



Graduate School-Newark
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

1) **DIPLOMA APPLICATION:** The online diploma application can be accessed via the registrar's website at <https://www.ugadmissions.rutgers.edu/Diploma/Data.aspx>.

2) **APPLICATION TO CANDIDACY:** Application must be completed and submitted to the Graduate School Dean's Office for students eligible for the degree. **Note:** Application available online, go to <http://gsn.newark.rutgers.edu>

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 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.

In addition to the general requirements, **with a thesis:**

- A minimum of 6 credits of 700 level coursework.
- Part II, Sections A1 and B of the green form must be signed by student's committee before it is submitted to the Graduate School Dean's Office.
- Master's thesis will no longer be accepted in hard copy. All master's thesis must now be submitted in electronic form. For instructions see [HTTPS://ETD.LIBRARIES.RUTGERS.EDU](https://ETD.LIBRARIES.RUTGERS.EDU). **Note:** Two hard copy title pages with the original signatures 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 8.5" x 11" white paper of 16 or 20 lb substance and 100% percent rag or cotton content.

In addition to the general requirements, **without a thesis:**

- Part II, Section A2 and B of the green form must be signed by student's committee and the professor to whom the essay was submitted.

EACH STUDENT IS RESPONSIBLE FOR HIS OF 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>.