

LIVINGSTON COLLEGE



Information on the following subjects may be found in the General Information section at the back of this catalog: Student Life and Services, Admission, Tuition and Fees, Financial Aid, and University Policies and Procedures.

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

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History and Aims of the College

Livingston College was founded in 1969 with the mission of bringing together a diverse group of students, faculty, and staff in a shared-learning community committed to the pursuit of excellence and academic innovation. Today, that mission is embraced by the entire university, and Livingston College distinctively emphasizes building community through leadership and understanding.

Dedicated to expanding opportunities for its students, the college fulfills its mission through its core curriculum, its minor in organizational leadership, its internship programs, and its student life activities. Livingston offers its students the personal attention of a small college community in the midst of a major research institution rich in outstanding opportunities.

Its original motto, "Strength through Diversity," particularly comes to life in the college's special lecture series on global futures. Livingston's goal is to offer an undergraduate education that prepares every student to think critically and to act responsibly in the contemporary world. The college offers the broadest possible choice of more than sixty majors. The academic program is designed to give students an excellent foundation in the liberal arts and an in-depth understanding of their chosen specialty. Courses in fulfillment of distribution requirements give students experience in the humanities, natural and social sciences, and quantitative and analytical studies. Students also are introduced to the diversity of world cultures and develop insight into the origins and character of significant contemporary issues.

At Livingston, students may minor in organizational leadership. Unifying the theoretical and practical elements of organizational dynamics, the minor ensures that the student's academic background contains a component that potential employers recognize immediately as valuable to their organizations. The program complements the instruction offered in Rutgers' professional schools and offers important curricular options to students pursuing degrees in arts and sciences.

The college is committed to providing an open forum where ideas and values may be examined and restructured in the light of newly acquired knowledge both in and beyond the classroom.

Academic Policies and Procedures

Note: See also the University Policies and Procedures section for regulations that pertain to all the undergraduate colleges at Rutgers, The State University of New Jersey, in New Brunswick.

STUDENT RESPONSIBILITY TO KEEP INFORMED

In addition to the information provided in this catalog, Livingston College students are responsible for information posted in the *Undergraduate Schedule of Classes*, the *Livingston College Student Rights and Responsibilities Handbook*, the notices sent to campus post office boxes, and all official announcements sent or posted electronically.

ACADEMIC CREDIT

Students may receive academic credit through Advanced Placement, the College Level Examination Program, and Proficiency Examinations. A maximum of 30 credits from the first two programs combined is accepted toward graduation.

Advanced Placement. Students entering Livingston College from secondary school are awarded advanced placement college credit for scores of 4 or 5 on the College Board Advanced Placement Examinations. Credit earned in this manner does not count as in-class work. Credit earned in this manner counts as nonclassroom credits toward graduation. High school seniors interested in taking one or more of these examinations are advised to consult their guidance counselors.

College Level Examination Program (CLEP). Students who have taken the College Level Examination Program tests receive 3 credits for each exam, for a combined total of no more than 18 credits. Scores must be at or above the seventy-fifth national percentile.

Requests for credit must be submitted to the appropriate department for evaluation. Students do not receive credit for language examinations in their native language.

Proficiency Examinations. With the approval of the academic dean and the department, students may take proficiency examinations in designated subjects when they believe they have mastered appropriate course material. Application for such examinations must be made to the Office of the Dean with approval of the head of the department in which the subject is offered. Credit or advanced placement is awarded for satisfactory performance in examinations as determined by the appropriate department. Proficiency examinations are not allowed ordinarily

after failures in a course or in a case where the primary value of the course lies in active student participation. Course credit by equivalence examinations is not given for required writing courses or for 01:640:025 Elementary Algebra and 01:640:026 Intermediate Algebra.

Transfer Credit

Students transferring from an accredited institution are required to submit an official transcript of work completed. Credit is not granted for courses taken at any other university or college if the grade earned is below a C or its equivalent. "Pass" grades are accepted from students transferring from a school where the pass/fail symbol is used, unless the pass includes a grade of D. Credit is not granted for nonacademic or skill courses, including some physical education, recreation, health education, typing, military science, basic skills, developmental, and vocational courses (such as computer programming, data processing, engineering technology, fire science, police science, and X-ray technician). A maximum of 8 credits is granted for nursing courses or military medical corps training. No transfer credit is granted for courses taken while a student is on disciplinary suspension from Livingston College.

Official evaluation of transfer credits takes place *after* the student has indicated his or her intent to enroll at Livingston College. Most students receive their evaluations on the day of registration.

Continuing students should receive prior approval for courses they intend to take for credit at another university. Students are not permitted to be enrolled in another institution during the fall or spring term.

REGISTRATION AND COURSE INFORMATION

Academic Advising

It is important that all students consult with an academic adviser prior to the registration period each term in order to plan their programs. For more information on advising, see Academic Support Services in the Programs of Study chapter later in this section.

Registration

Registration for matriculated students begins in November for the following spring term and in April for the following fall term. Matriculated students register through either the Rutgers Touchtone Telephone Registration System (RTTRS) or the online registration system at (<http://rutadmin.rutgers.edu/webreg>). Registration is completed upon full payment of tuition and fees by the announced deadline prior to start of the term. The university reserves the right to restrict registration in all courses offered and, when necessary, to cancel courses previously announced. See the Tuition and Fees section for further information on registration.

Late registration begins on the first day of classes each term and continues for one week, after which students may not register. A late registration fee is charged.

Adjustment. Students may drop and/or add courses within the prescribed periods announced by the Livingston College registrar at the beginning of the term. All students, except those on probation, may make adjustments to their course registration using the automated system.

Intercampus Registration. Full- or part-time study at Camden College of Arts and Sciences or Newark College of Arts and Sciences is permitted in unusual situations and for *one term* only. Approval must be obtained from the Office of the Dean. Livingston College students registered for classes during the academic year are not permitted to register for concurrent course work at any other institution.

Confirmation of Registration. At the beginning of each term, students should confirm their registration using the RTTRS or WEBREG. Students are responsible for immediately identifying any errors and bringing these errors to the attention of the registrar.

Deregistration. Preregistrations may be canceled when term bills have not been paid or when a financial obligation from the previous term has not been met. This process is called "deregistration." Students who are deregistered receive a notice to this effect. On receipt of this notice, the student is responsible for clearing all debts. When debts are cleared, the student should present the receipt to the student accounts department and proceed to register for classes. Students who are deregistered through no fault of their own should contact the Office of the Dean.

