

# **School of Arts and Sciences, Rutgers-New Brunswick** **School-to-School Transfer Admission Criteria**

This document outlines specific admission criteria for current Rutgers University students seeking transfer into the School of Arts and Sciences, RU-NB. These admissions criteria are competitive and firm. Carefully read the SAS admission criteria outlined below to learn how your application will be reviewed and what SAS academic policies and practices will be applied if admitted.

**IMPORTANT!** There are three parts to this document:

Part I - Pertains to current and reenrolling Rutgers University-New Brunswick students

Part II - Pertains to current and reenrolling Rutgers University-Camden and Rutgers University-Newark students

Part III - Pertains to ALL students

Current undergraduate student [School-to-School Transfer Website](#).

If you are a student in another undergraduate college but are on a Leave of Absence and would like to apply to the School of Arts and Sciences, you may apply via the [SAS Reenrollment process](#).

It is the student's responsibility to be familiar with all relevant information.

## **Part I: Transfers from within Rutgers-New Brunswick**

**SAS considers applications from students in the following NB undergraduate colleges:**

- Ernest Mario School of Pharmacy
- Mason Gross School of the Arts
- Rutgers Business School
- Rutgers School of Engineering
- Rutgers School of Environmental and Biological Sciences
- Rutgers School of Nursing

**Students from the following NB undergraduate colleges/units are not eligible to apply for transfer to SAS:**

- Edward J. Bloustein School of Planning and Public Policy
- School of Management and Labor Relations
- Rutgers University Division of Continuing Studies

School-to-school transfer is **NOT** available from Bachelor's Degree programs within the Rutgers Biomedical and Health Sciences division (except School of Nursing and School of Pharmacy)

School-to-school transfer is **NOT** available to second-degree students in other RU-NB undergraduate colleges. For more information: <https://sasundergrad.rutgers.edu/advising/current-students/second-degree>

### **Criteria for Admission:**

**1) Residence:** All applicants must have completed **12 graded degree credits** (excluding remedial courses) at Rutgers University-New Brunswick by the end of the semester in which they are submitting their school-to-school transfer application.

- **Transcript Review:** All previously earned credits will be reviewed in compliance with the School of Arts and Sciences academic policies. Students should be aware that the School of Arts and Sciences may decline credits that were previously approved by their present school. Below are some common examples of credit considerations and adjustments:
  - Example #1: SAS does not award credit for elementary world languages if the student has studied the same language in high school for two years; therefore, credit for elementary languages may be removed.
  - Example #2: SAS has different transfer credit policies than other Rutgers University undergraduate colleges. One's current school may grant credit for a pre-college or transfer course that SAS would not.
  - Example #3: SAS does not allow credit for the same course more than once, including pre-college and transfer courses.
- **High credit count:** Transfer is not recommended for students who will have completed 90 or more credits in their present school by the end of the current semester. RU-NB students who transfer to the School of Arts and Sciences with greater than 90 credits may be required to complete extra credits for graduation, possibly resulting in additional time and

tuition payments. SAS majors/minors often take more than one year to fully complete and a late transfer may delay the normal 4-year degree trajectory. Students in this situation seeking transfer should consult the SAS School-to-School Transfer office prior to submitting a school-to-school transfer application.

**2) Grade Point Average (GPA):** All applicants must have a cumulative GPA of at least **2.000** from Rutgers University-New Brunswick by the end of the semester in which they are applying.

- **Transcript Review:** Please note that the GPA used for admission may vary from your official cumulative GPA. Pass/No credit grades and repeated course grades will be reviewed in accordance with SAS policy. SAS Repeated Course Policy: <https://sasundergrad.rutgers.edu/degree-requirements/policies/repeated-course>
- **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 with other temporary grades (TD, TC, etc.) will be calculated as the minimum grade (D, C, respectively) at the time of application review. Students are responsible for having completed all coursework and receiving final grades by the end of the semester in which they apply.
- Students may not use Summer courses to meet Fall admission requirements and Winter courses to meet Spring admission requirements.

### **3) Coursework/Transcripts:**

- **Writing:** All applicants must have completed College Writing/Expository Writing (01:355:101), College Writing Extended (01:355:104), or an acceptable equivalent course with a grade of “C” or better by the end of the semester in which an applicant is applying.
- **Major and Minor Declaration:** All students must identify their intended major (and minor if applicable) offered through SAS at the time of application in order for SAS to determine appropriate graduation date.
- **Transcripts:** All students who have taken coursework outside of Rutgers University (Camden, Newark, and New Brunswick) must provide unofficial transcripts from all outside institutions at the time of application. It is the student’s responsibility to also send official transcripts to SAS if they were not already sent to and received by the Rutgers-New Brunswick Office of Undergraduate Admissions during original admittance.

