

# Lecturer Handbook

**Graduate School of Education – New Brunswick**

**2023-24**



**RUTGERS**

Graduate School of Education

Welcome to the 2023-24 Rutgers New Brunswick Graduate School of Education (GSE)! We are very pleased that you are joining us. Our hope is that you find this a rewarding place to teach. Please let us know if there is any way that we may assist you. Outlined in the following pages you will find information regarding resources, services, policies and contact information.

The Rutgers University Graduate School of Education is dedicated to the study and improvement of education. The creation of knowledge about teaching and learning is central to our mission. We seek to ensure that all children and adults have access to high quality educational programs. As such, our work addresses the cognitive, social, organizational, cultural, linguistic, developmental, and policy dimensions of education. Our instructional programs are designed to produce graduates who become effective educational practitioners, transformative educational leaders, and accomplished educational researchers. Our partnerships and service contributions focus on New Jersey but extend to both national and global communities.

We aspire to bring distinction to Rutgers by conducting research and improving practice in relation to three pressing issues in education: (i) meeting the needs of diverse learners, (ii) using emerging digital pedagogical tools effectively, and (iii) addressing the equity and adequacy of financial, human, and social resources for PK-12 and higher education.

Thank you for your commitment and service to our students. I look forward to working with you during the 2023-24 Academic Year, and in the future.

Sincerely,

Wanda J. Blanchett, Ph.D.  
Dean and Distinguished Professor  
The Graduate School of Education  
Rutgers, The State University of New Jersey  
10 Seminary Place, New Brunswick, NJ 08901

**Mission Statement:**

The Rutgers University Graduate School of Education is dedicated to the study and improvement of education. The creation of knowledge about teaching and learning is central to our mission. We seek to ensure that all children and adults have access to high quality educational programs. As such, our work addresses the cognitive, social, organizational, cultural, linguistic, developmental, and policy dimensions of education. Our instructional programs are designed to produce graduates who become effective educational practitioners, transformative educational leaders, and accomplished educational researchers. Our partnerships and service contributions focus on New Jersey but extend to both national and global communities.

**Vision Statement:**

We aspire to bring distinction to Rutgers by conducting research and improving practice in relation to three pressing issues in education: (i) meeting the needs of diverse learners, (ii) using emerging digital pedagogical tools effectively, and (iii) addressing the equity and adequacy of financial, human, and social resources for PK-12 and higher education.

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### Campus & Administrative Information

Office and contact information for GSE faculty and staff may be found on our website.

Faculty and Staff Directory: <https://gse.rutgers.edu/faculty/>

Academic Departments		
Educational Psychology (3 <sup>rd</sup> floor)		
Dr. Angela O'Donnell, Chair	848-932-0830	<a href="mailto:angela.odonnell@gse.rutgers.edu">angela.odonnell@gse.rutgers.edu</a>
Educational Theory, Policy and Administration - ETPA (lower level)		
Dr. Melinda Mangin, Chair	848-932-0723	<a href="mailto:melinda.mangin@gse.rutgers.edu">melinda.mangin@gse.rutgers.edu</a>
Learning and Teaching - L&T (2 <sup>nd</sup> floor)		
Dr. Keith Weber, Chair	848-932-0804	<a href="mailto:keith.weber@gse.rutgers.edu">keith.weber@gse.rutgers.edu</a>

GSE Administrative Services Center (ASC) <a href="mailto:asc@gse.rutgers.edu">asc@gse.rutgers.edu</a>		
Tiffany L. Mayers, Director	848-932-0748	<a href="mailto:asc@gse.rutgers.edu">asc@gse.rutgers.edu</a>
Tania Gonzalez-Batista, Administrative Assistant	848-932-0661	<a href="mailto:tania.gonzalez-batista@gse.rutgers.edu">tania.gonzalez-batista@gse.rutgers.edu</a>
Cintra Ramjattan, Administrative Assistant	848-932-0834	<a href="mailto:cintra.ramjattan@gse.rutgers.edu">cintra.ramjattan@gse.rutgers.edu</a>
Nicole Symonds, Administrative Coordinator	848-932-0846	<a href="mailto:nicole.symonds@gse.rutgers.edu">nicole.symonds@gse.rutgers.edu</a>

Teacher Education		
Nora Hyland, Associate Dean & Faculty Director of Teacher Education	848-932-0775	<a href="mailto:nora.hyland@gse.rutgers.edu">nora.hyland@gse.rutgers.edu</a>
Maqueda Randall-Weeks, GSE-CSPN Partnership Leader, Faculty Coordinator of Clinical Experiences	848-932-0733	<a href="mailto:maqueda.randall.weeks@gse.rutgers.edu">maqueda.randall.weeks@gse.rutgers.edu</a>
Melissa Freedman, Director of Assessment & Accreditation	848-932-0763	<a href="mailto:melissa.freedman@gse.rutgers.edu">melissa.freedman@gse.rutgers.edu</a>
Hannah Batren, Program Coordinator for Assessment and Community Engagement	848-932-0865	<a href="mailto:hannah.batren@gse.rutgers.edu">hannah.batren@gse.rutgers.edu</a>
Jalise Clark, Administrative Coordinator	848-932-0869	<a href="mailto:jalise.clark@gse.rutgers.edu">jalise.clark@gse.rutgers.edu</a>

Office of Administration and Personnel - OAP (Lower Level)		
Joseph Howe, Senior Director of Finance and Administration	848-932-0754	<a href="mailto:joseph.howe@gse.rutgers.edu">joseph.howe@gse.rutgers.edu</a>
Melissa Thomas, Human Resources Manager	848-932-0755	<a href="mailto:melissa.thomas@gse.rutgers.edu">melissa.thomas@gse.rutgers.edu</a>
Vallarine Paynter, Business Manager	848-932-0757	<a href="mailto:vallarine.paynter@gse.rutgers.edu">vallarine.paynter@gse.rutgers.edu</a>
Terri Bolla, Grants Manager	848-932-0620	<a href="mailto:terri.bolla@gse.rutgers.edu">terri.bolla@gse.rutgers.edu</a>
Jennifer Manson, Business Specialist	848-932-0789	<a href="mailto:Jennifer.manson@gse.rutgers.edu">Jennifer.manson@gse.rutgers.edu</a>
Olivia Walker, Administrative Asst.	848-932-0752	<a href="mailto:olivia.walker@gse.rutgers.edu">olivia.walker@gse.rutgers.edu</a>

