

**Interim SAS Academic Policies and Procedures,
Report of Committee on Academic Standing for SAS
Amended version, approved on May 8, 2006 by FAS Faculty**

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Degree Requirements

Credits and Residency

All students must earn at least 120 credits, with a minimum cumulative grade-point average of 2.000. Students admitted without placement into non-credit remedial courses can, with careful planning, complete their baccalaureate requirements in four years of full-time study. However, some programs may require additional credits and some programs may require that specific courses be taken in the first year to enable completion within four years.

Students matriculated (i.e., registered in pursuit of a degree) at the SAS, Rutgers University must earn 30 of their last 42 credits while registered in classes offered by Rutgers University New Brunswick/Piscataway (RU NB/P) or registered in special programs approved in writing by the dean of instruction. Students who transfer into SAS from other institutions with senior status must earn a minimum of 30 credits while registered as SAS students in order to receive a bachelor's degree from SAS.

Liberal Arts Distribution Requirements

Students must complete an approved major listed in the Programs of Study chapter in this section. All students are responsible for consulting with the undergraduate director in the department of their major to ensure that they will have fulfilled all requirements by the time of graduation.

SAS students must complete the following distribution requirements:

- Writing (6 credits)
- Quantitative Reasoning (6 credits)
- Natural Sciences (6 credits)
- Social Sciences & Humanities (12 credits)
- Diversity (3 credits)
- Global Awareness (3 credits)

For additional details, see: [XXXXXXXXXXXXXXXXX](#) [Liberal Arts Distribution Requirements, Final Report of the Committee on Interim Core Curriculum for SAS as amended and approved by the FAS Faculty on May 3, 2006](#)

Note: highlighting indicates SAS websites, offices and officers to be established

Second Baccalaureate Degree

Students who holds a credential equivalent to the baccalaureate degree in the United States from an accredited institution may pursue a second bachelor's degree at SAS. Second degree candidates must complete a minimum of 30 credits beyond those required for the initial degree, including all requirements for the new major plus three liberal arts courses in a subject unrelated to the major. Students must complete a minimum of 30 credits in courses offered by SAS.

Two baccalaureate degrees may not be earned concurrently except through approved dual-degree programs, such as that between SAS and the School of Engineering. Students who complete multiple majors earn a single bachelor's degree.

Graduation

Degrees are conferred at the annual commencement at the end of the spring term. Students completing degree requirements in October (after Summer Session) or January (after the fall term) will receive a letter of completion to be used in lieu of a diploma until the next commencement exercises.

Graduation with Honors. The bachelor's degree is conferred with the distinction *summa cum laude* for graduates with a Rutgers cumulative grade-point average of 3.850 or higher; *magna cum laude* for those with an average of 3.700 or higher; and *cum laude* for those with an average of 3.500 or higher. Averages are not rounded to the next higher number in the calculation of honors.

Students who successfully complete the Rutgers University SAS Honors Program receive special recognition at graduation.

Academic departments may recommend students for departmental honors or recognition at graduation based on special work and/or examinations. See statements under individual department listings.

Phi Beta Kappa. Phi Beta Kappa, established in 1776, is the oldest and most widely recognized liberal arts honorary society in the United States. Each spring term, the Phi Beta Kappa Society invites to membership the outstanding students of the junior and senior classes. Election to the society is based on high academic achievement, a record of course work that is at least three-quarters liberal in nature, proficiency in a foreign language through the intermediate level, a minimum of two years equivalent of full-time course work at Rutgers University, and breadth of scholarship.

Prizes and Honors. The SAS, academic departments and other units of Rutgers University offer a variety of prizes and awards for students with excellent academic records or special eligibility. Students should consult with their academic departments and visit the following website for additional information:

<http://xxxxxxxxxxxxxxxxxxx>

Post-Obitum Degrees. In the unfortunate event of the death of a student while registered at SAS as a senior, requests will be considered for the awarding of the degree that was being earned. The request may be submitted in writing to the Rutgers University Ombudsman.

Academic Policies and Procedures

Student Responsibility to Keep Informed

Students are responsible to keep informed about all academic policies and procedures.

In addition to the material in this catalog, essential information about current procedures is provided in the Undergraduate Schedule of Classes, the Official Notices posted each week (<http://www.sas.rutgers.edu/notices/>), notices sent to campus post offices or home addresses, and announcements posted electronically or sent to Rutgers email addresses.

