

General Information



Tuition and Fees	171
Financial Aid	173
Student Life and Services	177
Academic Policies and Procedures	184
Governance of the University	197
Divisions of the University	198
Index	205

Tuition and Fees

FEE SCHEDULE

2002–2003 Academic Year

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

Application Fee , nonrefundable *	\$ 50.00
Admissions Acceptance Fee , nonrefundable *	125.00

College of Nursing Tuition †

Newark College of Arts and Sciences Tuition †

University College–Newark Tuition †

Full-time New Jersey resident, per term	2,885.00
Full-time non-New Jersey resident, per term	5,873.00
Part-time New Jersey resident, per credit	186.00
Part-time non-New Jersey resident, per credit	380.80

Rutgers Business School: Undergraduate–Newark Tuition †

Full-time New Jersey resident, per term	2,944.00
Full-time non-New Jersey resident, per term	5,989.00
Part-time New Jersey resident, per credit	191.00
Part-time non-New Jersey resident, per credit	387.95

Student Fee, per term

Full-time (12 or more credits)

College of Nursing	505.50
Newark College of Arts and Sciences	518.50
Rutgers Business School: Undergraduate–Newark	518.50
University College	511.50

Part-time (11 or fewer credits)

College of Nursing	128.00
Newark College of Arts and Sciences	132.50
Rutgers Business School: Undergraduate–Newark	132.50
University College	135.50

Computer Fee, per term

Full-time	100.00
Part-time (based on credit hours)	20.00–47.00

Meal Plans, per term

Newark Scarlet Plan (200 meals + \$50)	1,465.00
Newark Raider Plan (150 meals + \$100)	1,457.00
Newark Board Plan (19 meals weekly + \$50)	1,473.00
Newark Total Plan (15 meals weekly + \$100)	1,464.00
Newark Retail Plan (10 meals weekly + \$200)	1,454.00
Newark Debit Plan (\$350 min. + \$50 admin. fee)	400.00

Housing, per term ‡

Residence hall	2,342.00
University apartment	2,320.00

* This is a one-time nonrefundable payment. The application fee is for up to three colleges to which the application is made.

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

‡ Housing rates may be slightly higher or lower depending on location or whether it's single or double occupancy.

Miscellaneous Fees

First-year orientation fee	30.00
Late payment fee	125.00
Late registration fee	50.00
Partial payment plan fees	25.00–50.00
Reexamination and deferred examination fees	5.00
Proficiency examination fee	30.00
Deposit and course related fees	Variable
Basic health insurance fee (optional)	96.66
Major medical insurance fee (optional)	178.50

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

COLLEGE OF NURSING STUDENT UNIFORMS

Sometime before registration for the first clinical course, students will be provided with information about the student uniform. Students must purchase the uniform and a name pin. Students also may purchase white, uniform type shoes and white hose/socks. A watch with a sweep second hand, a stethoscope, goggles, and regulation bandage scissors complete the equipment requirements. See the College of Nursing section of this catalog for a complete description of uniform and equipment requirements for clinical courses. Cost for the uniform and equipment is approximately \$250.

BUSINESS/CASHIER'S OFFICE

The cashier's office for student business transactions is located in Blumenthal Hall, 249 University Avenue, Newark, NJ 07102 (973/353-5423). Inquiries concerning financial obligations to the university should be directed to this office.

TERM BILLS

Instructions for registration and payment of term bills are mailed to all students home addresses for the first and second terms with due dates indicated. Fall term bills are mailed the third week in July, for preregistered students, and weekly thereafter, depending on the date of registration. Spring term bills are mailed the third week in November and weekly thereafter. Students who do not receive a term bill for the fall or spring term should log on to the Rutgers Online Services at <http://www.rutgers.edu> and verify their home and email address information through the Student Online Directory. Students can also view their account online and print a duplicate bill at <http://www.studentabc.rutgers.edu>.

It is the student's responsibility to obtain, complete, and return the term bill on time. Students who fail to do so are charged a late payment fee of \$125. In addition, the student is responsible for all costs incurred by the university to collect all balances not paid in full when due. This may include, but is not limited to, collection costs, litigation/attorney fees, and court costs.

Full-time students who are unable to pay in full by the stipulated time may pay their bills according to the partial payment plan outlined below.

TUITION AND FEES

Payment of the term bill may be made in person or by mail to the Cashier's Office, Rutgers, The State University of New Jersey, Blumenthal Hall, 249 University Avenue, Newark, NJ 07102. Checks or money orders should be made payable to Rutgers, The State University of New Jersey. Visa, Mastercard, and Discover credit cards also are accepted via our web site at <http://www.studentabc.rutgers.edu>. Do not send cash through the mail.

Returned Checks

A service charge of \$10 is assessed if a check presented for payment of fees is returned to the university as uncollectible. If the returned check was for payment of the term bill or partial payment, applicable late fees are also assessed on the account.

PARTIAL PAYMENT PLAN

Students enrolled in 6 or more credits who are unable to pay their term bill in full may arrange with the local cashier's office to pay their bill, if it indicates a net balance due of \$200 or more, in three installments under the partial payment plan, as follows:

1. First payment: 50 percent of the net balance due on or before the date indicated on the term bill plus the \$25 nonrefundable partial payment fee.
2. Second payment: 25 percent of the net balance due the second Thursday in September for the fall term and the first Thursday in February for the spring term.
3. Third payment: net balance due on or before October 15 for the fall term and on or before March 1 for the spring term.

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

1. First payment: 50 percent of net balance due plus a \$25 nonrefundable partial payment fee.
2. Second payment: net balance due on or before October 15 for fall term and on or before March 1 for spring term.

Any installment not paid according to the schedule incurs an initial late fee of \$25 for the first week or part of a week that payment is late.

In addition, if all balances are not paid in full when due, the student is responsible for all costs incurred by the university to collect such debt. This may include, but is not limited to, collection costs, litigation/attorneys fees, and court costs.

REGISTRATION

Activation of Registration

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

Termination of Registration

The university exercises the right to terminate the registration of any student who has an outstanding financial obligation to the university, after sufficient notice has been given to the student. The university reserves the right to "hold" transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. "Holds" are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the university and paying a \$50 reinstatement fee.

STUDENT FEE *

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

	CN Full Time	CN Part Time	NCAS/RBS Full Time	NCAS/RBS Part Time	UC-N Full Time	UC-N Part Time
General university fee	\$ 12.29	\$ 8.30	\$ 13.29	\$ 7.05	\$ 13.18	\$ 6.05
Student activities						
Regular	13.25	4.25	16.75	5.00	10.25	10.25
Special	11.80	5.10	11.80	5.10	11.80	5.10
Student center activity	6.50	1.00	6.50	1.00	6.50	1.00
Intercollegiate athletics	64.50		66.00		65.61	
Club sports recreation	11.00	8.00	11.00	8.00	11.00	8.00
Student health service	96.66		96.66		96.66	
Career services	10.00	11.50	17.00	15.50	17.00	14.75
Student center operations	109.25	37.00	109.25	37.00	109.25	37.00
Debt service						
Building system student center	58.00	14.50	58.00	14.50	58.00	14.50
Newark facilities fee	6.25	3.00	6.25	3.00	6.25	3.00
Student recreation center						
Operations and management	37.00	12.85	37.00	12.85	37.00	13.35
Cultural and educational fees	3.00	1.00	3.00	1.00	3.00	1.00
Recreation fee	29.00	14.00	29.00	15.00	29.00	14.00
Capital improvement fee	37.00	7.50	37.00	7.50	37.00	7.50
<i>Total</i>	<u>\$505.50</u>	<u>\$128.00</u>	<u>\$518.50</u>	<u>\$132.50</u>	<u>\$511.50</u>	<u>\$135.50</u>

* Fees are for 2002-2003 academic year.

Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, students must notify the registrar in writing prior to the first day of classes. A student whose registration is canceled by the registrar will receive a full refund of tuition and fees, and prorated charges for room and board, if applicable. Notification of cancellation received on or after the first day of classes is treated, for billing purposes, as a withdrawal, and a refund will be based on the general refund policy.

SENIOR CITIZEN AUDIT PROGRAM

By action of the University Board of Governors, New Jersey senior citizens (age 62 and above, and retired) may audit on a space-available basis, without credit, any regular course taught at the university. For further information, contact the Office of Community Affairs at 732/932-7823.

GENERAL REFUND POLICY

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

First and second week:	80%
Third and fourth week:	60%
Fifth and sixth week:	40%

No reduction will be granted after the sixth week.

The effective date of withdrawal is the date on which a written statement of withdrawal is received by the registrar. The student fee and computer fee are not refundable.

No reduction is granted after the seventh day of classes to students who withdraw from one or more courses, but remain registered in others. No adjustment from full-time to part-time status is made after the seventh day of classes. If withdrawal from one or more courses amounts to complete withdrawal from a program, the provision for full withdrawal applies. A student cannot complete a full withdrawal from class using the telephone registration system.

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

Refund Policies for Title IV Funds Recipients

There is an additional refund schedule that differs from the General Refund Policy schedule for recipients of federal financial assistance who completely withdraw from the university.

For further information, please contact the Office of Financial Aid.

Financial Aid

The staff in the Office of Financial Aid at Rutgers, The State University of New Jersey, is concerned with students' educational expenses. The impact of educational expenses upon the student and his or her family is sizable, in spite of the fact that tuition at Rutgers covers only a small portion of the actual cost of instruction for each student. In order to allow students with limited financial resources to attend college, every effort will be made to assist these students in finding the funds to finance their education.

Each year, more than half the number of the Rutgers students who apply for financial aid receive some form of assistance. Although most financial assistance processed through the Office of Financial Aid is available only to students who demonstrate need and who are enrolled in a degree program, other forms of assistance also are available.

Rutgers participates in the full range of state and federal financial aid programs and has a large number of university-supported programs. A brief description of each program follows. The Office of Financial Aid is located at 249 University Avenue, Newark, NJ 07102 (973/353-5151).

All students and parents are encouraged to file an application for financial aid.

Students with complex problems or those seeking detailed answers should request an appointment with an aid counselor. Generally, a student can expect to see a counselor within a few days of making an appointment, except during the first three weeks of each term. All information is kept confidential.

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

HOW TO APPLY

Application Procedure. All students interested in applying for financial aid must annually submit a Free Application for Federal Student Aid (FAFSA) and send it to the federal processor at the address listed on the envelope provided with the form. The form should be submitted by no later than March 1 of the academic year preceding the academic year for which aid is sought. FAFSAs are available through high school guidance offices or the Office of Financial Aid. Students who apply after March 15 will be considered as funds become available. FAFSAs are available to students in January. FAFSAs may also be filed on the web: <http://www.fafsa.ed.gov>.

Parents and students who need assistance in completing the financial aid form should contact the Office of Financial Aid for an appointment. Parents and students should bring complete financial records with them at that time.

Notification. First-year and transfer applicants who apply for aid and are admitted by March 1 can expect to receive a decision between April 1 and May 15. Students admitted after March 1 receive notification of their financial aid within three to four weeks. All applicants for aid are notified whether or not they will be offered financial aid.

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

Procedure for Part-Time Students. Students enrolled part time may be eligible for the federal student aid programs described below. The amounts they are eligible to receive will be prorated according to direct educational expenses incurred. It is suggested that part-time students visit the financial aid office for an interview.

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

Academic Progress. In order for aid to be offered to returning students, satisfactory academic progress must be met. This includes both maintaining a grade-point average that meets the college scholastic standing committee's requirements, as well as earning a certain number of credits during each year of enrollment.

SOURCES OF FINANCIAL AID

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

After financial need has been established, the student is informed by letter of the exact nature of aid awarded. The total amount of each award is revised annually based upon the university's aid budget and on information provided by the student on the aid application filed each year. When comparing an aid offer from Rutgers with aid offered by another institution, consider not only the total dollars offered, but also the type of aid that is being offered and how much aid is being offered in relationship to the cost of attending the institution.

Scholarships, Awards, and Grants

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

Edward J. Bloustein Distinguished Scholars Program (DSP). The highest achieving students at New Jersey's secondary schools are offered \$950 scholarships annually without regard to financial need. Edward J. Bloustein Distinguished Scholars are students who place in the top 10 percent of their graduating class and have combined Scholastic Assessment Test I (SAT I) scores of at least 1260, or are ranked first, second, or third in their class. Additional scholarships are provided to students from the state's urban and economically distressed areas based on class rank and cumulative grade-point average.

James Dickson Carr Minority Scholarship Program. Carr awards in the amount of \$10,000 per year for four years (or five years if enrolled in a five-year program) are awarded to outstanding minority students selected on the basis of academic promise as demonstrated in high school work and SAT I or ACT scores, as well as activities in school and the community. Preference is given to qualified student applicants who are members of minority groups that have evidenced significant undergraduate enrollment declines in recent years.

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

Federal Pell Grants. Available to undergraduate students who have not earned a bachelor's or professional degree. Students must be in good standing and making satisfactory academic progress as defined by Rutgers to continue to be eligible. Award ranges from \$400 to \$4,050. Students must be citizens or permanent residents of the United States. Application is made by submitting a completed financial aid application (FAFSA).

