



**RUTGERS**  
UNIVERSITY

2017-2019

**EDWARD J. BLOUSTEIN  
SCHOOL OF PLANNING  
AND PUBLIC POLICY**

**ACADEMIC POLICIES AND  
PROCEDURES**

*Administered  
by University  
College*

*The Edward J. Bloustein School of Planning and Public Policy offering undergraduate degrees as of fall 2017 reserve the right for any reason to modify the policies or cancel any course or program listed herein. In addition, individual programs may vary from year to year as circumstances dictate.*

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## Edward J. Bloustein School of Planning and Public Policy (EJB)

### Academic Policies

There are several schools at Rutgers University that serve the academic needs of students. Students admitted to one of the liberal arts and sciences schools in New Brunswick ([School of Arts and Sciences](#) (SAS, Unit 01) or the [School of Environmental and Biological Sciences](#) (SEBS, Unit 11) must follow their admitting unit's core curriculum/general education requirements, major and or minor offerings, even if they are pursuing a joint degree with EJB. Students directly admitted as transfer students to the Edward J. Bloustein School of Planning & Public Policy (EJB) and who are not pursuing a joint degree with a liberal arts school must follow the general education requirements set forth by EJB.

The academic policies apply to only directly admitted students to EJB's:

- BS in Public Health (10:832D),
- BA in Planning and Public Policy (10:762D)
- BS in Public Policy (10:833D),
- BS in Health Administration (10:501D) and
- BS in Urban Planning and Design (10:971D).

The faculty of EJB offer academic programs that share the same general education, admission and scholastic standing requirements for undergraduates pursuing their Bachelor degrees at EJB, as well as at the School of Management and Labor Relations (SMLR).

### General Education Requirements

The general education requirements for EJB consist of 27 credits as of fall 2017.

- **Writing and communication.** Expository writing plus a second class that is writing intensive for a total of 6 credits.
- **Quantitative reasoning.** 3 credits in college-level mathematics or in a course utilizing applied quantitative reasoning plus the 3 credit class in research methods/statistics (for a total of 6 credits). Classes in accounting, finance, or other quantitative business areas are considered to use applied quantitative reasoning.
- **Science and/or Technology.** 6 credits. Courses from technology and natural science departments as well as those from other departments, which are primarily science.
- **Social Science.** 3 credits. Any course from Social Science departments as Economics, Psychology, Sociology, Human Resources, etc; courses from area studies programs or interdisciplinary departments may be counted on a case by case basis.
- **Humanities & Arts.** 3 credits. Any course from an Art, Music, English, Foreign Language, Classics, Religion, or other Humanities department; courses from area studies programs or interdisciplinary departments may be counted on a case by case basis.

- **History.** 3 credits. Any course from a History department or any course primarily historical in nature from another department.
- **Diversity.** 3

Students who have completed an A.A., A.S. and A.A.S. in Technical Studies degree as part of [NJ Place](#) from a New Jersey county college in January 2005 or thereafter, and who have completed the required general education curriculum as a part of their degree, will be considered to have completed the General Education requirements of the Edward J. Bloustein School of Planning and Public Policy.

## Edward J. Bloustein School of Planning and Public Policy

EJB offers joint degrees with SAS and SEBS students and to direct admits to the school through a transfer process from another institution or school within Rutgers. EJB offers multiple majors leading to a BS degree. The undergraduate admissions pathways to pursue the majors are prescribed below:

- **Public Health (10:832D).** This program of study is designed for transfer students and leads to a pre-undergraduate professional BS degree conferred solely by EJB. To pursue the Public Health major, students with completed prerequisite courses; more than 30+ credits and a GPA of 2.5 or better may apply directly to EJB from another institution or school within Rutgers.
- **Planning and Public Policy (10:762D).** This program is designed for transfer students and prepares students for entry-level jobs in the public and private sectors, especially in the fields of housing, community development, government service, land use, real estate, transportation, and health policy, and for graduate education in public administration, public policy, and urban planning.
- **Public Policy (10:833D).** This program of study is designed for transfer students and leads to a pre-undergraduate professional BS degree conferred solely by EJB. To pursue the Public Policy major, students with completed prerequisite courses; more than 30+ credits and a GPA of 2.5 or better may apply directly to EJB from another institution or school within Rutgers.
- **Health Administration (10:501D).** This program of study is designed for transfer students and leads to a pre-undergraduate professional BS degree conferred solely by EJB. To pursue the Health Administration major, students with completed prerequisite courses; more than

30+ credits and a GPA of 2.7 or better may apply directly to EJB from another institution or school within Rutgers.

