Rutgers University
Division of Global Affairs

As of Fall 2017

Student Handbook
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Global Affairs Director’s Welcome

Dr. Richard O’Meara

Contact: richard.omeara@rutgers.edu

Those of us who are privileged to work and study in the Division of Global Affairs (DGA) here at Rutgers University--students, faculty and administrators--are keenly aware of the immensely important opportunities which present themselves as we look at the world through an interdisciplinary lens. We are aware that the world operates with multiple parts, states, international organizations, non-governmental organizations, amongst others, and that finding ways to understand and serve these various constituencies in order to progress towards some measure of peace and security for the people of the world is an important goal. DGA is dedicated to training the future leaders of the international community, scholars as well as leaders of institutions. Our alumni work in multiple states, in multiple environments, in multiple academic institutions, and for multiple purposes. They are well respected and successful. They all share strong critical thinking skills in their analysis and the knowledge that no one academic discipline can solve the numerous problems which confront them. The M.S. and especially the Ph.D. program provide a unique opportunity for students to move beyond the rigors of single majors. All students are required to take seven of eight Areas of Inquiry courses:

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities
The multiple electives and certifications permit students to focus on these specific Areas of Inquiry in order to accommodate their career goals and interests. DGA’s location, in the greater New York City area and a train’s ride to Washington D.C., permits students to interface with the United Nations, and various U.S. government departments and agencies. Faculty mentors and dissertation Chairs are masters in their particular fields and come from throughout the university community.

DGA is dedicated to moving students through their various programs in an efficacious and efficient manner. DGA continues to be a work in progress, on the cutting edge of pedagogy which addresses the multiple challenges of the global experience. It aspires to be a special place which accommodates all serious students from around the world who seek to learn in a fresh and innovative environment. Welcome!
Mission Statement

Rutgers, The State University in Newark, New Jersey is geographically positioned to provide ready access to New York City and Washington D.C. and is a Top 25 research university. It is the only school in the United States to offer both Master of Science and Doctoral degrees in Global Affairs.

The DGA provides intellectual and practical training in eight (8) Areas of Inquiry:

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities

The program offers an international, multicultural and diverse student population who seek an interdisciplinary perspective on global issues.

The DGA brings together faculty from Arts and Sciences (political science, history, sociology, economics, anthropology and others), the School of Law (international law, international organizations, human rights law, comparative jurisprudence), the Business School (global political economy, international business), the School of Criminal Justice, the School of Nursing (global health) and the School of Public Affairs and Administration, the United Nations and other academic institutions.
General Administration

DGA is administered on a daily basis by the Director, the Associate Director, a Program Manager and the Administrative Assistant. When not teaching or performing research responsibilities, Teaching Assistants and Graduate Assistants are assigned multiple administrative tasks by the Associate Director. In addition, DGA is administered with the advice of the Curriculum Committee, The Admissions Committee and the Committee of General Administration, the Student Association (SAGA) and the DGA Alumni Association.

Address of DGA Main Office:

Conklin Hall, Room 220A

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Newark, NJ 07102-1895

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General Provisions

Certain provisions of this Manual may be waived upon application of the student to the DGA Director. Subject application will include the reason for the waiver request and the recommendation of a Faculty or Associate Faculty member. (See Appendix A for Request for Course Replacement form).

Degree Programs Offered:

- Doctor of Philosophy in Global Affairs (Ph.D.)
- In-Residence Master of Science in Global Affairs (M.S.)
- Online Master of Science in Global Affairs (M.S.)
- Certifications in Global Affairs

Certificate Program:

Certificate programs are offered in designated Areas of Inquiry (AI), see below, for full time and part time students. Certificates offered by other departments that are consistent with DGA requirements may also be awarded. The Areas of Inquiry offered are as follow:

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities
MS, PhD and Dual Programs:

The Master’s degree prepares students for careers in the public and private sectors, including non-governmental organizations, think-tanks, development agencies, the intelligence community, military, and provides a preliminary foundation to pursue a PhD.

The Ph.D. provides an opportunity for students to research the various areas of inquiry and prepares students to be successful academics, public influencers, and thought leaders. The PhD in Global Affairs is committed to excellence in research, pedagogy, and opportunities to develop clear expertise in an area of inquiry.

A Dual Degree between the Division of Global Affairs and other departments is also available. Currently, the DGA has Dual Degrees Programs with

● The Bloustein School of Planning and Public Policy
● The Rutgers School of Law
● The Rutgers Business School
Requirements and Curriculum for DGA Degrees

Doctor of Philosophy in Global Affairs

The Division of Global Affairs (DGA) offers a Doctorate of Philosophy (PhD) in Global Affairs—a multidisciplinary field concerned with theoretically informed and problem-oriented approaches to transnational issues and their interaction with local issues.

PhD Degree Requirements:

Seventy-three (73) credits with grades of B or higher are required for the PhD in Global Affairs. All students must complete:

- Seven (7) areas of inquiry (AI) courses (21 credits)
- One (1) foundation course - Evolution of the Global System course (3 credits)
- One (1) dissertation preparation course - Doctoral Seminar on Theory and Methods (3 credits)
- Two (2) Capstone Colloquia Series with grades of Pass (4 credits)
- Two (2) research and methodology courses (6 credits)
- Five (5) course electives (15 credits)
- Dissertation research (21 credits)
- Language requirement (no credit)

Students are also required to:

- pass a 52-Credit course review,
- pass a comprehensive examination,
- receive approval for a dissertation proposal,
- and write, successfully defend, and submit a dissertation.
Students must maintain a grade-point average of 3.5 or higher for all non-language courses taken at Rutgers University in order to be awarded the PhD. If academic performance falls below the expected standard the student will fail to pass the 52-Credit Review. The DGA Director and the Graduate School-Newark may refuse her/him the right of future registration and terminate studies.

**Foundation Courses - three (3 credits):**


**Dissertation Preparation Course - three (3 credits):**

One (1) (3 credits) (26:478:590): Doctoral Seminar on Theory and Methods

**Areas of Inquiry Courses (AIs) - twenty-one (21 credits):**

Students must complete seven (7) of the eight AI courses with grades of B (3.0) or higher in order to remain in the program. Students who do not receive a grade of B or higher in any AI course must retake the course.

All AI requirements must be completed in residence. Transfer credits may not be used in fulfillment of AI requirements.

**Seven (7) required of the eight AI courses:**

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities
Capstone Colloquia Requirement - four (4 credits):

26:478:570/571: Students are required to complete two (2) semesters of the colloquium. Each 2-credit course consists of a series of seminars on a relevant Global Affairs topic or geographical area. The colloquium is graded on a Pass/Fail basis. Grades are provided by the professor organizing the colloquium. Students must attend each lecture (12 per semester) and complete a ten (10) page paper or project each semester.

Research and Methodology Requirement - six (6 credits):

Students must complete six (6) credits of methodology courses (at least one 3-credit qualitative and at least one 3-credit quantitative). Students are strongly encouraged, but not required, to take additional advanced methodology courses.