**Proceed to Part III for information pertaining to all school-to-school transfer applicants.**

## **Part II - Students applying from Rutgers University-Camden or Rutgers University-Newark**

**SAS considers applications from students in all of the undergraduate colleges at Rutgers-Camden and Rutgers-Newark.**

School-to-school transfer is **NOT** available to second-degree students in any Rutgers-Camden or Rutgers-Newark undergraduate colleges. For more information: <https://sasundergrad.rutgers.edu/advising/current-students/second-degree>

### **Criteria for Admission:**

**1) Residence:** All applicants must have completed **at least two semesters, including the current semester** with a minimum of **12 graded degree credits** (excluding remedial courses) as students in their present school or college at RU-Camden or RU-Newark.

- **Transcript Review:** All previously earned credits will be reviewed in compliance with the School of Arts and Sciences academic policies. Students should be aware that the School of Arts and Sciences may decline credits that were previously approved by their present school. Below are some common examples of credit adjustments:
  - Example #1: SAS does not award credit for college-level algebra courses; therefore, credit for algebra courses will be removed for all students transferring into SAS.
  - Example #2: SAS does not award credit for elementary world languages if the student has studied the same language in high school for two years; therefore, credit for elementary languages may be removed.
  - Example #3: SAS has different transfer credit policies than other Rutgers University undergraduate colleges. One's current school may grant credit for a pre-college or transfer course that SAS would not.
  - Example #4: SAS does not allow credit for the same course more than once, including pre-college and transfer courses.
- **High credit count:** Transfer is not recommended for students who will have completed 90 or more credits in their present school by the end of the current semester. RU-Camden and RU-Newark students who transfer to the School of Arts and Sciences with greater than 90 credits will be required to complete extra credits for graduation, possibly resulting in additional time and tuition payments, in order to fulfill the 30-credit residency requirement (see Part III). Additionally, SAS majors/minors often take more than one year to fully complete and a late transfer may delay the normal 4-year degree trajectory. Students in this situation seeking transfer should consult the SAS School-to-School Transfer office prior to submitting a school-to-school transfer application.

**2) Grade Point Average (GPA):** All applicants from RU-Camden and RU-Newark must have a cumulative GPA of at least **3.000** at their school by the **end** of the semester in which they are applying.

- **Transcript Review:** Please note that the GPA used for admission may vary from your official cumulative GPA. Pass/No credit grades and repeated course grades will be reviewed in accordance with SAS policy. SAS Repeated Course Policy: <https://sasundergrad.rutgers.edu/degree-requirements/policies/repeated-course>
- **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 with other temporary grades (TD, TC, etc.) will be calculated as the minimum grade (D, C, respectively) at the time of application review. Students are responsible for having completed all coursework and receiving final grades by the end of the semester in which they apply.
- **Algebra Courses:** Rutgers-New Brunswick does not grant credit for Algebra courses and grades for Algebra courses will not be factored into your cumulative GPA for the purposes of application.
- Students may not use Summer courses to meet Fall admission requirements and Winter courses to meet Spring admission requirements.

### 3) Coursework/Transcripts:

- **Writing:**
  - Students applying from RU-Camden must have completed English Composition I and II (50:350:101 and 50:350:102 –or– 50:989:101 and 50:989:102) or acceptable equivalent courses with grades of “C” or better by the end of the semester in which they are applying.
  - Students applying from RU-Newark must have completed English Composition I and II (21:355:101 and 21:355:102) –or– Expository Writing I and II (21:350:101 and 21:350:102) –or– acceptable equivalent courses with grades of “C” or better by the end of the semester in which they are applying.
- **Math:** If a student is admitted to SAS and has not completed an equivalent math course, the student will be required to take a RU-NB Math placement exam before registering for a RU-NB math course.
- **Major and Minor Declaration:** All students must identify their intended major (and minor if applicable) offered through SAS at the time of application in order for SAS to determine appropriate graduation date.
- **Transcripts:** All students who have taken coursework outside of Rutgers University (Camden, Newark, and New Brunswick) must provide unofficial transcripts from all outside institutions at the time of application. It is the student’s responsibility to also send official transcripts to SAS if they were not already sent to and received by the Rutgers-New Brunswick Office of Undergraduate Admissions.

