

# School of Public Affairs & Administration (SPAA)

Rutgers University - Newark

**Bachelor of Arts in Public and Nonprofit Administration  
(BA)  
Policy Handbook**



**RUTGERS**

UNIVERSITY | NEWARK

School of Public Affairs  
and Administration

School of Public Affairs and Administration  
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**Rutgers SPAA | [spaa.newark.rutgers.edu](http://spaa.newark.rutgers.edu)**

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## **PREFACE**

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This handbook serves as a reference for all Bachelor of Arts in Public and Nonprofit Administration (BA) students. It provides essential information on a variety of policies and procedures relevant to undergraduate students at Rutgers University-Newark's School of Public Affairs and Administration (SPAA), ranging from admission and matriculation to graduation.

Every student bears individual responsibility to be aware of the policies, procedures, deadlines, and regulations provided in this handbook. This handbook will be revised from time to time; please ensure you are using the most current version, which will always be provided on the School of Public Affairs website.

If a student has a concern or question that is not covered here, they should seek advice from their academic unit.

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### **Mission Statement**

The Bachelor of Arts degree at Rutgers School of Public Affairs and Administration (SPAA) is an interdisciplinary degree designed to enhance students' understanding of their roles as public servants as well as their responsibilities and ability to act as members of a community. The program provides students with substantive knowledge, skills, and perspectives needed to effectively and equitably respond to urban and social issues that affect our lives and communities.

### **Rutgers SPAA Rankings**

U.S. News & World Report ranks the Rutgers University-Newark School of Public Affairs and Administration as:

- 4th nationally in Urban Policy
- 12th nationally in Public Management and Leadership
- 14th nationally in Public Finance and Budgeting
- 15th nationally in Nonprofit Management
- 21st nationally in Local Government Management
- 28th nationally in Best Public Affairs Programs



## BA PROGRAM

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**Overview:** The School of Public Affairs and Administration's (SPAA) undergraduate program serves a diverse group of student populations. These populations include:

- First-time full-time incoming first-year students
- Part-time students
- Full-time and part-time internal transfer students (students that have transferred from any academic unit in the Rutgers University system)
- Full-time and part-time external transfer students (students that have transferred from a 2-year/4-year college or university)
- Re-enrolling students (students returning to complete their degree after leaving the university for one full academic year or longer)
- Returning students (continuing students that have not matriculated for one semester)

There is a strategic advisement process for all students that are served in the undergraduate program at SPAA. The student population also includes non-traditional, 1<sup>st</sup> generation, veteran, post-baccalaureate, and international students.

All students' degrees are confirmed upon successful completion of 120 college-level credits. Upon the completion of their degree, students will obtain a bachelor's degree in Public and Nonprofit Administration (PNA). Students must have completed all major and second concentration requirements prior to their degree being confirmed.

Degree requirements:

- 120 college-level credits
- 35 credits in the Public and Nonprofit Administration major
- 38 credits for the Core Curriculum in the School of Arts and Science - Newark (SASN)
- 6 credits of Writing Intensive (WI) courses
- 18+ credits in a 2<sup>nd</sup> Concentration
- Must have at least a 2.0 cumulative GPA
- Need C or better in all major, 2<sup>nd</sup> concentration, quantitative, basic, and intensive writing courses

### **Classifications**

<b><u>Classification</u></b>	<b><u>Credits</u></b>
First-year	0-30
Sophomore	31-59
Junior	60-89
Senior	90+

**Undergraduate SPAA Major Curriculum:** The undergraduate curriculum changes to meet the academic needs of SPAA students as well as the emerging job market that students will enter after graduating. If you are a re-enrollment student please speak with your advisor about your curriculum.

<b>Public &amp; Nonprofit Administration Curriculum (837) Fall 2017</b>			
Course #			Credits
<b>Core Courses (15 credits required)</b>			
834:200	Introduction to Public Administration	Fall/Spring	3
834:203	Introduction to Nonprofit Administration	Fall/Spring	3
834:301	Ethical Public Service (WI)*	Fall/Spring	3
834:406	Public Service Organizations	Fall/Spring	3
834:408	Leadership for Service Professionals	Fall/Spring	3
<b>Public and Nonprofit Administration Electives (Major Electives-15 credits required)</b>			
834:201	Public Service as a Responsible Citizenship	Fall/Spring	3
834:302	United States and Global Urban Experience	Fall	3
834:304	Technology and Public Service	Fall/Spring	3
834:306	Grant Writing for Organizations (WI)*	Fall	3
834:330	Special Topics in Public Service Fall/Spring		3
834:331	Independent Study	Spring	3
834:402	Arts and Culture of Public Service	Spring	3
834:404	Philanthropy: Volunteerism, Fundraising & Community Engagement	Spring	3
834:409	Democratic Foundations of Public Service	Fall	3
834:410	Research in Public Administration	Spring	3
<b>Service Learning – (4 credits required)</b>			
834:429	Career Exploration in Public Service Seminar		1
834:430	Service Learning Internship I		4
834:431	Service Learning Internship II (optional)		4
	*pre-requisite: students need to complete English Composition 101 and 102 with a C or better		

For detailed descriptions of course offerings please review the course descriptions at <https://spaa.newark.rutgers.edu/courses>.

