School of Graduate Studies Handbook

Guide for Graduate Directors &

Administrative Assistants

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ACRONYMS:

SGS: School of Graduate Studies

SGS-NB: all SGS graduate programs in New Brunswick schools

SGS-BHS: all SGS graduate programs in Rutgers Biomedical and Health Science schools

SGS-BHS Newark: all SGS graduate programs at the Newark Health Sciences Campus

SGS-BHS NB/Pisc: all SGS graduate programs at the New Brunswick/Piscataway Health Sciences Campus

Section 1: General Information

1.1 Mission of the School of Graduate Studies

The mission of the School of Graduate Studies is the pursuit of excellence in graduate education and the welfare of our students. The school accomplishes this mission in three ways:

1. We promote **high quality in graduate education** and work to improve **the effectiveness of graduate education**. We do so by the maintenance of rules governing requirements for the degree, through oversight of admissions standards, and by reviewing and approving curricular initiatives and changes. To assess the effectiveness of graduate education, our school collects data on current graduate student support, external awards of current students, student success within programs, and placement and career advancement of its graduates. We provide topical and timely support to assist students to progress and succeed, through flexibility in the application of standard rules and various forms of financial assistance and through competitive support of outstanding students and support for training grant and other funding initiatives. Through GradFund, we help students succeed in the pursuit of external fellowships and grants. We also keep abreast of trends, best practices, and comparative data on graduate education, and we promote and oversee participation in local and international consortia and exchanges. By disseminating best practices and results of assessments of activities in graduate education, the School of Graduate Studies works with individual degree programs to improve the effectiveness of graduate education to enhance mentorship, reduce degree completion time, and increase completion rates. We offer ongoing advice and assistance to Graduate Directors, faculty members, and staff on the full range of issues they confront in conducting the everyday work of graduate education.
2. We seek to enhance **the quality of student life for graduate students** by serving as an advocate for their needs in such matters as the development of policy and planning to academic success and procedures governing issues of graduate student conduct and status. The School of Graduate Studies also enhances student welfare through the services it provides directly, including ombudsperson and conflict resolution services and general guidance and assistance regarding the registration, degree attainment, financial support, insurance, and other matters pertaining to persistence to degree.
3. We actively support efforts to create an **inclusive community.** We do so through recruitment efforts, through the financial support of students that supplements the funding available from other sources, through advocacy for international scholars, and through measures that underpin a supportive environment for students from all walks of life.

1.2 Purpose of the Handbook

This handbook is designed to familiarize you with the forms and the procedures that you will need to follow in administering your graduate program. A variety of topics are included: nominating members to the graduate faculty, adding new courses, changing credits or a title on the master course list, and many matters for which students in your program will need to have your and the School of Graduate Studies approval.

For specific information regarding SGS-BHS Newark programs, please visit the following link for PhD and Masters handbooks pertaining to that campus.

https://njms.rutgers.edu/sgs/current_students/academic_info.php

1.3 Academic Cluster Committees

There shall be established four Academic Cluster Committees representing the broad areas of study within the School of Graduate Studies. The designated Academic Cluster Committees shall be as follows:

1) Biological, Biomedical and Health Sciences
2) Arts and Humanities
3) Physical and Mathematical Sciences and Engineering
4) Social and Behavioral Sciences

These Academic Cluster Committees shall operate in accordance with the bylaws of the School of Graduate Studies, as outlined in Appendix G of this handbook, specifically referring to Article V, Section 2.

1.4 Role of Graduate Directors

The role of the Graduate Director is crucial to the success of graduate education. The Graduate Director is responsible for developing and fostering an atmosphere of intellectual excitement in a program. Graduate Directors are also responsible for following the protocols set forth in the School of Graduate Studies Bylaws, as well as those outlined in the bylaws and policies that govern each individual graduate program.

The Graduate Director's responsibilities include (but are not limited to):

- maintaining governance and bylaws of the graduate program
- participating in graduate student recruitment
- maintaining quality, standards, and integrity of the admissions process
- advising students
- monitoring student progress

- reviewing coursework and curriculum
- scheduling and staffing graduate courses
- monitoring research and student-faculty relationships
- supporting students in internal and external fellowship and award processes
- assisting graduate students and faculty with career development
- responsible for the annual program assessment
- partnering with School of Graduate Studies Deans in five-year program reviews
- following School of Graduate Studies protocols and complying with requests from the Deans

1.5 Role of Graduate Students in Program Governance

Per Article III, Section 6 and Article V, Section 1A of the SGS bylaws, graduate students are authorized to participate in SGS governance. In addition, graduate programs are encouraged to involve graduate students in aspects of program governance. It is appropriate that graduate students become aware of problems and procedures of program governance and participate in them wherever relevant and practicable, generally through direct participation of student representatives to the relevant faculty bodies.

Possible duties and responsibilities of the graduate student representatives are listed below. This list is not intended to be universal or exhaustive, but rather to identify areas of participation which would normally be expected to be addressed by all programs, with each specific program adding modifications or supplements appropriate to its own particular needs.

- Curriculum planning and specification of program degree requirements. Since graduate students are directly engaged in the process of graduate education, it is expected that they might have recommendations to make modifications to existing courses, addition of new ones, and communication of degree requirements and procedures formulated by the program (as contrasted with SGS-wide requirements which are not under the direct control of individual programs). Their recommendations should be solicited on a continuing basis at a time most appropriate for their consideration in planning for the coming year. To the extent that graduate students play a role as Teaching Assistants in undergraduate instruction, it may also be appropriate to solicit their recommendations concerning undergraduate curricular matters as well. It is also appropriate to have advanced graduate students participate in pre-enrollment and course selection advising junior graduate students.
- Departmental colloquia and other non-credit academic activities. It is expected that graduate students would be involved in planning and conducting colloquia; conceivably this activity might be one for which graduate students have primary responsibility.

- Budget planning and provision of services to graduate students. Depending upon the specific program, there may be need for provision of specific needs of graduate students which would be reflected as periodic or continuing items of the program budget (e.g., office space, research costs, computer time, etc.). It is appropriate that graduate students review these needs on a regular basis. It is also possible and desirable that in some programs they be involved directly in such activities as inventorying of equipment and/or supplies.
- Hiring and recruitment. It is desirable to have student participation in the hiring process, where this is feasible and under appropriate circumstances, and to have potential new faculty members meet graduate students during the interview process. Student recommendations should be included in the material considered by the committee.
- Participation in program governance and attendance at program faculty meetings. Graduate student representatives should attend program faculty meetings and participate within the limits defined by this statement of principles. It might be helpful if an agenda could be set so that matters in which their participation is appropriate could be addressed first and they could leave before consideration of remaining items in which they are not entitled to participate (i.e. see above).
- Departmental assignment of Teaching Assistantships. While it is regarded as inappropriate to have students participate in the Teaching Assistantship selection process, it is appropriate and even desirable to solicit student preference prior to actual assignment.

Graduate students are not permitted to participate in the following activities:

- Selection for admission and evaluation of graduate student progress. This is an assigned responsibility of the graduate faculty in the program. It is not appropriate that graduate students should ever play a part in evaluation of progress of individual students. Furthermore, it is not appropriate for students to participate in the selection of incoming students.
- Evaluation of graduate faculty. Acting upon recommendations for promotion and tenure is another faculty responsibility in which student participation is deemed inappropriate. However, to the extent that evaluation of teaching competence is a regular part of the reappointment and promotion process, it is appropriate that graduate students participate in devising and implementing procedures for regular course evaluation in graduate courses.
- Policy on Teaching Assistantships and financial aid. While programs may solicit student opinion on such policy, the establishment of policy on Teaching Assistantships and financial aid is the sole responsibility of the faculty.

1.6 Bylaws of the School of Graduate Studies

Please refer to Appendix G of this handbook for the complete and governing bylaws applicable to the School of Graduate Studies.

Section 2: Faculty, Governance and Curricular Matters

2.1 Procedures for Graduate Faculty Membership

As outlined in Article II of the SGS bylaws, graduate programs may establish their own processes for approving new graduate faculty members or changing member status at the program level.

Once the program approves a new faculty member or decides to change a current member's status, the appropriate nomination application must be completed, approved, and submitted to the (link) SGS Directory of Graduate Faculty.

Additionally, per Article II, Section 7 of the SGS bylaws, graduate programs are required to review their faculty members at least every five years and set criteria for continued membership. If a program determines that a faculty member is no longer active, the faculty listing must be updated in the SGS Directory of Graduate Faculty.

2.2 Criteria for Full Membership in the Graduate Faculty

Members conduct graduate courses and supervise research by chairing students' committees. They also participate in Graduate Faculty meetings, exercise voting privileges, serve on standing committees of the School of Graduate Studies, and are collectively responsible for academic policy in graduate studies. Scholarship and competence for graduate instruction, including the supervision of doctoral dissertations, are the bases for Membership in the Graduate Faculty.

All Rutgers University faculty members holding appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible for Graduate Program Membership. Faculty at the rank of Assistant Teaching Professor who are actively involved in research or creative work may also qualify. Nominations for Membership are initiated by the Graduate Director in consultation with program faculty, following the program's bylaws. These nominations are reviewed and approved by the SGS Dean or their designate, and, if necessary, by the relevant Academic Cluster Committee, focusing on the nominee's scholarly contributions.

2.3 Criteria for Associate Membership in the Graduate Faculty

An Associate Member is authorized to teach graduate courses, serve on students' committees, and supervise students' research at the master's level, but may not serve as the chair of a doctoral committee. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Associate Members may participate in program affairs and may serve on certain program committees. Associate Members may not serve on SGS standing committees and are not eligible to serve as

representatives of the SGS to the Faculty Council or the University Senate. Faculty members and others who do not meet the criteria for Membership in the Graduate Faculty may be nominated as Associate Members by graduate programs.

Nominations for Associate Membership are initiated by the Graduate Director in consultation with program faculty, following the program's bylaws. These nominations are reviewed and approved by the SGS Dean or their designate, and, if necessary, by the relevant Academic Cluster Committee, focusing on the nominee's scholarly contributions.

2.4 Criteria for Affiliate Membership in the Graduate Faculty

Individuals who are neither tenured nor on tenure-track appointments may be nominated for affiliate membership. Affiliate members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on master's student committees but may not chair the committees. They are also not eligible to serve or chair a doctoral committee. Affiliate Members may serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the School of Graduate Studies or as representatives of the school to the University Senate or to the New Brunswick Faculty Council.

Nominations for Affiliate Membership are initiated by the Graduate Director in consultation with program faculty, following the program's bylaws. These nominations are reviewed and approved by the SGS Dean or their designate, and, if necessary, by the relevant Academic Cluster Committee, focusing on the nominee's scholarly contributions.

2.5 New Degree Programs

New graduate degree program proposals are subject to review and approval by the School of Graduate Studies (SGS). Before beginning the SGS approval process, the program must first submit a Notice of Intent (NOI) to the Office of the Provost. The NOI must be submitted by the school's representative on the Provost's Professional and Graduate Degree Committee (PGDC), so it is important to work closely with the PGDC representative. Once the NOI is reviewed and approved by the PGDC, the Office of the Provost will submit it to the Office of University Academic Affairs for a 30-day review period by the Chancellor-Led Units (CLUs).