Office of Student and Academic Services - OSAS (1 <sup>st</sup> floor)		
		<a href="mailto:academic.services@gse.rutgers.edu">academic.services@gse.rutgers.edu</a>
Dr. Amy Wollock, Senior Assistant Dean for Enrollment Management and Academic Affairs	848-932-0739	<a href="mailto:amy.wollock@gse.rutgers.edu">amy.wollock@gse.rutgers.edu</a>
Dr. Matt Winkler, Assistant Dean for Advisement	848-932-0737	<a href="mailto:matt.winkler@gse.rutgers.edu">matt.winkler@gse.rutgers.edu</a>
Charles Basden, Senior Academic Program Coordinator	848-932-0738	<a href="mailto:charles.basden@gse.rutgers.edu">charles.basden@gse.rutgers.edu</a>
Trevor Johnson, Administrative Coordinator	848-932-0739	<a href="mailto:trevor.johnson@gse.rutgers.edu">trevor.johnson@gse.rutgers.edu</a>
KerriAnn Mattaliano, Program Coordinator	848-932-0741	<a href="mailto:kerriann.mattaliano@gse.rutgers.edu">kerriann.mattaliano@gse.rutgers.edu</a>
Marie Pavelchak, Student Program Coordinator	848-932-0814	<a href="mailto:marie.pavelchak@gse.rutgers.edu">marie.pavelchak@gse.rutgers.edu</a>
Kenneth Tufo, Student Counselor	848-932-0743	<a href="mailto:ken.tufo@gse.rutgers.edu">ken.tufo@gse.rutgers.edu</a>

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## Policies and Procedures: Rutgers University – Graduate School of Education (GSE)

### Instructor Advising and Contact Hours:

Instructors are required to hold **two hours of advising hours** per course per week at a designated location on campus each semester. It is the course instructor's responsibility to inform students of advising hours and location. All credit-bearing courses are required to meet a minimum number of contact hours. For example, a three-credit course is required to meet for a minimum of 41.25 hours each semester.

Part-Time Lecturer Faculty Chapter, American Association of University Professors – American Federation of Teachers (AAUP-AFT):

Lecturers (formerly PTLs) are represented by the Rutgers Part-Time Lecturer Chapter of the AAUP-AFT. The collective bargaining agreement covers items such as wages, hours, and other mandatorily negotiable subjects; the full agreement may be found at:

<https://laborrelations.rutgers.edu/faculty/labor-contracts>

## Classroom Related Information

### COVID-19 Protocols

**Face coverings:** Face coverings will no longer be required in most indoor spaces including indoor teaching spaces and libraries.

**Vaccines and boosters:** All students and employees are required to be fully vaccinated, obtain a booster when eligible, and upload records to the university vaccine portal.

### Course Syllabus:

All course instructors are required to submit a digital syllabus for each course each semester to the academic department administrative assistant. A detailed course syllabus, which describes your policies on attendance, class participation, late assignments, grading, etc., will help to ensure a satisfactory course experience for your students. You will receive a syllabus template, which is also in the appendix of this handbook. When you create your syllabus, be sure to maintain the same format and address all the listed sections. **The first page of the template needs to be followed exactly.** Please see page 25 for a Syllabus Template.



All Syllabi MUST accurately meet the following criteria:

- Be on department letterhead and adhere to the department template. If you do not have the letterhead or template, please contact the ASC to obtain them.
- The course number, title, semester and year, instructor name and contact information, mode of instruction, location and meeting times, and office hours must be listed at the top of the syllabus.
- Under the course information block should be the University disabilities statement as follows:

“Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentations: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus’ disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://webapps.rutgers.edu/student-ods/forms/registration>.
- All syllabi must contain Learning Goals.
- For classes in the Teacher Education Program: your syllabus Learning Goals must contain both the New Jersey Professional Standards for Teachers (2014) (<http://www.state.nj.us/education/code/current/title6a/chap9.pdf> - see page 15) AND the [Council for the Accreditation of Educator Preparation Initial Level Standards](#) (2022). Instructors will be notified if their course contains a key assignment.
- If you are teaching a course in any of the Advanced Certification Programs listed below, it should be aligned with Professional and [CAEP Advanced Standards](#). It may also include a key assignment used for program evaluation and collected in LiveText. (LiveText is further explained on page 13). Please contact your program coordinator for the list of standards to which your course is aligned. Instructors will be notified if their course contains a key assignment.

**Advanced Certification Programs**

- English as a Second Language / Bilingual-Bicultural Education
  - Learning Disabilities Teacher-Consultant (LDTC)
  - P-3 Early Childhood Education
  - Principal
  - Reading Specialist
  - School Administrator (Superintendent)
  - Supervisor
  - Teacher of Students with Disabilities (TOSD)
- If you are teaching a course in our School Counseling Program, it should be aligned with Professional and [CACREP Standards](#). It may also include a key assignment used for program evaluation and collected in LiveText. (LiveText is further explained on page 13).

Please contact your program coordinator for the list of standards to which your course is aligned. Instructors will be notified if their course contains a key assignment.

- Each syllabus must be saved as a PDF using the following file name format before being sent to each email address: YEAR\_TERM\_COURSE (i.e.: 2022\_FA\_15:293:522:01)

### **Academic Integrity:**

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Students must understand the importance of integrity and honesty in their academic work. Your syllabus should include information about the academic integrity policy as well as a brief discussion of *possible* consequences. You should also instruct students about the appropriate methods for citing materials for work produced for your class. For the full version of the Academic Integrity Policy as well as additional materials (forms, sample letters/emails for reporting violations and communicating with students) please refer to:

<http://nbacademicintegrity.rutgers.edu/home/academic-integrity-policy/> and  
<http://nbacademicintegrity.rutgers.edu/home/for-instructors-and-aifs/>

The university provides access to Turnitin, an academic plagiarism detector, to help you determine whether student papers have been plagiarized. For additional information, please refer to <https://canvas.rutgers.edu/external-apps/turnitin/>

Form information on cheating prevention when administering online exams, go here:  
<https://canvas.rutgers.edu/external-apps/respondus-4-0/>

### **Reporting a Concern**

If you suspect plagiarism, cheating, or any other violation of the Academic Integrity Policy, you must submit a report to the Student Conduct website even if you plan to adjudicate the issue within your course: <https://studentconduct.rutgers.edu/report-concern>

### **Grading:**

Students in the Graduate School of Education are graded in each course at the end of each semester as follows:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
F	Failing	0.0

\*Note: D grades are only available in undergraduate courses.