Federal Supplemental Educational Opportunity Grants (FSEOG). Provided by the federal government through the university to assist undergraduates with significant financial need. Application is made by submitting a completed FAFSA. Grants range from \$200 to \$4,000, depending on financial need and funding availability.

New Jersey Educational Opportunity Fund Grants (EOF). Restricted to students from educationally and economically disadvantaged families with exceptional financial need. Awards may range from \$200 to \$1,200 per academic year. Students must be enrolled full time in a degree program and be New Jersey residents. Students should contact the college EOF director, the Office of University Undergraduate Admissions, or the Office of Financial Aid for additional information. Each student is required to submit the FAFSA. Beyond the grant, the EOF program offers significant support services in areas such as reading and writing skills development, tutoring, and individualized counseling.

New Jersey Tuition Aid Grants (TAG). Restricted to New Jersey residents who are enrolled full time (minimum of 12 credits per term). Award amount varies, based on student need. Students who wish to be considered for the Tuition Aid Grant must file the FAFSA. The New Jersey Higher Education Student Assistance Authority (HESAA) sends a Student Eligibility Notice (SEN) to the student with accompanying instructions. The student is responsible for

informing the HESAA of any changes to information that is incorrect on the SEN. The student should also submit these changes to the Office of Financial Aid.

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

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

University Scholarship Aid. Offered to students who have outstanding records of academic and extracurricular achievement. All applicants for financial aid are considered, but scholarship awards are offered to those who best meet the criteria of various scholarship programs. A few scholarships are based only on merit.

After filing the FAFSA, students are automatically considered for both universitywide and college-specific scholarships.

Loans

William D. Ford Federal Direct Loan Program

The Federal Direct Loan program allows students and parents to borrow money from the federal government to pay for education, eliminating the need for an outside lender, such as a bank. In order to be considered for a Federal Direct student loan, students must complete the FAFSA. The financial aid award letter lists eligibility for the program. Money for which students are eligible is credited directly to their accounts. Because Rutgers participates in this program, it *cannot* accept any Federal Stafford Loan applications from students or their lenders. Since the U.S. Department of Education is the lender for the Federal Direct student loan program, borrowers send all loan repayments to the USDOE rather than to several lenders.

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

In addition to these requirements, all first time Federal Direct Stafford/Ford Loan and Federal Direct Unsubsidized Stafford/Ford Loan borrowers must attend an entrance interview in order to be informed of their rights and responsibilities regarding the loan and an exit interview prior to withdrawal from college or graduation.

Federal Direct Subsidized Loan. Based on financial need. The federal government pays the interest on the loan while the student is attending school. The interest rate is variable;

that is, it is adjusted each year. The 2003–2004 rate is 3.42 percent. Additionally, borrowers are charged an origination fee of 1.5 percent. Students may borrow \$2,625 for first-year undergraduate study, \$3,500 for the second year, and \$5,500 for each of the third, fourth, and fifth years.

Federal Direct Unsubsidized Loan. Not based on need. All interest charges must be paid by the student. The interest rate and loan maximums are the same as for the Federal Direct Subsidized Loan. However, students who have *proven* independence may borrow an additional \$4,000 in each of the first and second years, and an additional \$5,000 in each of the third, fourth, and fifth years.

Federal Direct PLUS Loan. Parents of dependent students may borrow from this program to help pay for college expenses. Applications and promissory notes are available at the Office of Financial Aid. Similar to the Federal Direct Stafford Loan, the interest rate is variable. The maximum rate for a Federal Direct PLUS Loan is 9 percent. Additionally, borrowers are charged an origination fee of 2.5 percent. This loan allows parents to borrow up to the cost of education minus other financial aid received by the student.

Federal Perkins Loan

Available to students who are enrolled in a minimum of 6 credits per term and who are citizens or permanent residents of the United States. The Perkins Loan is awarded to students who demonstrate need through the FAFSA. The cumulative amount a student can borrow under this program is \$20,000 for undergraduates.

Interest at the rate of 5 percent simple begins nine months after the borrower ceases to be enrolled in a minimum of 6 credits per term and extends over a maximum repayment period of 10 years. Monthly payments of at least \$30 to \$40 are required. Deferment of repayment is permitted for certain kinds of federal service, and cancellation of loans is permitted for certain public services.

Federal Direct and Perkins Loan recipients must also attend an exit interview before graduation or upon withdrawal from the university.

Emergency Loans

Students who are experiencing an unusual financial emergency may apply for a university loan of up to \$500. Students need not be recipients of financial aid nor have filed a financial aid form to be considered. Loans must be repaid within the same term. An educationally related emergency need must be demonstrated as well as a method to repay the loan promptly. All loans are contingent upon available funds.

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

Employment

Federal Work-Study Program (FWSP). This program provides financial assistance to students who demonstrate need through employment on campus or with nonprofit off-campus agencies. Students may work in community service jobs in paid positions. Every effort is made to place students in jobs related to their skills and interests. Students may work 20 hours per week when classes are in session and up to 35 hours per week during periods when classes are not in session.

Off-Campus Employment. Students not eligible for the FWSP can receive information on other employment programs from the Career Development Center. All students can review off-campus part-time and seasonal employment opportunities available through the Job Location and Development Program at <http://www.studentwork.rutgers.edu>.

Other Sources of Aid

Veterans Benefits. The United States Veterans Administration operates various education assistance programs for eligible veterans, war orphans, surviving spouse or child of any veteran killed while on duty with the Armed Forces, disabled veterans, dependents of a veteran with service-related total disability, and certain members of the selected reserve. Inquiries concerning eligibility may be directed to the Veterans Administration office in Newark, New Jersey (800/242-5867) or to the veterans coordinator on each campus. For New Brunswick, the number is 732/932-7067.

Veterans and others mentioned above who plan to utilize veterans' education benefits should initially present the Veterans Administration Certificate of Eligibility Form(s) and/or discharge papers (certified copy of the DD214) when registering for courses. If applying for other financial aid with the university, veterans must report the fact that they will receive veterans' education benefits to the Office of Financial Aid.

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

No veteran may officially withdraw from a course (or courses) without prior approval from the academic services and/or dean of students offices. All withdrawals must

be submitted in writing. The date of official withdrawal will be the determining date for changes in benefits. Failure to comply with the official school withdrawal procedure may affect both past and future benefits. Any change in schedule must also be reported to the campus Office of Veterans Affairs.

CHANGE IN FINANCIAL RESOURCES

Changes may occur in a family's situation throughout the year. Therefore, students may wish to appeal their financial aid award. This may be done by submitting a detailed letter along with supporting documents to the Office of Financial Aid or by requesting an appointment with an aid counselor. It is university and federal policy that students cannot receive assistance in excess of their calculated financial need. For a detailed copy of the financial aid appeal procedure, contact the Office of Financial Aid.

If unusual situations occur, such as loss of employment, death or incapacitation of a wage earner, or loss of some form of untaxed income, the Office of Financial Aid provides professional advice on how forms can be reprocessed with the state and federal governments. Students are encouraged to make an appointment with a counselor to discuss their situation in detail.

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

Student Life and Services

The Rutgers–Newark campus provides many services and activities for the personal and social welfare of students. There is also a range of academic support services, including the library and the computer center. The annual *Student Handbook* is a source of information for new students.

LIBRARIES

With holdings of over three million volumes, the Rutgers University Libraries rank among the nation's top research libraries. Comprised of 26 libraries, centers, and reading rooms located on Rutgers' campuses in Camden, Newark, and New Brunswick, and RU-Online, a digital library, the libraries provide the resources and services necessary to support the university's mission of teaching, research, and service.

Rutgers University students, faculty, staff, and alumni are entitled to borrow materials from any of the Rutgers University Libraries. The Rutgers Delivery Service and Interlibrary Loan Service allow library users to request books and journal articles located at distant Rutgers libraries or outside the university. The loan period for faculty, staff, and graduate students is one full term. All other borrowers, including undergraduate students, may keep materials for 28 days. All materials, regardless of loan period or borrower's privileges, are subject to recall.

The John Cotton Dana Library in Newark (which also houses the Institute of Jazz Studies) supports all undergraduate and graduate programs offered on the Newark campus with an emphasis on business, management, and nursing. The Robeson Library houses a broad liberal arts collection, which supports all undergraduate and graduate programs offered on the Camden campus. Law libraries also are located on both the Camden and Newark campuses and have separate policies and online catalogs.

There are two large research libraries on the New Brunswick campuses: the Library of Science and Medicine, which houses the primary collections in behavioral, biological, earth, and pharmaceutical sciences, and engineering; and the Archibald S. Alexander Library, which provides extensive humanities and social sciences collections. The Mabel Smith Douglass Library supports undergraduate education and houses the primary collections for women's studies and the performing arts. The Kilmer Library is the primary business library in New Brunswick and provides support for undergraduate instruction. There are also several specialized libraries and collections in the New Brunswick area including Alcohol Studies, Art, Stephen and Lucy Chang Science Library, Chemistry, East Asian, Mathematical Sciences, Music, Physics, and Special Collections and University Archives.

The libraries provide numerous electronic resources to the Rutgers community. Library users can search IRIS, the online catalog, through the libraries' web site at <http://www.libraries.rutgers.edu/>. IRIS identifies materials owned by Rutgers libraries in Camden, Newark, and New Brunswick, and contains records for most items acquired

since 1972. Students, faculty, and staff also can access online a variety of electronic indexes and abstracts, full-text electronic journals, research guides, and library services. The libraries provide hundreds of CD-ROM titles in addition to online resources.

Librarians, many with advanced subject expertise, are available at all of the major libraries to assist with research projects, classroom instruction, and research strategies. In addition to individual instruction at the reference desk, librarians also provide in-class teaching at instructors' requests. Librarians are available to help with both computerized and noncomputerized reference and subject searches.

The libraries are committed to providing equal access to services and collections for all library patrons. Users with disabilities may request special services through the circulation or reference department in each library.

COMPUTER FACILITIES

Rutgers University Computing Services (RUCS) provides extensive computing and network services for students, faculty, and staff in all academic and administrative units of the university. In addition to the RUCS facilities, many departments and schools operate computing facilities of their own.

Support for students centers on a set of public computer labs, plus additional locations. These labs have a mix of Windows, Macintosh, and Unix workstations or X terminals, as well as printers. Several of the areas are equipped for class use. Software includes word processing and spreadsheets packages, as well as tools for specialized academic uses, such as statistics, mathematics, and mapping. Much of this software is also available for students to use on their own computers in residence halls.

Rutgers is nearing completion of a major networking project. In the last four years, approximately 260 buildings have been wired and 500 connected to the Rutgers data network. Virtually every student residing in university housing has a robust Ethernet connection. Residents who use these connections have full access to computer resources at Rutgers and the Internet.

RUCS provides central services for students, including email, net news, web page hosting, and Unix shell access. Student services available via the web include a schedule of classes, online registration, financial aid award status, grades, transcripts and class schedules, statements of accounts, a calendar of events, and an online directory. Many courses make use of computers and web technology. Email is used widely on campus to communicate with faculty and other students, as well as to distribute announcements.

ACADEMIC FOUNDATIONS CENTER

The Academic Foundations Center (AFC) is an alliance of academic support service programs, including the Department of Education and Academic Foundations (DEAF), the Educational Opportunity Fund Program (EOF), and the Center for Pre-College Education and Community Outreach. The center offers specialized instruction in communication skills—reading, writing, and English as a second language—and basic mathematics, science, and study skills. AFC combines strong instruction and tutorial

assistance with the personal, financial, and career counseling support necessary for the academic and social advancement of underprepared students. The AFC also houses a department with tenured faculty who are recognized in their disciplines of education, mathematics, and communication skills, and who are deeply committed to bringing high school and college experiences to underprepared students entering Newark College of Arts and Sciences and University College. AFC is important in accomplishing the university's and Rutgers–Newark's mission to educate New Jersey's diverse range of students, as well as prepare the communities' K–12 precollege students to enter college.

LEARNING RESOURCE CENTERS

The Learning Resource Centers (LRC) provide a comprehensive menu of academic support services designed to meet the needs of the diverse learners within the Rutgers student body. The variety of services helps students develop more efficient and effective learning strategies and cognitive insights that lead to academic success. The primary mission of the LRC is to help learners learn more in less time with greater ease and confidence and to help students maximize their academic potential.

Learning Assistance

Individualized learning assistance is available to any student who seeks help in learning strategies in order to reach his or her learning potential. Instructional material is available through a wide variety of presentation methods on all the skill areas necessary for efficient and effective learning: information processing, higher-level organizational skills, developing and processing notes from lectures and reading, time management, and test preparation and exam strategies. Learning specialists provide diagnosis, individualized program design for self-improvement, and personal conferencing. Audiocassettes, video, computer instruction, texts, and other modes are used to allow the individual student to develop personal and effective learning strategies at his or her own pace.

