

UNIVERSITY COLLEGE– New Brunswick



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://ucnb.rutgers.edu>

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History and Aims of the College

Founded in 1934, University College–New Brunswick has a unique mission and a long and successful history of providing academic opportunities to, and serving the needs of adult and nontraditional students. As an integral part of Rutgers, The State University of New Jersey, the college provides access to the outstanding resources of one of the nation's top-ranked public research universities, where the quality and diversity of the curriculum and the research opportunities available to students are among the finest. University College students meet the same standard of excellence required of all Rutgers students and attend classes taught by the same faculty that serves the entire Rutgers–New Brunswick/Piscataway campus, thereby enjoying all the prestige that comes with a Rutgers degree.

University College's goal is to foster academic excellence in adult and nontraditional learners while at the same time recognizing their conflicting scheduling needs. Students come to the college for many reasons—some to update their job skills to keep pace with rapidly changing technologies, to earn a college degree for career advancement, to change directions of their professional careers, or to expand their intellectual capacity. University College students may attend school part time, full time, anytime, all the time. University College responds to students' demands with curricular innovations that provide a rich variety of courses, programs, flexible schedules, counseling, and specialized services tailored to adult and nontraditional students. The college's students may choose from more than 65 majors, including degree programs offered jointly with professional schools. Some students pursue a double major or an interdisciplinary individualized major. Although many students enroll in evening classes only, student may take day, evening, and weekend classes.

With an enrollment of approximately 3,500 students, University College is proud to serve as the academic home for adult and nontraditional students, the vast majority of whom are individuals who often must integrate an academic career with their personal and professional lives. The college's students are special in that they enrich the academic environment by bringing their wealth of experiences to the classroom. By providing a forum for intellectual discourse among students from varied backgrounds, the college enhances the learning experience of its students and prepares them for leadership roles in a rapidly evolving global community.

University College takes pride in providing student-specific academic counseling and access to and opportunity for lifelong learning, which is essential for the success of adult and part-time students.

Admission

University College–New Brunswick is interested in all adult and nontraditional students who are seeking an education of the highest quality. The college receives applications from a wide variety of potential students: from people whose previous schooling has been interrupted, possibly for a long period of time; from those whose credentials are unusual or diversified; and from those who hold demanding full-time or part-time jobs and duties. The college receives applications from people of different ages, interests, and attitudes, as well as from those of widely different racial and ethnic backgrounds.

General Requirements for Admission

University College–New Brunswick students ordinarily are selected from applicants who have graduated from approved high schools, for at least two years prior to applying to University College, and from applicants who have attended other colleges. An applicant whose academic potential is not readily ascertained from his or her records, but who exhibits a high degree of talent and motivation, may be admitted by interview. Applicants admitted by interview are subject to scholastic probation. It is recommended strongly that students on probation enroll for no more than two courses per term. Probationary status may be removed upon the satisfactory completion of a minimum of 12 credits as a University College student.

Admission of High School Graduates

Candidates are expected to have completed a minimum of 16 units of high school work that should include 4 units of English; 3 units of college preparatory mathematics; 2 units of a foreign language; and 7 additional units in some combination of foreign languages, history, social sciences, or sciences. Candidates who have not completed the above distribution units also may be admitted. Such students can satisfy the unfulfilled requirements by taking the appropriate courses while enrolled at University College or by demonstrating proficiency through examination.

Admission by Alternative Procedures

An applicant who is not a graduate of an approved high school or the equivalent may, subject to appropriate regulations, be admitted to University College–New Brunswick if the applicant meets certain nontraditional requirements for admission. Transcripts from high schools attended, as well as copies of the equivalency diploma and the test scores, must be filed along with the application prior to the admission deadline for the desired term. Satisfactory completion of a University College admission interview also may be required.

General Transfer

Most students who enter University College–New Brunswick previously attended other universities or colleges. Official transcripts from all prior educational institutions must be submitted before any decision is made on admission. Applicants must state on the application form all previously attended institutions. The omission of such information is cause for automatic dismissal or denial of transfer credit.

University College ordinarily admits transfer students applying directly from another institution if the applicant's cumulative grade-point average is 2.5 or better. Applicants whose cumulative grade-point average is below 2.5 but above 1.9 may be admitted on probation or by special admission interview. Ordinarily, applicants with cumulative grade-point averages of 1.9 or less are not admitted.

Applicants whose previous academic records make admission to the college questionable must submit all documents in advance in order to be considered for admission.

Students who have been dismissed from another institution, including other colleges of Rutgers, for scholastic reasons, cannot be considered for admission until at least one year has elapsed since the date of dismissal and they have completed at least 12 transferable credits with a cumulative grade-point average of 2.5 or better. Under no circumstances is a former student readmitted if he or she has been dismissed more than once from any college at Rutgers University for academic reasons.

Transfer for Holders of Associate Degrees

An applicant, applying directly from any public New Jersey county or community college, who successfully completes an associate degree transfer program with a minimum cumulative grade-point average of *C* is automatically admitted to University College–New Brunswick. All credits earned in that degree program (i.e., in course work at the institution conferring the degree and not including credits earned elsewhere but accepted by that institution) are accepted for transfer, with the exception of physical education and precollege-level courses. Credits earned beyond the degree program are evaluated for transfer on a course-by-course basis.

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

International Students

Students whose academic credentials were earned in countries in which English is not the primary language may be admitted to University College–New Brunswick through the following procedure: (1) presenting evidence of graduation from an educational institution at least on a comparable level with an American secondary school (the original record and an authorized notarized translation of the original record must be submitted by May 1), and (2) demonstrating competence in English by examination through the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the written test or 213 on the computer test. The English test offered by the Rutgers program in English as a Second Language may be used in place of the TOEFL.