During the CLU review period, it may be helpful to begin working on the SGS new degree proposal form. However, it is recommended not to submit the proposal for SGS review until the outcome of the CLU review is received. The SGS review serves as the first step in the full proposal approval process for graduate programs.

Proposals are expected to include an executive summary, a statement of goals and needs, the rationale for the approach, details of requirements, timelines, anticipated enrollment (including the number and descriptions of the student population), and the relationship to existing programs. Documentation of any possible overlap with existing programs is also required. Proposals should be written clearly enough to be understood by academics across different disciplines.

A detailed new degree program approval process can be found in Appendix A.

2.6 New Course Proposals and Substantive Course Changes

Graduate programs may submit proposals for new courses and programs to the School of Graduate Studies. Proposals will be reviewed by the Academic Cluster Committees of SGS following the processes outlined in the SGS Bylaws.

Proposals for new courses must include the course number, proposed title, pre-requisites (if applicable), expected enrollment, likely instructors, a brief description, documentation of any possible overlaps with existing courses, date of approval by the program, and a full syllabus with learning goals, assignments, readings and a detailed academic integrity statement.

The Dean's signature, confirming approval of the new course, is required and may be provided by the Associate Dean of Academic Programs or Graduate Programs. Please submit all requirements in a single PDF file.

A detailed new course approval process can be found in Appendix A.

2.7 New Certificate Programs

Certificates for academic credit at Rutgers are of two basic categories:

1. A **stand-alone certificate** can be earned and awarded outside of a degree program; students do not need to be enrolled in a Rutgers degree program to be admitted into the certificate program.
2. An **internal certificate** is available only to students already enrolled in a Rutgers degree program. It is awarded as an addition to an existing graduate degree.

The procedures for the approval process vary somewhat between these two categories of certificates. A detailed new certificate program approval process can be found in Appendix B and C.

2.8 Changes to the Master Course List (For SGS-NB and SGS-BHS NB/Pisc only)

If the program wishes to make a minor change in a course listing, or drop a course, a Master Course List (MCL) form must be filled out and approved by the Graduate Director, but the course proposal form need not be used. It should then be forwarded electronically to the Office of the School of Graduate Studies with an explanatory cover letter. It will then be forwarded to the Scheduling Office for their attention.

2.9 Pass/No Credit Courses

A program may propose that an existing or a new course be graded Pass/No Credit for all students enrolled. This proposal should be included in the course proposal for new courses or in a memorandum for existing ones, in either case with an explanation of the reasons for the request.

2.10 Cross-listing of Graduate Courses (For SGS-NB and SGS-BHS NB/Pisc only)

The School of Graduate Studies will allow the cross-listing of courses when the graduate programs wishing to have such cross-listing agree. All listings must have the same course title. Such courses must designate a primary offering program, to be indicated in all websites, catalogues, and schedules. In cases where special permission is required, the (primary) instructor shall be responsible for overseeing the granting of such permissions.

2.11 Cross-listing Courses as both Undergraduate and Graduate (For SGS-NB only)

The School of Graduate Studies will allow the cross-listing of undergraduate courses as graduate courses when it is understood that graduate students taking the courses as graduate courses are expected to meet graduate-level expectations through additional work and/or higher standards. Graduate students taking background courses in a field different from their own and not able to perform at the graduate level should enroll under the undergraduate number.

The primary level of the course, typically the undergraduate level, will be indicated in all websites, catalogues, and schedules. All listings must have the same course title.

Section 3: Admissions and Registration Issues

3.1 The Admissions Process

The School of Graduate Studies does not require scores on the Graduate Record Examination (GRE) although individual programs may (See GRE section below).

Applications to the School of Graduate Studies are submitted to the (link) Office of Graduate and Professional Admissions. The Office of Graduate and Professional Admissions provides information about deadlines established by individual programs, as well as other aspects of program requirements.

Students may apply for admission as a non-degree student. Students interested in taking courses as a non-degree (non-matriculated) student apply using the same process as for those seeking degrees. Current policy limits the number of non-degree credits to 12 credits.

To enroll in graduate study at SGS, applicants must hold a minimum equivalent of a four year baccalaureate degree from a regionally accredited college or university in the U.S. or its equivalent from an accredited foreign institution.

Students should consult the graduate program in which they are applying to for further information by following this link to the School of Graduate Studies (link) Admissions Webpage.

3.2 International Students

Rutgers is committed to creating and sustaining a welcoming community of international graduate students.

All graduate students must be proficient in the reading, writing, and speaking of English to be successful in their degree completion. An English language proficiency examination is required of all students whose undergraduate degree was completed outside the U.S. in a country where English is not the principal language.

Rutgers accepts the following standardized tests to determine the English proficiency of its international graduate applicants:

- TOEFL (Test of English as a Foreign Language)
    - The minimum TOEFL score for tests taken through January 21, 2026:
        - Writing 22, Speaking 23, Reading 21, and Listening 17
    - The minimum TOEFL score for tests taken January 22, 2026 onward:
        - Writing 4.5, Speaking 4.5, Reading 4 and listening 4

- IELTS (International English Language Testing System).
    - The minimum IELTS score is bandwidth 7
- DET (Duolingo English Test)
    - The minimum Duolingo score is 120

Some graduate programs may have stricter test score requirements. Please review each programs specific requirements for more information.

Students may be considered for an English test waiver if they completed a bachelor's degree, or in some cases a master's degree, at an institution where English was the principal language of instruction. Please contact Graduate Admissions at go.rutgers.edu/contactgrad with questions regarding test waiver eligibility.

New international students appointed as teaching assistants are required to take an oral proficiency test regardless of their TOEFL, IELTS, or DET scores

The (link) Rutgers English Language Institute (RELI), offers cross-cultural and cross-linguistic programming to the students enrolled in the School of Graduate Studies. (link) Rutgers Global offers a wide range of services and advice to international students.

3.3 Graduate Record Examination (GRE) Policy (2019)

The decision about whether to require the GREs for admissions OR allow GREs to be optional will be determined by each program for each of their degree programs or track.

3.4 Admissions Decisions and Certifications

Applications to the School of Graduate Studies are submitted to the (link) Office of Graduate and Professional Admissions. The Office of Graduate and Professional Admissions provides information about deadlines established by individual programs, as well as other aspects of program requirements. International students may also be required to present evidence of adequate financial resources to meet educational and living expenses.

Admission is not official until the certificate is issued by the Graduate Admissions Office, and subject to SGS approval; so, it is particularly important that students not be informed prematurely of their admissions status. Recommendations about graduate admissions are made by individual graduate programs. Admissions criteria should be set with the reasonable expectation that students will have a high probability of success.

Programs may be asked to refer to past history to provide evidence and rationale to support criteria chosen, where evidence may include factors such as completion rates; academic performance; post-graduation outcomes.

Recommendations for admission of international students should not be sent to Graduate Admissions while financial support is still pending. Such recommendations, when sent without a firm commitment of support, will generate a request for the student to demonstrate financial ability to attend graduate study at Rutgers. If the program anticipates that funding may be forthcoming, it is better to delay the admissions recommendation until that funding can be indicated on the admissions sheet.

A bachelor's degree or an advanced post-baccalaureate degree is required to enroll in SGS master's or doctoral programs.

3.5 Rules for Rutgers Undergraduates Moving into Master's Degrees (For SGS-NB only)

The School of Graduate Studies encourages Rutgers undergraduates to apply to move directly into master's programs. In some fields, a mechanism has been developed to facilitate this by allowing students to apply early and to take additional credits before receiving their bachelor's degrees, which can then be applied toward the master's. Here are the rules governing this process:

- All credit requirements for both degrees must be earned.
- No credits submitted for the bachelor's degree may be applied to the master's. Only credits taken in excess of the baccalaureate requirement may be used toward the master's. (There are certain exceptions to this; see the Policy on Double Counting of Credits, located in section 4.12.)
- Credits taken while the student is still an undergraduate are normally usable toward the master's only if they are graduate-level credits, i.e., 500-level or higher. In the case of courses that bear both undergraduate and graduate numbers, students must enroll for the graduate number and do the required additional work if they expect credit toward a subsequent master's degree.
- Students may petition the School of Graduate Studies, through the director of the master's program, for exceptions to the above rule, within the limit of 12 undergraduate credits toward the master's degree.
- A short form for early admission to a master's program is available from the Graduate Admissions office and may be used by master's programs for Rutgers undergraduates.

3.6 Non-Degree Graduate Study

Students may apply for admission as a non-degree student. Students interested in taking courses as a non-degree (non-matriculated) student apply using the same process as for those seeking degrees. Current policy

limits for SGS-NB students, the number of non-degree credits to 12, and for SGS-BHS students, the number of non-degree credits to 10.

The Non-Degree Graduate Study Office offers a variety of School of Graduate Studies courses and is open to people with appropriate credentials. Initial applicants who wish to take courses as non-degree students will apply as usual through the (link) Graduate Admissions Office. Their initial coding will indicate an affiliation with a graduate program. A non-degree student taking a course in your program will be coded 16:NM:xxx, where xxx is your program code. All student Enrollment Inventories and Major Lists will show these students as non-degree students within your program. You will also have access to their transcripts. See Appendix D, Policies Governing Nondegree Graduate Study for more detailed information.

The burden of monitoring the 12-credit limit on non-degree study enrollments falls on the program. Check prior credits and refuse to approve any further registrations by students who have completed 12 credits, regardless of which programs offered the credits. Students who wish to go on must apply to the degree program through the regular admissions process. We will make rare exceptions to the 12-credit limit by petition, with your endorsement, when we are persuaded that the student has no intention of seeking a degree.

3.7 Sponsored Students and Conditional Admission

Students sponsored by foreign governments, universities, or other agencies can pose questions, especially about their funding. Please check with the Senior Associate Dean for Academic Affairs in these cases. We do allow conditional admission for sponsored students (but not for others). Conditional admission here refers to the case of a student being admitted to a degree program despite inadequate preparation in English. Such students are placed in RELI for intensive English training before commencing their academic programs. Again, please consult the Senior Associate Dean for Academic Affairs.

3.8 Registration for Students in your Program

All SGS-NB students and SGS-BHS NB/Pisc PhD continuing students may register online through (link) WEBREG. Once registered, students can go online to drop and/or add courses. Students registering after the deadline will be charged a late registration fee. Instructions for registration via WEBREG are included with all registration materials and online through (link) Rutgers Academic Scheduling and Instructional Space. It is important to indicate the index numbers associated with each course correctly and to indicate any necessary prefixes (“G” when registering for an undergraduate course taken for graduate credit; “N” for auditing a course; or “E” to exclude from graduate credit). Assistantship and fellowship registrations are required.

Please note that all SGS-BHS Newark students and SGS BHS-NB/Pisc Masters students need to use BANNER to register

3.9 Full-time Status

SGS-BHS students: In order to be considered a full-time student, a minimum of 9 credits per semester is required.