**Service-Learning Information:**

SPAA students are required to complete Career Exploration in Public Service, which is a one-credit course designed for students to develop a strong foundation for career decision planning through career inventories, research on careers, and personal reflection.

SPAA students must also complete Service Learning 1, which is a four-credit course taken simultaneously while students complete their internship. Students must complete 150 hours of internship work to receive credit. Students can review the internship

requirements in full through SPAA’s website by accessing Academics: Academic Policies, Procedures, and Forms: BA Program: BA Service-Learning Questionnaire.  
<https://spaa.newark.rutgers.edu/academic-policies-procedures-forms>

**Core Curriculum Requirements:** The Core Curriculum is designed to ensure that all graduates acquire a broad range of knowledge, skills, and competencies across the arts and sciences.

The seven general education categories are:

<u>Basic Writing Skills</u>	6 credits
<u>Quantitative Reasoning</u>	3 credits
<u>Natural Sciences</u>	8 credits
<u>Social Sciences</u>	6 credits
<u>History &amp; Literature</u>	9 credits
<u>Arts &amp; Media</u>	3 credits
<u>Other Liberal Arts</u>	3 credits
<b>Total:</b>	<b>38 credits</b>

For the most up-to-date information on which courses satisfy the Core Curriculum, please refer to the Catalog at [http://catalogs.rutgers.edu/generated/nwk-ug\\_current/pg47.html](http://catalogs.rutgers.edu/generated/nwk-ug_current/pg47.html)

Note: Students are required to enroll in composition and Quantitative Reasoning courses, as determined by the established placement standards and prior course history, every semester until the requirement is satisfied unless otherwise advised in writing by the Director of the Writing Program or Office of Student and Academic Services. Students who fail to comply with this policy will have a webreg hold placed on their account indefinitely until they work with the Assistant Dean for Undergraduate Programs to register for the required course.

**Second Concentration Requirements:** A central feature of the Core Curriculum is the second concentration. Increasingly, employers and many graduate programs desire graduates whose educational background is both diverse and multidisciplinary. More details can be found at <https://sas.n.rutgers.edu/student-support/current-students/academic-advisement/degree-requirements#2nd%20con>

The second concentration ensures that students develop substantial expertise in two areas of study, at least one of which will be in the liberal arts and sciences. Because students themselves select their second area of academic focus, they are encouraged to take control over and responsibility for charting an intellectual course that is personally meaningful and optimally suited for the achievement of their scholarly and professional goals.

The second concentration can be fulfilled through:

1. A second major
2. Declaration of a minor in Newark College and Arts and Science only
3. Accelerated MPA
4. Urban Teacher Education Program

5. Pre-Health
6. Honors Living Learning Community (HLLC) \*by admission only
7. Honors College
8. Combine baccalaureate-master's degree curriculum (BA/MPA or BS/MPA fulfills this second concentration for students that are eligible)

### **Accelerated MPA**

RU-N undergraduate students have the option to pursue an accelerated MPA and use this option as their second concentration. The joint Bachelor of Arts or Science and Master of Public Administration (BA/MPA or BS/MPA) degree provides qualified students with the opportunity to earn a master's degree in public administration while taking up to 18 credits of the MPA program as an undergraduate student.

The program is designed for highly motivated students with the desire to build career options into their undergraduate curriculum. The program is especially relevant to public service majors but it is also suitable and applicable for students from all undergraduate disciplines.

Once accepted into the 42-credit MPA degree program, students take 18 credits of graduate MPA courses during their senior undergraduate year. Graduate courses available to accepted undergraduates include:

- Introduction to Public Administration (3)
- Administrative Ethics (3)
- Technology and Public Administration (3)
- Managing Public Organizations (3)
- Human Resources Administration (3)
- Economics for Public Administration (3)



## **ADMISSION TO SPAA**

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### **First Year Students:**

Full-time first year students are students admitted to Rutgers University-Newark for the first time and are registered for 12 or more credits:

1. Students must complete and apply for admission to Rutgers University-Newark SPAA at <https://rutgers.force.com/ApplicantPortal/AppPortalCustom>
2. After students receive an acceptance letter, they can schedule their placement test.
3. When student placement scores are entered they will be provided with a number of SOAR (Student Orientation, Advisement, and Registration) dates to choose from by the SOAR team, which includes the Assistant Dean for the Undergraduate Program in SPAA.