- **Urban Planning and Design (10:971D).** This program of study is designed for transfer students and leads to a pre-undergraduate professional BS degree conferred solely by EJB. To pursue the Urban Planning and Design major, students with completed prerequisite courses; more than 30+ credits and a GPA of 2.5 or better may apply directly to EJB from another institution or school within Rutgers.

## **Double Major within EJB**

Given that EJB allows students to double major and/or major-and-minor across programs, this policy is issued by the EJB Undergraduate Programs Director and Office of the Associate Dean of Academic Programs to provide guidance to the EJB Office of Student Services to support academic advising on the implementation of satisfying the degree requirements to earn two (or more) majors (or minors) from EJB.

1a. Scope of Policy and Definitions: This policy addresses curricular overlap for students who elect to double-major, where both majors' degrees are awarded through EJB undergraduate programs.

1b. "Overlap" (or "curricular overlap" or "course overlap") refers to a course that satisfies a curricular requirement or that contributes to curricular progress in both of the EJB undergraduate degree majors a student is pursuing.

1c. The primary decision point with overlap is double-counting, i.e., (1) whether an overlapping course may be taken once and applied to both majors (a "permitted overlap"); and (2) if that permitted overlap requires a substitution of equivalent credits (either a "permitted overlap, no substitution," or a "permitted overlap, with substitution").

1d. "Substitution of equivalent credits" refers to the requirement that the student, for whom a course has counted against the curricular progress in two majors, take a "substitute" course with an equivalent number of credits and equivalent or higher course code, in lieu of the overlapping course.

1e. Subject to requested review by the EJB Undergraduate Program Director, the EJB Office of Student Advising shall have the discretion to work with the student, in the student's best interest, to apply the substituted Core Requirement credits to the appropriate one of the two majors.

2. General policies on curricular overlap: Curricular overlap may manifest in: Prerequisites; Core Requirements; and/or Electives.

3a. Prerequisite Courses: Prerequisite courses may overlap, i.e., a prerequisite that satisfies both majors may be taken once and counted against the curricular requirements of both majors; no substitution of credits is required.

3b.1. Core Requirement Courses without Substitution: Certain courses that satisfy the Core Requirements of both majors may be taken once and counted against the curricular requirements of both majors, with no required substitution of credits. These courses are designated by the EJB Undergraduate Program Director and specified below.

3b.2. Core Requirement Courses with Substitution: Unless specified below, all other courses that satisfy the Core Requirements of both majors may be taken once and counted against the curricular requirements of both majors; however, the student shall take a substitute course, as defined above at Sect. 1d, which shall be applied in concordance with Sect. 1e, above.

3c. Electives, Generally: Elective courses may not overlap, i.e., an elective that would otherwise be applicable to both of the two majors must be applied to one of the two majors.

3c.1. Cross-listed Electives: For cross-listed courses, to the extent possible, the student shall designate to which major the course shall apply by registering for that course under the corresponding subject code. If such registration is not possible, the EJB Office of Student Advising shall have the discretion to permit the student to register under the companion subject code, but apply the elective credit to the desired major.

4. List of Core Requirement Courses That May Be Taken Without Substitution per Sect. 3b.1, Above:

10:775:205 Statistics for Professionals (a/k/a Basic Statistical Methods)

10:775:300 Writing for Professionals

10:775:395 Research Methods

10:775:450 Leadership Seminar

10:775:495 Professional Practice Internship (with EJB Undergraduate Program Director Approval)

Visit <http://bloustein.rutgers.edu/undergraduate/> for individual program mission, learning goals and major requirements for degree completion.

The Bloustein School educates a select pool of students, preparing them for both public and private sector careers, teaching and research professions and service at all levels of government. Students are trained and ultimately employed in the following areas:



- land use
- political processes
- public health
- employment and social policy
- human services
- transportation policy and planning
- housing and real estate
- urban redevelopment
- regional development and planning
- nursing home administration

As one of the strongest policy schools in the nation, the Bloustein School has the capacity to address local, state, regional, national and international policy and planning issues with expertise and credibility. The School is a leader in such areas as smart growth, transportation planning, workforce development, and environmental health, and builds on its association with research centers in related areas. The Bloustein School is also distinctive in its simultaneous focus on graduate and undergraduate education.