Academic Credit

There is an expectation that once students begin their matriculation at Rutgers SAS, they will complete the bulk of their work within academic departments on the New Brunswick/Piscataway campus. There are, however, several other ways that students may earn credit toward the degree requirements.

Students may be awarded credits through the combination of advanced placement examinations, the College Level Examination Program, International Baccalaureate and proficiency examinations. Credits earned through these methods are not computed in the cumulative grade-point average. Academic departments determine if such courses and/or credits are applicable to the major, minor, or liberal arts distribution requirements.

Advanced Placement. Degree credit is awarded for advanced placement examination scores of 4 and 5 on the College Board Advanced Placement Examinations. Credit is not given for grades of 3, 2, or 1. Even though the AP credits may have been legitimately earned, students often find that these high school level courses did not provide the same foundational knowledge that is available through an introductory -level university course. Some 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 credits and subsequently enrolls in the course, no additional degree credits will be earned nor will the grade be included in the grade-point average.

College Level Examination Program (CLEP). Students who have taken subject tests of the College Level Examination Program may have the scores and essay tests forwarded to the SAS 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, not to satisfy major, minor, or liberal arts distribution requirements. Students already matriculated in SAS must obtain prior approval of the SAS and the appropriate academic department to take the CLEP examination. A number of SAS departments (including Mathematics, Psychology and English, and the foreign languages) do not award CLEP credit.

International Baccalaureate (IB) Examinations. Degree credit may be awarded for International Baccalaureate Higher Level scores of 7, 6, and 5. Credit is not given for grades of 4 or lower or for Subsidiary/ Standard Level exams.

Proficiency Examinations. Students may satisfy prerequisites and sometimes earn credit by the following methods: (1) individual examinations offered by the academic departments of Rutgers; (2) the College Level Examination Program (CLEP) offered by the Educational Testing Service, Princeton, NJ 08541; (3) the Thomas Edison College Examination Program (TECEP) offered by Thomas Edison State College, 101 West State Street, Trenton, NJ 08625; or (4) Prior Learning Assessment offered by Thomas Edison State College. Prior approval by the SAS and the appropriate academic department is required before seeking credit through examination; approval by the major department also is required for credit in the major field. The awarding of credits through these methods is uncommon and decisions are made on a course-by-course basis.

Courses Completed at Other Units of Rutgers University. 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. Because of differences in the structure of academic disciplines and in the details of requirements from unit to unit, there may be instances where specific courses may not be applicable to an SAS major or minor or distribution requirement.

Transfer Credit from Institutions Not a Part of Rutgers University. Limits on transfer credits. The following limits are set on the maximum number of degree credits transferable into SAS:

No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions, and no more than 12 of the last 42 credits earned for the degree may be transfer credits.

General Transfer. Students who were formerly matriculated at accredited institutions outside of Rutgers University may be entitled to credit subject to the following conditions: All credits are evaluated by the appropriate academic department in consultation with the dean/SAS. No credit is accepted in transfer if the grade earned is below the equivalent of C (2.000) at Rutgers. Grades from institutions other than Rutgers are not posted to the transcript or included in the Rutgers cumulative grade-point average.

Courses that were not offered in traditional classroom format (for example, independent studies, internships, fieldwork, etc.) are typically awarded transfer credit only upon the recommendation of the appropriate academic department. Transfer credit ordinarily is not awarded for courses passed by examination at other institutions.

Under New Jersey state law, approved courses in high school may be taken for college credit. Students should consult with an advisor to determine if these courses actually provide an adequate background as a prerequisite to the next level of coursework in SAS.

Extension, professional, military and continuing education courses typically have informal or no prerequisites and are designed to provide discrete, targeted knowledge rather than being a part of a broader liberal arts curriculum. As such, many of these courses are not awarded credit in SAS unless they are clearly equivalent to courses offered by SAS.

Academic departments often have restrictions on the application of transfer courses toward specific major or minor requirements.

Transfer from NJ County or Community Colleges. In the case of students who successfully complete an associate degree transfer program with a minimum cumulative grade-point average of B (3.000) at any

public New Jersey county or community college and apply directly to SAS, all academic courses taken at the community college awarding the degree and required for that degree program are accepted for transfer credit. This excludes transfer credits accepted by the community college from other institutions, credits earned by examination, credits in physical education, and courses equivalent to non-credit courses offered by SAS. Credits earned beyond the requirements for the degree program are evaluated for transfer on a course-by-course basis.

Transfer credits from NJ County or Community Colleges for students who did not earn an associate degree are considered under the General Transfer policies outlined above.