A student who wishes to obtain transfer credit for courses taken at a foreign institution may be required to furnish a course-by-course evaluation from an acceptable professional evaluation service.

Advanced Standing Policy at University College

Official transcripts must be filed from all institutions attended (including other divisions of Rutgers), even though transfer credit may not be requested. University College–New Brunswick grants advanced standing credit for courses completed at colleges and universities that, at the time of the student's attendance, were either recognized candidates for accreditation or fully accredited members of one of the six U.S. regional accrediting associations of higher education.

Credit is not given for any course completed outside of Rutgers in which the grade is lower than *C* or its equivalent (*C-* is not acceptable). Courses must be comparable to those offered for credit at Rutgers–New Brunswick/Piscataway and accepted by University College–New Brunswick. Generally, credit for the following courses is not accepted: business mathematics, data processing (except when equivalent to Rutgers–New Brunswick/Piscataway courses in computer science as determined by that department), mathematics courses below the level given for credit at Rutgers–New Brunswick/Piscataway or usually taught at the high school level (elementary and intermediate algebra, geometry, trigonometry), physical education, real estate and insurance, secretarial science, theology, cooperative education, internships or practicums, correspondence courses passed by exam at other colleges, and courses of a developmental or remedial nature, among others.

If an institution attended was on a quarter rather than a semester basis system, each quarter credit normally is equivalent to two-thirds of a semester credit.

Despite the number of courses completed elsewhere, students must earn a minimum of 30 credits (including 12 in the major subject) as matriculated students in University College to be eligible for a degree. Transfer students from other Rutgers University colleges in New Brunswick/Piscataway must earn a minimum of 15 credits as matriculated students in University College to be eligible for a degree.

A maximum of 60 credits may be accepted from two-year colleges. Students who hold an associate's degree in an approved transfer program (associate of arts; sometimes associate of science, but not associate of applied science) from a New Jersey community college with a minimum cumulative grade-point average of 2.0 can transfer all of the credits earned in that degree program at the college conferring the degree, up to a maximum of 64 credits, not including courses in physical education, developmental or remedial courses, and precollege-level courses including mathematics courses below the level offered for credit at University College. Credit in courses earned elsewhere, but accepted by the college conferring the degree, is evaluated independently. Students who transfer from another Rutgers University unit may transfer all courses earned for degree credit within Rutgers. Credits from non-Rutgers colleges/universities will be evaluated on a course-by-course basis. However, these students are required to complete 30 additional credits in residency at University College in order to graduate.

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

Except for English composition, credits may be awarded for the College Level Examination Program (CLEP) general examinations for a minimum score equivalent to a *C* on a four point scale. However, credits may be used only as electives, not to satisfy major or general distribution requirements. Acceptance of CLEP subject matter examinations is at the discretion of the appropriate academic department. A detailed statement on CLEP policy is available at the Office of Student Services.

University College–New Brunswick grants, pending approval by the academic department, advanced standing credit for courses completed in traditional and alternative formats of instruction at colleges and universities that, at the time of student's attendance, were either recognized candidates for accreditation or fully accredited members of one of the six regional accrediting associations of higher education. Courses must be comparable to those offered for credit at Rutgers University as determined by the major department and accepted by University College. However, students should be aware that currently most departments do not accept online courses.

Academic Amnesty

Students admitted to a degree program at University College who left Rutgers five or more years ago with a cumulative grade-point average below 2.0 can request "academic amnesty," whereby none of their previous Rutgers grades will be calculated in the grade-point average. In other words, the previous college work of these students will be treated as if they transferred from colleges outside Rutgers.

To be eligible for amnesty, a student must first be admitted to University College after having met all regular admissions requirements. This may include completion of 12 transferable credits at another regionally accredited college/university with a grade-point average of 2.5 or above. However, under no circumstances is a former student readmitted if he or she has been dismissed more than once from Rutgers University for academic reasons.

If amnesty is approved, previous Rutgers grades of *F* and *D* will be "E-credited"—i.e., credits will not be counted toward the degree and grades will not be counted in the grade-point average. Courses in which a grade of *C* or better were received will be "J-credited"—i.e., credits will be counted toward the degree but not toward the grade-point average. After receiving amnesty, the student must complete a minimum of 30 graded credits at University College in order to graduate.

A student can apply for amnesty only once; once amnesty has been allowed, the student cannot at a later time ask for the amnesty to be rescinded or modified. For example, once a student has been allowed academic amnesty, he or she cannot at a later time request degree credit for *E*-credited courses or request that grades from *J*-credited courses be computed in the grade-point average.

Matriculation Status

University College–New Brunswick students are designated as either matriculated or nonmatriculated. Students who declare their intention to pursue a degree program are classified as matriculated students. Any student not pursuing a degree program is classified as nonmatriculated. Enrollment in some courses may be restricted to students enrolled in approved degree programs. Academic and administrative regulations apply to both classifications of students. Credits earned as a nonmatriculated student may not be used to satisfy the college residency requirement unless the student already has a bachelor's degree and is a candidate for a second degree upon matriculation. Ordinarily, a nonmatriculated student may accumulate no more than 30 credits.

Application for Admission

Applicants for admission to University College–New Brunswick are served through the Office of University Undergraduate Admissions and through the University College Office of Student Services, Miller Hall, 14 College Avenue, New Brunswick, NJ 08901 (732/932-7470).

Application for Readmission

Students who interrupt their enrollment at University College–New Brunswick for one academic year or more must apply for readmission to the college by filing a new application form. Such applicants must also submit official transcripts from all educational institutions attended since last enrolled in University College.

Readmitted students are not required to pay a second application fee.