For more information on the GSE Grades and Records, please refer to:  
[http://catalogs.rutgers.edu/generated/gse\\_current/pg48.html](http://catalogs.rutgers.edu/generated/gse_current/pg48.html)

The university grading instructions can be found here:  
<https://scarlethub.rutgers.edu/registrar/faculty-staff/grades-grade-changes/>

**Warning Grades:**

It is vital that you submit both your Warning Roster and your Grade Roster in a timely manner! You must submit Warning Rosters and Grade Rosters no later than the first two weeks of March for spring semester and the first two weeks of October for the fall semester. You must submit your Warning Roster and Grade Roster online.

The following are the warnings that can be submitted on the Warning Roster:

W1 = Warning for poor performance

W2 = Warning for poor attendance

W3 = Warning for poor performance and poor attendance

Timely submission of your Grade Roster is crucial in determining a student's graduation -- it may hinge on the successful completion of your course!

For the complete Faculty Handbook relating to grading and the process for submitting warning grades, please refer to:

<https://scarlethub.rutgers.edu/registrar/faculty-staff/grades-grade-changes/>

**Submission of Grades:**

Grades must be submitted online at: [sims.rutgers.edu/rosters](https://sims.rutgers.edu/rosters) within 48 hours of your last class. To access the rosters online use your Rutgers NetID and your password. Dates for the availability of the online grading system appear at the top of your roster every time you login to the Rosters & Electronic Grading System (REGIS). Please be sure to adhere to all deadlines.

Upon logging in to REGIS, enter the appropriate course number (unit two-digit #: subject three-digit #: course-three digit#) and section number for the course that you teach.

The online roster system allows you to submit warning grades with comments, and to view a list of the acceptable grades for the course on the top right corner of the roster when you go to submit final grades.

If you have trouble accessing your roster, please contact Trevor Johnson at:

[trevor.johnson@gse.rutgers.edu](mailto:trevor.johnson@gse.rutgers.edu).

If you are submitting *all grades* for a course *after the deadline*, open your roster, download the excel version, enter your grades and send it to Eric Decker at [ejdecker@registrar.rutgers.edu](mailto:ejdecker@registrar.rutgers.edu).

**Library Information and Resources:**

The Rutgers University Libraries support and enrich the instructional, research, and public service missions of the University through the stewardship of scholarly information and the delivery of information services.

Information on library reserves and other library resources for faculty and students may be found at:

<https://www.libraries.rutgers.edu/new-brunswick/teaching-research-help>

The following libraries may be found on the New Brunswick Campus:

(Note: RUID required for entry):

- [Alexander Library](#)
- [Art Library](#)
- [Carr Library](#)
- [Chang Library](#)
- [Douglass Library](#)
- [Library of Science and Medicine \(LSM\)](#)
- [Math and Physics Library](#)
- [School of Management and Labor Relations \(SMLR\) Library](#)
- [Special Collections & University Archives \(SC/UA\)](#)

**For library hours, please visit:** <https://www.libraries.rutgers.edu/hours>

### **Ordering Textbooks:**

Textbooks may be ordered through the university bookstore website:

<https://aip.bncollege.com> by following these steps:

1. If you have not accessed AIP before: Select Institution (Rutgers University), press proceed
2. AIP will direct you to Rutgers CAS, log in with NetID, log out and go back to AIP log in
3. Set Campus to Rutgers University Bookstore and the semester you are adopting for
4. Set filters: School, Department: Submission status
5. Search for course by catalog number or course name
6. Choose from a previous semester's adoption and remove materials if desired or search by ISBN or keyword select "Use this Book" after each ISBN you want to add, "Submit Adoptions" after all ISBNs have been added
7. IF YOU ARE NOT USING ANY MATERIALS FOR THIS CLASS – please log in and make this selection.

Step-by-step slides to walk you through the process are also available; please contact the ASC for a copy.

You are not required to procure your textbooks through Rutgers. Online retailers such as Amazon.com are also valid sources. However, you **MUST** notify Rutgers bookstore even if you are not going to order books through them.

Last minute book order tips – Online retailers are a good source for last minute purchases. Be aware, however, that the edition you get may not be the same as your students'.

### **Cancellation of Classes/Absence Policy:**

Instructors are expected to meet with their classes at all of the scheduled time periods. If an instructor is ill and must be absent from class, they must contact the program coordinator or Department Chair so that coverage of the class can be arranged. In the event that coverage is

not found, you should notify your students ASAP that there will not be a class session and develop a make-up assignment or a make-up session. You should notify your students by using the email addresses listed for each student when you download your class roster.

If professional development prevents you from holding a scheduled class, you must discuss this with the department chair and make alternative arrangements.

### **Class Rosters:**

All instructors can access their class rosters online through [sims.rutgers.edu/rosters](https://sims.rutgers.edu/rosters). For step-by-step instructions please refer to: [https://sims.rutgers.edu/rosters/regis\\_quick\\_reference.html](https://sims.rutgers.edu/rosters/regis_quick_reference.html)

You will need your NetID and password to access rosters and other information. Also note that the university uses a Rutgers ID number for student records; social security numbers should **never** be used to identify students. Do not distribute the roster to your students – Rutgers ID numbers and Net IDs are listed on the roster. Please read the Confidentiality section below.

If there are any students in your class who do not appear on the roster two weeks after the course has begun, please instruct them to contact OSAS for immediate assistance. These students may not have registered for the course properly or have yet to pay their term bills. Such issues need to be resolved if they intend to receive a grade for the course.

