

SCHOOL of PUBLIC AFFAIRS and ADMINISTRATION: UNDERGRADUATE - NEWARK

1. Criteria for Admission:

- Students must have completed a minimum of 12 credits within the Rutgers system as a matriculating student at the time of application.
- Students must have earned a minimum cumulative grade-point average of 2.30 within the Rutgers system.
- Students must indicate on their application if they are currently under review for disciplinary action.

2. Conditions:

- Students must follow the general education requirements of the school in which they are admitted.
- Students must remain in good academic standing at their current school and satisfactorily complete the current semester.
- Any additional conditions will be noted in the notification message to admitted students.

3. Required Documents:

- University Registrar will automatically forward the applicant's Rutgers academic transcript to the school after submission of the online application.
- Copies of other college transcripts are required if they were not previously submitted for a transfer credit evaluation.
- Transcripts must be submitted by June 1 for fall enrollment and by December 1 for spring enrollment.
- Students with academic credentials from a foreign country must have these credentials evaluated by World Education Services. The credit evaluation must be submitted to:

Office of Admissions
Rutgers University-Newark Engelhard Hall
190 University Avenue
Newark, NJ 07102

- The World Education Services evaluation must be submitted by June 1 for fall enrollment and by December 1 for spring enrollment.

4. Graduation Requirements:

- Complete a minimum of 120 degree credits.
- Complete all School of Arts and Sciences – Newark (SASN) general education requirements, all SPAA undergraduate major requirements, and second concentration requirements



School of Public Affairs
and Administration | Newark

- Maintain a 2.0 cumulative GPA or higher
- Students are advised to contact the Assistant Dean for Undergraduate Programs to review graduation requirements.

5. College Contact:

- Alyssa LaPatriello, Assistant Dean for Undergraduate Programs
 - Phone: 973-353-1122
 - Email: alapat@newark.rutgers.edu
- General inbox: spaa.sas@newark.rutgers.edu

6. Application Deadline/Procedures and Notification Schedule:

- Students interested in applying for admission to the School of Public Affairs and Administration MUST complete the school-to-school transfer online application according to the [deadlines](#).
- Applicants will receive notification of their admission decision via the email address provided on their application.

7. Registration Information:

- We strongly encourage students to contact the School of Public Affairs and Administration to schedule an academic advisement appointment to assist with registration.

8. College Enrollment:

- By submitting an application, an admitted student declares their intention to enroll at the School of Public Affairs and Administration (SPAA) for the following term.
- The Office of the Registrar at Newark will change the student's school of registration to the School of Public Affairs and Administration, undergraduate program-Newark (school code 40 and major code 837) once the student is accepted.

9. Withdrawal of Application:

- Prior to a decision, an applicant may withdraw their application by visiting the status screen and clicking on "Withdraw My Application."

10. Withdrawal after Admission:

- If an admitted student is unable to enroll at the School of Public Affairs and Administration, they must select the "Decline Transfer" button displayed in their admission email within the timeframe indicated so their school of registration may be modified accordingly. Without this notice, the school of registration will remain

11. University Housing:

- Students may find additional information on University Housing through <http://housing.newark.rutgers.edu/>
- Housing accommodations are assigned to school-to-school transfer students on a space-available basis.

12. Accommodation Under ADA/Section 504

- Students currently receiving accommodations should inform their current university coordinator of their intention to transfer to facilitate uninterrupted accommodation.

13. Educational Opportunity Fund (EOF):

- Students applying for admission who were previously affiliated with the EOF program must reapply for the program.
- There is no guarantee that students will continue to receive funds through the EOF program.
- Students should contact the [Academic Foundations Center](#) for more information.

14. Financial Aid:

- Please contact the [Office of Financial Aid at Rutgers University – Newark](#) if you have questions.