26:790:533 Research Methodology in Political Science (qualitative)
26:478:532 Quantitative Methods for Global Affairs (quantitative)
26:705:677 Qualitative Research Methods

Electives - fifteen (15 credits):

Students must complete at least five (5) graduate-level courses, for a total of fifteen (15) credits. These may be taken by a combination of online courses, independent study (no more than two (2) courses, six (6) credits) or transfer of credits from another institution of higher learning (no more than fifteen (15) credits). Approved electives offered by the various departments are located in Appendix I. Additional courses may be taken with the written approval of the Director (see form in Appendix A). Three (3) electives may be joined with an applicable AI discipline to qualify for a Certificate. Independent study and internship credits may be counted toward the additional DGA courses with prior approval from the DGA Director. Up to six (6) independent study credits may be counted toward the elective requirements. Transfer credits, as a general rule, are considered to be elective courses.
Fifty-two (52) Credit Review:

After completing fifty-two (52) credits in the program—i.e., the seven (7) required AIs, two colloquia, two (2) research methodology courses, the courses satisfying the elective requirement (twelve (12)), and the Evolution of the Global System course (one (1)), all Ph.D. students undergo a review of their academic record by the Associate Director. Students who have deviated from the requirements and have not obtained prior permission from the Director, may have to take additional courses. Only students who have a grade-point average of 3.50 or higher in all non-language courses taken at Rutgers University and who have successfully passed the review will be permitted to continue with their doctoral studies at Rutgers-Newark. Students with an insufficiently high grade point average may submit an appeal to the DGA Director. Upon completion of the 52-credit review, students may take the required comprehensive exam.

Comprehensive Examination:

The comprehensive examinations test the student’s knowledge of the seminal arguments, theories, and discourse regarding the various areas of inquiry. They are taken after the student has passed the 52-credit review. They demonstrate that the student has mastered the basics of the relevant ais and is prepared to proceed towards the preparation of the dissertation.

- Students choose four (4) of the eight (8) AIs on which they will be tested. Students wishing to take a comprehensive examination must inform the DGA Associate Director of their desire in writing at least one month prior to the exam.
- Students have two (2) opportunities to pass the examination. Failure to pass the comprehensive examination on the second try will result in the student's withdrawal from the Ph.D. program.
  - Students taking the exam for the second time are required to sit for Areas of Inquiry that were not passed the first time.
- Students will take the comprehensive examination after passing the 52-Credit Review. In order to complete the dissertation on time, this should not be later than four years after entering the Ph.D. program. Students who fail to take the
comprehensive examination within this time may be asked to withdraw from the Ph.D. program.

- Comprehensive examinations are scheduled two times a year (October and February). The examination is a two-day proctored exam. Each student is given three hours per section.
- Cell phones, internet, books and notes are NOT allowed during the exam. On the day of the exam, questions will be distributed at the beginning of each three hour period. Questions may not leave the examination room nor will answers be returned to students.
- Students will be notified one week in advance regarding the schedule for each of their chosen sections.
- Students will be given three questions per section and required to answer one of the three choices per section.
- A one to two hour break will be given in the middle of each day. Three hours are provided to answer each question.
- Students who do not stop working when advised may receive an automatic failure.
- Students will not be given lower grades due to grammatical errors or the absence of citations, however they are expected to present answers which are organized, respond to the questions asked and communicate the student’s comprehension of the appropriate material.
- Students are given reading lists regarding each AI section and a short familiarization session, which outlines examination requirements.
- Students with disabilities providing documentation on the nature of their disability may be granted additional accommodations.
- Late answers will result in an automatic disqualification.
- Students scheduled for an exam, but who do not attend will receive an automatic disqualification.
Dissertation General Requirements:

The dissertation is the seminal achievement of the PhD matriculation process. Completion and defense of a dissertation distinguishes the PhD program from other programs in higher education and marks the student as an expert in a specific field or area of inquiry.

Committee:

All Ph.D. students should, by the beginning of their second year, have a formal dissertation adviser to assist them in the selection of classes toward their concentration and the beginning stages of their dissertation proposal. The student must request a member of the DGA faculty to serve as their dissertation adviser (chair). If the student is unable to do so, deviation from the faculty is allowed upon the approval of the Director. In addition, the Ph.D. student must select three (3) additional members of their dissertation committee for a total of (4) four committee members. Other committee requirements include: one (1) associate faculty member; one (1) faculty member from outside of Rutgers University; all members must be in a tenure or tenure track position at an institution of higher education or its equivalent at universities abroad. It is also required that at least one member be an expert in the student's specific field of choice. On occasion, subject matter experts/practitioners who do not qualify because their lack of university affiliation may be chosen to sit on committees subject to the recommendation of the Chair and the approval of the Director.

Dissertation proposals are developed in consultation with the student's dissertation advisor. Dissertation proposals must be approved by the student's full dissertation committee within one (1) year of beginning dissertation research credits. Students may submit a written request for an extension to the DGA Director. Verification of passing the proposal should be submitted to the DGA Associate Director via e-mail from the student's dissertation adviser (chair) with a copy to the additional three (3) committee members.
Dissertation Proposal Basic Elements:

I. The Topic
   a. What is the working title of your dissertation? What subject are you investigating? What question(s) are you addressing, problem(s) are you trying to investigate, puzzle(s) are you attempting to solve, and/or hypothesis(es) are you planning to test? Be sure to define carefully the terms you use and the timeframe of your study. For example, if your topic is “Democracy and Inequality: A Comparison of Denmark and Spain”, define both “democracy and inequality” – as well as the rationale for these definitions – and indicate the years to be considered.

   b. Discuss at some length the nature and importance of the topic you have chosen. Why are you interested in it and why should readers care about what you will write?

II. Literature Review
   a. By the time you write your proposal, you should have already done extensive reading and research in and around your subject. What relevant books, articles, materials and, to the extent applicable, data sources you have found? Here you will wish to group the available literature into logical categories, and to offer two or three examples of the literature under each category. Assess the strengths and weaknesses of the available information, data, and analyses. What specifically do you expect to add to the existing literature and why is it important?

III. Theory and Methodology
   a. Will your dissertation be primarily a chronological narrative or will it involve some form of organization? In the latter case, please explain. Does your work strongly reflect a particular disciplinary, epistemological or theoretical perspective?

   b. Where and how will you conduct your research? Do you have a formal research design? If applicable, what social research methods will you use: surveys, personal interviews, case studies, events data, correlative/factor analysis, etc. Will you need the Rutgers Institutional Review Board (IRB)
to approve the research (e.g. surveys or interviews)? What are the strengths and weaknesses of the method(s) you expect to employ?

IV. Preliminary Chapter Organization
   a. Provide a list of the chapters you expect to have in your dissertation and a brief abstract for each chapter.

V. Dissertation Committee and Projected Schedule for Completion
   a. Provide a list of all faculty members on your Ph.D. dissertation committee and their university, school, and departmental affiliations. Who will be your primary supervisor and who will be your additional reader?
   b. Provide a projected schedule for completion of the dissertation agreed upon with your supervisor.