Course Load

Students at Livingston College are expected to enroll on a full-time basis. Part-time status is conferred only in exceptional circumstances and for a limited time. Full-time students normally should carry an average of 15 credits per term in order to graduate in four years. Registration for at least 12 credits each term is necessary to be considered a full-time student.

Part-Time and Overload Status. Students taking fewer than 12 credits each term are considered part time; more than 20 credits taken in a given term are considered an overload. Special permission *prior* to registration must be obtained from the Office of the Dean in either case. To apply for part-time or overload status, students must obtain a request form from the Academic Information Center and meet with the assistant dean for academic policy. Special status is effective for only one term, and reapplication must be made for each registration period.

Students who change from full-time to part-time status after the term begins are obligated to pay full-time tuition costs unless an adjustment is made prior to the start of the term.

Course Information

Repeated Courses. Repeated courses, which must be taken at Rutgers, may alter the grade-point average, but do not increase the number of credits earned. All grades earned remain on the transcript. Within a given subject code, students may not repeat, for degree credit, courses bearing the same number. Courses in which grades of C or better are earned cannot be repeated. Students may not repeat a prerequisite if they have passed the course supported by the prerequisite with a grade of C or better.

Grades of F. Students may repeat a course in which a grade of *F* is earned. The previous grade may be deleted from the grade point average. A maximum of four courses totaling no more than 12 credits may be deleted from the grade-point average through *F* repeats. Only courses repeated at Rutgers can be factored in the student's grade-point average. To have an *F* grade deleted from the grade-point average, students must fill out a deletion form and submit it to the Academic Information Center, LSH, A-216, along with an unofficial transcript, which can be obtained at the Office of Records and Transcripts, Administrative Services Building (ASB), Busch Campus.

Grades of D. If a student repeats a grade of *D*, both grades (the *D* grade and the subsequent grade) will stay in the grade-point average. Credits for the first course will be subtracted from the credit total. A student's degree-credit total will not be accurate unless the *Deletion* form is completed and submitted to the Academic Information Center by the student. The form is available online at livingston.rutgers.edu and must be accompanied by an unofficial transcript, obtained at the Office of Records and Transcripts, ASB, Busch Campus.

Grades of C and Higher. Students may not repeat a course in which they earned a grade of *C* or higher for the purpose of improving their cumulative grade-point average. In such cases, the repeated course is excluded automatically from the grade-point average and from the total of credits earned for the degree.

Graduate Courses. Seniors may register for graduate courses with the approval of the associate dean of Livingston College, the Office of the Graduate Director, and the dean of academic affairs of the graduate school in question. Approval is generally not given unless the student has a cumulative grade-point average of 3.0 or better and has achieved senior status.

Pass/No Credit Courses. Students who have earned 60 or more credits may elect to take a maximum of 6 credits on a *Pass/No Credit* basis. Courses in the major, minor, business courses, and courses taken to satisfy college distribution requirements may not be taken *Pass/No Credit*. The decision to elect this option must be made no later than the end of the registration adjustment period and once made cannot be changed. Grades of *A*, *B*, and *C* correspond to *Pass*; grades of *D* and *F* correspond to *No Credit*. To qualify for the Dean's List in any given term, students must take at least 12 credits graded within the regular grading system.

Physical Education Courses. Individual and team activities courses granting 1 or 2 credits each may be taken for degree credit only by students majoring in exercise science and sport studies.

Declaration of Major

Students who intend to declare a major formally are required to have completed a minimum of 30 credits. It is recommended that students declare a major formally by the end of their sophomore year (60 credits).

An academic review by a Livingston College academic adviser is required prior to the departmental declaration of a major. Prior to declaring the major, the student should have completed, with a grade of *C* or better, courses fulfilling core distribution requirements one through six, the

basic skills mathematics requirement, and 01:355:101 Expository Writing I. A student's *Declaration of Major* form is not processed and forwarded to the registrar until the graduation requirement review has taken place.

Majors are officially declared by completing the following steps:

1. Obtain a current transcript from the Office of Records and Transcripts, ASB, Busch Campus.
2. Print the *Requirement Review* form (available online at livingston.rutgers.edu) and complete the form using the transcript and the CDR list (which is part of the *Requirement Review* form).
3. Obtain a *Declaration of Major* form from the Academic Information Center and have an adviser review the appropriate documents.
4. Have an interview with a faculty member of the appropriate department or discipline and obtain his or her signature indicating approval.
5. Leave the transcript and the departmental copy of the *Declaration of Major* form with the department.
6. Return all remaining copies of the *Declaration of Major* form and the signed *Requirement Review* form to the Academic Information Center for processing.

Departure and Readmission

Leave of Absence. A student who intends to leave college should apply formally for withdrawal. Because of the seriousness of this decision, it is strongly recommended that family members be informed. In cases where students are uncertain about leaving the college, they should meet with a dean, an academic adviser, or a member of the counseling center staff.

Students in academic difficulty or on probation should meet for an exit interview with the member of the dean's staff responsible for withdrawal and readmission before submitting the withdrawal form for processing. Those with low cumulative grade-point averages or credit deficiencies may be required to take courses elsewhere before returning to Livingston College.

Students who leave the college for any reason other than graduation must withdraw officially prior to the beginning of the term, or they will remain accountable for academic and financial obligations incurred during the term of registration. Students who submit withdrawal forms after the first day of the term may be eligible for a partial reduction of tuition and other charges. See the Tuition and Fees section for further information.

To withdraw from the college, students should obtain the appropriate forms online at livingston.rutgers.edu, fill them out, and bring them to Lucy Stone Hall, Room A-224.

Readmission. Students who have discontinued enrollment at the college for at least one term must apply to the Office of the Dean for readmission. Students who withdraw from the college after the twelfth week of the term cannot apply for readmission for the following term. To be considered for acceptance to the college for the fall term, readmission applications (available online) must be submitted by May 15; for readmission in January, applications must be received in the dean's office before November 15.

For the college's policy on readmission after dismissal for academic reasons, see Scholastic Standing below.

Readmitted students with 60 or more credits must meet university and college requirements in effect when

the withdrawal was granted. Readmitted students with fewer credits must fulfill the current college and university requirements.