Academic Tutoring

The academic tutoring service provides specific course assistance in first- and second-level difficult courses such as accounting, biological sciences, chemistry, computer science, economics, logic, mathematics, physics, and statistics. The tutors are Rutgers undergraduate students who meet stringent academic requirements, have completed mandatory tutor training, and are nationally certified. Students may walk into the LRC during scheduled hours for help in their specific course. Tutors work with a small group of students, and classmates may end up in the same tutoring group. Tutoring is available on a regularly scheduled basis in the LRC during the week and on weekends.

Instructional Computing

Instructional computing as a support for learning in introductory courses is available in the LRC. Rutgers faculty lead in the selection of the appropriate software to support the learning in their courses, and may also provide software that they have developed for their students' learning. Instructional software in the LRC is often identified on the

course syllabus as a "resource" for students, along with a reading list on reserve in the library.

Supplemental Instruction

Supplemental Instruction (SI) is a formal support program designed to assist students in mastering course concepts and, at the same time, to increase their competence in learning how to learn the concepts of the discipline more effectively and efficiently. SI links course content and cognitive skills development through a regular schedule of out-of-class sessions. Trained student SI leaders guide the sessions by encouraging students to think about, question, and confirm their understanding of the content while learning more effective strategies of studying and learning the subject. When SI is available in conjunction with a specific section of a difficult course, attendance at one, two, or all sessions is optional.

Course Support

Faculty who teach a wide variety of courses in many different departments provide course support materials for their students to study and use in the LRC. Professors may provide old exams, lecture notes or course outlines, videotapes of lectures, study guides, instructional computer software, or other kinds of materials that are helpful to learning in the course.

Every service in the LRC is available to every Rutgers student as a benefit of enrollment.

Newark LRC
126 Conklin Hall
973/353-5608

Newark Learning Resource Center hours are:

Monday–Thursday	8:30 A.M. to 7:00 P.M.
Friday	8:30 A.M. to 1:00 P.M.
Saturday	10:00 A.M. to 2:00 P.M.

HOUSING AND RESIDENCE LIFE

Woodward Hall, built in 1990, is a 10-story, suite-style residence hall for undergraduates. Each suite has three bedrooms (two students per room), a living room, a bathroom, and a vanity area. Each suite is fully furnished, has wall-to-wall carpeting, and has controls for air-conditioning and heat. In addition, each suite has an intercom connected to the security desk located in the lobby, which is staffed around-the-clock.

Woodward Hall offers a computer lab, laundry room, TV lounge, and kitchenette for students' use. The residence life staff is available for personal concerns as well as for planning a wide variety of activities and programs.

Undergraduates who are 22 years of age or older may request the opportunity to live in Talbott Apartments. In Talbott, four students share an apartment that offers either two or four bedrooms, a kitchen, a living room, a dining room, a bathroom, and a vanity area. Talbott Apartments also are staffed with security personnel at all times.

Both buildings are equipped with smoke and heat detectors and have sprinkler systems throughout all common areas and student bedrooms.

Housing is not guaranteed, and all students who are interested in living on campus are encouraged to apply as soon as they are accepted to Rutgers–Newark. For information, call the housing office at 973/353-1037.

DINING SERVICES

Breakfast, lunch, and dinner are available on a cash basis and by debit in Robeson Campus Center whenever classes are in session. Daily selections include a make-your-own salad bar, grill and deli sandwiches, soups, and a wide choice of hot entrees. A food court with a Pizza Hut offers hot and cold meals every afternoon and evening. The University Club and adjacent meeting and conference rooms provide a more formal luncheon service to the university community, both for individuals and groups that want to combine a meal with their meeting or conference. The dining service also provides catering services for student, faculty, staff, and alumni events in Robeson Center and throughout the campus.

Stonsby Commons, opened with Woodward Hall in 1990, offers an alternative style of service to resident students, commuters, and the entire Rutgers community. All meals in this attractive new facility are served on an all-you-can-eat basis. Residents of Woodward are required to obtain a meal plan, and residents of Talbott and all other students have the option of purchasing one. All members of the Rutgers–Newark community may also pay a cash equivalent for each meal served.

Information about meal plan options available and all the services offered at Stonsby Commons may be obtained at 973/353-5998 or 5999. Students wishing to sign up for a meal plan should request an application at Robeson Center, Room 325. For additional information, please go to <http://robeson.rutgers.edu>

RUTGERS UNIVERSITY HEALTH SERVICES

Rutgers University Health Services, located in Room 104 of Blumenthal Hall at 249 University Avenue on the Newark campus, provides medical services for all full-time students. Part-time and University College students may become eligible by paying the student health service and insurance fee to Newark Health Center.

The health center is staffed by board-certified physicians, nurse practitioners, a registered nurse, and other professional staff. A wide range of services is provided, including general primary care, gynecology, health education, alcohol and other drug counseling, mental health services, immunizations, allergy desensitizations, laboratory tests, physical examinations, and referrals to specialists. Surgical and critical medical conditions are referred to appropriate resources. The health center is open from 8:30 A.M. to 4:30 P.M., Monday through Friday. The center can be reached by telephone at 973/353-5231. Appointments are encouraged to reduce waiting time.

Pharmacy services are available on the premises weekdays from 9:00 A.M. to 4:30 P.M. Credit cards are accepted; prescriptions and over-the-counter items may be obtained at reasonable cost. The pharmacy can be contacted at 973/353-5201.

Students are urged to use the health center for medical treatment, health education, and preventative medicine. Services are rendered confidentially. Some health services rendered by outside consultants and facilities are the financial responsibility of the student.

SEXUAL ASSAULT SERVICES AND CRIME VICTIM ASSISTANCE

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

For more information or to schedule an appointment or program, call 732/932-1181, visit the department web site at <http://www.rutgers.edu/SexualAssault/>, or email the staff at sascva@rci.rutgers.edu. The office is located at 3 Bartlett Street on the College Avenue campus, New Brunswick, NJ.

STUDENT HEALTH INSURANCE

All full-time students, by paying the student fee, and those part-time students and University College–Newark students who elect to pay the student health service and insurance fee, are insured for a maximum of \$5,000 in medical expenses, brought about by illness or injury. This policy provides excess coverage over any other insurance plans. Students have the option to purchase a major medical policy sponsored by the university that provides more extensive coverage. Students may also purchase coverage for their spouse, sole domestic partner, and/or children at additional cost. Any student not covered by individual or family policies should consider this coverage. Information and applications are available from the Newark Health Center, 249 University Avenue, Newark, NJ 07102 (973/353-5231).

Compulsory International Student Insurance Fee

All students in F or J immigration status whose visa documents are issued by Rutgers are required to have both the basic and major medical coverage, which will be charged to them on the term bill. Any accompanying spouse and children must also be insured. Dependent coverage with the student insurance program can be purchased by calling the health insurance adviser at the Center for International Faculty and Student Services, Rutgers, The State University of New Jersey, 180 College Avenue, New Brunswick, NJ 08901-8537 (732/932-7402). Students with questions about insurance fees also may stop by the Office of International Student Services at 235 Smith Hall in Newark for assistance.

COUNSELING SERVICES

Counseling Center

A staff of clinical psychologists and other mental health professionals is available to work confidentially with students having personal problems or experiencing difficulty coping with the stresses of university life. Appointments to

see a psychologist located in Blumenthal Hall may be made by calling 973/353-5805, or visit 101 Blumenthal Hall, 249 University Avenue, Newark.

International Student Services

The Office of International Student Services assists nonimmigrant international students with all matters of special concern to them and serves as a referral source to other university offices, academic departments, and outside agencies. The office, which is located at 235 Smith Hall, provides direct support with employment, immigration, personal, and other matters. In addition, the office sponsors a variety of cultural and social programs throughout the year.

Advice on immigration includes both general information on students' rights and responsibilities as well as assistance with procedures and documents required for transfer of schools, extensions of stay, work permission, and practical training experiences. The office also provides support and advice on such matters as adjustment to life in the United States, cross-cultural differences, family concerns, health care and insurance, and other personal concerns. For additional information, call 973/353-1427, or send email to oiss@andromeda.rutgers.edu.

Counseling Services for Students with Disabilities

Students who wish assistance due to a disability are advised to contact the adviser for disabled students, located in the Paul Robeson Campus Center, Room 234. Special counseling and direct assistance are available to make all programs of the university accessible to any student. For information and assistance, call 973/353-5300 or 5881.

On-campus housing for disabled students is available through the Office of Housing and Residence Life, Woodward Hall. For further information, call 973/353-1037 or 1073.

Complaints or grievances regarding Rutgers' compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act may be directed to the Director of Compliance, Student Policy, and Judicial Affairs at 3 Bartlett Street, New Brunswick, 08901 (732/932-7312).

Veterans Services

The Office of Veterans Affairs, located in the registrar's office, 309 Blumenthal Hall, 973/353-5324, serves student veterans at Rutgers–Newark and residents of the surrounding communities regarding GI benefits, admission, financial aid, work-study programs, tutoring, and employment opportunities. (Certification of veteran's student status is handled by the Office of the Registrar, 249 University Avenue.) The staff processes forms for New Jersey veteran's benefits and grants and keeps veterans informed of current state and national legislation. Both personal and group counseling for veterans can be arranged through this office.

Information and services for the ROTC program also are available through the Registrar's Office, 309 Blumenthal Hall (973/353-5324).

Career Counseling and Placement Service

The Career Development Center (CDC), located in Hill Hall 309 and 313, offers a wide variety of services to both students and alumni. Professional career counselors are available to help students determine appropriate educational goals and related career choices. The staff provides individ-

ual career counseling, group workshops, vocational testing, internship information, and special programs. Assistance is provided concerning job search strategies, acquisition of job leads, résumé content and presentation, and interviewing techniques. Our career library, housed within the center's main office, has quality texts pertaining to occupational selections as well as graduate-professional study and standardized testing.

Part-time, seasonal, internship, entry-level, and experienced professional level employment opportunities are posted daily on the center's exclusive, interactive web site. Employer leads are accessible through our web page 24 hours per day, 7 days a week. On-campus interviews with prospective employers are offered through the fall and spring recruitment programs. Annual career fairs are conducted each September, November, and April. GRE, LSAT, MCAT, PCAT, PRAXIS/NTE, and VCAT test registration materials are also available. An online credentials file service is also available through the center for the collection and distribution of letters of recommendation to be used for application to graduate school or for professional employment.

Call 973/353-5311 to schedule an appointment to meet with one of our professional career counselors or feel free to make use of our convenient walk-in periods for more succinct questions. To learn more about the center and its many services and activities, please visit <http://cdc.newark.rutgers.edu>.

DAY CARE CENTERS

The Office of Housing and Residence Life lists several child care centers in the vicinity of Rutgers–Newark. The office, located on the first floor of Woodward Hall, has information regarding these centers and invites parents to visit the centers in which they are interested. The Office of Housing and Residence Life does not endorse the services of any of the centers listed.

PARKING AND TRANSPORTATION SERVICES

Students may park at Deck I, 200 University Avenue, Monday through Friday, from 7:00 A.M. to midnight, and Saturdays to 8:00 P.M.; at Deck II, 166 Washington Street, Monday through Friday, from 7:00 A.M. to midnight; and at Lot No. 508, adjacent to Bradley Hall, weekdays after 4:00 P.M. Student deck permits, valid for the academic year, may be purchased for \$25.00 at the Photo ID/Permit Sales Window, 249 University Avenue, Blumenthal Hall. Students with valid permits are charged a reduced daily parking fee of \$2.75 when exiting; others are charged \$4.50 per day.

Students residing at either Talbott or Woodward halls may purchase reserved 24-hour resident parking in Deck I. A limited number of reserved spaces are available; permits are sold on a first-come, first-served basis. Residents may opt to purchase an annual contract (September 1–August 31), an academic year contract (September 1–May 31), or a single-term permit. Partial payment contracts are available upon request. For more information and fee structure, call 973/353-5873.

Vehicle registration materials, including registration forms and payment instructions, are mailed to students during the summer. Please use the return envelope accompanying your materials to expedite processing and to avoid waiting on line during the first week of class. Vehicle registration materials are also made available at new student registrations. For more information, contact the Photo ID/Permit Sales Window, 249 University Avenue, Blumenthal Hall (973/353-5873).

Shuttle Van Service

A free shuttle van service is available to Rutgers faculty, staff, and students from 3:30 P.M. to midnight, Monday through Friday. The shuttle service is provided for the exclusive use of Rutgers and NJIT faculty, staff, students, and their guests. Proper identification in the form of an ID card must be presented to enter the van. The shuttle's designated stops include key locations around the main campus, Broad Street and Pennsylvania Railroad stations, Kearny, and Harrison. Schedules are available at the Department of Campus Safety, at University Police Headquarters, from shuttle service drivers, or online. For more information, contact the Department of Campus Safety, 249 University Avenue, Blumenthal Hall (973/353-1818).

Railroad Discounts

Full-time students who travel by train are eligible for the New Jersey Transit System Student Discount Program. In order to obtain a discount on the purchase of a monthly commutation ticket, a railroad discount form must be obtained at the train station. The form must be presented to the registrar's office for authorization prior to purchasing the monthly ticket.