## **Learning Goals**

### **Intellectual and Communication Skills**

- Critical Thinking**  
Students will develop their critical thinking skills by reading, discussing and evaluating information about issues related to planning and public policy.
- Communication**  
Students will present their internship experience and capstone research papers as oral presentations in an open venue.
- Mathematical Reasoning and Analysis**  
Students will develop and apply concepts from research methods and basic statistics to critically analyze information as it applies to planning and public policy.
- Scientific Inquiry**  
Students will develop a research question and write a coherent, well-organized capstone paper about a topic related to planning or public policy.
- Information and Computer Literacy**  
Students will develop research and computing skills that allow them to create and use existing databases to analyze information related to planning and public policy.

### **Professional Development & Ethics**

Students will integrate and apply concepts from earlier coursework in a contracted internship experience with a health care, planning or public policy agency. Students will complete at least one human subjects certification program.

The BS or BA degree from EJB is awarded upon successful completion of the major and 120 credits towards graduation.

## **Admission to EJB**

EJB receives applications from a wide variety of students, especially those whose previous schooling has been interrupted (possibly for a long period of time), whose credentials are nontraditional, and who hold demanding full-time or part-time jobs or other duties. The schools encourage applications from people of different ages, interests, and attitudes, as well as from those of widely diverse racial and ethnic backgrounds. This variety brings vibrancy to the undergraduate professional educational experience.

### **Requirements for Admission**

Successful applicants for baccalaureate study at EJB are those who have graduated from an approved high school or equivalent, and who have previously attended other colleges or technical schools where they have demonstrated an academic record of success. Success is defined as a minimum of 24 academic credits with a GPA of 2.75 (if pursuing online studies), 2.5 or better for traditional studies. Special admission interviews may be required of applicants whose cumulative grade-point average is below 2.5 but above 1.9. Ordinarily, applicants with cumulative grade-point averages of 1.9 or below are not admitted.

Applicants whose previous academic record does not make them suitable candidates for admissions must submit all documents in advance in order to be considered for admission. Students who have been dropped from another institution for scholastic reasons cannot be considered for admission into one of the EJB programs until at least one year has elapsed since the date of dismissal and they have completed at least 12 transferable credits with a cumulative grade-point average of 2.5 or better. The same applies to students dropped from another school at Rutgers for scholastic reasons, unless they have a cumulative GPA of 2.5 or above at the time of dismissal. Those with a GPA of 2.5 or above may apply immediately to EJB.

An applicant whose academic potential is not readily ascertained from his or her academic records, but who exhibits a high degree of talent and motivation, may be admitted conditionally by an interview. Applicants admitted by interview are subject to a scholastic probationary period during which they may enroll for no more than two courses per term. Probationary status may be removed upon satisfactory completion of a minimum of 12 credits in an EJB program.

### **Dismissal for Program Noncompliance**

Students accepting admission and **not taking the planned course of study in** their school of direct admission may be dismissed from the professional school after one term without regard to cumulative GPA.

### **General Transfer**

Applicants must state on their application all previously attended institutions of higher learning. The omission or falsification of information may be a cause for automatic dismissal or denial of transfer credit.

Transfer courses of various modes of delivery from colleges, universities and schools, eligible to receive federal funding as listed by the US Department of Education, will be evaluated for transferability.

Official transcripts from all prior accredited institutions must be submitted before any admission decision is made. Students will receive the maximum allowable credits for transfer (up to 60.0 credits from a two-year institution culminating in an associate degree and up to 90.0 credits from a four-year institution offering a bachelor's degree). Students having credits from both two-year and four-year institutions may receive up to 90 total transfer credits.

### **Transfer for Holders of Associate Degrees**

Any applicant who has successfully completed an associate degree program at any New Jersey County or Community College is eligible for transfer admission. Students who hold an associate degree in an approved transfer program (Associate in Arts; Associate in Science, and an Associate in Applied Science in Technical Studies as part of [NJ PLACE](#)) can transfer all of the credits earned in that degree program to the school conferring the degree, up to a maximum of 60 credits (or up to 64 if that was already granted by another undergraduate program within Rutgers). Limits on transfer credits to EJB, however, include no more than 2 credits of physical education and no more than 25 technical credits. Only courses with C or better qualify for transfer. Credits earned beyond an associate degree program will be evaluated for transfer on a course-by-course basis.