### **Transfer Students:**

Transfer Students from a 2-year or 4-year college or university:

- The advisor must evaluate the transcript(s) of “admit coming” transfer students to determine course equivalencies between the institution that they have previously attended and Rutgers University-Newark.
  - a. The official transcript evaluation must be completed and submitted within 30 days of students’ enrollment confirmation.
  - b. The advisor may also use the following resources to identify transferable courses:
    - i. NJ Transfer: <https://www.njtransfer.org/artweb/chgri.cgi?6560661471476439>
    - ii. College Transfer: <https://www.collegetransfer.net/Search/Search-for-Course-Equivalencies/Equivalency-Search-Results/from/360>
- If a student transferred from a 2-year community college:
  - a. Your advisor will determine whether or not your General Education requirements are completed.
  - b. Students with a completed A.A. or A.S. degree may have their General Education requirements waived under the Lampitt Law.
- Students transferring from a community college may transfer up to 65 credits (maximum) to Rutgers University-Newark.
- Students transferring from a 4-year college can transfer up to 90 credits

### **Statewide Transfer Agreement (Lampitt Law)**

In September 2008, New Jersey signed into law a Comprehensive State-wide Transfer Agreement. This Agreement, which is also known as the Lampitt Law, is designed to facilitate a smooth transfer from a New Jersey community college to the New Jersey public four-year colleges and universities.

The Agreement provides for full transfer of the Associate in Arts (AA) and Associate in Science (AS) degree credits for community college graduates provided, the student plans to enroll in a coordinating major at the upper division college/university and, the student has followed certain recommended guidelines as are posted on NJ Transfer. While a county college graduate with an AA or AS degree is not guaranteed admission to college by this law, if the graduate has been accepted, then this law respects and protects those degree credits which the student has earned up to 1/2 of the coordinating bachelor's degree. Generally, that means a transfer of 60 - 65 credits

maximum. More particularly, the law instructs the upper-division college/university to transfer the AA or AS degree credits to completely satisfy that college's Freshman + Sophomore year core distribution. The county college graduate should expect to enter the next college/university with junior status.

**Please Note:** Neither the Associate in Applied Science (AAS) nor the Associate in Fine Arts (AFA) degree is protected by this law.

### **Internal Transfer Students – School-to-School Transfer:**

Internal transfer students are students that transfer into the SPAA undergraduate program from other academic units within the Rutgers University academic system, (Rutgers-New Brunswick, Rutgers-Newark, Rutgers Biomedical Health Sciences). Students that wish to declare Public and Nonprofit Administration as their major must complete a school-to-school transfer application at <https://www.ugadmissions.rutgers.edu/SchoolToSchool/>

### **School to School Admission Deadlines and Criteria**

Fall Admission—June 1<sup>st</sup> (admission decision received by June 30<sup>th</sup>)

Spring Admission—December 1<sup>st</sup> (admission decision received by January 15<sup>th</sup>)

The Assistant Dean for Undergraduate Programs reviews the school-to-school transfers applications and accepts or denies admittances into the SPAA. Once admitted the information is submitted to the registrar to change the school of matriculation.

Students must have the following criteria to be admissible:

- Completed a minimum of 12 credits in the Rutgers University system as a matriculated student
- Earned a minimum GPA of 2.300
- Indicate if they are currently under review for disciplinary action
- Submit copies of college transcripts from external institutions
- Applicants will receive their decision via email to the email address on their application

### **Re-Enrollment Students**

Students returning to Rutgers University-Newark after leaving the university for 1 full academic year or longer:

1. Students must complete the re-enrollment application on the Rutgers University-Newark admissions website at <https://www.ugadmissions.rutgers.edu/reenrollment/>
2. After student is re-admitted into SPAA they are provided with a registration date.
  - a. If there have been curriculum changes re-enrolled students may be subject to new academic requirements, (i.e. program concentrations, course prerequisites, etc.)
  - b. Review the curriculum the re-enrolled student was initially admitted under. Evaluate curriculum or course changes, (this is to ensure that you do not have a student register for a course they have already taken.)
3. Prepare preliminary graduation plan
  - a. Review the number of core curriculum courses the student has remaining
  - b. Review the number of Public and Nonprofit Administration (PNA) core courses and major electives the student has remaining.

- c. If a student has failed any core curriculum courses or major courses, the student should repeat the course to elevate their cumulative GPA. (\*Students admitted in 2013 and after are only permitted to repeat up to 4 courses).
  4. Evaluate student's grades from the previous semester
    - a. If the student has failed or withdrew from a course the previous semester, re-register the student for the failed class. (Re-taking the class will allow the student to increase their GPA if they perform well with taking the course the second time).
    - b. If the student has successfully completed a prerequisite course, advise the student to register for the next course in the academic sequence, (i.e. ENG 101 and ENG 102, Service Learning Internship I, and Service Learning Internship II)
    - c. Verify if the students' academic progress is in accordance with university financial aid policy at <https://scarlethub.rutgers.edu/financial-services/eligibility/satisfactory-academic-progress-sap/>
      - i. If the student is not within the academic parameters outlined in the university's policy for academic progress, you may be required to develop an academic plan of action for the student.
    - d. Advise students with additional courses needed to complete major and second concentration requirements. \*(See Core Curriculum, Second Concentration, and Undergraduate Program information)
  5. Complete advisement form with courses that the student has agreed to take for the next semester.
  6. Schedule an appointment for the re-enrolled student to check in within 3 weeks of the semester starting to ensure they are adjusting academically.

