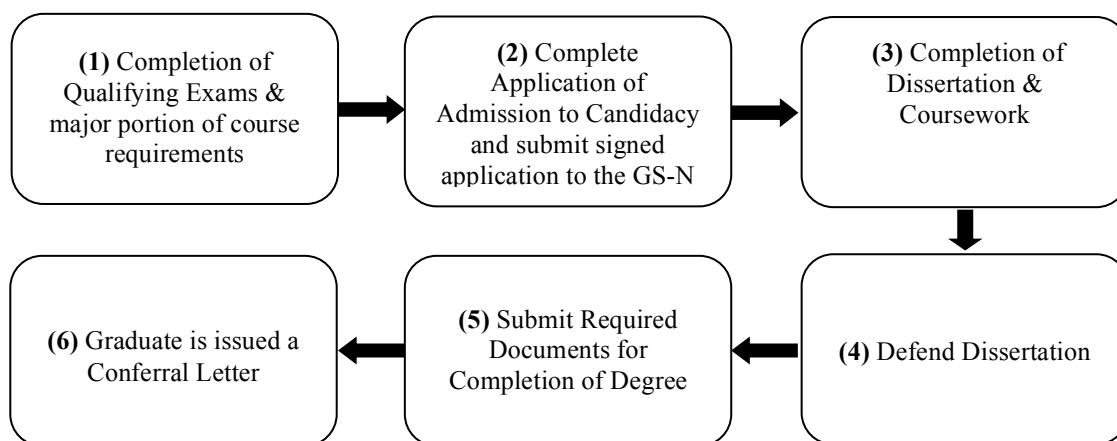


## REQUIREMENTS AND DEADLINE DATES Doctoral Degree Candidates

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

TO BE ELIGIBLE FOR:	OCTOBER DEGREE	JANUARY DEGREE	MAY DEGREE
<b>DIPLOMA APPLICATION</b> (online submission only)	<b>August 1</b>	<b>November 1</b>	<b>March 1</b>

<b>CANDIDACY APPLICATION</b>	<b>October 1</b>	<b>January 4</b>	<b>May 1</b>
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1. **Registration:** Up until the degree is awarded, students must remain matriculated or must have continuous registration.
  - a) For an October degree, students are **NOT** required to be registered for the Fall semester as the degree is awarded October 1<sup>st</sup>
  - b) For a January degree, students **MUST** register for the current Fall semester but not the Spring term as the degree is awarded mid-January
  - c) For a May degree, students **MUST** register for the Spring semester
2. [Application for Admission to Candidacy](#) is to be submitted to the dean's office upon completion of the qualifying examination and the Dissertation Defense Report is to be submitted to the Graduate School Dean's Office after your defense with all the required signatures.
3. [Diploma Application](#): Online submission only.
4. **Title Pages:** Two hard copy title pages with the original signatures (in **BLACK** ink) of all your doctoral dissertation committee members must be submitted to the Graduate School Dean's Office. The title pages must be printed on white paper. The date on the title pages must be the degree date (October, January, or May followed by the year).
5. [Electronic Doctoral Dissertation Instructions: Guide for Preparing and Uploading](#):
  - a) Please confirm that your dissertation adheres to the approved Rutgers format as indicated in the instructions at the link above. Dissertations that do not conform to the required Rutgers format will not be accepted.
  - b) Your approved dissertation 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.

6. [Embargo Request Form](#): If the publication of your dissertation is to be delayed (e.g., if it contains unpublished data), please complete this form and submit to the dean's office with your advisor's signature. If you are unsure whether your dissertation publication should be delayed, please discuss with your advisor.
7. [Survey of Earned Doctorates](#): Link to the 2016 Survey of Earned Doctorates (SED).
8. [ProQuest Agreement Form](#): This form covers traditional publishing with a fee and copyright application. Participation is optional. Participating students should complete the form and attach checks (payable to ProQuest) required for fee payment. Students who choose not to participate should indicate such on Page 4 of the form by writing "Not Participating" or "Not Interested", sign the page, and submit to the dean's office.

**Reminder:**

- **Each student should consult their graduate director for specific *academic requirements* for their specific program.**
- **Each student is responsible for his or her degree requirements.** Students are advised to obtain a copy of their 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>.