

## RUTGERS BUSINESS SCHOOL: UNDERGRADUATE–NEWARK

Only previous Rutgers Business School: Undergraduate–Newark students and graduates from other Rutgers divisions may apply for re-enrollment. Re-enrollment students are accepted for fall and spring semesters. Students interested in applying for re-enrollment to the Rutgers Business School: Undergraduate–Newark must submit their online application for admission by the following dates:

- Fall Semester – August 1
- Spring Semester – December 15

The Rutgers Business School: Undergraduate–Newark offers six majors leading to the Bachelor of Science degree: Accounting (010), Finance (390), Leadership & Management (605), Management Information Systems (625), Marketing (630), and Supply Chain Management (799).

### Criteria for Admission

#### I. Rutgers Business School: Undergraduate–Newark returning students

##### 1. Residency and Credit Requirements

- **Disciplinary Status:** Students must indicate on their application if they are currently under review for disciplinary action, judicial sanction, or a violation of the academic integrity policy.
- **Academic Status:** Students must indicate on their application if they are in good academic status or withdrew while on academic probation.
- **7-Year Rule:** Students have 7 years from the time of admission to complete their degree. Therefore, any business course taken 7 or more years ago must be retaken. Students must earn a C or better.
- **Curriculum changes:** Readmitted students are required to meet all current curriculum requirements at the time of re-enrollment.

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##### 2. Grade-Point Average

- **Minimum Cumulative GPA:** Students applying for re-enrollment must have a cumulative grade-point average of 2.5 prior to submitting the re-enrollment application.
- **Students with a cumulative GPA below 2.5:** Students applying for re-enrollment whose cumulative GPA was below 2.5 and were on probation during their last enrolled semester must indicate it on their application.
- **Missing Grades:** Grades of NG, TF, TZ, or INC will be calculated into the cumulative GPA as “F” for the purposes of determining admission. Students are expected to have completed all coursework and be issued final grades prior to submitting the re-enrollment application.

- Business Courses taken 7+ years ago: Business courses taken seven or more years ago will not be counted towards the completion of the degree requirements.
  - Academically Dismissed Students: Students applying for re-enrollment that were academically dismissed from the Rutgers Business School: Undergraduate–Newark must submit an appeal letter to Assistant Dean Benjamin Lohmann at blohmann@business.rutgers.edu
3. Transfer Credits
- • College credits earned after the last semester of enrollment will be reviewed. Transferable credits must have been completed with a C or better. Students who previously transferred from community college with 65 credits and students who previously transferred from a 4-year college with 90 credits are ineligible to transfer additional credits.
  - • Comprehensive Statewide Transfer Agreement (Lampitt) waiver: The Comprehensive Statewide Transfer Agreement (Lampitt) general education course waiver will not be granted to any previously enrolled Rutgers Business School: Undergraduate–Newark student who withdrew and earned an associate’s degree from a New Jersey community college. Transfer credits can be used to satisfy the general education courses but all Newark College of Art and Sciences

\*general education courses must be completed to earn a degree from the Rutgers Business School: Undergraduate–Newark.

Proceed to Part IV for information pertaining to all re-enrollment applicants.

## II. Rutgers Business School: Undergraduate–Newark graduates and graduates from other divisions of Rutgers University

1. Residency and Credit Requirements
- Second-Degree Candidates: Second degree candidates must complete a minimum of 30 credits to earn a second degree from Rutgers Business School: Undergraduate–Newark
  - 7-Year Rule: Students have 7 years from the time of admission to complete their degree. Therefore, any business course taken 7 or more years ago must be retaken. Students must earn a C or better.
  - Curriculum changes: Readmitted students are required to meet all current curriculum requirements at the time of re-enrollment.
  - Double Major: Students applying for re-enrollment cannot double major. Students can only complete one major.
  - General Education Requirements: Students applying for re-enrollment as a second-degree student are not required to complete the general education requirements.
2. Grade-Point Average
- • Minimum Cumulative GPA: Students applying for re-enrollment must have a cumulative grade-point average of 2.5 prior to submitting the re-enrollment application.

- • Missing Grades: Grades of NG, TF, TZ, or INC will be calculated into the cumulative GPA as “F” for the purposes of determining admission. Students are expected to have completed all coursework and be issued final grades prior to submitting the re-enrollment application.
3. Transfer Credits

College credits earned after the last semester of enrollment will be reviewed. Transferable credits must have been completed with a C or better. Students who

previously transferred from a community college with 65 credits and students who previously transferred from a 4-year college with 90 credits are ineligible to transfer additional credits.

