

SCHOOL of PUBLIC AFFAIRS and ADMINISTRATION: UNDERGRADUATE - NEWARK

1. Criteria for Admission:

Credits

- Students must have completed a minimum of 12 credits within the Rutgers system as a matriculating student at the time of application.

Grade-Point Average

- Students must have earned a minimum cumulative grade-point average of 2.30 within the Rutgers system.

Other

- Students must indicate on their application if they are currently under review for disciplinary action.

2. Conditions:

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

3. Required Documents:

- University Registrar will automatically forward the applicant's Rutgers academic transcript to the school after submission of the online application.
- Copies of other college transcripts are required if they were not previously submitted. Students **MUST** submit transcript to:

School of Public Affairs and Administration
Center for Urban and Public Service
111 Washington Street - Room 224
Newark, NJ 07102

- Transcripts must be submitted by June 1 for fall enrollment and by December 1 for spring enrollment.
- Students with academic credentials from a foreign country must have these credentials evaluated by World Education Services. The credit evaluation must be submitted to:

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

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

4. 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) general education requirements. Complete all SPAA undergraduate major core requirements.
- Students are advised to contact the Assistant Dean for Undergraduate Programs to review graduation requirements.

5. College Contact:

- Yolanda Jackson, Assistant Dean for Undergraduate Programs, at 973-353-3709 or via email at yolanda.jackson@rutgers.edu.

6. Application Deadline/Procedures and Notification Schedule:

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

7. Orientation/Advising/Registration Information:

- We strongly encourage students to contact the School of Public Affairs and Administration to schedule an appointment at 973-353-3709 or yolanda.jackson@rutgers.edu for academic advisement/registration.
- Students transferring to the School of Public Affairs and Administration from another Rutgers University academic unit MUST attend a New Student Orientation. (Orientations for fall admits are held the 3rd week of August and the 2nd week of January for spring admits).

8. College Enrollment:

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

9. 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."

10. Withdrawal after Admission:

- If an admitted student is unable to enroll at the School of Public Affairs and Administration, he/she must select the "Decline Transfer" button displayed in their admission email within the timeframe indicated so that his/her school of registration may be modified accordingly. Without this notice, the school of registration will remain as the School of Public Affairs and Administration (School 40).

11. University Housing:

- Students may contact University Housing at 973-353-1037 or <http://housing.newark.rutgers.edu/> for additional information and the downloadable housing application.
- Housing accommodations are assigned to school-to-school students on a space-available basis.

12. Accommodation under ADA/Section 504:

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

13. Educational Opportunity Fund (EOF):

- Students applying for admission who were previously affiliated with the EOF program must reapply for the program.
- There is no guarantee that students will continue to receive funds through the EOF program. Students should visit the following link to complete the EOF school-to-school application - <http://www.afc.rutgers.edu/eof.html#apps>.

14. Financial Aid:

- Students changing schools must reapply for the EOF program because there is no guarantee that students will continue to receive funds through the EOF program at their new school. Students who have questions about EOF funding should call 973-353-1657 or visit <http://www.afc.rutgers.edu/eof.html>.