

RUTGERS
CAMDEN

GRADUATE STUDENT HANDBOOK



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Welcome from the Dean of Students



Dear Student:

Welcome and congratulations on choosing Rutgers–Camden to help you reach your academic and professional goals. Rutgers University is full of proud traditions dating back to its founding in 1766, as well as new services and growing opportunities including the grand opening of our new athletic and fitness center this coming fall semester. All of these traditions, staff and faculty, services and resources are only valuable and useful if you seek them out and use them to the fullest extent available.

As you begin your career at Rutgers–Camden my advice to you is to explore, learn, try new things, meet new people. Take on at least one new thing each month — whether it be attending an event on a topic that is new, meeting with a professor during office hours, having lunch with a new classmate, joining an aerobics class, attending an organizational meeting, or going to an office for services — like the Learning Center, Career Center, Health Services, Academic Advising, Athletics, Financial Aid, EOF, or the Registrar. Most of all, have fun and enjoy.

This handbook is designed to give you information about academic programs and campus services to get you started on your journey toward a graduate degree and beyond. There are pockets in the handbook for you to put schedules and printouts of information that you may need down the road. There are links to important websites, important dates to remember, information about processes and policies that you will need to know, and websites and phone numbers to access further information about everything.

I hope that you will take full advantage of everything that the campus and the university have to offer and will get involved, make new friends for life, use valuable services and resources on campus, challenge yourself, learn and grow throughout your time at Rutgers–Camden.