SGS-NB students: Full-time status is defined as 9 credits per semester. Full-time status for SGS-NB doctoral students who have completed the qualifying exam is 1 credit.

International students must consult Rutgers Global to verify that visa and other requirements are being met. International students who have completed all requirements except for research should consult Rutgers Global about filing for a "reduced course load" to maintain visa status.

"E" credits, including those representing assistantships, count toward the full-time credit requirements, although they do not count toward credits required for graduation.

3.10 Continuous Registration and Research Registration

All students enrolled in a degree program are required to register each Fall and Spring semester until all requirements for the degree are satisfied. Students who fail to maintain continuous registration are at risk of formal dismissal, where dismissal of such students may be initiated by the program or by the School of Graduate Studies, and must be approved by the School of Graduate Studies. Students who have failed to register for one or more consecutive semesters will not be permitted to register without the approval of their graduate program and the School of Graduate Studies. Students may be required to reapply for admission.

All students who have not maintained continuous registration (including doctoral students who have been admitted to candidacy) must apply for readmission to the School of Graduate Studies before filing for degrees.

All doctoral candidates and master's candidates who are conducting laboratory or other original research projects are required to register for 700-level research credits with their primary advisor. Master's degree candidates who are doing a research project culminating in an original thesis are required to register for a minimum of 6 credits (in total) of research towards their degrees. Doctoral students are required to register for a minimum of 24 credits (in total) of research towards their degrees.

Please note: Post-qualifying doctoral students and master's students who are doing laboratory work are required to register for research every Fall and Spring term until the completion of their degrees, even if this results in accumulations of research credits beyond the minimum required for the degree.

For SGS-NB students only: All post-qualifying Ph.D. students must register for at least 1 credit per term until they have completed their degrees. Master's students with thesis are required to continue registering for 1 credit per term. Non-thesis master's students completing their degrees may register for Matriculation Continued (see 3.11) for a maximum of two semesters. Students who must interrupt their studies may, with the approval of their Graduate Director, register for Matriculation Continued for a maximum of two consecutive semesters. (Students on temporary visas who interrupt their studies must in most cases leave the United States during such periods.)

3.11 Matriculation Continued (For SGS-NB students only)

Under some circumstances, graduate students (master's non-thesis or doctoral pre-qualifying) may register for "Matriculation Continued." Matriculation Continued is a zero-credit offering that allows students to remain enrolled while not registered for either courses or research credits. Matriculation continued is not available to doctoral students who have completed the qualifying exam (admission to candidacy). A maximum of two semesters of matriculation continued is allowed. International students on visas are responsible for verifying the effect of registration for matriculation continued on their visa status. Students who are currently receiving financial support (fellowship; TA; GA) may not be eligible for matriculation continued. Students should contact their program to inquire about individual situations.

This category of registration is not available to post-qualifying doctoral students, who are expected to register for research in their fields until they have completed their degrees and master's degree students who are engaged in research for their thesis.

3.12 Application for Readmission

All students enrolled in a degree program must register each Fall and Spring semester until all requirements for the degree are satisfied. Students who fail to maintain continuous registration are at risk of formal dismissal. The program or the School of Graduate Studies can initiate a formal dismissal process. A student who misses one or more semesters of registration must fill out the Application for Readmission Form. The student will complete the form and forward it to the graduate director for review. Upon the Director's approval, the Director must send for processing to the Office of the Dean.

All students who have not maintained continuous registration (including post-qualifying doctoral students) must apply for readmission to the School of Graduate Studies before filing for degrees.

3.13 Leave of Absence (2017)

Students registered in the School of Graduate Studies who must interrupt their studies temporarily should apply for a Leave of Absence (LOA) in writing to the School of Graduate Studies through their Graduate Directors. An SGS student may be granted a Leave(s)of Absence for a period not exceeding 12 months. Written notification of the student's intent to return must be received by SGS at least one month before the expiration of the LOA. Registration is not required, and the leave may affect funding support. International students who wish to leave the United States temporarily must obtain permission from their advisor, Graduate Director, and SGS at least 30 days before their travel and should contact the Rutgers Global International Student and Scholar Services (ISSS) office to receive advice and most current information regarding their legal status. Taking a leave of absence from the program requires approval from Rutgers Global. A Rutgers Global advisor will direct students to the appropriate process, keeping their records in the Student and Exchange Visitor Information System (SEVIS) current. Students granted permission must then apply for a new I-20 or DS-2019 to return to the U.S. in a future semester as approved by their program and SGS. Any international student who leaves the United States under this policy without the consent of their Graduate Director is subject to disciplinary action. Students NOT returning from LOA within the approved date may be required to reapply to the School of Graduate Studies and undergo a new admissions process. This policy applies only to students enrolled in SGS. Questions about financial support must be directed to the unit providing the support.

3.14 Assistantship Registrations

All students awarded Teaching or Graduate Assistantships (TA or GA) must register their assistantship appointments each semester for the appropriate number of credits. The course code for full GA registration is 16:xxx:866; part GA Registration is 16:xxx:876. The course code for full TA registration is 16:xxx:877; part TA registration is 16:xxx:878. Students awarded a full assistantship should register for 6 I credits, while those who receive one-half of a GA or TA should register for 3 (E) credits.

Please note: Students who hold full-time TA or GA appointments for the academic year are entitled to tuition remission for up to 6 credits during the summer following their appointment. They are allowed 24 total credits remission for the year (fall, spring, and summer).

3.15 Fellowship Registrations (For SGS-NB students only)

All students awarded Fellowships must register for fellowship appointments. The course code for Fellowship registration is 16:xxx:811 for 0 credits.

Please note: Fellows are not ordinarily eligible for summer tuition remission.

3.16 Use of Rutgers Undergraduate Course Credits Toward Graduate Degrees (November 2020) (For SGS-NB students only)

Transfer requests are evaluated only upon completion of 9 credits of graduate-level course work with grades of B or better in the School of Graduate Studies as a matriculated student.

The School of Graduate Studies allows up to 12 Rutgers undergraduate credits at the 300 or 400 level toward completing a doctoral or master's degree (including the master's component of a bachelor's/master's program). Transfer credits must not have counted toward the credits required to earn the undergraduate degree, including the bachelor's component of a bachelor's/master's program. SGS considers 120 credits as the minimum requirement to earn a bachelor's degree, which means that credits over 120 are eligible to be transferred to the master's degree, given program approval.

The School of Graduate Studies places no limit on the use of program-approved graduate courses taken while an undergraduate toward completion of the doctoral or master's degree provided (as noted in #1) that the credits did not count toward the number of credits (set as 120) required to earn the undergraduate degree.

Credits earned in research courses taken while an undergraduate cannot count toward credits earned for the master's degree, including the bachelor's component of bachelor's/master's programs. An undergraduate research thesis, such as an honor's thesis or the equivalent, cannot be used to meet a master's thesis requirement. SGS has no policies regarding the extent of overlap of the research done to meet a master's degree thesis requirement and the research done while an undergraduate.
Individual graduate programs may impose lower limits on the number of allowed undergraduate credits, additional restrictions on the list of approved courses or the requisite workload or disallow the use of undergraduate credits entirely. The Graduate Director is responsible for reviewing and approving the use of any courses taken while an undergraduate toward completion of the graduate degree.
The School of Graduate Studies does not prohibit programs from approving that a specific course or courses used to meet the requirements of the undergraduate degree also be credited toward the graduate degree. In cases where the use of a course or courses toward both degrees appears to be academically unsound, the School of Graduate Studies may require additional justification from the program or decide to disallow the specific course or courses for the graduate degree.
Credit transfer requests are submitted using the form available on the (link) School of Graduate Studies website.

3.17 Transfer of Graduate Credits Earned at Another Institution (December 2018)

Transfer requests are evaluated only upon completion of 9 credits of graduate level course work with grades of B or better, in the School of Graduate Studies as a matriculated student. Credit is not normally transferred

for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made by the graduate director, in writing, with a statement verifying the current level of the student's information on the subject or that the course material is still current.

Up to 24 of credits required for a doctoral degree, and up to 40% of the required credits for the master's degree, may be transferred from another institution under the following restrictions:

- Credits must not have been used toward meeting the requirements of the undergraduate degree.
- Official transcripts must be provided.
- The courses must be relevant to the student's program of study
- The student must have earned at least 9 credits at Rutgers and be in good standing in a graduate program prior to the transfer request.
- Transfers may be disallowed under the following circumstances: (a) courses were taken six or more years earlier; (b) courses do not meet standards of graduate courses, (c) grades were less than B.

To request a transfer of credits from an international institution, students must submit official transcripts (with certified English translations, if applicable), detailed course descriptions or syllabi, and documentation of the grading scale used. To be considered for transfer, the coursework must have been completed at an accredited or officially recognized institution in the country of origin. The course content must be comparable in scope, rigor, and subject matter to graduate-level courses offered at Rutgers. In many cases, SGS may require a course-by-course credential evaluation from a recognized third-party agency such as WES (World Education Services), ECE, or SpanTran. These evaluations help determine the U.S. credit and grade equivalencies of international academic work and support the program's review of course content, rigor, and level. If a student is unable to obtain a course-by-course credential evaluation from an approved third-party agency due to cost, country-specific barriers, or other documented limitations, the Graduate Program Director may exercise their best academic judgment to assess the coursework. In such cases, the program should provide a written rationale, including any available course materials or grading information, to SGS as part of the transfer credit review.

Please note that approval is not guaranteed, even when eligibility criteria are met, and individual programs may impose stricter limits on transfer credit than those set by SGS.

Requests for approval of transfer of credits should be made using the fillable form available on the website of the School of Graduate Studies.

For some programs, requests may be made in writing to a senior dean of the School of Graduate Studies. All requests must include the official transcript, and indicate the approval of the Graduate Director, including the name of the Graduate Director and contact information. In some cases, a statement explaining the relevance to the program of study, and verifying that the courses meet starts of graduate courses may be required.

3.18 Inter-University Doctoral Consortium and Rutgers-Princeton Exchange

Inter-University Doctoral Consortium (IUDC)

Rutgers doctoral students in the arts, sciences, or education fields who have completed at least one year of full-time graduate study at an accredited institution are eligible to participate in the **Inter-University Doctoral Consortium (IUDC)**. This initiative allows students to enroll in courses at participating institutions, providing access to specialized coursework, faculty expertise, and research opportunities beyond their home university.

Eligibility and Participation

- Open to Ph.D. students in good academic standing who have completed at least one year of full-time graduate study at an accredited institution.
- Requires approval from the student's advisor and the consortium coordinator at both Rutgers and the host institution.
- Enrollment is subject to course availability and faculty approval at the host institution.
- **Courses cannot be audited; students must enroll for a letter grade or pass/fail, where applicable.**

Participating Institutions

The Inter-University Doctoral Consortium includes several universities in the region, such as:

- Columbia University
- New York University
- Princeton University
- The New School
- City University of New York (CUNY) Graduate Center
- Stony Brook University
- Fordham University
- Teac'er's College, Columbia University

(NOTE: STUDENTS SHOULD CHECK WITH THE RUTGERS CONSORTIUM OFFICE FOR THE MOST UP-TO-DATE LIST OF PARTICIPATING INSTITUTIONS.)