## ACADEMIC PLANS AND WORKSHEETS

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The suggested course sequence is provided to the student by their dean or academic advisor. Academic plans vary based on how a student was admitted into SPAA, (i.e. First Year, Transfer, Full time or Part time, Academic Probation, etc.).

- First-year students must complete their core curriculum, WI, major and second concentration at RU-N following the guidelines.
- First-year students should plan to take the following courses during their first semester:
  - Introduction to Public Administration
  - Career Exploration in Public Service
  - SPAA elective
  - Communication Skills or English Composition 101, level depending on student's placement test results
  - Quantitative Reasoning, the level depending on student's placement test results
  - Core curriculum course
- Transfer students with an AA or AS do not need to complete the Core Curriculum; they must complete the WI, major, and second concentration
- Transfer students should plan to take the following during their first semester at RU-N:
  - Introduction to Public Administration
  - Introduction to Nonprofit Administration
  - SPAA elective
  - Communication Skills or English Composition 101, if credits did not transfer OR Ethical Public Service
  - Quantitative Reasoning, if credits did not transfer OR minor course

## Core Curriculum and Major Worksheet (120 credits total for BA)

<b>Core Curriculum (38 credits)</b>				<b>Public and Nonprofit Administration: Major (35 credits)</b>			
Courses in each of these areas must be chosen from a list of approved courses.				<b>Note: Grades of "C" or better are required in all SPAA courses.</b> (* denotes courses recommended for first-year students)			
<b>Basic Writing Skills</b>			<b>6 cr.</b>	<b>Core Courses</b>			<b>15 cr.</b>
Course	English Comp. 101 (355:101) or Honors (101)	Sem.	3 cr.	F/S	Introduction to Public Administration *	40:834:200	Sem. 3 cr.
Course	English Comp. 102 (355:102) or Honors (102)	Sem.	3 cr.	F/S	Introduction to Nonprofit Administration	40:834:203	Sem. 3 cr.
<b>Quantitative Reasoning</b>			<b>3 cr.</b>	F/S	Ethical Public Service (WV)	40:834:301	Sem. 3 cr.
Course		Sem.	3 cr.	F/S	Public Service Organizations	40:834:406	Sem. 3 cr.
<b>Natural Sciences</b>			<b>8 cr.</b>	F/S	Leadership for the Service Professionals	40:834:408	Sem. 3 cr.
Course		Sem.	3-4 cr.	<b>Service-Learning Courses (Must complete core courses)</b>			<b>5 cr.</b>
				F/S	Career Exploration in Public Service *	40:834:429	Sem. 1 cr.
Lab		Sem.	1 cr.	F/S	Service-learning Internship I	40:834:430	Sem. 4 cr.
Course		Sem.	3-4 cr.		Service-learning Internship II (optional)	40:834:431	Sem. 4 cr.
Lab		Sem.	1 cr.	<b>Public and Nonprofit Administration Electives I (Complete 15 crs)</b>			
<b>Social Sciences</b>			<b>6 cr.</b>	F/S	<input type="checkbox"/> Public Service as Responsible Citizenship	40:834:201	Sem. 3 cr.
Course		Sem.	3 cr.	F	<input type="checkbox"/> US and Global Urban Experience *	40:834:302	Sem. 3 cr.
Course		Sem.	3 cr.	F/S	<input type="checkbox"/> Technology and Public Service	40:834:304	Sem. 3 cr.
<b>History &amp; Literature</b>			<b>9 cr.</b>	F	<input type="checkbox"/> Grant Writing for Organizations (WV)	40:834:306	Sem. 3 cr.
Hist. Course:		Sem.	3 cr.	S	<input type="checkbox"/> The Arts and Culture of Public Service	40:834:402	Sem. 3 cr.
Lit. Course:		Sem.	3 cr.	S	<input type="checkbox"/> Philanthropy: Volunteerism, Community Engagement and Fundraising	40:834:404	Sem. 3 cr.
				F	<input type="checkbox"/> Democratic Foundations of Public Service	40:834:409	Sem. 3 cr.
				S	<input type="checkbox"/> Research in Public Administration	40:834:410	Sem. 3 cr.
2 <sup>nd</sup> Hist. or Lit.:		Sem.	3 cr.	S	<input type="checkbox"/> Special Topics Course	40:827:430	Sem. 3 cr.
<b>Arts &amp; Media</b>			<b>3 cr.</b>	F/S	<input type="checkbox"/> Public Service Independent Study	40:827:431	Sem. 3 cr.
Course		Sem.	3 cr.				
<b>Other Liberal Arts</b>			<b>3 cr.</b>	<b>Comments</b>			
Course		Sem.	3 cr.				
<b>Writing Across the Curriculum</b>							
Courses taken may also count towards general elective or major requirements. At least one writing intensive course must be within your major.							
<b>Writing Intensive</b> (denoted by "Q" in the section number)			<b>6 cr.</b>				
Course		Sem. SP 2019	3 cr.				
Course		Sem.	3 cr.				
<b>Total credits upon the successful completion of (Fall • Winter • Spring • Summer) 20__:</b>							
<b>Second Concentration: Minor/Other</b>							
Total credits vary by program of study but generally consist of 18 – 24 credits.							
<b>Subject/Program: African American Studies</b>			<b>__ cr.</b>				
Course		Sem.	3 cr.	Student Name			
Course		Sem.	3 cr.	RUID			
Course		Sem.	3 cr.	Student Status	First Year • Transfer • Continuing		
Course		Sem.	3 cr.	Start Date			
Course		Sem.	3 cr.	Authorized Signature			Date
Course		Sem.	3 cr.				