### **Special Permission Numbers:**

Special permission numbers are usually held by OSAS or the ASC. If you would like to provide a student with a special permission number, you will need to contact the appropriate holder with the student's name and course they are enrolling in. If you are unsure as to who holds the special permission numbers for your class, you can check the [online schedule of classes](#) to see the notes for each class. You can also have the student email the Office of Student and Academic Services ([academic.services@gse.rutgers.edu](mailto:academic.services@gse.rutgers.edu)) if the numbers are held by OSAS, or your academic department administrative assistant if they are not. If you are unsure, please contact your department administrative assistant.

A special permission number can only be used one time. If a student requires a number to register and then accidentally drops the class, they will need a new number before they are able to re-register for the class. Special permission numbers cannot override a prerequisite requirement for a course. To grant a pre-requisite override, please contact your department administrative assistant.

### **LiveText – State Licensure / Certification Programs:**

The GSE uses an online assessment management system to help both students and faculty/instructors of the GSE document the progress of students as they complete their program of study for the purpose of program assessment. It is also used to manage clinical placements of teacher education and school counseling students and key program assignments. Instructors who teach one or more courses with submission requirements will be required to ensure their students submit the specified evaluation artifact(s) for that course. Instructors will also be required to evaluate those submissions. Instructors who teach courses with a submission requirement will be required to attend / view training on the use of the

platform and the evaluation instruments. All instructors are required to attend a meeting each semester to ensure that they understand the philosophy and practice behind the evaluation system.

If you are teaching a course with LiveText artifacts, please contact Melissa Freedman at: [melissa.freedman@gse.rutgers.edu](mailto:melissa.freedman@gse.rutgers.edu) for technical support and your program coordinator if you have any content questions.

**Attendance:**

All instructors are required to maintain an accurate record of attendance in each of their classes or sections. Students are expected to be present at each meeting of their classes. At the instructor's discretion, exceptions to this rule may be made for illness or other circumstances. [University](#) examinations shall not be scheduled on Saturdays except in those courses that regularly meet on Saturday.

**Absence Due to Religious Observance:**

It is the policy of the [university](#) to excuse students who are absent because of religious observances without penalty and to allow the makeup of work missed because of such absences. Examinations and special, required, out-of-class activities ordinarily will not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation will not be counted for reporting purposes. A student absent from an examination because of required religious observance will be given an opportunity to make up for the examination without penalty.

It is the policy of Rutgers University not to cancel classes on religious holidays.

**Inclement Weather:**

For information on the cancellation of classes due to inclement weather consult <https://www.rutgers.edu/status>. It is the general policy of the University not to cancel regularly scheduled classes because of weather conditions. Students and faculty members should make decisions regarding attendance that seem appropriate to them depending upon their circumstances. There may be instances where hazardous road conditions make it impossible to travel and to conduct academic activities on the campus.

Online courses are subject to the university or GSE closure rules.

Closures that only affect the Graduate School of Education can be found on the GSE home page at <http://gse.rutgers.edu>.

If you teach an off-campus course, please refer to your location's closing announcements. Additional information may be found at <http://newbrunswick.rutgers.edu/status>

**Confidentiality:**

Rutgers University complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records, including the right to inspect and review those education records and the right to request amendment of education

records that the student believes are inaccurate or misleading. According to University guidelines, “Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.” Moreover, “there are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student.” Some common exceptions used by Rutgers include disclosure to Rutgers officials with legitimate educational interest in the records being sought and the release of student directory information. More details from the University Policy can be obtained from the Registrar at their website:

<https://scarlethub.rutgers.edu/registrar/ferpa-information/>.

Course instructors should take care to protect student confidentiality. For example, do not publish or display lists of students by student identification number, do not list grades publicly by name or student identification number or publish grades on a website or an email list, and do not leave student papers or exams for pickup outside your office. In the event that you need to email more than one student, **please send out individual emails or use the BCC option** to avoid sharing student's email addresses. All papers, exams, and other graded materials should be kept securely in your possession until picked up by students or mailed to them in a self-addressed, stamped envelope provided by the student.

#### **Title IX:**

The University is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Similarly, the Violence Against Women Reauthorization Act of 2013 (VAWA) requires prompt, fair and impartial investigation and resolution of allegations of sexual assault, stalking, dating violence and domestic violence. Title IX Coordinators are available to give students and other Rutgers members clear, transparent information about university [policies](#) and procedures for addressing sexual and relationship misconduct.

For the complete policy please refer to: <https://uec.rutgers.edu/policies/title-ix/>

#### **Policy Prohibiting Harassment:**

Rutgers is committed to maintaining a diverse academic, work, and living environment free from harassment based on an individual's race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status. The university requires that all students, faculty, and staff adhere to the law and university policies aimed at preventing harassment and discrimination. Faculty members should acquaint themselves with appropriate procedures for the referral and assistance of a student or employee concerned about harassment. Information about the policy and complaint process can be found on the webpage of the Office of Employment Equity at <https://uhr.rutgers.edu/oeo/home>. The Office of Employment Equity can also be contacted by phone at 848-932-3973.

#### **Evaluation:**

The Student Instructional Rating Survey (SIRS) is a university-wide survey of students for their comments about their experiences in the classroom. The results are used by the individual instructors, departments, schools and the University for the assessment and improvement of



teaching. Instructors are asked to provide summaries of the student survey statistics for personnel decisions such as tenure, promotion or merit-based pay. All members of the University have access to the [summary statistics from the student surveys](https://sirs.ctaar.rutgers.edu) at <https://sirs.ctaar.rutgers.edu>. Results prior to 2001 that are not available online are archived at the [Rutgers University Libraries](#).

For more information regarding student evaluations and the policy, please refer to: <https://ctaar.rutgers.edu/sirs/>

### **Student Behavior:**

Those working within the conduct system balance the individual needs of students with the expectations set by the university to provide a safe community. The university, through authority given to it by its Board of Governors, is responsible for communicating behavioral expectations to students and the consequences for violating standards via the Code of Student Conduct. This Code describes the behaviors that are inconsistent with university values; it outlines procedures to respond to such behaviors; and it suggests possible sanctions and interventions that are intended to educate and safeguard members of the university community.