VI. Preliminary Bibliography
   a. Provide a preliminary bibliography of the major literature and data sources relevant to your dissertation. Most of these should be works that you have actually reviewed and not just gathered through a computer search.

Dissertation Research: twenty-one (21 credits):

After passing the comprehensive examination, students must complete 21 (twenty-one) credits of Dissertation Research (26:478:701) on a full-time basis. Students may register for up to 12 (twelve) Dissertation Research credits per semester. Students needing more than 12 (twelve) credits will need approval from both the DGA Director and the Dean of the Graduate School. Students who register for Dissertation Research may be on or away from campus. During this time, students must stay in communication with their dissertation advisor. It is the student’s responsibility to communicate with his or her advisor (chair).

Dissertation advisors provide grades of S (Satisfactory) or U (Unsatisfactory) for dissertation research. Within (1) year after a student begins taking dissertation research credits, he or she should defend his/her dissertation proposal in front of their entire dissertation committee.
Once a PhD student begins registering for dissertation research, the student and his or her advisor are required to submit a progress report one (1) time per year in the fall semesters (Appendix B). Students who have not progressed during this time will not be allowed to register for the following semester and must follow up with a second progress report in the following semester. Readmission into the program can occur once progress begins provided both the Director and dissertation advisor agree that the student can achieve the goals of the dissertation defense. The Director reserves the right to review the work of the student should the dissertation writing phase exceed two (2) years.

**Guidelines for Dissertation Elements:**

In general, dissertations consist of the following parts:

- statement of the problem or issue being addressed and an explanation of its importance;
- a thorough review of the relevant theoretical and other literature;
- an elaboration of the argument or thesis;
- a discussion of the methodology;
- a detailed presentation of the empirical findings;
- a conclusion;
- a bibliography.

As a guide, dissertations (text and notes, minus the bibliography and ancillary quantitative material, if any), are minimally two hundred fifty (250) pages in length and double-spaced. In mathematically oriented disciplines such as economics, dissertations may be shorter. Dissertations must be written in Standard English, adhere to proper academic form, and be free of typographical errors. Dissertations that do not meet these criteria will not be admitted to a defense.
The final draft of the dissertation must be prepared in strict accordance with the instructions given by the Office of the Dean of the Graduate School-Newark, Conklin Hall, Room 241.

Defense and Submission of the Dissertation:

Upon the approval of the student’s committee members, the committee examines the completed dissertation at an oral, public defense.

At the time of the defense, it is the responsibility of the student to obtain the forms and signatures necessary for graduation. This should be done at the same time as the defense. These forms may be obtained from DGA or the Office of the Dean of the Graduate School- Newark, Conklin Hall, Room 241.

Once the defense is approved, students must electronically submit the dissertation to the Office of the Dean of the Graduate School-Newark, Conklin Hall, Room 241, no later than the announced deadlines for completion of degree requirements. Specific instruction may be obtained from DGA or the Office of the Dean of the Graduate School- Newark located in Conklin Hall, Room 241. Additionally, one (1) printed copy of your dissertation should be submitted by the student to the Administrative Assistant within the Division of Global Affairs.

Additional Requirements

Language Requirement (No credit):

All PhD students must demonstrate, at any time during their course of study at DGA, a working familiarity with at least one (1) modern language other than English. Students upon admission submit to the Associate Director a plan for the completion of this requirement.
Students can demonstrate this knowledge by satisfying one of the following:

- Completing four (4) semesters of a language at Rutgers University or other approved and accredited institutions.
- Passing reading-knowledge examinations at Rutgers University (administered by DGA or the Rutgers-New Brunswick Language Institute).
- Graduating from a foreign university where courses are offered in a language other than English.

Language course credits do not count toward the requirements necessary for a Ph.D.

**Internships:**

Internships are not required as part of the DGA program. However, upon prior approval from the DGA Director, students may complete an internship for up to three (3) credits with an approved international organization, NGO, government agency, transnational corporation, media organization, or other institution active in some aspect of Global Affairs. Internships generally entail one (1) or more days of work per week for the duration of a semester. Students interested in internship credits should submit a request in writing to the Director and include a description of their duties including the name of the organization, as well as the name and title of the person to whom they report. It is recommended that students not intern until they have completed nine (9) credits. Students are responsible for finding their own positions. DGA does not place students, but will assist students with the process.

Upon completion of the internship, students will submit a paper on what they learned and a note of completion and evaluation from their supervisor.

**Independent Study:**

PhD students may not exceed six (6) credits of independent study courses explicitly dealing with topics related to global affairs. Such credits should not be used to maintain
matriculation, nor can they be submitted in lieu of an AI or the Evolution of the Global System course.

In order to embark upon an independent study, students must:

- Identify a DGA faculty member willing to supervise the research and grade the paper or project.
- Register for the course after acquiring a special permission number from the Administrative Assistant and approval from the DGA Director. Students wanting special permission for independent studies should submit the following:
  - Written approval from the faculty member willing to supervise them;
  - A topic and focus for the paper;
  - Details on the student’s current status.
- Complete the paper or project within the required time frame and submit it to the DGA faculty member supervising the independent study course for a letter grade.
  - Please note: late papers will result in a lower grade.

The designated faculty member will determine the length and requirements for all papers submitted as part of the independent study. This information will be provided to the student before he/she registers for the independent study.
Master of Science in Global Affairs

In-Residence Requirements

The Division of Global Affairs (DGA) offers a Master of Science (MS) degree in Global Affairs in residence. It may be taken on a full-time or a part-time basis. It is a multidisciplinary degree concerned with theoretically informed and problem-oriented approaches to transnational issues that interact with local issues. It is designed for practitioners in the Global Arena including business professionals, government employees, security professionals including the military, and those who are presently employed or plan careers with international governmental and non-governmental organizations.

MS Degree Requirements:

Forty (40) credits are required for the MS degree in Global Affairs. All students must complete:

- Seven (7) Areas of Inquiry (AIs) courses with grades of B (3.0) or higher, (21 credits)
- Two colloquium with grades of Pass, (4 credits)
- One research methodology course, (3 credits)
- One (1) The Evolution of the Global System course, three (3 credits)
- Three (3) elective courses, (9 credits); note three electives may be joined with the applicable AI discipline to qualify for a certificate.
- Language requirement (no credit)

MS students must maintain a grade-point average of 3.0 or higher in all non-language courses taken at Rutgers University. If a student's academic performance falls below the expected standard, the DGA and the Graduate School-Newark may refuse the student
the right of future registration and terminate studies. Students with an insufficient grade-point average may submit an appeal to the DGA Director.

**Foundation Course (3 credits):**

(26:478:508; 26:790:508) Evolution of the Global System (3 credits)

**Areas of Inquiry Courses (AI) (21 credits):**

Students must complete seven AI courses with grades of B (3.0) or higher in order to remain in the program. Students who do not receive a grade of B or higher in any AI course must retake the course.

All AI requirements must be completed in residence. Transfer credits may not be used in fulfillment of AI requirements.