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

### **International Students**

Students whose academic credentials were earned in countries in which English is not the primary language may be admitted to an EJB program through the following procedure: (1) present evidence of graduation from an educational institution on at least a level comparable level to an American secondary school (the original record and an authorized notarized translation of the original record must be submitted by May 1), and (2) demonstrate competence in English by examination through the Test of English as a Foreign Language

(TOEFL) with a minimum score of 550 on the written test or 213 on the computer test. The English test offered by the Rutgers program in English as a Second Language may be used in place of the TOEFL. A student who wishes to obtain transfer credit for courses taken at a foreign institution may be required to provide a course-by-course evaluation from an undergraduate professional evaluation service, such as WES.

### **Advanced Standing Policy**

Advanced standing credit may be given for courses completed at colleges and universities that, at the time of the student's attendance, were either recognized candidates for accreditation or fully accredited members of one of the eight regional accrediting associations of higher education. Credit is not given for any course completed outside of Rutgers in which the grade is lower than C or its equivalent (C– grades may be reviewed for elective credit granting only). Courses must be comparable to those offered for credit at Rutgers–New Brunswick and accepted by the faculty of EJB.

If the transferring institution was on a quarter rather than a term system, each quarter credit normally is equivalent to two-thirds of a term credit. Despite the number of courses completed elsewhere, students must earn a minimum of 30 credits (including 15 in the major subject) as matriculated students in EJB to be eligible for a degree.

Except for English composition, credits may be awarded for the College Level Examination Program (CLEP) general examinations if the score is 50 or better in each examination. However, credits may be used only as electives, and not to satisfy major or general distribution requirements.

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

### **Academic Amnesty**

Students previously enrolled at Rutgers University with a record of poor academic performance and five or more consecutive years of hiatus at time of re-enrollment may apply for academic amnesty as an enrolled student in an EJB degree program. If granted, all prior Rutgers course work with grades of C or better will be treated as transfer credit towards graduation and will not be calculated into the grade point average. The grade point average will therefore reflect only grades earned after academic amnesty has been granted.

After receiving academic amnesty, the student must complete a minimum of 30 graded credits offered by their EJB program with at least a C or better in order to graduate. A student can apply for academic amnesty once. If granted, academic amnesty cannot be rescinded or modified. This includes denial of requests that E-credited courses be given credit, or that J-credited courses be computed into the grade-point average.

### **Eligibility**

- Only students who have been separated from Rutgers University for 5 or more consecutive years from Rutgers University and a cumulative GPA below 2.00 may apply.
- Prior to being awarded Amnesty, students must demonstrate academic proficiency by completing 12 new Rutgers degree credits with a cumulative GPA of 2.00 or higher, within two academic years.

### **Conditions**

- Once Amnesty is awarded, students will not be eligible to use the EJB Repeated Course Policy for any subsequent grades of D or F.

### **Matriculation Status**

Students directly admitted to an EJB degree program are classified as matriculated in the BS or BA degree program conferred by that school. Any student not pursuing a degree program is classified as non-matriculated (NM). NM students may be denied enrollment to some EJB courses which are restricted to majors only. Ordinarily, an NM student may accumulate no more than 30 credits. Credit earned while a student holds NM status may not be used to satisfy the 30 credit EJB requirement.

### **Application for Transfer Admission**

Applications for new transfer admission to EJB are processed by the Office of University [Undergraduate Admissions](#). Non-matriculated student applications are available through the Division of Continuing Studies.

### **Application for Reenrollment**

Students who interrupt their enrollment at Rutgers for one academic term or more must apply for reenrollment to EJB by completing a reenrollment application form through the Office of University [Undergraduate Admissions](#). Reenrollment applicants must also submit official transcripts from all educational institutions attended since last enrolled at Rutgers. Students who are reenrolling are not required to pay an application fee.

Former students who were academically dismissed from EJB may not be readmitted if it appears unlikely that the applicant will be able to raise his or her cumulative grade-point average to the level required for graduation. Under no circumstances is a former student readmitted if he or she has been dismissed more than once from an EJB for academic or disciplinary reasons.

