficiency must make up that deficiency as follows:

1. Those students who have already completed one year at the high school level or one term at the college level must complete successfully a second term of the same foreign language as previously taken.
2. Students with no prior course work in a foreign language must successfully complete two terms of one foreign language.

Any course that is used to satisfy a mathematics or a foreign language deficiency may not be used to fulfill a general curricular requirement.

All deficiencies must be satisfied during the first two terms of attendance at Rutgers–Camden.

OTHER ADMISSION OPTIONS

Admission by Examination

If you have not completed high school, or if you have been home-schooled, you may apply for admission by examination by taking the SAT I or ACT and three SAT II (subject area) tests of the College Entrance Examination Board, including English and mathematics. The third examination may be taken in a subject of your choice, unless you are applying to the two plus two engineering program or two plus four pharmacy program. For these programs, your third subject must be a science. Applicants who do not have the required academic courses may be admitted on the basis of their scores on the relevant SAT II (subject) tests, or they may be required to make up specific subject deficiencies.

General Educational Development (GED)

Applicants who have earned a General Educational Development (GED) certificate must submit an official report of their GED examination scores as well as transcripts from any high school(s) attended. First-year applicants with a GED generally apply for admission by examination. However, for exceptionally strong applicants, the SAT II (subject) tests may be waived.

High School Junior Admission

Applicants who plan to apply to Rutgers as a high school junior must present a strong high school record and demonstrate readiness for college. Applicants who will not receive a high school diploma by the time of enrollment must apply for admission by examination (see above) and submit a transcript that includes grades for the first half of the junior year.

Educational Opportunity Fund

The Educational Opportunity Fund (EOF) program is a New Jersey state-sponsored program that provides academic and financial support to students who have demonstrated need for such services.

Eligibility Requirements

In order to be considered for the Educational Opportunity Fund program:

1. You and/or your family must have a documented history of financial and academic disadvantage and meet the income guidelines listed in the application materials.
2. You must be a New Jersey resident for at least one year prior to enrollment.
3. You must be a first-generation college student (i.e., your parents are not four-year college graduates).
4. You must have received a high school diploma or a high school equivalency diploma by the time you register for college.
5. You must be a U.S. citizen or an eligible noncitizen with a valid Alien Registration Receipt Card (I-151, I-551, or I-94 with refugee or asylum granted), indicating that you are a permanent resident.

Application Instructions

If you are interested in being considered for the EOF program, please complete the following steps:

1. Complete the standard application for admission.
2. Complete and sign the Educational Opportunity Fund Questionnaire. Your parents' signatures also are needed. This will allow us to review your eligibility for the program.
3. All students in consideration for the EOF grant must submit their family's federal income tax returns and/or nontaxable income statements to the Rutgers Office of Financial Aid for the FAFSA verification process. The student's name and social security number must be identified on all forms and statements.
4. Complete the Free Application for Federal Student Aid (FAFSA), which will be available in high school guidance and Rutgers' financial aid offices. FAFSA forms must be completed by the priority filing date of March 15th.
5. If you have participated previously in the EOF program at another New Jersey college, please do not complete the EOF questionnaire. Transfer students should submit the FAFSA and contact the Office of Financial Aid on the regional campus where they plan to enroll.

ACADEMIC CREDIT

Credit by Examination

College Board Advanced Placement Examinations.

Candidates for admission who have completed advanced placement courses in secondary school are encouraged to take the College Board Advanced Placement Examinations. Advanced placement and degree credit are awarded for grades of 5 and 4.

Grades earned in this manner are not computed in the cumulative grade-point average. Through advanced placement, it is possible for a student to enter college with sophomore standing.

College Level Examination Program. The College Level Examination Program (CLEP) offers students the opportunity to obtain college credit by examination. Only certain *subject* examinations are accepted for credit, and only with the optional essay if the exam includes an essay. The grade required to earn credit and the amount of credit granted are determined by the appropriate department. Not every department accepts CLEP credit. Refer to the appropriate department for approved subject examinations and their equivalent Rutgers courses.*

Proficiency Examinations. Proficiency examinations are intended to enable a student to earn credit for subjects which normally are covered in Rutgers–Camden courses but which the student has mastered outside any credit-granting institution. Such credits may be used to fulfill prerequisites, to satisfy general curricular and graduation requirements, and to obtain graduation credits.

To take a proficiency examination, the student must first obtain the consent of his or her adviser and of the relevant department chairperson, who is the sole judge of whether an examination can adequately evaluate a student's mastery of the course material. It is the responsibility of the chairperson, or of a department member delegated by the chairperson, to decide the form of the exam; devise, administer, and grade it; and report the grade in writing to the regis-

trar. To receive credit, the student must earn a grade of B or better. After receiving an unsatisfactory grade (C or lower), a student may not take another proficiency exam in the same course.

Proficiency examinations are available only to actively enrolled, matriculated students under the following conditions and limitations: the examination fee must be paid in advance; prospective graduating seniors may take no more than one examination in their final term; and in any case, no examinations will be administered after March 15.

Transfer Credit

Transfer credit is evaluated when all official credentials have been received and the applicant is accepted into a degree program. Courses taken outside the university *may* be considered for transfer credit if the following conditions are met:

1. Courses must be acceptable for an undergraduate degree granted by the college concerned.
2. Courses must be from an accredited institution identified in the application for admission to Camden College of Arts and Sciences, University College–Camden, or the School of Business–Camden and be equivalent to courses taught at the college. Evidence that the application reflects willful omission or misrepresentation in any part of the application, transcripts, or other supporting documentation will result in the revocation of admission or dismissal from the college. See Transfer Credit in the School of Business–Camden chapter for policies concerning transfer credit of upper-division business courses. Acceptability of a course not directly equivalent to one taught at the college is to be determined by the admissions office in consultation with the relevant department, except that:
 - a. All courses from other undergraduate colleges of Rutgers are acceptable.
 - b. All courses on the college's approved list of courses given at one of the New Jersey county junior colleges are acceptable. However, the maximum allowable number of transfer credits is 64.
3. Grades received must be equivalent to a Rutgers grade of C or better.
4. The final, official transcript(s) must be received as soon as possible, but in no case later than the completion of the student's first term of enrollment at Rutgers–Camden.

Grades received for courses given transfer credit from other institutions are not included in the cumulative grade-point average of work done at Rutgers.

SECOND DEGREE CANDIDATES

A student who already possesses a bachelor's degree from Rutgers or another accredited college or university and who wishes to obtain a second bachelor's degree must complete successfully a minimum of 30 new credits at Rutgers–Camden. Students matriculating for a second bachelor's degree at Rutgers–Camden must complete successfully all requirements for that degree in effect at the time of their matriculation for the second degree. Courses taken elsewhere, including those for the first degree, may be considered for transfer credit.

* Note: CLEP general examinations are *not* accepted for credit.

Tuition and Fees

Rosa M. Rivera, B.S., Director, Financial Services—Camden

FEE SCHEDULE

2002–2003 Academic Year

Note: The university reserves the right to alter the amounts indicated on the following schedule at any time before the first day of classes of a term.

Application Fee, nonrefundable * \$ 50.00

Tuition

Full-time CCAS New Jersey resident, per term † 2,885.00

Full-time CCAS nonresident, per term 5,873.00

Full-time SB–C New Jersey resident, per term † 2,944.00

Full-time SB–C nonresident, per term 5,989.00

Part-time CCAS and UC–C New Jersey resident, per credit ‡ 186.00

Part-time CCAS and UC–C nonresident, per credit ‡ 380.80

Part-time SB–C New Jersey resident, per credit 191.00

Part-time SB–C nonresident, per credit 387.95

College Fee, per term

Full time CCAS (12 or more credits) 578.00

Part time CCAS (11 or fewer credits) 227.50

Full time SB–C (12 or more credits) 611.00

Part time SB–C (11 or fewer credits) 260.00

Part time UC–C ‡ 197.50

Computer Fee, per term

Full time 100.00

Part time (based on number of credit hours) 20.00–47.00

Miscellaneous Fees

Basic health insurance program, per term
Required of all international students 96.66

Major medical insurance 178.50

Late registration fee 50.00

Late payment fee 125.00

Partial payment plan fee 25.00

Late payment fees for partial payment plan
for the first week 25.00

Returned check fee 10.00

NJ Public Interest Research Group (optional) 9.65

Note: All breakage and damage to university property is charged for in full. The university is not responsible for loss by fire or theft of private property in its buildings.

There is a 10-payment plan and a 12-month plan now available to all students, for a charge of \$50. For details, call 888/549-3274 or visit our web site at <http://www.studentabc.rutgers.edu>.

COLLEGE FEE

The student fee provides financial support for student activities, student health services and insurance, and inter-collegiate athletics. In addition, the fee is used to amortize the construction loan for the local college center and to provide partial support for overhead operating costs of general facilities that are available to students.

The fees are allocated as follows: §

	CCAS	CCAS	UC–C	SB–C	SB–C
	Full Time	Part Time	Part Time	Full Time	Part Time
General university fee	12.34	7.75	7.75	12.84	7.75
Student activities					
Regular	25.00	15.75	1.50	24.50	15.25
Special	8.00	4.00	4.00	8.00	4.00
Student center activities	20.25	11.00	7.25	20.25	11.00
Intercollegiate athletics	59.00	–	–	61.00	–
Club sports recreation	20.00	17.50	20.00	20.00	20.00
College life activities	10.00	8.00	8.00	10.00	8.00
Cultural and educational	8.00	8.00	8.00	8.00	8.00
Health services	95.66	–	–	96.66	–
Career development and placement service	29.00	34.50	25.00	30.00	33.50
Student recreation center operations & maintenance	109.25	37.00	37.00	109.25	37.00
Debt service—student center	58.00	14.50	14.50	58.00	14.50
Student center operations	59.00	35.50	37.00	59.00	37.00
Recreation center operations	20.00	20.00	20.00	20.00	20.00
School of Business fee	–	–	–	30.00	30.00
WPCR	2.00	2.00	–	2.00	2.00
Campus newspaper	4.50	4.50	–	4.50	4.50
Campus improvements	37.00	7.50	7.50	37.00	7.50
Total	\$577.00	\$227.50	\$197.50	\$611.00	\$260.00

TERM BILLS

Instructions for registration and payment of term bills are sent by mail to all students for the first and second terms with due dates indicated. Students who do not receive a term bill by July 15 for the fall term and by December 5 for the spring term should notify their local student accounting office promptly.

It is the student's responsibility to obtain, complete, and return the term bill on time. Students who fail to do so are charged a late payment fee of \$125. Full-time students who are unable to pay their term bills in full by the stipulated time may pay their bill according to the partial payment plan policies. There are now two additional plans available to students: A 10-month and a 12-month plan. For further information, call 888/549-3274.

Payment of the term bill may be made in person or by mail. Checks should be made payable to *Rutgers, The State University of New Jersey*. Cash should not be sent through the mail. We also accept Visa, MasterCard, and Discover credit cards, in person or by fax. Payments can now be made online, check the Rutgers web site.

Returned Checks

A \$10 service fee is assessed if a check presented for payment is returned to the university as uncollectible. If collectible payment is not made before late payment deadlines, the applicable late payment fees also are charged.

* Application can be made for up to three colleges.

† For an explanation of New Jersey residency status, see *Student Residency for Tuition Purposes* in the Academic Policies and Procedures chapter.

‡ Students pay according to the number of credits taken and are assessed the part-time college fee regardless of the number of credits carried.

§ Figures are for the 2002–2003 academic year.

PARTIAL PAYMENT PLAN

All students who are unable to pay their term bill in full may arrange with the local cashier's office to pay their bill, if it indicates a net balance of \$200 or more, in three installments under the partial payment plan as follows:

First Payment

50 percent of the net balance due on or before the due date indicated on the term bill.

Second Payment

25 percent of the net balance due plus the \$25 nonrefundable partial payment fee on or before September 15 for the fall term and on or before February 6 for the spring term.

Third Payment

Net balance due on or before October 15 for the fall term and on or before March 6 for the spring term.

Any student submitting a term bill after classes have begun for the term must make payment according to the following schedule:

First Payment

75 percent of the net balance due plus the \$25 nonrefundable partial payment fee.

Second Payment

Net balance due on or before October 15 for the fall term and on or before March 6 for the spring term.

Any installments not paid according to the schedule incurs an initial late fee of \$50.

REGISTRATION

Activation of Registration

A student's registration is activated through the submission of a term bill accompanied by a payment, or an appropriate award of financial aid. Activation of registration does not take place if there are "holds" placed on a student's records because of failure to meet outstanding obligations of a financial, academic, or administrative action.

All term bills, regardless of balance, must be submitted to the university to finalize registration.

Termination of Registration

The university will exercise the right to terminate registration of any student who has an outstanding financial obligation to the university, after sufficient notice has been given to the student. A student whose registration is terminated at any time during the refund period because of nonpayment should contact student accounting immediately. The university reserves the right to "hold" transcripts and diplomas as a result of nonpayment of obligations, to forward delinquent accounts to collection agencies, and to levy a collection fee. "Holds" will be removed upon satisfaction of the obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the university.

Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, the registrar must receive written notification from the student prior to the first day of the term. A student whose registration is canceled by the registrar receives a full refund of tuition and fees and prorated charges for room and board, if applicable. Notification of cancellation received on or after the first day of the term is treated, for billing purposes, as a withdrawal, and a refund is made based on the general refund policy.

GENERAL REFUND POLICY

A student who voluntarily withdraws from all courses during the first six weeks of a term receives a partial reduction of tuition (and charges for room and board, if applicable) according to the week of withdrawal as follows:

- first to second week: 80%
- third to fourth week: 60%
- fifth to sixth week: 40%

No reduction of tuition is granted after the sixth week. The effective date of withdrawal is the date on which a written statement of withdrawal is received by the registrar. Student fees are not refundable.

No reduction is granted after the 10th day of classes to students who withdraw from one or more courses, but remain registered in others. No adjustment is made from full-time to part-time status after the 10th day of classes. If withdrawal from one or more courses amounts to complete withdrawal from a program, the provision for full withdrawal applies.

Failure to attend class is not equivalent to a withdrawal, and a student will not receive an adjustment of charges unless a formal withdrawal is filed with and approved by the registrar, regardless of whether the student actually attended classes or took examinations.

Refund Policy for Students Receiving Financial Aid

Federal financial aid funds (Title IV) and New Jersey grants and scholarships are awarded to a student under the assumption that the student will attend school for the entire period (i.e., one term) for which the assistance is awarded. When a student withdraws before completing the term, the student may no longer be eligible for the full amount of the financial aid that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined on a pro-rata basis. For example, if a student completes 30 percent of the term she or he earned 30 percent of the assistance originally awarded. The balance of aid, 70 percent, is unearned and must be returned. Once a student has completed more than 60 percent of the term, she or he earns all of the assistance originally awarded.

New Jersey financial aid programs base the amount to be returned on the university's refund policy (see above). The amount returned is equal to the tuition refund percentage.

For additional information, visit the Office of Financial Aid web site at www.studentaid.rutgers.edu. Students are encouraged to meet with a financial aid counselor before withdrawing to discuss the refund procedure.

Financial Aid

Richard L. Woodland, M.A., *Director of Financial Aid*
Sherri M. Wolfinger, *Associate Director of Financial Aid*
Cynthia Davidson, M.A., *Assistant Director of Financial Aid*

The Office of Financial Aid is concerned with students' educational expenses. The impact of educational expenses upon the student and his or her family is sizable, although tuition at Rutgers covers only a portion of the actual cost of instruction for each student. In order to allow students with limited financial resources to attend college, every effort is made to assist these students in finding alternatives in financing their education. The student and his or her family are expected to assume the primary responsibility for meeting educational costs. The amount that the student and his or her family are actually expected to contribute is determined from the information submitted on the Free Application for Federal Student Aid (FAFSA).

Each year, more than half the number of the Rutgers students who apply for financial aid receive some form of assistance. Although most financial assistance processed through the Office of Financial Aid is available only to students who demonstrate need and who are enrolled in a degree program, other forms of assistance also are available. In 2001–02, undergraduate students attending the university received more than \$20.7 million in financial aid in the form of federal and state grants, loans, work-study jobs, and university scholarships for both academic achievement and financial need. The average aid package was \$7,437.

Rutgers participates in the full range of state and federal financial aid programs and has a large number of university-supported programs. A brief description of each program follows. All students and parents are encouraged to file an application for financial aid.

Students with complex problems or who need additional assistance should request an appointment with an aid counselor. Generally, a student can expect to see a counselor within a day of making an appointment. All information is kept confidential.

Financial aid is awarded on a first-come, first-served basis to admitted students; the amount is dependent upon the availability of funds and is based on the student's financial need as determined by federal and state guidelines. Assistance is generally offered in a "package," a combination of grants and scholarships, loans, and campus employment. Continuance of all awards is dependent upon the student's filing a renewal application, continued financial need, satisfactory academic progress, and the availability of funds. Financial aid is available to all students, including first-year and transfer students.