Sincerely,

Mary Beth Daisey
Associate Chancellor for Student Affairs and Dean of Students

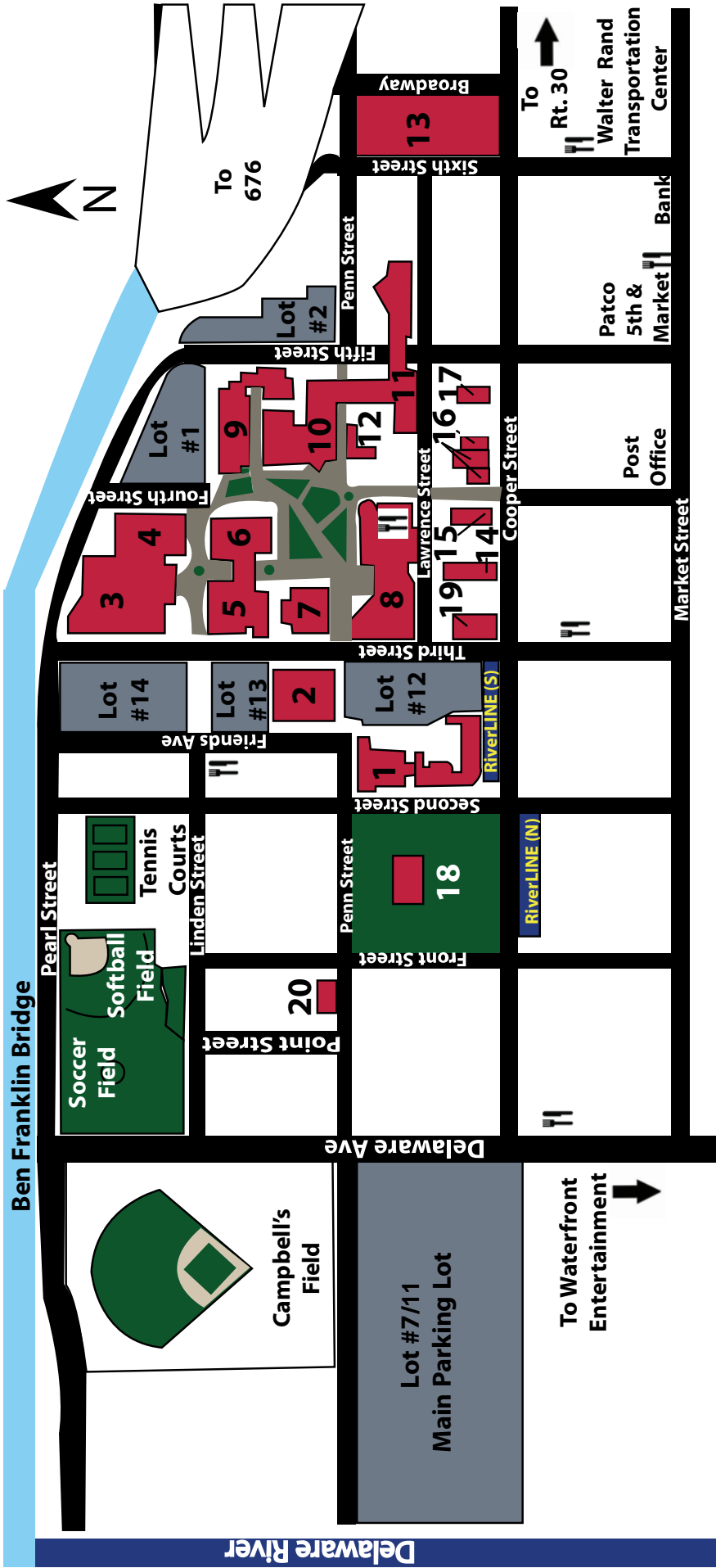


Graduate Catalog & Academic Policies

The Graduate School–Camden offers master's degree programs in biology, chemistry, childhood studies, computer science, creative writing, criminal justice, English, history, liberal studies, mathematical sciences, physical therapy, psychology, and public policy and administration. The School of Business–Camden offers the master of business administration degree.

For information about the specific degree requirements, academic policies and procedures, please refer to the online Graduate Catalog at: catalogs.rutgers.edu/generated/cam-grad_current/pg4.html. In an effort to support environmentally friendly “go green” initiatives, Rutgers University no longer prints the Graduate Catalog. If you have any questions about the Graduate Catalog and what is expected of you as a graduate student, please contact your graduate program director.





- 11- Law School
 - 12- Admissions
 - 13- University District Bookstore (6th & Cooper Sts.)
 - 14- Cooper Street 319 (CS Building)
 - 15- Bursar's Office
 - 16- 401 (Poli-Sci), 405/407 (Sociology), 411 Cooper St. (Alumni)
 - 17- 421 Cooper St. (EOF Office)
 - 18- Walt Whitman Center
 - 19- Chancellor's Office
 - 20- MLK Day Care Center
- 1- Restaurant/Take Out Food
 - 2- Residence Hall
 - 3- Business & Science Building (BSB)
 - 4- Gymnasium
 - 5- Police Station/Parking Dept.
 - 6- Fine Arts Building (FA)
 - 7- Gordon Theater/Stedman Art Gallery
 - 8- Science Building (SCI/SCILH)
 - 9- Campus Center- Dining, Health Services, Career Center
 - 10- Armitage Hall (ATG)- Deans, Financial Aid, Registrar, LRC
 - 10- Robeson Library (ROB)



Graduate Directory

Graduate Director or Program Coordinator	Department	Phone	Email
Dr. Georgia Arbuckle-Keil	Chemistry	856-225-6333	arbuckle@camden.rutgers.edu
Dr. Dan Shain	Biology	856-225-6144	dshain@camden.rutgers.edu
Ms. Joany McCracken	Business Administration	856-225-6452	jbmcc@camden.rutgers.edu
Dr. Daniel Cook	Childhood Studies	856-225-6741	dtcook@camden.rutgers.edu
Dr. Jean-Camille Birget	Computer Science	856-225-6653	birget@camden.rutgers.edu
Professor Lisa Zeidner	Creative Writing	856-225-6490	zeidner@camden.rutgers.edu
Dr. Jon'a Meyer	Criminal Justice	856-225-6470	meyerj@camden.rutgers.edu
Dr. Carol Singley	English	856-225-6629	singley@camden.rutgers.edu
Dr. Philip Scranton	History	856-225-2713	scranton@camden.rutgers.edu
Dr. John Wall (Acting)	Liberal Studies	856-225-6700	johnwall@camden.rutgers.edu
Dr. Haydee Herrera	Mathematical Science	856-225-2667	haydeeh@camden.rutgers.edu
Dr. Marie Nardone	Physical Therapy	856-566-6456	mnardone@camden.rutgers.edu
Dr. Ira Roseman	Psychology	856-225-6431	roseman@camden.rutgers.edu
Dr. Robyne Turner	Public Policy and Administration	856-225-6236	rturner@camden.rutgers.edu
Dr. Luis Garcia	Associate Dean, Graduate School	856-225-6149	lgarcia@camden.rutger.edu
Dr. Rakesh Sambhary	Associate Dean, MBA	856-225-6452	sambhary@camden.rutgers.edu