**Public and Nonprofit Administration (834) Major**

Student Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

RUID: \_\_\_\_\_ 2<sup>nd</sup> Concentration: \_\_\_\_\_

The major in Public and Nonprofit Administration requires 35 credits to be completed with a grade of "C" or better.

**Public and Nonprofit Administration- Core Courses: (15 credits) Term Completed Grade**

Introduction to Public Administration	40:834:200	_____	_____
Introduction to Nonprofit Administration	40:834:203	_____	_____
Ethical Public Service (WI)	40:834:301	_____	_____
Public Service Organizations	40:834:406	_____	_____
Leadership for the Service Professions	40:834:408	_____	_____

**Public and Nonprofit Administration Electives: (Select 15 credits from the following courses)**

Public Service as Responsible Citizenship	40:834:201	_____	_____
US and Global Urban Experience	40:834:302	_____	_____
The Arts and Culture of Public Service	40:834:402	_____	_____
Democratic Foundations of Public Service	40:834:409	_____	_____
Technology and Public Service	40:834:304	_____	_____
Grant Writing for Organizations (WI)	40:834:306	_____	_____
Philanthropy, Volunteerism, Fundraising	40:834:404	_____	_____
Research in Public Administration	40:834:410	_____	_____

**(No more than 6 credits from the following courses)**

PNA Special Topics Course	40:834:330	_____	_____
PNA Independent Study (BA)	40:834:331	_____	_____

**Service- Learning Internship Courses (5 Credits)**

Career Exploratory Course (complete 1 <sup>st</sup> semester)	40:834:429	_____	_____
Service- Learning Internship I	40:834:430	_____	_____
Service- Learning Internship II*	40:834:431	_____	_____

\*not offered after spring 2019

**NOTES/COMMENTS:**

\_\_\_\_\_

**COURSE SUBSTITUTIONS:**

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Academic Dean

The aforementioned student has completed all academic major requirements for Bachelor of Arts in Public & Nonprofit Administration:

( ) October \_\_\_\_\_ ( ) January \_\_\_\_\_ or ( ) May \_\_\_\_\_  
graduation.

Certifier Signature: \_\_\_\_\_

Academic Dean

**Public and Nonprofit Administration (834) Minor**

*The minor in Public and Nonprofit Administration requires 18 credits to be completed with a grade of “C” or better, which includes the following courses:*

Student Name: \_\_\_\_\_ Major(s): \_\_\_\_\_  
 RUID: \_\_\_\_\_ 2<sup>nd</sup> Concentration: \_\_\_\_\_

The major in Public and Nonprofit Administration requires 35 credits to be completed with a grade of “C” or better.

**Public and Nonprofit Administration- Core Courses: (15 credits)** **Term Completed** **Grade**

Introduction to Public Administration	40:834:200	_____	_____
Introduction to Nonprofit Administration	40:834:203	_____	_____
Ethical Public Service (WI)	40:834:301	_____	_____
Public Service Organizations	40:834:406	_____	_____
Leadership for the Service Professions	40:834:408	_____	_____

**Public and Nonprofit Administration Electives: (Select 3 credits from the following courses)**

Public Service as Responsible Citizenship	40:834:201	_____	_____
US and Global Urban Experience	40:834:302	_____	_____
Technology and Public Service	40:834:304	_____	_____
Grant Writing for Organizations (WI)	40:834:306	_____	_____
Special Topics in Public and Nonprofit Administration	40:834:330	_____	_____
Public and Nonprofit Administration Independent Study	40:834:331	_____	_____
Arts and Culture of Public Service	40:834:402	_____	_____
Philanthropy: Volunteerism, Fundraising, and Community Engagement	40:834:404	_____	_____
Democratic Foundations of Public Service	40:834:409	_____	_____
Research in Public Administration	40:834:410	_____	_____
Service Learning Internship I	40:834:430	_____	_____

**NOTES/COMMENTS:**

\_\_\_\_\_

**COURSE SUBSTITUTIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The aforementioned student has completed all academic major requirements for Bachelor of Arts in Public & Nonprofit Administration:

( ) October \_\_\_\_\_ ( ) January \_\_\_\_\_ or ( ) May \_\_\_\_\_  
 graduation.