Grades and Transcripts

- Grades earned in IUDC courses will appear on the Rutgers transcript approximately one month after the end of the semester but will not be calculated into the student's Rutgers GPA.

Students interested in participating should consult with their graduate program and/or their academic advisor and contact the Rutgers IUDC coordinator for further details on application procedures and deadlines.

Rutgers-Princeton Exchange for Mas'er's Students

In addition to the IUDC, **master's students** at Rutgers may be eligible to participate in the **Rutgers-Princeton Exchange Program**, which allows them to take graduate courses at **Princeton University**. This exchange provides master's students the opportunity to take courses not offered at Rutgers.

Eligibility and Participation

- Open to master's students in good academic standing.
- Enrollment requires approval from both Rutgers and Princeton, as well as the student's academic advisor.
- Admission to specific courses depends on availability and faculty approval at Princeton.
- Courses cannot be audited; students must enroll for a letter grade or pass/fail, where applicable.
- **Students in their last semester of study cannot take a Princeton course unless the credits for that course are not required for graduation.**

Master's students interested in the Rutgers-Princeton Exchange should consult their program and the Rutgers exchange coordinator.

3.19 Excess Credits

Any student wishing to take more than 16 credits in a single semester must first receive the approval of the Graduate Director and the Office of the Dean. Teaching assistantship and graduate assistantship credits are included in this count, so a student with a full TA or GA (6 credits) is entitled to 10 credits of coursework for a total of 16 credits. Students registered for research are generally not considered eligible for excess credits.

3.20 Credit Prefixes (For SGS-NB students only)

The number of credits appearing on course records and registration cards may be preceded by a letter prefix as follows:

E. Course excluded from credit toward a degree; all course requirements must be completed, and a regular grade is assigned. These courses are not included when calculating a student's GPA.

G. A 300- or 400-level undergraduate course for which credit toward the graduate degree is sought has been approved. This option is not available to non-degree students.

J. The course counts toward a degree but has no GPA points.

K. Course counts in the GPA but is excluded from credit toward a degree.

N. Course taken "not-for-credit." The final examination is not required. A final grade of S (satisfactory) or U (unsatisfactory) is assigned.

Graduate students registering for undergraduate courses are subject to the credit prefix rules of the undergraduate division offering the course.

A student registering to take a course on an audit basis will have the appropriate letter prefix added. If the decision is to take the class as a formal auditor, the prefix "N" will be entered. The "N" prefix means the student will do all work short of taking the final exam, and based on the work submitted, the Professor will issue an S or U (Satisfactory or Unsatisfactory) grade. N-credit courses do not count toward the student's graduate degree.

A course excluded from graduate credit has the prefix "E" added. An 'E' prefix indicates the student will do all the work (including the final examination) and receive a letter grade (A, B, C, etc.).

Neither a "N" nor an "E" prefix will award graduate degree credit.

If a student wishes to sit in on a class as an "informal" auditor, the student should not register for the class but ask the instructor's permission to sit in.

Courses taken by non-matriculated students have "K" prefixes. "K" prefixes allow a course to count toward the student's GPA, but those same courses do not count toward the student's degree credit totals. If a non-matriculated student matriculates, the graduate director may request the removal of the "K" prefixes. If approved by the Office of the Dean, the courses will count toward the graduate degree.

3.21 Change of Registration

For all SGS-BHS Newark students and SGS-BHS NB/Pisc Masters students, please refer to the website for registration and add/drop dates.

For all SGS-NB students and SGS-BHS NB/Pisc PhD students:

Please consult the (link) Graduate Registrar for the current term add/drop dates.

The policy for adding and dropping courses after a semester begins is outlined below:

- Students may add and drop classes from the first day through approximately the thirteenth day of classes each Fall and Spring semester without receiving a grade of W. In special circumstances, students may add classes beyond this period only with permission of an appropriate representative from Office of the Dean and the permission of the instructor.

- Students who withdraw from classes after the thirteenth day through the eighth week of the semester will have a W grade recorded on their transcript.
- After the eighth week through the twelfth week of classes, permission from the instructor and the appropriate representative from the Office of the Dean are required for students wishing to withdraw from a class with a grade of W.

3.22 Incomplete Grades

The School of Graduate Studies policy on Satisfactory Academic Progress (section 4.8) stipulates that two or more Incompletes or Permanent Incompletes on record for one or more years without explanations and plans for completion constitutes a failure to maintain Satisfactory Academic Progress and will result in an academic warning (section 4.15) sent by the program to the student. Two academic warnings are grounds for a request from the program for SGS to dismiss the student (section 4.16).

An Incomplete grade (IN) remains on the transcript until it is either replaced with a final grade or converted to a Permanent Incomplete (PIN). Conversion to a PIN requires approval from the program. The program may institute stricter requirements than the above, such as converting an outstanding Incomplete grade to an F if not made up in a specified period (no less than one year from the end of the semester when the IN grade was assigned). PINs may not be available for SGS-BHS students. Students and programs are encouraged to contact the appropriate registrar to verify.

Programs may request that students with excessive incompletes be temporarily blocked from registration to allow time to complete the work.

3.23 Blank or Missing Grades (For SGS-NB students only)

Grades left blank on a roster will be given the code "NG" for No Grade by the Graduate Registrar. If these grades are left blank for two semesters, they will be converted to an F by the registrar. Graders submitting final grades must use the (link) Electronic Grade Change System.

3.24 Permanent Incomplete (PIN) Grades

There are situations in which a grader may find assigning a PIN grade warranted.

- Students are restricted in the number of incompletes they may carry. To continue registering, a student may "abandon" a course by waiving the privilege of completing it. In such a case, the student requests a change from IN to PIN. The PIN is not regarded as outstanding incomplete. It does not hinder further registration unless it represents part of a pattern the faculty interprets as warranting a warning or dismissal for unsatisfactory progress.
- Incompletes are to be made up within one year for courses offered yearly. For courses that are not offered every year, students must make up all coursework by the end of the next semester in which

the course is offered. Those not removed in favor of a letter grade may be converted to a PIN to indicate that the option to complete the course has expired.

- Requests for conversion of an Incomplete (IN) to a Permanent Incomplete (PIN) may be recommended with reasons stated by the Graduate Director by submitting a formal email request to the Office of the Dean. The request for this action should originate from the student. PINs are not to be assigned to final grade rosters.

Graduate programs email sgsadmin@grad.rutgers.edu with pertinent information so that a PIN can be posted when appropriate instead of an IN grade.

3.25 Complete Withdrawals

Complete withdrawals from all courses in a given term may entitle students to refunds, depending on the date the forms are received at either the Office of the Graduate Registrar or the Office of the Dean. Before classes begin, a 100% tuition refund will be issued; as of the first day of classes, an 80% refund will be issued, and every two weeks after that date, the refund drops another 20% until the end of the sixth week of classes, at which time no further refunds will be issued. There are no refunds for dropping just one or two courses when other courses are on the same registration.

3.26 How to Process a Change of Course

For all SGS-NB students and SGS-BHS NB/Pisc PhD students:

When changing a registration, the request must include the correct five-digit registration index number and total number of credit hours, and any credit prefix must be reported. Changes in registration cannot take place without these numbers. The change will not be appropriately processed if an entry is wrong by even one number. Requests for individual course withdrawal or complete withdrawal from all registrations are processed by contacting SGS Administrator (sgsadmin@grad.rutgers.edu)at the Office of the Dean. Registrations by arrangement include all 700-level research registrations, assistantships registrations, and certain seminar and special topics registrations. The Schedule of Classes reflects these credit designations.

For all SGS-BHS Newark and SGS-BHS NB/Pisc Masters students:

Refunds for classes dropped for SGS-BHS Masters students who are billed per credits are possible and they may receive full course tuition refund for dropping individual courses within the time constraints of the add/drop/withdrawal policy, even when withdrawing from the school/program. Please consult with your programs for processing.

Students who register via Banner Self Service, any course updates are done by the SGS-BHS Registrar, via DocuSign forms submitted by students to the campus advisor/ Student Affairs and submitted to the SGS-BHS Registrar for processing.

3.27 Policy on Application Fee Waivers

Graduate Admissions Application Fee Waivers

The Office of Graduate Admissions grants application fee waivers to the following groups only: active U.S. military and military veterans who plan to apply for educational benefits under the GI Bill, current Rutgers students and alumni, and participants in various scholar programs. Students are automatically reviewed for fee waiver eligibility based on the information they provide on their Rutgers graduate school application.

- If applicants have questions about the waiver policy, please contact Graduate Admissions (link).
- Programs are given the option to cover the fee waiver for an applicant using the (link) Program Sponsored Fee Waiver Form

3.28 Big Ten Academic Alliance Traveling Scholars Program

From the (link) Big Ten Academic Alliance website:

Since 1963, the Traveling Scholar Program has allowed Big Ten Academic Alliance doctoral students to spend up to a full academic year pursuing specialized courses of study, researching unique library collections, and working in advanced laboratories and facilities at other Big Ten Academic Alliance institutions —with no change in registration procedures from their home university or additional tuition.

Doctoral-level students interested in the Traveling Scholar Program must first consult their advisor who will determine whether the off-campus opportunity is likely to enhance the student's course of study and ascertain that it is not, in fact, available on the home campus. The instructor/advisor at the host campus must also approve before a student completes the online application.

For more information refer to Big Ten Academic Alliance Traveling Scholar Program website (link).

3.29 International Partnerships

Rutgers offers options for partnerships with institutions worldwide. Many of these partnerships involve Rutgers students traveling to other institutions or students from other institutions traveling to Rutgers for courses, research or both.

To learn about existing partnerships and requirements for setting up a new partnership contact (link) RU Global.

Section 4: Additional Student Academic Issues

4.1 Application for Admission to Candidacy for the Doctoral Degree

The application for admission to candidacy is to be completed by the student and endorsed by the student's committee when the student takes their qualifying examination. The Graduate Director must also sign the form, which is emailed to the Office of the Dean at sgs.degree.submissions@grad.rutgers.edu for processing. Instructions on submission procedures are on the form. All forms are on the School of Graduate Studies (link) forms page.

4.2 Interdisciplinary Doctoral Programs

Option 1: Individualized Doctoral Program

Interdisciplinary Ph.D. programs may be arranged in rare cases for individual students who wish to pursue a program of study that cuts across the boundaries of existing programs.

The contributing disciplines must be existing programs of doctoral study at Rutgers University. The planned interdisciplinary program must be within the areas normally provided by the participating programs and not be a totally new, unoffered area.

Students wishing to pursue an Interdisciplinary Ph.D. degree must first be admitted by one of the existing graduate programs. Students may request transfer to the Interdisciplinary Ph.D. program at any point during their doctoral studies using the current "change of program" process accompanied by a formal proposal for the Interdisciplinary course of study that includes (in a single PDF file):

- Proposed degree title
- Proposed title of dissertation
- Statement justifying the need for the Interdisciplinary Ph.D. and relevance to student's research and career goals.
- List of courses to be used toward the degree (required and options for elective)
- Chair and members of the committee for the qualifying examination and for the dissertation.
- Format and method of administration of the qualifying exam.
- Timeline for completion of the degree.

