

SCHOOL OF MANAGEMENT AND LABOR RELATIONS BACHELOR OF SCIENCE IN LABOR AND EMPLOYMENT RELATIONS

1. Criteria for Admission:

- Admission is competitive, and [nontraditional students](#) with a demonstrated interest in Labor and Employment Relations in good standing are considered based on the number of seats available for the upcoming semester. Therefore, the criteria outlined below are minimum requirements and do not guarantee admission to the School of Management and Labor Relations (SMLR).
- Currently enrolled Rutgers students working toward a degree are eligible to apply for school-to-school transfer. Acceptance into SMLR requires you to pursue the major in Labor and Employment Relations. Please review carefully before accepting the offer:
http://smlr.rutgers.edu/sites/smlr/files/LER_Transfer_Info_Sheet_2013.pdf. Students considering a future Rutgers school-to-school transfer outside of SMLR may be denied and may lose transfer credits.

2. Residence:

- **Transfer Eligibility:** Students must have completed a minimum of 12 degree credits at Rutgers University by the end of the semester in which they are submitting their transfer application.
- **Graduation Residency:** In order to graduate from SMLR, a student must be a resident at Rutgers University for 30 of their last 42 credits. Students transferring into SMLR must earn at least 12 degree credits as an SMLR student and be enrolled minimally for one semester prior to receiving an SMLR degree. SMLR courses from any location of Rutgers University will be applied to the SMLR degree.
- **Second-Degree Candidates:** School-to-school transfer is an option only for students seeking their first baccalaureate degree. Former Rutgers students who have a bachelor's degree are encouraged to utilize the [re-enrollment process](#) if they wish to be considered for admission to SMLR.
- **Disciplinary Status:** Students must indicate on their application if they are currently under review for disciplinary action, a judicial sanction, or in violation of the academic integrity policy at their present school.

3. Grade-Point Average:

- **Minimum Cumulative GPA:** Students must have a cumulative grade-point average of at least **2.000** at Rutgers University by the end of the term prior to a school-to-school transfer application.
- Students must earn no grade lower than a C in the major to graduate.

4. School of Enrollment:

- By submitting an application, a school-to-school transfer student declares his/her intention to enroll at SMLR in the program of Labor and Employment Relations (579). The dean's office will notify the University Registrar to record the student's school of registration as the School of Management and Labor Relations (school code #37) upon the student's acceptance of admission.

5. Transcript Review: All previously earned transfer credits and Rutgers degree credits and grades will be reviewed in compliance with the [academic policies](#) of the School of Management and Labor Relations (SMLR).

- Students should be aware that SMLR will review their present college's transcripts and/or may adjust credits in accordance with SMLR policy.
- **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 by the end of the semester in which they apply.
- Once admitted to SMLR, all students must remain in compliance with the policies of SMLR.

6. Conditions:

- Students must pursue a major in Labor and Employment Relations (579). They may have a second major or a minor from another school at Rutgers University-New Brunswick.
- Students must remain in good academic standing at their current college and satisfactorily complete the current semester.
- Any additional conditions will be noted in the notification message to admitted students. Students are responsible for compliance with any conditions specified.

7. Required Documents:

- The University Registrar will automatically forward the applicant's Rutgers University academic transcript to SMLR upon submission of the online school-to-school transfer application.
- Upon admission to SMLR, students will be notified if updated transcripts from any college(s) they have attended other than Rutgers University are required.

8. SMLR Administrative Contact:

Betsy Feliciano-Berrios
betsyfb@rci.rutgers.edu
University College Community

9. Graduation Requirements:

- All students should review the SMLR graduation requirements. These are available at Degree Navigator at <http://nbdn.rutgers.edu/>.

10. General Advising/Registration Information:

Betsy Feliciano-Berrios
betsyfb@rci.rutgers.edu
University College Community

11. Withdrawal of Application:

- Prior to a decision, an applicant may withdraw his/her application by visiting the status screen and inserting the letter “W” in the decision field.

12. Withdrawal After Admission:

- If an admitted student is unable to enroll at the School of Management and Labor Relations, 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. Without this notice, the school of registration will remain as the School of Management and Labor Relations (school code #37).

13. University Housing:

- Students may contact [Housing and Residence Life](#) at 848-932-4371 to inquire about housing opportunities for the upcoming semester. Housing accommodations are assigned to school-to-school transfer students on a space-available basis.

14. Student Accounting/Financial Aid:

- Students should contact the [Office of Student Accounting, Billing, and Cashiering](#) at 848-932-7044 or the [Office of Financial Aid](#) at 848-932-7057 (if applicable) directly with questions regarding their term bill or financial aid.

15. Accommodation under ADA/Section 504:

- Students requiring accommodation should contact the [Office of Disability Services](#), Lucy Stone Hall, Livingston Campus, 54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045, 848-445-6800.