### **Application for School-to-School Transfer**

Students who are currently enrolled at Rutgers for two academic terms or more must apply for school-to-school transfer to EJB by completing a school-to-school transfer application form through the Office of University [Undergraduate Admissions](#). Students completing a school-to-school transfer are not required to pay an application fee.

Students who face academic dismissal from their current school of enrollment will be considered for admission if an applicant will be able to raise his or her cumulative grade-point average to the level required for graduation.

### **Financial Aid**

While many EJB students are self-supporting, others may require some financial support in order to achieve their educational objectives. The availability of federal and state funds for students is covered under the [Office of Financial Aid](#). Additional financial support and need-based funds may be available through EJB.

### **Veterans' Benefits**

Veterans and other individuals receiving educational assistance benefits from the Veterans Administration (VA) are advised to secure VA approval for training prior to enrollment. Inquiries concerning eligibility should be directed to the Rutgers [Office of Veteran and Military Programs and Services](#). Veteran students may not drop a course without prior approval from the [Office of Student Services](#). The date of withdrawal is the determining date for benefits.

### **Educational Opportunity Fund Program**

The New Jersey Educational Opportunity Fund (EOF) Program is a state-sponsored program designed to assist state residents who might have been denied a college education because of financial and educational disadvantages.

### **University Policies and Procedures**

See the [University Policies and Procedures](#) website for additional regulations that pertain to all the students at Rutgers–New Brunswick.

### **Student Responsibility to Keep Informed**

The online catalog provides a summary of [rules](#) governing study at the university. The academic and other regulations established by the faculty and administration of EJB and the Board of Governors of the university are subject to amendment at any time. Questions related to general student rules that fall under the jurisdiction of EJB may be directed to the appropriate program. It is the responsibility of the student to remain in communication with the director of the program in which he or she is matriculated.

Additional information can be found on the EJB websites <http://bloustein.rutgers.edu/undergraduate/majors/>

### **Attendance and Cancellation of Classes Policy**

In accordance with university regulations, attendance is expected at all regularly scheduled meetings of courses. It is the policy of the university not to cancel classes on religious holidays;

any absence due to religious observance is treated as an authenticated absence. Students should inform their instructors of their absence and plan accordingly. For information on the cancellation of classes due to inclement weather, see the University Policies and Procedures section.

### **Exceptions to Academic Regulations**

Students matriculated in EJB may request exceptions and waivers to any academic regulations pertaining to their school through a written petition to the dean of that school. The petition should cite the regulation in question and state the basis for waiver or exception upon which the request rests. Petitions of exceptions and/or waivers of regulations are reviewed by the appropriate committee of the school. More information is available online at the EJB websites under Academic and Student Services.

### **Academic Credit**

There are several ways that students may earn credit toward their degree requirements. Students may be awarded credits through Advanced Placement examinations, the College Level Examination Program, International Baccalaureate, American Council on Education (ACE) and Rutgers proficiency examinations. Credit may also be earned through transfer courses. Transfer courses of various modes of delivery from colleges, universities and schools, eligible to receive federal funding as listed by the US Department of Education, will be evaluated for transferability. Grades for the credits earned through these methods are not computed in the cumulative grade-point average. EJB will determine if the courses and/or credits are applicable to the major, minor, or general education requirements.

### **Advanced Placement**

Degree credit is awarded for advanced placement examination scores of 4 and 5 on the College Board Advanced Placement (AP) Examinations. Credit is not given for grades of 3, 2, or 1. Some students may find that these high school-level courses do not provide the same foundational knowledge that is available through an introductory-level university course. Students may, after consultation with an advisor, decide to waive the credits from the AP course to enable them to register for the introductory course in a particular academic discipline. This waiver must be requested in writing prior to registering for the introductory course and may not be reversed. If the student accepts the waiver and subsequently enrolls in the introductory course, the AP credit equivalent is replaced with the degree credits earned. Students are not granted credits for both the AP course and course equivalencies.

To receive AP credit, students must provide an original copy of the scores directly from the Educational Testing Service ([ETS](#)). Rutgers' CEEB code is 002765. ETS can send the scores electronically or students can mail the official report to the following address:

Office of University Undergraduate Admissions  
Rutgers, The State University of New Jersey

65 Davidson Road - Room 202  
Piscataway, New Jersey 08854-8097

A complete list of advanced placement exams and scores, and the Rutgers degree credit that is awarded based on those scores, is available as approved by the faculty of the School of Arts & Sciences via [Academic Credit](#). EJB adheres to all approvals listed therein.