- Plan for advising, annual assessments of the student's performance and progress, process for academic appeals, opportunities for professional development, opportunities to have a voice in the activities of the participating programs. The above must specify the participation and resources of the programs contributing to the interdisciplinary study and designate who will serve as Graduate Director for the student.
- Statement that the student will have access to professional development and related activities offered by the participating programs.
- Statement of plans for financial support for the duration of the course of study including summers.
- Statement that the student has the option of changing their program of study to one of the programs making up the interdisciplinary plan, and any contingencies attached to such a return.
- Statements from the designated faculty advisor and all Graduate Directors of the participating programs indicate support and endorsement of the entire interdisciplinary plan.

Option 2: Interdisciplinary Track

Two or more programs may collaborate to create an Interdisciplinary Track. Proposals for Interdisciplinary Tracks need to be reviewed and approved following the process for approval of courses and programs outlined in the School of Graduate Studies bylaws, followed by approvals of the chancellors. Tracks must be based on integration of existing programs. (Proposals for entirely new programs must be submitted as program proposals, not tracks.) As is the case for Option 1 above, students are admitted to an existing doctoral program and may transfer to the interdisciplinary track.

Proposals must contain the following:

- Proposed title of the track and list of contributing programs.
- Statement justifying the need for the Interdisciplinary track, specifying benefits to students' research and careers and referring to any comparable programs at peer institutions.
- List of courses to be used toward the degree (required and options for elective).
- Format and method of administration of the qualifying exam.
- A plan for the content and administration of the qualifying exam
- Timelines for completion of the degree, with key steps and milestones indicated.
- Detailed plans for administration and management including selection and admission of students, advising, annual assessments of the students' performance and progress, process for academic appeals, opportunities for professional development, opportunities for students to have a voice in the activities of the participating programs. The above must specify the participation and resources of the programs contributing to the interdisciplinary study as well as a statement that the student

will have access to professional development and related activities offered by the participating programs.

- Description of the process for deciding who will serve as Graduate Director for the track and how that person will be determined with the constraint that the Graduate Director must be a current Graduate Director of one of the participating programs.
- Statement of plans for financial support for the duration of the course of study including summers.
- Statement that the student has the option of changing their program of study to one of the programs making up the interdisciplinary track, and any contingencies attached to such a return.
- Statements from the Graduate Directors of the participating programs that indicate support and endorsement of the track.

4.3 International Dual and Joint Degrees

Occasionally, there are compelling intellectual reasons for a graduate student to pursue a dual degree with an international university. The School of Graduate Studies will entertain such proposals. Joint degrees, however, are much more complicated and are therefore currently not supported. For more information on the policy and process, see Appendix E, Policy on International Dual and Joint Degrees.

4.4 Application for Change in Degree Status

For SGS-NB students the application for change in degree status is completed by students who want to change their degree pursued, (e.g., from Master's to Ph.D., Ph.D. to Master's, or from non-matriculated status to matriculated status). The student should complete the change in degree status form and forward it to the director of the graduate program for their approval. The program or student then forwards the form to the email address sgsadmin@grad.rutgers.edu for the Office of the Dean's review. International students must also obtain a signature of approval from their Rutgers Global Advisor.

For SGS-BHS students, instructions on submission procedures are located on the form and can be found on the School of Graduate Studies (link) forms page.

4.5 Credits Required for Degrees and Letter Grades Available

A total of 72 credits is the minimum requirement for the doctoral degree, of which at least 24 must be research credits. Individual PhD programs may have higher research credit requirements.

A minimum of 30 credits are required for the master's degree, of which 6 (for thesis-based master's) must be research credits. Research credits do not count toward a non-thesis-based master's degree. Individual degree

programs may require higher degree credit totals. The State of NJ set the credit requirements. Research credits are at the 700 level (701, 702).

In courses that offer letter grades, SGS allows grades of A, B+, B, C+, C, and F. SGS does not allow a grade of D. Research courses are typically graded S or U."

4.6 Requirements of Program (2019)

All programs must inform applicants and current students in writing about requirements, including courses, research, qualifying exams, internships, or other activities, and the expected timetable for meeting the requirements. Admitted students and enrolled students must be informed about the levels of performance needed to remain in good academic progress within the program. It is the responsibility of programs to develop a process for informing students and confirming that students have the information. SGS will periodically review academic requirements, standards, timetables, and procedures for communicating information to the students.

4.7 Timetables (2019)

Timetables for meeting program requirements must be realistic and consider factors such as the program's academic goals, available resources (such as staffing), and expected student workload per semester. SGS has an established policy and process for requiring that doctoral students request an Extension of Time (EOT) after seven years of study (see section 4.17). SGS sets no comparable time limit for students enrolled in a terminal master's program. Master's programs that wish to adopt time limits must develop specific justifications based on academic considerations and include processes that allow students to request extensions of time. Master's programs may not set upper or lower limits on the number of credits taken per semester without specific academic justification that applies to all students equally within the program. The timetables and limits on credits per semester must be available for SGS to review.

Master's students: Master's students may request alternative timetables. Requests should explain how the alternative timetables will allow the student to meet the academic goals established by the program and enable steady progress toward the degree. Alternative timetables may include taking more than the recommended number of credits per semester to complete the degree earlier (credits above 18 require permission from the graduate director) or taking fewer than the recommended number per semester. The program may elect not to grant either of these requests on the grounds of justifiable academic considerations or resource availability. If needed, the Dean of the School of Graduate Studies may be consulted by programs or students as part of attempts to agree on suitable timetables. Unresolved disagreements may be grounds for SGS appeal. Students and programs are responsible for determining and

addressing the effect of alternative timetables on non-academic issues, including visa status or eligibility for financial support.

Doctoral students: Alternative timetables for selected doctoral students may be instituted before completion of the qualifying exam. Alternative timetables for doctoral students (a) may involve taking fewer credits than required for full-time status, with appropriate justification; (b) must be approved by the graduate director; (c) do not exempt doctoral students from the SGS policy that requires an Extension of Time to be approved after 7 years of study, and (d) must be accompanied by a year-by-year plan for completion of the degree, with the plan updated annually. Students and programs are responsible for determining and addressing the effect of alternative timetables on non-academic issues, including visa status or eligibility for financial support. Programs must report annually to the School of Graduate Studies the name and progress of any doctoral students following program-approved alternative timetables.

4.8 Satisfactory Academic Progress and Required Review (2019)

The School of Graduate Studies expects all students to maintain Satisfactory Academic Progress at all times. Failure to maintain satisfactory academic progress may affect the student's eligibility for financial support and awards, prolong the time to degree, and, if not remedied, may lead to academic warnings and possible dismissal.

Programs must conduct periodic academic performance reviews, including courses completed and grades, no less frequently than once per semester. Academic review includes written warnings to students who may not maintain satisfactory academic progress.

SGS may request a list of students with academic warnings from the graduate program and/or confirmation that graduate programs conducted reviews.

Transcripts constitute the official and permanent record of a student's academic performance. Course registrations may not be deleted, except in cases where a course is dropped within the first two weeks of a semester. In the rare event of a clerical error, a written request must be submitted to the Dean's office with a clear rationale and supporting documentation to justify the correction.

Satisfactory academic progress requires all of the following:

- GPA of 2.5 or higher for students who have attempted 12 or fewer credits
- GPA of 3.0 or higher for students who have attempted 13 or more credits
- No more than one grade of "U" in courses that are graded S/U

- No more than two (IN) incompletes have been on record for two semesters unless there are documented and acceptable reasons for the Incompletes, along with a plan to complete the work.
- No more than two Permanent Incompletes (PIN) on the transcript.

Failure on a qualifying exam, or failure more than once, where failure is subject to definition by the program, constitutes failure to maintain satisfactory academic progress.

No more than 9 credits of C or C+ may be used to meet degree requirements (exceptions will be considered for courses taken in the medical and dental schools).

Programs may adopt stricter standards than the above.

4.9 Individual Development Plans (IDP) (2021)

Many graduate schools encourage or require the use of Individual Development Plans across disciplinary areas as a means of fostering reflection and communication about the students' goals, aspirations, and accomplishments. *The Science of Effective Mentorship in STEMM* (2019) by the National Academic of Sciences outlines the purpose of the IDP

> *The IDP is a tool for providing structure to mentors and mentees in their work together (Vincent et al., 2015). Developing IDPs requires that mentees think through their short- and long-term career plans and formulate a path to enact the plans with support from their mentor. IDPs provide a mechanism for supporting effective mentorship behaviors in a manner tailored and responsive to mentees' career plans as well as their unique skills, interests, and values (Hobin et al., 2014). The use of IDPs supports structured bilateral engagement and personalization in the mentorship exchange (Hobin et al., 2014; Vincent et al., 2015). Assessments of IDPs indicate they are useful in facilitating skills identification and developing the abilities needed to support career success (Hobin et al., 2014). Given that the use of IDPs is correlated with greater reports of satisfaction and scientific productivity on the part of postdoctoral scientists (Davis, 2009), their expanded use in training programs is expected to benefit a broad range of student scientists (Fuhrmann, 2016).*

The Executive Council of the School of Graduate Studies voted on April 20, 2021, to require that all programs provide students with the opportunity to complete Individual Development Plans containing at least the following elements:

A) Descriptions of progress in completing program requirements;
B) Current and future plans for support;
C) Short- and long-range goals;
D) Steps and timelines to achieve goals;
E) Summary of research and other achievements (with comments on availability or need for resources)

F) Overview of skills acquired or needed relevant to completing the program and moving to careers (for example: learning a new methodology) including transferable skills (such as communication, team building, project management);
G) Training in scholarly ethics or responsible research;
H) Access to opportunities to advance diversity and inclusion, including workshops, discussion groups, courses and curricula, training in teaching a diverse cohort of students.

Students in year seven or later will be required to also provide a summary of current status and plans for completing the degree. This material will be shared with the School of Graduate Studies (see section 4.17).

Completed IDPs may be reviewed by faculty advisors or mentors, and by graduate directors or designates, according to a process developed by the program. IDPs are intended to provide a basis for discussions between faculty and students.

The specific content of the IDPs may be determined by programs, as long as it contains the elements above. Programs will be required to periodically submit their IDP forms to SGS.

IDP format is up to the program. As of September 2021, SGS provides an online tool to create IDPs and allow students to store and retrieve completed IDPs in a secure Rutgers site. More information can be found (link) here.

Student responses and any faculty comments must be stored securely and not contain any personal information such as information about health or finances. Content that the student wishes to remain confidential must not be entered in an IDP.