SCHOLASTIC STANDING

For information on the computation of the cumulative grade-point average and other grading regulations, see the University Policies and Procedures section.

Dean's List

Each term, outstanding students are honored by inclusion in the Dean's List. In order to qualify, the student must have passed 12 or more degree credits and achieved a term grade-point average of 3.5 or better.

Academic Performance

Academic Review. Students of Livingston College are evaluated for academic performance by the Scholastic Standing Committee, comprised of faculty fellows of the college.

Livingston College allows students a maximum of eleven full-time equivalent terms to earn the 120 credits necessary for graduation. To avoid probation, students must maintain a minimum cumulative grade-point average of 1.6 until they have earned 18 degree credits. After that, the cumulative grade-point average requirement rises, as shown on the chart of scholastic standing, which is available in the Academic Information Center, Lucy Stone Hall, Room A-216. A deficiency in cumulative grade-point average places a student in one of the following categories:

1. **Probation:** A student is placed on probation when the cumulative grade-point average falls below a designated point based upon credit total. While on probation, students are expected to meet with an assigned probation adviser. During the probationary term, the student must complete a minimum of 12 credits of course work with a minimum grade of C in each class and achieve a term grade-point average of at least 1.733. Failure to meet these conditions will result in dismissal. In addition, the student also should finish the work required to complete any T/NC (*Temporary/No Credit*) grades given during the previous term, though this will not result in the student being removed from academic probation.
2. **Dismissal:** When a student is separated from the college, in order to be eligible for readmission, he or she must earn a minimum of 12 approved transfer credits with a cumulative average of 2.5.

Appeal. A student placed on academic probation may appeal in writing. Grounds for appeal of probationary status include miscalculation of credits earned or changes in temporary grades. The appeal must state the reasons for the appeal and be submitted to the Scholastic Standing Committee.

A student dismissed from Livingston College by the Scholastic Standing Committee may appeal only by letter to the committee within one week of notification of the dismissal. Grounds for appeal include technical error, extenuating circumstances, and/or additional information not previously available to the committee. The letter of appeal must state the reasons for the appeal and must include documentation in support of the appeal. The committee notifies the student of its decision within one week of reconsideration. The decision of the committee is final.

The letter of appeal of probationary status or of dismissal must be written by the student, although advice in formulating the appeal may be sought from a faculty adviser or a member of the staff in the Office of the Dean.

Academic Amnesty. On rare occasions, students who have been dismissed from the college will be readmitted with academic amnesty. The awarding of academic amnesty is solely the decision of the dean's staff and is limited to students with fewer than 81 credits, exclusive of D grades. All grades of C or better are J credited: they remain in the total for graduation but are not counted in the cumulative grade-point average.

Students receiving veterans' benefits do not receive benefits for courses that are E credited under the academic amnesty policy. If they have received benefits for these courses, they are required to repay this money when the courses are E credited.

Readmission. A student who has been dismissed from the college for academic reasons and who wishes to seek readmission must earn a minimum of 12 approved transfer credits (in courses passed with grades of C or better) and earn a cumulative grade-point average of 2.5. Readmission applicants must apply by May 15 for the fall term and November 15 for the spring term. In addition, the student must meet all other conditions for readmission set by the Scholastic Standing Committee and explained in the letter of dismissal.

DISCIPLINARY HEARING PROCEDURES

The Board of Governors of Rutgers, The State University of New Jersey, has established a list of offenses that may result in separation from the university. Adjudication of these offenses is handled through the University Code of Student Conduct. (See the University Policies and Procedures section.) In addition, each college has a hearing procedure for use in instances where charges against a student are not of sufficient gravity to lead to separation from the university. The Livingston College hearing procedure is published in the *Livingston College Student Rights and Responsibilities Handbook*, a publication distributed to all Livingston College students. Lists of the separation and nonseparation offenses and details on the hearing procedures are also available in the Office of the Dean.

Degree Requirements

REQUIREMENTS

Credits and Residency

Degree candidates must complete at least 120 credits, no more than 24 of which can be in courses of 2 or fewer credits. Students matriculated at Livingston College must earn 30 of their last 42 credits while registered at the college and attending classes in New Brunswick. Students have a maximum of eleven full-time equivalent terms to complete their degree work.

Basic Skills Requirement

All Livingston College students must demonstrate proficiency in the basic skills sequences in reading, writing, and mathematics. Through testing, students are placed at the appropriate level in each sequence of courses or are exempted from one or both of the basic skills sequences. Students exempted from the English sequence may be placed immediately in 01:355:101 Expository Writing I. Students exempted from the mathematics sequence may be placed directly into a course that meets the Analytical/Quantitative Skills Core Distribution Requirement. The basic skills sequences are as follows:

English

- 01:355:098 Composition Skills
- 01:355:100 Basic Composition

Mathematics

- 01:640:001 Computation Skills
- 01:640:025 Elementary Algebra
- 01:640:026 Intermediate Algebra *or* 01:640:027 Elements of Algebra

Students are expected to begin with the course in which they are placed their first term and to continue during consecutive terms through each required basic skills sequence. English courses may be taken only at Rutgers–New Brunswick; mathematics courses may be taken outside of Rutgers in summer or winter sessions, with permission of the dean.

Writing Requirements

All Livingston students must satisfactorily complete 01:355:101 Expository Writing I and one additional writing course (01:355:201 Research in the Disciplines or another college-certified course). A list of college-certified writing courses equivalent to 01:355:201 Research in the Disciplines is available in the Academic Information Center. The second course should be completed within one year of entering the college or immediately upon completion of 01:355:101 Expository Writing I. Satisfactory completion means earning a grade of C or better in 01:355:201 Research in the Disciplines.

Completion of a Major

Qualification for a degree requires the completion of a major. Students are responsible for ensuring that they are qualified to complete their intended major. They should consult with the undergraduate director in the department offering the major. Students wishing to pursue an approved, independently designed interdisciplinary major must make application in writing and receive permission from the associate dean of Livingston College and the dean of the appropriate faculty or school.

Core Distribution Requirements

In addition to the proficiency and writing requirements, a major, and 120 credits, Livingston College requires all students to meet Core Distribution Requirements. The purpose of the core requirements is to prepare students to understand the local, national, and global components of the modern world. To meet the challenges of that world, students must be able to think critically, act responsibly, and exercise leadership. The central component of the core requirements is 02:090:101 Building Community through Leadership and Understanding; all first-year students must complete this course with a grade of C or higher.