Certifier Signature: \_\_\_\_\_

## ADVISEMENT TIMELINES AND APPOINTMENT INSTRUCTIONS

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### **Timelines**

<b>Fall Semester Date(s) or Times</b>	<b>Advisement Event</b>
May-August	Student Orientation, Advisement, and Registration
Early September	Fall Semester Begins
First week of Fall classes	ADD/DROP Period
First and Second week of October	Midterm Exams and Midterm Warning Grades Issued
October 15 <sup>th</sup>	Deadline for January graduates to apply for graduation
Third week of October	Spring semester online schedule of classes becomes available (view only)
Last week of October-First week of November	Online web registration for Spring semester opens
Last week of November	Last day to withdraw from courses with “W” grade
December 1 <sup>st</sup>	Deadline for Service Learning Internship Contract Submission
Mid-December	Final Exams

<b>Spring Semester Date(s) or Times</b>	<b>Advisement Event</b>
Early January	Student Orientation, Advisement, and Registration
Last week of January	Fall Semester Begins
First week of Spring classes	ADD/DROP Period
Third week of February and First week of March	Midterm Exams and Midterm Warning Grades Issued
February 15 <sup>th</sup>	Deadline for application for May graduation
Early April	Spring semester online schedule of classes becomes available (view only)
Mid-April	Online web registration for Fall semester opens
Last week of March	Last day to withdraw from courses with “W” grade
April 15 <sup>th</sup>	Deadline for Service Learning Internship Contract Submission
Early May	Final Exams

### **Advisement Appointment Instructions (Student Registration):**

1. Students should familiarize themselves with Degree Navigator, [dn.rutgers.edu](http://dn.rutgers.edu), which is a platform that allows them to map out their planned courses and identify course requirements.



2. Once the schedule of classes is posted at <https://sis.rutgers.edu/soc/>, students can check for course availability.
  - a. You will be prompted to select a Term (Fall or Spring of the current academic year). Location (Newark Campus), and Level (Undergraduate)
  - b. Courses that are in green are open for registration. Courses in red are full. If prompted, you may be required to provide a Special Permission Number, which you must obtain directly through the department offering the course and is at the discretion of the department to provide it.
3. **New Students Only:** Students are given access to the Rutgers WebReg system for their registered SOAR date. During SOAR, students will meet with their advisor to review course selections, answer student advisement questions, and register for their courses.
4. **Continuing Students:** All currently matriculated students can register online via web registration at <https://sims.rutgers.edu/webreg/> on their registration date, which is dictated by the number of credits they've earned. Earned credits are the number of credits you've completed and do not include the current semester's credits.
5. Students may book an appointment with their advisor by logging into Run4Success on their desktop or through the Navigate app. From there, click "schedule an appointment" and follow the prompts to select an academic advisement appointment.

## **DEAN'S LIST, LATIN HONORS, GRADUATION, & COMMENCEMENT**

### **Dean's List**

The Dean's List recognizes those students in SPAA who complete 12 or more credits toward graduation in a given term and whose term average was 3.5 or better. "N" credit courses do not count toward graduation. The Dean's List designation is reflected on the student's transcript.

### **Latin Honors**

Undergraduate students may graduate with honors upon meeting the following requirements at the end of the final semester for the baccalaureate degree.

The honors designation is bestowed upon graduating students who achieve a cumulative grade-point average as follows:

- Summa Cum Laude: 3.850 or better
- Magna Cum Laude: 3.700 to 3.849
- Cum Laude: 3.500 to 3.699

The Honors designation for the University Commencement program are based on the penultimate semester GPA.

### **Graduation Information**

Students must apply for graduation according to the following deadlines by completing their graduation application at <https://nwkstudents.rutgers.edu/gradtracker/>

<b>Expected Graduation Date</b>	<b>Graduation Application Deadline</b>
August	July 30
January	November 1
May	March 1

### **Commencement**

When you complete the graduation application you are able to indicate whether you would like the diploma to be mailed or picked up. You may indicate the appropriate address to mail the diploma. You can also indicate if you plan to participate in Commencement, which occurs each May. Students graduating in August are allowed to attend Commencement in the May prior to their graduation date, but their transcript will indicate the August graduation date and they must verify their plans to do this with an advisor.

### **Diploma Information**

Rutgers University–Newark includes the following information on diplomas:

- Your name
- The degree you earned
- The degree conferred date
- Honors earned (if applicable)

Note: Your diploma does not indicate your major or minor. These details are recorded on your official transcript.

The name in our student system will print on your diploma. If you require a change or correction in your name, you must submit a change of name request at <https://forms.registrar.newark.rutgers.edu/app/registrar/login.asp> and if you have questions or concerns, email [registrar@newark.rutgers.edu](mailto:registrar@newark.rutgers.edu).

### **Diploma Pickup or Mailing**

Diplomas are mailed six to eight weeks after the degree is certified.

<b>Diplomas Conferred For</b>	<b>Available for Pick-up</b>
January	Mid-March
May	Mid-July
August	Mid-December

All Rutgers University–Newark diplomas can be picked up at the following location. [Note: As of Summer 2021, students will no longer have the option to select pickup. Their diplomas will be mailed].

Blumenthal Hall  
Office of the Registrar  
249 University Avenue, 3rd Floor  
Newark, NJ 07102

### **International Mailing**

Rutgers uses USPS for mailing the diplomas. As such, Rutgers cannot mail diplomas to international mailing addresses. Students who wish to mail their diploma to an international address must work with their advisor and the registrar to make these arrangements. If a student wants their diploma mailed to an international mailing address they can select “pickup” in the graduation application and send the registrar a prepaid courier label at the time the diploma is ready. The student will receive an email when the diploma is ready, at which point they can reply to that email with the prepaid courier label (FedEx, UPS, DHL, etc.) and the registrar will drop their diploma off at one of their locations for shipping.