HOW TO APPLY

Application Procedures. To be considered for need-based financial aid at Rutgers, students must file an application for admission and submit the Free Application for Federal Student Aid (FAFSA) to the federal processor at the address provided with the application. The Rutgers–Camden FAFSA code is 002629. The FAFSA can be obtained from high

school guidance offices or any one of the regional financial aid offices at Rutgers. Mail the form as soon as possible after January 1 in the envelope provided or apply online. The Rutgers priority filing date is March 15. Submitting by the priority date ensures that you will be considered for all available sources of aid. Additionally, this allows sufficient time for Rutgers to process the application and give timely notification of aid offers. The FAFSA should be filed no later than October 1 if you are applying for spring term admission. Students must reapply for financial aid each year by submitting a renewal FAFSA. Renewal forms normally are mailed to continuing students in November and December. Applicants must request that a copy of the FAFSA be sent to Rutgers University.

Notification. First-year and transfer applicants who apply for aid and are admitted within three to four weeks of their acceptance date. Students admitted after March 1 will receive notification of their financial aid within three to four weeks. All applicants for aid are notified whether or not they will be offered financial aid.

Spring Term Application Procedure. Applications for financial aid for the spring term are considered if funds are available. The FAFSA should be submitted to the federal processor no later than October 1 preceding the spring term.

Procedure for Part-Time Students. Students enrolled as part-time students may be eligible for the federal student aid programs described below. The amounts they are eligible to receive will be prorated according to their credit load. Half-time is considered 6 to 8.5 credits, while three-quarter time is 9 to 11.5 credits.

Study Abroad. It is recommended that all students planning to study abroad come into the financial aid office for a personal interview to discuss their plans and their eligibility for aid.

Academic Progress. In order for aid to be offered to returning students, satisfactory academic progress must be made. This includes both maintaining a grade-point average that meets the college scholastic standing committee's requirements, as well as earning a certain number of credits during each year of enrollment. Specifics detailing the policy are available upon request from financial aid offices or at <http://studentaid.rutgers.edu>.

SOURCES OF FINANCIAL AID

There are three kinds of financial aid: gift aid (scholarships, awards, and grants), loans, and employment. Gift awards do not require repayment; grant terms stipulate that need be demonstrated, while scholarships generally have academic or other special requirements. Loans must be repaid, usually after the student leaves college. Employment programs allow the student to earn money for personal and other expenses through a part-time job. Putting the different types of aid together to meet financial need is the responsibility of the Office of Financial Aid and is referred to as the aid package. Decisions are based upon financial need, qualifications, and the funds available to the university.

After financial need has been established, the student is informed by letter of the exact nature of aid awarded. The total amount of each award is revised annually based upon the available funds and on information provided by the family on the aid application filed each year. When

comparing an aid offer from Rutgers with aid offered by another institution, consider not only the total dollars offered, but also the type of aid that is being offered and how much aid is being offered in relation to the cost of attending the institution.

Scholarships, Awards, and Grants

Funds are available from a variety of sources for scholarships, awards, and grants. These include university-endowed scholarships, tuition remission, federal grants, and state grants. In most cases, it is not necessary to submit special applications for particular scholarships administered by the university, provided a financial aid application has been filed. However, some forms of gift aid require separate application.

Edward J. Bloustein Distinguished Scholars Program.

This program recognizes outstanding high school students in New Jersey with an annual \$1,000 scholarship without regard to financial need. Selection is made by a state-level committee and is based on nominations made by high schools throughout the state of students who place in the top 10 percent of their graduating class and who have combined SAT scores of at least 1200, or are ranked first, second, or third in their class. Additional scholarships are provided to students from the state's urban and economically distressed areas based on class rank and cumulative grade-point average.

Federal Pell Grants. These grants are available to undergraduate students who have not earned a bachelor's or professional degree and are enrolled in a minimum of 3 credits per term. The award ranges from \$400 to \$4,000. Students must be citizens or permanent residents of the United States. Application is made by submitting a completed FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG). Grants are provided by the federal government through the university to assist undergraduates with significant financial need. Application is made by submitting a completed FAFSA. The grants range from \$200 to \$2,000, depending on financial need and availability of funding.

New Jersey Educational Opportunity Fund (EOF) Grants. These grants are restricted to students from educationally and economically disadvantaged families with exceptional financial need. This award is \$1,200 per year for resident students and \$950 per year for commuting students. Usually, students must be enrolled full time in a degree program and be residents of the state of New Jersey. Students should contact the college EOF director, the Office of University Undergraduate Admissions, and the Office of Financial Aid for additional information. Each student is required to submit the FAFSA.

Beyond the grant, the EOF program offers significant support services in areas such as reading and writing skills development, tutoring, and individualized counseling.

Tuition Aid Grants (TAG). These grants are restricted to New Jersey residents who are enrolled full time, 12 credits or more per term. The award amount varies based on student need; the maximum award is designed to cover tuition costs at Rutgers. Students who wish to be considered for the Tuition Aid Grant must file the FAFSA. The New Jersey Higher Education Student Assistance Authority will send a Student Eligibility Notice (SEN) to the student with accompanying instructions and award amount. The student

is responsible for informing the New Jersey Higher Education Student Assistance Authority of any changes to information that is incorrect on the SEN. The student also should submit these changes to the Office of Financial Aid.

Scholarships Administered by Various University Offices

The following scholarships are available to students registered in any of the university undergraduate colleges, unless otherwise noted.

Acme Scholarship Program. For students interested in careers in food management. Preference given to the families of Acme employees.

Alumni Legacy Scholarship. Established by the Alumni Federation in 1995 to provide merit scholarship awards to outstanding sons and daughters of alumni in their first year of undergraduate study at Rutgers. Nonrenewable.

Camden Provost Award. Outstanding high school students are selected for this prestigious award based on their high school rank and SAT scores. The award is for \$2,500 per year and is renewable on the Camden campus. This award cannot be transferred to another campus.

James Dickson Carr Scholarship. Awarded to outstanding minority students selected on the basis of academic promise, as demonstrated in high school work and SAT or ACT scores, and on the basis of participation in extracurricular activities in school and community.

Robert B. Clark-Roche. Awarded to first-year students majoring in mathematics or a natural science. Merit and financial need are considered and preference is given to women and students of color.

Class of 1941 Scholarship. Preference given to descendants of the Class of 1941. Contact the Alumni Association.

Class of 1970 Scholarship. Preference given to descendants of the Class of 1970. Contact the Alumni Association.

Collegiate Merit Awards. Several of the undergraduate colleges offer collegiate merit awards. While the primary emphasis is on academic qualifications, scholarship committees at the colleges may establish different criteria that reflect the particular philosophy or mission of the college. These awards in some cases involve participation in a college honors program. Interested students should write to the dean's office of the school of matriculation for further information.

Elmer R. Deaver Foundation Scholarship. Annual scholarship to provide financial assistance to full-time undergraduate students based on need, with preference to persons who were employees of Quaker City Life Insurance Company at any time during the lifetime of Mr. Deaver, and their spouses, parents, or children.

Theodore J. and F. Elizabeth Kirsch Southern California Scholarship Fund. Awarded to students who reside and attend public high school in the California communities of San Jose, San Mateo, and Palm Desert. Both merit and financial need are considered.

Frances B. and Paige D. L'Hommedieu Scholarship Fund. Awarded to transfer students who complete the associate degree at a New Jersey county college. Must be residents of New Jersey. Application required; inquire at county college transfer office.

Casper Nannes Alumni Club of Washington, DC. Awarded to first-year students who reside in Washington, DC; Virginia; or Maryland. Merit, financial need, and extracurricular activities are considered.

National Achievement Scholarship. Awarded to first-year African-American students. Eligible students are selected by the National Merit Corporation and must select Rutgers, The State University of New Jersey, as their first-choice college.

National Guard Tuition Assistance. Open to a member of the New Jersey National Guard. Scholarship covers up to 12 credits of study per term, less other grants and scholarships.

National Merit Scholarship. Awarded to first-year students. Eligible students are selected by the National Merit Corporation and must select Rutgers, The State University of New Jersey, as their first-choice college.

Nonuniversity Scholarships. Students should be aware that a number of companies, unions, civic groups, and other associations sponsor scholarships available to students at the university. Some of these awards—such as the *New Jersey Golf Association Scholarships* and the *New Jersey Jaycee Scholarships*—are administered through Rutgers, and the Office of Financial Aid can provide further information. Direct application to the sponsoring group must be made in the case of many other awards; high school guidance counselors may be able to assist students in exploring various possibilities.

Office of University Undergraduate Admissions. All admitted students who apply for admission by the official admissions deadline are automatically considered for merit awards administered by the Office of University Undergraduate Admissions. Separate applications forms are not required. All scholarships are renewable unless otherwise stated. All recipients will be informed as to the renewal eligibility requirements. Questions concerning these scholarships may be directed to the Office of University Undergraduate Admissions at 732/445-3770.

Patt Orino Nursing Scholarship. For nontraditional students majoring in nursing who demonstrate financial need. Amount of award varies.

Outstanding Scholars Award. We participate in this program in partnership with the state of New Jersey. This program recognizes the achievements of New Jersey's most outstanding high school students and encourages them to continue their education in the state. Eligibility is based on SAT scores and rank in class. The value of the scholarship is from \$2,500 to \$14,285. Further information is available at <http://admissions.rutgers.edu>.

Phi Theta Kappa Honor Society Scholarships. Students enrolled in a transfer program at a New Jersey county college and membership in the county college's Phi Theta Kappa Honor Society. Additional requirements can be found at <http://admissions.rutgers.edu>.

Presidential Scholarship. Awarded to the most outstanding first-year students based on academic merit and extracurricular activities.

Rutgers National Scholarships (non-New Jersey residents). Outstanding scholars from outside the state of New Jersey are considered for this program. Eligibility is based on SAT scores and rank in class of at least top 10 percent. The scholarship is for \$5,000.

Rutgers University Award for Academic Achievement. Awarded to first-year students of color.

University and College Scholarships. A number of university and college scholarships are made possible through the generosity of alumni, clubs, professional organizations, industries, private donors, and the university. Generally, these awards are made on the basis of high academic achievement and financial need. For information about these scholarships, contact the Office of Financial Aid, Funds Management Section, Rutgers, The State University of New Jersey, 620 George Street, Room 140, New Brunswick, NJ 08901-1175.

University College–Camden Scholarships. University College–Camden students are eligible for University College–Camden scholarships funded by the contributions of alumni and friends. These scholarships ordinarily cover tuition up to a maximum of 9 credits per term and take into account the academic record of the student. Awards are made at the discretion of the dean of the college.

Wal-Mart Competitive Edge Scholarship. Awarded to a first-year New Jersey resident majoring in computer science, engineering, mathematics, or natural science. Merit, financial need, and community service are considered.

Zonta Club of Greater Camden Scholarship Fund. The Zonta Club of Greater Camden has established this fund to assist in defraying the tuition costs of a female student who has financial need and who merits such aid because of her high academic average.

Additional information is available on the Internet. Also, contact the Office of Financial Aid.

Loans

William D. Ford Federal Direct Student Loans

Federal Direct Student Loans (Direct Loans) are available for students directly from the federal government to pay for educational costs. To be considered for a Direct Loan, students must complete the FAFSA. Subsequently, the award letter issued by Rutgers will list eligibility for the program. Money for which students are eligible will be credited directly to their accounts. Because Rutgers has chosen to participate in Direct Lending, *the university cannot accept any Federal Stafford applications from students or their lenders.* Since the U.S. Department of Education is the lender for the Federal Direct Loan Program, borrowers will send all loan repayments to the department, rather than to several lenders.

In general, to be eligible for a Direct Loan, a student must have a high school diploma or a General Education Development (GED) certificate or meet other standards approved by the U.S. Department of Education, be a U.S. citizen or an eligible noncitizen, be enrolled at least half time per term, be making satisfactory academic progress, have a social security number, sign a statement of educational purpose, not be in default on prior loans or owe refunds to a federal grant program, and register with the U.S. Selective Service Administration (males only).

In addition to these requirements, all first-time Federal Direct Loan borrowers may be required to attend an entrance interview in order to be informed of their rights and responsibilities regarding the loan.

Federal Direct Subsidized Loan. This loan is based on financial need. The government pays the interest on the loan while the student is attending school. The interest

rate is variable; that is, it is adjusted each year. The amount students are permitted to borrow is based on their grade level and dependency status as defined by the federal government.

Federal Direct Unsubsidized Loan. This loan *is not* based on financial need, and all interest charges must be paid by the student. The interest rate is the same as the Federal Direct Loan.

Federal Direct PLUS Loan. Parents of dependent students may borrow from this program to help pay for college expenses. Applications and promissory notes are available at the financial aid office. Similar to the Federal Direct Loan, the interest rate is variable. The maximum rate for a Federal Direct PLUS Loan is 9 percent. Additionally, borrowers are charged an origination fee of 3 percent. This loan allows parents to borrow up to the cost of education minus other financial aid received by the student.

Federal Perkins Loan (formerly National Direct Student Loan–NDSL). Federal Perkins Loans are available to students who are enrolled in a minimum of 6 credits per term, who are citizens or permanent residents of the United States, and who demonstrate need through the FAFSA. The maximum amount a graduate student can borrow under this program at Rutgers is \$2,000 per academic year, with maximum aggregate loan amount not to exceed \$20,000 (including undergraduate NDSL and Perkins loan totals).

Interest at the rate of 5 percent simple begins nine months after the borrower ceases to enroll in a minimum of 6 credits per term and extends over a maximum repayment period of 10 years. Monthly payments of at least \$40 are required. Deferral of repayment is permitted for certain kinds of federal service, and cancellation of loans is permitted for certain public services.

Consistent with federal regulations, all first-time Federal Perkins Loan borrowers at Rutgers are required to attend an entrance interview in order to be informed of their rights and responsibilities regarding the loan. In addition, Federal Perkins Loan recipients must attend an exit interview prior to graduation or withdrawal from school. Further details and procedures regarding the repayment of the Federal Perkins Loan are sent to each student recipient by Rutgers, The State University of New Jersey, Office of Student Loans, Division of Accounting, 65 Davidson Road, Piscataway, NJ 08854-8094.

Emergency Loans. Students who are experiencing an unusual financial emergency may apply for a university loan of up to \$300. Students need not be recipients of financial aid or have filed a FAFSA to be considered. The interest rate is 3 percent, and the loan must be repaid within the same term (possibility of extension up to six months). An emergency need must be demonstrated and funds must be available.

Students should contact their local financial aid office for additional information. If loans in excess of this amount are required, an appointment with a counselor is recommended.

University College–Camden students are eligible for loans that are established through contributions of alumni and friends of Walter T. Elder, former business manager of University College–Camden. Loans are of a short-term nature, usually for one term, and are interest free until the due date. Delinquent loans are subject to a 3 percent charge per year. Loans are available to students who have completed a minimum of 15 credits in University College–Camden with a cumulative grade-point average of 2.0 (C) or better.

NJCLASS Loans. This program makes loans available to parents or other relatives of dependent students and independent students. Since this is a nonfederal loan program, applicants undergo a credit check. Some borrowers may need to have a cosigner. The program offers loans up to the cost of education. The interest rate for these loans varies according to the bond issue terms under which you borrow. Families must file the FAFSA before being considered for this program.

Employment

Federal Work-Study Program (FWSP). FWSP is a federal program that provides financial assistance through employment on campus or with nonprofit off-campus agencies to students who demonstrate need. Every effort is made to place students in jobs related to their skills, interests, and fields of study. Students in the program are limited to an average of 15 hours of work per week during the academic year and full-time employment during approved periods when classes are not in session. Generally, students earn at least \$5.40 per hour. Students who are offered work-study as part of their aid package should make an appointment with the staff in the financial aid office immediately upon arrival on campus.

On-Campus Employment. The Career Center assists students in finding part-time employment whether or not students qualify for aid. Information concerning off-campus employment opportunities also is available at this office. The Division of Dining Services, the library, and other departments on campus also offer employment programs.

Additional information about federal, state, and university programs can be found on our web site <http://studentaid.rutgers.edu>.

Other Sources of Aid

Army and Air Force ROTC Scholarships. Scholarships are available on a competitive basis to qualified applicants. Each provides full tuition, fees, reimbursement for required textbooks, and a monthly allowance. High school seniors may obtain four-year scholarship applications through their high school guidance office or by writing or calling the ROTC departments at the Office for Student Affairs (856/225-6043).

The university is precluded from providing institutional support to ROTC scholarships because Department of Defense policies discriminate on the basis of sexual orientation, which contradicts university policy.

Rehabilitation Educational Assistance. Disabled residents of New Jersey should contact the New Jersey Rehabilitation Center, 2600 Mt. Ephraim Avenue, Camden, NJ 08104 (856/757-2781).

Veterans Benefits. The U.S. Veterans Administration operates various education assistance programs for eligible veterans, war orphans, surviving spouse or child of any veteran killed while on duty with the Armed Forces, disabled veterans, dependents of a veteran with service-related total disability, and certain members of the selected reserve. Inquiries concerning eligibility may be directed to the Veterans Administration office in Newark, NJ (800/827-1000) or to the veterans coordinator on each campus.

Veterans and others mentioned above who plan to utilize veterans' education benefits initially should present the Veterans Administration Certificate of Eligibility Form(s) and/or discharge papers (certified copy of the DD214)

when registering for courses. If applying for other financial aid with the university, veterans must report the fact that they will receive veterans' education benefits to the Office of Financial Aid.