For the complete University Code of Student Conduct Summary and process, please refer to: <https://studentconduct.rutgers.edu/processes/university-code-student-conduct>

## **Computing**

### **Computing Policies and Guidelines:**

Rutgers University's information technology resources provide faculty, staff, students and guests with access to the digitized world of data communications. The University is committed to establishing and maintaining a safe, secure computing environment that supports its mission of teaching, learning and service to the state. To that end, the University has set policies to ensure the integrity of its infrastructure, the security of its data and the efficient and ethical use of its resources.

All members of the University user community are responsible for adhering to the policies and guidelines listed below. In addition to the University-wide policies there may be supplemental local policies in specific areas; users should check with their respective department administrators. This is a focused list of University Policies that relate to computing and information technology; the full list is available at the [University Policy Library](#).

The Office of Information Technology provides support for our technology infrastructure and is part of the University's Information Technology office. Their webpage provides information about the specific services they provide and how to access them: <https://it.rutgers.edu/services/>

### **NetID:**

Your NetID provides access to computing accounts and other web-based applications, such as course rosters and grading. For assistance with your NetID please visit: <https://netid.rutgers.edu/index.htm>



**Email:**

The GSE Office of Information Technology will generate a GSE email account once your NetID is created. Please contact the Personnel Office and provide your NetID, so this process may be initiated. GSE OIT will notify you once your email account is ready.

**Duo Security**

Duo Security is the provider of two-step login at the university. Two-step login (also known as two-step login with Duo) provides enhanced protection for your Rutgers account and information by using a smartphone or other device to confirm your identity. This prevents anyone but you from accessing your account, even if your password has been compromised. You **will not** be able to access your Rutgers Connect or other accounts until you complete this process. For assistance with Duo, please visit <https://it.rutgers.edu/two-step-login>.

**Payroll****Paychecks:**

Payroll for academic year part-time faculty runs:

- September 1 through January 31 (fall semester) or
- February 1 through June 30 (spring semester).

Paychecks are issued every two weeks for the duration of your appointment. If direct deposit has not been selected, then a physical paycheck will be mailed out to the address on file. You may enroll in direct deposit and view your paycheck stubs by logging on to the myRutgers Portal at <https://my.rutgers.edu/portal/> using your NetID and password - on the Employee Self Service tab.

**Logistical Information****Newly Hired Instructors:**

The Rutgers University website, [rutgers.edu](https://rutgers.edu), offers information that Instructors will find extremely helpful. Please navigate to [Information for Faculty & Staff](#); additionally, [Information for Current Students](#) will also be helpful. Fall and Spring contracts are issued electronically by the Personnel Office. Your contract indicates the course(s) to be taught and your salary for the semester. Please contact the Personnel Office if you have any questions regarding the contract.

For individuals who are new to the Graduate School of Education, an I-9 will need to be processed prior to the first day of classes. The Office of Administration and Personnel will

contact you with specific instructions. Please be sure to complete the necessary actions promptly.

All questions related to your appointment should be directed to Melissa Thomas, Human Resources Manager, or Olivia Walker, HR Administrative Assistant at [gse.hr@gse.rutgers.edu](mailto:gse.hr@gse.rutgers.edu).

Delays in returning signed agreements and/or completing the I-9 process will result in a delayed payroll. Summer/Winter Session contracts are issued by the Summer/Winter Session Office. Visit [summersession.rutgers.edu/](http://summersession.rutgers.edu/) or call 848-932-7576.

### **Identification Card:**

On or after your effective start date, and after you have been fully on-boarded (4-5 business days), you may request a RUID by contacting OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378). You may also log on to the OneSource Portal using your NetID and password at <https://rutgers.service-now.com/hrportal>

For instructions on how to request a new or replacement RUID please visit [https://rutgers.service-now.com/hrportal?id=kb\\_article&sysparm\\_article=KB0011585](https://rutgers.service-now.com/hrportal?id=kb_article&sysparm_article=KB0011585)

ID card activation is necessary to gain entrance to GSE parking/building/office and you will need an active NetID in order to obtain an ID Card. Please contact the Office of Administration and Personnel with any questions.

### **Benefits**

Lecturers will be enrolled into the Alternate Benefit Program (ABP). ABP is a defined contribution plan where retirement benefits are based on investment earnings. For information on how to enroll, please visit: <https://uhr.rutgers.edu/benefits/alternate-benefit-program-abp>

Part-time employees who are members of a NJ state administered pension program may be eligible to enroll in the Part-Time State Health Benefits Program. For more information, please visit: <https://uhr.rutgers.edu/benefits/part-time-state-health-benefits>

For assistance, please contact the OneSource Faculty and Staff Service Center at 732-745-7378 or at <https://rutgers.service-now.com/hrportal>.

### **Parking:**

Temporary parking permits for the fall and spring semester are now digital. Temporary parking permits for the fall and spring semester are now digital.

You may apply for a temporary parking permit which is valid until **October 13th**, using the following website <https://rudots.nupark.com/v2/portal/eventregister/dd193c98-8eca-424d-8205-8a749299961b#/events/registration/>

Once new Instructors receive their first paycheck of the semester, they can apply for a parking permit online at: [http://parktran.rutgers.edu/fac\\_staffpark.shtml](http://parktran.rutgers.edu/fac_staffpark.shtml).

An online map of the campus, showing buildings and available parking lots is available at: <http://rudots.rutgers.edu/parkinglots.shtml>

Information about the Rutgers campus buses/shuttle services can be found here:

<http://rudots.rutgers.edu/campusbuses.shtml>

**Photocopying and Office Supplies:**

Please consult with the ASC regarding the photocopying process and availability of reasonable materials/supplies needed for your course(s)

**Public Safety:**

Public safety information can be found on their website at: <https://publicsafety.rutgers.edu/>

For an emergency (police, fire, medical), dial 9-1-1. (From a university phone, dial 8 for an outside line, then 9-1-1.)

The non-emergency number for New Brunswick Public Safety is 732-932-7211.

Rutgers University Police Department (RUPD) provides escorts to students, faculty, and staff upon request. The escorts, primarily walking, provide our community with personalized service to their vehicles, campus residence, or the University's mass transit system. To request an escort:

- Call 732-932-7211 or use a campus emergency phone (blue light)
- The RUPD Communication and Dispatch Center will send a public safety representative to escort you

Check <http://rupd.rutgers.edu/escort.php> for more information.