Ordinarily, a former student who was academically dismissed from University College is not readmitted if it appears unlikely that the applicant will be able to raise his or her cumulative grade-point average to the level required for graduation. Under no circumstances is a former student readmitted if he or she has been dismissed more than once from any college at Rutgers University for academic reasons.

Financial Aid

While many University College–New Brunswick students are self-supporting, others may require some financial support in order to achieve their educational objectives. The availability of federal and state funds for students is covered in the University’s Financial Aid section of this catalog. Funds also are available through the dean of University College from the following sources.

Scholarships

Atrion Corporation Endowed Scholarship. Awarded to a student pursuing a business major. The award is based on need and academic merit.

Barbara J. Deam Endowed Scholarship. Awards based on academic merit with a minimum GPA of 3.0.

Dr. Frieda and Israel Goldstein Endowed Scholarship. Awarded to qualified students with a minimum GPA of 3.2 majoring in history to pursue studies and develop a career in social sciences.

John J. and Regina Heldrich Endowed Scholarship. Awards granted with preference for graduates of Highland Park High School entering their first year at Rutgers.

Helen B. Hurd Endowment. Awards granted to outstanding New Jersey community college graduates transferring to University College–New Brunswick. Preference given to part-time students.

Clark K. Johnson Memorial Honors Scholarship. Awarded to a student with a 3.4 GPA, and completion of three honors courses. Student must have completed 60 credits for the bachelor’s degree with a minimum of 12 credits at University College–New Brunswick.

Joseph A. and Marion H. Kaus Endowed Scholarship. Awards based on academic merit with a minimum 3.0 GPA.

Frank J. and Kathleen McGuire Endowed Scholarship. Award for students demonstrating academic merit or financial need.

Jason Minkin Memorial Award. Awarded to students entering University College who have overcome a significant life challenge.

Moms Off-Duty Scholarship. Awarded to a female student with a dependent child or children and demonstrated financial need.

Charlotte W. Newcombe. Awards granted to mature women with demonstrated need who are pursuing degrees as a means to a new career.

Provident Bank Foundation Endowed EOF Scholarship.

Awarded to EOF students at University College based on academic merit, community service, and civic leadership.

Ethan Stein Endowment. Awarded to students who have completed the Transition Program and are in their first term at University College–New Brunswick.

J. Russell Tate Scholarship. Awarded to a part-time student who is attending college following work experience or time spent attending family responsibilities.

University College Governing Association Transition Program. Award for a Transition Program graduate who has completed at least 15 credits in University College with 3.2 or better GPA.

University College Honors Program. Awards for students enrolled in the University College Honors Program and taking an honors course.

University College Merit Scholarship. Awards granted to students who have completed at least 12 credits in University College with a 3.2 or better GPA.

University College–New Brunswick Alumni Endowed Scholarship. Scholarship awarded on the basis of a 500-word essay. The essay must describe how the uniqueness of University College has benefited the student. The student must show academic promise.

Joseph and Sharon Valesio Scholarship. Awards to students selected by the program administrator.

Veterans Benefits

Veterans and other persons planning to receive educational assistance benefits from the Veterans Administration (VA) are advised to secure VA approval for training prior to enrollment. Inquiries concerning eligibility should be directed to the Office of Student Services, Miller Hall, 14 College Avenue, New Brunswick, NJ 08901, or to the Veterans Administration, 20 Washington Place, Newark, NJ 07102.

A veteran, widow, war orphan, or dependent approved for training should present his or her Veterans Administration’s Certificate of Eligibility forms when registering. In order to be certified for Veterans Educational Assistance Benefits, students must request that certification of enrollment be sent to the Veterans Administration at the beginning of each term.

Veterans planning to train under Chapter 32 VEAP, Chapter 30 of the New (Montgomery) GI Bill of 1984, or Chapter 1606 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 drop a course without approval from the Office of Student Services. The date of withdrawal is the determining date for benefits.

Academic Policies and Procedures

Note: See also the University Policies and Procedures section for regulations that pertain to all the undergraduate colleges at Rutgers–New Brunswick.

STUDENT RESPONSIBILITY TO KEEP INFORMED

In addition to the material in this catalog, essential information about current procedures is provided in the *Undergraduate Schedule of Classes*, the University College web site (<http://ucnb.rutgers.edu>), and the registration material distributed each term. Students are responsible for keeping themselves informed of policies and procedures announced in these publications and in other official notices that are announced or posted electronically via email and on the college's web site.

EXCEPTIONS TO ACADEMIC REGULATIONS

Students matriculated in University College–New Brunswick may request exceptions and waivers to any academic regulations either of the college or of the university through a written petition to the dean of the college. The petition should cite the regulation in question and state the basis for waiver or exception upon which the request rests. Petitions of exceptions and/or waivers of regulations are reviewed by the appropriate committee of the college. Standard forms for requesting exception or waiver of academic regulations are available in the Office of Student Services. Exceptions to academic regulations are rarely granted.

ACADEMIC CREDIT

Credit by Examination

A maximum of 45 credits by examination may be used toward a baccalaureate degree. These credits may not be offered to satisfy the college residency requirement.

Credit by examination can be obtained through the following methods: (1) individual examinations offered by the academic departments of Rutgers; (2) the College Level Examination Program (CLEP) offered by the Educational Testing Service, Princeton, NJ 08541; (3) the Thomas Edison College Examination Program (TECEP) offered by Thomas Edison State College, 101 West State Street, Trenton, NJ 08625; or (4) Prior Learning Assessment offered by Thomas Edison State College. Prior approval by University College–New Brunswick is required before seeking credit through examination; approval by the major department

also is required for credit in the major field. Information on eligibility and procedures is available in the Office of Student Services or the Office of the Dean.