All students must complete ten courses (nine for transfer students) of 3 or more credits with a grade of C or higher. No course may be used to fulfill more than one distribution requirement from the following categories:

Arts and Humanities

Two courses of at least 3 credits in any two of the following disciplines: American studies, art history, classics, comparative literature, English, foreign language,* history, linguistics, music, philosophy, religion, or theater.

Social Science

One course of at least 3 credits in one of the following disciplines: anthropology, communication, economics, geography, labor studies, political science, psychology, social work, sociology, or urban studies.

Natural Science

Two courses of at least 3 credits in any of the following disciplines: biology, chemistry, geology, or physics.

Analytic and Quantitative Sciences

One course of at least 3 credits in one of the following disciplines: computer science, mathematics, or statistics. A current list of additional courses allowed in statistics and research methods may be found on the web site.

Diversity

Two courses of at least 3 credits each in any two of the following departments (foreign languages excluded): Africana studies, history, Jewish studies, Latin American studies, Middle Eastern studies, Puerto Rican and Hispanic Caribbean studies, religion, or women's and gender studies. Additional courses also may be taken in other academic departments. Contact the college web site for a current list of courses offered.

* Only one course may be taken in a foreign language department.

International Issues

One course of at least 3 credits in one of the following disciplines: anthropology, history, Middle Eastern studies, Puerto Rican and Hispanic Caribbean studies, any Rutgers Study Abroad program, or any literature or history course from a foreign language department. Additional courses also may be taken in other academic departments. Contact the college web site for a current list of courses offered.

Information on changes in Core Distribution Requirements is made available through the Academic Information Center, Lucy Stone Hall, A-216; in the Office of the Dean; and in the advising offices.

Other Requirements

In-Class Work. Each student must complete at least 90 credits of in-class work. This may include transfer credits at appropriate levels. Out-of-class credits (independent study, internships, prior learning, summer work experience, and credit by examination) should not exceed 30 credits.

Upper-Level Work. Each student must complete 30 credits at the 300 or 400 level in classroom courses, independent study, or internships. This requirement specifically excludes prior learning, summer work experience, and credit by examination. It may include transfer credits at appropriate levels.

Independent Study and Fieldwork. No more than 25 percent (30 credits) of total course credit may be taken in internships, independent study, or summer work experience.

GRADUATION

Upon recommendation by the Livingston College faculty fellows, degrees are conferred by the university at the annual commencement at the end of the spring term. Students who expect to graduate are responsible for completing a *Diploma Information* form, which must be completed at the registrar's office no later than three months prior to their expected graduation date. Students completing degree requirements in October or January may ask the registrar for a certificate attesting to their

completion of degree requirements. Diplomas are available approximately 90 days after certification. A student must meet all graduation requirements by the official commencement date in order to be listed as a graduate for that year and in order to participate in the spring commencement ceremony.

General Honors

The bachelor's degree is conferred with "Highest Honors" on seniors who obtain a four-year cumulative grade-point average of 3.9 or higher, with "High Honors" on those with an average of 3.7 or higher, and with "Honors" on those with an average of 3.5 or higher.

While honors are calculated on the basis of the student's midyear cumulative grade-point average for the purpose of inclusion in the commencement program, final honors designations for the transcript and diploma are conferred on the basis of the student's cumulative grade-point average at the end of the final term. For the purpose of calculating honors, averages are not rounded to the next highest number.

College Honors

Students who successfully complete the four-year Livingston College Honors Program receive special recognition at graduation.

Departmental Honors

Academic departments may recommend students for departmental honors at graduation, based upon special work and/or examinations. See statements under individual department listings.

Phi Beta Kappa

Each spring, juniors and seniors with outstanding academic records and majors in a liberal arts discipline are elected to Phi Beta Kappa. To be eligible for nomination, students must have completed the study of a foreign language through the intermediate level or demonstrate equivalent competence. They also must have completed 60 credits at Rutgers University. Students who need further information should contact the Office of the Dean.

Programs of Study

MAJORS

All majors offered by the following faculties are available to Livingston College students: the Faculty of Arts and Sciences, the Edward J. Bloustein School of Planning and Public Policy, Rutgers Business School: Undergraduate–New Brunswick, Mason Gross School of the Arts, the School of Social Work, the School of Communication, Information and Library Studies, and the School of Management and Labor Relations. Students interested in Cook College majors should consult the dean’s office. See the Programs of Study for Liberal Arts Students section for detailed program information.

Accounting	Journalism and Media Studies
Africana Studies	Labor Studies and Employment Relations
American Studies	Latin American Studies
Anthropology	Linguistics
Art History	Management
Astrophysics	Management Science and Information Systems
Biological Sciences	Marine Sciences
Biomathematics	Marketing
Cell Biology and Neuroscience	Mathematics
Chemistry	Medical Technology
Chinese	Medieval Studies
Classics	Middle Eastern Studies
Communication	Molecular Biology and Biochemistry
Comparative Literature	Music
Computer Science *	Philosophy
Criminal Justice	Physics *
Dance	Political Science
East Asian Languages and Area Studies	Portuguese
Economics	Psychology
English	Public Health
Evolutionary Anthropology	Puerto Rican and Hispanic Caribbean Studies
Exercise Science and Sport Studies	Religion
Finance	Russian
French	Russian, Central and East European Studies
Genetics and Microbiology	Social Work
Geography	Sociology
Geological Sciences	Spanish
German	Statistics
History	Statistics/Mathematics
History/French	Theater Arts
History/Political Science	Urban Studies
Information Technology and Informatics	Visual Arts
Italian	Women’s and Gender Studies
Jewish Studies	

A Bachelor of Arts degree is conferred for all majors except the following, for which a Bachelor of Science degree is awarded: accounting, astrophysics, evolutionary anthropology, exercise science and sport studies, finance, geological sciences, management, management science and information systems, marine sciences, marketing, medical technology, and public health.

A Bachelor of Arts or Bachelor of Science degree may be earned in geological science, physics, and computer science.

Individualized Major

Students who wish to pursue a major other than those regularly available through the faculties and schools must make application in writing for an individualized major to the Office of the Dean of the appropriate faculty or school, and receive permission from the associate dean of the college and the dean of the appropriate faculty. See Individualized Major in the Programs of Study for Liberal Arts Students section for further information.