If you would like assistance in planning your way to the campus or need further information, please contact Rutgers INFO at 732/932-4636.

PHOTO IDENTIFICATION CARDS

All students, faculty, and staff are required to carry a valid Rutgers identification card at all times. The Rutgers ID must be presented for security purposes, student activities, the library, the athletic center, computer center usage, registrations, and shuttle service, and as deemed necessary by other university departments.

The Photo ID/Permit Sales Window processes ID cards for newly admitted students at their respective registrations. Thereafter, all photo ID business is transacted at the Photo ID/Permit Sales Window Services. Regular office hours are Monday, Tuesday, Thursday and Friday, 8:30 A.M. to 4:30 P.M., and Wednesdays from 8:30 A.M. to 6:30 P.M. During the first month of each term, office hours are extended to 6:30 P.M., except on Friday.

PAUL ROBESON CAMPUS CENTER

The Paul Robeson Campus Center, 350 Dr. Martin Luther King, Jr. Boulevard, serves as the focal point for student activities and provides space for gatherings of all kinds for the Rutgers–Newark community. Open to all students, faculty, staff, and alumni, the campus center offers a 300-seat

dining hall, a professional art gallery, student lounges, meeting and conference rooms, a new game room for table tennis, pocket billiards, chess, and other table games, offices and mailboxes for student organizations, and a multipurpose room capable of holding functions for more than six hundred people. The Paul Robeson Campus Center also offers meeting and activity space, two dining facilities (the University Club for fine buffet luncheons and a food court adjacent to the main student lounge), and a gift shop.

For information about the services and activities provided by the campus center, call 973/353-5568. Information regarding all student organizations and activities on campus is available at the Office of Student Activities, Room 234, Robeson Campus Center (973/353-5881). For room reservations at the campus center, contact the Administrative Office, Room 219, Robeson Campus Center (973/353-5568).

Robeson Center Art Gallery

The Robeson Campus Center houses the Robeson Center Art Gallery, which is managed by the Department of Visual and Performing Arts. The gallery mounts exhibitions that provide support for both the visual and performing arts programs and serves as an important cultural and academic resource for the campus and the community. Exhibitions and related programs are often developed in collaboration with a number of local cultural institutions such as the Newark Museum, Newark Library, and Newark Historical Society. Information about the gallery can be obtained by calling 973/353-5119.

STUDENT ACTIVITIES

Rutgers maintains a quality out-of-classroom program experience as a means of broadening the overall educational development of its students. The Office of Student Activities and the Rutgers–Newark Program Board plan and coordinate an extensive activity program which enriches the educational, cultural, and social experience of students. The Office of Student Activities is responsible for the development of specific programs and activities for our diverse student community. It serves as adviser to students and their organizations in all aspects of their cocurricular involvement at the campus.

Musicians, featuring both classical and contemporary styles, regularly appear on campus. The Rutgers–Newark string orchestra, concert band, and university chorus also provide outlets for student musical talent. Art exhibits are a frequent feature at the campus center. Professional and student groups perform at the theater, and frequent trips to the New York theaters are promoted by a number of student organizations. The *Observer*, the student newspaper; the *Encore*, the yearbook; WRNU, the student radio station; and several other student organizations provide valuable experience for students interested in communication media.

Close to one hundred on-campus undergraduate organizations related to academic interests, contemporary problems, the arts, religion, and the professions encourage students to participate in their regularly scheduled meetings and special events. Both social and honorary fraternities and sororities are available to students who wish to identify with small service, social, or professional groups. Several of the major religious faiths maintain fully staffed facilities near the campus. For more information, call 973/353-5300 or 5881.

STUDENT GOVERNMENT

Student governance is an integral part of the college experience. The student governing associations of Newark College of Arts and Sciences, the College of Nursing, and University College–Newark serve as a liaison between the administration and the student body. At regularly scheduled meetings of the associations, students participate in self-government. Students also serve as members of committees that deal with policy and procedural operations of the colleges and the university.

ATHLETIC AND RECREATION PROGRAMS AND FACILITIES

The Golden Dome Athletic Center at 42 Warren Street is the location for both the athletic and recreation departments. The Golden Dome Athletic Center houses an eight-lane, 25-yard swimming pool, four racquetball courts, five outdoor, lighted tennis courts, two gymnasiums—a recreation gym (contains two basketball or two regulation volleyball courts) and the Arena Gym (which seats 1,200 for athletic contests)—men's and women's locker rooms, and a modern, up-to-date fitness center that contains a free weight and Nautilus room, a multipurpose aerobics/exercise room, and an executive fitness room that contains all the electronic workout machines such as step masters, a setup mill, bikes, treadmills, Nordic Tracks, and other state-of-the-art fitness machines.

Alumni Field, with lighted athletic recreation fields, a regulation soccer field, an all-weather track, and baseball and softball fields, is located next door to the Golden Dome Athletic Center.

A varied intercollegiate athletic NCAA Division III (men's volleyball in Division I) program that features varsity competition in men's and women's baseball, basketball, soccer, softball, tennis, and volleyball is offered at Rutgers–Newark. The Rutgers–Newark Scarlet Raiders provide lots of excitement for their spectators within the nationally renowned New Jersey Athletic Conference.

The recreation department provides a multitude of activities for the Rutgers–Newark community and offers some 35 to 45 noncredit activity classes in aquatics, martial arts, fitness, team and individual sports, and racquet sports each term. The recreation department also offers a complete intramural schedule, adventure recreation trips, club sports, special events, and community programs.

All of these facilities are available for recreational use by students, faculty, staff, and recreation members. For more information, call 973/353-5924 (recreation) or 5474 (athletics).

ALUMNI

Alumni Relations

The university seeks full support from its alumni and, in return, offers them a number of services and programs. Rutgers University Department of Alumni Relations is responsible for working with the more than 330,000 Rutgers alumni. The mission of the department is to increase and strengthen alumni support for Rutgers, The State University of New Jersey, and its schools and colleges,

recognizing that graduates are the institution's only enduring and permanent constituency. The department maintains contact with Rutgers alumni, informing them of the university's programs and services, in the hopes that the alumni will continue to support Rutgers in fulfilling its mission of providing outstanding academic and extracurricular programming. The department also encourages alumni to continue to foster their relationship with the university and with their peers by attending social, cultural, educational, and service-based activities.

There are 19 alumni associations that represent the many undergraduate and graduate schools within Rutgers. The 19 alumni associations are wholly represented by the Rutgers University Alumni Federation, which sponsors universitywide programs such as Homecoming, the Hall of Distinguished Alumni Awards, the Alumni Meritorious Service Awards, group travel, and group insurance. Each alumni association sponsors events and programming based on the interests and goals of their particular alumni and college. Programs such as scholarships, student recruitment, career guidance, and social activities are just a few of the programs in which an alumni association may participate. Active membership in an alumni association is maintained through a yearly dues program and members receive special benefits.

The Department of Alumni Relations provides guidance and administrative services to the alumni associations, as well as to the network of regional clubs located throughout the country. One such administrative function is the maintenance of biographical and address records of alumni. The university also publishes the *Rutgers Magazine* for alumni and friends to keep abreast of news at Rutgers. For more information on the benefits of alumni association membership, services, alumni news and events, and much more, visit <http://www.alumni.rutgers.edu>.

Each college on the Newark campus has an Office of Alumni Relations. Locations and contact information are listed below:

Yasmin Donovan, *Campus Coordinator, Alumni Relations*
Willis Richie, *Alumni Relations Officer*
Rutgers Newark Alumni Association and
University College–Newark Alumni Association
Office of the Dean
360 Dr. Martin Luther King, Jr. Boulevard
Hill Hall, Room 324
Newark, NJ 07102
973/353-5242 (phone)
973/353-1442 (fax)
Web site: <http://andromeda.rutgers.edu/~alum/alumni.html>
Email: yd@rci.rutgers.edu or tehuti@andromeda.rutgers.edu

Lisa English, *Senior Alumni Relations Officer*
School of Business/Management Alumni Association
Office of the Dean
111 Washington Street
Management Education Center, Room 322
Newark, NJ 07102
973/353-5533 (phone–Newark campus)
732/445-3583 (phone–Livingston campus)
973/353-1875 (fax)
Web site: <http://business.rutgers.edu>
Email: lenglish@andromeda.rutgers.edu

Irene O'Brien
 School of Criminal Justice Alumni Association
 123 Washington Street
 Center for Law and Justice
 Newark, NJ 07102
 973/353-3289 (phone)
 973/353-5896 (fax)
 Web site: <http://rutgers-newark.rutgers.edu/rscj/Pages/Alumni.html>

Michael Rutkowski, *Senior Alumni Relations Officer*
 College of Nursing Alumni Association
 Office of the Dean
 180 University Avenue
 Ackerson Hall, Room 109B
 Newark, NJ 07102
 973/353-5293, ext. 629 (phone)
 973/353-1943 (fax)
 Web site: <http://nursing.rutgers.edu/Alumni/default.htm>
 Email: alumni@nightingale.rutgers.edu

Evie Task, *Senior Alumni Relations Officer*
 Rutgers' School of Law–Newark Alumni Association
 123 Washington Street
 Center for Law and Justice
 Newark, NJ 07102
 973/353-1617 (phone)
 973/353-1248 (fax)
 Web site: <http://law.newark.rutgers.edu/alumni.html>
 Email: alumnimail@kinoy.rutgers.edu

Rutgers University Foundation

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

The professional staff of the Rutgers Foundation has helped the university's faculty, administration, and staff raise well over a half-billion dollars since its incorporation 29 years ago. Private fund-raising in the 2000–2001 fiscal year totaled \$123,302,686, an all-time yearly high.

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

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

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

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

Academic Policies and Procedures

This chapter contains important regulations that govern the enrollment and academic progress of Rutgers–Newark students. For regulations that apply to the College of Nursing alone, see the College of Nursing section of this catalog; for regulations that apply to Newark College of Arts and Sciences alone, see the NCAS chapter in the Liberal Arts section of this catalog; for regulations that apply to University College–Newark alone, see the UC–N chapter in the Liberal Arts section of this catalog; for regulations that apply to the Rutgers Business School: Undergraduate–Newark alone, see the Rutgers Business School: Undergraduate–Newark section of this catalog.

Institutional Accreditation

Rutgers University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680 (215/662-5606). The Commission on Higher Education of the Middle States Association of Colleges and Schools is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. That accreditation was renewed and endorsed in 1998 at the time of its last review. Documents describing the institution's accreditation may be downloaded from the university's web site at <http://www.rci.rutgers.edu/~oirap/MSA/index.html> or may be reviewed during regular office hours by contacting the Office of Institutional Research and Academic Planning, Rutgers, The State University of New Jersey, 85 Somerset Street, New Brunswick, NJ 08901-1281 (732/932-7956).

Licensure

Rutgers is duly licensed by the New Jersey Commission on Higher Education. For more information, please contact its Office of Academic Affairs (609/292-2955).

STUDENT RESPONSIBILITY TO KEEP INFORMED

This catalog, along with the *Schedule of Classes* and registration material distributed each term, provides essential information. Students are responsible for keeping informed of current policies, procedures, and changes printed in these publications and in the official notices that are announced or posted.

Students should also be aware that the curricular requirements are those in effect in the academic year of their admission. Students who withdraw for two or more terms are subject to the requirements in effect during the term that they return. Students who change their major are governed by the curricular requirements and regulations in effect during the academic year in which the change is made.

EXCEPTIONS TO ACADEMIC REGULATIONS

Students may request exceptions and waivers for extenuating circumstances to any academic regulation of either the college or the university through a petition to the appropriate dean. The petition should cite the regulation in question and state the basis for waiver or exception upon which the request rests. Complete documentation should be included. Petitions for exceptions or waivers of college or university regulations are reviewed by the appropriate committee or officer of the college. Petitions for exceptions or waivers of university regulations are forwarded to the appropriate university officer.

REGISTRATION AND COURSE INFORMATION

Official admission to one of the colleges precedes registration for courses.

The registration process consists of three steps:

1. The selection of courses with the assistance of an adviser.
2. The submission of registration materials.
3. The payment of tuition and fees for the approved program.

The registration process is completed only after full tuition and fees are paid in accordance with billing instructions.

Registration dates for each term are announced in advance by the Office of the Registrar in the *Schedule of Classes*. New students receive instructions for registration by mail from the director of admissions or the appropriate Office of the Dean before they enter college. Continuing students receive instructions by mail from the registrar. Students seeking reentry must obtain the necessary information, in person, at the appropriate dean's office, 30 days prior to the beginning of the term.

World Wide Web

Registration and course information, including registration instructions, grades, and transcripts, are now available at <http://registrar.rutgers.edu/NW/NWINDEX.HTM>, the Newark registrar's web site. Current students wishing to access grades or transcripts must have an active Pegasus account. Contact Rutgers University Computing Services (RUCS), Engelhard Hall, to establish a computing account.

Late Registration

Students who do not complete registration during the period specified in the registration instructions may do so during the late registration period. A late registration fee of \$50 is charged. The university reserves the right to refuse registration to a student who does not adhere to published registration schedules.