Transfer Credit

Courses successfully passed at other divisions of Rutgers or at other approved institutions may entitle a student to credit upon evaluation by the dean. Students may register for courses outside of Rutgers–New Brunswick/Piscataway only with the approval of the Office of Student Services.

For more information on transfer credit and the advanced standing policy, see the Admission chapter earlier in this section.

REGISTRATION AND COURSE INFORMATION

Academic Advising

All students who are admitted into University College–New Brunswick as matriculated (i.e., degree-seeking) students receive an official curriculum summary that shows the courses accepted for transfer credit and those that must be completed in order to graduate. For advising on completing college requirements, students may consult an adviser at the University College Office of Advising and Counseling. For advice on major requirements, the student may consult with an adviser in the academic department that offers the major.

It is the student's responsibility to register for courses needed to complete the degree requirements as outlined on the official curriculum summary and to avoid scheduling courses for which credit already has been granted, either in University College or by transfer. Matriculated students are urged to bring their official curriculum summary when seeking advising and/or schedule approval.

Registration

Students must be admitted to University College–New Brunswick before they may register for courses. Information about registration is published in the *Schedule of Classes*. The university reserves the right to restrict registration in all courses offered and, when necessary, to cancel courses previously announced.

Withdrawal from Courses. Students may withdraw from courses during the withdrawal period before the 8th week of the term. In extraordinary circumstances, students can request a late or retroactive withdrawal. Terminating class attendance does not constitute withdrawal from a course. See the University Policies and Procedures section for details of the drop/add policy.

Students wishing to withdraw from a course after the 8th week of the term may request a late withdrawal. Students wishing to withdraw from a course after the 12th week of the term (including after the final grade has been submitted) may request a retroactive withdrawal. Students may request a form for either late or retroactive withdrawal from the Office of Advising and Counseling/EOF.

Withdrawal from University College. Students may request withdrawal from University College at any time up to, but not including, the last two weeks of instruction

in the term. Terminating class attendance does not constitute withdrawal from University College. A student must inform the Office of Student Services in writing of his or her intention to withdraw from the college.

Students who wish to drop one or more courses but remain enrolled must do so by posted drop dates each term.

Registration in Institutions Other than Rutgers University.

A University College–New Brunswick student who wishes to enroll in courses at another institution must obtain permission from the Office of Student Services. Departmental approval also must be obtained if the student intends to use the course to satisfy major or minor requirements. Requests must be made in writing well in advance of the deadline for registration at the other institution. No credit is allowed for courses taken without prior permission. The total course load consists of courses carried in University College and those taken concurrently at another institution.

Students who have completed 60 degree credits from any source may take a maximum of 6 of their remaining credits at any accredited institution. However, the total number of credits transferred from all two-year colleges may not exceed 60 credits (64 credits if A.A./A.S. was earned at a New Jersey community college).

Intercampus Registration. Registration at the Camden or Newark campus of Rutgers is permitted in unusual cases and ordinarily for one term only. Approval must be obtained from the Office of Student Services.

Course Load

Although most University College–New Brunswick students schedule two or three courses per term, they may register for up to 18 credits per term. In certain cases, students with a cumulative grade point average of 3.0 may be permitted to carry up to 21 credits with the approval of the academic dean. However, students new to University College–New Brunswick who have a demanding work schedule are advised not to schedule more than two courses per term during their first year. Moreover, students on probation or limited enrollment are advised strongly to schedule no more than two courses per term during the regular academic year and to take no more than one course during the Summer Session.

Course Information

Pass/No Credit Courses. A matriculated student may register on a *Pass/No Credit* grading basis for one course per term up to a maximum of two courses. (The two-course limit does not include courses in which grades are already awarded solely on a *Pass/No Credit* basis.) *Pass/No Credit* registration is limited to courses identified in the student's curriculum as liberal arts and sciences electives or free electives. To request *Pass/No Credit* grading in a particular course, a student must declare his or her intention at the time of registration, have completed 60 degree credits, and have a cumulative grade-point average of 2.0 or better.

A student registering on a *Pass/No Credit* basis must complete all of the required work in the course, including all examinations and assigned papers or projects. While a course that is completed successfully on a *Pass/No Credit* basis carries graduation credit, it is not calculated in the cumulative grade-point average.

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

Repeating Courses. A student who wishes to repeat a course must fill out a form for this purpose available in the Office of Student Services. The form must be completed prior to the term in which the course is repeated.

Grades of F. When a course is repeated for which a student previously earned a grade of *F*, both the original grade of *F* and the new grade remain on the transcript and in the cumulative grade-point average. However, for up to four courses repeated at Rutgers, the student may elect to have the original grade of *F* removed from the cumulative grade-point average, although it will remain on the transcript. A student may exercise this option for any four courses during the undergraduate years, but it may be used only once for a given course. Once the course has been repeated, the first grade is *E*-credited and the second grade is used in the cumulative grade-point average, even if it is also an *F*. Election of this option may not be revoked. The *E* prefix signifies the grade is not computed in the curriculum GPA and no credit is earned.

Grades of D. If a student earns a grade of *D* and repeats the course, both grades are computed in the cumulative grade-point average, but the student receives degree credit only the first time. The second grade is *K*-credited. (The *K* prefix means the grade is computed in the cumulative grade-point average, but no credit is earned toward the degree.)

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

See the University Policies and Procedures section of this catalog for an explanation of the *E* prefix and *K* prefix preceding course credits on the transcript.

Summer Courses. Students who wish to register for Summer Session courses at other institutions must obtain prior permission from the Office of Student Services, and, if applicable, from the student's major department. No credit is allowed for unauthorized enrollment.