MINORS

Minor programs of study are offered by various disciplines and are available to students attending Livingston College as supplements to their major programs of study. Currently these are:

African Studies	Latin
Agroecology	Linguistics
American Studies	Marine and Coastal Sciences
Animal Science	Mathematics
Anthropology	Meteorology
Art History	Music
Astronomy	Natural Resource Management
Biological Sciences	Nutrition
Chemistry	Operations Research
Chinese	Organizational Leadership
Classical Humanities	Philosophy
Cognitive Science	Physics
Comparative Literature	Plant Science
Computer Science	Political Science
Economics	Portuguese
English	Psychology
Entomology	Puerto Rican and Hispanic Caribbean Studies
Environmental and Business Economics	Religion
Equine Science	Russian
Food Science	Science and Agriculture Teacher Education
French	Sociology
Geography	Spanish
Geological Sciences	Statistics
German	Theater Arts
Greek (Ancient)	Women’s and Gender Studies
History: General	
Human Ecology	
Hungarian	
Italian	
Japanese	
Labor Studies	

* Both B.A. and B.S. degrees are available.

Interdisciplinary minors are available in:

African Area Studies	Organizational Leadership
Aging	Professional Youth Work
Asian Studies	Russian, Central and
Cinema Studies	East European Studies
Latin American Studies	Science, Technology,
Medieval Studies	and Society
Middle Eastern Studies	

Any other minor approved by a program also will be available to Livingston College students.

Minor in Organizational Leadership

Rutgers University has a rich body of courses that are fundamental to leadership instruction. The minor in organizational leadership gathers these courses into a curriculum that prepares students to assume a leadership role in an organization.

Program Goals

Students who minor in organizational leadership may pursue any major field of study. For its theoretical segments, the minor draws from the Faculty of Arts and Sciences and from departments in the School of Business and the School of Communication, Information and Library Studies. For its practical components, the minor utilizes Career Services and Rutgers' student organizations. All aspects of the minor concentrate on cultivating and enhancing organizational leadership skills.

The theory courses focus on formulating an ethically responsible vision that promotes organizational excellence; understanding change, how it occurs, when it is needed, and how it affects a group; and persuading individuals and groups to work toward a common goal. Course work is supplemented by a series of extracurricular programs that provide an opportunity for students to meet with their cohorts and to apply their knowledge of organizational leadership. The extracurricular component functions much like a laboratory in the physical sciences.

Requirements

The minor in organizational leadership consists of 20 credits (9 of which must be at the 300 level or above) divided into two foundation courses, three theory courses, and two applications courses. Students must earn a grade of C or better to receive credit, except in those segments specified as *Pass/No Credit* options.

Required Courses

01:730:101. LOGIC, REASONING, AND PERSUASION (3)

Explores argument, what makes argument valid, techniques for clarifying meaning, and persuasive presentation; prepares students to become responsible and critical thinkers, effective communicators, and active learners.

02:090:202. INTRODUCTION TO ORGANIZATIONAL LEADERSHIP (3)

Examines nature of leadership, processes that underpin group decisions, basic features of organizational culture, and how leaders prepare themselves to meet challenges. Students develop strategies for integrating and sharing knowledge through extracurricular projects, including designing an interactive web site with students in the program and at other universities.

Leadership Theory I: Formulating an Ethically Responsible Vision

All students must select one 3-credit course from the list below.

01:730:105	Current Moral and Social Issues (3)
01:730:241	Introduction to Moral Theory (3)
01:730:249	Medical Ethics (3)
01:730:250	Environmental Ethics (3)
01:730:251	Ethics and Business (3)
01:730:340	History of Ethics (3)
01:730:346	Rights, Justice, and Equality (3)
01:840:221	Ethical Issues, Religious Responses (3)
01:840:349	Ethical Issues in Business (3)

Leadership Theory II: Understanding Organizational Change

All students must select one 3-credit course from the list below to be taken concurrently with 02:090:303 Exercising Leadership in a Student Organization (1).

33:011:230	The Nature of Leadership (3)
01:070:204	Introduction to Social Evolution (3)
01:450:363	Geography of Development (3)
01:506:367	Protest and Revolution (3)
37:575:312	Conflict in the Workplace (3)
37:575:364	Diversity in the Workplace (3)
01:790:305	Public Policy Formation (3)
01:790:312	Change in Latin America (3)
01:790:333	Political Development of American Race Relations (3)
01:790:342	Public Administration: Policymaking (3)
01:790:355	Women and Public Policy (3)
01:790:363	Conflict Resolution in World Politics (3)
01:830:371	Group Dynamics (3) *
01:830:373	Organizational and Personnel Psychology (3) *
01:830:375	Prejudice and Conflict (3) *
01:920:280	Collective Behavior and Social Movements (3)
01:920:315	Organizations and Bureaucracies (3) *
01:920:321	Urban Development and Community Change (3) *
01:920:326	Sociology of Communities (3) *

02:090:303. INTRODUCTION TO ORGANIZATIONAL APPLICATIONS (1)

For second-year students only.

Students assume leadership positions or become active members of a university organization and maintain a log of activities. Students write an eight- to ten-page essay analyzing and assessing their impact on the organization, directly supervised and graded (*Pass/No Credit*) by the organization's adviser. Students are encouraged to find a faculty mentor to guide their process of self-assessment.

Leadership Theory III: Persuading Others to Work for a Common Goal

All students must select one 3-credit course from the list below.

04:189:101	Introduction to Communication and Information Systems (3)
01:190:321	Classic Rhetoric (3)
04:192:200	Communication Theory (3) *
04:192:201	Interpersonal Communication Processes (3) *
04:192:220	Fundamentals of Speaking and Listening (3) *

* Course has prerequisite.

- 01:220:341 Industrial Organization (3) *
- 33:620:370 Managing Diversity in Organizations (3) *
- 33:620:410 Organizational Leadership (3) *
- 33:620:490 Organizational Behavior (3) *
- 01:790:348 Psychology and Politics (3)
- 01:830:311 Conditioning and Learning (3) *
- 01:830:326-327 Small Groups, Small Groups Laboratory (3,1) *
- 01:830:364 Motivation and Emotion (3) *
- 01:830:371 Group Dynamics (3) *
- 01:830:372 Psychological Approaches to Social Problems (3) *

02:090:304. LABORATORY ON ORGANIZATIONAL LEADERSHIP (1)

Optional.

