The School of Public Affairs and Administration (SPAA) offers a Bachelor of Arts degree in Public and Nonprofit Administration (PNA). The Public and Nonprofit Administration major offers students a focused interdisciplinary approach in becoming decision makers in diverse positions and careers in the government, nonprofit, and corporate sectors. The program offers both theoretical and practical experience (internships) that best prepare our graduates to be highly attractive to public and nonprofit organizations. Students who complete all program requirements earn a Bachelor of Arts degree awarded jointly by the School of Public Affairs and Administration and the Newark College of Arts and Sciences.

1. Criteria for Re-Enrollment to the Joint Program:
   - Students must have completed a minimum of one (1) academic term as a matriculated student at Rutgers.
   - Any student previously enrolled in any of the Rutgers undergraduate divisions may apply for re-enrollment after a leave of absence of at least one semester.
   - Students enrolling in the School of Public Affairs and Administration (SPAA) undergraduate program cannot have earned more than 90 college-level credits. This criterion is not applicable for second-degree candidates seeking re-enrollment.
   - Foreign Language Study: Students must show evidence of two years of sequential foreign language study in high school or one year of sequential foreign language study at the college level.
   - Disciplinary Status: Students must indicate on their applications if they have been or are currently under review for disciplinary action, judicial sanction, or a violation of the academic integrity policy at their present school.

   Conditions:
   - Students in good academic standing at their college prior to withdrawal will receive registration instructions in the notification message to re-enrolling students.
   - Any academic conditions will be included in the notification message to re-enrolling applicants.
   - Students re-enrolled with non-matriculated status may earn a maximum of 15 credits and must maintain good academic standing in accordance with the School of Public Affairs and Administration scholastic standing requirements.

2. Required Documents:
   - The university registrar will automatically forward the applicant’s Rutgers academic transcript to the college after submission of the online application for re-enrollment.
   - Copies of other college transcripts or academic records. Students must submit transcript(s) to:

     School of Public Affairs and Administration
     Center for Urban and Public Service
     Room 133
     111 Washington Street
     Newark, NJ 07102

   - Students with academic credentials from a foreign country must have these credentials evaluated by World Education Services, www.wes.org. The credit evaluation must be submitted to:

     Office of Admissions
     Rutgers University-Newark
     249 University Avenue - Room 100
     Newark, NJ 07102
3. **Graduation Requirements:**
   All School of Public Affairs and Administration (SPAA) undergraduate students must:
   - Complete a minimum of 120 degree credits.
   - Complete all Newark College of Arts and Sciences (NCAS) core curriculum requirements - http://www.ncas.rutgers.edu/core-curriculum-overview
   - Complete all School of Public Affairs and Administration (SPAA) undergraduate major core requirements.

4. **College Contact:**
   - Sharon Stroye, Assistant Dean for Undergraduate Programs at 973-353-3710 or via email at shockada@andromeda.rutgers.edu to discuss admission status.

5. **Application Deadline/Procedures and Notification Schedule:**
   - Students interested in applying for re-enrollment in the School of Public Affairs and Administration (SPAA) must submit the online application within these timeframes:
     - February 15 - August 1 for fall semester (September) re-enrollment
     - October 1 - December 1 for spring semester (January) re-enrollment
     - By May 1 for summer session re-enrollment
   - Students will receive notification of the re-enrollment decision via the email address provided on the application on or before the following:
     - August 18 for fall semester re-enrollment
     - December 20 for spring term re-enrollment
     - May 20 for summer session re-enrollment
   - Students are limited to one school/college choice and to one application submission each semester.

6. **Advising/Registration Information:**
   - Advising and registration assistance is available at the Center for Urban and Public Service Building, 111 Washington Street – Room 127, Newark, NJ 07102.
   - Students should email Yolanda Jackson at yolanda.jackson@rutgers.edu or call 973-353-3867, once their admission is approved to schedule an appointment for academic advisement.

7. **College Enrollment:**
   - By submitting an application, a student declares his/her intention to enroll at the School of Public Affairs and Administration (SPAA) for the following term.
   - Once the student is admitted, the Office of the Registrar at Newark will change the student’s college of registration to the School of Public Affairs and Administration, Undergraduate Program - Newark (school code 40 and curriculum code 837).
8. 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."

9. Withdrawal after Re-Enrollment
   • If a re-enrolled student is unable to enroll at the School of Public Affairs and Administration, he/she must notify the college contact immediately in writing, so that his/her college of designation may be modified accordingly.

10. University Housing:
    • Students may contact University Housing at 973-353-1037/1073 or visit their website for additional information and the downloadable housing application: https://housing.newark.rutgers.edu/.
    • Housing accommodations are assigned to re-enrolling students on a space-available basis.

11. Accommodation under ADA/Section 504:
    • Students requiring accommodation should contact the Rutgers-Newark campus coordinator or visit the website at http://robeson.rutgers.edu/?page_id=105515.

12. Educational Opportunity Fund (EOF):
    • Students applying for admission who were previously affiliated with the EOF program must reapply for the program.
    • There is no guarantee that students will continue to receive funds through the EOF program.
    • Students should visit the following link to complete the EOF re-enrollment application: http://www.ncas.rutgers.edu/afc/eof.

13. Financial Aid:
    • Re-enrollment may affect financial aid and/or scholarships.
    • Note: certain Rutgers scholarships and awards are not transferable. Please confirm your award status prior to registration.
    • Students should visit the financial aid website at https://financialaid.rutgers.edu/ or the office at:

                   Office of Financial Aid
                   RutgersUniversity – Newark
                   249 University Avenue
                   Blumenthal Hall – 3rd floor
                   Newark, New Jersey 07102
                   973-353-5151