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

Attendance and Cancellation of Classes Policy. In accordance with university regulations, attendance is expected at all regularly scheduled meetings of a course. It is the policy of the university not to cancel classes on religious holidays; any absence due to religious observance is treated as an authenticated absence. For information on the cancellation of classes due to inclement weather, see the University Policies and Procedures section.

SCHOLASTIC STANDING

The student's numerical scholastic standing is determined by his or her cumulative grade-point average, a weighted average of all Rutgers grades in those courses taken for credit. For information on the computation of the cumulative grade-point average and other grading regulations, see the University Policies and Procedures section.

Grades of *F* received in courses approved for credit are included in the computation of the cumulative grade-point average unless the course is repeated in accordance with the policy for repeating courses.

Dean's List

Each term, outstanding students are honored by inclusion on the Dean's List. In order to qualify, the student must meet the following requirements at the time the Dean's List is prepared: (1) be matriculated, (2) have passed 6 or more degree credits with letter grades (*Pass/No Credit* and *E* credits are excluded), (3) have attained a term grade-point average of 3.5 or above, and (4) have a cumulative GPA of 2.0 or better.

Poor Academic Performance

Academic Review. The Committee on Student Affairs, composed of administrators and appointed faculty fellows, reviews the records of all students at the end of each academic year. New students whose cumulative grade-point average is below 2.0 at the end of their first term at University College will be placed on interim probation by the academic dean and will be reviewed by the committee at the end of the academic year.

Probation and Dismissal. Students are considered according to the following three categories:

Continuing University College Students: Students whose cumulative grade-point average is less than 2.0 at the end of an academic year may be dismissed or placed on probation and may continue under limitations specified by the Committee on Student Affairs. Students receive written notification of probationary status within four weeks of the term grade report. Students on probation who have not raised their cumulative grade-point average to 2.0 at the end of the academic year ordinarily are dismissed. In addition, students whose cumulative grade-point average is less than 1.2 at the end of any academic year ordinarily are dismissed without necessarily being placed on academic probation first.

Transfer Students from Other Institutions: Students who are admitted on academic probation as a result of unsatisfactory or marginal academic records at other institutions or in secondary school normally are required to maintain a minimum grade-point average of 2.0 at University College–New Brunswick. The records of these students are reviewed at the end of the academic year, and probationary status is removed if a student has completed at least 12 credits with a minimum grade-point average of 2.0. If the student's grade-point average is less than 2.0, the student ordinarily is dismissed.

Transfer Students from Other Colleges within Rutgers: Students admitted to University College–New Brunswick on academic probation because of a poor academic record at another college of Rutgers normally are assigned a

minimum grade-point average that must be achieved as a condition of their probation. The records of these students are reviewed at the end of the academic year, and probationary status is removed if a student has completed at least 12 credits with the required average. If the average has not been achieved, the student normally is dismissed.

Students admitted to a degree program at University College who left Rutgers five or more years ago with a cumulative grade-point average below 2.0 may request University College–New Brunswick *academic amnesty*. For more information on amnesty, see the Admission chapter earlier in this section.

Appeal. Probationary status may not be appealed, although students may request a review of the limitations imposed by the committee if those limitations appear inappropriate for the individual's circumstances. A request for review may be made at any time during the probationary period and should be made to the Office of Advising and Counseling.

Students dismissed from University College–New Brunswick by the Committee on Student Affairs may appeal to the dean of the college within 20 calendar days after the date of the dismissal notice. Grounds for appeal include technical error, extenuating circumstances, additional information not previously available to the committee, and/or other factors the student considers appropriate to support his or her challenge of the dismissal decision. Students must present their appeal in writing only. Letters of appeal must state the reasons for appeal and, when possible, should be accompanied by appropriate documentation. The letter must be written exclusively by the student, although advice in formulating the appeal may be sought from a faculty adviser or college counselor. Appeals are reviewed by the Committee on Student Affairs. Written notice of the appeal decision is sent to the student at least two weeks prior to the beginning of the next term. The decision of the committee is final.

A student dismissed from University College is not considered for readmission to the college unless that former student has completed at least 12 credits at another accredited college or university and/or the Rutgers University Summer Session with a cumulative grade-point average of 2.5 or better and at least one term, not including Summer Session, has elapsed since the date of the student's dismissal. Under no circumstances is a former student readmitted if he or she has been dismissed more than once from any college at Rutgers University for academic reasons.

DISCIPLINARY HEARING PROCEDURES

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

Degree Requirements

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

REQUIREMENTS

A candidate for a bachelor's degree must demonstrate proficiency in English, mathematics, and foreign language and complete a minimum of 120 credits, including the college Liberal Arts and General Distribution Requirements and a major program of study.

Proficiency Requirements

Proficiency in English, mathematics, and foreign language must be demonstrated as follows:

English. By examination. A placement examination in English is required of entering students who have not received transfer credit for a college-level writing course equivalent to 01:355:101 Expository Writing I or 01:355:201 Research in the Disciplines.

Satisfactory completion of 01:355:101 or its equivalent is a requirement for graduation.

Continued evidence of competence in written English is expected of all students. Students whose writing fails to communicate effectively on a level appropriate for a college student may fail for this reason alone. Faculty regulations direct instructors to report to the Department of English those students who are seriously defective in written expression. In the case of such referral, a student may be required, even though he or she has passed 01:355:101 Expository Writing I and 01:355:201 Research in the Disciplines, to repeat those courses or to enroll for remedial instruction.

Mathematics. By (1) offering 3 units of secondary school work in college preparatory mathematics including Algebra II or higher, or (2) examination, or (3) the completion of one year of noncredit preparatory mathematics. Entry to certain mathematics courses is determined by performance on a mathematics placement test administered by the Department of Mathematics.