Using interactive electronic models, students analyze group dynamics and learn to anticipate outcomes; focus is on strategies for leadership in organizations outside the university setting. Grading is on *Pass/No Credit* basis.

02:090:404. ADVANCED ORGANIZATIONAL APPLICATIONS WITH CAPSTONE SEMINAR (4)

For third- or fourth-year students; fall only.

Coordinated by the instructors of 02:090:202 Introduction to Organizational Leadership, this capstone experience integrates what students have learned through a monthly seminar with leaders from various fields and an internship.

Honors in Organizational Leadership

Many courses required for the minor also satisfy Livingston College core requirements. Students who satisfy core requirements by completing three additional courses from the minor requirements with a *B* or better qualify for honors in organizational leadership. Students also must complete a thesis. In the fall of their senior year, students enroll in 02:090:495 Paul Robeson Scholars Project and conduct independent research projects. In the spring of their senior year, students present their work. Successful candidates are identified as Paul Robeson Scholars in Leadership.

OTHER ACADEMIC PROGRAMS

Honors Program

Initiated in 1980, the Livingston College Honors Program provides a challenging learning experience to exceptional students who demonstrate promise of intellectual or artistic achievement. The honors program comprises a four-year sequential curriculum and is an integral component of a student's academic program. Seminars are interdisciplinary in content and are taught by outstanding faculty who represent major disciplines at the university. For the sequence of courses, see the Course Listing chapter in this section. The fourth-year honors thesis may be combined with a departmental honors thesis or independent study in a department.

Honors students participate each term in the honors colloquium, a 1-credit open forum, which includes lectures, film screenings, art exhibits, and cultural events on and off campus.

Applications for the honors program may be obtained from the Office of the Dean. Qualified sophomores or first-year students who have finished their first term may apply for admission to the program on a space-available basis. Interested students should contact the Office of the Dean. Successful completion of the four-year program is noted on the student's transcript.

Paul Robeson Scholars Project

The Paul Robeson Scholars Project is designed to encourage Livingston College seniors to undertake independent projects of academic merit and humanistic value, ordinarily within their major. Interested students should have a cumulative grade-point average of 2.5, and a 3.0 in their major. Students may register in the fall term of their junior year for 02:090:398 Paul Robeson Junior Seminar, offered during the spring term, which helps them to plan their projects for the senior year. Students whose schedules do not allow participation in the seminar should contact the dean's office for information and advice. Robeson scholars enroll in 02:090:495,496 during their senior year in conjunction with independent study in their majors. The scholars project also may be combined with a departmental honors thesis. Upon successful completion of the project, students are designated Paul Robeson Scholars on their transcripts and receive certificates.

Study Abroad

Rutgers conducts study abroad programs at foreign universities. For more information about study abroad, see Study Abroad in the Programs of Study for Liberal Arts Students section.

Certificate Programs

All certificate programs offered in New Brunswick are available to Livingston College students. Certificates are awarded only with or subsequent to the awarding of a baccalaureate degree in an approved major.

Five-Year Teacher Certification Program

Teacher certification programs in many areas of specialization are offered through the Graduate School of Education to Livingston College students. There is no education major offered at Rutgers; education students specialize in a subject other than education and simultaneously complete course work for teacher certification. For further information, contact the Office of Teacher Education at the Graduate School of Education.

Five-Year, Dual-Degree Program in Engineering and Liberal Arts/Sciences

A five-year, dual-degree program that leads to a B.A. degree from Livingston College and a B.S. degree from the School of Engineering is available. For further information, see the Programs of Study chapter in the School of Engineering section.

* Course has prerequisite.

Five-Year Bachelor's Degree/M.B.A. Program

Offered jointly by Livingston College and the Rutgers Business School, this is a five-year program leading to both a bachelor's degree in a liberal arts subject and a master's degree in business administration. For further information, contact the M.B.A. program coordinator at the Rutgers Business School.

Bachelor's Degree/M.A. in Criminal Justice Program

The bachelor's degree/M.A. in criminal justice program, offered by Livingston College in cooperation with Rutgers' School of Criminal Justice in Newark, permits students pursuing certain majors to accelerate, completing both the baccalaureate and the M.A. degrees in four and one-half years. For further information, contact the Criminal Justice Program in Newark.

Health Professions

Students planning careers in medicine, dentistry, and other health-related fields are served by the health professions office in A-119, Nelson Biology Laboratories. The health professions adviser schedules regular group meetings and individual consultations with students. The adviser also prepares letters of recommendation.

Physician Assistant Program

The physician assistant program is offered jointly by Livingston College and the University of Medicine and Dentistry of New Jersey—School of Allied Health Professions. The first three years are spent as an undergraduate biology major and the last three years are spent in a professional graduate program. Students may apply to the professional program in the spring of their second year. Applicants should have a cumulative grade-point average of 3.0. The application process includes an interview. For additional information on the required curriculum and the application process, contact the physician assistant program.

Eight-Year Bachelor's Degree/M.D. Program

The bachelor's degree/M.D. program, offered jointly by Livingston College and the University of Medicine and Dentistry of New Jersey—Robert Wood Johnson Medical School, permits selected students to obtain a bachelor's degree and a medical degree in eight years of study. Students are selected for this program at the conclusion of their sophomore year and are granted provisional admission into the medical school. A second review of the student's credentials during the fourth year of the program is required to qualify for formal admission to the medical school. In the junior year, students begin to take medical science courses along with courses in fulfillment of their undergraduate degree. The bachelor's degree is usually awarded by the end of the fifth year, and the medical degree by the end of the eighth year.

Also available are an articulated bachelor's degree/M.D. program with the University of Medicine and Dentistry of New Jersey—New Jersey Medical School and a bachelor's degree/Doctor of Dental Medicine program with the University of Medicine and Dentistry of New Jersey—New Jersey Dental School.

Independent Study

Some instructional units offer students individual and small-group study under the supervision of faculty members. Students must submit a detailed description of proposed independent projects to faculty members who will supervise the work. A project must be approved by the faculty sponsor and by the appropriate department or discipline head or faculty committee before the student registration can be completed. First-term, first-year students normally are not allowed to take independent study, and no more than 25 percent of a student's work toward a degree may consist of independent study, internship, and summer work experience.