4.10 Application for Transfer of Program (all SGS-NB students and SGS-BHS NB/Pisc PhD students only)

The application for transfer of program is utilized by students who wish to change from one program to another. If students want to switch programs, they must obtain the signature of their current Graduate Director. The Graduate Director is to forward the form and any comments to the prospective Graduate Director. The prospective Graduate Director will review the materials, sign the form indicating the student's acceptance or rejection of the new program, and forward it to sgsadmin@grad.rutgers.edu for review and processing. For international students, there is an additional section for endorsement from their RU Global advisor. The application for transfer of program is located on the School of Graduate Studies (link) forms page.

4.11 Credit Limitations

No more than 40% of the required credits for a master's degree may come from transfer credits. Note that no more than 24 credits may be used toward the Ph.D. Students may receive credit toward degree completion for up to 3 courses with a grade of C. Students will not receive credit for any additional courses that result in a grade of C. Individual programs may design more stringent requirements.

The burden of monitoring the 12-credit limit on non-degree study is the responsibility of the Graduate Director. Check prior credits and refuse to approve any further registrations by students who have completed 12 credits, regardless of which programs offered the credits. Students wishing to continue their studies must apply to the degree program through regular admissions.

4.12 Policy on Double Counting of Credits

The School of Graduate Studies allows a maximum of 40% of required course credits to be double counted towards a second degree. Each degree program has complete discretion to determine whether to accept credits earned in another program. Double counting is only eligible for programs within the School of Graduate Studies. Student's research credits cannot be double-counted. Students interested in pursuing a concurrent second degree must seek approval from the prospective second program. The student must complete an additional second-degree form on the (link) SGS forms page if approval is given.

4.13 Policy on Outside Employment

The School of Graduate Studies discourages, but does not prohibit, full-time students from obtaining outside employment. Graduate programs are free to set their own guidelines regarding external employment for their full- and part-time students.

4.14 Repetition of Courses (2019)

Matriculated and non-matriculated students can only repeat up to three courses, each no more than once, during their enrollment. Approval of the Graduate Director is required. Courses repeated while in a non-matriculated status will count towards the repetition regulation for those students who progress to matriculated student status. Repetition of any course results in both the original grade and the new grade appearing on the transcript. (An “E” prefix is added to the original grade by SGS or the registrar, which will prevent it from being calculated into the student’s cumulative grade point average.) Students repeating a course, including courses from which they withdrew, must re-register for the course and are subject to paying tuition for that course.

4.15 Academic Warnings (2019, 2021)

Written warnings must be issued by the program each semester to any student who is not maintaining satisfactory academic progress according to the standards established by SGS and by the program. Such warnings must be accompanied by recommended steps to improve performance. These steps include procedures established by the program, such as opportunities for consultation with faculty or program staff for academic help and support. In addition, students must be informed of the resources available at the university. See for example, the following websites (link)

- https://grad.rutgers.edu/current-students
- https://grad.rutgers.edu/academics/academic-enrichment-programs
- https://ods.rutgers.edu/
- https://rlc.rutgers.edu/

Contact SGS for additional recommendations. Programs must inform students about the processes for appealing academic decisions established by the program as required under the bylaws of the School of Graduate Studies, see Student Appeals policy in section 7.4.

Notice of failure to maintain good academic progress for two semesters may be accompanied by a formal notification in writing that processes for dismissal may be undertaken.

Programs must maintain comprehensive records of students' academic performance and be prepared to provide SGS with information about any student who has received an academic warning, including efforts taken by the program and the student to improve performance, as well as the results of such efforts.

The policy on academic warnings above holds for warnings generated due to failing to maintain academic standards, obtaining more than one grade of U on a research course graded as S/U, receiving too many Incompletes, or failing the qualifying examination.

In the case of qualifying exams, a single failure of the qualifying exam counts as a situation that generates a single academic warning (the warning may be conveyed to the students more than once; for the purposes of this policy, it counts as a “single” warning). Additional warnings due to the qualifying exam can only be issued if the student does not pass once again after being given an opportunity to retake the exam. It is up to the programs to determine the standards for defining passage or failure on qualifying exams. In cases where there may be uncertainty about how to map the structure of the qualifying exam onto the definitions of passing or failing, such as when exams may contain multiple components or allow portions of the exams to be retaken, programs are encouraged to consult SGS to determine how to apply the policy on academic warnings. This policy intends to favor the issuance of academic warnings even when there is some uncertainty to ensure that students are informed about their status and given ample opportunity to seek

resources to improve performance or to appeal decisions. Warnings may, but are not required, lead to motions to dismiss the student from the program.

4.16 Recommendations for Dismissal (2019)

Programs may initiate processes to dismiss a student following the second semester of written warnings of failure to maintain good academic progress, where the second consecutive warning is accompanied by a formal notification that a process for dismissal is being initiated. Recommendations for dismissal must be approved by the Graduate Director in consultation with relevant faculty, such as the student's major advisor, thesis committee members, or committees established within the programs to carry out academic reviews and set academic standards.

Students must be informed in writing that the program is undertaking processes for dismissal. Students must also be notified of the availability of counseling and other university services university.

See for examples:

- https://grad.rutgers.edu/current-students
- https://grad.rutgers.edu/academics/academic-enrichment-programs
- https://ods.rutgers.edu/
- https://rlc.rutgers.edu/

Contact SGS for additional recommendations. Programs must inform students about the process for appealing academic decisions to the program as required under the bylaws of the School of Graduate Studies, and the process for appealing academic decisions to the School of Graduate Studies (see Student Appeals policy in section 7.4), should the program appeal not be resolved in the student's favor.

Should the appeals process within the program not rule in the student's favor, a recommendation for dismissal may be sent to the SGS Dean, who may delegate the process of initial review to one or more senior deans within SGS. Initial review may result in (a) delay of dismissal accompanied by specific recommendations to the program for improving the academic performance of the student, (b) recommendation that the student file a formal appeal with the School of Graduate Studies (7.4 Student Appeals policy), or (c) decisions to process the dismissal of the student from the School of Graduate Studies.

Programs may not adopt alternative procedures as part of any attempt to circumvent the above policies, such as registration blocks. Programs must make students aware of their right to withdraw at any time, including after exhaustion of all appeals, but programs must not encourage withdrawal in lieu of the processes outlined above, including fully informing students of their rights and of the availability of university and program resources to improve academic performance.

4.17 Policy on Timely Completion of Degrees by Doctoral Students and Requests for Extensions of Time (December 2021)

Preamble

Completion of degrees in a reasonable timetable is one of the many factors that characterize the responsible conduct of both mentors and mentees. The School of Graduate Studies contributes to this effort in many ways, including offering opportunities for professional development, advising programs on goals and requirements, and requiring the use of Individual Development Plans. See examples:

- https://grad.rutgers.edu/academics/individual-development-plans
- https://sgs-studentidp.rutgers.edu/

The School of Graduate Studies also contributes by advising and assisting students encountering special situations or obstacles. It can also advocate for degree completion by identifying and reporting obstacles to the university due to policies or a lack of appropriate resources.

Another way that SGS contributes to students earning their doctoral degrees in a reasonable period of time is by requiring students who are in year 7 or later of doctoral study to request an Extension of Time (EOT) formally.

The objective of requiring EOTs is to ensure that students receive the mentoring they need to continue to make progress and to support students and their advisors in their efforts to formulate concrete plans to complete the degree. SGS will work with programs and with students to identify and remove obstacles to progress and to assist in developing realistic timelines that allow students to achieve their learning and professional goals.

In those cases where the efforts of SGS and the programs do not succeed, academic warnings may be issued, followed by procedures to terminate enrollment. (See sections 4.15 and 4.17)

Policy

The following describes the SGS policies and procedures governing the EOT process:

- **WHO IS AFFECTED**: Each spring semester doctoral programs in SGS are responsible for compiling a list of students who are in the 14th semester (7th year or later) of full-time study, beginning with the first enrollment in the program. “First enrollment” is the start of the accumulation of credits at Rutgers that count toward the doctoral degree. Semesters of approved leaves of absence and (for students not admitted to candidacy) semesters in which the student registered for “matriculation continued” (see section 3.11, maximum 2 semesters) do not count toward the accumulated time. In early April, SGS will provide graduate directors with a list of students that show up in the registrar’s system as being in their 14th semester or longer, which can be used by the graduate directors to help create their list of students. Please

be aware that SGS's system cannot track a leave of absence. Also, the system indicates first enrollment *at Rutgers*, not in the Ph.D. program.

Each of the "7+ year" students must submit a formal Extension of Time (EOT) request ONLINE using the "7+ year addendum" that is part of the (link) SGS online Individual Development Plan (IDP) platform. Programs are responsible for activating the 7+ year addendum on the IDP platform (see simple instructions below) and for reminding students in semester 14 or later (16 or later for AY 2021-2) of the EOT requirement. It is the responsibility of the student to initiate the request for an EOT.

- **LENGTH OF THE EXTENSION**: Extensions are granted for a period of 1 year, ending in August of the following academic year. Thus, if a student files for an EOT in May of year 7, and the request is approved, the EOT is granted until August of year 8. In the event the degree is not completed when the EOT expires, students have the option to file again for an EOT, subject to the restrictions below.
- **EXTENSIONS ARE REQUESTED ONLINE ONLY USING THE 7+ YEAR ADDENDUM IN THE ONLINE IDP PLATFORM**: Students must request an extension of time using the "7+ year addendum" on the online (link) Individual Development Plan platform maintained by SGS. For students to use the 7+ year addendum, programs must create an Individual Development Plan template for their programs (even if they are not using the entire IDP for their programs). This step takes a few minutes since the platform already provides the text needed to create the template. See below (link) Instructions for setting up the online Quick 7+ Year Addendum . The 7+ year addendum asks for an abstract of the dissertation (or, alternatively, status of progress if the dissertation abstract is not yet available), timeline for completing the dissertation, and information about support and resources. EOT requests must be made using this online platform. EOT requests using the old forms or PDF files will not be accepted by SGS.
- **APPROVALS**: The 7+ year addendum in the online platform has provision for the Graduate Director to approve the EOT request. Graduate directors, along with faculty advisors, may work with the students on their plan for degree completion before approving the request. After approval by the Graduate Director the EOT request is automatically sent to SGS for final approval. The Dean in SGS will only approve extension requests that detail the student's progress thus far and a timeline listing the remaining activities and months that they will be completed (e.g., finalize data collection in June 20XX). Request forms with incomplete information will be returned to the student as "not approved" but asking for additional details. A revised, more complete, extension request form may then be approved by SGS if deemed to be an acceptable timetable for completion. See below for criteria for approving extension requests.
- **WHAT IF STUDENTS DO NOT FILE FOR AN EXTENSION OF TIME**: Students who are in year 7+ who do not have an approved extension of time by fall of semester 15 of doctoral study risk having a block put on registration. We would prefer not to block registration and will first email students and their advisors to discuss the situation with them.