Proceed to Part IV for information pertaining to all re-enrollment applicants.

III. Students from other Rutgers divisions are eligible to re-enroll into the Rutgers Business School: Undergraduate–Newark.

#### IV. General Information 1. Conditions

• Admitted students are subject to all academic policies of the Rutgers Business School: Undergraduate–Newark.

1. All previously earned degree credits and grades will be reviewed in compliance with the Rutgers Business School: Undergraduate–Newark academic policies. Students should be aware that the Rutgers Business School: Undergraduate–Newark may decline credits that were previously approved by their present college.
2. Once admitted to the Rutgers Business School: Undergraduate–Newark, all students must remain in compliance with the policies of the Rutgers Business School: Undergraduate–Newark.
3. Additional conditions will be noted in the notification message sent to admitted students. Students are responsible for compliance with any conditions specified.

#### 2. Graduation Requirements

• All Rutgers Business School–Newark students must:

1. Complete a minimum of 120 degree credits.
2. Complete all Rutgers Business School: Undergraduate–Newark core and major requirements.
3. Maintain a minimum cumulative grade-point average of at least 2.000.
4. Complete all business core and major course requirements with a minimum grade of C.
5. Must successfully satisfy all academic, disciplinary, and financial obligations to the university.

#### 3. Application Deadline/Procedures and Notification Schedule

- • Students interested in applying for re-enrollment to the Rutgers Business School: Undergraduate–Newark must submit their online application for admission by:
  1. Fall Semester – August 1
  2. Spring Semester – December 15
- • Applicants will receive notification of their admissions decision via email from the college by:
  1. Fall Semester – August 18
  2. Spring Semester January 6
- 4. Advising/Registration Information
  - • Newly admitted re-enrollment students are required to meet with their assigned academic adviser to declare their major and register for classes.
  - • Applicants are urged to consult Degree Navigator (<http://nbdn.rutgers.edu>) for information regarding degree requirements.
- 5. College Enrollment

• By submitting an application, an admitted student declares his/her intention to enroll at the Rutgers Business School: Undergraduate–Newark. The Rutgers Business School: Undergraduate–Newark will assume that an application represents a serious decision made by the applicant after thorough consideration of the school’s requirements and policies. If the student is admitted, the Rutgers Business School: Undergraduate–Newark Office of Student and Academic Services will notify the University Registrar to change the student’s college of registration to the Rutgers Business School: Undergraduate–Newark (school code 29).

#### 6. Withdrawal of Application

• Prior to a decision, an applicant may withdraw his/her application by visiting the status screen and clicking on “Withdraw My Application.”

#### 7. Withdrawal After Admission

• If an admitted student chooses not to enroll in the Rutgers Business School: Undergraduate–Newark, he/she must select the “Decline Transfer” button displayed in their admission email within the timeframe indicated so that his/her college of registration may be modified accordingly.

#### 8. University Housing

• Students may contact University Housing at 973-353-1037/1073 or visit <https://studentaffairs.newark.rutgers.edu/campus-life-events/housing-residence-life> for additional information and the downloadable housing application. Housing accommodations are assigned on a space-available basis.

#### 9. Student Accounting/Financial Aid

• Students should contact financial aid at 973-353-5151 if they have any questions.

10. Educational Opportunity Fund (EOF)

- • Students applying for admission who were previously affiliated with the EOF program must reapply for the EOF program. There is no guarantee that students will continue to receive funds through the EOF program. Funding priorities are as follows:
  1. Continuing RBS (School 29) students registered full time
  2. Graduating seniors registered part time
  3. Admitted students must register full time
  4. Continuing students registered part time.
- • Students who have questions about EOF funding should call 973-353-3577.

11. Accommodation Under ADA/Section 504

- Students requiring accommodation should contact the Office of Disability Services via email at [ODS@newark.rutgers.edu](mailto:ODS@newark.rutgers.edu) prior to the start of the semester.

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12. Rutgers Business School: Undergraduate–Newark contact

- Danielle Beltran, Program Coordinator, at 973-353-2713 or via email at [dwilliams@business.rutgers.edu](mailto:dwilliams@business.rutgers.edu).