Campus Information

Alumni

The **Rutgers University–Camden Alumni Association (RUCAA)** serves over 28,550 alumni of *Camden College of Arts and Sciences*, the *Graduate School–Camden*, *University College–Camden*, and the *School of Business–Camden*.

See: alumni.camden.rutgers.edu

Contact Chuck Mannella, director of RUCAA: 856-225-6028

Athletics and Recreation

Rutgers–Camden competes in Division III of the NCAA and offers several intercollegiate teams for women and men. In addition, the recreational services program offers classes and intramural sports. Our newly renovated athletic and fitness center offers state of the art facilities for individuals and our teams.

See: athletics.camden.rutgers.edu

Phone: 856-225-6197



Bookstore

The bookstore is the official source for required textbooks and also sells study aids, reference materials, faculty publications, clothing, computer supplies, greeting cards, snack food, and Rutgers memorabilia. You can order books for classes online; you will need to supply information like what classes you are taking and the semester in which you are taking them and the website will show you both required and recommended materials for each class.

See: bkstr.com/Home/10001-10454-1?demoKey=d

Phone: 856-968-1200

Campus Center

The Campus Center houses a variety of offices and services related to student life. Student Organization Lounge, The Gleaners, WCCR, conference rooms, The Corner, and much more. Information about services provided and hours of facilities can be found on the website.

See: campuscenter.camden.rutgers.edu

Phone: 856-225-6161

Campus Involvement

The Office of Campus Involvement (OCI) offers a variety of programs, including lectures, concerts, workshops, and events to enrich the college experience.

See: activities.camden.rutgers.edu

Phone: 856/225.6161

Career Center

The Career Center provides a wide range of services to help students and explore career options, choose majors, obtain jobs, and internships. They sponsor on-campus recruiting fairs, resume critiques, workshops, and many other events. The Career Center is located on the lower level of the Campus Center.

See: cc.camden.rutgers.edu



Campus Information cont.

Chancellor's Office

See: camden.rutgers.edu/chancellor

Phone: 856-225-6095

Clubs & Student Organizations

The Office of Campus Involvement also oversees the wide variety of student clubs and organizations, which also sponsor many activities during the year.

See: activities.camden.rutgers.edu/clubs.html

Phone: 856-225-6161

College of Arts & Sciences

See: fas.camden.rutgers.edu

Phone: 856-225-6149

Computing Services Help Desk

Computing help desks are located in the labs in the Campus Center and Business and Science Building. They can help with computer problems, help you with your NetID and password, computer access, and more. You can also check their website for FAQs to troubleshoot on your own.

See: computing.camden.rutgers.edu

Phone: 856-225-6274

Dean's Office (Arts & Sciences)

See: fas.camden.rutgers.edu/deans_office.php

Phone: 856-225-6149

Dean's Office (School of Business)

See business.camden.rutgers.edu

Phone: 856-225-6800

Dining

Dining facilities are found in the Campus Center. Starbucks is also located in the Campus Center. In addition, there are snack bars in Armitage Hall and in the law school.

See: dining.camden.rutgers.edu

Phone: 856-225-6164

Emergency Contact Update

Students are required to fill out emergency contact information. Rutgers–Camden also has an emergency text message notification system. You can register your cell phone number to receive alerts in the event of a major campus emergency.

See: personalinfo.rutgers.edu

Campus Information cont.



Financial Aid

The financial aid website includes detailed information about such things as work study, the types of aid available, and paperwork deadlines. The office is located on the lower level of Armitage Hall.