Credits earned at another college after receiving an associate degree from a New Jersey county or community college are considered under the policy for the general transfer.

Transfer from Colleges or Universities Outside the USA. Students who wish to obtain transfer credit for courses taken at institutions outside the USA may be required to furnish a course-by-course evaluation from an acceptable professional evaluation service and, in some instances, a review of course syllabi by the appropriate SAS academic department.

Prerequisites. Students are not permitted to take courses for degree credit that are prerequisites to courses in which they have already earned a passing grade (D or better). For example, students may not take or repeat Precalculus after having passed Calculus I. Furthermore, students are not permitted to receive degree credit for courses taken below their placement level.

Academic Amnesty. On rare occasions, students who left Rutgers University with grade-point averages below 2.000 and have interrupted their studies for 5 years or more may be readmitted with academic amnesty as SAS-UC students.

The awarding of academic amnesty is solely the decision of the dean's staff. To be considered eligible for amnesty, the student must meet regular admissions requirements, which may include completion of 12 transferable credits at an accredited institution with a grade-point average of 2.5 or better. Students who have been dismissed from Rutgers University more than once are not eligible for academic amnesty.

If academic amnesty has been approved, the credits on the previous Rutgers transcript are treated as if they were being transferred from colleges outside of Rutgers. All prior grades remain on the transcript; grades of D and F are given the prefix of E and are removed from the calculation of the cumulative grade point average and do not earn degree credit. Grades of C or better are given the prefix of J, indicating that the courses remain in the credit total for graduation but are not calculated into the cumulative grade-point average.

There may be retroactive effects of E or J prefixes in terms of financial aid, veterans' benefits, and so forth.

Students should discuss all aspects of their application for academic amnesty with an advisor.

Academic Support Services

Academic Advising

The liberal arts curriculum affords students the opportunity to explore a variety of academic disciplines in addition to the major, and earning a degree involves much more than simply amassing credits. Sound academic advising is essential.

Although members of the faculty and staff are available to provide advisement, students are responsible for understanding the academic regulations and for ensuring completion of the course work necessary for fulfillment of the degree requirements.

Students have access to a number of special resources throughout their undergraduate career:

General Education Advising. All students admitted into Rutgers SAS receive academic advising and select their first-term courses during special academic orientation sessions. Students who are transferring from another institution will receive a curriculum summary that shows the courses accepted for transfer credit and those that must be completed in order to graduate. For many of the courses on this summary, the awarded credit will be indicated, but the specific Rutgers SAS equivalency, if needed, must be determined later by the appropriate academic department.

During the first year, students are urged to select their program in consultation with an academic adviser based on interest and the results of placement exams. Students are advised by members of the university staff and by faculty members from various disciplines in the humanities, social sciences, and science/mathematics areas. The board of general advisers in the Office of Academic Services serves students with undeclared majors and addresses questions regarding the SAS general education requirements. [location tba]

Major Advisors. Students should develop an academic plan and declare their major as soon as practicable. Students should seek advice from their major department on a regular basis to obtain guidance for research and internship opportunities, special awards, career goals, graduate school applications, and other professional matters.

Specialty Advisors. Students may seek specialty advice from a variety of sources, including Educational Opportunity Fund Program (EOF), Health Professions Office, Career Services, Pre-Law, a variety of certificate programs, and so forth.

Degree Navigator. Students should routinely consult the Degree Navigator system (www.dn.rutgers.edu) throughout their course of study at SAS. This program provides useful information for monitoring progress in the major, the minor, and liberal arts distribution requirements. It is meant only to be a tool and not a substitute for consultation with an academic advisor.

Special Support

Learning Centers. Learning Centers are located at several campus locations and offer a variety of academic support services to all students interested in improving their performance. All services are free with unlimited access. Professional staff assists students in mastering information-processing skills and higher-level organizational skills. Assistance is available in time management, note taking, text reading, test preparation, test taking, and various other areas. Additional services include peer academic tutoring (drop-in, by appointment, and online), course-specific instruction groups, and writing assistance for courses other than Rutgers Writing Program courses. For further information, see: <http://lrc.rutgers.edu/>

Writing Centers. The Writing Centers function in conjunction with courses offered by the Writing Program. Students in these courses may seek assistance on their own from the Writing Centers located on Livingston, Busch and College Avenue campuses. For more information, please visit: <http://wp.rutgers.edu>