Registration at Other Units of Rutgers

A student may register for a course at other divisions of Rutgers. Written permission must be obtained from the appropriate dean at the school of matriculation. If the course is in the student's major, written permission must be obtained from the chairperson of the major department as well as the dean. Students must complete a host enrollment form at least 30 days prior to the term.

Registration at Colleges outside Rutgers

A student who wishes to enroll in courses at another institution and enroll simultaneously at Rutgers must obtain permission from the appropriate dean. If a course is required for the student's major, permission must be obtained from the student's departmental chairperson also. All such requests must be made in writing well in advance of the deadline for registration at the other institution. Credit is not granted for work carried concurrently without prior permission.

Students who wish to enroll in a course offered at Essex County College or the University of Medicine and Dentistry of New Jersey must follow these procedures:

1. Obtain signatures on the Cross Registration form, indicating approval by the appropriate dean and/or the student's departmental chairperson.
2. Register at Rutgers. Include the Essex County College or University of Medicine and Dentistry of New Jersey course on the course registration card. The "exchange registration" numbers are listed in the *Schedule of Classes* under "Exchange (376)."
3. Submit the signed Exchange Registration form to the registrar of the school offering the course.

Students who wish to enroll in a course offered at the New Jersey Institute of Technology must follow these procedures:

1. Consult registration materials mailed to students each term.
2. Include each New Jersey Institute of Technology course on the Rutgers course registration card. New Jersey Institute of Technology courses are listed as School 28 in the *Schedule of Classes*. Courses required for joint New Jersey Institute of Technology and Rutgers–Newark programs are listed in the *Schedule of Classes*, after the Rutgers courses. Register for NJIT courses in person at the Newark registrar's office.

Grades received from New Jersey Institute of Technology and the University of Medicine and Dentistry for exchange registration courses appear on the Rutgers transcript and are calculated in both the term and cumulative grade-point averages. Satisfactory completion of exchange registration courses at Essex County College appear as an exchange course with credit applied toward the degree.

Summer Session Registration

Separate periods of instruction are offered during the summer from May through August. For information, consult the Summer Session catalog. The Summer Session office is located in Room 208, Blumenthal Hall (973/353-5112).

Change of Courses

College of Nursing students must obtain permission from their academic adviser and/or the appropriate dean to add or drop courses. Students may add courses up to the seventh day of instruction of the term.

Newark College of Arts and Sciences, Rutgers Business School: Undergraduate–Newark, and University College–Newark students may add courses through the seventh day of classes on the Rutgers web site (<http://webreg.rutgers.edu>) or the Touchtone Telephone Registration System. Dates for drop/add are listed in the *Schedule of Classes*.

Students may drop courses through the sixth day without payment of a late fee. No record of courses dropped during this period of time appears on the students' transcripts.

From the seventh day of instruction until the end of the ninth week of instruction of the term, a student may drop a course in person at the registrar's office and receive a W (withdrawal) grade. For each course dropped after the sixth day of the term, the university imposes a fee and charges tuition for the course, and the course appears on the record.

No course may be dropped after the ninth week of the term. A student who stops attending a course and fails to give written notice to the registrar receives a failing grade in that course. No refund is granted for a course dropped after the sixth day of classes.

Withdrawal and Readmission

Withdrawal from College

A student who wishes to withdraw from all courses before the end of the ninth week must obtain a Notification of Withdrawal form from the Office of the Registrar. The form must be signed by staff in the dean's office, the business office, the financial aid office (if the student receives financial aid), and the housing office (if the student lives in university housing). The completed form then must be submitted to the Office of the Registrar. A withdrawal form may be submitted by mail if illness prevents a student from presenting it in person.

A student who leaves the university without officially withdrawing in this manner receives a failing grade in each course. The date on which the registrar signs the withdrawal form is considered the official withdrawal date.

A student is not eligible for any refund of tuition unless the withdrawal is formally reported to the registrar according to the proper procedure.

A student who officially withdraws from college prior to the end of the ninth week of instruction receives grades of W for all courses. A student who leaves college during the final four weeks of instruction receives grades of F in all courses.

If, due to extenuating circumstances, a student wishes to withdraw from the university after the ninth week of the term, the student must bring supporting documents to the Office of the Dean of Student Affairs to start the withdrawal process.

Readmission to College

A student who is dismissed from college for any reason, who withdraws during a term, or who fails to register for the next regularly scheduled term (not including Summer Session) may not register again without receiving permission to reenter the college from the appropriate dean or the Scholastic Standing Committee. Students seeking reentry to the college must initiate the process at least 30 days prior to the beginning of the term for which registration is sought. A student who has been dismissed for academic reasons must, in addition, submit a written appeal to the Scholastic Standing Committee by October 1 for spring or June 1 for fall term.

Transfers from One College to Another (College-to-College Transfer)

Currently enrolled undergraduate students, working toward a degree, who wish to apply for admission to another college within the university may do so by submitting the online college-to-college transfer application. This single online application and common set of procedures will be applied by the colleges in reviewing applications for transfer admission. Students can submit only one college-to-college transfer application each term.

GRADES AND RECORDS

Grades represent the level of quality of the student's performance measured against standards of knowledge, skill, and understanding as evaluated by the instructor. Grades are reported to the university registrar at the end of each term by the following symbols:

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

Other Grade Symbols

DF. Disciplinary failure.

INC (Incomplete). The student has completed 75 percent of the course work and has earned a passing grade up to the point of absence. Due to an extenuating circumstance discussed with the faculty prior to the end of the term, the student is given two terms to complete missed work. An Incomplete converts to an *F* at the end of two terms as a permanent grade. A student must repeat a course once a permanent grade of *F* is issued.

NG (No Grade). The *NG* grade is assigned by the Office of the Registrar and is used when either the faculty member leaves the grade blank or a computer entry error has credited a blank grade. If the student to whom the grade of *NG* has been assigned fails to clear up the registration problem within the following term, the *NG* grade will convert to an *F* and the cumulative grade-point average will be recalculated accordingly.

P/NC (Pass/No Credit). A nonnumerical grade of *Pass* (equivalent to grades of *A*, *B+*, *B*, *C+*, and *C*) or *No Credit* (equivalent to grades of *D* and *F*) is assigned to a student who has registered for a course on that basis. This option is open only to juniors and seniors in good academic standing. No more than one course may be taken on a *Pass/No Credit* basis during a single term or during the Summer Session, and credit is not allowed for more than four courses. This option may be used for electives only; it may not be used for courses required in the major or for courses used to satisfy the general curriculum requirements. A student must request the *Pass/No Credit* option at the Office of Student Affairs. This request must be made at the time of registration. This option may not be changed once the course officially begins. Degree credit is given for a grade

of *Pass*. Neither *Pass* nor *No Credit* grades are included in the grade-point average.

RD, RE. Reexamination permitted. May be used only when the instructor considers the examination grade to be so inconsistent with the student's previous work that the instructor cannot assign a grade better than *D*. The *R* grade symbol entitles the student to a reexamination in the course to try to improve the grade. The student must arrange to take the reexamination within two weeks of the end of the term. If reexamination is not taken within the time specified, the symbol *R* is dropped from the student's record and the numerical grade remains unchanged.

S/U (Satisfactory/Unsatisfactory). These grades are used in courses where the *N* credit prefix is used: *S* (equivalent to grades of *A*, *B+*, *B*, *C+*, and *C*), *U* (equivalent to grades of *D* and *F*).

T (Temporary). Grades of *TB+*, *TB*, *TC+*, *TC*, *TD*, and *TF* are used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when course work requirements have not been properly completed, (e.g., major assignments or examinations). The letter following the *T* represents the grade the instructor would assign if the outstanding work were to remain uncompleted. This temporary grade becomes permanent if the work is not completed as required and notice is not received from the instructor to convert the temporary grade to a permanent one. The permanent grade may not be poorer than the assigned letter grade. Fall term *T* grades must be completed by the end of the sixth week of the spring term. Spring term and Summer Session *T* grades must be completed by October 15. The deadline for October graduates is September 15. It remains, however, the prerogative of an individual faculty member and/or the Office of Student Affairs to set earlier deadlines and internal procedures for completing the work required. It is the responsibility of the student to contact the instructor for an interpretation of the *T* grade and to establish a timetable for the completion of the work.

TT. A *TT* grade is used in the honors program in lieu of first term course grades. The grade may be raised or lowered when the research thesis or honors project is presented at the end of the second term.

TZ. A *TZ* grade is assigned when a student cannot complete course work due to a certifiable emergency. The *TZ* will convert to an *F* if the work is not completed by the end of the following term.

W (Withdrawal). A *W* is assigned when a course has been dropped after the sixth day of classes and before completion of the sixth week of the term. A failing grade is assigned if a course is dropped without the proper permission or after the ninth week of the term.

X (Examination Not Taken). Assigned only when the instructor believes a student might have passed the course had the final examination been taken. The student must arrange with the instructor to take the deferred examination. Deferred examinations from the fall term must be taken within two weeks after the beginning of the spring term. Deferred examinations from the spring term must be taken within two weeks after the close of the spring term.

Credit Prefixes

E. The symbol *E* preceding course credits indicates that no credit is earned toward the degree and that no grade is computed in the cumulative grade-point average.

J. The symbol *J* preceding course credits indicates that those credits are earned toward the degree but the grade is not computed in the cumulative grade-point average.

K. The symbol *K* preceding course credits indicates that those credits are not earned toward the degree but the grade is computed in the cumulative grade-point average.

N. The symbol *N* indicates no credit earned toward the degree, no grade computed in the cumulative grade-point average, no final exam taken, and the receipt of a grade of *S* or *U*.

P/NC. This symbol preceding course credits indicates a course taken on a *Pass/No Credit* basis.

R. The symbol *R* indicates that the course has been repeated and that the original grade was *D* or *F*.

Term Grades

At the end of each term, grades are available through the Touchtone Grade Reporting System and the registrar's web site. Unofficial transcripts can be ordered through the touchtone system or directly at the registrar's office.

Warning Notices

Before the ninth week of instruction of the term, warning notices are mailed to students for those courses in which their performance has been less than satisfactory. Students who receive warnings are urged to consult immediately the faculty member(s) concerned and their academic adviser to discuss an appropriate course of action.

Warning notices are to be taken seriously. They may be issued for a variety of reasons, including poor attendance, failure to submit assignments on time, inadequate preparation for the level of course work expected, or an inability to demonstrate a reasonable grasp of the subject matter.

A warning is *not* a final determination of grade. With proper advice and sufficient effort, students who receive these notices may be able to bring their performance to an acceptable level. Failure to receive a warning notice does not imply that a passing grade will be awarded at the end of the term.

Student Complaints about Grades

Students who wish to file a complaint about a course grade, or a grade received for a particular piece of work in a course, are urged to (1) attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may (2) specify in writing the basis for the complaint and request a review by the department chairperson. A written complaint about a grade for work completed while the course is in progress must be submitted to the department chairperson no later than two weeks after notification of the grade. A student must submit a written complaint about a final grade to the department chairperson no later than four weeks after the end of the exam period for that term.

A student who wishes to appeal the decision of the department should appeal in writing to the Dean of

Student Affairs. Written notification of the action taken by either the chairperson or the dean is sent to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session.

Cumulative Grade-Point Average

The cumulative grade-point average is computed by multiplying the grade received in each course taken for credit (and to be included in the average) by the number of credits earned in the course. The grade points earned in all such courses are added together and the sum is divided by the total credits earned in those courses.

Grade (Numerical Equivalent) × Credits = Grade Points

$$\frac{\text{Total Grade Points}}{\text{Total Credits}} = \text{Cumulative Grade-Point Average}$$

Grades earned at institutions other than Rutgers and NJIT are not calculated into the cumulative grade-point average.

Repeating Courses

A student who earns a grade of *D* or *F* in a course taken at Newark College of Arts and Sciences, University College–Newark, or New Jersey Institute of Technology may repeat the course at any of these schools and only the higher of the two grades is computed in the cumulative grade-point average. The option is subject to the following limitations:

1. The original *D* or *F* remains on the transcript.
2. The course repeated must carry the same subject number and course title, or the equivalent as approved by the Faculty of Arts and Sciences–Newark.
3. If the course is repeated more than once, the repeat option cancels only one grade (the lowest); all other grades are included in the computation of the cumulative grade-point average.
4. Degree credit is awarded only once, no matter how many times the course is repeated.

Omission of First Term Grades

A student may elect to omit from the cumulative grade-point average all grades earned in the first term. To exercise this option, the student must file a written request at the Office of the Registrar during the first two weeks of the term following the term in which the student has earned 56 credits. This rule is not applicable to transfer students unless the student transferred from another division of the university offering the same option, or the student transferred into the college with fewer than 12 credits.

Transcripts

Requests for official transcripts are accepted only from the student concerned. Requests should be made in person or in writing to the Office of the Registrar, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102. There is no longer a fee for official transcripts. Transcripts are issued neither for students with outstanding financial obligations to the university nor for students for whom a disciplinary charge is pending resolution and who have failed to respond to those charges.