- **CRITERIA FOR GRANTING EXTENSION OF TIME REQUESTS**: The Deans of the School of Graduate Studies will look for convincing evidence that: (a) the student, the faculty mentors, and the program have agreed on a realistic plan and timetable for degree completion, (b) the supporting infrastructure is available within the program so that the plan may be completed, and (c) any obstacles to degree completion have been or are being addressed. Evidence of a realistic plan may include a written proposal for the dissertation that has been approved by the student's committee. In some cases, SGS may ask for additional information from the student or the program. Requests for EOTs from students who are entering year 8 or later, who have received repeated EOTs, will be given very close scrutiny. SGS is aware that the program, faculty and the individual student share responsibility for creating an environment where the student can accomplish the goals stated in the plan for completion of the degree. SGS Deans may also initiate discussions with programs for the purpose of evaluating the requirements, mentoring practices, or admission processes should it be the case that a large proportion of students require EOTs.
- **DENIAL OF AN EXTENTION OF TIME REQUEST**: In the event the Graduate Director decides not to approve the EOT, the program may request SGS that the enrollment be terminated. If the Deans of the School of Graduate Studies decide not to approve the extension, enrollment may be terminated.
- **APPEALS**: Students may appeal against the decision to terminate enrollment in accordance with the formal appeals process in the bylaws of the graduate program and the bylaws of the School of Graduate Studies.

Instructions for setting up the online Quick 7+ Year Addendum

To use the online (link) Individual Development Plan platform solely for the 7+ Year Addendum, Graduate Directors should do the following:

1. Log in to the (link) IDP platform and select your role/program.
2. From the home page, select the "Customize IDPs" tab and then on the next page, select "Create New IDP."
3. Enter the name of your IDP and enter the following in the instructions and guidelines box: Students *should enter their identification information in the* "Student Information" *module and skip directly to the "Addendum" module using the menu on the right side.*
4. You may skip all the other modules and navigate directly to the "Comments and Submission" module using the menu on the right side. Select "Finish Your IDP" to save it.
5. On the next page, select the green "Publish" button next to the IDP you just created. You will no longer be able to edit this IDP and it will be available for student use.

6. Tell students in year 7 or later to complete the IDP you just created by logging into the (link) IDP platform. Students may consult the (link) guidelines for graduate students on the IDP website for support completing their IDP.
7. The 7+ year addendum will have to be read and approved by the Graduate Director before going to SGS for review. The Graduate Director will be notified by email when a 7+ Year Addendum is completed.

Section 5: Procedures for Completing Degrees

5.1 Procedures for Filing for a Master's Degree

5.1.1 With-Thesis Master's Degree (Plan A)

All SGS-NB students who are master's students writing a thesis must follow the Submission Instructions for Master's Degree with Thesis and complete all submission requirements. Students must have at least 24 credits of coursework and 6 credits of research (700-level) towards the degree. After the comprehensive exam or successful defense approval, master's with-thesis students must obtain the signatures of the committee on their Application for the Master's with Thesis degree form. Their Graduate Director must sign the degree form, indicating they satisfy the requirements for the degree.

5.1.2 Non-Thesis Master's Degree (Plan B)

All SGS-NB students who are master's students not writing a thesis must follow the Submission Instructions for Master's Degree without Thesis and complete all submission requirements. Students must have at least 30 credits of coursework. Research credits (700 level) do **not** count toward a non-thesis-based master's degree. After the comprehensive exam or successful writing requirement, master's without-thesis students must obtain the signatures of the committee on their Application for the Master's without Thesis degree form. Their Graduate Director must sign the degree form, indicating they satisfy the requirements for the degree.

5.2 Procedures for Filing for a Doctoral Degree

All SGS-NB students Ph.D. students must follow the Submission Instructions for a Doctorate of Philosophy and complete all submission requirements. Students must have at least 72 total credits towards the degree, and 24 credits must be research credits (700-level). After a successful defense, Ph.D. students must obtain the signatures of the committee on their Application for the Doctorate of Philosophy degree form. Their Graduate Director must sign the degree form, indicating they satisfy the requirements for the degree.

Please note programs may have more stringent requirements and slightly different ratios of credits of coursework to credits of research. However, all requirements must adhere to the SGS minimum credit requirements. Please check with your individual program for detailed requirements.

All degree forms will be checked against the student's official record, and Committee signatures and faculty membership will be checked against the (link) SGS Directory of Graduate Faculty. **Checklists for completing all degree requirements, including instructions on submitting them, must be followed. All checklists can be found (link) here.**

5.3 Procedures for Filing for the Master of Philosophy Degree (For SGS-NB students only)

The first portion of the application must be completed by the student. Signatures of three faculty members must be obtained attesting that the candidate has written a satisfactory essay in fulfillment of the written requirement for the Master of Philosophy degree. If the student is using a thesis, the title of the thesis should be written in the section entitled "Thesis Requirement." Specific instructions on how to list required coursework are found on the Master of Philosophy Form which is found on our forms page (link) here. The signature of the Graduate Director must be obtained testifying that all requirements for the Master of Philosophy degree have been completed. The (link) Online Diploma Application is also required to be completed by the degree deadline date.

5.4 Language Requirements and Candidacy for Doctoral Students

There is no school-wide language requirement. However, the program can determine whether to enforce a language requirement. Any program that enforces this must have its students meet the requirements before they are admitted into candidacy. The qualifying exam has a section of endorsement for a language requirement that is used when applicable. Admission into candidacy cannot be certified for programs that require a language exam unless the student's Graduate Director signs the language requirement section on the qualifying exam form.

5.5 Examining Committees

5.5.1. Master's Comprehensive Examination (Without-Thesis)

These are to be administered by committees of three members, all selected from among the student's (link) program's graduate faculty. Exceptions to the general requirement include MAT and MST programs.

5.5.2. Master's Comprehensive Examination (With Thesis)

All master's students must pass a comprehensive examination, even if they are submitting a thesis. Programs may choose to combine the thesis defense and the comprehensive examination into a single oral examination. There must be three members, all selected from the (link) student's program's faculty on the committee. The vote on the examination and the approval of the thesis must be unanimous. Under some circumstances, it is permissible to include an outside member on the thesis committee. Requests for such

exceptions should be addressed to the Office of the Dean prior to the examination. If students choose the thesis option, be certain that they are using the current Style Guide available (link) here.

5.5.3 The Ph.D. Qualifying Examination

The format and date of qualifying examinations is determined by individual graduate programs. A successful examination requires the signatures of a minimum of four different faculty members. Each examination committee may include one faculty member from outside the program. At least three of the four committee members must be from the student's program's (link) graduate faculty. Please note, the graduate director's signature can only be counted once, even if they hold two titles on the committee (Graduate Director and Advisor).

5.6 Ph.D. Dissertation Committees

Dissertation committees must be appointed immediately prior to or shortly after the student has been accepted to candidacy. After consultation between the student, his or her proposed chairperson, and the Graduate Director, the latter will appoint the committee.

The Ph.D. dissertation committee must consist of a minimum of four members, chaired by a Full Member of the Graduate Faculty designated by the graduate program. One of the committee members must be from outside the program and should be chosen in consultation with the Graduate Director. If the outside committee member is not a member of the Graduate Faculty, the Graduate Director must immediately inform the Office of the Dean of the name and address of the person appointed. If the outside member does not hold a doctoral degree (i.e. the CEO of a company, a professional in the field, etc.), then a copy of their C.V. must be submitted for Dean's approval. Petitions for waiver of the rule requiring that one member of the committee be from outside the program faculty may be addressed to the Dean; these requests should be made well in advance of the formation of the committee. Information on outside members can be sent to sgsadmin@grad.rutgers.edu for processing.

Substitutions in committee membership, once it has been formed, are the responsibility of the Graduate Director and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of their committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a dissertation committee leaves the University, the member may continue to serve on the committee with the approval of the Graduate Director.

Once the student has developed, with the advice of the dissertation director, a fully articulated dissertation proposal, a meeting of the committee (including the outside member, when possible) and the candidate

should be held to discuss the candidate's dissertation proposal. The committee must be kept informed of the students' progress and must agree to follow and assist in the development of their work. The committee shall also agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance. If the outside member participates only during the last stages of the dissertation, it shall be the responsibility of the Graduate Director to furnish them with a copy of the dissertation proposal and of all subsequent changes. The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies (see section 7.4 Student Appeals).

All members of the committee must sign the Ph.D. candidacy form. One dissenting vote is permitted amongst the dissertation committee members. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. The dissenting member's letter must be shared with the Graduate Director, all members of the committee, and the student. The program must also share this letter with the School of Graduate Studies dean's office when the student submits their degree materials. A committee's approval of the completed dissertation and the final examination must be completed simultaneously. In other words, the dissertation should be final during the public oral defense.

Finally, the Graduate Director is responsible for ensuring that all the above procedures are correctly followed and completed before giving final approval. To help students meet our degree deadlines, please schedule defenses and final examinations well before degree deadlines. The Dean's office will automatically process any forms received after the official deadline for the following degree date.

5.7 Policy on the "Outside Member"

The School of Graduate Studies requires that one member of a Ph.D. dissertation committee be an individual who is not a member of the student's degree program. This individual may be a Rutgers faculty member or someone outside the University. Outside members are intended to bring a fresh perspective to the supervision of a student's research and an unbiased look at the quality of the work. Therefore, they must be people with no conflict of interest in the assessment of the student's work.

In some fields, especially the biomedical sciences, there is such a broad inclusion of relevant individuals on program faculties that it has become quite challenging to find a Rutgers faculty member to appoint as an outside member who is not already a member of the program faculty. At the same time, the membership of

these programs is drawn from a wide range of units, so there can easily be faculty members of a program who have little professional contact.

In such situations, it is permissible that the "outside" member be drawn from within the program faculty when it can be shown that that individual has no close personal or professional ties to the student, the adviser, or other committee members. In these cases, the outside member may not belong to a program already represented on the committee. Requests for these exceptions must demonstrate that this is the case and will require approval by the School of Graduate Studies.

5.8 Policy on the Final Examination

Ideally, the committee chair and the defending student must be physically present at the final examination. All voting members of the committee must be present at and participate in final examinations (remote defenses are permissible if all committee members are present and synchronous over videoconference).

As a crucial milestone in a student's doctoral experience at Rutgers and a significant event within the campus scholarly community, the final examination should ideally occur on campus. Final examinations are oral and open to the public.

5.9 Procedure for Deferring Publication of Dissertations

On occasion, there are good reasons to defer the moment at which completed dissertations are made publicly available, whether through placement on the open shelves of the library or online. The School of Graduate Studies reserves the right to judge whether any request to do this is justified. In those cases where such a request is deemed to be justified (e.g., when a patentable invention is presented in the dissertation), the student will request the delay in publishing. Normally, the student will be allowed to defer publication for a period of six months, one year, or two years. Exceptions to this may be approved by the Senior Associate Dean for Academic Affairs. Detailed information on how to make this request is outlined in the degree submissions process found on the SGS degree checklists (link) here.

5.10 Policy on the Dissertation

The dissertation itself must be a single entity and a clearly written account of the student's original research. In addition to a description of the details and results of the research, it should contain an appropriate general and contextual introduction, written at a level accessible to most other workers in the wider field. If the dissertation consists of more than one piece of research, the elements of the dissertation must be related to parts of a common research program and should be tied together in the introduction and the conclusion. See

APPENDIX F: Acknowledgment of Previous Publications Guidelines for Theses and Dissertations for important information about citations, co-authorship and collaborations.