### **Additional Diploma Information**

<https://myrun.newark.rutgers.edu/diploma-information>

## **ACADEMIC POLICIES AND PROCEDURES**

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### **SPAA Undergraduate Independent Study Policy**

Students interested in completing an independent study should first read the policy in full. If they believe they meet the eligibility requirements they must meet with the Assistant Dean for Undergraduate Programs to confirm.

Independent study at the undergraduate level in SPAA is available on a *limited* basis. These independently directed courses are intended to allow students an opportunity to investigate a specific topic or issue in depth. Independent study occurs under the direct supervision of a **core faculty member in SPAA** and requires permission from the supervising faculty member as well as approval of the BA Director.

It is the student's responsibility to 1.) identify a **core faculty member in SPAA** who is willing to supervise the project/study, and 2.) complete the Independent Study Request Form at <https://spaa.newark.rutgers.edu/independent>.

Students interested in pursuing an independent study **and** who have identified a **core SPAA faculty member** willing to work with them, should complete the Independent Study Request form and return it to the BA Director. The BA Director shall then have up to (but not exceeding) two weeks to review the request and either approve or deny the request.

(Please note: The typical minimum deliverable for an independent study is a substantial research project/paper. This can include literature review, collection of data, and analysis. The supervising faculty member may also require additional assignments. **Independent study cannot substitute for a core course.**)

### **Grade Appeals Process**

The School of Public Affairs and Administration follows the university-wide grade appeals process at <https://myrun.newark.rutgers.edu/grade-appeals>.

If students have a concern with a grade, students should first review their syllabus on the grading procedures for the course in question. If students continue to have a concern with the grade in a given course, the student should follow the process below:

1. Student should try to resolve any grading issue directly with the faculty.
2. If a student cannot resolve the issue directly with the faculty, the student may try to resolve the issue with the department chair or program director. The student will need to submit in writing the basis for the grade appeal. If the student is to appeal a grade for a *particular assignment*, the appeal must be received in writing to the department chair or program director within two (2) weeks after the grade notification. If the student is to appeal a grade for the *final grade* for the course, the appeal must be received in writing to

the department chair or program director within four (4) weeks after the grade notification.

3. If the grade appeal is not resolved with the department chair or program director, the grade appeal can then be submitted in writing to the Associate Dean of Student and Academic Services. The Associate Dean of Student and Academic Services shall provide a response within four weeks (when classes are in session) of the appeal.

**Credit Overload Policy** - <https://spaa.newark.rutgers.edu/academic-policies-procedures-forms>

To be considered a full-time student, an individual must carry a minimum of 12 credit hours per term. Students may carry between 1 – 19 credit hours, but not more than 19 credit hours per term without written permission from the Office of Student and Academic Services. PLEASE NOTE: Summer School registration is limited to 14 credits (4 courses) – No exceptions. For a credit overload, a student must meet all the following standards below:

- English Composition 101 & 102 Completed
- Math Proficiency Completed
- Declared a major with an academic department (SPAA students are automatically declared as Public and Nonprofit Administration majors)
- Successfully completed 24 Rutgers-Newark credit hours
- Have a minimum cumulative grade point average of 3.5 or higher

**Family Educational Rights and Privacy Act (FERPA)**

The right of access to information in a student’s educational records is governed by a federal law known as the Family Educational Rights and Privacy Act (“FERPA”). The right of access to other information, such as medical or counseling records, is governed by applicable state or federal law. Generally, students attending a college or university, regardless of age, have the right under FERPA to control the disclosure of information from their educational records. <https://uec.rutgers.edu/programs/ferpa-student-privacy/for-students-and-parents/>

**Academic Dismissal**

Students who do not maintain a 2.0 or higher cumulative GPA for three consecutive semesters will be dismissed. According to the academic dismissal regulations (<https://sasn.rutgers.edu/student-support/current-students/academic-performance-standards#Academic%20Dismissal>) set by the School of Arts and Sciences-Newark, a student is automatically dismissed for one academic year when the following criteria are met:

- The term grade-point average is less than 2.0 for three consecutive terms (not including summer or winter sessions) and the cumulative grade-point average is less than 2.0,
- OR the student has failed to successfully complete 60% of credits attempted while on probation. Success is defined as earning a grade of C or better.
- OR the student has failed to satisfy conditions of an academic contract.
- OR academic progress fails to meet the following standards:

24-30 credits	50% completion	1.500
31-59 credits	60% completion	1.800

60-89 credits	70% completion	2.000
Graduation	100% completion	2.000

A student has the right to appeal an academic dismissal when such action has been based upon the numerical criteria above, under extenuating circumstances, if there have been grade changes, or when there is strong evidence that the student will do much better work in the future. To appeal an academic dismissal, student must provide a written appeal to Associate Dean Aaron Gibbs, [algibbs@rutgers.edu](mailto:algibbs@rutgers.edu), by the date set forth in their academic dismissal notice. The appeal will be submitted to the Scholastic Standing Committee for a final decision to be made.