**Students are required to take seven (7) of the eight AI courses:**

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities

**Capstone Requirement (4 credits):**

26:478:570/571: Students are required to complete two (2) semesters of the colloquium. Each 2-credit course consists of a series of seminars on a relevant Global Affairs topic
or geographical area. The colloquium is graded on a Pass/Fail basis. Grades are provided by the professor organizing the colloquium. Students must attend each lecture (12 per semester) and complete a ten (10) page paper or a project each semester.

**Research & Methodology Requirement (3 credits):**

Students must complete three (3) credits of a methodology courses Students choose one of the three (3) courses below to fulfill this requirement.

- 26:790:533  Research Methodology in Political Science (qualitative)
- 26:478:532  Quantitative Methods for Global Affairs (quantitative)
- 26:705:677  Qualitative Research Methods

Course numbers may change in a given academic year. Please consult DGA’s website (http://dga.rutgers.edu ) for updated details.

**Electives (9 credits):**

Students are required to complete three (3) elective courses. These may be taken by a combination of online courses, independent study (no more than one (1) course, three (3) credits) or transfer of credits from another institution of higher learning (no more than nine (9)). Three (3) electives may be joined with an applicable AI discipline to qualify for a Certificate. Approved electives offered by the various departments are located in Appendix A. Additional courses may be taken with the written approval of the Director.
Additional Requirements

Language Requirement (No credit):

All MS students must demonstrate, at any time during their course of study at DGA, a working familiarity with at least one (1) modern language other than English. Students upon admission submit to the Associate Director a plan for the completion of this requirement.

Students can demonstrate this knowledge by satisfying one of the following:

- Completing four (4) semesters of a language at Rutgers University or other approved and accredited institutions.
- Passing reading-knowledge examinations at Rutgers University (administered by DGA or the Rutgers-New Brunswick Language Institute).
- Graduating from a foreign university where courses are offered in a language other than English.

Language course credits do not count toward the requirements necessary for an MS.

Internships:

Internships are not required as part of the DGA program. However, upon prior approval from the DGA Director, students may complete an internship for up to three (3) credits with an approved international organization, NGO, government agency, transnational corporation, media organization, or other institution active in some aspect of Global Affairs. Internships generally entail one (1) or more days of work per week for the duration of a semester. Students interested in internship credits should submit a request in writing to the Director and include a description of their duties including the name of the organization, as well as the name and title of the person to whom they report. It is recommended that students not intern until they have completed nine (9) credits.
Students are responsible for finding their own positions. DGA does not place students, but will assist students with the process.

Upon completion of the internship, students will submit a paper on what they learned and a note of completion and evaluation from their supervisor.

**Independent Study:**

MS students may not exceed three (3) credits of independent study courses explicitly dealing with topics related to global affairs. Such credits should not be used to maintain matriculation, nor can they be submitted in lieu of an AI or the Evolution of the Global System course.

In order to embark upon an independent study, students must:

- Identify a DGA faculty member willing to supervise the research and grade the paper or project.
- Register for the course after acquiring a special permission number from the Administrative Assistant and approval from the DGA Director. Students wanting special permission for independent studies should submit the following:
  - Written approval from the faculty member willing to supervise them;
  - A topic and focus for the paper;
  - Details on the student’s current status.
- Complete the paper or project within the required time frame and submit it to the DGA faculty member supervising the independent study course for a letter grade.
  - Please note: late papers will result in a lower grade.

The designated faculty member will determine the length and requirements for all papers submitted as part of the independent study. This information will be provided to the student before he/she registers for the independent study.
Master of Science in Global Affairs

Online Requirements

The Master of Science in Global Affairs tracks substantially with the requirements for the in residence program. Forty (40) credits are required for the MS degree in Global Affairs.

**MS Degree Requirements:**

All students must complete:

- Seven (7) Areas of Inquiry (AIs) courses with grades of B (3.0) or higher, (21 credits)
- Two colloquium with grades of Pass, (4 credits)
- One research methodology course, (3 credits)
- One (1) The Evolution of the Global System course, (3 credits)
- Three (3) elective courses, (9 credits); note three electives may be joined with the applicable AI discipline to qualify for a certificate.
- Language requirement (no credit)

MS students must maintain a grade-point average of 3.0 or higher in all non-language courses taken at Rutgers University. If a student's academic performance falls below the expected standard, the DGA and the Graduate School-Newark may refuse the student the right of future registration and terminate studies. Students with an insufficient grade-point average may submit an appeal to the DGA Director.

**Foundation Course (3 credits):**

(26:478:508; 26:790:508)  Evolution of the Global System (3 credits)
Areas of Inquiry Courses (AI) (21 credits):

Students must complete seven AI courses with grades of B (3.0) or higher in order to remain in the program. Students who do not receive a grade of B or higher in any AI course must retake the course.

All AI requirements must be completed in residence. Transfer credits may not be used in fulfillment of AI requirements.

Students are required to take seven (7) of the eight AI courses:

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- History of International Business
- Global Development
- Human Rights and Mass Atrocities

Capstone Requirement (4 credits):

26:478:570/571: Students are required to complete two (2) semesters of the colloquium. Each 2-credit course consists of a series of seminars on a relevant Global Affairs topic or geographical area. The colloquium is graded on a Pass/Fail basis. Grades are provided by the professor organizing the colloquium. Students must attend each lecture (12 per semester) and complete a ten (10) page paper or a project each semester.

Research & Methodology Requirement (3 credits):

Students must complete three (3) credits of a methodology courses. Students choose one of the three (3) courses below to fulfill this requirement.

- 26:790:533 Research Methodology in Political Science (qualitative)
- 26:478:532 Quantitative Methods for Global Affairs (quantitative)
• 26:705:677 Qualitative Research Methods

Course numbers may change in a given academic year. Please consult DGA’s website (http://dga.rutgers.edu) for updated details.

Electives (9 credits):

Students are required to complete three (3) elective courses. These may be taken by a combination of online courses, independent study (no more than one (1) course, three (3) credits) or transfer of credits from another institution of higher learning (no more than nine (9)). Three (3) electives may be joined with an applicable AI discipline to qualify for a Certificate. Approved electives offered by the various departments are located in Appendix A. Additional courses may be taken with the written approval of the Director.

Additional Requirements

Language Requirement (No credit):

All MS students must demonstrate, at any time during their course of study at DGA, a working familiarity with at least one (1) modern language other than English. Students upon admission submit to the Associate Director a plan for the completion of this requirement.

Students can demonstrate this knowledge by satisfying one of the following:

• Completing four (4) semesters of a language at Rutgers University or other approved and accredited institutions.
• Passing reading-knowledge examinations at Rutgers University (administered by DGA or the Rutgers-New Brunswick Language Institute).
• Graduating from a foreign university where courses are offered in a language other than English.
Language course credits do not count toward the requirements necessary for an MS.

**Internships:**

Internships are not required as part of the DGA program. However, upon prior approval from the DGA Director, students may complete an internship for up to three (3) credits with an approved international organization, NGO, government agency, transnational corporation, media organization, or other institution active in some aspect of Global Affairs. Internships generally entail one (1) or more days of work per week for the duration of a semester. Students interested in internship credits should submit a request in writing to the Director and include a description of their duties including the name of the organization, as well as the name and title of the person to whom they report. It is recommended that students not intern until they have completed nine (9) credits. Students are responsible for finding their own positions. DGA does not place students, but will assist students with the process.