Career Services. Career Services provides resources and strategies for choosing a major, developing career plans, finding internships and full-time jobs, contacting alumni and making successful career transitions. For further information, see: <http://careerservices.rutgers.edu/>

Student Support Services. Student Support Services, a federally funded program, was created to increase the retention and graduation rates of low-income, first-generation college students and students with disabilities. The program provides a fully equipped computer laboratory, one-on-one tutoring in most subjects, college success seminars, a laptop computer loan program, and other programming to promote student academic success. For further information, see: <http://www.rci.rutgers.edu/~sasap/trio.html>

Office for Diversity and Academic Success . The goal of ODASIS is to significantly increase recruitment of students from underrepresented groups who are interested in pursuing careers in the sciences, technical, or allied health professions. For further information, see: <http://lifesci.rutgers.edu/odasis/>

Health Professions Office. The Health Professions Office is a full-time operation serving the needs of students and alumni of Rutgers University who are planning to apply to schools of medicine, dentistry and other graduate specialties. In addition to advising students, the office provides a variety of services to students including maintaining files and forwarding letters of evaluation, supplying application materials for exams and professional schools, coordinating workshops and various events, and generating a monthly newsletter of events and deadlines. The office also maintains and updates a library of materials for students' use including: reference materials, professional school catalogs, admission statistics, and a video library containing tapes about different professions, health care and medical ethical issues. For further information, see: (<http://lifesci.rutgers.edu/~hpo/>)

Math and Science Learning Center. The MSLC is a unique resource for students in the sciences. The Center is committed to providing support services for University students and outreach programs for K-12 students. Special to the MSLC are the hands-on interdisciplinary science demonstrations and activities. Student managers and employees contribute to the success of the MSLC.

Gateway Courses. Gateway courses offer students the opportunity to enhance their development of college-level skills in designated sections of, or alternatives to, popular, introductory courses in various academic disciplines such as biology, chemistry, history, physics, political science, psychology, and sociology. In Gateway classes experienced and specially trained instructors supplement the standard course curriculum with small group sessions and alternative approaches designed to assist students in making the transition to college-level work. Academic advisors assist students in developing class schedules and charting academic performance.

Enrollment in Gateway courses is limited; students who can benefit the most from Gateway courses are identified based on the results of their University Placement Exams and are contacted by an academic advisor prior to their first term at SAS. For further information, see: <http://fas.rutgers.edu/ugraded/gateway/Gateway.shtml>

Aresty Research Center. The Aresty Research Center staff assists students in learning about the process of research, identifying faculty mentors or projects, defining research goals, seeking funding for a project,

seeking guidance in the ethical aspects of doing research, and presenting their findings to the university and the general public. For further information, see: <http://aresty.rutgers.edu/index.html>

Registration and Course Information

Registration

Students are responsible for monitoring the accuracy of their registration throughout each term. Details about registration may be found on p. xxx under the Registration section of the University Policies and Procedures section of the catalog.

Change of Courses. See the University Policies and Procedures chapter for drop/add procedures.

Inter-unit Registration. Inter-unit registration in Rutgers Camden or Rutgers Newark may be allowed for a limited number of credits in unusual situations with prior approval by the dean of instruction.

Registering for Courses in Other Institutions. Matriculated students must receive prior approval for courses they intend to take for credit at another college or university. Approvals for summer session courses at other institutions are commonly granted.

Students are not permitted to be enrolled simultaneously at RU NP/P and another institution during the fall or spring term except with explicit advance approval of SAS. Such approvals are uncommon.

It is the responsibility of students to register for all courses needed to complete the degree requirements as outlined on their official curriculum summaries and to avoid scheduling courses for which credit already has been granted, either at Rutgers University or by transfer.

Withdrawal from Courses. Students may withdraw from courses during the withdrawal period before the 8th week of the term. Students should always consult with an academic advisor when contemplating withdrawal from a course. Terminating class attendance does not constitute withdrawal from a course. See the University Policies and Procedures section for details of the drop/add policy.

Course Load. Students in SAS must maintain clear status as either a full-time or part-time student by filing appropriate applications to the Dean of SAS.

Full-time matriculated students typically register for 15 credits per term. They may register a maximum of 20.5 credits per term and must register for a minimum of 12 credits to be considered full-time students under University regulations and federal law. Full-time students on academic probation for the first time may carry a maximum of 16 credits. Students on continued probation or who have been readmitted after dismissal may carry a maximum of 13 credits.