See: camden.rutgers.edu/financialaid

Phone: 856-225-6039

Financial Services (Bursar)

The Bursar is located in the Artis Building at the corner of Fourth and Cooper Sts.

Here, you can pay your term bill, pick up your refund check, and add money to your RU Express and/or Meal Plan.

See: studentabc.rutgers.edu

IMPACT Booth

The IMPACT Booth, located in the lobby of the Campus Center, is a resource for information about events on campus. It also sells tickets to local concerts and sporting events as well as to events sponsored by the Office of Campus Involvement.

See: campuscenter.camden.rutgers.edu/impact_booth.html

Phone: 856-225-6211

RUID Card

You can obtain your RUconnection ID card at the IMPACT Booth. This card also serves as your library card and your meal plan card. All students must have an ID card.

See: campuscenter.camden.rutgers.edu/ids_students.html

Phone: 856-225-6211

Language Lab

Students who take language classes will need to use the Language Lab, located in the lower level of Armitage Hall. This is also a public computer lab for students when not in use by language classes.

Phone: 856-225-6067

Learning Center

The Rutgers–Camden Learning Center is located on the second floor of Armitage Hall. They offer free tutoring, help writing papers, helpful academic workshops, and more.

See: learn.camden.rutgers.edu

Phone: 856-225-6442

My Rutgers Portal

See: my.rutgers.edu



Campus Information cont.

Parking

Parking in campus lots is by permit. Permits can be purchased at the Bursar's Office. Information about parking options and rates as well as lot locations can be found online. A shuttle service is available to the parking lots, if needed.

See: parking.camden.rutgers.edu

Phone: 856-225-6137

Paul Robeson Library

The library's website allows you access to search for available books, search article databases, borrow books from other campuses, and read articles reserved for you by professors.

See: camden.rutgers.edu/academics/libraries

Phone: 856-225-2848 (policies, procedures, fines, and fees)

Phone: 856-225-2838 (graduate research support, help finding materials , and resources)

Police

The Rutgers University Police Department is on patrol on campus and around the neighborhood 24/7. You can call them for assistance any time. They also offer free escort service for students to their cars, campus housing, PATCO Hi-Speed Line station (Fifth & Market Sts.), and the Walter Rand Transportation Center on Broadway.

See: rupd.camden.rutgers.edu

Phone: 856-225-6009

Registrar

The registrar is located across from Armitage Hall, across the breezeway from the classroom wing. Their website allows you to access your grades, class schedule, unofficial transcript, GPA, final exam schedule, and more. From here, you can also view what classes are being offered and register to take classes.

See: registrar.camden.rutgers.edu

See: webreg.rutgers.edu

Phone: 856-225-6053

RU Express

RU Express is a debit account on your RUID card that can be used to make purchases on and off campus at many locations. You can add money to your card online with a credit card or in person with cash or check. See their website for a complete list of places RU Express is accepted.

See: ruexpressoffcampus.com

Phone: 856-225-6021

Rutgers-Camden Operator

Phone: 856-225-1766

Rutgers Email

See: webmail.camden.rutgers.edu

Sakai

See: sakai.rutgers.edu

Campus Information cont.

School of Business

See: business.camden.rutgers.edu

Phone: 856-225-6800

Student Health Services

The Student Health Services staff provides health care and educational services. They are located on the second floor of the Campus Center. Information about services provided, the staff, and insurance can be found online.

See: healthservices.camden.rutgers.edu

Phone: 856-225-6005

Summer Session

The Summer Session Program offers courses during the summer months. Several sessions are offered to fit a variety of schedules. Classes are offered during the day and in the evening.

See: summer.camden.rutgers.edu

Phone Number: 856-225-6098

Winterim

The Winterim Program offers courses during the winter break. Courses are offered on an intensive schedule.