Veterans planning to train under Chapter 32 VEAP, Chapter 30 of the New (Montgomery) GI Bill of 1984, or Chapter 106 for Reservists, are required by the university to pay cash for tuition, fees, books, and supplies, when due. Veterans, in turn, receive an allowance for each month of schooling based upon credits and the number of dependents.

No veteran may officially withdraw from a course (or courses) without prior approval from the academic services and/or dean of students offices. All withdrawals must be submitted in writing. The date of official withdrawal will be the determining date for changes in benefits. Failure to comply with the official school withdrawal procedure may affect both past and future benefits. Any change in schedule must also be reported to the campus Office of Veterans Affairs.

CHANGE IN FINANCIAL RESOURCES

Changes may occur in a family's situation throughout the year. Therefore, students may wish to appeal their financial aid award. This may be done by submitting a detailed letter (with documentation) to the financial aid office or by requesting an appointment with an aid counselor. It is university and federal policy that students cannot receive assistance in excess of their cost of attendance.

If unusual situations occur, such as loss of employment, death, incapacitation of a wage earner, or loss of some form of untaxed income, the financial aid office will provide professional advice on how forms can be reprocessed with the state and federal governments. Students are encouraged to make an appointment with a counselor to discuss this further.

Students also are required to report all changes in financial resources (unreported financial aid, employment, or other assistance) to their campus financial aid office as soon as they have knowledge of the change. Changes in such areas as an increase or decrease in family size and number of household members attending college need to be reported promptly. This information is used in both federal and state formulas for determining need, which in turn determines aid eligibility. Failure to do so can jeopardize continuation of all assistance.

Student Life

OFFICE FOR STUDENT AFFAIRS

Mary Beth Daisey, *M.Ed., Associate Provost for Student Affairs/Dean of Students*

Cynthia B. Riggs, *M.A., A.B.D., Associate Dean of Students*

Mary A. Falls, *Administrative Assistant*

Student Development

Barbara A. Detterline, *Ed.M., Assistant Dean*

Miguel Greenup, *M.A., Assistant Dean/Coordinator of Hispanic Affairs*

Nancy V. Gulick, *M.B.A., Assistant Dean*

Jonathan Muse, *M.P.A., Assistant Dean*

Donna Parker, *M.S.W., Assistant Dean*

Danyelle Thurman, *M.S.W., Assistant Dean*

Evelyn B. Crawford, *Principal Secretary*

Shirley A. Blessing, *Secretary*

Career Center

James A. Marino, *M.A., Director*

Cheryl A. Hallman, *M.S., Assistant Director*

Susan Higgins, *M.S.W., Counselor*

Joseph McMaster, *B.A., Employer Relations*

Carol C. Young, *B.S., Employer Relations*

Barbara Thompson, *Administrative Assistant*

Kathryn T. McLaney, *Secretary*

Housing/Residence Life

Allison Emery, *M.A., Assistant Dean, Campus Involvement*

Jaqueline Dunn, *Secretary*

Campus Center and Conference Services

Thomas DiValerio, *M.A., Associate Dean and Director, Campus Center/Conference Services*

Karen Caracino, *Assistant Director, Facilities Use/Conference Services*

Allison Emery, *M.A., Assistant Dean, Campus Involvement*

Rawle Hines, *B.A., Operations Coordinator*

Alicia Jacob, *Supervisor Concessions*

Bookstore

Mary Alice Diehl, *B.S., Manager*

Jamal Parker, *Textbook Manager*

Dining Services

Irene Ulrich, *B.A., Manager, Dining Services*

Irini Hatzinakis, *Dining Hall Supervisor*

Ron Voughs, *B.S., Chef/Manager*

Athletics

Jeffrey Dean, *M.E.A., Director of Athletics and Recreational Services*

Diana M. Compo, *Administrative Assistant*

Michael Ballard, *Sports Information Director*

Thomas E. Maxwell, *M.A., Athletic Trainer*

Gregory White, *B.A., Strength and Conditioning Coach*

Thom Nixon, *M.S., Academic Adviser*

The Office for Student Affairs, Armitage Hall, second floor, provides an array of services and programs that complements the academic experience and provides the support essential to student achievement and career goals. The Office for Student Affairs is comprised of several units which include Student Development, Career Center, Housing/Residence Life, Campus Center, Bookstore, Dining Services, Facilities Use, Student Activities, and Athletics.

STUDENT DEVELOPMENT

The academic and social integration of all students into the campus community is the primary goal of Student Development, a division of the Office for Student Affairs. The goal is achieved through a one-stop, multifunctional office that includes testing and advising, new student orientation, individual and group counseling, student advocacy, services for students with disabilities, and services for international students. Throughout the year, this division sponsors or cosponsors various programs around many issues that concern students. As part of this office, Hispanic Affairs also arranges Latin Recruitment Day, works with Latino alumni of Rutgers–Camden, and interacts with Latino student organizations on campus. Among other services, the staff is the liaison for the ROTC and is also the signatory in the withdrawal process.

Students may call 856/225-6043 at anytime with any questions. Office hours are 8:30 A.M. to 4:30 P.M., Monday through Friday, and Monday and Tuesday until 6:00 P.M.

To ensure that seniors are satisfying the requirements for graduation, the deans in the Office for Student Development conduct senior reviews each summer to help prospective graduates complete their curriculum worksheets and other materials in preparation for graduation.

CAREER CENTER

The Career Center (CC) office offers a comprehensive career development program beginning with a student's first year of college. Major emphasis is given to helping students choose and prepare for a career and/or graduate or professional study.

Students can explore career possibilities through individual and group sessions. Focus, a web-based career guidance software program, assists students in analyzing their career choices and provides help in researching careers and in establishing future goals. In addition, interest and personality testing are available to aid in the career decision process.

State-of-the-art hardware, software, and visual media are available to assist students with résumé writing, interviewing strategies, employer/graduate school research, and access to the Internet. Internet access to jobs, internships, and on-campus recruiting is provided online.

Through a variety of workshops, special seminars, large-scale job fairs, and a graduate school fair, students are aided in identifying career goals, developing employment/academic prospects, and implementing a career management plan.

Part-time, summer, and internship experiences enable students to test career choices and gain experience required by the employment community. Rutgers alumni are available, through the Alumni Career Network Program, to provide career assistance and advice to students. While CC does not guarantee job placement, the ongoing job development program and on-campus recruiting program enhance the prospects for employment upon graduation.

CC maintains a Career Resource Center containing information on hundreds of careers, employment opportunities, and graduate school programs.

Students are encouraged to make use of the services offered by CC throughout their college and postcollege careers. The office is located in the lower level of the Camden Campus Center (856/225-6046).

HOUSING

The Rutgers–Camden Tower, a 10-story brick tower complex, houses 252 students in 42 suites. Six students share a three-bedroom suite (two students per bedroom) that includes a living room, bath, and vanity area. Each suite is fully furnished and comes equipped with wall-to-wall carpeting, individual controls for heat and air conditioning, and is prewired for telephone and cable TV service.

A campus phone is provided that links the residents with all offices on campus and all students residing in university housing. Other amenities include a small kitchen and study lounge on each floor; fully equipped coin or cash card-operated laundromat with a vending area for convenience foods; a computer lab; exercise rooms with steppers, bikes, a treadmill, and a universal system; and a large, comfortable social lounge with a pool table, ping pong table, audio system, and a projection screen TV system that receives cable service.

The entrance to the housing complex is staffed by a uniformed University Police guard 24 hours a day, seven days a week, and the parking lot and grounds surrounding the Towers are monitored by closed-circuit television.

All undergraduate residents must contract for a meal plan through the campus dining service. Meal plans on the Camden campus complement the diversity and uniqueness of the student body by offering several plans developed to meet differing dining preferences.

Space is limited, and assignments are based upon the date of receipt of the completed housing application. Questions regarding on-campus housing should be addressed to the Rutgers–Camden Housing Office, 215 North Third Street, Camden, NJ 08102 (856/225-6471).

Many of the students at the Rutgers–Camden campus choose to reside either at home or in apartments or rooming houses in the vicinity of the campus. A listing of available off-campus housing is maintained at the housing office.

RESIDENCE LIFE

The Residence Life program fosters a special community among the students who reside on campus. An array of services and programs is provided to meet the needs of this diverse segment of the student population. Educational, social, cultural, and recreational/athletic presentations complement the student's academic pursuits and promote the total development of the individual. Talent shows, international dinners, trips to area museums and theaters, first-aid and CPR certification, and faculty-led programs are just a few of the offerings.

Living on campus encourages students to confront new ideas, live together cooperatively, and communicate meaningfully with the goal of producing positive and lasting effects in the area of living skills. Through a combination of self-government and the application of universitywide standards and guidelines for on-campus living, residents learn to coexist peacefully and productively with others whose backgrounds, interests, and values differ.

Full-time professional staff, as well as trained peer leaders, act as resource/referral agents, mediate conflict, offer counseling, and encourage participation in the building of this residential community. Choosing to live on campus is convenient, affordable, and secure and teaches living/learning skills that will last well beyond the college years.

CAMDEN CAMPUS CENTER

The Campus Center is the hub of campus life, providing services, facilities, and programs to meet various social, recreational, and cultural needs of students, faculty, staff, and community members.

The Campus Center includes conference rooms on the lower level, the bookstore on the main level, and student health and Campus Center staff offices on the second level. The third floor provides student organizations with an expanded complex to organize and work on various activities. Offices for the College of Arts and Sciences, School of Business–Camden, School of Law–Camden, Graduate School–Camden, and University College–Camden government associations are located here. The Campus Activities Board also occupies an office on this floor. Cubicle work spaces for 20 other campus organizations help to generate interaction and cooperation between diverse organizations. The third floor also has a special student-only meeting room and a work area outfitted with computers and a copier help improve organizational efficiency. Essential services, such as the reservationist and center operations, are located on this floor to provide easy access for the students.

The Campus Center is also home to Starbucks Coffee, the Raptor Roost Game Room, and vending and snack machines. Many facilities and services vital to the Rutgers community are found in the Campus Center. These include: Dining Services, which features the Food Court (six locations in one), the Courtyard Restaurant, Sandella's Late Night, Freshens Smoothie Bar, Armitage Snack Counter, and Deliberations (law snacks). The Campus Center and Dining Services provide a number of locations that can be utilized for your catering needs.

The student activities office, student governing offices, Campus Activities Board, the *Gleaner* (student newspaper), WCCR (radio), and club and organization cubicles are located in the Campus Center.

The computer lab, located on the lower level, is equipped with Macintoshes and PCs for student use. Also in the Campus Center are the bookstore, career center, and health services.

Campus Center staff offices are located on the second floor above the bookstore. The hours of operation are 8:30 A.M. to 5:00 P.M., Monday through Friday. The Campus Center building general hours of operation are 7:30 A.M. to 12:00 midnight, Monday through Thursday; 7:30 A.M. to 6:00 P.M., Friday; and 10:00 A.M. to 6:00 P.M., Saturday and Sunday. Summer hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

All services and activities sponsored by the Campus Center are open to all members of the Rutgers community and their guests. Elevators, ramps, and lifts are available to any person who has special needs. You are encouraged to take advantage of our services and we welcome any feedback that you may have.

For more information about services and programs, contact rucc@camden.rutgers.edu.

Student ID Photos

Incoming students can have their photo ID taken in the student ID center. This ID serves as the official student identification card. The student ID center is located at the IMPACT information booth in the lobby of the Campus Center addition. Students must provide one other form of identification to obtain a student ID.

All students should have a student ID card. This card is used as a library card and a meal plan card. ID cards for first-time/first-term Rutgers students are issued free of charge. There is a \$15 fee for all other students. Replacement of damaged ID cards costs \$15.

There is no photo ID issued for the Summer Session. Your receipted term bill serves as your Summer Session ID.

STUDENT ACTIVITIES

The Office of Student Activities assists individual students, clubs, and organizations with planning educational, social, and cultural programs. Activities such as speakers, dances, picnics, concerts, movies, and special events are an integral part of campus life.

The Office of Student Activities, located in the Camden Campus Center, is responsible for the recognition of all student organizations. Call 856/225-6161 for information.

Student Governing Association (CCAS)

The Student Governing Association is an organization of CCAS and University College undergraduates elected by the student body for the purposes of self-government. The Student Governing Association holds regular meetings during the academic year and, except where organizational activities are strictly partisan, political, or religious, appropriates funds for student activities and organizations and also provides representation to the committees of the college.

School of Business Student Congress

The School of Business Student Congress is elected to represent the interests of the students enrolled in the undergraduate School of Business–Camden. It holds regular meetings and is represented by groups such as the Marketing

Association, Accounting Society, and the National Association of Black Accountants.

Publications

The *Gleaner*, the student newspaper, serves the entire undergraduate Camden campus. As one of the largest small-college weekly newspapers in the East, it has won numerous awards and provides students with the opportunity to develop journalism skills.

Cocurricular Organizations

Cocurricular organizations have been established on campus to give greater scope to the activities of students who are interested in special fields of learning. These organizations include, but are not limited to, the American Chemical Society, the Marketing Association, the Philosophy Club, English Students Organization, Undergraduate Social Work Organization, and Student Nursing Association.

Extracurricular Organizations

There are over 50 student organizations on campus. They represent a broad range of interests, each offering opportunities for growth, service, recreational and social activities, or a combination of all three. These organizations include, but are not limited to, the Campus Activities Board, Art Students League, Black Students Union, Latin American Students Association, Returning Students Network, and the Women Students Organization.

National Greek Fraternities and Sororities

Rutgers–Camden has several national Greek organizations on its campus. Membership in a national fraternity or sorority will enhance friendships, leadership, and scholarship. The organizations are extremely active in community and university development and participate in social and charitable activities.

Religious Organizations

Numerous religious organizations provide spiritual guidance as well as fellowship. Further information may be obtained by calling the Student Activities Office at 856/225-6161.

BOOKSTORE

The university bookstore, managed by Follett Corporation, offers required textbooks; study aids and reference materials; best-sellers; faculty publications; and a range of business, nursing, and other trade books.

Other offerings at the bookstore include clothing, cassettes and compact discs, audio books, computer supplies and software, giftware, greeting cards, and memorabilia.

A convenience store is located in the bookstore, supplying students with snacks, household products, and health and beauty aids.

The bookstore is located in the Campus Center. Hours of operation are 8:30 A.M. to 7:00 P.M., Monday through Thursday; and 8:30 A.M. to 4:30 P.M., Friday. Location will move to Sixth Street and Cooper Street during the Fall 2003 term.

DINING SERVICES

The Food Court (consisting of six eateries in one location—the Deli, the Grille, the Garden, the Breakfast Bar, Snacks, and the Main Course) is located in the Campus Center. Adjacent to the Food Court, the Courtyard Restaurant offers table service to the university community and the general public alike.

Also in the Food Court, the R-Mart provides a full line of frozen and dry groceries, while Sandella's offers a variety of pizzas, wraps, and noodle and rice bowls.

Armitage Snacks, in the lobby of Armitage Hall, offers coffee, J&J Super Pretzels, hot dogs, bottled beverages, pastries, and snacks.

Deliberations, the law school snack counter in the lower level of the law school, features coffee, sandwiches, soup of the day, and snacks.

Vending machines are located in the Campus Center, lower level of the law school, first floor of the Business and Science Building, the gymnasium, Rutgers Community Park, the Towers, and Camden Apartments. For more information, contact vending@camden.rutgers.edu.

Meal plans complement the diversity and uniqueness of the student body. On the Camden campus, students are offered the Camden cash card. This is an individualized program that allows students to choose their own food items, rather than being restricted to a specific menu. Students pay only for the food items they select.

Dining Services can also provide catering for any campus event. Contact the assistant director for facilities use/conference services at 856/22-6161 for assistance.

For additional information about dining services, call 856/225-6164 or email foodco@camden.rutgers.edu.

ATHLETICS AND RECREATIONAL SERVICES

Athletics and Recreational Services provides the opportunity for students to participate in a variety of intercollegiate athletic programs as well as recreational and intramural activities. The college is a Division III member of the NCAA and New Jersey Athletic Conference. Presently, teams are fielded in men's and women's soccer, basketball, cross country, track and field, men's baseball, women's softball, women's volleyball, and men's golf. In addition, men's and women's tennis and swimming are anticipated to be added in the near future.

The Scarlet Raptors Gymnasium is the focal point of open recreational activities, noncredited instructional courses, and intramural activities. The gymnasium is equipped with a main and auxiliary gym. It also houses a weight room, four handball/racquetball courts, four squash courts, and a six-lane Olympic-size pool. A wellness center also is planned for the future.

Recreational Services offers a myriad of noncredited-instructional courses that run for four, six, or eight weeks, depending on the subject. Course offerings run the gamut from aerobic dance to Zen meditation.

A variety of intramural activities also are offered for student enrichment. These include flag football, volleyball, basketball, softball, weightlifting, whiffleball, khwikball, tennis, racquetball, and indoor soccer.

The Office of Athletics and Recreational Services is located in the basement of the gymnasium. Students may contact the office at 856/225-6193, 6194, 6195.