Upon completion of the internship, students will submit a paper on what they learned and a note of completion and evaluation from their supervisor.

**Independent Study:**

MS students may not exceed three (3) credits of independent study courses explicitly dealing with topics related to global affairs. Such credits should not be used to maintain matriculation, nor can they be submitted in lieu of an AI or the Evolution of the Global System course.

In order to embark upon an independent study, students must:

- Identify a DGA faculty member willing to supervise the research and grade the paper or project.
- Register for the course after acquiring a special permission number from the Administrative Assistant and approval from the DGA Director. Students wanting special permission for independent studies should submit the following:
- Written approval from the faculty member willing to supervise them;
- A topic and focus for the paper;
- Details on the student’s current status.

- Complete the paper or project within the required time frame and submit it to the DGA faculty member supervising the independent study course for a letter grade.
  - Please note: late papers will result in a lower grade.

The designated faculty member will determine the length and requirements for all papers submitted as part of the independent study. This information will be provided to the student before he/she registers for the independent study.
Certificate Program Requirements

Globalization has created the need for career-minded students and professionals to better understand an increasingly interconnected and dynamic world.

The certificate helps position professionals and students who do not wish to obtain a second degree, yet still desire a broader perspective on the pervasive impact of global affairs. Certificates are often relevant to career professionals who wish to demonstrate to their employers an expertise in a particular area of global affairs. The certificate is meant to introduce prospective MS students to the core components of the Global Affairs MS program without requiring formal enrollment.

Students who are enrolled in the M.S. program (full-time, part-time or on-line) or the Ph.D. program (full-time) may obtain a Certificate by grouping one (1) Area of Inquiry with nine (9) credits worth of elective courses which fall within the same general category of inquiry.

Certificate Programs:

DGA offers certificates in the following areas:

- Ethics, Security, and Global Affairs
- Global Governance
- Human Security
- Global Political Economy
- International Law
- International Business
- Global Development
- Human Rights and Mass Atrocities
Enrollment:

Students not already enrolled in the MS or PhD program will enroll in DGA as a non-degree student.

Curriculum Requirement:

Certificates are awarded after successful completion of twelve (12) credits in a specific Area of Inquiry.

1. Completion of four (4) three credit courses including one AI.
2. Must receive a grade of “B” or higher in each course;
3. Courses must be taken within the DGA program;
4. Each completed course may be applied to only one certificate program;
5. If accepted, completed courses may be applied toward a Master’s Degree or PhD.

Approved Courses:

DGA provides a list below of required AI courses and generally accepted electives for each certificate program. Please visit the designated page for each certificate:

- Human Rights and Mass Atrocities Certificate p. 35
- Global Political Economy Certificate p. 37
- International Business p. 38
- Global Governance p. 39
- Ethics, Security & Global Affairs p. 40
- Human Security p. 41
- Global Development p. 43
- International Law p. 44
**Requesting Course Approval:**

Students that are interested in an elective course that is not listed for their desired certification may request approval by completing the Request for Course Justification for DGA Certificate Form. Students are required to submit this form for approval to the DGA Director or Associate Director. Upon receiving approval, you may enroll in the requested course.

Students are required to take the appropriate AI course pertaining to the certificate they’re seeking. In the event that an alternative course is offered in lieu of the AI course, students must fill out the Request for Course Replacement Waiver Form. The completed form must be submitted for approval to the DGA Director or Associate Director.

DGA students can receive both forms outside the Director’s office, on our website, or by scrolling below to the designated page:

- Request for Course Replacement Waiver Form  |  Index A
- Request for Course Justification for DGA Certificate  |  Index B
Human Rights and Mass Atrocities Certificate

Required AI Course:

- Human Rights and Mass Atrocities (26:478:599)
  Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

Anthropology and War (26:070:530; 26:478:530)
Civil Resistance (26:478:577; 26:920:577)
Culture and Globalization (26:070:599; 26:478:599)
Exile and Marginality (Course Number TBA)
Feminist Theory & History (26:988:532)
Gender Global Politics (26:790:540)
Genocide (26:070:598; 26:478:598)
Global Justice (26:070:575; 26:478:575)
Global Poverty (10:762:230 – New Brunswick)
History of Africa (26:478: topics)
Human Rights and Health (10:762:472 – New Brunswick)
Human Smuggling & Trafficking (27:202:618)
International Human Rights Law (23:600:538)
Law and the Arab Spring (23:600:547:01)
Media and American War: Research Seminar (26:510:532)
Nationalism and Ethnic Conflict (26:478: topics)
Nuremberg Trials and their Legacy (26:478: topics)
Religion, Politics and Global Affairs (26:478: topics)
Social Movements and Globalization (26:478:585; 26:920:585)
Strategic Nonviolent Conflict (26:478:576; 26:920:576)
Media and American War: Research Seminar (26:510:532)
Global Political Economy Certificate

Required AI Course:

- Global Political Economy (26:478:541)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

Developmental Economics (26:220:539)
Economics of Immigration, Gender and Family (26:220:505; 26:478:505)
Global Corporate Responsibility (Course Number TBA)
International Trade (26:478:518; 26:220:518)
Microeconomic Theory (26:220:501)
International Business Certificate

Required AI Course:

- History of International Business (26:478:597)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

Corporate Innovation and International Business (26:478:596; 26:553:604)
Global Corporate Responsibility (Course Number TBA)
International Trade (26:478:518; 26:220:518)
International Finance (26:478:519; 26:220:519)
National Innovation Policy and International Business (26:478:593; 26:553:605)
Theory of International Business (26:478:597; 26:553:60)
Global Governance Certificate

Required AI Course:

- Global Governance (26:478:537)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

American Grand Strategy (Course Number N/A)

Comparative Law (23:600:671)

Evolving Diplomacy and Global Politics (26:478:509)

Power, Institutions and Norms in Global Affairs (26:478:517)

Theory of International Relations (26:478: topics)

Theories of Global Politics (26:790:521)
Ethics, Security & Global Affairs Certificate

Required AI Course:

- Ethics, Security & Global Affairs (26:478:514)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

EU as a Security Actor (26:478:513)
Globalization, Immigration and Cities (26:834:690 – Index 16358)
Human Smuggling & Trafficking (27:202:618)
Immigration and Security in Europe and the US (26:478:515)
**Human Security Certificate**

Required AI Course:

- Human Security Seminar (26:478:516)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