See: winterim.camden.rutgers.edu

Phone Number: 856-225-6098



Academic Calendar

Activity	2009-2010	2010-2011
Fall Semester Begins	Tues Sept 1	Wed Sept 1
Labor Day	Mon Sept 7 - NO CLASSES	Mon Sept 6 - NO CLASSES
Changes in Designation of Class Days	Tues Sept 8- Mon Classes*	
Thanksgiving Recess	Wed Nov 25- Sun Nov 29	Wed Nov 24-Sun, Nov 28
Regular Classes End	Fri Dec 11	Mon Dec 13
Reading Days	Mon Dec 14 and Tues Dec 15	Tues Dec 14 and Wed, Dec 15
Fall Exams Begin	Wed Dec 16	Thurs Dec 16
Fall Exams End	Wed Dec 23	Thurs Dec 23
Winter Recess Begins	Thurs Dec 24	Fri Dec 24
Winter Recess Ends	Mon Jan 18, 2010	Mon Jan 17, 2011
Spring Semester Begins	Tues Jan 19	Tues Jan 18
Spring Recess Begins	Sat Mar 13	Sat Mar 12
Spring Recess Ends	Sun, Mar 21	Sun Mar 20
Regular Classes End	Mon, May 3	Mon May 2
Reading Days	Tues May 4 and Wed May 5	Tues May 3 and Wed May 4
Spring Exams Begin	Thurs May 6	Thurs May 5
Spring Exams End	Wed May 12	Wed May 11
RUTGERS UNIVERSITY COMMENCEMENT	Wed May 19** Mon May 24	Wed May 18** Thurs May 19
Summer Session Begins	Tues June 1	Tues May 31
Summer Session Ends	Wed Aug 18	Wed Aug 17

*Monday classes are held due to calendar year

**University Commencement held at the New Brunswick Campus. Rutgers–Camden student commencement held on Monday, May 24, 2010 and Thursday, May 19, 2011.

Visit the academic calendar online: registrar.rutgers.edu/CM/calendar_index.htm

University Code of Student Conduct Summary

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the university. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.



FERPA (Family Educational Rights & Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their educational records. Rights afforded to you under FERPA include the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions. The Office of Compliance, Student Policy, Research and Assessment publishes an annual notice about your rights under FERPA. You can access a copy of the most recent notice at rci.rutgers.edu/~polcomp/ferpa2.shtml. FERPA permits disclosure of “directory information” such as name, phone number, address, and email address without your prior consent unless you specifically request that it be kept confidential. For more information regarding directory information, view the notice at rci.rutgers.edu/~polcomp/ferpa1.shtml.

If you have questions about your rights under FERPA, you may contact the Dean of Students Office. Visit studentaffairs.camden.rutgers.edu for more info.

Outside resources providing more information include the U.S. Department of Education's websites: Family Educational Rights and Privacy Act (FERPA) at www.ed.gov/print/policy/gen/guid/fpc/ferpa/index.html and Family Policy Compliance Office (FPCO) at www.ed.gov/policy/gen/guid/fpc/index.html.

Understanding School, Subject & Course Codes, and Prefixes

Below is a sample course as it appears in the online schedule of classes with indicators of each area.

The screenshot shows a course listing for BUSI COMMUNICATIONS with the following fields and callouts:

- School code:** 52
- Subject code:** 135
- Course code:** 250
- Index #:** 3
- Course Title:** BUSI COMMUNICATIONS
- # of Credits:** 3
- Link to Prerequisite List:** Y (N=none listed, Y=prerequisite(s) listed)
- Course satisfies Writing Intensive requirement:** Indicated by a yellow background.
- Course Prefixes:**
 - 15316 01** (Red box): Indicates specific prerequisites or special course designations as 'W' for 'writing intensive'.
 - 15553 02** (Green box): Green Box=Open course, Red Box=Closed course.
- Course Prefix:** OPENTO MAJ: 006 010 390 533 620 630
- Writing Intensive:** WRITING INTENSIVE
- Prerequisite:** PREREQ: 50:350:102
- Days & Time Offered:** TTh 4:30-5:50 PM
- Building & Room # link:** BSB-336
- Campus:** Cam
- Instructor Name:** KLINE
- Exam Code:** C