Continued evidence of competence in the use of mathematics is expected of all students in those courses in which it is needed. Students who clearly demonstrate a lack of competence are reported to the Department of Mathematics. A student whose mathematics proficiency continues to be unsatisfactory, even though he or she has

completed a mathematics course required for the degree, may be required to repeat that course or to enroll for non-credit instruction.

Foreign Language. By (1) offering 2 units of secondary school work in a foreign language, or (2) examination, or (3) the completion with credit of both terms of a first-year, college-level foreign language course.

Students who have not completed the proficiency requirements within two years after admission to University College are restricted to scheduling only those courses that satisfy the proficiency requirements.

General Distribution Requirements

1. **English:** 01:355:101 Expository Writing I and 01:355:201 Research in the Disciplines. Students must complete satisfactorily these courses as a requirement for graduation. A placement examination in English is required of entering students who have not received transfer credit for a college-level writing course (equivalent to 01:355:101 or 01:355:201). Students are required to enroll in the appropriate writing course each term until they have fulfilled the requirement. In place of 01:355:201, students may substitute one of the following courses: 01:355:301 College Writing and Research, 01:355:302 Scientific and Technical Writing, 01:355:303 Writing for Business and the Professions, 01:355:315 Writing Grant Proposals, and 01:355:342 Science Writing. Students who have transferred English Writing 101 from an outside college/university are recommended to take 01:355:301 College Writing and Research as their advanced writing course.
2. **Humanities:** Three term courses (minimum of 9 credits) in art (except studio art), music (except applied and performance music), classics, English (except writing courses), foreign languages and literatures, linguistics, comparative literature, history, philosophy, or religion. No more than two courses may be taken in any one field.
3. **Social Sciences:** Three term courses (minimum of 9 credits) in anthropology (except physical anthropology), economics, geography (except physical geography), labor studies, political science, psychology, or sociology. No more than two courses may be taken in any one field.
4. **Mathematics and Natural Sciences:** Three term courses (minimum of 9 credits) in mathematics, chemistry, computer science, statistics, life sciences, geological sciences, physics, physical anthropology, or physical geography. At least 3 credits must be in a natural science (an approved course other than mathematics, computer science, and statistics), and no more than two courses in any one field.
5. **Cross-Cultural Perspectives.** One course (minimum of 3 credits) involving an examination of interactions among cultural groups, including issues of power, prejudice, inequality, and cultural diversity in both domestic and global contexts, may be used to fulfill the diversity course requirements. Courses that primarily focus on acquiring the fundamentals of a foreign language do not ordinarily meet this requirement. This credit also may be counted toward the humanities and social sciences areas.

The general distribution requirements should be completed within the first 90 credits. A complete listing of courses that may be used to satisfy the General Distribution

Requirements is available from the Office of Student Services, the Office of Advising and Counseling, the Office of the Dean, and on the college's web site <http://ucnb.rutgers.edu>.

Completion of a Major

A student also must complete an approved major (ordinarily 30 to 42 credits). A maximum of two courses in the major subject area may be used to satisfy the minimum General Distribution Requirements (1 through 5 above). Majors available to University College–New Brunswick students are listed in the Programs of Study chapter in this section.

A student may elect to pursue a minor field in addition to the major field if a minor program is available in the desired subject.

Other Requirements and Restrictions

Free Electives. The additional credits needed to bring the total to the minimum of 120 credits are taken in free electives. (Physical education courses may not be used toward degree credit.)

Maximum Course Load in a Single Subject. Without special permission, no student may offer more than 48 credits (or 16 courses) in a single subject.

Residency. Thirty credits, including at least 12 credits in the major subject (or more if specified by the major department) and other courses the major department may prescribe, must be taken in New Brunswick as a matriculated student in University College, and 30 of the last 42 credits must be completed at the Rutgers–New Brunswick/Piscataway campus as a regularly enrolled University College degree candidate.

Cumulative Grade-Point Average. Students must maintain a minimum cumulative grade-point average of 2.0 (letter equivalent C).

Second Bachelor's Degree

Students matriculating for a second bachelor's degree must complete the English writing and cross-cultural perspectives requirements stated above. However, they need offer only 6 credits (rather than 9) in humanities, social sciences and math and natural sciences and must offer at least 18 credits in liberal arts exclusive of the required English courses. A minimum of 30 credits beyond those required for the initial degree must be completed as a University College–New Brunswick student.

GRADUATION

It is a student's responsibility to declare candidacy for the baccalaureate degree by filing a Diploma Information Form (DIF) with the Office of Student Services at least one term before the expected date of graduation.

There is only one commencement ceremony per year in May, but graduation occurs three times a year, in October, January, and May. Degrees are conferred by the university only at the annual university commencement in May on the recommendation of the faculty fellows of University College. A student who completes the requirements for his or her degree in October or January may request an interim certificate in lieu of the diploma until the next commencement exercises.

Diplomas are issued in May at the University College Commencement Convocation. A candidate who does not wish to attend the commencement convocation is asked to write to the vice dean of the college requesting that the degree be conferred *in absentia* and indicating the address to which the diploma may be sent when it is mailed during the month of June or July.

Diplomas are withheld from all students whose university accounts are not clear.

Post-Obitum Award of Degree

University College will grant requests for the posthumous awarding of degrees to students (in the unfortunate event of the death of a student) during a term in which the student was enrolled at Rutgers University as a senior in good standing.

To be eligible, a student must have completed at least 24 credits at University College, achieved senior status in good standing, and be enrolled at University College with a graduating grade-point average of 2.0 or better. Request for a post-obitum award of the degree must be submitted in writing by a family member of the student to the dean of University College.