**Approved Electives:**

American Security Interests in the North Pacific (26:478:588-01: topics)
American Security and Sub-Saharan Africa (26:478:520)
Anthropology and War (26:070:530; 26:478:530)
Atrocities, War Crimes & International Law (26:478:523)
Civil Resistance (26:478:577; 26:920:577)
Civil Resistance and the Dynamics of Nonviolent Conflict (summer)
Culture and Globalization (26:070:599; 26:478:599)
Contemporary Issues in the Middle East (26:478:588-90)
Environmental Conflict (26:735:525:01:15899)
EU as a Security Actor (26:478:513)
Global Environmental Issues (26:070:538; 26:438:538)
Gender Global Politics (26:790:540)
Genocide (26:070:598; 26:478:598)
Global Climate Change: Science, Law and Economics (23:600:610)
Globalization and Security (26:478:595)
Globalization, Immigration and Cities (26:834:690 – Index 16358)
Global Justice (26:070:575; 26:478:575)
Global Health (45:705:652)
Globalization and Cities (20:834:617)
Human Smuggling & Trafficking (27:202:618)
Immigration Policy (10:762:419 – New Brunswick)
Immigration and Security in Europe and the US (26:478:515)
Irregular War: History, Culture & Theory (26:070:530-01/16041)
Modern Political Terrorism (26:478:574)
Nationalism and Ethnic Conflict (26:478: topics)
Nation Building (20:834:504)
Nationalism and Ethnic Conflict (26:478:522)
Religion, Politics and Global Affairs (26:478: topics)
Social Movements and Globalization (26:478:585; 26:920:585)
Strategic Nonviolent Conflict (26:478:576; 26:920:576)
Global Development Certificate

Required AI Course:

- Students may request approval for Debates in International Development (34:970:643) to be counted towards the AI Requirement.
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

Global Poverty (10:762:230 – New Brunswick)
Sustainable Development (26:478:532: topics)
Urban Governance in Global Perspective (26:977:624)
International Law Certificate

Required AI Course:

- International Law (26:478:504, 26:790:538, 26:070:572)
- Note: Course numbers are subject to change by year.

Students must complete three (3) additional three-credit elective courses to meet the certificate program requirements.

Approved Electives:

International Comparative Jurisprudence (26:478:526)
Introduction to International Law (26:478:524)
Nuremberg Trials and their Legacy (26:478: topics)
International Human Rights Law (23:600:538)
Law and the Arab Spring (23:600:547:01)
Atrocities, War Crimes & Int’l Law (26:478:523)
International Comparative Jurisprudence (26:478:526)
International Law and World Order or International Law (23:600:638; 26:478:504) (NOTE: dual JD and Ph.D. students should take 23:600:638)
International Legitimacy and Global Justice (26:478:525)
Global Climate Change: Science, Law and Economics (Law School)
Terrorism and International Law Seminar (20:600:772)
Admissions Overview

Only applicants holding a bachelor's degree and/or a master’s degree or its equivalent from an accredited U.S. college or university, or a recognized institution of higher learning abroad, are admitted to DGA.

Prospective students must apply via the Rutgers graduate admissions website: (http://gradstudy.rutgers.edu/apply.shtml).

PhD applicants normally apply for matriculation commencing during the Fall semester, although with a waiver from the Director PhD students may seek admission commencing in the Spring semester.

Non-Degree Certificate or MS applicants may apply for either fall or spring semester.

All applicants may request a deferral for one (1) semester or up to one (1) year if accepted. Deferral requests and the reasons for the request should accompany the application as well as an additional short statement.

Incomplete applications will not be considered.

Applicants, especially international students, are encouraged to apply well before the deadline.
Candidates who are admitted to the Graduate School-Newark are notified by the Office of Graduate and Professional Admissions. Candidates are expected to register for the semester for which they were admitted. Those who fail to do so may be required to submit a second application and fee to be reconsidered for admission at a later date unless they have received approval for deferral to the following semester or academic year. Applicants requiring a deferral should do so at their earlier convenience.

The DGA Admissions Committee reviews a prospective student's entire application and decides to admit, reject, or place a student on a waiting list; if accepted, he or she must complete the program requirements within the maximum allowable time for each degree.

Accuracy is required in all documents provided by applicants.

**Tuition**

Please consult [Tuition and Fees](#) and for a complete fee schedule for the Graduate School (School 26). For the most up-to-date information, please go online to the [The Office of Student Accounting, Billing and Cashiering](#).

**Non-Degree Student Program**

The Division of Global Affairs will accept non-degree students. All requests must come through Admissions. Students should include all required documentation necessary for M.S. admission. Non-degree students must apply to either the M.S. or the Ph.D. program prior to receiving twelve credits.
International Students

Students who are not U.S. citizens, U.S. permanent residents or citizens of countries where English is the official language must submit a TOEFL score based on a test taken no more than two years before the time of application submission.

Rutgers University requires that TOEFL scores are 213 and above on the computer-based test, 550 and above on the paper-based test, and 79 and above on the Internet-based test. The Rutgers TOEFL code is 2790.

Satisfactory English-language proficiency is a prerequisite for graduate study at Rutgers University. Admitted international students may be required to take a test of English-language proficiency soon after they arrive at the University and may be required to take course work in English as a Second Language (ESL).

International students appointed as Teaching Assistants are required to take an oral proficiency test regardless of their TOEFL scores.

Non-immigrant international students must present evidence that they have adequate financial resources to meet their educational and living expenses.

All international students are required to meet with the Office of International Student and Scholar Services in order to insure compliance with applicable visa requirements, etc. For more information visit http://www.ncas.rutgers.edu/oiss.
Prospective Non-Degree, MS & PhD Students

Application Requirements

The Division of Global Affairs prides itself on its diverse student body and interdisciplinary approach to the study of global affairs. DGA encourages students with various academic and professional backgrounds—including in the fields of economics, environment, health, philosophy, politics, law, and policy—to apply for graduate study. Please reference our Admissions Frequently Asked Questions Form to learn more about our admissions process. Upon completing your application, we suggest visiting our Incoming Students Frequently Asked Questions for insight on the next steps.

Division of Global Affairs Application Deadlines:

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Complete Application Requirements:

Prospective students, both M.S. and Ph.D. applicants, should submit their official college or university transcripts, GRE scores (optional), three letters of recommendation, a curriculum vitae or resume, a personal bio, a writing sample (minimum 5 pages) and a personal statement explaining why the student has chosen to study Global Affairs at DGA as part of their application.

The Ph.D. applicant’s personal statement should include an area of interest and the name of a DGA core faculty member that the student would want to work with on his/her dissertation. Ph.D. students must also submit a writing sample of 10-20 pages in length.

Personal Bio Instructions:

Please include a brief personal bio of yourself depicting educational background, work experience, academic and career goals, areas of interest, and any other relevant information.

Test Requirements:

Optional – GRE General

Writing Sample Instructions:

Students are required to submit a writing sample on any topic (minimum 5 pages, no maximum). This can be an academic or professional paper that demonstrates your writing skills, analytic ability and breadth of knowledge.
Personal Statement Instructions & Questions:

Your personal statement should describe why you chose DGA; what you would hope to accomplish while at DGA and upon graduation; any specific faculty member who brought you to our program and why; and any specific issue you want us to know regarding your application.

