

**REQUIREMENTS AND DEADLINE DATES
MASTER'S DEGREE CANDIDATES**

A student's academic degree requirements will be given consideration only if **BOTH APPLICATIONS** listed below are completed and submitted by the following deadlines.

TO BE ELIGIBLE FOR:	OCTOBER DEGREE	JANUARY DEGREE	MAY DEGREE
DIPLOMA APPLICATION must be filed in the dean's office by	August 1	November 1	March 1
and			
CANDIDACY APPLICATION (green form) must be filed along with thesis in the dean's office by:	October 1	January 4	May 1

- Registration: Up until the degree is awarded, students must remain matriculated or must have continuous registration.
 - for an October degree, students do **Not** need to be registered for the Fall semester as the degree is awarded October 1st
 - for a January degree, students **MUST** register for the current Fall semester, but not for the Spring term as the degree is (usually) awarded mid-January.
 - for a May degree, student **MUST** register for the Spring semester.
- DIPLOMA APPLICATION:** Online submission only <https://www.ugadmissions.rutgers.edu/Diploma/Data.aspx>.
- Candidacy Application Form for Master's Degree Candidates:** Parts I and II must be submitted to the dean's office with all the required signatures.
- Title Pages:** Two hard copy title pages with the original signatures (in Black ink) of all your master's thesis committee members must be submitted to the Graduate School Dean's Office. Both title pages must be printed on 8 ½" x 11" white paper. The date of the title page must be the degree date (October, January, or May followed by the year). Follow instructions on Electronic Master's Guide, listed below.
- Electronic Master's Thesis Instructions:** Guide for Preparing and Uploading:
 - Please confirm that your thesis adhere to the approved Rutgers format as indicated in the instructions at the link above. Theses that do not conform to the required Rutgers format will not be accepted.
 - Your approved thesis must be converted to a PDF file and then uploaded online to the Rutgers Libraries' Electronic Theses and Dissertations web-site for permanent record. Upload to <https://etd.libraries.rutgers.edu> before the corresponding deadline.
- General requirements for all candidates:**
 - No more than 6 credits of 'C' or 'C+' grade are acceptable.
 - No more than 6 credits of graded 300-400 level coursework may be taken for graduate credit (exception: M.A.T. – no maximum).
 - No more than 40% of the required credits may be transfer credits.
- General requirements, with a thesis:**
 - A minimum of 6 credits of 700 level coursework.
 - The Candidacy Application form, Parts I and Part II, must be signed by student's committee members and graduate program director before it is submitted to the Graduate School Dean's Office.
- General requirements, without a thesis:**
 - Part II, Section A and B of the candidacy form must be signed by student's committee and the professor to whom the essay was submitted.
- Academic Requirements:** Consult with your graduate director for specific program requirements.
- EACH STUDENT IS RESPONSIBLE FOR THEIR DEGREE REQUIREMENTS.** Students are advised to obtain a student copy of their graduate transcript from the registrar's office and to contact this office immediately if there appears to be any discrepancies.
- Diplomas** are issued at the completion of certification for October, January or May graduation degree dates. **Interim Certificates** should be requested in writing to the Dean of the Graduate School Newark.

For additional information, please visit our website at <http://gsn.newark.rutgers.edu>.