Student Programs and Services

PAUL ROBESON LIBRARY

Gary A. Golden, *M.L.S., M.A., Ph.D., Director*
Susan J. Beck, *M.L.S., M.A., Associate Professor*
Vibiana Bowman, *M.S.L.S., Assistant Professor*
Jean D. Crescenzi, *M.L.S., M.A., Emerita*
Theodora Haynes, *M.L.S., M.A., M.B.A., Associate Professor*
John Maxymuk, *M.L.S., Associate Professor*
James D. Nettleman, *M.L.S., M.S., Associate Professor*
Julie Still, *M.L.S., M.A., Associate Professor*
Donna Wertheimer, *M.L.S., Visiting Assistant Professor*
E. Parker Worley, *M.L.S., M.A., Director Emeritus*

Reference Services: 856/225-6034
Circulation Services: 856/225-6033

The Paul Robeson Library contains more than a half-million bibliographic items. Subscribing to approximately 700 print periodical and serial titles, the collection includes nearly 220,000 monographs, 210,000 pieces of microform, and 51,000 bound periodicals. Students have computer access to more than 100 online indexes, approximately 12,000 full text journals and newspapers, and almost 100,000 full text monographs published since 1600. These online resources are available anywhere on campus as well as from remote locations via the web using proxy server authentication.

Local holdings of the library, which provide primary service for all schools on the campus (except law), are supplemented by the several million volumes contained in the other units of the Rutgers University Libraries system located in New Brunswick and Newark. Access to these collections is available through IRIS (Integrated Rutgers Information System) on terminals located in the Paul Robeson Library, through campus network terminals, and through remote authenticated web browsers. In addition, students have access to the comparably sized collections of the Camden law library. Information on holdings of non-Rutgers libraries is provided through RLIN, the computerized bibliographic system of the Research Libraries Group, as well as through web access to local collections at such schools as Temple and the University of Pennsylvania. Materials from Rutgers and non-Rutgers libraries can be obtained on loan (books) or by photocopy (articles) through the interlibrary loan service at no cost to the requester. Articles are scanned and delivered to the requester's desktop. Library staff is available to provide assistance to individuals in using these resources. In addition, the reference librarians meet with classes to provide instruction in general library use or in the literature of a specific discipline or topical area.

The library building provides seating for more than 800 students. The building is wired for laptop connections at most desks, has some wireless connectivity throughout the building, and microcomputers and selected software are available for student use in an onsite lab operated by the computing services department. Facilities are provided for individual and group study, for the use of microfilm

and other micro texts, and for photo duplication of both hard copy and micro text and the conversion of microfilm to disk or compact disk.

Library hours during the academic year, unless otherwise posted, are:

Monday–Thursday	8:00 A.M. to 10:00 P.M.
Friday	8:00 A.M. to 5:00 P.M.
Saturday	9:00 A.M. to 5:00 P.M.
Sunday	11:00 A.M. to 7:00 P.M.

Hours normally are extended late in each term and during exams, and are slightly reduced between terms and during summer school.

COMPUTING SERVICES (RUCS, CAMDEN)

David L. Gwalthney, *M.S., Director*
Stanley Kolasa, *M.S., Associate Director*
Mary Sturdivant, *Administrative Assistant*
Edward McHugh, *M.B.A., System Programmer/Administrator–
Windows/Novell/PC*
Bob Young, *B.A., System Programmer/Administrator–
Windows/Novell/PC*
Dennis Moffett, *B.A., System Programmer/Administrator–
Windows/Novell/PC/Mac*
Nancy Rohrman, *B.A., System Programmer/Administrator–Unix*
James Schmincke, *B.A., System Programmer/Administrator–Unix*
Curtis Saal, *B.A., System Programmer/Administrator–Unix*
Allen Burns, *M.Ed., Telecommunications Analyst*
Jason Gambone, *B.A., Telecommunications Analyst*
Debbie Mojta, *M.L.S., Manager of User Services*
Ronald Thornton, *User Support Services Specialist*
Ann Bilbrough, *Manager, Campus Computer Facilities*
Bill Cornwell, *User Support Services Specialist*

Camden Computing Services provides computing support for instructional programs through the following general services: instructional aid for course assignments; assistance in accessing information stored on microcomputers and servers through flyers, documentation, tutorials, seminars, and student consultation; and electronic communications (email, web pages, news).

Assistance is provided by student consultants in the use of microcomputers, servers, printers, and workstations; network access to Computing Services' systems, library systems, and the Internet; microcomputer software access; and interpretation of diagnostics and other common problems. Mobile access is available in two forms on the campus. Firstly, students, faculty, and staff may access the pilot wireless network service in the Campus Center that is available in the general seating areas of the cafeteria (not including the Octagon Room and Courtyard restaurant), Starbucks, the couches by the front windows, the lower area by the Raptor Roost/Pizza Shop, a portion of the computer lab, and the large lounge/eating area at the first floor entrance. As access is improved and funding is allocated, wireless access would be spread across the campus (Robeson Library, Fall 2003). Secondly, there is "open data jack" access for the general Rutgers community (faculty, staff, students) to RUNet that may be found in the Robeson Library, law building, Armitage Hall lobby, BSB lab room 110, and the Campus Center lab. These jacks are labeled with "Active" on the outlet plate. You will need a laptop computer with a wireless and/or Ethernet card properly installed and configured for access.

Located in the Business and Science Building, Computing Services operates the following equipment: Sun SPARC Ultra Servers for Unix, ADA, C++ programming, email, news, SAS, SPSS, and web service; an HP Color Scanjet to input graphics and perform text conversion; Sun workstations; and Windows servers to support the public computer labs. Various microcomputers (Dell and Apple Macintosh) are available for student access and are located in the Business and Science Building (rooms 108-110, 132-133), Campus Center basement (room 017), law school (rooms 102, 309, 408), Robeson Library (at the entrance, a graduate lab on the second floor, and a system in room 116), and the dorms (first floor apartment side). All systems are available to support class assignments made by the faculty and other general instructional applications. Standard output across the campus is on laser printers.

Computing Services maintains the following languages/packages/applications:

Unix:	Pascal, Basic, C++, Pico, Sort, Pine, nn, ssh, Java, ADA, SAS, SPSSX, stfp, Netscape, mail virus scans, and SSL.
Micro-computers:	Basic, SPSS, Microsoft Office suite, Netscape, virus scans, Macwrite, Pagemaker, ssh, Internet Explorer, Arcview, and stfp.
LAN:	Windows NT/2000/XP, Novell, Unix

Information about Camden Computing Services may be found at the web address: <http://rucscamden.rutgers.edu>.

Computing Services hours are:

Monday–Thursday	8:00 A.M. to 11:00 P.M.
Friday	8:00 A.M. to 5:00 P.M.
Saturday	9:00 A.M. to 5:00 P.M.
Sunday	2:00 P.M. to 10:00 P.M.

Hours are usually extended on Sunday late in each term, and are abbreviated between terms and during the summer.

For further information, the main office may be contacted at 856/225-6065, the HELP desk at 856/225-6274, or email to help@camden.rutgers.edu.

CAMDEN LEARNING CENTER

Valerie Smith Stephens, *Ed.D., Director*
Tom Pignone, *M.S., M.A., Learning Specialist*

The Camden Learning Center, located in Armitage Hall, room 231, provides academic support services for the entire student body, particularly for undergraduates. The Camden Learning Center remains open in the evenings, Monday through Thursday, to ensure convenient access to all students. A calendar of specific activities is available each term. The following services are available at no charge:

1. Individualized academic coaching provides for personalized and individualized programs for academic self-improvement in study and learning skills. This service can benefit any student in learning more effective and efficient study techniques. The service may especially benefit students in academic difficulty or with learning disabilities.

2. Peer tutoring is available on a drop-in basis for undergraduate courses, such as algebra, biology, calculus, chemistry, French, German, and physics.
3. Study group development is facilitated among peers and classmates. Peer tutors also assist in the formation of study groups for difficult courses and support the academic needs of those groups.
4. Computer-assisted instruction is available as course support for some courses.

EDUCATIONAL OPPORTUNITY FUND PROGRAM

Leland Butler, *B.A., Director*
Stephanie Barthelemy, *B.A., Counselor*
Jose Robinson, *B.A., Counselor*
Natasha Tursi, *M.A., Counselor*
Caroline Waters, *B.A., Bilingual Counselor*
Nezzie Diggs, *Administrative Assistant*

The Educational Opportunity Fund (EOF) program serves potentially academically strong students who meet the guidelines of the New Jersey state-mandated EOF program. These students are identified through the university admissions and financial aid processes. The diverse student population that comprises the EOF student body receives extensive support services that include, but are not limited to:

1. an intensive academic preparatory summer program
2. a specially designed EOF freshman studies program
3. academic advising and registration
4. coordination of study groups
5. special skills workshops
6. specialized tutorials

Although the program is funded to serve EOF students, any Rutgers–Camden student is welcome to take advantage of most of the services offered during the academic year.

STUDENT HEALTH SERVICES

Paul Brown, *M.A., Director, Nurse Practitioner*
Daniel Gordon, *Ph.D., Psychologist*
Karen Kramer, *M.S.N., Nurse Practitioner*
Madrid Moore, *Health Technician*
Patricia Prior, *M.D., Physician*
Paulette Ritter, *M.S.N., Nurse Practitioner*
Robert Russo, *M.A., Drug and Alcohol Counselor*
Marie Serra, *Psy.D., Psychologist, Coordinator of Psychological Services*
Bonita Franco, *Administrative Assistant*

The Student Health Center is located at 326 Penn Street, Camden, NJ 08102 (856/225-6005). Rutgers Student Health Services (RSHS) provides a comprehensive set of ambulatory care and health education services for all full-time students. Part-time Camden students may become eligible by paying the student health service fee at any health center or at the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180 (732/932-8285). Applications also are available at the Camden Student Health Center.

The center is open from 8:30 A.M. to 4:30 P.M., Tuesday, Wednesday, and Friday. On Monday and Thursday, the center is open from 8:30 A.M. to 7:00 P.M. It is staffed by physicians, nurse practitioners, a part-time psychiatrist, psychologists, and a drug and alcohol counselor. A wide range of services is provided, including evaluation and treatment, general medical care, gynecology, psychological counseling, alcohol and other drug counseling, health education, physical examinations, laboratory tests, immunization, allergy treatment, and referral to other providers. In cases where RSHS does not offer the needed service, the staff provides students with a referral.

Appointments are encouraged to reduce waiting time. All services are rendered confidentially.

SEXUAL ASSAULT SERVICES AND CRIME VICTIM ASSISTANCE

Sexual Assault Services and Crime Victim Assistance staff provide support and assistance to crime victims, survivors, and other members of the university community. Advocacy, crisis intervention, short-term counseling, and referrals are available. Programs and services for students, faculty, and staff promote ways of reducing the risk of being a crime victim and the availability of resources and options should a crime occur. With a special emphasis on crimes of interpersonal violence, educational programs are available to the university community on issues concerning sexual assault, dating violence, stalking, and peer harassment.

For more information or to schedule an appointment or program, call 732/932-1181, visit the department web page at [http://www.rutgers.edu/Sexual Assault/](http://www.rutgers.edu/Sexual_Assault/), or email the staff at sascoa@rci.rutgers.edu. The office is located at 3 Bartlett Street on the College Avenue campus, New Brunswick, NJ.

STUDENT HEALTH INSURANCE

All full-time students, by paying the student fee, and those part-time students who elect to pay the student health service fee are insured for up to \$5,000 in medical expenses brought about by illness or accident. This policy provides excess coverage over other group insurance plans. Students have the option to purchase a major medical policy sponsored by the university which provides more extensive coverage. Students also may, for additional cost, purchase coverage for their spouse and children. Any student not covered by individual or family policies should consider this coverage. Information and applications are available from the Student Health Center, 326 Penn Street, Camden, NJ 08102 (856/225-6005), or from the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180 (732/932-8285).

PARKING

Very limited parking is available on campus. Students are urged to use public transportation whenever possible or to form car pools. Should it be necessary for a student to use a private vehicle to reach campus, it is the student's responsibility to become familiar with campus parking regulations. Information concerning student parking can

be obtained from the Parking Department or the Bursar's Office, 9:00 A.M. to 4:00 P.M., Monday through Friday (856/225-6137).

CAMPUS MAILBOXES

First class mail service is provided to all housing resident students. Camden Mail Service (CMS) box numbers are assigned from the campus mailroom located in the lower level of the college center.

ALUMNI

Chuck Mannella, M.A., Rutgers; Director of Alumni Relations—Camden

Alumni Relations

The university seeks the full support and interest of its alumni and, in return, offers them a number of services and programs. The responsibility for working with the university's entire alumni body, now numbering over 300,000, is vested in the Department of Alumni Relations. The department has two main objectives. First, it maintains contact with Rutgers alumni, informing them of the university's programs with the hope that they will assist Rutgers in fulfilling its educational goals. Second, the department encourages alumni to continue their college friendships after graduation through social, educational, and reunion activities.

All undergraduate colleges and most graduate and professional schools have their own alumni associations that sponsor programs based on the interests of the alumni of that college. The Rutgers—Camden Alumni Association traces its beginnings back to 1951. The organization represents nearly 30,000 graduates of the southern New Jersey campus of the Camden College of Arts and Sciences, University College—Camden, School of Business—Camden, and the Graduate School—Camden. Active membership is maintained through payment of regular alumni dues. The alumni association is represented in the Rutgers University Alumni Federation which sponsors universitywide programs, such as homecoming, and services, such as group travel and insurance. The Department of Alumni Relations provides guidance and administrative services to each of the college associations, as well as to a network of regional alumni clubs in New Jersey and throughout the country.

The university publishes a magazine for alumni and friends of the university.

The department maintains offices in Camden, Newark, and New Brunswick. The Camden office is located at 411 Cooper Street, Camden, NJ 08102-1226 (856/225-6028). Visit the web site at <http://www.alumni.camden.rutgers.edu>.

Rutgers University Foundation

The Rutgers University Foundation is the fund-raising arm of Rutgers, The State University of New Jersey. The Rutgers Foundation was incorporated in 1973 to support the university in obtaining private funds to meet important needs for which adequate monies may not be available from state, federal, or other sources. Scholarship and fellowship support for undergraduate and graduate students is essential, and academic programs seek the extra margin of excellence that only private giving can provide.

The professional staff of the Rutgers Foundation has helped the university's faculty, administration, and staff raise well over a half-billion dollars since its incorporation 29 years ago. Private fund-raising in the 2000–2001 fiscal year totaled \$123,302,686, an all-time yearly high. The staff also includes school development officers placed in most of the schools throughout the Rutgers system. On this campus, the College of Arts and Sciences and University College are supported by Sharon Beales, CCAS '96, and the School of Business by Kristin Walker, CCAS '88.

Rutgers is now embarked on a major universitywide campaign to raise \$500 million by June 2004 and is well on its way toward reaching that goal. The Rutgers Campaign: Creating the Future Today is designed to advance Rutgers' academic growth as one of the nation's top public universities. The purposes of the campaign include attracting and supporting the best students, ensuring a superior academic program, advancing the quest for knowledge, recruiting and retaining top faculty, enriching the campus and community environments, and providing outstanding facilities and equipment.

The Rutgers Foundation staff provides information about the full range of giving opportunities to donors and prospective donors, including individuals, corporations, and foundations. The staff also cultivates donors and potential donors through a variety of activities, helps donors make sound choices on how to give and the designation choices available to them, and ensures that they are properly thanked for their gifts. Fund-raising officers are also based in many of the university's schools and colleges and work very closely with the foundation.

Persons interested in making contributions to any unit of the university or to Rutgers as a whole may do so by writing a check payable to the Rutgers University Foundation. The check should be accompanied by a brief note stating the designation of the donation and whom the gift is from. Checks should be mailed to: Accounting Department, Rutgers University Foundation, 7 College Avenue, New Brunswick, NJ 08901-1261.

The Camden campus offices are located at 411 Cooper Street, Camden, NJ 08102; 856/225-6322.

More information about private giving to Rutgers may be obtained from the Rutgers University Foundation, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901-1261 (732/932-7777).

FORUM FOR POLICY RESEARCH AND PUBLIC SERVICE

Richard Harris, *Ph.D.*, *Forum Director*

The Forum for Policy Research and Public Service was developed to administer and facilitate interdisciplinary policy and/or academic research, undergraduate and graduate training, and university-related public service.

The forum publishes research based upon economic, political, and social data pertaining to the southern New Jersey region. It also conducts conferences on the Camden campus on subjects of regional concern.

The forum also engages in grant-funded projects such as survey research, program development and evaluation, and grantsmanship assistance. A primary criterion in accepting or responding to proposals is the degree to which student assistance and faculty interest may be built into the project. Rutgers faculty and graduate students are invited to discuss research proposals with the forum staff. The forum has facilities for publishing and disseminating research reports to a wide audience in southern New Jersey.

Among other activities, the forum hosts workshops, short courses, and policy forums, and coordinates the internship or field placement program for the master's program in public administration.

The Forum for Policy Research and Public Service is located at 401 Cooper Street, Camden, NJ 08102.

Academic Policies and Procedures

Note: See also Academic Policies and Procedures in the Camden College of Arts and Sciences, University College–Camden, and School of Business–Camden chapters for regulations specific to the individual colleges.

STUDENT RESPONSIBILITY TO KEEP INFORMED

This catalog provides a compendium of the rules governing undergraduate work at the university. Students are expected to keep their copy as a reference handbook and to familiarize themselves with the principal rules and regulations contained in it. In addition to the contents of this catalog, the *Undergraduate Admissions Bulletin* and the *Schedule of Classes* contain important information about the colleges. Students are responsible for keeping themselves informed of policies, procedures, and changes announced in these publications and in mailings to students.