Internships and Field Experiences

Students who have obtained departmental approval may receive degree credit for internships and field experiences. Placements may be in government agencies, businesses, schools, hospitals, or community organizations. Each internship must include preparation for fieldwork, supervised field placement, and an extensive evaluation and analysis of the experience. Internships may be full or part time. First-year students usually are not allowed to participate in internships. Interested students should consult departmental or discipline advisers or the Office of the Dean for details.

Summer Work Experience

Students may receive credit for substantive learning gained through summer work. Students considering summer work experience should contact the dean's office no later than the last day of classes during the spring term. A contract must be filed at that time and the approval of the department chairperson also must be obtained. Credit usually is not given for activities that are considered extracurricular during the academic year. Only 25 percent of the 120 credits required for graduation may be taken in fieldwork and independent study, which includes summer work experience.

Academic Support Services

Advising. The advising system provides general academic advising for all students, but is particularly designed to help students with undeclared majors.

The Academic Information Center collects most online forms (declaration and change of major, declaration of minor, deletion, and transfer credit). The Academic Information Center also maintains students' permanent academic files.

Educational Opportunity Fund (EOF). The Educational Opportunity Fund Program was established by the New Jersey legislature in 1968. It was designed to increase meaningful access to higher education by offering educational and support services to financially disadvantaged New Jersey residents attending the state's colleges and universities. Since the founding of Livingston College in 1969, the Livingston EOF Program has responded to the diverse needs of educationally and economically disadvantaged students by providing them with three different, but equally important forms of assistance. First, during the summer before their initial term at Livingston College, students attend a residential campus program that prepares

them for college life and college-level academic work. Second, for the remainder of their college careers, the EOF Program provides students with supplemental financial aid to defray such non tuition costs as student fees, books, and room and board. Third, the program also provides comprehensive counseling support to ensure that each student is socially and emotionally centered; enrolled in appropriate courses; registered for tutorial sessions; knowledgeable about campus support services and opportunities; and is in compliance with state, federal, and university financial guidelines. The Livingston College EOF Program enrolls approximately 300 students. Consistent with EOF regulations, students admitted to the university through the program are required to satisfy all stated conditions of admission eligibility and financial need.

Student Support Services. The Academic Resource Center is comprised of two learning laboratories: the microcomputer laboratory and the academic skills laboratory. These laboratories provide tutorial assistance for Educational Opportunity Fund students and those students who meet eligibility requirements of the Student Support Services program. The center is open five days a week. Services offered by the center include tutoring in all academic subjects.

Learning Resource Center. The Learning Resource Center at 111 Tillett Hall offers a variety of academic support services to all students interested in achieving academic excellence. All services are free and available at any LRC with unlimited access. Professional staff assist students in mastering information-processing skills and higher level organizational skills. Assistance is available in note-taking, text reading, test preparation, test-taking, and various other areas. Additional services include peer academic tutoring, supplemental instruction, and course support.

Writing Center. The Writing Center functions in conjunction with some required writing courses. Students in required writing courses also may seek assistance on their own from the Writing Center, which is located in Lucy Stone Hall, Room B-103.

Gateway Studies Program. The Gateway Studies Program is a one-year academic support program for students who need to develop college-level reading and writing skills. Students enroll in small sections of introductory courses in various academic disciplines such as history, psychology, biology, sociology, and philosophy, as well as in basic skills courses in reading, writing, and mathematics. The class schedules and academic performance of Gateway students are closely monitored by the dean's office. Support services include academic, personal, and career counseling. Tutoring referrals are made on an individual basis.

Course Listing

For a list of courses available to all undergraduate students, see the section entitled Programs of Study for Liberal Arts Students.

The following are specifically Livingston College courses:

Courses

02:090:101. BUILDING COMMUNITY THROUGH LEADERSHIP AND UNDERSTANDING (3)

Open only to first-year students; fall term. Students who fail to earn a grade of C or better must complete a course from the designated course list. List can be obtained from the Academic Information Center.

Examines the nature of community and the function of leadership in building community. Mindful of the importance of individual responsibility, the course also analyzes the lure of individualism, the value of getting involved, and the inherent tension between altruism and selfishness. Through readings, discussions, and class projects, students examine the effect of leadership in communities and on personal development. Syllabi and notices are available online, where students also may engage in discussions.

02:090:103. CULTURE, IDENTITY, AND EDUCATION (3)

Open only to first-year students in the Livingston College Educational Opportunity Fund Program.

Examines how personal and cultural identities are constructed, how they change, and the role of education in these processes.

02:090:153,154. FIRST-YEAR HONORS WRITING AND DIALOGUE SEMINAR (3,3)

Open only to students in the Livingston College Honors Program. Taken concurrently with 02:090:155,156. Fulfills college writing requirements.

Readings, discussions, and written assignments designed to develop analytical and expressive skills. Emphasis on the development of research skills.

02:090:155,156. FIRST-YEAR HONORS (3,3)

Open only to first-year students in the Livingston College Honors Program. Substitutes for 02:090:101.

Interdisciplinary seminars in liberal arts or social sciences; content determined by instructor.

02:090:189,190,289,290,389,390,489,490. HONORS COLLOQUIUM (1)

Open to all students in the Livingston College Honors Program.

Ongoing series of meetings, lectures, discussions, and cultural events organized on a term basis.

02:090:202. INTRODUCTION TO ORGANIZATION LEADERSHIP (3)

Examines nature of leadership, processes that underpin group decisions, basic features of organizational culture, and how leaders prepare themselves to meet challenges. Students develop strategies for integrating and sharing knowledge through extracurricular projects, including designing an interactive web site with students in the program and at other universities.

02:090:214. COMMUNITY AND SOCIAL INVOLVEMENT (3)

Open only to students in the Livingston College Educational Opportunity Fund Program. Primarily designed for sophomores and juniors.

Through theory and practice, the course challenges the students to develop a deep understanding of life in diverse local or global communities. Students work with organizations such as the Paul Robeson School in New Brunswick and the United Nations in New York City.

02:090:303. INTRODUCTION TO ORGANIZATIONAL APPLICATIONS (1)

For second-year students only.