**Resources for Instructors**

**Academic Calendar:**

The New Brunswick academic calendar can be found at:

<https://scheduling.rutgers.edu/scheduling/academic-calendar>

**Important dates for the Fall 2023 semester:**

Fall Semester begins: 9/5/2023

Fall Semester ends: 12/22/2023

Thanksgiving recess: 11/23-11/26/2023

Undergraduate reading day: 12/14/2023

Final Exam period: 12/15-12/22/2023

Change of course days:

November 21, 2023, will be Thursday courses

November 22, 2023, will be Friday courses

For courses that are being held synchronously, hybrid, and in-person please note the days/dates classes are to be held. While some courses in the GSE are operating remotely, it is still important that instructors hold courses on their respective dates as students may be taking

multiple courses and should not have to choose which course to meet when the schedule is not followed accordingly.

Undergraduate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MONDAY CLASSES	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	Reading Days and Final Exam Period
TUESDAY CLASSES	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/28	12/5	12/12	
WEDNESDAY CLASSES	9/6	9/13	9/20	9/27	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/29	12/6	12/13	
THURSDAY CLASSES	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/21	11/30	12/6	
FRIDAY CLASSES	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/22	11/31	12/7	

Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MONDAY CLASSES	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18
TUESDAY CLASSES	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/28	12/5	12/12	12/19
WEDNESDAY CLASSES	9/6	9/13	9/20	9/27	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/29	12/6	12/13	12/20
THURSDAY CLASSES	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/21	11/30	12/6	12/14
FRIDAY CLASSES	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/22	11/31	12/7	12/15

1 <sup>st</sup> 7 week Mini-Course	1	2	3	4	5	6	7
MONDAY CLASSES	9/11	9/18	9/25	10/2	10/9	10/16	10/23
TUESDAY CLASSES	9/5	9/12	9/19	9/26	10/3	10/10	10/17
WEDNESDAY CLASSES	9/6	9/13	9/20	9/27	10/4	10/11	10/18
THURSDAY CLASSES	9/7	9/14	9/21	9/28	10/5	10/12	10/19
FRIDAY CLASSES	9/8	9/15	9/22	9/29	10/6	10/13	10/20

2nd 7 week Mini- Course	1	2	3	4	5	6	7
MONDAY CLASSES	10/30	11/6	11/13	11/20	11/27	12/4	12/11
TUESDAY CLASSES	10/24	10/31	11/7	11/14	11/28	12/5	12/12

WEDNESDAY CLASSES	10/25	11/1	11/8	11/15	11/29	12/6	12/13
THURSDAY CLASSES	10/26	11/2	11/9	11/16	11/21	11/30	12/6
FRIDAY CLASSES	10/27	11/3	11/10	11/17	11/22	11/31	12/7

Holidays and event days for off-campus courses will vary based on location. *For example, instructors whose classes are held within a school district building would observe the school district's spring break holiday, not Rutgers'.* These disparate dates are emailed to you prior to the start of the semester.

**Final Exam Policy:** All final exam administration must comply with the university exam policy guidelines:

<https://scheduling.rutgers.edu/scheduling/exam-scheduling/final-exam-schedule/final-exam-policies>

### **Teaching Support Services:**

The Center for Teaching Advancement and Assessment Research offers instructors a variety of supports aimed at facilitating and improving classroom instruction. <https://ctaar.rutgers.edu/>

### **Office of Community Affairs:**

The Office of Community Affairs serves as a link between Rutgers and the community at large. It helps local residents and organizations connect to the university's many resources by matching community needs with university expertise and service.

On campus and off, Rutgers is working to build a stronger relationship with New Brunswick, Piscataway, and the surrounding community. Along the way, we hope to become a better partner for our neighbors. A first step is making sure that everyone—from residents to students, faculty, and staff—has access to Rutgers' community offerings. More information may be found at: <https://community.rutgers.edu/>

### **Canvas & Sakai:**

Rutgers has two shells or platforms, which you can use for instructional purposes: Canvas and Sakai. They serve to upload materials such as readings, audio clips, and other assignments that you may want your students to access before your course begins or during the span of the semester. Students can also, depending on the tools you wish to have in your respective shell, upload assignments, tests, papers, quizzes, etc.

These platforms can be accessed with your NetID and password. For Canvas please visit [canvas.rutgers.edu](https://canvas.rutgers.edu) To learn more about Sakai please visit [sakai.rutgers.edu](https://sakai.rutgers.edu).

### **Teaching and Learning with Technology (TLT):**

Please contact the Office of Instructional and Research Technology (OIRT) for technical and pedagogical support. For more information, visit [tlt.rutgers.edu/](https://tlt.rutgers.edu/). You can also email support at:

- [sakai@rutgers.edu](mailto:sakai@rutgers.edu)
- [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu)

**Office of Instructional Design:**

The Office of Instructional Design works with Rutgers faculty to support the use of educational technology for face-to-face, hybrid, and online courses. This includes assistance with Sakai, eCollege and Canvas.

<https://oid.rutgers.edu/>

<https://tlit.rutgers.edu/>

**Audio Visual Equipment Support:**

For University Classrooms (includes Room 025 A and 025 B in GSE building)  
Contact Digital Classroom Services (<https://dcs.rutgers.edu/>) at 848-445-3612.  
Request Equipment at: <https://dcs.rutgers.edu/contact-dcs/request-equipment>

For GSE Classrooms (Room 211, Room 030)  
Contact the GSE IT team at <http://helpdesk.gse.rutgers.edu>  
Email: [helpdesk@gse.rutgers.edu](mailto:helpdesk@gse.rutgers.edu)  
Call: 848-932-0768 or visit GSE Room 207

**Travel and Field Trip Waivers and Consent Forms:**

Please have your students complete one of the appropriate waivers for your trip.  
These forms can be found on the Department of Risk Management & Insurance's web page at:  
<http://riskmanagement.rutgers.edu/faculty-staff-information/waivers-and-informed-consent-forms>

**Minors on Campus:**

If you manage, participate in, or oversee programs or activities involving minors, please review the University's Policy and Guide to Working with Minors:  
<https://ipo.rutgers.edu/publicsafety/protect-minors>

Any program involving minors or volunteers working in a laboratory must also follow the laboratory safety policy established by Rutgers Environmental Health & Safety (REHS).  
[http://rehs.rutgers.edu/lslab\\_minors-and-volunteers.html](http://rehs.rutgers.edu/lslab_minors-and-volunteers.html)

**Minors on Campus: Program Registration & Online Training**

All programs and activities involving minors at Rutgers must be registered with the University (this is an annual requirement for on-going programs). Additionally, Program Directors, supervisors, and individuals who are regularly in contact with minors must complete the 30-minute online Rutgers Protection of Minors Training Course.