REGISTRATION AND COURSE INFORMATION

Terry L. Richartz, *M.S., Registrar, Camden Campus*
W. Stanley Edens, *M.P.P., Associate Registrar and Director of Veterans' Affairs*

Betzaida Feliciano-Berrios, *B.A., Assistant Registrar*

Office of the Registrar
311 North Fifth Street
Camden, New Jersey 08102-1405

Telephones:

Office	856/225-6053
Veterans' Affairs	856/225-6045
Fax	856/225-6453

Touchtone Registration: 856/225-1999

Web Site: <http://registrar.rutgers.edu>

Web Registration Site: <http://webreg.rutgers.edu>

Web Schedule Site: <http://scheduling.rutgers.edu>

Formal admission to the Camden College of Arts and Sciences, University College–Camden, or the School of Business–Camden and payment of tuition and fees are pre-requisites to registration. All students, by virtue of registering, agree to comply with the regulations of the university and of the undergraduate colleges.

Registration consists of three essential steps:

1. course selection with the aid of faculty advisement or the advising office staff
2. entry of the selected program through Rutgers Touchtone Telephone Registration System (RTTRS) or <http://webreg.rutgers.edu> by students with system access, or at the registrar's office for all other students

3. submission of the term bill to the bursar along with payment of tuition and fees for the approved program

It is important to note that the registration process is completed *only after the student presents his or her term bill to the bursar along with payment or appropriate verification of financial assistance* in accordance with the billing instructions.

It is the responsibility of the student to acquire, complete, and return registration and term bill information, including payment of tuition and fees, on time. Most registration notices are mailed to the student's campus mailbox in the Campus Center. When information is mailed, the student's last address of record in the registrar's office is used, but the university cannot and does not assume responsibility if the student fails to receive this information. Those who do not register within the time allotted are charged the late registration fee of \$50. For further information, see the Tuition and Fees chapter.

Students seeking to return, having voluntarily separated themselves from the college, should refer to the Admissions chapter. Applications must be filed before August 1 for September reenrollment and before December 1 for January reenrollment.

Late Registration

Students who do not complete registration during the period prescribed in the registration instructions may do so during the late registration period. A late registration fee of \$50 is charged. Permission to register late does not affect any academic policies.

Successive Registrations

All eligible registered matriculated students expecting to continue their programs in the succeeding fall or spring term are advised to take part in that term's registration in March or November, respectively. Instructions and forms for this purpose are mailed to students' Campus Mail Service boxes.

Participation in this exercise is not binding on students who do not return, for any reason, in the next term; however, eligible students who do return without having participated will be charged a late registration fee of \$50.

Change of Courses

Students may add or drop courses during the late registration period preceding the term and continuing through the sixth day of the term. These changes may be made through telephone registration, <http://webreg.rutgers.edu>, or in person in accordance with the add/drop schedule. Changes sought by mail or fax are not accepted at any time.

Exceptions to these regulations can be made only by a college's committee on scholastic standing.

Drops. Courses may be dropped until the end of the eighth full week of the term without academic penalty, provided the student follows the change of course procedures, as described previously. Courses dropped between the end of the add/drop period and eighth week of the term are assigned a grade of *W*. Students dropping a course after the end of the eighth full week of the term are assigned a grade of *F*, *NC*, or *U* in the dropped course; the grade of *F* is computed in the term and cumulative grade-point averages.

A student who unofficially drops a course for which he or she is registered without following the above procedure will receive a grade of *F*, *NC*, or *U* in the course.

No course may be dropped during the last two weeks of classes.

Special Registration Options

Pass/No Credit Courses

Students who have completed 63 credits may be permitted to register for a maximum of one course per term, outside the general curricular requirements and outside courses in the major field, for credit on a *Pass/No Credit* basis.

Permission to take a course on this basis rests with the instructor of the course and the student's adviser.

Courses taken in this program are graded *Pass* or *No Credit* as appropriate. A *Pass* grade earns degree credit and is equivalent to an *A*, *B*, or *C*. A *No Credit* grade is equivalent to a *D* or *F*. In either instance, the cumulative grade-point average is not affected. See Grades and Records later.

Students may choose to change a course registration to *Pass/No Credit* or to standard grading during the first eight weeks of the term; such changes must be processed through the registrar's office.

Pass/No Credit courses are indicated on registration forms by the prefix *P* in the credit-hour prefix area.

Any graduate of Rutgers may register for courses on a *Pass/No Credit* basis.

Auditing Courses

Upon obtaining the permission of the instructor of the course and subject to the availability of space, full-time students may audit a course without registration. No academic credit is earned in this manner, and audited courses do not appear on the student's transcript. Senior citizens also are encouraged to audit courses.

Repeated Courses

Students receiving a grade of *D* or *F* in a course designated as repeatable by the appropriate department and taken within their first two terms (regardless of the number of term credits attempted) may repeat the course in the next regular term in which it is offered. For students who have attempted fewer than 23 term credits in their first two terms, the repeat option extends through the third term. Exercise of this repeat course option is subject to the following restrictions:

1. This applies only to courses taken at Rutgers, The State University of New Jersey.
2. The option may be exercised only once for each course and only in the next term that the course is offered.
3. Repeatable courses are designated by the symbol *R* after their titles in the course description section of this catalog.
4. Students opting to repeat must indicate their intent by prefixing the symbol *R* to the credit value of the course at the time of registration.

Both the original and the repeated course grade appear on the student's permanent academic record, but only the better of the two grades of a repeatable course is computed in the cumulative grade-point average. Degree credit is allowed only once, when the course is passed the first time.

Intercollege Registration

A student in the Camden College of Arts and Sciences, in University College–Camden, or in the School of Business–Camden may apply to take courses offered at other divisions of the university. Intercollege registration requires the approval of the Office for Student Affairs. A form granting this approval is available at this office.

Intercollege students must adhere to published deadlines and academic policies of the course-offering school. All grade changes are authorized by the course-offering school dean. All retroactive questions regarding course work taken in prior terms will be handled by the dean and/or scholastic standing committee of the student's school.

Concurrent Registration in Institutions Outside of Rutgers (Transient Credit)

Matriculated students at Rutgers–Camden are expected to take all their courses at Rutgers–Camden unless a course required for graduation is not being offered during a student's final term. Lower tuition, scheduling convenience, or traveling distance are not considered sufficient cause for taking courses elsewhere.

Prior to enrollment, students who wish to enroll at another college for credit must submit a transient application form, available from the offices of academic deans, for approval by the chairperson of their major department, the chairperson of the department in which the equivalent course is offered, and the appropriate student life dean. Under no circumstances will transient approval be granted retroactively.

Students must have the registrar of the transient school send an official transcript directly to the Rutgers–Camden registrar upon completion of the work. Acceptance of transient credit is based on a grade of *C* or better.

Withdrawal

A student who desires to withdraw from the undergraduate colleges must

1. obtain a Notification of Withdrawal Form from the registrar or the Office for Student Affairs
2. secure an appointment with a counselor in the Office for Student Affairs for the purpose of obtaining permission to withdraw without penalty
3. be prepared to state in full, in writing, for the record, the reason(s) for withdrawing
4. obtain signatures of approval from the financial aid, housing, and, if applicable, EOF offices
5. return the completed form, in person, to the registrar

A student who leaves the college unofficially without following this procedure receives a grade of *F*, *NC*, or *U* in each course. A student who is unable to adhere to the above because of illness or other sufficient reason may submit the Notification of Withdrawal Form by mail to the registrar's office.

Refunds of tuition are calculated from the date when the written Notification of Withdrawal Form, approved by the Office for Student Affairs, is received by the registrar. See the Tuition and Fees chapter for information concerning the computation of refunds of tuition. A student is not eligible for a refund unless his or her withdrawal is formally reported to the registrar.

When a student officially withdraws from the college, a grade of *W* is assigned in each course. This symbol is recorded on the student's record.

Withdrawal as such is not recognized during the last two weeks of class meeting; students leaving during this period receive standard grades for the term.

Please note that notification to the instructor, adviser, or school does not fulfill the student's obligation to communicate directly and in writing with the registrar in all matters pertaining to changes in registration and withdrawal.

Student Classification

With a minimum of 120 credits required to qualify for a degree, students following a normal four-year program are grouped according to their projected year of graduation on the basis of the number of credits they have satisfactorily completed, scaled as follows:

First-year students	0–22
Sophomores	23–57
Juniors	58–89
Seniors	90 and above

In special cases, classifications are decided upon by the registrar, with the advice of academic authority when necessary.

Full- and Part-Time Status

The designation of students as full or part time is necessary for the regulations governing tuition charges, student fees, statistical records, and other issues affected by such status. Status is determined during the fall and spring terms as follows:

12 or more credits	= full time
6.0–11.99 credits	= half time
fewer than 6 credits	= less than half time

Student Identification

Registration forms, academic records, and related documents usually carry a series of numerical codes following the name to assist in identifying the student, the school of enrollment, and curriculum. These codes are:

Identification Number. Nine-digit social security number or number assigned by admissions for non-U.S. citizens.

School Code. A two-digit number identifying the school or college within the university to which the student has been admitted. On the Camden campus, there are five degree-granting divisions: Camden College of Arts and Sciences (50); University College–Camden (64); School of Business–Camden (undergraduate) (52); School of Business–Camden (graduate) (53); Graduate School–Camden (56); and School of Law–Camden (24).

Class Code. A two-digit number indicating the year in which the student is expected to graduate. This code may be changed to reflect the student's progress in satisfying degree requirements. Nonmatriculated students have a code of NM and unclassified transfers have no class code.

Curriculum Code. A three-digit number identifying the major field in which the student is enrolled.

GRADES AND RECORDS

Grades represent the level or quality of the student's performance in a course and are reported by instructors to the registrar at the end of the term by the following symbols:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0

Other Grade Symbols

IN–Incomplete. This symbol may be used by the instructor when the student is unable to fulfill the course requirements and the completion of such would substantially improve the grade.

It is the student's responsibility to consult with the instructor to arrange for the conversion of the *IN* grade to a permanent grade. All remaining *IN* grades are converted to a failing grade (*F*, *NC*, or *U*) automatically, without notification to students, according to the following schedule:

February 1	fall term
February 15	winter term
June 1	spring term
September 15	summer term

Permission to deviate from this time limit must be obtained in writing from the instructor, approved by the course's department chairperson and the course-offering school's assistant dean of academic services, and received by the registrar prior to the end of the conversion period. A form for permission to extend the time period is available at the registrar's office. The registrar must receive the final grade, as instructed below, within one week after the extended deadline or a failing grade (*F*, *U*, or *NC*) is assigned without notification to the student.

All conditional grades and the specific nature of incomplete work are reported by the instructor to the department chairperson.

After completion of the required work, the instructor must submit the revised grade on a Change of Grade form (available to faculty from the registrar) and deliver it to the registrar with authorization from the following:

for school 50 (arts and sciences courses)—the department chairperson and the associate dean of the college
for school 52 (School of Business–Camden courses)—the dean of the school

Students may determine if a grade was changed by calling 856/225-1999 to access the grade-reporting option of the Touchtone Telephone Registration System, or at <http://registrar.rutgers.edu>.

Ordinarily, grades from the fall term may not be changed later than July 1, and grades from the spring term or from any of the Summer Sessions may not be changed later than December 1. In any case, it should never be expected that any grades, except for grades of *IN*, will be changed. Grade changes other than ones involving *IN* conversions may be

made only in consultation with the dean. Grades are not to be changed on the basis of reevaluations of work that has already been graded.

P/NC—Pass/No Credit. A grade of *Pass* or *No Credit* that has no numerical equivalent is assigned to any student who has registered for a course on that basis when such registration is in accord with the regulations of the faculty governing the student and the faculty governing the course. *P* (*Pass*) is equivalent to an *A*, *B*, or *C*, while *NC* (*No Credit*) is equivalent to a *D* or *F*.

R—Reexamination Permitted. This symbol may precede a grade only when the instructor cannot assign a grade better than *D* and considers the examination grade to be so inconsistent with the student's previous work as to merit a reexamination. The payment of an examination fee of \$5 to the bursar is prerequisite to taking the reexamination. The original grade remains standing if the reexamination is not taken prior to the dates listed above under *IN—Incomplete*.

S/U—Satisfactory/Unsatisfactory. Assigned when a course is taken on a noncredit basis. (See *N* under Credit Prefixes.)

TZ—Temporarily Not Graded. The *TZ* grade is assigned to students who never attended classes for a course, or stopped attending and did not officially withdraw, or were not graded by instructors.

Students are responsible for contacting the registrar to correct registration errors that have resulted in *TZ* grades and, when necessary, for contacting instructors to arrange final grades.

TZ grades remaining on records convert automatically to failures, without notification to students, for the fall term on May 1 and for the spring and summer terms on December 1. The winter session follows fall term conversion dates.

W—Withdrawn without Evaluation. Used when the student officially withdraws from the college. (This symbol also is used when a student drops an individual course after the second week of the term.) This symbol is not used for absence during the last two weeks of the term, since withdrawals without penalty are not permitted at that time.

Credit Prefixes

E. Course does not carry degree credit; grade is not computed in the cumulative grade-point average.

J. Counts as degree credit, but is not calculated in the cumulative grade-point average.

K. Does not count as degree credit, but is calculated in the cumulative grade-point average.

N. Course does not carry degree credit; grade does not affect the cumulative grade-point average. The grade assigned will be *S* or *U*. The grade also can appear as blank for audited courses.

P/NC. Indicates that the course was taken under the *Pass/No Credit* grading option. Degree credit is granted when the grade is *Pass*; the grade does not affect the cumulative grade-point average. See *Pass/No Credit* courses above.

R. Repeated course option, available to students in their first year at Rutgers University; grade may have an effect on degree credits and cumulative grade-point average. See the previous section on repeated courses.

Credits and Deficiencies

The grades of *A*, *B*, *C*, *D*, and *Pass* entitle a student to degree credit. Once taken and passed, a course may not be repeated, either to improve a cumulative grade-point average or to amass further credit toward a degree. For the one exception to this regulation, see Repeated Courses above.

However, a student wishing to retake a course for self-improvement may register as an auditor, without credit and without conversion privileges. (See Auditing Courses above.) Courses repeated in this fashion become a part of the student's permanent academic record.

The grades of *IN* and *NC* do not entitle a student to degree credit and are regarded as deficiencies. Lost or withheld credit can be recouped only by successfully repeating the course, substituting another approved course, or successfully completing unfinished work, as appropriate.

Academic Warning Notices

Instructors provide the registrar with the names of students deficient in performance and/or attendance, and the registrar sends academic warning notices to their campus mailboxes. Early warnings are issued only to newly admitted students after the fifth week of the term and to the general population after the seventh week.

Course/Grade Documentation

Unofficial Grade Reporting. Immediate access to verbal grade information is available to all students who call the Touchtone Telephone Registration System (856/225-1999) or the registrar's web site <http://registrar.rutgers.edu>. Students must have a clam, eden, or pegasus account. Students requiring written documentation also may order a free unofficial copy of their full academic record or a record for any single term through the Touchtone Telephone Registration System. Receipt of the written records can be expected within 10 working days. Copies are sent to the home address listed on the registrar's student record database. The current term's grades are usually available three or four days after a final exam, following submission by the instructor and computer entry by the university. Term and cumulative grade-point averages are calculated after a term's faculty grade-reporting deadline has passed.

Official Transcripts. Official transcripts of record are free of charge and are prepared by the Office of the Registrar only upon receipt of the student's signed request authorizing release. However, an institution previously attended by a student may request a transcript for purposes of educational research; any student who does not want the record released must so notify the registrar in writing. Further clarification of policy may be obtained from the Office for Student Affairs or the registrar.

All transcripts include the student's academic record to date, including courses failed, but may be ordered to show only courses taken while admitted as an undergraduate, only courses taken while admitted as a graduate student, or the complete undergraduate and graduate record.

Requests for transcripts should be addressed to: Transcript Clerk, Office of the Registrar, Rutgers, The State University of New Jersey, 311 North Fifth Street, Camden, NJ 08102-1405. Include the student's full name while enrolled, social security number, dates of attendance, school(s) attended, degree(s) awarded and date(s), name

and address of the recipient, and student's signature. Faxed requests may be made to 856/225-6453 (receipt of the fax should be confirmed by calling 856/225-6053).

For a fee, the transcript will be faxed to other educational institutions. In accordance with university policy, no student or former student may obtain a transcript of record, in part or whole, for any course(s), if he or she is under financial or disciplinary obligation to the university.

Transcript requests are processed on a first-come, first-served basis and may require 10 working days for preparation and release. "Instant" official transcripts cannot be issued.

Student Complaints about Grades

The classroom, studio, or laboratory instructor has the responsibility for assignment of grades. Complaints about a grade must be directed to the instructor, in writing, within 10 working days of its assignment. Disputes unresolved at this level are referred, in writing, to the appropriate departmental chairperson. Complaints remaining unresolved at this level should be directed, in writing, to the dean of the appropriate college.