SAS students who wish to register for fewer than 12 credits must have their application for part-time status approved by the Dean of the SAS. Students registered for less than 12 credits are considered part-time students under University regulations and federal law. Hence, the decision to register for less than 12 credits and become a part-time student often has significant implications for the student's financial aid, health insurance coverage, housing and the like. Students are strongly urged to consult with an academic advisor familiar with these issues before submitting an application for part-time status.

SAS-University College (SAS-UC)* students normally schedule two or three courses per term, but may register for up to 18 credits per term. In certain cases, students with a cumulative grade point average of

3.0 may be permitted to carry up to 20.5 credits with the approval of the academic dean. However, newly admitted SAS-UC students who have demanding non-academic commitments are advised not to schedule more than two courses per term during their first year.

* Students are eligible for SAS-UC status if they meet one or more of the following criteria:

- Four or more years out of high school
- Over 25 years of age
- Interruption (typically 2 years or more) of formal education
- Significant non-academic commitments (work, family, health, financial, etc.)
- Pursuing a second degree
- Non-matriculation status

Out-of-Class Work. No more than 30 degree credits are awarded for out-of-class work, such as independent study, cooperative education courses, and approved SAS internship courses. In those uncommon cases where credit may have been awarded for life experiences, these credits are viewed as out-of-class work. Students wishing to register for more than 8 credits of independent study in any one term must have the approval of an academic dean.

Pass/No Credit Courses. Students who have completed 90 or more credits may take up to two courses (8 credits maximum) on a Pass/No Credit basis. Grades of A, B, and C correspond to Pass; grades of D and F to No Credit. Courses taken in fulfillment of major, minor, and the SAS liberal arts distribution requirements may not be taken on a Pass/No Credit basis. The Pass/No Credit option may not be exercised if the course potentially will satisfy an outstanding degree requirement. Forms to request the Pass/No Credit option are available in [the Office of Academic Services or online at <http://xxxxxxxxxxxxxx>](#) and must be submitted by the end of the fourth week of the term. Students who wish to exercise the Pass/No Credit option for a 6-week summer course must complete the application within 10 calendar days of the beginning of the course. Once the Pass/No Credit option is in place, it may not be reversed.

The above restrictions do not apply to courses that are only offered on a pass/no credit basis.

Repeating Courses. A Rutgers University transcript records all courses taken at Rutgers University and the outcome (grade or withdrawal). In general, when a course is repeated in which the student previously earned a grade of F, both the original grade of F and the new grade remain on the transcript and in the cumulative grade-point average. However, for up to 16 credits in no more than four courses, the grade of F will be removed from the cumulative grade-point average if the student repeats a failed course and earns a higher grade. The original grade of F will remain on the transcript with an E prefix attached; the repeated grade will have an R prefix. For further explanation of these and other grade prefixes, see the section on grading under University Policies and Procedures [\(p. xxx\)](#).

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 NB/P. If the student fails the course a second time, only the second F 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 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.

When students who have earned a grade of D choose to repeat the course, credits and grades are computed in the cumulative grade-point average for both courses, but credit is subtracted from the degree-credit total for the repeated course; the repeated grade is denoted by the addition of a K prefix. When students receiving a grade of D when taking a course for a second time choose to repeat the course yet again,

credits and grades are computed in the cumulative grade-point average for all three courses, but degree credit is granted only once.

Grades of C and above: When students earn a grade of C or better and choose to repeat the course, it must be repeated for E credit. Courses with E prefixes do not lead to graduation credit and the grades are not computed in the cumulative grade-point average. Such courses do not count toward full-time status.

Change of Grades. Students are responsible for obtaining prompt information about their grades each term, the requirements for a change of grade, and the requirements for the removal of a temporary grade. Under normal circumstances the original grade cannot be changed after the end of the next full term. In special situations such as continued illness this requirement may be waived with the consent of the faculty member. Grade changes made after the end of the next full term do not qualify a student for retroactive nomination to the Dean's list.

Short-Session Courses. Students in good academic standing may register for the Rutgers University Summer Session via WebReg or through the Rutgers Touchtone Telephone Registration System (RTTRS). Students may register for Winter Session courses online at the Winter Session Registration web site.

Students wishing to take short-session courses at other institutions must obtain prior approval from departments offering similar courses at Rutgers and from an **academic dean**. Transfer approval forms are available online at <http://xxx/transreg.htm> and from the **Office of Academic Services**. [location tba]

Achieving the full benefit of instruction typically requires some time for reflection about the course content. For this reason, students should always consult an advisor before enrolling in short-session courses: Some academic departments may not apply these credits toward the major or minor.