Please note that self-enrollment for the online training is not available. Your Program Director (or program coordinator) must register your program and add you as an employee/volunteer in order for you to access the online training course.  
<http://protectminors.rutgers.edu/programdirectors.php>

## Information, Organizations and Services for Students

### **Course Registration:**

Students will first need to obtain a NetID if they have not already done so. Students follow the same steps as faculty.

All students are registered through the Registrar's office in New Brunswick. Participants already admitted to a program may register for courses online via the Web Registration System and log in with their NetID.

### **Term Bill:**

Students can access their term bills at the following website; <https://finservices.rutgers.edu/otb/>. Students should not wait until Student Accounting sends them a term bill. If they fail to pay their term bill on time they risk being deregistered from your course. Student accounting will only notify students of their term bill once.

Students can obtain receipts for term bills by calling the student accounting office at 848-932-2254.

### **Checking Grades:**

[my.rutgers.edu](https://my.rutgers.edu) is a website that students may utilize to check email, grades, course schedules and any other relevant items related to Rutgers. Students only need a NetID and password to log in to it.

### **Transcripts:**

Students can order a copy of their official transcript online by going to [transcripts.rutgers.edu](https://transcripts.rutgers.edu). E-mail requests will not be accepted. After students fill out the online form, they will be able to pick up transcripts in person or receive them by mail in 7-10 business days.

### **Online courses:**

Students must access online courses by visiting either [canvas.rutgers.edu](https://canvas.rutgers.edu). A NetID and password is required to participate on the platform. Online students should also check their email frequently for updates.

Students can access email using the [my.rutgers.edu](https://my.rutgers.edu) portal.

### **Academic Advising:**

Course selection should be completed via discussion with an advisor.

The advisor is listed on the Certificate of Admission letter applicants receive in the mail from Graduate Admissions. Should students encounter difficulties contacting their advisor, they should contact the following OSAS representatives:

- 5-year, post-baccalaureate, and master's with certification students should contact Ken Tufo at [ken.tufo@gse.rutgers.edu](mailto:ken.tufo@gse.rutgers.edu)
- Non-degree and endorsement students should contact Marie Pavelchak at [marie.pavelchak@gse.rutgers.edu](mailto:marie.pavelchak@gse.rutgers.edu)
- All others, including non-cert Ed.M., Ed.D., and Ph.D. students, should email [matt.winkler@gse.rutgers.edu](mailto:matt.winkler@gse.rutgers.edu)

### **Disability Services:**

Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities.

Under Federal Law, the university is required to provide reasonable academic accommodations to students with documented disabilities, in legally defined categories. Rutgers has a very specific process that students must follow in order to obtain accommodations. All students must present proof of their disability to their respective undergraduate college or graduate unit for review by the college coordinator.

If a student approaches you directly to ask for accommodations, please inform the student that all requests for accommodations must contact the Office of Disability Services: <https://ods.rutgers.edu/> This office will send a letter to each instructor who is teaching a course for which the student is registered. That letter will specify the particular accommodations to which a student is entitled to in that course. Typical accommodations may include extended time on exams, offering exams in a distraction-free environment, note-takers, and perhaps even alternate forms of exams (essay vs. multiple choice).

The Rutgers University Office of Student Affairs Compliance provides information and resources to help you with questions and concerns about compliance with these external laws, rules and regulations applicable to higher education and internal policies and procedures. Information for you and students on issues surrounding these topics can be found at <http://compliance.rutgers.edu/about-us/>. Please reach out to your department chair if you have a student with these issues. In cases where there is an immediate concern for your safety or that of others in the classroom, please call RUPD at 911.

### **Educational Opportunity Fund (EOF):**

The New Jersey Educational Opportunity Fund was created to ensure meaningful access to higher education for those who come from backgrounds of economic and educational disadvantage. The Fund's [mission](#) is to not only support educational initiatives, but to also provide support services and leadership development activities that will improve student success. More information about EOF may be found at: <https://admissions.rutgers.edu/costs-and-aid/financial-aid/eof>



**Health Services:**

Student Health Services has a variety of health care services and information available to students and faculty. A complete overview of available services may be found at:

<https://www.rutgers.edu/health/student-health-services>

**Reporting a Concern:**

In any emergency situation dial 911 or call Rutgers Police at 848-932-7211 (non-emergency). If you are concerned about a student's health, wellbeing, or any other non-academic issues, use the Report Other Concerns option on the student conduct website: <https://studentconduct.rutgers.edu/report-concern>

**Rutgers Counseling, Alcohol, and other Drugs Assistance Program & Psychiatric Service (CAPS)**

If you are aware of a student in a crisis situation - for example, illness or hospitalization, family emergency, or any situation in which the health or well-being of the student is in jeopardy, CAPS offers short term psychological counseling, crisis intervention, psychiatric consultation and evaluation, and alcohol and substance abuse treatment programs. Students may seek help for a wide range of reasons including difficulty with motivation or concentration on academic work, depression, anxiety, concern about substance abuse, and difficulty in relationships with friends or family. All services are free and confidential. More information is available at:

<http://health.rutgers.edu/medical-counseling-services/counseling/>

**International Students:**

Services are provided for international students and are coordinated through Rutgers-Global; more information may be found at: <https://global.rutgers.edu/international-scholars-students>

**Learning Resource Centers:**

The Learning Resource Centers offer a variety of tools/strategies to help students with their studies including academic coaching, tutoring, and writing assistance. Students can contact the Learning Resource Center on their campus for an appointment. More information may be found at: <https://rlc.rutgers.edu/home>

## APPENDIX A: SYLLABUS TEMPLATE

Rutgers, The State University of New Jersey

Course Title  
Course Number (with section)  
Semester & Year  
X Credits

Instructor Name	Email address
Phone Number	Location Class Meeting Times__
Office Hours	Prerequisites or other limitations:
Mode of Instruction: <sup>[1]</sup> <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Hybrid <input type="checkbox"/> Online <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Other	Permission required: <input type="checkbox"/> No <input type="checkbox"/> Yes Directions about where to get permission numbers:

**Disabilities Statement:** Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentations:

<https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus' disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible.