Verification of Enrollment

A student may request verification of his or her enrollment by contacting the registrar. Ten working days should be allowed for processing. Certification of attendance in a given term will be issued only after the student has submitted a term bill and some form of payment to the bursar to activate registration. Often it is necessary for the student to repeat the verification process at the start of each term in order to continue deferment of student loan repayment, to maintain health insurance coverage, etc.

Refer to the section entitled Student Records and Privacy Rights regarding the release of information from student files.

Holds

Holds are placed by departments and offices to suspend certain privileges for students with outstanding university obligations. A student's grades and transcripts of record are held when immunization requirements have not been cleared by Student Health Services. In addition to withholding grades and transcripts, the university also bars a student from participating in registrations and receiving diplomas at commencement when other obligations exist for unpaid monies, unreturned or damaged books and equipment, parking fines, other charges or legal indebtedness to the university, or for noncompliance with disciplinary sanctions or administrative actions and directives.

CLASS SCHEDULES AND HOURS

Starting and closing dates for each term, scheduled holidays, and other important scheduling information can be found in the academic calendar in this catalog and in the *Schedule of Classes*.

The *Schedule of Classes* also includes term course offerings, their instructors, and meeting times and locations, as well as exam schedules, registration activities and deadlines, and other important information.

The *Schedule of Classes* for each of the fall and the spring terms is available in the registrar's office shortly before registration periods begin. A continuously updated schedule of classes is also available at <http://scheduling.rutgers.edu>.

Students also should consult their own college's section in this catalog for additional course information.

Confirmation of Schedules

Students are expected to verify the accuracy of their schedules and to learn of classroom changes through the Rutgers Touchtone Telephone Registration System or at <http://webreg.rutgers.edu>.

Attendance

Students are expected to attend all scheduled sessions of the courses for which they are registered. Absences normally impair both student proficiency and the accuracy of their instructor's evaluations. Students with excessive absences (as determined by the instructor) may, at the discretion of the instructor, be given a failing grade in the course.

Instructors may require students who are absent excessively to obtain verification of the necessity for their absences from the Office for Student Affairs before permitting them to demonstrate that they have compensated for lost work. Three consecutive absences are reported immediately to the Office for Student Affairs.

Students enrolled for credit in courses where final examinations are given must take final examinations. University hour examinations are not scheduled on Saturdays except in those courses that regularly meet on Saturdays.

Absence Due to Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absence. Examinations and special required out-of-class activities are ordinarily not scheduled on those days when such students refrain from participating in secular activities. A student absent from an examination because of required religious observance is given an opportunity to make up the examination without penalty.

Cancellation of Classes

It is the general policy of the university not to cancel regularly scheduled classes because of inclement weather. In most cases, therefore, when emergencies occur that disrupt local transportation facilities or create personal problems, students and faculty members should make decisions as to attendance that appear appropriate to them in their particular circumstances.

During severe weather conditions, announcements are made over Camden and Philadelphia radio stations. The decision to cancel classes is made by the Camden provost. If no announcements are made before 5:30 P.M. for evening classes, it can be assumed that classes are in session. The campus is not identified by name but by the following radio code numbers: 605 for daytime classes (8:00 A.M.–6:00 P.M.) and 2605 for evening classes (6:00 P.M.–10:30 P.M.).

Arrangements for makeup work are announced by individual instructors.

SCHOLASTIC STANDING

Cumulative Grade-Point Average

A student's academic rank is determined by the cumulative grade-point average. This weighted average is computed by multiplying the numerical value of the grade received in each course taken for 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 divided by the total credits of those courses.

$$\frac{\text{Grade (Numerical Equivalent)} \times \text{Credits} = \text{Grade Points}}{\text{Total Grade Points}} = \text{Cumulative Grade-Point Average} \\ \text{Total Credits}$$

Students who have transferred from other colleges receive advanced standing for courses taken, as determined by evaluation; however, non-Rutgers grades are not recorded on the academic records, nor are such grades calculated in the cumulative grade-point average. The cumulative grade-point average 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.

Committee on Scholastic Standing

The Committee on Scholastic Standing oversees the implementation of academic regulations, advises students in writing of the decisions taken, and receives such petitions for exemptions from college academic policy as change of courses after the deadlines, course overload, readmission to the college, and retroactive withdrawal from courses and from the college. Ordinarily, 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. Students wishing to submit a petition to the committee should obtain the proper forms from the Office for Student Development on the second floor of Armitage Hall. Such petitions are considered by the Committee on Scholastic Standing on the basis of technical error, new information, and/or extenuating circumstances. Petitions containing failure in touchtone or webreg should include the registration confirmation. Only fully documented written petitions are considered.

Poor Academic Performance

Students may be dismissed from the college if their cumulative grade-point average drops below 2.0. Degrees are not awarded to candidates whose average grades for their entire work taken at the university in candidacy for their degrees are less than 2.0.

The scholastic standing of all students is computed at the end of each term. The records of all students who are deficient, that is, whose cumulative grade-point averages are less than 2.0, are referred to the Committee on Scholastic Standing. This committee reviews the work of all deficient students at the close of each term and may take any of the following actions.

Warn Students. All students whose grade-point average for a term's work is less than 2.0 are warned, and participation in extracurricular activities may be limited.

Place Students on Probation. All students whose cumulative grade-point average is less than 2.0 are ordinarily placed on probation. Probationary status ordinarily implies that students will be dropped at the end of the term of probation unless their work shows marked improvement.

Specify Terms or Courses of Action. The committee may specify on what terms students may continue their registration in the college, or what steps they must take toward the end of achieving a satisfactory academic record. It may, for example, require that students attend the Summer Session, that they maintain a specified quality of work, that they complete a certain amount of work within a limited time, or that they include specified courses or repeat certain work, even if such work already was passed.

Dismiss Students. The committee may direct that students be dropped from the rolls of the college. Normally, the committee drops students if their 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

Note: Since University College–Camden students are predominately part-time students, the cumulative grade-point average is based on the total number of credits, not years in attendance.

Transfer students are dropped if they do not achieve the following cumulative grade-point average:

- 1.400 with 22 degree credits
- 1.700 with 57 degree credits
- 1.900 with 89 degree credits

Readmission

Students who have been dismissed from the college are not readmitted until they have produced evidence that they can pursue further academic work satisfactorily. Readmission is denied to those students who, once separated from the university, have such low cumulative grade-point averages that ultimate graduation appears improbable. Students are not readmitted after a second drop action. Students should keep in mind that only grades earned in the various colleges of the university may be included in the Rutgers cumulative grade-point average.

Petitions for readmission in September must be submitted prior to August 1. Petitions for readmission in January must be submitted prior to December 1. The petition forms for readmission are available in the Office for Student Affairs on the second floor of Armitage Hall.

POLICY ON ACADEMIC INTEGRITY SUMMARY

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimated only

when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses” (Academic Integrity Policy, p. 1).

The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them.

Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans.

Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors.

Violations of Academic Integrity

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being taken at either the college or university level. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

Violations of academic integrity are classified into four categories based on the level of seriousness of the behaviors. Brief descriptions are provided below. This is a general description and is not to be considered as all-inclusive.

Level One Violations

These violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily involve a very minor portion of the course work.

Examples: Improper footnoting or unauthorized assistance on academic work.

Recommended Sanctions: Makeup assignment.

Level Two Violations

Level two violations involve incidents of a more serious nature and affect a more significant aspect or portion of the course.

Examples: Quoting directly or paraphrasing without proper acknowledgment on a moderate portion of the assignment; failure to acknowledge all sources of information and contributors who helped with an assignment.

Recommended Sanctions: Probation, a failing grade on the assignment, or a failing grade in the course.

Level Three Violations

Level three offenses involve dishonesty on a significant portion of course work, such as a major paper, an hourly, or a final examination. Violations that are premeditated or involve repeat offenses of level one or level two are considered level three violations.

Examples: Copying from or giving others assistance on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, using a purchased term paper, presenting the work of another as one’s own, altering a graded examination for the purposes of regrading.

Recommended Sanctions: Suspension from the university for one or more terms, with a notation of “academic disciplinary suspension” placed on a student’s transcript for the period of suspension, and a failing grade in the course.

Level Four Violations

Level four violations are the most serious breaches of academic integrity, and also include repeat offenses of level three violations.

Examples: Forgery of grade change forms; theft of examinations; having a substitute take an examination; dishonesty relating to senior thesis, master’s thesis, or doctoral dissertation; sabotaging another’s work; the violation of the ethical code of a profession; or all infractions committed after return from suspension for a previous violation.

Recommended Sanctions: Expulsion from the university and a permanent notation on the student’s transcript.

Faculty members who believe that violations have occurred should immediately contact the Office of the Dean. Students who suspect that other students are involved in actions of academic dishonesty should speak to the instructor of the course. Questions on reporting procedures may be directed to the Office of the Dean.

UNIVERSITY CODE OF STUDENT CONDUCT SUMMARY

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the university. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.

*Preamble
University Code of Student Conduct*

Overview

Communities establish standards in order to ensure that they are able to fulfill their mission and keep their members from harm. The University Code of Student Conduct (referred to as “the code” in the remainder of this summary) defines those kinds of behavior that violate the standards of the Rutgers University community and also provides the mechanism for addressing alleged violations. In doing so, the code protects the rights of those accused of offenses (referred to as “respondents” in the remainder of this summary) by providing due process while also protecting victims of those offenses and the university community as a whole.

Process

The following summary presents key aspects of the code. Students should consult the code itself for complete information on each point.

Filing a Complaint

Any individual may file a complaint against a student suspected of violating the code by notifying the dean of students (or equivalent) of the respondent's college or school, or the assistant director of judicial affairs in the Office of Compliance, Student Policy, and Judicial Affairs.

Preliminary Review

Upon receipt of a complaint, a preliminary review is conducted by the dean of students (or equivalent) or his or her designee to assess the evidence and determine if it is sufficient to proceed to a hearing. The dean conducting this review also assesses the seriousness of the charges. The most serious charges can, upon a finding of responsibility, result in separation from the university (suspension or expulsion). These serious cases are decided at university hearings. Less serious offenses (nonseparable offenses) are heard according to procedures in place at the student's college or school.

Separable Offenses

The following offenses are deemed serious enough to result potentially in separation from the university should a student be found responsible at a hearing:

1. violations of academic integrity
2. forgery, unauthorized alteration or unauthorized use of any university documents or records or any instrument or form of identification
3. intentionally furnishing false information to the university or intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency
4. use of force against any person or property or the threat of such force
5. sexual assault or nonconsensual sexual contact
6. hazing
7. violation of the university's Student Life Policy against Verbal Assault, Defamation, and Harassment (Copies are available from the judicial affairs office or dean of students' office.)
8. unauthorized entry into, unauthorized use of, or misuse of university property, including computers and data and voice communication networks
9. intentionally or recklessly endangering the welfare of any individual or intentionally or recklessly interfering with any university activity or university-sponsored activity
10. use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosive, whether or not a federal or state license to possess the same has been issued to the possessor
11. the distribution of alcohol, narcotics, or dangerous drugs on university property or among members of the university community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally
12. theft of university services or theft of, or intentional or reckless damage to, university property or property in the possession of, or owned by, a member of the university community, including the knowing possession of stolen property (Intentional or reckless misuse of fire safety equipment is regarded as damage under this section of the code.)
13. the violation of the ethical code of one's intended profession either by graduate students enrolled in any of the university's professional or graduate schools or by

undergraduate students in clinical courses or settings related to their intended profession

14. violations of federal, state, or local law where such violations have an adverse effect on the educational mission of the university
15. failure to comply with the lawful directions of university officials, including campus police officers acting in performance of their duties
16. knowingly providing false testimony or evidence; disruption or interference with the orderly conduct of a disciplinary conference or hearing; violating the terms of any disciplinary sanction imposed in accordance with this code, or any other abuse of the university's disciplinary procedures.

Campus Advisers

Both complainants and respondents may select a campus adviser to assist them during the disciplinary process. Campus advisers may fully represent students, including speaking on their behalf. The Office of Compliance, Student Policy, and Judicial Affairs maintains a list of trained campus advisers for this purpose. Students are free to select any members of the university community to serve as their advisers, whether they are on the list or not.

Attorneys

Complainants and respondents also may, at their own expense, seek the advice of an attorney in addition to that of a campus adviser. Attorneys are free to advise students, to assist in the preparation of their cases, and to attend hearings, but may not speak on behalf of their clients or question witnesses at a hearing.

University Hearings

University hearings are presided over by a hearing officer and heard by a hearing board usually composed of three students and two faculty members. It is the hearing board's responsibility to determine whether the accused student is responsible or not responsible for violating the code. If the hearing board determines a student to be responsible by the standard of clear and convincing evidence, it also recommends a sanction for the offense to the vice president for student affairs. The vice president for student affairs considers the hearing board recommendation and determines the sanction.

Appeals

A student found responsible for violating the code may appeal the finding, the sanction, or both. Appeals are filed through the Office of Compliance, Student Policy, and Judicial Affairs, which forwards them to the Appeals Committee of the appropriate campus (Camden, Newark, New Brunswick).

Authority for Student Discipline

Ultimate authority for student discipline is vested with the Board of Governors of Rutgers, The State University of New Jersey. This authority has been delegated to university administrators, faculty, students, committees, and organizations as set forth in the University Code of Student Conduct. The above summary is intended to present some key facts of the code. Copies of the code are available from all deans of students' offices and have been placed at the reference desks of all university libraries. In addition, the assistant director of judicial affairs in the Office of Compliance, Student Policy, and Judicial Affairs will provide

copies of the code upon request and is available to answer any questions about the code or related judicial matters.

UNIVERSITY SAFETY AND SECURITY

Division of Public Safety

Providing a safe and secure environment for all members of the university community is the highest priority of the university's public safety staff. The executive director for public safety is responsible for safety and security services on the New Brunswick/Piscataway campuses. On the Newark and Camden campuses the police chiefs report to the Office of the Provost while following policies, procedures, and administrative practices established by the executive director for public safety.

Members of the public safety staff patrol each campus and respond to emergencies and requests for assistance on a full-time basis, 24 hours a day, 365 days a year. Rutgers public safety employees are only part of the universitywide crime prevention team. All members of the university community also are part of that team. As a team, it is everyone's duty to actively maintain a safe environment and be careful while complying with all local, state, and university regulations.

Information regarding public safety at Rutgers is available from the campus police departments. *Safety Matters* details public safety statistics, services, and programs on each of Rutgers' regional campuses. To have a printed copy of *Safety Matters* mailed to you free of charge, please contact the appropriate Rutgers University Police Department office at one of the following numbers, or view the online version at any of the following websites:

Camden Campus: <http://www.camden.rutgers.edu/~rupdcamd/index.htm>
856/225-6009

Newark Campus: <http://newarkpolice.rutgers.edu>
973/353-5581

New Brunswick Campus: <http://publicsafety.rutgers.edu>
732/932-8407

Rutgers University Police Department

The Rutgers University Police Department (RUPD) is dedicated to providing progressive community policing services that focus on the prevention of crime through the development of university-based partnerships. The RUPD provides police, security, and safety services, and is staffed by commissioned police officers with full investigative and arrest authority, a professional security staff, students trained as community service officers, student safety officers, dispatchers, and technical and administrative employees.

The university police department is located at 5 Huntington Street on the College Avenue campus. The campuses are patrolled on foot, in vehicles, and on bicycles. To contact the RUPD to report emergencies (police, fire, and emergency medical), dial 911; from university centrex telephones, obtain an outside line and dial 911. For non-emergency telephone calls to the police, dial 732/932-7211; from university centrex telephones, dial 2-7211. You also can contact the police by using any of the more than 60 blue light emergency telephone boxes on the campuses or by using the housing telephones located near residence hall entrances.

Community policing offices are located in each of the campus student centers. These front-line police officers act

as community organizers, team builders, and problem solvers. They provide a communications link between the community and the police department, serve on campus bias committees, and perform proactive patrol. Security officers patrol the campuses, serving as "eyes and ears" for the police while securing facilities and providing escort services. Student safety officers and community services officers provide a host of other safety and security services that include controlling access to selected residence halls during evening hours. For more information on these programs, call 732/932-5400.

Emergency Services

Fire safety is a major component of our total safety and security program. State certified fire inspectors provide fire safety awareness training sessions in the residence halls and conduct emergency evacuation drills to familiarize occupants with emergency procedures. Emergency Services personnel regularly inspect all university buildings and facilities, conduct alarm tests and fire drills, and enforce the New Jersey Uniform Fire Code. As a state-licensed ambulance service, Emergency Services provides emergency medical care to the university community. The staff of New Jersey certified emergency medical technicians respond to emergency medical calls and provide standby services at major university events.

Sexual Assault Services and Crime Victim Assistance

Sexual Assault Services and Crime Victim Assistance staff provide support and assistance to crime victims, survivors, and other members of the university community. Advocacy, crisis intervention, counseling, and referrals are available. Programs and services for students, faculty, and staff promote ways of reducing the risk of being a crime victim and the availability of resources and options should a crime occur. With a special emphasis on crimes of interpersonal violence, educational programs are available to the university community on issues concerning sexual assault, domestic/dating violence, stalking, and peer harassment. For more information or to schedule an appointment or program, call 732/932-1181, visit the department web site at <http://www.rutgers.edu/SexualAssault/>, or email the staff at sasca@rci.rutgers.edu. The office is located at 3 Bartlett Street on the College Avenue campus, New Brunswick.