Students on probation must obtain prior approval from the **Committee on Academic Standing** before registering for courses during the summer and winter sessions.

Attendance and Cancellation of Classes

In accordance with Rutgers University regulations, attendance is expected at all regularly scheduled meetings of a course and individual courses may set policies for maximum absences.

Students may obtain a note from the SAS Dean's office to authenticate an absence that is supported by appropriate documentation. Faculty notified of authenticated absences should make reasonable accommodations to allow students to make up work that counts toward their term grade.

Absences due to religious observance, participation in university-sponsored events or activities such as intercollegiate athletics, or documented chronic illness are treated as authenticated absences when students present a note of authentication from the SAS Dean's office. Authenticated absences do not waive the overall policy for attendance. Students who must, for any reason, miss more than an occasional class should consult with their instructors and an academic advisor.

It is the policy of the Rutgers University not to cancel classes on religious holidays. For information on the cancellation of classes due to inclement weather, see the University Policies and Procedures section.

Foreign Language Courses

Two years of a high school foreign language or one year of college-level foreign language or demonstrated proficiency in the elementary level of a language other than English, sufficient to enroll in an intermediate level course, is required for admission to the SAS.

Students with two or more years of a foreign language in high school or whose native language is other than English may not receive degree credit for elementary courses (typically numbered 101-102) or courses numbered below their placement in that language. Degree credit in that language begins with an intermediate or review course even if the Rutgers Placement Test indicates elementary level placement or if there has been an interruption in language study.

Courses to Satisfy Admission Deficiencies

In rare circumstances students may be admitted on probationary status with an admission deficiency. The course(s) necessary to remove the deficiency will receive E credits, and should be completed as soon as possible to permit removal from probation.

Graduate Courses

Students with a grade-point average of 3.0 or better may register for graduate courses with the approval of the instructor, graduate director of the department offering the course, the dean of academic affairs of the graduate school in question, and the **Office of Student Services**.

Declaration and Change of Major and Minor

Full-time students normally declare their major in the second term of their second year, although some majors encourage students to declare even earlier in order to facilitate the planning needed for an appropriate sequence of the courses required to complete the major within four years. Part-time students normally declare their major by the time they have completed 60 credits. Declaration is done by submitting a major/minor declaration form to _____ or online at http://_____. Some academic departments may have prerequisites and/or require approval by an advisor.

Students who have not declared their major and minor by the time they have completed 60 credits will not be permitted to register for the next term until they have either declared or met with a General Education advisor to develop a specific and approved plan of study. For transfer students who have transferred 45 or more credits, this restriction on registration will not apply until the end of their second term.

A list of majors open to SAS students is included under "Programs of Study." Students are strongly urged to consult with an academic advisor and the specific departments offering the majors they are considering during their first year at the SAS. Some majors, including many in the sciences and the foreign languages, require that courses be sequenced in a particular way, making planning during the first year crucial to timely completion of the major. In addition, certain B.A. and B.S. majors offered in other Rutgers University New Brunswick/Piscataway schools may require separate admission; these schools include: the Edward J. Bloustein School of Planning and Public Policy; the Mason Gross School of the Arts; the Rutgers Business School: Undergraduate-New Brunswick; the School of Biological and Environmental Sciences; the School of Communication, Information and Library Studies; and the School of Management and Labor Relations. For these majors, students should refer to the Rutgers University NB/P catalog or departmental web sites for specific application guidelines and a listing of the courses to be completed

prior to application.

Prospective applicants to any of the professional schools at Rutgers University (Ernest Mario School of Pharmacy, Mason Gross School of the Arts, School of Business, School of Engineering, School of Environmental and Biological Sciences, School of Nursing) need to refer to the section of the catalog for the school of interest for specific application guidelines and a listing of the courses to be completed prior to application. All students should meet with an academic advisor to determine how the sequence of courses to be completed for application will affect their graduation from SAS if their application to the professional school is unsuccessful.

Change of Major or Minor. Students wishing to apply for a change of major or minor should complete the appropriate form in [the Office of Academic Services](#) or online at <http://xxxxxxxxxxxxxxxxxxxxxxxxxxxx>.