Holds

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the university. Obligations may take the form of unpaid monies, unreturned or damaged books and equipment, parking fines, other charges for which a student may become legally indebted to the university, and failure to comply with disciplinary sanctions or administrative actions.

University departments and offices may place “holds” on registration, diplomas, and transcripts for any students having an outstanding obligation.

Registration is barred for students with obligations of \$100 or more. Transcripts are held for any outstanding debts. Grades and transcripts may also be withheld for not complying with immunization requirements.

SCHOLASTIC STANDING

A student’s scholastic standing, the basis for continuance in college, probation, honors, and graduation, is determined by the weighted average of all the grades earned in courses taken at Rutgers and at New Jersey Institute of Technology through the Exchange Registration Program which are applicable to the student’s degree program. Students must maintain a cumulative grade-point average of 2.0 or better.

Scholastic Review

The Scholastic Standing Committee reviews and takes action on the record of any student whose work is considered deficient. Such students may be dismissed from the college or placed on probation. The decisions of the committee constitute the final authority on these matters.

Probation

Students with a cumulative grade-point average of less than 2.0 or with two consecutive term averages of less than 2.0 are automatically on academic probation. Such students must make an appointment to see an adviser and must attend an academic support workshop. Students may sign up for a workshop at the student affairs web site: <http://www.rutgers-newark.rutgers.edu/dsanuwk>. Students on probation may be placed on an academic contract by the Office of the Dean of Student Affairs in order to improve and monitor their academic progress. Failure to comply with the contract may put students in jeopardy of being academically dismissed. Contracts will be voided when students are off probation.

Dismissal

A student is dismissed from the college when

1. His or her cumulative grade-point average is less than the minimum listed below:

0–55 degree credits	1.500
56–90 degree credits	1.700
over 90 degree credits	1.900
graduation	2.000
- or
2. His or her term grade-point average is less than 2.000 for three consecutive terms, and his or her cumulative grade-point average is less than 2.000.

or

3. The college determines that it is improbable that the minimum average or other graduation requirements will be met.

To graduate, a student must achieve a cumulative grade-point average of 2.000 or better. For some majors, the cumulative grade-point average must be greater than 2.000.

No student is dismissed for academic reasons until 24 credits have been attempted at Rutgers. No student is dismissed without having been on probation in the immediately preceding term. No student is dismissed who has obtained a grade-point average of 2.0 or better when that average is based upon a minimum of 8 credits for NCAS students or 6 credits for UC–N students in the immediately preceding term.

Rutgers Business School: Undergraduate–Newark students falling below a 2.5 cumulative grade-point average are subject to dismissal from the Rutgers Business School: Undergraduate–Newark. They remain enrolled in the Newark College of Arts and Sciences or University College–Newark, subject to the requirements listed above.

Students who are dismissed may apply for readmission after a minimum of one year and proof of successful college-level work at another institution through the appeal process to the Scholastic Standing Committee.

Appeal Procedure

A student has the right to appeal academic dismissal when such action has been based solely upon the numerical criteria indicated above, and when there is strong evidence that the student will do much better work in the future.

To appeal an academic dismissal, the following materials must be submitted by the October or June deadlines to the college:

1. A letter from the student stating the reasons for the appeal. The letter should be sent to the Scholastic Standing Committee, c/o Office of Student Affairs, 312 Hill Hall, Rutgers, The State University of New Jersey, Newark, NJ 07102.

The student must describe any problems that may have interfered with academic performance in the past and explain why substantial improvement is expected in the future.
2. Other supportive material that may be relevant to the case, including medical claims.
3. The Scholastic Standing Committee welcomes letters of support from the student’s academic adviser and others who are familiar with his or her academic performance and personal circumstances.

Upon review of the appeal letter and supporting documents, the Scholastic Standing Committee may reinstate a dismissed student. Such students may be notified by letter to make an appointment to see an adviser, one of the deans of the college, or a member of the Scholastic Standing Committee. A course of action to improve the student’s academic standing may be specified in a contract signed in consultation with the student. The terms of the contract may include a limitation on extracurricular activities or the number of credits carried, and/or changes in the student’s program of study.

It is the responsibility of each student to become familiar with the academic regulations of the college, particularly with regard to scholastic standing requirements. An error of omission on the part of the college is not sufficient grounds for readmitting a student on appeal if satisfactory progress toward the degree has not been made.

Graduation

Degrees are conferred by the university upon recommendation of the appropriate faculty. Degrees are conferred and diplomas issued at the annual commencement each May. A student who completes degree requirements in October or January may request a diploma in December or April, respectively. October and January diplomas may be obtained at the Office of the Registrar.

Diplomas are withheld if a student has a hold against his or her record.

It is the responsibility of each student to ensure that all the graduation requirements of the college, including certification of the major, have been fully met well before the expected date of graduation. For a personal academic degree audit evaluation, go to <http://www.rutgers-newark.rutgers.edu/dsanwk>. Student records are officially closed upon graduation. To participate in commencement ceremonies, a student must have successfully completed all degree requirements. Inquiries concerning graduation may be directed to the Office of Student Affairs.

All candidates for graduation must complete a diploma application form online at <http://www.rutgers-newark.rutgers.edu/dsanwk> according to the following deadlines:

Degree Granted	Application Deadline
October	July 30
January	October 15
May	January 30

Unless the application is filed by the appropriate date, the degree is not conferred and graduation is delayed.

Requests for diplomas to be mailed should be sent to the registrar as early as possible, and should indicate the address to which the diploma should be mailed in July.

RESIDENCY REQUIREMENT (Credits That Must Be Taken at Rutgers)

NCAS and UC-N degree candidates must complete a minimum of 30 of the terminal 42 credits toward the degree at the college awarding the degree unless a student's curriculum specifically provides for instruction outside the university. Courses may be taken at either NCAS or UC-N. In the case of joint-degree programs with NJIT, courses taken for the major at NJIT will meet the residency requirements. Up to 12 of the 42 terminal credits may be taken outside the university, provided written permission has been granted by the Office of Student Affairs and by the chairperson of the department in which the student is majoring.

CLASS SCHEDULES AND HOURS

Starting and closing dates for each term, scheduled holidays, and other important scheduling information can be found in the academic calendar. The calendar can be found at <http://registrar.rutgers.edu/NW/CAL-NW.HTM>.

Attendance

Attendance at all regularly scheduled meetings of a course is expected. The course instructor is expected to state in writing the attendance requirements for each course. The recognized grounds for absence are illness requiring

medical attention, curricular or extracurricular activities approved by the faculty, personal obligations claimed by the student and recognized as valid, recognized religious holidays, and severe inclement weather causing dangerous traveling conditions.

The president of the university or an official appointed by the president is authorized to cancel classes, or any part thereof, in the event that weather conditions so dictate.

Absence Due to Religious Observance

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

Cancellation of Classes

It is the general policy of the university not to cancel classes because of inclement weather. However, there are instances where especially adverse and hazardous weather conditions make it impossible to travel and to conduct academic activities at the campus. On those infrequent occasions, appropriate announcements are made over the following local radio stations: WABC, WCBS, WMCA, WOR, WMTR, WDHA, WERA, WBGO, and WCTC. Arrangements for makeup work are announced by individual instructors.

Final Examinations

Final examinations are held at the close of each term. A student who misses a final examination for a valid reason may ask the instructor for a deferred examination. If the student is denied permission to take a deferred examination, this decision may be appealed to the department chairperson, and finally to the appropriate dean.

Deferred examinations from the fall term must be taken within two weeks after the beginning of the spring term. Deferred examinations from the spring term must be taken within two weeks after the close of the spring term. In cases of extreme hardship, the time may be extended for a strictly limited period with written permission of the dean and the instructor. Students can check <http://scheduling.rutgers.edu/cancel.htm> for closings.

POLICY ON ACADEMIC INTEGRITY SUMMARY

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses" (Academic Integrity Policy, p. 1).

The principles of academic integrity entail simple standards of honesty and truth. Each member of the university

has a responsibility to uphold the standards of the community and to take action when others violate them.

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

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

Violations of Academic Integrity

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

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

Level One Violations

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

Examples: Improper footnoting or unauthorized assistance on academic work.

Recommended Sanctions: Makeup assignment.

Level Two Violations

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

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

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

Level Three Violations

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

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

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

Level Four Violations

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

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

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

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

UNIVERSITY CODE OF STUDENT CONDUCT SUMMARY

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

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

*Preamble
University Code of Student Conduct*

Overview

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

Process

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

Filing a Complaint

Any individual may file a complaint against a student suspected of violating the code by notifying the dean of students (or equivalent) of the respondent's college or

school, or the assistant director of judicial affairs in the Office of Compliance, Student Policy, and Judicial Affairs.

Preliminary Review

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

Separable Offenses

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

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

15. failure to comply with the lawful directions of university officials, including campus police officers acting in performance of their duties
16. knowingly providing false testimony or evidence; disruption or interference with the orderly conduct of a disciplinary conference or hearing; violating the terms of any disciplinary sanction imposed in accordance with this code; or any other abuse of the university's disciplinary procedures

Campus Advisers

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

Attorneys

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

University Hearings

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

Appeals

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

Authority for Student Discipline

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

UNIVERSITY SAFETY AND SECURITY

Division of Public Safety

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

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

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

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

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

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

Rutgers University Police Department

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

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

Community policing offices are located in each of the campus student centers. These frontline police officers act as community organizers, team builders, and problem solvers. They provide a communications link between the community and the police department, serve on campus bias committees, and perform proactive patrol. Security officers patrol the campuses, serving as "eyes and ears" for

the police while securing facilities and providing escort services. Student safety officers and community services officers provide a host of other safety and security services that include controlling access to selected residence halls during evening hours. For more information on these programs, call 732/932-5400.

Emergency Services

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

Sexual Assault Services and Crime Victim Assistance

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

ADMINISTRATIVE PROCEDURES FOR RESPONDING TO DISRUPTIONS

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

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

1. The president of the university and the university vice president for academic affairs will have the authority throughout the university to declare a particular activity to be disruptive. In the two geographic areas of Camden and Newark, the respective provost will have the same authority. In New Brunswick, the senior vice president and treasurer will have the same authority.

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

POLICY PROHIBITING HARASSMENT

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

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

Sexual harassment can take the form of unwelcome sexual advances; requests for sexual favors; or other unwelcome written, verbal, electronic, telephonic, or physical conduct of a sexual nature. *Hostile environment harassment* on the basis of sex, race, religion, color, national origin, ancestry, age, sexual orientation, disability, marital status, or veteran

status is severe or persistent behavior that has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating a hostile environment.

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

POLICY AGAINST VERBAL ASSAULT, DEFAMATION, AND HARASSMENT

Statement of Principles

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

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

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

Prohibited Conduct

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

1. Use of force against the person or property of any member of the university community or against the person or property of anyone on university premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of . . . physical abuse.")

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

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

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

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

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

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

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

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

NONDISCRIMINATION POLICY

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students, and to provide equal employment opportunity to all employees and applicants

for employment, regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. (Douglass College, as a traditionally and continuously single-sex institution, may, under federal law, continue to restrict college admission to women.) Questions concerning student rights violations should be addressed to Brian T. Rose, Director of Compliance, Student Policy, and Judicial Affairs (732/932-7312). Questions concerning harassment or employment discrimination should be directed to Jayne M. Grandes, Director of University Harassment Compliance and Equity (732/445-3020, ext. 626).

EQUITY IN ATHLETICS DISCLOSURE ACT REPORTS

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

STUDENT RECORDS AND PRIVACY RIGHTS

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

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

Students wishing to exercise their rights to inspect and review their education records should submit a written request to the appropriate official at the Rutgers office which is custodian of the records they wish to review. Students requesting amendment of education records should first review the policies and procedures of their college or school and/or consult with their dean of students, or equivalent official. FERPA permits disclosure of directory

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

STUDENT RESIDENCY FOR TUITION PURPOSES

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

Procedure

The Initial Determination

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

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

After the Initial Determination

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

Request for a Change of Status

Requests for a change in residency status are accepted no later than the last day of the term for which changed status is sought. All supporting affidavits, deemed appropriate by the adjudicating official pursuant to New Jersey Administrative Code, Volume 9, Section 5 et seq., must be filed by the petitioner in accordance with the time limit specified in the preceding sentence. In no case may

supporting affidavits be filed later than four weeks from the conclusion of the term for which the residency assessment is requested. Failure to comply with this provision, unless judged otherwise by the adjudicating official, voids the petition for the term in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change relates only to the current and subsequent terms. No adjustments in tuition assessments are made and no refund vouchers are processed for any prior term.

Appeals

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

Students' Responsibilities

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

Penalties

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

RESEARCH POLICY AND RESEARCH CENTERS

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

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

university's research centers may be found in the Divisions of the University chapter.