● PhD Students: What will your area of interest be within our program? Is there a particular faculty member that you have chosen to work with while obtaining your PhD?
● What do you plan to do with your MS or PhD once received from Global Affairs?
● Have you ever seen an advertisement for the Program? If so, where was this advertisement?
● How did you find out about the Global Affairs Graduate Program at Rutgers University – Newark Campus?
● Did you attend a recruiting event in which Global Affairs was a participant?
● Have you used the DGA website? How informative was it? What areas of the website were worthwhile?
● What areas were not? Would you recommend any changes to the website?

M.S. Apply Here

Ph.D Apply Here

Non-Degree Apply Here
Additional Practices and Procedures

**Tuition & Fees**

Please consult [Tuition and Fees](#) and for a complete fee schedule for the Graduate School (School 26). For the most up-to-date information, please go online to the [The Office of Student Accounting, Billing and Cashiering](#).

**Full-Time Study and Part-Time Study**

The Division of Global Affairs recommends that students pursue their studies full-time. A full-time academic load is defined as nine or more credits per semester.

Ph.D. students must be enrolled full-time, but prospective M.S. students may apply for part-time enrollment. A part-time academic load is defined as eight or fewer credits per semester. Graduate fellows, research interns and graduate and teaching assistants must be registered for full-time study.

Graduating M.S. students applying to the Ph.D. program must complete a new application through the [Graduate School-Newark](#). If accepted, all relevant completed courses from the M.S. program with a grade of B or higher will transfer to the Ph.D. program. Please be advised that you will be considered a new student as it applies to the DGA curriculum and that additional courses may be needed. Please refer to the current website and/or contact the DGA administration for any curriculum changes.

**Transfer Credits**

Graduate courses completed at other universities or in other departments or schools at Rutgers University may be accepted for credit at the Division of Global Affairs. In order to be eligible to apply for transfer credits, students must first complete twelve credits with a grade of B or higher at DGA and then submit a Transfer Credit Application. Applications are available at DGA and the Office of the Dean of the [Graduate School-Newark](#), Conklin Hall, Room 241. Transfer Credit Applications must be approved by the DGA Deputy Director and the Dean of the Graduate School.
• Students who complete the M.S. degree at the Division of Global Affairs or other Rutgers programs may apply relevant accrued credits (with grades of B or higher) to assist in fulfilling the requirements of the M.S. or Ph.D. in Global Affairs.

• **M.S. transfer credits**: Up to nine credits of graduate-level course work at institutions other than Rutgers University, with grades of B or higher, may be applied.

• **Ph.D. transfer credits**: Up to fifteen credits of graduate-level course work at institutions other than Rutgers University, with grades of B or higher, may be applied.

• Transfer credits may not be obtained for thesis, independent study, or research.

• Transfer credits may not be applied to required Core Courses or Methodology Courses in either the M.S. or Ph.D. programs.

**Change of Program**

Students wishing to change their field or degree program must obtain the requisite form from the Office of the Dean of the Graduate School-Newark, Conklin Hall, Rm. 241, submit it to the appropriate Graduate Program Director for approval, and return it to the Office of the Dean for final authorization.

**Grade Point Average / Academic Performance**

Students must maintain a minimal grade-point average in all non-language courses taken at Rutgers University: 3.0 for MS students and 3.50 for PhD students. If a student's academic performance falls below the expected standard, DGA and the Graduate School-Newark may refuse the student the right of future registration and terminate studies. Students whose grade point average drops below the recommended level, who have failed one or more section of the comprehensive exam or received a grade of B or lower in any course, are required to take the DGA Writing Seminar #26:478:501.
Graduation Requirements

Diploma applications must be done on-line at the following address:

Deadlines for applying are available on the website of the Office of the Dean of the Graduate School-Newark http://www.gsn.newark.rutgers.edu.

Graduating students must complete all forms necessary for the graduation requirement. Subject forms and other instructions are available at the Office of the Dean of the Graduate School-Newark, Conklin Hall Room 241.

Time Limits

The maximum allowable time for an award of a MS in Global Affairs is six (6) years. The maximum allowable time for award of a PhD in Global Affairs is eight (8) years (please note that students who received a MS degree from DGA begin the PhD program in year three (3)). Students who are unable to maintain these goals may submit a request to the Director to approve additional time. If prior approval is not received, students may be required to terminate their graduate studies and withdraw from the Graduate School-Newark.

Financial Support

The Division of Global Affairs offers full-time Ph.D. students a number of highly competitive Teaching Assistantships providing full tuition and health benefits. Teaching Assistantships are offered on an annual basis for a maximum of three years. In order to qualify for Teaching Assistantships, Ph.D. students must submit complete applications for graduate study. The selection for Teaching Assistantships is essentially based on grades. Announcements will be made when we are accepting applications for TAships.
Applications require a personal statement, a writing sample, three letters of recommendation, curriculum vitae, personal bio, transcripts and/or GRE scores or the equivalent.

Ongoing Ph.D. students and holders of Teaching Assistantships must re-apply in writing to the DGA Deputy Director by February 15th. All applicants must include a writing sample and three letters of recommendation. Holders of Teaching Assistantships must be full-time Ph.D. students and maintain an excellent academic record in order to qualify for renewal, which cannot be guaranteed even with first-rate performance. Recipients of Teaching Assistantships may not, except in extraordinary circumstances requiring the written approval of the DGA Deputy Director and the permission of the Graduate School, have outside employment with the exception of a DGA-approved Internship for which they receive academic credit. International students appointed as Teaching Assistants are required to take an oral proficiency test regardless of their TOEFL scores.

**Work Study**

_Federal Work-Study_ may be offered to students with financial need as a self-help portion of the financial aid award. For more information about Federal Work-Study jobs on and off campus, students should contact the Office of Financial Aid, 249 University Avenue, Blumenthal Hall, Room 302, Newark, NJ 07102 (973 353-5151). For more information, please visit [http://studentaid.rutgers.edu](http://studentaid.rutgers.edu).

**Housing**

Students interested in on-campus housing should contact the Office of Housing and Residence Life, 91 Bleeker Street, Newark, NJ 07102 (973 353-1037), or visit [http://housing.newark.rutgers.edu](http://housing.newark.rutgers.edu).
Advising

The DGA Associate Director advises students on requirements set forth by the Curriculum Committee for both the MS and the PhD programs. For all academic questions, the Associate Director will schedule a meeting with either the Director or one of the DGA core faculty. For PhD students who have a full committee, such questions should be addressed to their dissertation committee.

Dissertation advisers are DGA core faculty members who help PhD students choose a dissertation topic, approve the dissertation proposal, and, together with the student, form the dissertation committee. Dissertation advisers also chair dissertation committees, provide grades for dissertation research, and monitor PhD students' progress by approving their annual study plans and recommending registration based on the student’s dissertation progress.

The PhD student's dissertation proposal should be approved by the full committee by the end of the first year of taking dissertation research credits.

Complaints and Appeals

All complaints about any aspect of the DGA program or appeals regarding a student's standing in the program must first be directed, in writing, to the DGA Director. Students may then continue the appeal process through the Graduate Dean’s Office.

Auditing Courses Without Registration

Upon obtaining the permission of the instructor of the course and subject to the availability of space, full-time students may audit courses without registration. No
academic credit is earned in this manner; no official record of audited courses is kept. Approval does not extend beyond the course instructor.