### **College Level Examination Program (CLEP)**

Students who have taken subject CLEP tests may have the scores and essay tests forwarded to EJB for evaluation by the appropriate academic departments. No more than 15 CLEP credits will be accepted, and credits accepted may be used only as free electives and not to satisfy the major, minor, or general education requirements.

### **Proficiency Examinations**

Students may satisfy prerequisites and sometimes earn credit through individual examinations offered by academic departments of Rutgers. Prior approval by EJB and the appropriate academic department is required before seeking credit through examination; approval by the major department is also required for credit in the major field. Awarding credits through these methods is uncommon and decisions are made on a course-by-course basis.

### **Courses Completed at Other Units of Rutgers University**

Students enrolled in one of the EJB programs are expected to register for major classes offered on the Rutgers-New Brunswick Campus, on satellite campuses established by Continuing Studies, or online. Permission to register for classes offered at other Rutgers campuses is granted on a case-by-case basis and must be approved by the Office of Academic Services prior to registration. Courses completed at other units of Rutgers University appear directly on the student's transcript and grades are included in the cumulative grade-point average.

## **Registration and Course Information**

### **Academic Advising**

All students admitted to EJB as matriculated (i.e., degree-seeking students) are required to track their progress toward degree completion using the online Degree Navigator (<http://nbdn.rutgers.edu/>). Students receive a curriculum worksheet that shows the courses that must be completed in order to graduate. Students should update the curriculum worksheet each time a course is completed and review the worksheet with an academic advisor when it comes time to register for new courses. Students should also review Degree Navigator periodically to be sure their worksheet matches the online record of progress.

### **Registration**



Students must be admitted to EJB before they can register for courses in that school. Information about registration is published in the Schedule of Classes. The university reserves the right to restrict registration in all courses offered and, when necessary, to cancel courses previously announced.

### **Withdrawal from Courses**

Students may request withdrawal from courses at any time up to, but not including, the last two weeks of instruction in the term. Terminating class attendance does not constitute withdrawal from courses. A student must refer to their school's student services online forms to complete, in writing, their intention to withdraw. See the [University Policies and Procedures section](#) for details of the drop/add policy. Withdrawal from a class may have implications for housing, financial aid and other student services. Therefore, withdrawal should always be discussed with an academic advisor before action is taken.

### **Registration at Institutions Other Than Rutgers University**

An EJB student who wishes to enroll in courses at another institution must request and obtain permission from their school's student services office. Requests must be made in writing well in advance of the deadline for registration at the other institution. The total course load consists of courses carried in EJB and those taken concurrently at another institution. Students having already transferred the maximum allowable credits from an outside institution may be eligible for an exchange in credits upon the approval of their request.

### **Course Load**

Students may register for up to 18 credits per term and, in certain cases, may be permitted to carry a larger number of credits. Nontraditional students in EJB who hold significant work or other commitments are advised not to schedule more than two courses per term during their first year. Students on probation or limited enrollment may schedule no more than the number of courses specified in their probation letter.

## **Course Information**

### **Pass/No Credit Courses**

A matriculated student may register for Pass/No Credit grading for no more than two courses (or maximum 8.0 credits). The two-course limit does not include courses in which grades are already awarded solely on a Pass/No Credit basis. Pass/No Credit registration is limited to free electives and it not offered for winter session course. To request Pass/No Credit grading in a particular course, a student should declare his or her intention no later than 30 calendar days after classes begin for the spring and fall terms (10 calendar days for summer), have completed at least 90 degree credits, and have a cumulative grade-point average of 2.0 or better. A student registering on a Pass/No Credit basis must complete all of the required work in the course, including all examinations and assigned papers or projects. While a course that is

completed successfully on a Pass/No Credit basis carries graduation credit, it is not calculated in the cumulative grade-point average. Grades of A, B, and C correspond to Pass (PA); grades D and F to No Credit (NC).

### **Courses Taken Not-for-Credit**

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

### **Repeating Courses**

A Rutgers University transcript records all courses taken at Rutgers University and the outcome (grade or withdrawal). Students may not repeat, for degree credit, courses bearing the same or equivalent course numbers, with the exception of courses designated as repeatable for credit.

