

**REQUIREMENTS AND DEADLINE DATES FOR
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 (online submission only)	August 1	November 1	March 1
<i>and</i>			
CANDIDACY APPLICATION	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 the Spring term as the degree is usually awarded in mid-January
 - for a May degree, students MUST register for the Spring semester
- Diploma Application:** Online submission only.
- 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 16 or 20 lb. weight and 100% rag or cotton content paper. The date on the title page must be the degree date (October, January, or May followed by the year). Please see instructions on the Electronic Master's Thesis Instructions: Guide for Preparing and Uploading.
- Electronic Master's Thesis Instructions: Guide for Preparing and Uploading:**
 - Please confirm that your thesis adheres 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.

THE **MINIMUM ACADEMIC REQUIREMENTS** are listed below. Consult with your graduate director for specific program requirements.

General requirements for **all** candidates:

- No more than 6.0 credits of 'C' or 'C+' grade are acceptable.
- No more than 6.0 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.

In addition to the general requirements, **with a thesis, writing requirement, or comprehensive exam:**

- A minimum of 6.0 credits of 700 level coursework.
- All required signatures in Part II, Section A, B, C, D and E of the Candidacy Application Form must be signed by the student's committee members, committee chairperson, faculty evaluator and graduate program director as indicated before it is submitted to the Graduate School Dean's Office.

EACH STUDENT IS RESPONSIBLE FOR HIS OR HER 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 awarded only once a year during the University commencement in May. A candidate who completes all degree requirements by October or January will receive a diploma the following May, dated October or January. If a temporary certificate of degree is required, one should be requested by writing to the dean of the Graduate School. For additional information, please visit our website at <http://gsn.newark.rutgers.edu>.