Graduation with Honors

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

Programs of Study

Among the programs available to University College–New Brunswick students are (1) major programs of study leading to a baccalaureate degree, (2) teacher education programs that provide New Jersey approved teacher certification in conjunction with a master’s degree, and (3) certificate programs (only awarded in conjunction with a baccalaureate degree). Students not interested in pursuing a degree program may, within prescribed limits, schedule individual courses on a nonmatriculated basis.

MAJORS

The following majors are available to University College–New Brunswick students. They are offered by 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, Cook College, the School of Communication, Information and Library Studies, the School of Social Work, and the School of Management and Labor Relations. See the Programs of Study for Liberal Arts Students section for detailed program information. Some majors have specific admission or entry procedures, for example, accounting, communication, computer science, economics, management, marketing, and psychology. Consult the appropriate section for admission requirements to major programs.

Majors Offered in the Evening

Accounting	Journalism and Media Studies
Biological Sciences	Labor Studies and
Chemistry	Employment Relations
Communication	Management
Computer Science	Marketing
Criminal Justice	Mathematics
Economics	Philosophy
English	Political Science
Finance	Psychology
French	Sociology
German	Spanish
History	Statistics
History/French	Statistics/Mathematics
History/Political Science	

Additional Majors Requiring Daytime Attendance

Africana Studies	Linguistics
American Studies	Management Science and
Anthropology	Information Systems
Art History	Marine Sciences
Biochemistry	Medical Technology
Biomathematics	Medieval Studies
Cell Biology and	Middle Eastern Studies
Neuroscience	Molecular Biology
Chinese	and Biochemistry
Classics	Music
Comparative Literature	Nutritional Sciences
Dance	Physics
East Asian Languages	Planning and
and Area Studies	Public Policy
Evolutionary Anthropology	Portuguese
Exercise Science	Public Health
and Sport Studies	Puerto Rican and Hispanic
Food Science	Caribbean Studies
Genetics and Microbiology	Religion
Geography	Russian
Geological Sciences	Russian, Central and East
Information Technology	European Studies
and Informatics	Social Work
Italian	Theater Arts
Jewish Studies	Visual Arts
Latin American Studies	Women’s and Gender
	Studies

The 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, food science, geological sciences, management, management science and information systems, marine sciences, marketing, medical technology, nutritional sciences, and public health. Students majoring in computer science or physics can select either a bachelor of arts or a bachelor of science curriculum.

Individualized Major

Students who wish to pursue a major other than those listed above may make application in writing for an individualized major to the dean’s office of the appropriate faculty. See Individualized Major in the Programs of Study for Liberal Arts Students section for further information.

MINORS

All minor programs of study offered by various disciplines in New Brunswick are available to students attending University College–New Brunswick as supplements to their major programs of study. See the Undergraduate Education in New Brunswick chapter in the front of this catalog for a list of current minors.

OTHER ACADEMIC PROGRAMS

Elena Buchanan Transition Program

The Elena Buchanan Transition Program (EBTP) is pre-college intensive instruction that meets twice a week for 13 weeks during the fall and spring terms, and three times a week for 7 weeks during the Summer Session. The program is intended to help adults and nontraditional students prepare for the rigors of study at University College–New Brunswick. During and after the program, students receive personal assistance in developing the skills and attitudes necessary for success at the university.

EBTP classes are taught by distinguished Rutgers University faculty from several departments. Specific subjects vary each term but can include college-level course work in the humanities, social sciences, and natural sciences, as well as expository writing.

In addition to the participation of university faculty, EBTP participants have weekly interactions with the program's academic coordinator, who leads discussion and aids the class in development of critical study skills. Participants are encouraged to analyze the way they read, write, and study and develop strategies for improvement. Exposure to Rutgers University course work combined with the insight offered by the academic coordinator provides participants with a solid foundation for collegiate success.

Eligibility for the program is based on a personal interview with the college admissions staff. A high school diploma or the equivalent is required, along with a strong commitment to pursuing higher education at University College–New Brunswick. Information about the transition program is available from the Office of Student Services or the Office of Advising and Counseling/EOF.

Postbaccalaureate Program for Prehealth Professions

The University College Postbaccalaureate Program for Prehealth Professions is designed for college graduates who wish to prepare for admission to medical and other health profession schools in a supportive environment. To help students meet the challenges of an intensive course of studies, the program is supplemented with advising and an array of support services. Students enrolled in the program will have special opportunities to participate in a variety of workshops and activities that enrich experience and increase the success rate of participants. A certificate option is available to students who meet an initial minimum GPA requirement of 3.0, and a noncertificate option is available to all eligible students. The program also serves students who wish to improve their grade-point average to enhance their applications to these schools. An optional Medical College Admission Test (MCAT) preparation course also is available to all students. For an application and more information, contact the Office of the Dean.

Pre-Engineering Program

Students interested in engineering may take pre-engineering courses in order to meet the requirements for admission to the School of Engineering. To be eligible to transfer to the School of Engineering on a full-time basis, students must complete the required courses with a minimum grade of

C and an overall grade-point average of 2.50 or above. All applicants must apply for a Dean-to-Dean Transfer through the University College Office of Student Services. For more information, contact the Office of the Dean.

Certificate Programs

All certificate programs offered in New Brunswick/Piscataway are available to University College–New Brunswick students. Some of the certificate programs may require daytime attendance. Certificates are awarded only with or subsequent to the awarding of a baccalaureate degree in an approved major. See the Undergraduate Education in New Brunswick chapter for a list of current certificate programs.

Educational Opportunity Fund Program

The New Jersey Educational Opportunity Fund (EOF) Program is a state-sponsored program designed to assist state residents who might have been denied a college education because of financial and educational disadvantages. The EOF Program at University College offers academic, personal, and financial aid counseling. Full-time and part-time students are eligible. Information about EOF may be obtained at the Office of Advising and Counseling.