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

PATENT POLICY

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

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James E. McGreevey, *Governor of the State*

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Divisions of the University

ACADEMIC DIVISIONS

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

Camden

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

Faculty of Arts and Sciences–Camden

Margaret Marsh, *Ph.D., Dean*

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

School of Business–Camden

Milton Leontiades, *Ph.D., Dean*

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

Camden College of Arts and Sciences

Margaret Marsh, *Ph.D., Dean*

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

University College–Camden

Margaret Marsh, *Ph.D., Dean*

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

Graduate School–Camden

Margaret Marsh, *Ph.D., Dean*

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

School of Law–Camden

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

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

Summer Session–Camden

Thomas Venables, *Ed.D.*

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

Newark

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

Faculty of Arts and Sciences–Newark

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

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

Newark College of Arts and Sciences

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

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

College of Nursing

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

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

University College–Newark

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

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

Rutgers Business School–Newark and New Brunswick

Howard Tuckman, *Ph.D., Dean*

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

Graduate School–Newark

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

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

School of Criminal Justice

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

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

School of Law–Newark

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

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

Summer Session–Newark

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

New Brunswick

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

Faculty of Arts and Sciences–New Brunswick

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

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

Douglass College

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

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

Livingston College

Arnold Hyndman, *Ph.D., Dean*

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

Rutgers College

Carl Kirschner, *Ph.D., Dean*

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

University College–New Brunswick

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

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

Cook College

Keith R. Cooper, *Ph.D., Acting Dean*

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

Ernest Mario School of Pharmacy

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

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

Mason Gross School of the Arts

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

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

Rutgers Business School–Newark and New Brunswick

Howard Tuckman, *Ph.D., Dean*

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

School of Communication, Information and Library Studies

Gustav Friedrich, *Ph.D., Dean*

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

School of Engineering

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

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

Edward J. Bloustein School of Planning and Public Policy

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

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

School of Management and Labor Relations

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

The School of Management and Labor Relations, formed in 1994, provides undergraduate instruction in labor studies and employment relations. At the graduate level,

programs are offered that lead to the degrees of master in human resource management, master in labor and employment relations, and doctor of philosophy in industrial relations and human resources.

Graduate School–New Brunswick

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

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

Graduate School of Applied and Professional Psychology

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

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

Graduate School of Education

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

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

School of Social Work

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

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

Summer Session–New Brunswick

Thomas A. Kujawski, *Ed.M.*

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

ACADEMIC CENTERS, BUREAUS, AND INSTITUTES

Academic Foundations Center. Conklin Hall,
Newark Campus

Advanced Food Technology, Center for. Nabisco Institute
for Advanced Food Technology, Cook Campus

Advanced Information Processing, Center for. CoRE
Building, Busch Campus

Agricultural Experiment Station, New Jersey. Martin Hall,
Cook Campus

Alcohol Studies, Center of. Smithers Hall, Busch Campus

American Women and Politics, Center for. Wood Lawn,
Douglass Campus

Art Museum, Jane Voorhees Zimmerli.

College Avenue Campus

Biological Research, Bureau of. Nelson Biology

Laboratories, Busch Campus

Biostatistics, Institute of. Hill Center, Busch Campus

Biotechnology Center for Agriculture and the Environment.

Cook Campus

Ceramic Research, Malcolm G. McLaren Center for.

607 Taylor Road, Busch Campus

Coastal and Environmental Studies, Center for. Doolittle

Hall, Busch Campus

Computer Science Research, Laboratory for. Hill Center,

Busch Campus

Controlled Drug-Delivery Research Center. Pharmacy

Building, Busch Campus

Crime Prevention Studies, Center for. Center for Law and

Justice, Newark Campus

Criminological Research, Institute for. Lucy Stone Hall,

Livingston Campus

Critical Analysis of Contemporary Culture, Center for the.

8 Bishop Place, College Avenue Campus

Discrete Mathematics and Theoretical Computer Science,

Center for. CoRE Building, Busch Campus

Eagleton Institute of Politics. Wood Lawn,

Douglass Campus

Economic Research, Bureau of. New Jersey Hall,

College Avenue Campus

Edison Papers, Thomas A. 16 Seminary Place,

College Avenue Campus

Education Law and Policy, Institute for. Center for Law

and Justice, Newark Campus

Engineered Materials, Institute for. Engineering Building,

Busch Campus

Engineering Research, Bureau of. Engineering Building,

Busch Campus

Fiber Optic Materials Research Program. 607 Taylor Road,

Busch Campus

Fisheries and Aquaculture Technology Extension Center.

Martin Hall, Cook Campus

Global Strategic Human Resource Management, Center for.

School of Management and Labor Relations,

94 Rockefeller Road, Livingston Campus

Government Services, Center for. Edward J. Bloustein

School of Planning and Public Policy, 33 Livingston

Avenue, College Avenue Campus

Health, Health Care Policy, and Aging Research, Institute

for. 30 College Avenue, College Avenue Campus

Historical Analysis, Rutgers Center for. 88 College Avenue,

College Avenue Campus

Human Evolutionary Studies, Center for. 131 George Street,

College Avenue Campus

International Business Education, Center for. Janice H. Levin Building, Livingston Campus

International Conflict Resolution and Peace Studies, Center for. Hickman Hall, Douglass Campus

International Faculty and Student Services, Center for. 180 College Avenue, College Avenue Campus

Jazz Studies, Institute of. Dana Library, Newark Campus

Jewish Life, Center for the Study of. 12 College Avenue, College Avenue Campus

Journalism Resources Institute. 185 College Avenue, College Avenue Campus

Marine and Coastal Sciences, Institute of. 71 Dudley Road, Cook Campus

Materials Synthesis, Center for. Engineering Building, Busch Campus

Mathematical Sciences Research, Center for. Hill Center, Busch Campus

Mathematics, Science, and Computer Education, Center for. Science and Engineering Resource Center, Busch Campus

Metropolitan Studies, Joseph C. Cornwall Center for. Smith Hall, Newark Campus

Molecular and Behavioral Neuroscience, Center for. Aidekman Center, Newark Campus

Negotiation and Conflict Resolution, Center for. Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

Neighborhood and Brownfields Redevelopment, National Center for. Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

Operations Research, Center for. Hill Center, Busch Campus

Packaging Science and Engineering, Center for. Engineering Building, Busch Campus

Physics Research, Bureau of. Serin Physics Laboratories, Busch Campus

Rutgers Cooperative Extension. Martin Hall, Cook Campus

Surface Modification, Laboratory for. Serin Physics Laboratories, Busch Campus

Transportation Center, Alan M. Voorhees. Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

Urban Policy Research, Center for. 33 Livingston Avenue, College Avenue Campus

Waksman Institute of Microbiology. 190 Frelinghuysen Road, Busch Campus

Walt Whitman Center for the Culture and Politics of Democracy. Hickman Hall, Douglass Campus

Wireless Information Network Laboratory. Electrical Engineering Building, Busch Campus

Women, Institute for Research on. 160 Ryders Lane, Douglass Campus

Women and Work, Center for. School of Management and Labor Relations, 162 Ryders Lane, Douglass Campus

Women's Leadership, Institute for. 162 Ryders Lane, Douglass Campus

Workforce Development, John J. Heldrich Center for. Edward J. Bloustein School of Planning and Public Policy, 33 Livingston Avenue, College Avenue Campus

Workplace Transformation, Center for. School of Management and Labor Relations, Labor Education Center, 50 Labor Center Way, Cook Campus

Centers Operated Jointly

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

UNIVERSITY LIBRARY SYSTEM

Alcohol Studies Library. Smithers Hall, Busch Campus

Annex. Annex Building, Busch Campus

Archibald Stevens Alexander Library. 169 College Avenue, College Avenue Campus

Art Library. Hamilton Street, College Avenue Campus

Blanche and Irving Laurie Music Library. Douglass Library, Chapel Drive and George Street, Douglass Campus

Chemistry Library. Wright Chemistry Laboratory Building, Busch Campus

Chrysler Herbarium Library. Nelson Biology Laboratories, Busch Campus

Criminal Justice Library. Center for Law and Justice, 123 Washington Street, Newark Campus

East Asian Library. Alexander Library, College Avenue Campus

Institute of Jazz Studies Library. John Cotton Dana Library, Newark Campus

John Cotton Dana Library. 185 University Avenue, Newark Campus

Kilmer Area Library. Avenue E, Livingston Campus

Library of Science and Medicine. Bevier Road, Busch Campus

Mabel Smith Douglass Library. Chapel Drive and George Street, Douglass Campus

Mathematical Sciences Library. Hill Center, Busch Campus

Media Services. Kilmer Area Library, Livingston Campus

Paul Robeson Library. 300 North Fourth Street, Camden Campus

Physics Library. Serin Physics Laboratories, Busch Campus

School of Law–Camden Library. Fifth and Penn Streets, Camden Campus

School of Law–Newark Library. Center for Law and Justice, 123 Washington Street, Newark Campus

School of Management and Labor Relations Library. Ryders Lane, Cook Campus

SERC Reading Room. Science and Engineering Resource Center, Frelinghuysen Road, Busch Campus

Special Collections and University Archives. Alexander Library, College Avenue Campus

Stephen and Lucy Chang Science Library. Foran Hall, Cook Campus

DIRECTIONS TO NEWARK CAMPUS

From New Jersey Turnpike (North or South)

Take exit 15W to Route 280 - West. After drawbridge, take Exit 14B (ML King Blvd.).
At bottom of the exit ramp, turn left and continue to stop sign. At stop sign turn left onto King Blvd (Dr. MLK Jr. Blvd.).

To Center for Law & Justice (Office of the Provost):
Proceed straight on King Blvd. to Warren Street (5 blocks) and make a left.
Proceed on Warren Street to Washington Street (second left).
Turn left onto Washington Street.
The Center for Law and Justice is immediately on the left.

To Offices of Admissions and Other Student Services:
Proceed straight on King Blvd. to Warren Street (5 blocks) and make a left.
Proceed to the 1st traffic light and make a right onto University Avenue.
You will see Blumenthal Hall, directly past Alumni Field, on your right.

To Parking Deck I:
Proceed straight on King Blvd. to Central Avenue and make a left.
Proceed to the 1st traffic light and turn right onto University Avenue.
You will see the Parking Deck on your left.

To Paul Robeson Campus Center:
Proceed on King Blvd. about four blocks; Robeson Campus Center is on the left, at 350 King Blvd.

From Garden State Parkway (North or South)

Take exit 145 to Route 280 East, Newark-Harrison. Once on Route 280, stay in the right lane, following signs for Harrison.

Continue to Exit 14, King Blvd. Take this exit and make a right at the 1st light onto King Blvd (ML King Jr. Blvd.).

To Center for Law & Justice (Office of the Provost):
Proceed straight on King Blvd. to Warren Street (5 blocks) and make a left.
Proceed on Warren Street to Washington Street (second light).
Turn left onto Washington Street.
The Center for Law and Justice is immediately on the left.

To Offices of Admissions and Other Student Services:
Proceed straight on King Blvd. to Warren Street (5 blocks) and make a left.
Proceed to the 1st traffic light and make a right onto University Avenue.
You will see Blumenthal Hall, directly past Alumni Field, on your right.

To Parking Deck I:
Proceed straight on King Blvd. to Central Avenue and make a left.
Proceed to the 1st traffic light and turn right onto University Avenue.
You will see the Parking Deck on your left.

To Paul Robeson Campus Center:
Proceed on King Blvd. about four blocks; Robeson Campus Center is on the left, at 350 King Blvd.

From Route 280

Route 280 (Westbound)
Directions are the same as from the NJ Turnpike, above.

Route 280 (Eastbound)
Directions are the same as from the Garden State Parkway, above.

From Route 21

Route 21 North
Route 21 becomes McCarter Highway in Newark. At junction of McCarter Highway and Raymond Blvd., (you will see the Don Pepe restaurant in the distance on your right.) turn left onto Raymond Boulevard. Make a right at Broad Street (but not a sharp right). Take Broad Street to West Park Street. Make a left onto West Park Street and then a left onto Halsey Street.
Make a right onto Warren Street.

To Center for Law & Justice (Office of the Provost):
Make a right onto Washington Street.
The Center for Law & Justice will be on your left.

To Offices of Admissions and Other Student Services:
Continue on Warren Street.
Turn left onto University Avenue.
Blumenthal Hall will be on your right, directly past Alumni Field.

To Parking Deck I:
Make a right onto Washington Street.
Continue to Bleeker Street and make a left.
Make a left onto University Avenue.
The Parking Deck will be on your left.

To Paul Robeson Campus Center:
Proceed on Warren Street until King Blvd.
Turn right onto King Blvd. for about a half-block
Robeson Center is on the right.

Route 21 South

Make right turn on Clay Street and continue to 1st traffic light.
Turn left and stay in right lane to next light.
Bear right where road splits and you will be on University Avenue.

To Center for Law & Justice (Office of the Provost):
Continue on University Avenue.
At the traffic light, just past the Rutgers parking deck, turn left onto Warren Street.
Turn left onto Washington Street.
The Center for Law and Justice will be on your left.

To Offices of Admissions and Other Student Services:
Get in the right lane and proceed on University Avenue through the intersection with Central Avenue.
Then pass through the intersection with Warren Street.
Blumenthal Hall will be on your right, directly past Alumni Field.

To Parking Deck I:
Continue on University Avenue.
The Parking Deck will be on your left.