Deciphering Your Schedule



ATG–
Armitage Hall



FA– Fine Arts



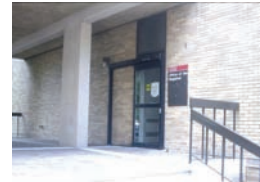
CS–
Cooper Street
319 (near Bursar)



ROB– Robeson
Library



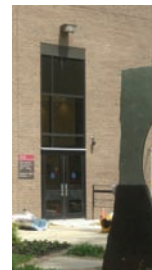
BSB–
Business &
Science Bldg



Registrar–
Armitage Hall



SCI or SCI-LH –
Science Bldg



Penn 401–
Side of library
across from
Admissions Bldg



Bookstore–
Sixth and
Cooper Sts.

Health Services– second floor of Campus Center

Financial Aid– basement of Armitage Hall

Learning Center– second floor Armitage

Parking Dept.– inside RUPD station

Office of Campus Involvement & Residence Life– Third floor of Campus Center

Dining Hall– Campus Center

Career Center– lower level Campus Center

Language Lab– basement of Armitage

Chancellor’s Office– 303 Cooper St.

Office of Information Technology

How do I set-up my NetID?

Your NetID gives you access to your Rutgers email account and many other online services. You should set up your NetID as soon as possible by utilizing the website: oit.rutgers.edu/services/account/quick.html. Scroll down to the Camden section and click on the link to the clam server.

Please fill in your RUID number and NetID below and keep it in a safe place for your records.



My Rutgers ID (RUID) number is _____ - 00 - _____

My NetID is _____

*Key Point: You can access your Rutgers ID number through the Rutgers portal (my.rutgers.edu). To use MyRutgers, you will need to have your NetID and password. **Please keep your password secure.***

Camden Computing Services provides computing services and assistance for students on the Camden Campus. Information about the specific services they offer can be found at computing.camden.rutgers.edu

If you don't plan to use your Rutgers email account as your primary email, you can set up the account to forward to an alternate email address of your choosing. It is very important to check your email regularly for important announcements as email is the university's preferred method of communication. Click on the "Set up Email Forwarding" link on clam.rutgers.edu/account_tools.html.

*Helpful Hint :
Love textin'? Love email?
Then you will love our
campus... keep an eye on
your email a couple times
a day.*



Student Computer Labs

Rutgers–Camden offers multiple computer labs for student use.

Campus Center, Lower Level

LAB HOURS OF OPERATION (fall & spring semesters only): Lab is open 30 minutes following the opening of the Campus Center and is closed 15 minutes before the closing of the Campus Center (weekdays and weekends may have different opening and closing times).

Help Desk Is Staffed: Only during the fall and spring semesters, Monday through Friday, 10 am to 2 pm. (Help desk may be staffed other times not listed, depending on availability of consultants. If no consultant is available, please go to the help desks in BSB rooms 109 & 132.)

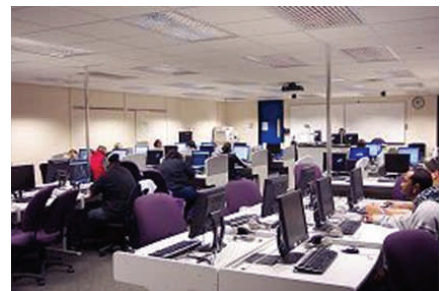
Business and Science Building, First Floor

Monday, Tuesday, and Thursday: 8 am to 10 pm

Wednesday: 8 am to 6 pm

Friday: 8 am to 5 pm

Saturday: 10 am to 2 pm



Paul Robeson Library, First Floor

The public computer lab is open during normal library hours but does not have a help desk. For assistance, please call our Help Desk number (856-225-6274). The 6274 number will ring all Camden Computing Services help desks simultaneously. Or visit one of the Help Desks in either BSB (rm. 109 or rm. 132) or the Campus Center lower level (rm. 017B).

Acceptable Use Policy For Computing and Information Technology Resources

It is the policy of Rutgers University to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the university's information technology resources is a privilege and must be treated with the highest standard of ethics.

The university expects all members of the community to use computing and information technology resources in a responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and university policies and standards.