### **Grades of F or D**

The repeated course policy was revised in Fall 2014 for New Brunswick in up to four courses (no more than 16.0 credits). EJB beginning Spring 2019 rescinded its 3 course repeat option policy of Fall 2017 reverting to university standard of four repeat options.

In general, when a course is repeated in which the student previously earned a grade of F or D, both the original grade and the new grade remain on the transcript and in the cumulative grade-point average. However, for up to 16 credits in no more than four courses, the grade of F or D will be removed from the cumulative grade-point average if the student repeats the course. The original grade of F or D will remain on the transcript with an E prefix attached (no degree credit earned and grade does not compute in the GPA); the repeated grade will have an R prefix (degree credit is earned and grade computes in the GPA).

This policy may be applied anytime during the undergraduate years, but only once for a given course. The course must be repeated at Rutgers University-New Brunswick. If the student earns an F or D a second time, only the second grade will enter the cumulative grade-point average. This policy may not be applied to punitive grades of F given for reasons such as academic dishonesty. Use of this policy to remove a grade of F or D from the cumulative grade-point average does not qualify a student for retroactive nomination to the Dean's List nor does it rescind unsatisfactory scholastic standing status.

The addition of appropriate prefixing to repeated courses will occur by the end of the semester during which the repeated course has been taken. If a student feels that they repeated a course and the appropriate prefixing was not applied based on the policy above, the student may email [uc-nb@rutgers.edu](mailto:uc-nb@rutgers.edu) with their name, RUID, and the course that they repeated.

See the [University Policies and Procedures](#) catalog for an explanation of the E prefix and K prefix preceding course credits on the transcript.

## **Grade Appeals**

Student complaints about grades in any courses offered by EJB are treated by the process outlined in the Academic Policies and Procedures section of the Bloustein School Catalog. It reads as follows:

Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion or writing with the instructor of that course (her/his preference) no later than two weeks after notification of the grade. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the appropriate program director. A written complaint about a grade for work completed, while the course is in progress must be submitted to the program director no later than two weeks after final determination by the instructor. A student must submit a written complaint about a final course grade to the program director no later than four weeks after final determination by the instructor. A student who wishes to appeal the decision of the program director should appeal once again in writing to the office of the dean, through the Assistant Dean for Student and Academic Services. Students should be directed to address that written appeal to Stephen Weston, Assistant Dean for Student and Academic Services, Bloustein School Deans Office, 33 Livingston Avenue, New Brunswick, NJ, CAC. Email is preferred at [sdweston@rutgers.edu](mailto:sdweston@rutgers.edu).

Written notification of the action, taken by either the program director or by the assistant dean will be sent to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session. With reference to the actions above, the program director or assistant dean may consult with other faculty, directors, etc., that may be relevant to a student's complaint.

Students who contact the Dean's office without following the above procedure will be referred back to the instructor or program, in order to preserve the integrity of the process and an independent student appeal review. Some things to keep in mind when appealing your grade with the instructor, director or dean include:

- \* Watch grade appeal timeframes; being busy is not a legitimate excuse.
- \* Raise issues when they happen, not at the end of the term.

- \* Stick to the facts of the situation; discuss formally your appeal and keep it professional.
- \* Avoid emotional language and personal attacks.
- \* When asking for a second chance, admit where you have been culpable.
- \* Mentioning your grades in your other classes is not relevant.
- \* Be leery of end of semester/year grade appeals as they impact graduation deadlines.

For questions about the grade appeal process, students, faculty and/or others are encouraged to speak to their instructor, program director or the assistant dean of the school for clarification.

### **Summer Courses**

Students who wish to register for Summer Session courses at other institutions must obtain prior permission from EJB student services online forms. No credit is allowed for unauthorized enrollment.

### **Graduate Courses**

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

### **Scholastic Standing**

The student's numerical scholastic standing is determined by his or her cumulative grade-point average, a weighted average of all Rutgers grades in those courses taken for credit. For information on the computation of the cumulative grade-point average and other grading regulations, see the [University Policies and Procedures](#) section. Grades of F received in courses approved for credit are included in the computation of the cumulative grade-point average unless the course is repeated.

### **Dean's List**

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

### **Poor Academic Performance**

### **Academic Review**

The Committee on Scholastic Standing, in concert with administrators and appointed faculty fellows of EJB, reviews the records of all students at the end of each academic term.