ADMINISTRATIVE PROCEDURES FOR RESPONDING TO DISRUPTIONS

An academic community, where people assemble to inquire, to learn, to teach, and to reason together, must be protected for those purposes. While all members of the community are encouraged to register their dissent from any decision on any issue and to demonstrate that dissent by orderly means, and while the university commits itself to a continual examination of its policies and practices to ensure that causes of disruption are eliminated, the university cannot tolerate demonstrations that unduly interfere with the freedom of other members of the academic community.

With this in mind, the following administrative procedures have been formulated to guide the implementation of university policy:

1. The president of the university and the university vice president for academic affairs will have the authority throughout the university to declare a particular activity

to be disruptive. In the two geographic areas of Camden and Newark, the respective provost will have the same authority. In New Brunswick, the senior vice president and treasurer will have the same authority.

2. Broadly defined, a disruption is any action that significantly or substantially interferes with the rights of members of the academic community to go about their normal business or that otherwise unreasonably interrupts the activities of the university.
3. A statement will be read by the appropriate officers as specified in (1) or by such officers as they may designate for the purpose of such reading and will constitute the official warning that the activity is in violation of university policy, that it must cease within a specified time limit, and where appropriate, that no commitments made by university officials will be honored if those commitments are made under duress.
4. If the activity continues beyond the specified time limit as determined by the official in authority, the authorized officers as specified in (1) will have the discretion to call upon the university police to contain the disruption. Ordinarily, the president of the university alone, or in his or her absence the university vice president for academic affairs, will have the authority to decide that civil authorities beyond the campus are to be called upon to contain those disruptions that the university police are unable to handle. In extraordinary circumstances, where neither the president nor the university vice president for academic affairs is available to make such a decision, the senior vice president and treasurer in New Brunswick and the provosts on the Camden and Newark campuses have the same authority.
5. The deans of students are the chief representatives of the deans of the colleges in all matters of student life. Members of the university community who are aware of potentially disruptive situations are to report this to the deans of students on their respective campuses. In a disruption, the deans of students and their staff members have a twofold responsibility: to protect against personal injury and to aid in providing for the order of the university. In the latter case, the deans of students, as well as other university personnel, may be called upon to coordinate or assist members of the academic community in ending the disruption, directing it to legitimate channels for solution, or identifying those who have violated the rights of others.

POLICY PROHIBITING HARASSMENT

The university prohibits harassment based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. Harassment is a form of discrimination that violates state and federal civil rights laws. It is defined for purposes of those laws and the university's policy as any behavior that

1. is unwelcome,
2. targets a person because he or she has one or more of the protected characteristics,
3. is engaged in by a person employed by or doing business with the university, and
4. is sufficiently severe or pervasive to alter negatively that person's or a group member's living, educational, or working environment.

Sexual harassment can take the form of unwelcome sexual advances; requests for sexual favors; or other unwelcome written, verbal, electronic, telephonic, or physical conduct of a sexual nature. *Hostile environment harassment* on the basis of sex, race, religion, color, national origin, ancestry, age, sexual orientation, disability, or marital or veteran status is severe or persistent behavior that has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating a hostile environment.

If you think you have been harassed on the basis of any of the protected categories listed above, have observed harassing behavior, or need more information, you are encouraged to contact Jayne M. Grandes, Director of University Harassment Compliance and Equity, Rutgers, The State University of New Jersey, 56 Bevier Road, Piscataway, NJ 08854, 732/445-3020, ext. 626, or by email at uhce@hr.rutgers.edu. You may obtain copies of the *Policy Prohibiting Harassment* and the *Harassment Complaint Process* on our web page at <http://uhr.rutgers.edu/uhce>.

POLICY AGAINST VERBAL ASSAULT, DEFAMATION, AND HARASSMENT

Statement of Principles

Intolerance and bigotry are antithetical to the values of the university and unacceptable within the Rutgers community. One of the ways the university seeks to effect this principle is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status in university programs. In order to reinforce institutional goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, defamation, and harassment makes clear that such behavior toward others violates acceptable standards of conduct within the university. (This policy is not intended to supersede the university's policy against harassment.)

Verbal assault, defamation, or harassment interferes with the mission of the university. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students.

A community establishes standards in order to be able to fulfill its mission. The policy against verbal assault, defamation, and harassment seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the university community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault, even if communicative in nature, are not protected speech and are to be condemned.

Prohibited Conduct

Any of the following acts, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the university) under the provisions of the University Code of Student Conduct:

1. Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of . . . physical abuse.")
2. Theft of, or intentional damage to, university property, or property in the possession of, or owned by, a member of the university. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to . . . property.")
3. Harassment, which is statutorily defined by New Jersey law to mean, and here means, purposefully making or causing to be made a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting or threatening to subject another to striking, kicking, showing, or other offensive touching, or engaging in any other course of conduct or of repeatedly committed acts with purpose to alarm or seriously annoy any other person. Harassment is considered a separation offense under the University Code of Student Conduct.
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the goodwill and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under the University Code of Student Conduct.

While any of the four categories of acts listed above is a separation offense that, if proven, could lead to a sanction of expulsion or suspension from the university under the provisions of the University Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the college level and not be treated as separation offenses requiring a university-level hearing. The initial judgment of whether a particular act is of a separable or nonseparable nature is made by the appropriate college official.

Students who believe themselves to be victims of verbal assault, harassment, or defamation should report such incidents to the dean or the dean of students of their college or school. In addition, the following individuals have been identified to handle complaints:

Brian T. Rose, director of compliance, student policy, and judicial affairs, 3 Bartlett Street, College Avenue campus, 732/932-7312;

Cheryl Clarke, director of diverse community affairs and lesbian/gay concerns, 3 Bartlett Street, College Avenue campus, 732/932-1711;

Associate provost for student life, Armitage Hall, Room 248, Camden campus, 856/225-6050;

Marcia W. Brown, associate provost for student affairs and community outreach, Center for Law and Justice, Newark campus, 973/353-5234.

Some complaints can and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

NONDISCRIMINATION POLICY

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students, and to provide equal employment opportunity to all employees and applicants for employment, regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. (Douglass College, as a traditionally and continuously single-sex institution, may, under federal law, continue to restrict college admission to women.) Questions concerning student rights violations should be addressed to Brian T. Rose, Director of Compliance, Student Policy, and Judicial Affairs (732/932-7312). Questions concerning harassment or employment discrimination should be directed to Jayne M. Grandes, Director of University Harassment Compliance and Equity (732/445-3020, ext. 626).

EQUITY IN ATHLETICS DISCLOSURE ACT REPORTS

In compliance with the Equity in Athletics Disclosure Act, Rutgers provides information on men's and women's athletic programs (<http://athletics.rutgers.edu>), including the number of participants by gender for each varsity team, operating expenses, recruiting expenditures, athletically related student aid, and revenues. The first report was issued in October 1996 with annual updates thereafter. The reports are available at the reference desks of the main branches of the university library system (Alexander Library, Library of Science and Medicine, Robeson Library, and Dana Library), and at the intercollegiate athletics offices.

STUDENT RECORDS AND PRIVACY RIGHTS

Rutgers, The State University of New Jersey, complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their "education records" as that term is defined in the law. These rights include the following:

1. The student has the right to inspect and review his or her education records within 45 days of the date Rutgers receives a proper request for access to such records.
2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.
3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.
4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to the Office of Compliance, Student Policy, and Judicial Affairs, 3 Bartlett Street, College Avenue campus (732/932-7312) or to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Students wishing to exercise their rights to inspect and review their education records should submit a written request to the appropriate official at the Rutgers office which is custodian of the records they wish to review. Students requesting amendment of education records should first review the policies and procedures of their college or school and/or consult with their dean of students, or equivalent official. FERPA permits disclosure of directory information without a student's consent, unless the student has requested such information be kept confidential. Directory information includes the student's name, address, phone, school of attendance, and several other fields of information. For information on how to keep your directory information confidential, visit the Rutgers Online Directory by using the "Find: People" link of the Rutgers home page (<http://www.rutgers.edu>), or contact the Office of the Registrar on your campus. Rutgers uses a student's social security number as an identification number. While the number is not released as directory information and its confidentiality is protected in the same manner as are other educational records, Rutgers offers students the opportunity to acquire a substitute number. Students wishing to have a substitute number assigned must go to the registrar's office with two forms of identification and complete the appropriate forms. Rutgers publishes two official notices concerning FERPA at least twice per academic year. The official notices are archived on the Office of Compliance, Student Policy, and Judicial Affairs web site at <http://www.rci.rutgers.edu/~polcomp>. The notices provide full information on Rutgers' compliance with FERPA including the current definition of "directory information." Students with questions about FERPA or the privacy of their records should consult these notices and/or contact the Office of Compliance, Student Policy, and Judicial Affairs, 3 Bartlett Street, College Avenue campus (732/932-7312, cspc@rci.rutgers.edu).

STUDENT RESIDENCY FOR TUITION PURPOSES

A determination of residency status for the purpose of tuition assessment is made by the university based on information provided by the applicant in accordance with the procedure outlined in the policy. A copy of the policy may be secured from the registrar's office or the admissions office.

Procedure

The Initial Determination

At the time an individual initially applies for admission into any graduate or undergraduate college or division of the university, the respective admissions office determines an admitted applicant's resident status for tuition assessment.

The determination made at this time shall prevail for each term unless a change is authorized as provided hereinafter.

After the Initial Determination

The status of residency for tuition purposes of students continuing in a college or division of the university is determined by the registrar of the respective college or division. The determination made by the registrar either conforms to the initial determination of the admissions office or reflects a change as provided hereinafter.

Request for a Change of Status

Requests for a change in residency status are accepted no later than the last day of the term for which changed status is sought. All supporting affidavits, deemed appropriate by the adjudicating official pursuant to New Jersey Administrative Code, Volume 9, Section 5 et seq., must be filed by the petitioner in accordance with the time limit specified in the preceding sentence. In no case may supporting affidavits be filed later than four weeks from the conclusion of the term for which the residency assessment is requested. Failure to comply with this provision, unless judged otherwise by the adjudicating official, voids the petition for the term in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change relates only to the current and subsequent terms. No adjustments in tuition assessments are made and no refund vouchers are processed for any prior term.

Appeals

Appeals from the initial determination and any determination made after a request by a student for a change in residency status are accepted no later than three months after the date of notification of any such determination. Unresolved appeals are forwarded to either the associate vice president for enrollment management or the university registrar. These officers respond to the student within 30 working days of the receipt of the appeal in the appropriate office. Appeals from this determination should be submitted to the vice president for university budgeting by the student within two weeks after the director of admissions or the university registrar has issued a determination. The decision of the vice president for university budgeting is final.

Students' Responsibilities

Students are responsible for providing relevant information upon which a residency determination can be made. The burden of proving his or her residency status lies solely upon the student. Moreover, it is considered the obligation of the student to seek advice when in doubt regarding eligibility for in-state tuition assessment. If the student neglects to question his or her eligibility status beyond the period specified above, that student forfeits his or her right to a residency assessment to which he or she might have been deemed to be eligible had he or she filed an appeal at the appropriate time.

Penalties

If a student has obtained or seeks to obtain resident classification by deliberate concealment of facts or misrepresentation of facts or if he or she fails to come forward with notification upon becoming a nonresident, he or she is subject to disciplinary action.

RESEARCH POLICY AND RESEARCH CENTERS

Research at the university, apart from that conducted by students in connection with their academic course work, is in general intended to lead to publication in some form so that its results are available to interested persons everywhere. All university-conducted research must be available for public scrutiny and use. The university does not accept grants from or enter into contracts with governmental

agencies or any other sponsors for research projects of which the results may not be made publicly accessible.

Most research projects at the university are carried on by faculty members and students within the facilities offered by their own departments. For on-campus research that cannot be conducted in department facilities, laboratories, or the library, the university has provided a number of cooperative research centers and bureaus. A list of the university's research centers may be found in the Divisions of the University chapter.

Many members of these organizations are active in graduate instruction. Information about their programs and activities may be found in *Research at Rutgers*, a handbook and bibliography published by the Research Council, the university agency that sponsors and coordinates faculty research.

PATENT POLICY

All students are governed by the university's patent policy, which is described in a statement available in the Office of Research and Sponsored Programs and the offices of all deans and department chairpersons.

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State of New Jersey

James E. McGreevey, *Governor of the State*

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ACADEMIC DIVISIONS

Rutgers, The State University of New Jersey, provides educational and research services throughout the state on campuses located in Camden, Newark, and New Brunswick. The principal university center is located in New Brunswick, where Rutgers originated two centuries ago.

Camden

Camden offers programs at three undergraduate colleges and at three graduate schools. With an enrollment of 5,200 students, it offers exceptional educational opportunities in addition to providing the advantages and resources associated with a major state university.

Faculty of Arts and Sciences–Camden

Margaret Marsh, *Ph.D.*, *Dean*

Established in 1983 as a result of academic reorganization of the Camden campus, the Faculty of Arts and Sciences–Camden offers academic programs for undergraduate and graduate work in 23 arts and sciences disciplines and in a variety of interdisciplinary areas.

School of Business–Camden

Milton Leontiades, *Ph.D.*, *Dean*

Established in 1988, the School of Business–Camden sets major requirements and teaches all courses leading to the bachelor of science degree in the professional areas of accounting and management. The School of Business also sets the major requirements and teaches all courses leading to a master of business administration degree.

Camden College of Arts and Sciences

Margaret Marsh, *Ph.D.*, *Dean*

A coeducational, liberal arts college, CCAS is the successor institution to the College of South Jersey, which was established in 1927 and became part of the state university in 1950.

University College–Camden

Margaret Marsh, *Ph.D.*, *Dean*

University College–Camden is an evening college of liberal arts and professional studies serving part-time students since 1950.

Graduate School–Camden

Margaret Marsh, *Ph.D.*, *Dean*

Graduate programs in the liberal arts were started in Camden in 1971 under the jurisdiction of the Graduate School–New Brunswick. The Graduate School–Camden was established as an autonomous unit in 1981.

School of Law–Camden

Rayman L. Solomon, *J.D., Ph.D., Dean*

Founded in 1926, the School of Law–Camden joined the university in 1950 as the South Jersey division of the School of Law–Newark. It became an independent unit of the university in 1967. The law school offers a curriculum leading to the degree of juris doctor, including advanced study in special areas.

Summer Session–Camden

Thomas Venables, *Ed.D.*

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

Newark

Newark offers programs at three undergraduate colleges and at four graduate schools. With an enrollment of approximately 10,300 students, it offers strong academic programs, excellent facilities, and an outstanding faculty.

Faculty of Arts and Sciences–Newark

Edward G. Kirby, *Ph.D., Dean*

The Faculty of Arts and Sciences–Newark was established in 1985 to expand and strengthen the instructional program for undergraduate students at the Newark campus. The combined faculties of Newark College of Arts and Sciences and University College–Newark offer courses and academic programs in more than 60 subject areas.

Newark College of Arts and Sciences

Edward G. Kirby, *Ph.D., Acting Dean*

Founded in 1930 as Dana College, this undergraduate, coeducational, liberal arts college became part of Rutgers when the University of Newark was integrated into the state university in 1946.

College of Nursing

Felissa R. Lashley, *Ph.D., Dean*

The College of Nursing was established in 1956 as an expansion of the university's offerings in the former School of Nursing of the Newark College of Arts and Sciences. Its graduate program is conducted through the Graduate School–Newark.

University College–Newark

Edward G. Kirby, *Ph.D., Acting Dean*

University College–Newark is an evening and weekend college of liberal arts and professional studies serving part-time students since 1934. Within the context of the liberal arts tradition, University College students are offered a full range of courses and curricula, including programs in business and preparation for the professions leading to the degrees of bachelor of arts and bachelor of science.

Rutgers Business School–Newark and New Brunswick

Howard Tuckman, *Ph.D., Dean*

Established in 1993 as the Faculty of Management, Rutgers Business School offers undergraduate and graduate programs on or through the university's Newark and New Brunswick campuses. Rutgers Business School: Undergraduate–Newark is a four-year undergraduate school. It offers the bachelor of science degree jointly with either the Newark College of Arts and Sciences or University College–Newark. Degree programs are available in accounting, finance, management, and marketing. Rutgers Business School: Undergraduate–New Brunswick is a two-year, upper-division school offering programs in accounting, finance, management, management science and information systems, and marketing. The school admits students from Douglass, Livingston, Rutgers, and University Colleges in their junior year. The bachelor of science degree is awarded jointly by the business school and the undergraduate college the student attended. Rutgers Business School: Graduate Programs–Newark and New Brunswick dates from the Seth Boyden School of Business, which was founded in 1929 and incorporated into Rutgers in 1946. The school offers the master of business administration, an M.B.A. degree in professional accounting, a master of accountancy in taxation, a master of accountancy in governmental accounting, a master of accountancy in financial accounting, a master of quantitative finance, and a variety of dual degrees. The Ph.D. degree in management is offered jointly by the Graduate School–Newark and the New Jersey Institute of Technology.

Graduate School–Newark

Steven J. Diner, *Ph.D., Dean*

The Graduate School–Newark was established as a separate instructional division of the university with degree-granting authority in 1976.