**Proceed to Part III for information pertaining to all school-to-school transfer applicants.**

## **Part III - General Information for all Applicants**

**SAS Graduation Requirements:** All students should review the [SAS Graduation Requirements](#) prior to submitting an application.

**SAS Residency Requirement:** In order to graduate from SAS, students must earn 30 of their last 42 credits while registered in classes from Rutgers University-New Brunswick. In addition, all admitted SAS students must register for a minimum of one full-time semester before being eligible to graduate. This means that a student transferring into the School of Arts and Sciences in what could be their final semester must take 12+ credits. (Please view: [SAS Residency Policy](#))

**SAS Academic Policy:** Admitted students are subject to all academic policies of the School of Arts and Sciences ([SAS Academic Policies](#)). Once admitted to the School of Arts and Sciences, all students must remain in compliance with the policies of the School of Arts and Sciences.

**Academic Status:** Students whose term GPA in the semester prior to transfer is below a 2.0 will be admitted on academic warning or probation.

**Students dismissed from their previous school:** The academic standing of students dismissed from their previous Rutgers school but are admissible to SAS will be evaluated on a case-by-case basis. Students dismissed from another Rutgers school **MAY NOT** afterwards use summer classes to improve their GPA for admissibility to SAS via reenrollment. The GPA at the time of dismissal will be used to determine SAS admissibility. The only way to improve your GPA in this case is to reenroll in your previous school.

**Disciplinary Status:** Students must indicate on their application if they are currently under review for a disciplinary action, judicial sanction, or a violation of the academic integrity policy at their present school. Students do not need to indicate actions taken solely for poor grades.

### **Application Deadline/Procedures and Notification Schedule:**

Students interested in applying for a school-to-school transfer to the School of Arts and Sciences are encouraged to apply early in the application cycle. The deadlines below are FIRM.

- The application cycle for the Fall semester opens on February 1<sup>st</sup> and the last day to apply is June 1<sup>st</sup>. Applicants will receive notification of the decision via email by June 30<sup>th</sup>.
- The application cycle for the Spring semester opens on October 1<sup>st</sup> and the last day to apply is December 1<sup>st</sup>. The turn-around from Fall to Spring semester is short and applicants will receive notification of the decision via email as soon as possible.
- Students are limited to one school choice and to one application submission in each semester.
- By submitting an application, an admitted student declares their intention to enroll at the School of Arts and Sciences. The School of Arts and Sciences will assume that an application represents a serious decision made by the applicant after thorough consideration of the School's requirements and policies. When a student is notified of admission, they must follow the link in the email to accept or decline admission. If the student does not indicate their decision, the School of Arts and Sciences reserves the right to switch the student to SAS or to deny the application.

- **Conditional Admission:** Additional conditions may be noted in the notification message sent to admitted students. Students are responsible for complying with the conditions specified.

**Withdrawal of Application before Decision:** Prior to a decision, an applicant may withdraw his/her application by visiting the status screen and selecting the “withdraw” option.

**Withdrawal of Application after Admission:** If an admitted student chooses not to enroll in the School of Arts and Sciences, *they must select the “Decline Transfer” button displayed in their admission email within the timeframe indicated so that the school of registration may be modified accordingly.* Without this notice, the student’s school of registration will be automatically converted to the School of Arts and Sciences (school code 01).

### **Non-Academic Resources:**

- **Housing:** Housing accommodations are assigned on a space-available basis and are NOT guaranteed. Students interested in on-campus housing opportunities should contact the [Rutgers-New Brunswick Residence Life Office](#) to inquire about available space at the time of admission.
- **Student Accounting/Financial Aid:** It is the responsibility of the student to be aware of changes to their financial situation during the school-to-school transfer process. Students should contact the [Rutgers-New Brunswick OneStop Student Services Center](#) to determine what changes in billing and aid will occur related to transferring schools. *Please note that certain Rutgers scholarships and awards are not transferable.*
- **Academic Accommodations:** Students from Rutgers-Camden and Newark that are currently receiving accommodations should contact the [Rutgers-New Brunswick Office of Disability Services](#) to begin the accommodations process immediately after admission to SAS.

Please know that we cannot reserve appointments for students who are not in the School of Arts and Sciences, Rutgers-NB. If you have questions about the school-to-school transfer process, you may seek advising from the advisors in your current undergraduate school. If you have questions about the School of Arts and Sciences School-to-School Transfer Process that cannot be answered by this criteria, please contact us at:

[schooltoschool@sas.rutgers.edu](mailto:schooltoschool@sas.rutgers.edu)

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