Honors Program

The honors program of University College enables qualified students to enrich their college education by enrolling in challenging, multidisciplinary seminar classes and conducting independent study projects under the direction of Rutgers faculty members. Students enrolled in the program are eligible for the Dean's Honors Scholarship.

To be admitted into the program, a student must have completed 12 credits at University College with a cumulative grade-point average of 3.4 or above. The student also must submit an example of his or her written work to the Honors Committee. To complete the program and receive the designation Honors Scholar on the permanent transcript, the student must (1) complete three 3-credit honors seminars (two 1.5-credit mini-seminars may be substituted for one 3-credit seminar), (2) complete an independent honors project, and (3) maintain a cumulative grade-point average of 3.4 or above.

A student who wishes to enroll in honors courses without being formally admitted into the program may do so, provided the student has completed at least 12 credits either at University College or at his or her previous college with a cumulative grade-point average of 3.4. The student can apply for formal admission into the program at a later date.

Five-Year Teacher Certification Program

Teacher certification programs in many areas of specialization are available through the Graduate School of Education to University College–New Brunswick students. These programs combine undergraduate and graduate study that culminate with an M.Ed. degree and certification of eligibility with advanced standing for the area for which certification is taught. See Education 300 in the Programs of Study for Liberal Arts Students section of this catalog for further information.

Joint Undergraduate/Graduate Degree Programs

University College–New Brunswick offers degree programs that enable a student to obtain a bachelor’s degree and a master’s degree in an accelerated period of time. Typically, these programs reduce the amount of time needed to complete the two degrees by one year for full-time students or an equivalent time span for part-time students. The following joint undergraduate/graduate degree programs are offered:

1. Bachelor’s/master’s program in business administration, offered in cooperation with the Rutgers Business School: Graduate Programs–Newark and New Brunswick.
2. Bachelor’s/master’s program in labor and industrial relations, offered in cooperation with the School of Management and Labor Relations.
3. Bachelor’s/master’s program in public policy, offered in cooperation with the Edward J. Bloustein School of Planning and Public Policy.
4. Bachelor’s/master’s program in criminal justice, offered in cooperation with the School of Criminal Justice.
5. Bachelor’s/M.D. program in medicine, offered in cooperation with the University of Medicine and Dentistry of New Jersey–Robert Wood Johnson Medical School.
6. Bachelor’s/master’s program in communication and information studies, offered in cooperation with the School of Communication, Information and Library Studies.
7. Bachelor’s/D.M.D. program in dentistry offered in cooperation with the University of Medicine and Dentistry of New Jersey–New Jersey Dental School.
8. Bachelor’s/M.D. program in medicine, offered in cooperation with the University of Medicine and Dentistry of New Jersey–New Jersey Medical School.

Students interested in these programs should contact the Office of the Dean, University College–New Brunswick, as early in their undergraduate years as possible.

Course Listing

See the Programs of Study for Liberal Arts Students section for course offerings available to University College–New Brunswick students. The following are specifically University College courses.

61:090:298,299. UNIVERSITY COLLEGE MISSION COURSES (3,3)

Open only to University College students.

Opportunity to study, with a senior faculty member, a topic clearly related to the instructor’s intellectual interests. Topics and instructors change each term.

61:090:361,362,363,364. HONORS MINI-SEMINARS (1.5,1.5,1.5,1.5)

Open only to students in the University College Honors Program.

Selected topics in arts and sciences.

61:090:375,376,377,378. COLLEGE HONORS SEMINARS (3,3,3,3)

Open only to students in the University College Honors Program.

Selected topics in arts and sciences.

61:090:394. HONORS INDEPENDENT PROJECT (1.5)

Open only to students in the University College Honors Program.

Allows students to conduct honors research.

61:090:395. HONORS INDEPENDENT STUDY (3)

Open only to students in the University College Honors Program.

Allows students to conduct honors research.

61:090:401,402. ADVANCED HONORS SEMINAR (3,3)

Open only to students in the University College Honors Program.

Selected topics in arts and sciences.

61:090:493,494. SENIOR HONORS THESIS (3,3)

Open only to students in the University College Honors Program.

Independent research and preparation of a written thesis under the direction of the University College Honors Committee.

Administration and Fellows

ADMINISTRATION

Office of the Dean

Emmet A. Dennis, *Dean of the College*
Victoria C. Ukachukwu, *Vice Dean and Chief Academic Officer*
Dilip Pandya, *Business Manager/Director of Personnel*
Unit Computing Manager
Yrelys Tapanes, *Assistant Dean for Academic Affairs*
Angeline Bishop, *Academic Progress Coordinator*
Beverly D'Amato, *Office Administrator*

Office of Advising and Counseling

Dean of Student Support Services
Vicki L. Brooks, *Assistant Dean/Director of EOF*
Anne Pallett-Piotrowski, *Counselor and Coordinator of Disability Services*
Shannon O'Brien, *Student Support Services Counselor*
Zena Jubilee, *EOF Counselor*

Office of Student Services

Hernan Green, *Assistant Dean for Student Services (Acting)*
Sandra Birek-Macurak, *Director of Recruitment and Admissions*
Christine Bonny, *Director of Enrollment Services (Acting)*
Jennifer Siehl-Franco, *Student Services Administrator*

FELLOWS

University College–New Brunswick fellows are members of the Rutgers–New Brunswick/Piscataway faculty who wish to devote themselves to the particular aims and mission of University College. The fellows exercise legislative and regulatory authority over all University College matters not specifically reserved to the dean. This includes general curricular requirements, admission policy for University College students, the overseeing of student life, and other activities charged to the standing committees.