This policy outlines the standards for acceptable use of university computing and information technology resources which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by Rutgers University.

This policy applies to all users of Rutgers computing and information technology resources including faculty, staff, students, guests, external individuals or organizations, and individuals accessing external network services, such as the Internet via university facilities. Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Respect the privacy and personal rights of others.

Sakai & My Rutgers Portal

Sakai is an online course site for classes at Rutgers. Students can log on with their NetID and password to access resources based on the courses they are enrolled in. With Sakai, students can communicate with their professors and other students, ask questions, submit papers, take online quizzes, check syllabi, download required readings and study guides, check grades, and much more. Many professors utilize Sakai to respond to student questions, grade and return papers, supply resources, and post grades.

sakai.rutgers.edu

The screenshot shows the Sakai@Rutgers portal. At the top, there is a red header with the logo and a login section for 'user id' and 'password'. Below the header, the page is divided into several sections. On the left, there is a 'Start Page' menu with links like 'Login Help', 'Info for Site Members', and 'FAQ'. The main content area features an 'OIRT Blog' with a post titled 'The Office of Instructional and Research Technology Blog' and another post 'Homeless in The Sims 3'. On the right, there are 'Announcements' including a notice about summer session bills, a 'Summer Students' announcement, and a 'Swine Flu Announcement'. At the bottom right, there is a 'New in Sakai' section with an update from May 20, 2009.

My Rutgers Portal is an easy to use, one-stop site for Rutgers students. After logging on, students are able to access Rutgers e-mail and resources such as academics, libraries, campus life, financial information, class schedule and grades, and much more.

my.rutgers.edu

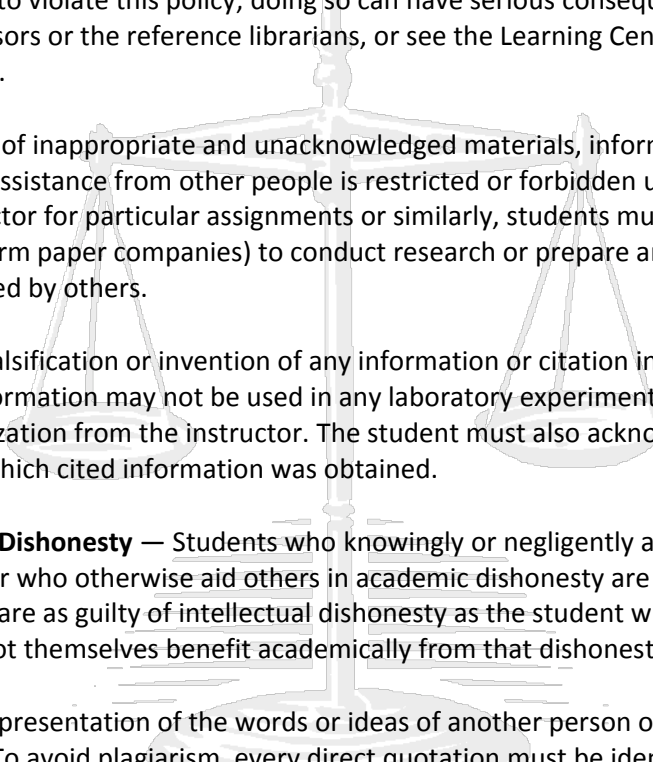
The screenshot shows the My Rutgers Portal. At the top, there is a blue header with the 'myRUTGERS' logo and a 'Login' button. Below the header, the page is divided into several sections. On the left, there is a 'Welcome' section with an announcement about the 'myRutgers 3.0 Release' dated 6-16-2009. Below this, there is a 'Swine Flu' announcement dated 5-4-2009 and an 'Email Channel' announcement dated 3-24-2009. On the right, there is a 'Shortcuts' section with links to 'Academics', 'Campus', and 'Personal' resources. Below this, there is a 'myRutgers Help' section with links to 'How do I?', 'Help Resources', and 'Help Desks'.



Academic Integrity

Academic integrity is a hallmark of higher education. It means that any work submitted by an individual is that student's own work and that work informed by the efforts of others gives appropriate credit to them.

