

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

1. Criteria for Admission [Fall and Spring Semesters](#):

- a. Admission is competitive, and [nontraditional students](#) with a demonstrated interest in Labor and Employment Relations in good standing are considered based on a 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, Rutgers University-New Brunswick.
- b. Students currently enrolled and applying from any Rutgers undergraduate schools in New Brunswick, Newark and Camden are eligible to apply for school-to-school transfer.
- c. Students accepting admissions to SMLR must pursue a primary major in Labor and Employment Relations and are not eligible to transfer in the future to the School of Arts and Sciences (SAS). Students interested in Human Resource Management as a primary major, must apply to SAS.

2. Residence:

- a. **Transfer Eligibility:** Students applying from any of the above listed Rutgers schools 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.
- b. **SMLR Graduation Residency:** In order to graduate from SMLR, a student must be resident at Rutgers University for 30 of the 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.
- c. **Second Degree Candidates:** School-to-school transfer is an option only for students seeking their first baccalaureate degree. Re-enrolling 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 the School of Management and Labor Relations.
- d. **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 applying from any of the above listed Rutgers schools 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 the School of Management and Labor Relations (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 (SMLR) (school code #37) upon the student's acceptance of admission.

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

- Students should be aware that the School of Management and Labor Relations will review their present college's transcripts and/or may adjust credits in accordance with SMLR policy.
- a. **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.
- b. Once admitted to the School of Management and Labor Relations, all students must remain in compliance with the policies of the School of Management and Labor Relations.

6. Conditions:

- Students must pursue a major in Labor & Employment Relations (579) since it is the only major offered in this fashion by the School of Management and Labor Relations (SMLR). They may have a second major or a minor from another school at Rutgers in New Brunswick.
- Students must remain in good academic standing at their current college and satisfactorily complete the spring 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:

- SMLR will review your Rutgers University academic transcript to the SMLR upon submission of the online school-to school transfer application.
- Upon admission to the 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:

University College-NB
Federation Hall-Douglass Campus
4 Jones Avenue
New Brunswick, NJ 08901
848-932-1599 ucc@rutgers.edu

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:

University College-NB
Federation Hall-Douglass Campus
4 Jones Avenue
New Brunswick, NJ 08901
848-932-1599 ucc@rutgers.edu

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 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 [Student Accounting Financial Services](#) (848) 932- 2254 or the [Office of Financial Aid](#) (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 Ave., Suite A145, Piscataway, NJ 08854-8045 848-445-6800 .