To Paul Robeson Campus Center:
Stay on University Avenue until Warren Street
Turn right onto Warren and at first light turn right onto King Blvd.
Robeson Center is about a half-block down, on the right.

From the Holland or Lincoln Tunnels

Proceed to the New Jersey Turnpike and follow directions for the NJ Turnpike, above.

Index

Note: The following abbreviations are used in this index:

CN: College of Nursing
FAS: Faculty of Arts and Sciences
NCAS: Newark College of Arts and Sciences
NJIT: New Jersey Institute of Technology
RBS: Rutgers Business School
UC-N: University College-Newark

Absence, CN, 17, 18; 189
Academic Advising: CN, 14; NCAS, 44; RBS, 157; UC-N, 49
Academic Calendars, 2
Academic Credit, 12, 33, 156
Academic Foundations, 54
Academic Foundations Center, 177
Academic Integrity, 189
Academic Performance, 17
Academic Policies and Procedures, 184; CN, 14; NCAS, 44; RBS, 157; UC-N, 51
Academic Programs and Courses, 53; CN, 20; NCAS, 35; RBS, 159; UC-N, 49
Academic Progress, 174
Academic Regulations, Exceptions, 184
Accounting, 40, 159, 161, 163
Accreditation, Institutional and Specialized, 4, 184; CN, 9
Activities, Student, 182
Administration: NCAS, 140; RBS, 167; UC-N, 140; CN, 26
Administrative Officers, 197
Admission: CN, 10; NCAS, 31; RBS, 155; UC-N, 31
Administrative Science, 164
Advanced Placement, 12, 33
Advising: Academic, CN, 14; NCAS, 44; RBS, 158; UC-N, 49, Career, 179; Personal, 179
African-American and African Studies, 55
Allied Health Technologies, 56
Allopathic Medicine (Prehealth Program), 41
Alumni Information, 14, 182
American College Testing Program Test (ACT), 10
American History, 102
American Literature, 94
American Studies, 58
Ancient Medieval Civilizations, 58
Anthropology, 60
Appeals, Academic, 17, 157, 188
Application: Admission, 10, 31; Financial Aid, 173
Arabic, 62
Archaeology, 62
Architecture, 39
Art, 63
Art and Design, 63; NJIT, 144
Art History, 63, 67
Arts Management, 64, 68, 160
Asian Studies, 98

Assault, Policy against, 193
Astronomy, 117
Athletic Facilities, 182
Athletics, Equity in, 194
Attendance, 18, 189
Awards and Prizes: NCAS, 46; UC-N, 52
Awards, Financial Aid, 174
Bills, Term, 171
Biological Sciences, 68
Biology, 68
Board of Governors, 197
Board of Trustees, 197
Botany, 70
Bureaus, 201
Business: Accounting, 159; Finance, 159; Joint B.A./M.B.A. Degree Program NCAS, 41; Management, 159; Marketing, 159
Business Environment, 165
Calendars, 2
Campus, 5
Campus Center, 181
Campus Housing, 178
Cancellation of Classes, 189
Cancellation of Registration, 173
Career Counseling and Placement Service, 180
Cashier's Office, 171
Centers, 13, 178, 201
Central and Eastern European Studies, 74
Certification, Teacher. *See* individual subject areas.
Checks, Returned, 172
Chemistry, 75
Child Care, 180
Class Schedules and Hours, 18, 189; Cancellation of Classes, 191
Class Standing NCAS, 44
Classics, 58
Clinical Laboratory Sciences, 77
Clinical Practice Agencies, 14
Code of Student Conduct, 190
College Level Examination Program (CLEP), 12, 33
College of Nursing, 3, 5, 7
College-to-College Transfers, 11, 186
Communicable Disease Policy, 19
Complaints about Grades, 15, 157, 187
Computer and Information Science NJIT, 145
Computer Center, 177
Computer Science, 78
Computing, Instructional, 178
Counseling Services, 179; Academic, 14, 44, 49, 157
County College Partnerships, 33, 156
Course Information, 53, 184
Course Numbering System, 23, 163
Courses: 164; CN, 23; NCAS, 34; NJIT, 143; UC-N, 54; Change of, 185; RBS, 163
Courses of Study, 37
CPR Certification, 18
Credit: for Prior Learning, 33; Transfer of, 33, RBS 159; Advanced Placement, 12, 33; Minimum Degree Requirements, CN 22, NCAS, 35, UC-N 49; Prefixes, 15, 187; Requirement for RBS Admission, 156
Credit Load NCAS, 44
Crime Victim Assistance, 179
Criminal Justice, 39, 82; Joint-Degree Program, 39

Cumulative Grade-Point Average, 16, 187
Cytotechnology, 77
Day-Care Centers, 180
Deadlines: Financial Aid, 173
See also Admission
Dean's List: CN, 16; NCAS, 44; UC-N, 51
Defamation, Policy against, 193
Degree Requirements: CN, 22; NCAS, 34; UC-N, 49
Dentistry, 41
Dining Services, 179
Directions to Newark Campus, 203
Disabled Students, Assistance for, 180
Discrimination Based on Sexual Orientation, 194
Dismissal, Academic, 17, 188
Disruption Procedures, 192
Divisions of the University, 198
Double Majors CN, 17; RBS, 161
Dress Code CN, 18
Drop/Add, 185
Dual Admission with School of Law-Newark, 41
Dual Admission with New Jersey Medical School, 41
Dual Major with NJIT, 40
Earth and Environmental Sciences, 84
Economics, 86
Education, 9, 88
Educational Opportunity Fund (EOF), 9, 11, 13, 32
Employment, 175
Engineering, 40
English, 90
Environmental Sciences, 95; NJIT, 147
Examinations: Admission by, 10, 32; Credit by, 33; Placement, 12, 34, 49
Exceptions to Academic Regulations, 184
Faculty and Administration: CN, 26; NCAS, 140; NJIT, 151; RBS, 167; UC-N, 140
Fees, 171, 172
Final Examinations, 189
Finance, 159, 161, 164
Financial Aid, 173
French, 95
General Curriculum Requirements: NCAS, 34; UC-N, 49
Geoscience Engineering, 97; NJIT, 148
German, 97
Governance of the University, 197
Grade-Point Average, 16, 187
Grades and Records, 16, 186
Graduate Courses, 22
Graduation, 189, CN, 22; RBS, 157
Grants, 174
Greek, 59
Handicapped Students, Assistance for, 180
Harassment Policies: Verbal Assault, Defamation, 193
Health Assessment, 18
Health Insurance, 179
Health Services, 179
Hebraic Studies, 60
High School Entrance Units, CN 11, NCAS 31, UC-N, 31
High School Scholars Program, 32
History, 98; NJIT, 103

History of the Schools: CN, 9; NCAS, 34;
 RBS, 155; UC-N, 49
 Holds, 188
 Honors and Awards: NCAS, 44;
 RBS, 158; UC-N, 51
 Honors College, 39; UC-N, 51
 Honors Courses, 105
 Honor Societies: NCAS, 45; UC-N, 52;
 Graduation with Honors: CN, 22;
 NCAS, 44; UC-N, 51
 Honors Program: CN, 21; UC-N, 50
 Housing, 178
 Human-computer Interaction, 105

Identification Cards, 181
 Incomplete Grades, 186
 Information Systems, 79
 Institutes, 201
 Intercollege Registration, 184
 Interdisciplinary Majors: NCAS, 38;
 UC-N, 50
 International Affairs, 106
 International Students: Admission, CN 12;
 NCAS, 32; Counseling, 180
 Italian, 107

Joint-Degree Programs, 39
 Journalism and Media Studies, 107
 Junior Year Abroad, 43

Korean, 108

Late Registration, 184
 Latin, 60
 Law, 41
 Learning Resource Centers, 14, 19, 178
 Leave of Absence, 17
 Legal Studies, 108
 Libraries, 177; University Library System,
 203
 Licensure, 4, 184
 Linguistics, 109
 Literature, American, 94
 Loans, 175

Major Programs: NCAS, 37; UC-N, 50
 Management and Global Business, 41, 159,
 161, 165; Joint-Degree Program, 41
 Management Science and Information
 Systems, 166
 Maps, 204
 Marketing, 159, 162, 166
 Mathematics, 109
 Medical Technology, 77
 Medicine, 41
 Minor Programs: CN, 14; NCAS, 38;
 RBS, 160; UC-N, 51
 Music, 112; History, 112; Theory, 113;
 Ensembles, 113; Performance, 114

New Jersey Institute of Technology
 (NJIT), 144
 New Jersey Residency Guidelines, 196
 Newark College of Arts and Sciences,
 3, 5, 34
 Nondegree Students, 12, 32
 Nondiscrimination Policy, 194
 Nonmatriculated Students, 12, 32
 Notification: Admission, 13;
 Financial Aid, 174

Nursing, 3, 5, 7
 Nursing Learning Resource Center, 13
 Nursing Students Association, 14

Optical Science and Engineering, 149
 Optometry (Preoptometry Program), 41
 Osteopathic Medicine (Premedical
 Program), 41

Parking, 180
 Partial Payment Plan, 172
 Part-time Students, 174
 Pass-No Credit Courses, 14, 186
 Patent Policy, 196
 Personal Counseling, 179
 Pharmacy, 42
 Philosophy, 114; NJIT, 149
 Physics, 116; NJIT, 150
 Placement Examinations: CN, 12;
 NCAS, 34; UC-N, 49
 Podiatry (Prepodiatry Program), 41
 Policies and Procedures, Academic, 184;
 CN, 14; NCAS, 44; RBS, 157; UC-N, 49
 Political Science, 118
 Portuguese and Lusophone World
 Studies, 122
 Preclinical Student Health Assessment, 18
 Prehealth Professions, 41
 Privacy Rights and Students Records, 194
 Probation, Academic, 17, 188
 Programs of Study, 53
 Psychology, 124
 Public Administration, Dual Degree, 43
 Public Administration and Policy Studies
 Certificate, 119
 Puerto Rican Studies, 126

Railroad Discounts, 181
 Readmission, 157, 185
 Records and Privacy Rights, 194
 Refund Policy, 173
 Registered Nurses, Advanced Placement
 for, 12
 Registration, 172, 184
 Regulations, Academic, 184-196; CN, 13-19;
 NCAS, 44; RBS, 157; UC-N, 51;
 Exceptions, 184
 Religious Observance, Absence
 Due to, 18
 Religious Studies, 115
 Repeating Courses, 189
 Requirements: for Admission, for
 Bachelor's Degree: NCAS, 34; RBS, 155;
 UC-N, 49
 Research Policy and Research
 Centers, 195
 Reserve Officer Training Corps
 (ROTC), 10, 44
 Residency Guidelines, New Jersey, 195
 Residency Requirement, 189, 195
 Responsibility to Keep Informed, 184
 Returned Checks, 172
 Robeson Center Art Gallery, 181
 Russian, 129
 Rutgers, The State University of
 New Jersey: Divisions of, 198;
 Governance of, 197; History of, 4
 Rutgers Business School:
 Undergraduate-Newark, 3, 5, 153
 Rutgers University Foundation, 183

Safety and Security, 192
 Scholarships, 176; NCAS, 45; UC-N, 52;
 Financial Aid, 174
 Scholastic Standing, 17, 157, 188
 Scholastic Achievement Test (SAT),
 11, 32, 49
 Scholastic Standing, 188
 Science, Technology, and Society, 127,
 NJIT, 151
 Senior Citizen Audit Program, 173
 Sexual Assault Services, 181
 Shuttle Van Service, 181
 Sigma Theta Tau, 9
 Slavic, 128
 Social Work, 129
 Sociology, 131
 Spanish, 133
 Speech, 135
 Spring Term Admission, 174
 Statistics, 112
 Student Activities, 181
 Student Fee, 172
 Student Government, 14, 182
 Student Health Center, 179
 Student Life and Services, 13, 177
 Student Organizations and Activities, 182
 Student Records and Privacy Rights, 194
 Study Abroad, 43, 174
 Subject Codes, List of, 37, 54, 163
 Summer Session, 185
 Supplemental Instruction, 178

Teacher Certification. *See* individual
 subject areas.
 Teaching Excellence Center, 183
 Television and Media Arts, 136
 Term Bills, 171
 Term Grade Reports, 15, 187
 Termination of Registration, 172
 Theater and Dramatic Literature, NJIT, 151
 Theater Arts, Television and Media
 Arts, 135
 Time Limits for Degrees, 18
 Toxicology, 78
 Transcripts, 187
 Transfer of Credit, CN, 16; RBS, 156
 Transfer Students, 11, 31
 Transportation, 180
 Tuition and Fees, 171
 Tutoring, 178

Uniform Code: CN, 18, 171
 University College-Newark, 3, 5, 49
 Urban Studies, 139

Van Service, 180
 Veterans: Benefits, 176; Services, 180
 Veterinary Medicine (Preveterinary
 Program), 41
 Visual Arts, 64

Warning Notices about Grades, 15, 187
 Withdrawal, 185, 186
 Women's Studies, 139
 Work-Study Program, 175

Zoology, 71