**Non-Degree Graduate Student Program**

DGA will accept non-degree students. All requests must come through Admissions. Students should include all required documentation necessary for M.S. admission.

**Termination of Studies**

Students may be required to terminate their graduate studies and withdraw from the Graduate School-Newark if they fail to meet the minimum requirements of the program or the school. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination.

**Leave of Absence**

Students who wish to take a leave of absence from their studies must make a formal request in writing and include in their request why a leave of absence is necessary, including, if relevant, supporting medical documentation. The leave must then be approved by the DGA Director. Students who take a leave of absence must still complete the degree program in which they are enrolled within the maximum time limit permitted for their respective degree program. Registration will not be permitted during the student's leave. Matriculation continued is not for students on leave.

**Matriculation Continued**

Matriculation continued is offered to DGA PhD students who have completed all their required seventy-three (73) credits and are making progress on their dissertation. A statement from the student's dissertation advisor is required prior to the beginning of each semester that the student is progressing. Additionally, students must complete a
schedule of completion or a time table. Students must adhere to the time table. Should the timetable change at any time, a revised one will be submitted to the DGA with an explanation of the change. Students not able to make progress toward their dissertation are advised that they may not register and should re-enter the program once they are able to focus their attention on completion of their dissertation requirements. Matriculation continued is not available for leaves of absence in the program.

Ph.D. students with outstanding loans may request full time matriculation in order to receive a loan deferral. Students must be working full time on their dissertation in order to register for full time matriculation continued. Their advisor should send an email to the Associate Director in the beginning of each semester to receive a special permission number for this registration.

Students who have completed their requirements and are awaiting the completion of a final paper or their thesis prior to graduation may register for matriculation continued provided continued progress is being made during this time.

Readmission

The Office of the Dean of the Graduate School-Newark, Conklin Hall, Room 241, has final approval for all applications by former students seeking readmission to the school. Applications will be submitted to the Director of DGA for review and recommendation and will be forwarded to the Dean of the Graduate School. The readmission procedure is required of all students who 1) have withdrawn officially from school, 2) did not receive a degree in the program for which they were enrolled, or 3) failed to maintain continuous registration through coursework or matriculation continued status.
Visiting Fellows

DGA welcomes applications from senior, junior, and postdoctoral scholars for the status of Visiting Fellow. DGA does not offer fellows financial assistance. However, DGA can provide them with access to all DGA facilities and programs, the university library system, and, if available, office space and a computer.

Applications for Visiting Fellow status should be addressed to the DGA Director and must include a brief cover letter describing the research project to be pursued at DGA along with a curriculum vitae. DGA is able to sponsor visiting fellows through the J1 exchange program which is administered by the Bureau of Educational and Cultural Affairs of the U.S. Department of State. For more information please visit the Rutgers Office of International Student and Scholar Service at http://www.ncas.rutgers.edu/oiss.

From the MS to the PhD

Students who complete a MS degree at DGA may use relevant accrued credits (with grades of B or higher) to assist in fulfilling the requirements of the Doctorate of Philosophy (PhD) degree in Global Affairs. They must first submit a complete application and obtain admission into the doctoral program. Admission to the PhD program is extremely competitive. Current MS students are not guaranteed placement.

- Students admitted to the PhD program must adhere to the revised curriculum requirements in the academic year they are admitted to the PhD program.
- Students who enter the PhD program with an MS degree from DGA will be considered as year three students in terms of their time table for completion of the doctorate.
- MS students, when applying, should include in their letter of interest a dissertation topic, focus and timetable for completion of their dissertation.
MS En Route to the PhD

PhD students may also acquire the MS en route to a doctoral degree. In order to do so, PhD students must fulfill all MS requirements, complete the required forms (Application for Admission to Candidacy for the Master's Degree and the online Graduate Diploma Application for Newark Students), and submit them to the Director of DGA and the Office of the Dean of the Graduate School-Newark for approval.

Grades:

Courses taken in fulfillment of the MS are graded in the following manner:

- All AI courses, methodology courses, optional courses and independent study courses receive letter grades.
- The colloquium and internships receive Pass/Fail grades. Faculty members organizing Colloquium provide grades for the colloquia; the DGA Director will provide the grade for internships.

Dual Degree Programs

Students wishing to pursue a joint degree must satisfy the requirements for both programs. DGA has partnered with the Rutgers Business School (RBS), the Rutgers School of Law and the Edward J. Bloustein School of Planning and Public Policy to offer the following degrees:

- Joint Ph.D. in International Business and Global Affairs
- Joint M.S./J.D. or Ph.D/J.D. in Global Affairs and Law
- Joint M.S./M.P.P in Global Affairs and Public Policy.

Requirements

Joint degree students must satisfy requirements for DGA, as well as the ones of the Rutgers Business School, the Rutgers School of Law or the Bloustein School of Planning and Public Policy. Students wishing to enroll in a joint-degree program must apply and be accepted to both programs. Once enrolled joint-degree students must complete
requirements for both degrees. DGA will only accept courses with a global or international component. Also, please note that the Rutgers School of Law will only accept law school courses to fulfill their requirements. Please see the DGA Director for further information.
Appendix A

Request for Course Replacement of Division Global Affairs

Please download here.
Appendix B

Request for Course Justification for DGA Certificate

Please download here.
Appendix C

Dissertation Progress Report

This form should be submitted to the DGA Administration by the end of each semester (fall and spring). Please type or print legibly. Return to the Division of Global Affairs, 175 University Avenue, Conklin Hall, Room 220A, with appropriate signatures. Page 1 of 2 is to be completed by the student. Page 2 of 2 is to be completed by the dissertation advisor and signed by both the student and the advisor.

Name: Year Admitted:

Written Qualifying Exam Completed and Passed:

Planned or Actual Date of Dissertation Proposal Defense: Planned Date of Dissertation Defense:

Expected Graduation Date:

Dissertation Chairperson:

Other Members of the Dissertation Committee:

Student’s Comments:

1: Describe the progress you have made toward completing your dissertation (attach additional pages if necessary).
2: Provide a calendar or timeline for completing your dissertation and assess the likelihood of achieving your research objectives by your planned date of dissertation completion. If this timeline differs from the previous schedule, please describe the reasons for the delay and why the new timeline is feasible. Please attach additional pages. A sample timeline is attached.

Dissertation Chair’s Comments:

1: Comment on the student’s dissertation progress to date.

2: Comment on whether or not the student’s timetable is realistic. Is the timetable similar or different from what was reported in the past? Please state why this is the case.

3: Does your assessment of the student’s progress differ from past evaluations?

Student’s Signature and Date:

Advisor’s Signature and Date:
Appendix D

Application for Internship Form

Please download here.
Appendix E

Application for Transfer of Credit Form

Please download here.
Appendix F

Application for Professional Grant Form

(See Associate Director for form)
Appendix G

Approved Electives

Please see page 32 of the handbook.
Appendix H

Ph.D. Dissertation Timeline

Please download [here](#).