The appeal must be written by you and should be comprehensive: elaborating on non-academic problems such as financial, medical, and personal hardships that affected your performance during the term. Presenting false or intentionally misleading information in the appeal may result in immediate dismissal of the appeal and/or judicial charges.

The letter of appeal should include:

- Your name, RUID number, current address, and Rutgers email address
- Circumstances that negatively impacted your academic performance during the semester of the dismissal
- What was done to address these issues or what is being done if these circumstances are still ongoing
- Appropriate supporting documentation
- Outline of an academic and personal action plan that will be implemented if reinstated.

Submitted documents will be reviewed and decisions will be made by the date set forth in a student's academic dismissal notice. The acceptance of an appeal is not guaranteed. However, if it is accepted, you will be readmitted and placed on probation for the following term of enrollment. Additionally, a note of academic dismissal will remain in your academic file.

If you choose not to appeal or if your appeal is not approved, you will be eligible to apply for reinstatement in 11 months. You must attend another institution to demonstrate your capability for college level courses, however, you are advised not to take courses elsewhere that you have taken at Rutgers-Newark (with grades of D or F). When you have accomplished all the listed requirements, you may submit a reinstatement appeal letter.

### **Satisfactory Academic Progress – Office of Financial Aid**

Satisfactory academic progress (SAP) (<https://financialaid.rutgers.edu/eligibility/academic-progress/#sap>) is a requirement for all students receiving federal, state, or university assistance while enrolled at Rutgers. Financial aid recipients must meet both a qualitative and a quantitative standard to maintain eligibility for aid. In addition, the student must complete the program within the maximum timeframe.

The **qualitative standard** is determined by the student's cumulative grade point average (GPA) at a specific grade level.

The **quantitative standard** is based on a student's completion rate, or the successful completion of a minimum number of credits of the total credits attempted.

**How completion rate is calculated:**

RU completed credits + accepted transfer credits / RU attempted credits + accepted transfer credits.

<b>Academic Status Table: Credit Completion &amp; GPA Requirements</b>		
<b>If Cumulative Credits Completed Equals</b>	<b>Percentage Rate of Cumulative Attempted Credits Completed Must Be</b>	<b>Cumulative GPA (standard calculation)</b>
1-30	50%	1.50
31-59	60%	1.80
60-89	70%	2.00
90 and over	75%	2.00

Academic progress is measured at the end of the spring semester of a full academic year and includes all terms of enrollment or for the spring term only for spring students admitted in spring, including winter and summer sessions. **Your entire academic record is included** in the determination of satisfactory academic progress, whether or not you received aid.

Incomplete and withdrawal grades do not earn credits to meet the academic standard or influence the GPA in the term the course was attempted, but they do count as attempted credits. Repeated courses will count as part of the attempted credits but will not be duplicated in the completed credits.

Students who are not meeting satisfactory academic progress at the end of the spring term may not be eligible for summer aid if an appeal and academic plan is not available, which includes the summer term.

Students who are not meeting the completion rate standard but who **can graduate within two terms** can submit an appeal, and if approved, can continue toward graduation if the student's adviser or dean writes a plan detailing the expectation of the student during the two terms through graduation.

Students readmitted to Rutgers must be evaluated prior to receiving financial aid. If the student was not meeting satisfactory academic progress when they last attended Rutgers, they must (if qualified) **file an appeal** and obtain an academic plan.

**Maximum Timeframe**

Students cannot receive financial aid for credits in excess of 150% of the required credits for graduation in their degree program. For example, if your program requires 120 credits for graduation, you may not receive aid for more than 180 attempted credit hours (120 x 150%).

This policy is in effect even if you change your major or are pursuing a second baccalaureate degree.

If you exceed the maximum time frame, you may appeal to your regional director of financial aid for a **one-time extension of aid eligibility** only if you are within 24 credits of completing your degree program and meeting the minimum GPA (2.0) standards. Confirmation of your ability to graduate within 24 credits must be provided by your academic adviser or dean. Students not meeting the minimum standards will be deemed ineligible for any future terms unless they successfully appeal.

### **Academic Integrity**

Principles of academic integrity require that every Rutgers University student:

- Properly acknowledge and cite all use of the ideas, results, or words of others;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;
- Obtain all data or results by ethical means and report them accurately, without suppressing any results inconsistent with his or her interpretation or conclusions;
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress; and
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated and no student has an inappropriate advantage over others;
- The academic and ethical development of all students is fostered;
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced; and
- Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

All new students are required to complete the Academic Integrity tutorial during their first semester. Our office will remind you, and you can find the tutorial on Blackboard under “More Organizations Plus.” Failure to complete the tutorial will result in the suspension of your registration for the upcoming semester. The complete Academic Integrity Policy can be found at <https://studentaffairs.newark.rutgers.edu/support-services/community-standards/code-conduct-academic-integrity>