Scholastic Standing

Scholastic standing is determined by the cumulative and/or term grade-point average for courses taken at Rutgers University. Courses with “E” (with the exception of “TZ” and “NG” grades in potential dismissal cases) and “J” prefixes are excluded from the formula for grade-point average calculation. (See “Grades and Records” in the University Policies and Procedures section of the General Information chapter of this catalog for more information on course prefixes, and on the calculation of the GPA.)

Class Year/Graduation Date

Class year is determined by the predicted year and month of graduation. Students are classified according to the number of credits they have completed by September: First-year students, 0-21 credits*; Sophomore standing, 22-53 credits; Junior standing, 54-83 credits; and Senior standing, 84 or more credits. Although University commencement ceremonies only occur in May, degrees are also awarded in October and January. In all cases, students must inform [the Office of Academic Services](#) of their intentions to graduate prior to the first day of their last term of registration. Students are not permitted to pre-register for the term after their anticipated graduation date except with special permission.

*Note: Students entering directly from high school with excess of 21 credits are held to all policies governing first-year students.

Students are reviewed for graduation eligibility based on their declared class year and graduation month. Therefore, students must [keep the Office of Academic Services](#) apprised of their anticipated graduation year and month. Students may reclassify their graduation year and month by submitting a reclassification request online at <https://xxxxxxxxxxxxxxxxxxxx> or by informing the Office of Academic Services in person.

Dean’s List

Each semester, outstanding students are honored by inclusion on the Dean’s List.

For full-time students, qualification for the Dean's List is determined by a term grade-point average of 3.500 or better based on no fewer than 12.0 credits with letter grades (Pass/No Credit and E credits are excluded).

For SAS-UC students or SAS students officially recognized as part-time, qualification for the Dean's List requires a term grade-point average of 3.500 or better based on no fewer than 6 credits with letter grades (Pass/No Credit and E credits are excluded).

Exercising the repeated course option does not qualify a student for retroactive nomination to the Dean's List nor does the filing of a change of grade after the end of the next full term.

Interruption of Enrollment

Full-time students are expected to maintain continuous registration throughout their degree program. Students leaving campus at the end of a semester for Study Abroad or for military services should notify the Dean of Instruction.

Withdrawal. Students who leave campus before the end of the 12th week of the term are eligible to return the following semester without submitting an application for reactivating their enrollment. Failure to attend class is not equivalent to a withdrawal, and students will not receive an adjustment of charges (see “General Refund Policy” in the Tuition and Fees section of the catalog) unless a formal withdrawal is filed with and approved by the registrar.

Leave of Absence. Students in good academic standing who interrupt their registration in the SAS must apply for Reactivation of Enrollment. Students who have left on probation or dismissal may be asked to improve their average in the Rutgers-New Brunswick Summer Session before returning. Any conditions established at the time of leaving must be met before application for readmission is made.

SAS-UC students need not submit a formal request for a leave of absence, but must notify the dean of instruction and the department of their major both when they interrupt their studies and when they resume their studies. These forms are available online at: <http://xxxxxxxxxxxxxxxxxxxxxxxx>

Students reactivating their enrollment with 60 or more credits may meet SAS requirements in effect when they first matriculated or elect to complete the requirements currently in effect. Students earning fewer than 60 degree credits during their first matriculation must fulfill SAS requirements in effect at the time of re-enrollment. (Re)declaration of major and/or departmental certification is at the discretion of the relevant academic department(s).

Poor Academic Performance

Academic Review. At the end of each term, the [Committee on Scholastic Standing](#), composed of faculty and academic staff, will review and may take action on the record of every student whose term OR cumulative grade-point average is below 2.000. The committee may dismiss students from the SAS (except at the end of the first term) or place students on probation. All such students are notified in writing. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the scholastic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

For the purpose of scholastic standing, grades reported as TZ, TF, or NG and blank grades are calculated into the student’s term grade-point average as F. Exercising the repeated course option does negate prior scholastic standing action.

Probation. Students are placed on academic probation when the term or cumulative grade-point average is lower than 2.000 but higher than the dismissal standard. Students receive individual written notifications of probationary status that include the requirements that must be met for return to good academic standing. A typical requirement is completion of additional coursework with a specified GPA.

Students placed on academic probation are required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of probation may result in further restrictions on registration. Students will receive at least one term of academic probation before the first dismissal.