### **Probation and Dismissal**

Students whose cumulative grade-point average is less than 2.0 at the end of an academic term may be placed on probation and may continue under limitations specified by the Committee on Scholastic Standing. The student will receive email and/or written notification of probationary status within four weeks of the term grade report. Students on probation who have not raised their cumulative grade-point average to 2.0 at the end of the academic term will ordinarily be dismissed. Students whose cumulative grade-point average is less than 1.2 at the end of any academic term will be dismissed without necessarily being placed on academic probation first.

### **Transfer Students from Other Institutions**

Students who are admitted on academic probation as a result of unsatisfactory or marginal academic records at other institutions normally are required to maintain a minimum grade-point average of 2.0 at EJB

The records of these students are reviewed at the end of the academic term, and probationary status is removed if a student has completed at least 12 credits with a minimum grade-point average of 2.0. If the student's grade-point average is less than 2.0, the student ordinarily is dismissed.

### **Transfer Students from Other Colleges within Rutgers**

Students admitted to EJB on academic probation because of a poor academic record at another college of Rutgers normally are assigned a minimum grade-point average that must be achieved as a condition of their probation. The records of these students are reviewed at the end of the academic term, and probationary status is removed if a student has completed at least 12 credits with the required average. If the required average has not been achieved, the student normally is dismissed.

### **Probation Appeal**

Probationary status may not be appealed, although students may request a review of the limitations imposed by the committee if those limitations appear inappropriate for the individual's circumstances. A request for review may be made at any time during the probationary period and should be made to EJB's Office of Student Services. Students dismissed from EJB by the Committee on Scholastic Standing may appeal to the dean of the college within twenty calendar days after the date of the dismissal notice. Grounds for appeal include technical error, extenuating circumstances, additional information not previously available to the committee, and/or other factors the student considers appropriate to support his or her challenge of the dismissal decision. Students must present their appeal in writing.

Letters of appeal must state the reasons for appeal and, when possible, should be accompanied by appropriate documentation. The letter must be written exclusively by the student, although advice in formulating the appeal may be sought from a faculty adviser or college counselor. Appeals are reviewed by the Committee on Scholastic Standing. Written notice of the appeal decision is sent to the student at least two weeks prior to the beginning of the next term. The decision of the committee is final.

Student dismissed from one of Rutgers schools or EJB is not considered for readmission to the college unless that former student has completed at least 12 credits at another accredited college or university and/or the Rutgers University Summer Session with a cumulative grade-point average of 2.5 or better and at least one term, not including summer session, has elapsed since the date of the student's dismissal.

## **Disciplinary Hearing Procedures**

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

## **Degree Requirements**

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

A candidate for a bachelor's degree in one of the EJB Degree Programs must complete a minimum of 120 college credits, including the General Education Requirements, a major program of study, and a minimum GPA of 2.0. A student may elect to pursue a minor or second major from another school, but not the same EJB. Thirty Rutgers credits, including at least 12 credits within EJB, must be completed at Rutgers.

## **Second Baccalaureate Degree**

Students matriculating for a second baccalaureate degree must fulfill the general education requirements. A minimum of 30 credits beyond those required for the initial degree must be completed as a Rutgers student.

## **Programs of Study**

Students who decide not to pursue one of the EJB's designated majors may apply to another school of Rutgers University via the school-to-school transfer application. Students are not guaranteed admission to any school of Rutgers, including by transfer. EJB reserves the right to dismiss a student from the BS/BA program(s) if there is no intent to pursue and complete the declared major at point of admissions.

### **Majors**

Students interested in a second major or minor may review offerings from other schools at Rutgers-NB. Consult the appropriate section for admission requirements to major programs.

### **Minors**

All minor programs of study offered by various disciplines in New Brunswick are available to students attending EJB unless the programs stipulate otherwise.

## **Graduation**

It is a student's responsibility to declare candidacy for the baccalaureate degree by completing an online Diploma Information form through the office of the Registrar at least one term before the expected date of graduation. Degrees are conferred by the university three times a year – January, May or August. Diplomas are mailed to students. The annual university commencement is in May on the recommendation of the faculty fellows of EJB. A student who completes the requirements for his or her degree in January, May or August can receive a [verification of enrollment or transcript](#) in lieu of the diploma until they are mailed to the student permanent address on record. Diplomas are withheld from all students whose university accounts are not clear.

### **Graduation with Honors**

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

EJB looks forward to honoring their students at graduation.

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