School of Criminal Justice

Leslie W. Kennedy, *Ph.D., Dean*

The School of Criminal Justice, which opened in 1974, offers a graduate program that provides students with a sound foundation for work in teaching, research, or criminal justice management. The master of arts degree is offered through the school, and the Ph.D. degree is offered in conjunction with the Graduate School–Newark.

School of Law–Newark

Stuart L. Deutsch, *J.D., Dean*

The university's graduate programs in law originated in other institutions. The New Jersey School of Law, founded in 1908, and the Mercer Beasley School of Law, founded in 1926, merged in 1936 to become the University of Newark School of Law, which became part of Rutgers in 1946.

Summer Session–Newark

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

New Brunswick

The New Brunswick campus is the largest and most diversified of the university's three campuses, with 16 academic units, 1,800 faculty, and 36,000 students enrolled in undergraduate and graduate programs.

Faculty of Arts and Sciences–New Brunswick

Holly M. Smith, *Ph.D., Executive Dean*

Established in 1981 as a result of academic reorganization of the New Brunswick campus, the Faculty of Arts and Sciences–New Brunswick teaches all arts and science courses for undergraduate and graduate students in degree-granting units and sets the major requirements for all arts and science majors. Organized into disciplines and departments, it offers 44 undergraduate major programs and 29 graduate programs, which are administered by the Graduate School–New Brunswick.

Douglass College

Carmen Twillie Ambar, *J.D., Dean*

Founded in 1918 as the New Jersey College for Women, Douglass is the largest women's college in the nation. While maintaining rigorous standards of instruction in the fundamental disciplines of the liberal arts, Douglass supports and develops programs that link major courses of study to future careers. The college also implements special programs as well as independent activities designed to help women students develop the qualities required for achievement in any field of endeavor.

Livingston College

Arnold Hyndman, *Ph.D., Dean*

Livingston College opened in 1969 as a coeducational institution dedicated to serving a diverse student body reflecting the racial, ethnic, and socioeconomic composition of today's society. As a college of the liberal arts and professions, Livingston is committed to a multidisciplinary program that brings together a diverse group of students, faculty, and staff in a cosmopolitan community dedicated to learning.

Rutgers College

Carl Kirschner, *Ph.D., Dean*

Rutgers College was chartered in 1766 and is the original nucleus around which the university developed. Formerly an undergraduate college for men, it is now coeducational. Dedicated to the promotion of excellence in undergraduate education, Rutgers College provides its students with clear guidelines in the pursuit of a liberal arts education.

University College–New Brunswick

Emmet A. Dennis, *Ph.D., Dean*

University College–New Brunswick is an evening college of liberal arts and professional studies serving part-time students since 1934. Within the context of the liberal arts tradition, University College–New Brunswick students are offered a full range of courses and curricula, including programs in business and preparation for the professions leading to the degrees of bachelor of arts and bachelor of science.

Cook College

Adesoji Adelaja, *Ph.D., Dean*

A coeducational and residential college, Cook offers undergraduate programs in various applied disciplines with an emphasis on environmental, agricultural, food, and marine sciences. Formerly the College of Agriculture and later the College of Agriculture and Environmental Science, Cook College adopted its present name in 1973. Graduate programs are offered through the Graduate School–New Brunswick.

Ernest Mario School of Pharmacy

John L. Colaizzi, *Ph.D., Dean*

First organized in 1892 and incorporated into the state university in 1927, the Ernest Mario School of Pharmacy offers a six-year professional program leading to the doctor of pharmacy (Pharm.D.) degree and a graduate program offering a post-B.S. Pharm.D. degree (both traditional two-year and nontraditional). Other graduate programs leading to advanced degrees through the Graduate School–New Brunswick are available. In addition, the school sponsors a continuing education program for the benefit of practicing pharmacists throughout the state.

Mason Gross School of the Arts

George B. Stauffer, *Ph.D., Dean*

This branch of Rutgers opened in July 1976. The school grants both undergraduate and graduate degrees. Formed to provide an education in the arts of the highest professional caliber, the school offers an M.F.A. degree in visual arts and theater arts; D.M.A., A.Dpl., M.M., and B.Mus. degrees in music; and a B.F.A. degree in visual arts, dance, and theater arts.

Rutgers Business School–Newark and New Brunswick

Howard Tuckman, *Ph.D., Dean*

Established in 1993 as the Faculty of Management, Rutgers Business School offers undergraduate and graduate programs on or through the university's Newark and New Brunswick campuses. Rutgers Business School: Undergraduate–Newark is a four-year undergraduate school. It offers the bachelor of science degree jointly with either the Newark College of Arts and Sciences or University College–Newark. Degree programs are available in accounting, finance, management, and marketing. Rutgers Business School: Undergraduate–New Brunswick is a two-year, upper-division school offering programs in accounting, finance, management, management science and information systems, and marketing. The school admits students from Douglass, Livingston, Rutgers, and University Colleges in their junior year. The bachelor of science degree is awarded jointly by the business school and the undergraduate college the student attended. Rutgers Business School: Graduate Programs–Newark and New Brunswick dates from the Seth Boyden School of Business, which was founded in 1929 and incorporated into Rutgers in 1946. The school offers the master of business administration, an M.B.A. degree in professional accounting, a master of accountancy in taxation, a master of accountancy in governmental accounting, a master of accountancy in financial accounting, a master of quantitative finance, and a variety of dual degrees. The Ph.D. degree in management is offered jointly by the Graduate School–Newark and the New Jersey Institute of Technology.

School of Communication, Information and Library Studies

Gustav Friedrich, *Ph.D., Dean*

This school was formed in 1982 by a merger of two schools to provide academic programs that focus on various facets of communication and information science. The school offers undergraduate programs of study in communication, and journalism and mass media. Students are admitted to the school in their junior year from the five residential undergraduate colleges in New Brunswick: Cook, Douglass, Livingston, Rutgers, and University Colleges. Bachelor of arts degrees are awarded jointly by the School of Communication, Information and Library Studies and the undergraduate college. At the graduate level, programs are offered that lead to the degree of master of library and information science, the master of communication and information studies, and, jointly with the Graduate School–New Brunswick, the doctor of philosophy degree. Courses for in-service librarians also are provided.

School of Engineering

Michael T. Klein, *Sc.D., Dean*

Instruction in engineering began at Rutgers in 1864 when New Jersey designated Rutgers College to be the State College for the Benefit of Agriculture and Mechanic Arts. The College of Engineering became a separate unit in 1914 and was renamed the School of Engineering in 1999. The school is dedicated to the sound technical and general education of the student. It offers a bachelor of science degree in seven disciplines as well as a curriculum in applied sciences. Its graduate programs are conducted through the Graduate School–New Brunswick.

Edward J. Bloustein School of Planning and Public Policy

James W. Hughes, *Ph.D., Dean*

Founded in 1992, the Edward J. Bloustein School of Planning and Public Policy provides focus for all of Rutgers' programs of instruction, research, and service in planning and public policy. The school offers undergraduate programs in urban studies and public health, each leading to the baccalaureate degree. On the graduate level, the school confers master of city and regional planning, master of city and regional studies, master of public affairs and politics, master of public policy, master of public health, and doctor of public health degrees; the latter two degrees are offered jointly with the University of Medicine and Dentistry of New Jersey–School of Public Health. A dual-degree program in public health and applied psychology leading to the master of public health and doctor of psychology degrees is offered with the Graduate School of Applied and Professional Psychology. A program also is offered that leads to the doctor of philosophy degree in urban planning and policy development; this degree is conferred by the Graduate School–New Brunswick. In addition, the school offers joint-degree programs with Rutgers' two law schools, with the Rutgers Business School: Graduate Programs–Newark and New Brunswick, and with the Graduate School–New Brunswick.

School of Management and Labor Relations

Barbara A. Lee, *Ph.D., J.D., Dean*

The School of Management and Labor Relations, formed in 1994, provides undergraduate instruction in labor studies and employment relations. At the graduate level, programs are offered that lead to the degrees of master in human resource management, master in labor and employment relations, and doctor of philosophy in industrial relations and human resources.

Graduate School–New Brunswick

Holly M. Smith, *Ph.D., Dean*

Graduate programs in the arts and sciences have been offered since 1876. The Graduate School–New Brunswick awards advanced degrees in more than 60 disciplines and is responsible for all doctor of philosophy degrees at Rutgers–New Brunswick. The faculty is drawn from virtually all academic divisions of the university.

Graduate School of Applied and Professional Psychology

Stanley B. Messer, *Ph.D., Dean*

The GSAPP was established in 1974 to train direct-service psychologists who have a special commitment to community involvement. It offers the doctor of psychology (Psy.D.) degree in professional psychology with specializations in the areas of clinical psychology, school psychology, and organizational psychology. The GSAPP also awards the master of psychology (Psy.M.) degree *en passant* to the doctorate; the Psy.M. is not offered as a terminal degree.

Graduate School of Education

Richard DeLisi, *Ph.D., Acting Dean*

Courses in education were first offered by Rutgers College in the late 19th century. A separate school offering its own curricula was organized in 1924. The GSE offers programs leading to the degrees of master of education, specialist in education, and doctor of education.

School of Social Work

Mary E. Davidson, *Ph.D., Dean*

Established in 1954 to prepare students for professional social work practice, the SSW offers a two-year graduate curriculum leading to the master of social work degree. Jointly with the Graduate School–New Brunswick, it offers a program leading to the doctor of philosophy degree, and its faculty also teaches an undergraduate social work program.

Summer Session–New Brunswick

Thomas A. Kujawski, *Ed.M.*

The Summer Session, begun in 1913 and established as a division of the university in 1960, offers a wide variety of graduate and undergraduate courses during three sessions in the summer months.

ACADEMIC CENTERS, BUREAUS, AND INSTITUTES

- Academic Foundations Center.* Conklin Hall,
Newark Campus
- Advanced Food Technology, Center for.* Nabisco Institute
for Advanced Food Technology, Cook Campus
- Advanced Information Processing, Center for.* CoRE
Building, Busch Campus
- Agricultural Experiment Station, New Jersey.* Martin Hall,
Cook Campus
- Alcohol Studies, Center of.* Smithers Hall, Busch Campus
- American Women and Politics, Center for.* Wood Lawn,
Douglass Campus
- Art Museum, Jane Voorhees Zimmerli.*
College Avenue Campus
- Biological Research, Bureau of.* Nelson Biology
Laboratories, Busch Campus
- Biostatistics, Institute of.* Hill Center, Busch Campus
- Biotechnology Center for Agriculture and the Environment.*
Cook Campus
- Ceramic Research, Malcolm G. McLaren Center for.*
607 Taylor Road, Busch Campus
- Coastal and Environmental Studies, Center for.* Doolittle
Hall, Busch Campus
- Computer Science Research, Laboratory for.* Hill Center,
Busch Campus
- Controlled Drug-Delivery Research Center.* Pharmacy
Building, Busch Campus
- Crime Prevention Studies, Center for.* Center for Law and
Justice, Newark Campus
- Criminological Research, Institute for.* Lucy Stone Hall,
Livingston Campus
- Critical Analysis of Contemporary Culture, Center for the.*
8 Bishop Place, College Avenue Campus
- Discrete Mathematics and Theoretical Computer Science,
Center for.* CoRE Building, Busch Campus
- Eagleton Institute of Politics.* Wood Lawn,
Douglass Campus
- Economic Research, Bureau of.* New Jersey Hall,
College Avenue Campus
- Edison Papers, Thomas A.* 16 Seminary Place,
College Avenue Campus
- Education Law and Policy, Institute for.* Center for Law
and Justice, Newark Campus
- Engineered Materials, Institute for.* Engineering Building,
Busch Campus
- Engineering Research, Bureau of.* Engineering Building,
Busch Campus
- Fiber Optic Materials Research Program.* 607 Taylor Road,
Busch Campus
- Fisheries and Aquaculture Technology Extension Center.*
Martin Hall, Cook Campus
- Global Strategic Human Resource Management, Center for.*
School of Management and Labor Relations,
94 Rockefeller Road, Livingston Campus
- Government Services, Center for.* Edward J. Bloustein
School of Planning and Public Policy, 33 Livingston
Avenue, College Avenue Campus
- Health, Health Care Policy, and Aging Research, Institute
for.* 30 College Avenue, College Avenue Campus
- Historical Analysis, Rutgers Center for.* 88 College Avenue,
College Avenue Campus
- Human Evolutionary Studies, Center for.* 131 George Street,
College Avenue Campus
- International Business Education, Center for.* Janice H.
Levin Building, Livingston Campus
- International Conflict Resolution and Peace Studies,
Center for.* Hickman Hall, Douglass Campus
- International Faculty and Student Services, Center for.*
180 College Avenue, College Avenue Campus
- Jazz Studies, Institute of.* Dana Library, Newark Campus
- Jewish Life, Center for the Study of.* 12 College Avenue,
College Avenue Campus
- Journalism Resources Institute.* 185 College Avenue,
College Avenue Campus
- Marine and Coastal Sciences, Institute of.* 71 Dudley Road,
Cook Campus
- Materials Synthesis, Center for.* Engineering Building,
Busch Campus
- Mathematical Sciences Research, Center for.* Hill Center,
Busch Campus
- Mathematics, Science, and Computer Education, Center for.*
Science and Engineering Resource Center, Busch Campus
- Metropolitan Studies, Joseph C. Cornwall Center for.*
Smith Hall, Newark Campus
- Molecular and Behavioral Neuroscience, Center for.*
Aidekman Center, Newark Campus
- Negotiation and Conflict Resolution, Center for.*
Edward J. Bloustein School of Planning and Public Policy,
33 Livingston Avenue, College Avenue Campus
- Neighborhood and Brownfields Redevelopment,
National Center for.* Edward J. Bloustein School of
Planning and Public Policy, 33 Livingston Avenue,
College Avenue Campus
- Operations Research, Center for.* Hill Center, Busch Campus
- Packaging Science and Engineering, Center for.* Engineering
Building, Busch Campus
- Physics Research, Bureau of.* Serin Physics Laboratories,
Busch Campus
- Rutgers Cooperative Extension.* Martin Hall, Cook Campus
- Surface Modification, Laboratory for.* Serin Physics
Laboratories, Busch Campus
- Transportation Center, Alan M. Voorhees.* Edward J.
Bloustein School of Planning and Public Policy,
33 Livingston Avenue, College Avenue Campus
- Urban Policy Research, Center for.* 33 Livingston Avenue,
College Avenue Campus
- Waksman Institute of Microbiology.* 190 Frelinghuysen
Road, Busch Campus
- Walt Whitman Center for the Culture and Politics of
Democracy.* Hickman Hall, Douglass Campus
- Wireless Information Network Laboratory.* Electrical
Engineering Building, Busch Campus

Women, Institute for Research on. 160 Ryders Lane,
Douglass Campus
Women and Work, Center for. School of Management and
Labor Relations, 162 Ryders Lane, Douglass Campus
Women's Leadership, Institute for. 162 Ryders Lane,
Douglass Campus
Workforce Development, John J. Heldrich Center for.
Edward J. Bloustein School of Planning and Public
Policy, 33 Livingston Avenue, College Avenue Campus
Workplace Transformation, Center for. School of
Management and Labor Relations, Labor Education
Center, 50 Labor Center Way, Cook Campus

Centers Operated Jointly

Biotechnology and Medicine, Center for Advanced.
Environmental and Occupational Health Sciences Institute.
Hazardous Substance Management Research Center.

UNIVERSITY LIBRARY SYSTEM

Alcohol Studies Library. Smithers Hall, Busch Campus
Annex. Annex Building, Busch Campus
Archibald Stevens Alexander Library. 169 College Avenue,
College Avenue Campus
Art Library. Hamilton Street, College Avenue Campus
Bailey B. Pepper Entomology Library. John B. Smith Hall,
Georges Road and Jones Street, Cook Campus
Blanche and Irving Laurie Music Library. Douglass Library,
Chapel Drive and George Street, Douglass Campus
Chemistry Library. Wright Chemistry Laboratory Building,
Busch Campus
Chrysler Herbarium Library. Nelson Biology Laboratories,
Busch Campus

Criminal Justice Library. Center for Law and Justice,
123 Washington Street, Newark Campus
East Asian Library. Alexander Library, College
Avenue Campus
Institute of Jazz Studies Library. John Cotton Dana
Library, Newark Campus
John Cotton Dana Library. 185 University Avenue,
Newark Campus
Kilmer Area Library. Avenue E, Livingston Campus
Library of Science and Medicine. Bevier Road,
Busch Campus
Mabel Smith Douglass Library. Chapel Drive and George
Street, Douglass Campus
Mathematical Sciences Library. Hill Center, Busch
Campus
Media Services. Kilmer Area Library, Livingston Campus
Paul Robeson Library. 300 North Fourth Street,
Camden Campus
Physics Library. Serin Physics Laboratories, Busch
Campus
School of Law–Camden Library. Fifth and Penn Streets,
Camden Campus
School of Law–Newark Library. Center for Law and
Justice, 123 Washington Street, Newark Campus
School of Management and Labor Relations Library.
Ryders Lane, Cook Campus
SERC Reading Room. Science and Engineering Resource
Center, Frelinghuysen Road, Busch Campus
Special Collections and University Archives. Alexander
Library, College Avenue Campus
Stephen and Lucy Chang Science Library. Foran Hall,
Cook Campus