There are several possible violations of academic integrity. The descriptions below are excerpted directly from the *Policy on Academic Integrity for Undergraduate and Graduate Students*, which can be found at the website below along with an explanation of the consequences of violating this policy camden.rutgers.edu/RUCAM/Academic-Integrity-Policy.php. Academic integrity is taken very seriously by our faculty and administration, students should be certain not to violate this policy; doing so can have serious consequences. If you are unsure, always ask your professors or the reference librarians, or see the Learning Center staff before submitting rough or final drafts.



A. Cheating — Is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Assistance from other people is restricted or forbidden unless explicitly authorized by the instructor for particular assignments or similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them or use work or research prepared by others.

B. Fabrication — Is the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained.

C. Facilitating Academic Dishonesty — Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

D. Plagiarism — Is the representation of the words or ideas of another person or source as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is also required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words. Plagiarism can, in some cases, be a subtle issue. Any questions or doubts about what constitutes plagiarism should be discussed with the faculty member.

E. Denying others access to information or material — It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials, or altering computer files that belong to another.

Paying the Term Bill



You can access your term bill online at studentabc.rutgers.edu. If you wish to pay online, they accept MasterCard, American Express, Discover, and E-Check. To pay in person, you can go to the Bursar's Office located in the Artis Building at Fourth and Cooper Sts. The Bursar's Office only accepts cash, check, or money order.

To pay by check through the mail, send payment to:

Rutgers, The State University of New Jersey
Term Bill Processing Unit
P.O. Box 2021
New Brunswick, NJ 08903-2021

You must submit a term bill, even if your balance is zero. Sign and return your Attendance Confirmation form as you would a term bill. You can also provide an electronic signature online.



Financial Aid Process for Graduate Students

To apply for federal, state, and Rutgers University financial assistance, file the Free Application for Federal Student Aid ([FAFSA](#)) or the renewal application online for faster and efficient processing of your application. Application for low-interest student loans and work study employment are made by completing the FAFSA. Most graduate students are eligible for some type of federal student assistance, usually in the form of a [student loan](#). The amount of assistance is determined by course load and estimating the total cost of attendance. Listed below are the steps to apply for financial aid from Rutgers.

Step 1: Apply for admission to the graduate program

Prospective students who apply for financial aid should also apply for admission to Rutgers–Camden. You should not wait for formal acceptance to Rutgers to apply for financial aid; apply early for both financial aid and admission.

Step 2: File an FAFSA

If applying to the [Fall 2009-Spring 2010](#), terms please complete the following:

After January 1, 2009, complete and submit the [FAFSA](#) online at [fafsa.ed.gov](#).

You will need to request a PIN at [pin.ed.gov](#).

Use Federal School Code [002629](#) to submit a 2009-2010 FAFSA. You will need a copy of your 2008 tax forms.

When filing the FAFSA online (the recommended way), you will receive the Student Aid Report (SAR) from the U.S. Department of Education. The SAR is a summary of the information you reported on the FAFSA. Review the SAR to make sure the information you reported is accurate. If you need to make corrections, please do so at [fafsa.ed.gov](#) using your federal PIN. The PIN allows you to access your Federal Student Aid records online and serves as your electronic signature when filing electronically.

Step 3: Complete Remaining Financial Aid Component

If a Federal Direct Stafford Loan (subsidized or unsubsidized) has been offered to you as part of your aid package, and you are accepting all or part of the loan, you are required to complete and sign a Master Promissory Note.

If you have any questions, please contact the Rutgers–Camden Office of Financial Aid at 856-225-6039. Additional information regarding financial aid is available at [studentaid.rutgers.edu/grad.asp](#).

Scholarship Information

Please note that limited funds are available from scholarships, fellowships, assistantships, and grants. Please contact your Graduate Program Director in your proposed major for additional information.

You may also want to consider independently researching graduate scholarships online by taking advantage of free online scholarship searches, such as [fastweb.com](#). Fastweb.com is the nation's largest source of local, national, and college-specific scholarships.