Students assume leadership positions or become active members of a university organization and maintain a log of activities. Students write an eight- to ten-page essay analyzing and assessing their impact on the organization, directly supervised and graded (*Pass/No Credit*) by the organization's adviser. Students are encouraged to find a faculty mentor to guide their process of self-assessment.

02:090:304. LABORATORY ON ORGANIZATIONAL LEADERSHIP (1)

Optional.

Using interactive electronic models, students analyze group dynamics and learn to anticipate outcomes; focus is on strategies for leadership in organizations outside the university setting. Grading is on *Pass/No Credit* basis.

02:090:307. ASCENT: BUILDING COMMUNITY (3)

Examines the nature of community and the function of leadership in building community. Mindful of the importance of individual responsibility, the course also analyzes the lure of individualism, the value of getting involved, and the inherent tension between altruism and selfishness. Through readings, discussions, and class projects, students examine the effect of leadership in communities and on personal development. Syllabi and notices are available online, where students also may engage in discussions.

02:090:308. DIVERSITY IN THE WORKPLACE (3)

Open only to students in the Livingston College Educational Opportunity Fund Program.

Theory, research, and practice in the ways that cultural diversity is managed in organizations and social institutions.

02:090:358. JUNIOR HONORS THESIS WORKSHOP (1) *

Open only to juniors in the Livingston College Honors Program.

Preparation for the senior project; development of topics, compilation of bibliographic material.

02:090:398. PAUL ROBESON JUNIOR SEMINAR (1) *

Overview of research methodology and development of thesis proposals in preparation for the Paul Robeson Scholars Project in the senior year.

02:090:404. ADVANCED ORGANIZATIONAL APPLICATIONS WITH CAPSTONE SEMINAR (4)

For third- or fourth-year students; fall only.

Coordinated by the instructors of 02:090:202 Introduction to Organizational Leadership, this capstone experience integrates what students have learned through a monthly seminar with leaders from various fields and an internship.

02:090:455,456. SENIOR HONORS THESIS WORKSHOP (1,1) *

Open only to seniors in the Livingston College Honors Program.

Taken in conjunction with senior project. May be combined with departmental honors thesis credit, departmental independent study credit, or 02:090:493,494 Senior Honors Independent Study.

02:090:491,492. SENIOR ROBESON THESIS WORKSHOP (1,1) *

Open only to Livingston College seniors designated Paul Robeson Scholars.

Taken in conjunction with 02:090:495,496.

02:090:493,494. SENIOR HONORS INDEPENDENT STUDY (3,3)

Open only to seniors in the Livingston College Honors Program.

Interdisciplinary or cross-curricular senior honors projects; supervised by director of honors program.

02:090:495,496. PAUL ROBESON SCHOLARS PROJECT (3,3) *

Open only to Livingston College seniors designated Paul Robeson Scholars.

Taken in conjunction with independent research project in the senior student's major department.

* Offered on a *Pass/No Credit* basis.

Administration and Fellows

ADMINISTRATION

Arnold G. Hyndman, *Dean of the College*
George D. Jones, *Dean of Students*
Eddie J. Manning, *Associate Dean for Administration and Academic Support,*
Director, Educational Opportunity Fund Program
Kathleen Coakley, *Assistant Dean for First-Year Students*
Paula Van Riper, *Assistant Dean for Academic Policy*
Robin Diamond, *Assistant Dean for Enrollment and Orientation*
Peter D. Klein, *Honors Program Scholar in Residence*
Julio Nazario, *Assistant Dean for Academic Programs*
Michelle Jefferson, *Assistant Dean for Transfer Students*
Paul A. Herman, *Assistant Dean for Collegiate Program Development*
Leroy Haines, *Assistant Dean and Director of Residence Life*
Tamar Kieval Brill, *Assistant Dean for Special Projects*
Mahasti Hashemi, *Assistant Dean for Budget and Administration*
Vernell Dubose, *Accounts and Personnel Administrator*
Sarah Laboy-Almodovar, *Administrative Assistant to the Dean*
Kenneth Roy, *Director of Counseling Services*
Counseling Psychologist
Milagros Arroyo, *Assistant Director for Educational Opportunity Fund Program*
Diane DeLauro, *Assistant Director for Academic Development for Educational*
Opportunity Fund
Jennifer Agosto, *Educational Opportunity Fund Program Counselor*
Milagros Castillo, *Educational Opportunity Fund Program Counselor*
Lisa Sanon-Jules, *Educational Opportunity Fund Program Counselor*
Pamela Noakes, *Assistant Dean, Director of Recreation and Community Relations*
Susan Beaudrow, *Assistant Director of Recreation*
Robert Manganaro, *Coordinator of Quad I*
Jackie Bullard, *Coordinator of Quad II*
Delmy Lendof-Gomez, *Assistant Director of Residence Life and Coordinator*
of Lynton Towers
Timothy Grimm, *Assistant Dean, Director of College Center*
Susan Romano, *Assistant Director for Events and Activities*
Gregory Moorehead, *Director, Student Support Services*
R. Denise Myers, *Developmental Specialist*
Moses Kim, *Developmental Specialist, Student Support Services*

A. Patricia Granison, *Assistant Dean, Director, Upward Bound Program*
Greg Holmes, *Program Coordinator, Upward Bound Program*
Casandra McKendall, *Counselor, Upward Bound Program*

FELLOWS

Members of the faculty at Rutgers–New Brunswick who express commitment to the mission of Livingston College serve as fellows. As members of the Livingston College Assembly, the fellows are an integral part of college governance.

Under the college bylaws, the Livingston College Assembly exercises the authority provided to them by university regulations over admissions, curriculum, scholastic standing, degree requirements, and graduation procedures for Livingston students. The voting members of the assembly include the fellows of the college, the president of the university, the dean of the Faculty of Arts and Sciences, the dean of Rutgers Business School: Undergraduate–New Brunswick, the dean of the School of Social Work, the dean of the college, the associate deans of the college, the professional librarians of the Kilmer Library, five students selected by the student government, the director of the Educational Opportunity Fund Program, and ten staff members elected to two-year terms by the staff of the college.

Actions taken by the Executive Council of the assembly become the rule of the college. The Livingston College Assembly meets to review and determine the mission of the college, to vote annually on the awarding of degrees, and to review the annual report of the dean. Standing committees of the assembly include Admissions, Curriculum, and Scholastic Standing. The Executive Council may establish committees *ad hoc* to further the mission of the college.