To begin this process,  
please complete the Registration form on the ODS web site at:  
<https://webapps.rutgers.edu/student-ods/forms/registration>

Learning goals:<sup>[2]</sup>

New Jersey Professional Standards for Teachers (2014)<sup>1</sup>:

**[INSERT ALL APPLICABLE STANDARDS HERE]**

Council for the Accreditation of Education Professionals (CAEP) or Council for Accreditation of Counseling and Related Educational Programs (CACREP) Standards<sup>2</sup>:

**[INSERT ALL APPLICABLE STANDARDS HERE]**

Course catalog description:

**[COURSE DESCRIPTIONS CAN BE FOUND HERE:**

[http://catalogs.rutgers.edu/generated/gse\\_current/pg218.html](http://catalogs.rutgers.edu/generated/gse_current/pg218.html)]

Other description of course purposes, context, methods, etc:

Grading policy:<sup>[3]</sup>

Assignments:<sup>[4]</sup>

### **Rutgers Learning Centers**

Rutgers is committed to your success and offers free academic services to all students. The Learning Centers provide tutoring, study groups, and review sessions for your courses. They also host workshops and provide individual academic coaching to help you further develop your study strategies and self-management skills. To learn more about how the LCs can help you succeed, visit [rlc.rutgers.edu](http://rlc.rutgers.edu).

### **Academic Integrity Policy:**

*Rutgers University takes academic dishonesty very seriously. By enrolling in this course, you assume responsibility for familiarizing yourself with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. As per the policy, all suspected violations will be reported to the Office of Student Conduct.*

*Academic dishonesty includes (but is not limited to):*

- cheating*
- plagiarism*
- aiding others in committing a violation or allowing others to use your work*

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<sup>1</sup> <http://www.state.nj.us/education/code/current/title6a/chap9.pdf>

<sup>2</sup> [http://caepnet.files.wordpress.com/2013/09/final\\_board\\_approved1.pdf](http://caepnet.files.wordpress.com/2013/09/final_board_approved1.pdf)

- failure to cite sources correctly
- fabrication
- using another person’s ideas or words without attribution
- re-using a previous assignment
- unauthorized collaboration
- sabotaging another student’s work

If in doubt, please consult the instructor. Please review the Academic Integrity Policy at:  
<http://academicintegrity.rutgers.edu/>

Other description of course purposes, context, methods, etc.:

- -----

Required texts:

- -----

Web site: (If any)

Course Schedule by Week

Week	Topics to be Covered	Assignments & Readings
1: DATE(S) OF CLASS MEETING(S)	• -----	• TO CREATE A NEW ROW HIT THE “Tab” KEY WHILE IN THIS BOX

<sup>[1]</sup> Check 1:

<sup>[2]</sup> Learning Goals should include all goals and objectives specific to the course. These goals may be developed by the program faculty and based on the standards and knowledge base specific to the program and course. Courses that are part of professional programs that are externally accredited through organizations like CAEP or CACREP should link learning goals to standards derived from the required professional standards. These should include: • NJ Professional Standards for Teachers for initial teaching licensure programs; • Specialty Area Standards for Initial and Advanced Licensure programs; • and the six CAEP competencies for Advanced Programs accredited by CAEP.

<sup>[3]</sup> Please be sure that your grading policy reflects the Rutgers and GSE cut points for grades (see OSAS).

<sup>[4]</sup> This should include all exams, papers, projects, etc. required for the course and for formal assessment of learning goals. ALL key assignments submitted via Live Text must be included.



### Useful Websites:

- Canvas <https://canvas.rutgers.edu>
- Campus Status <http://newbrunswick.rutgers.edu/status>
- GSE Website [www.gse.rutgers.edu/](http://www.gse.rutgers.edu/)
- Learning Resource Centers <https://rlc.rutgers.edu/>
- NetID <https://netid.rutgers.edu/>
- New Employee <http://gettingstarted.rutgers.edu/>
- Online Schedule of Classes <http://sis.rutgers.edu/soc/>
- Parking and Transportation [rudots.rutgers.edu](http://rudots.rutgers.edu)
- Rosters [sims.rutgers.edu/rosters](http://sims.rutgers.edu/rosters)
- Rutgers University Academic Integrity <http://academicintegrity.rutgers.edu/>
- Rutgers University Academic Integrity Policy [PDF Format](#)
- Rutgers University Academic Integrity Resources for Instructors <http://academicintegrity.rutgers.edu/resources-for-instructors/>
- Rutgers Bookstore [rutgers.bncollege.com](http://rutgers.bncollege.com)
- Rutgers Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Service (CAPS) <http://health.rutgers.edu/medical-counseling-services/counseling/>
- Rutgers Dean of Students <http://deanofstudents.rutgers.edu/>
- Rutgers Libraries [libraries.rutgers.edu](http://libraries.rutgers.edu).
- Rutgers Search Engine [search.rutgers.edu](http://search.rutgers.edu)
- Rutgers University Code of Student Conduct <http://studentconduct.rutgers.edu/student-conduct-processes/university-code-of-student-conduct/>
- SAKAI [sakai.rutgers.edu](http://sakai.rutgers.edu)
- Student Accounting, Billing, & Cashiering [studentabc.rutgers.edu](http://studentabc.rutgers.edu)
- Student Registration <https://sims.rutgers.edu/webreg/>
- Student Affairs Compliance <http://compliance.rutgers.edu/about-us/>
- Summer and Winter Session [summersession.rutgers.edu](http://summersession.rutgers.edu)