First Dismissal. A student ordinarily is dismissed from the SAS when one of the following conditions is met:

1) The cumulative grade-point average is less than the figure given below:

At the end of the first semester *	no automatic dismissal
At the end of the second semester *	1.600
At the end of the third semester *	1.700
At the end of the fourth semester *	1.800
At the end of the fifth semesters *	1.900
At the end of the sixth semester *	1.950
Beyond the sixth semester *	2.000

*Terms completed at Rutgers University and at other postsecondary institutions are included in the calculation of terms attended. However, attendance during winter and summer sessions are not counted as additional terms in attendance. For SAS-UC students, 15 credits on the transcript (earned or attempted) count as one semester for the purposes of these requirements.

2) Two consecutive terms with a term average below 1.350 whether part-time or full-time.

3) Three consecutive semesters with a probation term GPA or cumulative GPA whether part-time or full-time.

A notice of dismissal is sent to students' permanent address of record and email address as soon as possible after the end of the term.

Dismissal Policy. Students whose academic performance has deteriorated to the point of dismissal present a myriad of reasons for their poor performance. The goal of the dismissal policy is not to punish the student but rather to help guide the student to a pathway for academic success. Accordingly, advisors and academic standing committees use broad latitude in tailoring the conditions of dismissal and readmission to the specific circumstances of the student.

1. Students who are dismissed must sit out a full academic semester (i.e., the regular fall or spring term) from SAS. Some students may choose, under advisement, to sit out a full academic year.

2. Students are strongly advised to undertake a limited amount (no more than 12 credits) of academic work during the dismissal period. It may be beneficial to do this in a Rutgers (New Brunswick, Camden, or Newark) summer session because these grades will be included in the cumulative grade-point average. Alternatively, students may complete academic work at other two-year or four-year colleges or universities. Credits earned outside of Rutgers University may or may not be accepted for transfer by SAS or the department of the major. There is an expectation that the grade-point average of this academic work, wherever completed, must be at least 2.8 on a 4.0 scale.

3. Students who elect not to complete academic work during the dismissal period will need to provide compelling evidence that any problems that might have been interfering with their academic work (e.g., family health crises; financial situations; or relationship crises) have been resolved and demonstrate a readiness to pursue academic studies.

4. All students must submit a comprehensive application for readmission. This application should include (a) an analysis of the reasons for the poor performance that led to the dismissal, (b) evidence that appropriate and positive changes have occurred during the dismissal period, and (c) a formal academic plan that shows the courses and schedule for completion of the degree program.

5. Students should not separate themselves entirely from the advising services of Rutgers University during this process. At each step of the way, students should seek guidance.

Appeal. Students dismissed from SAS by the **Committee on Scholastic Standing** may appeal, in writing, within 10 days of the date of the letter of dismissal. Grounds for appeal include technical error or extenuating circumstances (e.g. severe medical problems or family crisis). Students are allowed to present information to the committee only in writing. The letter of appeal must be written by the student, must state the reasons for the appeal, and should be accompanied by appropriate documentation. The decision of the committee is final. Students are notified in writing within one week of the committee's decision.

Readmission. Students dismissed from the SAS are not considered for readmission until at least one regular academic semester later, although they may enroll in Summer Session or Winter Session. Students must be able to demonstrate readiness for successful academic work, the ability to raise their cumulative grade point average to graduation level, and a realistic plan for completing degree requirements. All academic work completed by the student following the dismissal will be taken into consideration in the readmission decision. Students must also meet all other conditions for readmission set by the **Committee on Scholastic Standing** and explained in the letter of dismissal. Under no circumstances is a former student readmitted after more than one dismissal for academic reasons. Applications for readmission are due by May 15 for the fall term and November 15 for the spring term.

Students are readmitted on probation and must earn a 2.0 in their returning semester or face another dismissal from the SAS.

Second Dismissal. Students may be dismissed a second time for failure to meet any of the standards listed for a first dismissal. In addition, students will be subject to dismissal for failure to meet any of the conditions established imposed for readmission during the term following a first dismissal.

Students dismissed for a second time ordinarily are not eligible to return to any matriculating program or unit within SAS.

Disciplinary Hearing Procedures

As members of the Rutgers community, all students are expected to know and understand the University Code of Student Conduct. The code outlines behaviors and actions for which students, if found responsible, can be suspended or expelled from the university as well as those violations for which students can be sanctioned but may not be separated from the university.

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 chapter.) A Rutgers SAS hearing procedure is available for use in instances where charges against a student are not of sufficient gravity to lead to separation from the university. The hearing procedure is published in the Student Guide publication distributed to all Rutgers SAS students. Lists of the separation and non-separation offenses and details on the hearing procedures also are available **in the Office of Judicial Affairs and online at <http://xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>.**