Section 6: Fellowships, Assistantships, and Awards

6.1 Guidance on Financial Support for Ph.D. Students (2025)

The School of Graduate Studies (SGS) provides this information to help its graduate programs navigate the university requirements for financial support for Ph.D. students.

Described below are university policies and agreements; they are not SGS policies. We provide guidance, information and clarity to programs as they make admission decisions.

SGS-BHS PhD students are appointed annually as Grad-Fellows. FY25 – $41,854
FY26 – $46,000

Two documents guide university policy on financial support for Ph.D. students.

1. The first is the Faculty/TA/GA contract (Agreement Between Rutgers, the State University of New Jersey and Rutgers Council of AAUP Chapters, American Association of University Professors-American Federation of Teachers, AFL-CIO, July 1, 2022-June 30, 2026), **hereafter referred to as the** (link) **TA/GA Contract**.
2. The December 2, 2024, Memo on Fellowships from the Office of the Executive Vice President for Academic Affairs, hereafter referred to as **Fellowship Memo.**

TA/GA Contract

- **Beginning with Fall 2024** students entering their Ph.D. graduate program that semester, at the conclusion of a full-time Ph.D. student's one-year term of appointment as a TA or a GA, or following the conclusion of such student's one-year fellowship, the University shall offer the full-time Ph.D. student support through the completion of the fifth year of the student's doctoral program provided the student is making adequate academic progress in their program through TAships, GAships or University-sponsored fellowships.

Teaching Assistant ("TA")/Graduate Assistant ("GA") Salaries

Ten-month Academic Year ("AY") Appointments

FY23 – $33,178
FY24 – $35,335
FY25 – $36,395
FY26 – $40,000

Twelve-month Calendar Year (“CY”) appointments

FY23 – $38,155
FY24 – $40,635
FY25 – $41,854
FY26 – $46,000

Side Letter on Doctoral Fellowships: the EVPAA will form a committee to review stipend levels for fellowships. On December 2, 2024, the committee issued their letter that defines fellowships and the minimum stipend levels for internally funded AY and CY fellowship appointments. The letter is attached.

Fellowship Memo

Effective September 1, 2025, the minimum stipend levels will be in effect for full-time Ph.D. students:

Academic Year appointment: $30,833

Calendar Year appointment: $37,000

For AY 25-26, the Office of the EVPAA will provide funding through the Office of the Provost to fund the delta for internal graduate fellowships that do not meet these new minimum levels. After AY 25-26, the unit that funds the fellowship will be fully responsible for funding the stipend.

For definitions on full-time status, see section 3.9.

SGS Funded and Managed Fellowships

SGS provides graduate students with fellowship support for graduate students through the following mechanisms:

SGS Deans Fellowship to Broaden Participation: For 2025-26, as in the past, awards will be for incoming Ph.D. students for one year. The awards provide $30,000 towards stipends, tuition remission, and Fellow health insurance. The graduate program must make an offer to the student that is

consistent with the guidelines from the **Fellowship Memo**: (a) stipend of a minimum of $30,833 AY or $37,000 CY, and the **TA/GA contract:** (b) guaranteed five years of funding. Moreover, you can top off the Dean's Fellowship to match at least the level of your program's standard offers, and we strongly encourage you to ensure competitive offers.

Presidential Fellowship: The Presidential Fellowship is a supplement that provides three years of funding at $10,000.00 per year. The Presidential Fellowship can be used to bring a fellowship stipend to the new minimum requirements. However, programs are encouraged to use the Presidential Fellowship to support an offer that includes fellowship stipends above the minimum set in the Fellowship Memo.

Bevier and University Dissertation Fellowship: The Bevier Fellowship is a one-year dissertation completion fellowship. The stipend has been $25,000.00 and will be raised to $30,833 for AY 2025-2026.

Discussion

Ph.D. students who are offered university funding for the first year of their Ph.D. studies must be offered funding for years one to five on internal fellowship, TA, or GA appointment. To receive funding, the student must be in good standing each year of support.

For an internal fellowship to reach the minimum stipend thresholds, the fellowship can be funded from multiple sources. If a student has multiple fellowship appointments, those appointments must comply with the university's (link) Multiple Assignment Matrix.

UHR updated the Multiple Assignment Matrix on August 1, 2024, and the options for fellows to hold multiple appointments are limited. SGS is in the process of seeking additional clarity on these requirements from UHR. We encourage Graduate Directors to work with their professional staff and UHR to confirm the plan for multiple appointments for a student is following UHR policies.

It is the graduate program's responsibility to track the funding of their graduate students and to ensure that students who are supported on university funds in the first year of their Ph.D. have a five-year funding package and that their stipend in fellowship years meets the minimum required funding levels for the fellowship stipends.

Ph.D. students who are not offered funding in the first year of their Ph.D. are not subject to the five-year funding rule. For example, a student who is admitted with three years of funding from the Foreign Fulbright Scholarship program can be supported for their first three years with Fulbright funds and then

in years four and five with university funds, without the university being obligated to provide a five-year funding package.

The minimum fellowship stipend level requirement does not apply to students who are on externally funded fellowships.

6.2 Fellowships Overview

A range of fellowship support is available through the School of Graduate Studies, through the unit Deans, or from external sources. The procedures, stipends and rules of eligibility change from time to time. The types of student support are summarized below. Extramural fellowships and grants are an important source of support for Rutgers graduate students. Most extramural fellowship and grant applications are student initiated. Students should plan to apply for the award in the academic year before they plan to use the support. The majority of extramural fellowship and grant deadlines are between the months of September and March. Developing a competitive fellowship or grant application requires time and faculty mentor input. As such, students should begin to work on an application three to four months before the deadline. For more details on extramural fellowships for graduate students, see section 6.4 External Grants and Fellowships.

6.3 Rutgers Fellowships

6.3.1 Presidential Fellowships

The Presidential Fellowship program is offered by the Office of the Executive Vice President of Academic Affairs. The purpose of the Presidential Fellowship is to support the recruitment of exceptional applicants to our graduate programs. The annual competition for the SGS programs is managed by the SGS Dean's Office on behalf of the EVPAA. The Office of the Vice Dean of SGS manages the selection process for the SGS-BHS programs.

Presidential fellowships are designed to provide supplementary support. Please see the SGS website on Presidential Fellowships for current guidelines and program details.

6.3.2 Excellence Fellowships

Excellence fellowships are administered through the Office of the Dean of the school in which the graduate program resides.

6.3.3 The Dean's Fellowship to Broaden Participation

To promote inclusive excellence and broaden participation in graduate education, the School of Graduate Studies awards the Dean's Fellowships to Broaden Participation to incoming graduate students. Awardees span all disciplines and departments, with roughly equivalent representation among STEM, social sciences, and humanities.

Graduate Directors nominate candidates for the Dean's Fellowships, documenting how the individual contributes to diversity in both the graduate program and the overall graduate community and outlining a mentorship plan. Awardees receive a standard offer of admission from the graduate program and a fellowship award notification from SGS with details of the funding package. Please see the SGS website on (link) Fellowships, Funding and Training Grants for more details.

6.3.4 University and Bevier Fellowships

The School of Graduate Studies University & Louis Bevier Dissertation Completion Fellowship is designed to provide support ***during a doctoral candidate's final year of dissertation research and writing.*** The award is intended to support completion and recognize excellence. Please see the SGS website on (link) Fellowships & Grants for more details.

6.4 External Grants and Fellowships

SGS students have many opportunities to apply for externally funded fellowships and research grants to support their graduate studies. Graduate programs should encourage their students to pursue these opportunities. The GradFund Fellowship Advising Office is the SGS service dedicated to supporting students who are applying for externally funded fellowships and grants.

6.4.1 GradFund

The School of Graduate Studies' GradFund peer mentoring fellowship advising service supports graduate students who are applying for extramural, merit-based research grants and fellowships. Directed by SGS Senior Associate Dean Teresa Delcorso-Ellmann, the Office of Graduate Student External Grants and Fellowships offers a suite of services and resources to assist graduate students with learning best practices in grantsmanship including identifying and learning about major funders and awards in their field of study, preparing application materials, and managing post award issues

The (link) GradFund website hosts an award database of over 3000 fellowships and grant opportunities for graduate students. Students are encouraged to schedule individual advising appointments with a member of the GradFund fellowship advising team through the GradFund widget on the myRutgers Portal. All graduate

students are eligible to enroll in the GradFund Self-Paced Guide to Fellowships and Grants asynchronous course on (link) Canvas.

Graduate students are recruited annually to work as Fellowship Advisors who are supported on competitive GA appointments for an academic or calendar year. A call for applications is issued in the spring semester in anticipation of openings on the team.

6.4.2 GradFund Workshops and Programs

GradFund offers programming and workshops throughout the year. These programs are in addition to the digital resources and individual appointments.

The **GradFund Graduate Funding Mentoring Program** is an annual program designed to help students build their capacity to write competitive fellowship applications by introducing students to best practices in grantsmanship, proposal writing 101, and the development of fellowship applications. The program is online and asynchronous.

GradFund offers workshops and webinars throughout the year. To see the current schedule, visit the (link) GradFund website.

GradFund Fellowship Advisors and Peer Mentors are available to present workshops on GradFund services, applying for funding and proposal writing. To schedule a presentation or workshop, send an email to fellowship_advisor@gradfund.rutgers.edu.

6.4.3 Overview of Extramural Fellowships and Grants

Extramural, merit-based funding is an important source of support for graduate students. In addition to providing enhanced or necessary support to advance their graduate studies, these honorific awards bring important recognition to the student, their graduate program and the university. As such, all of our graduate students should be encouraged to apply for external funding as they pursue their degree. The majority of external funding currently offered by funders (public and private) is designed to support students pursuing the Ph.D. There are fellowships and grants available to both domestic and international students. The majority of the funding available is designed to support students pursuing research-based graduate degrees. However, these could also be a modest source of support for students who are pursuing non-research master's degrees.

6.4.4 Application Logistics

Graduate student extramural funding applications are typically initiated by the student and may or may not require faculty and/or university sponsorship. The award is made to the student either directly or through the university and the support is expressly intended for the student. External fellowship and grant competitions work on set cycles. Students should plan to apply for funding for the academic year before they plan to utilize the funds. The majority of the deadlines fall in the 6-month period between September and March. As students move through their degree requirements, they move in and out of eligibility for different award programs. Hence, planning is key to developing a successful application.

Each fellowship and grant competition has a unique set of application and submission requirements. Depending on the award the student may be required to submit the application directly to the funder, through the School of Graduate Studies or through the (link) Office for Research.

The level of financial support provided by an award will vary. Awards may be multi-year, generous fellowships, research grants, summer stipends or small, partial fellowships. Students should be encouraged to think about how to integrate the process of applying for funding into their graduate students as well as how to integrate the awarded funds into their overall funding package.

The (link) GradFund website and Self-Paced Guide to Fellowships and Grants on Canvas has extensive documentation on application planning and logistics.

6.5 SGS Managed Fellowship Competitions

Several external fellowship competitions are managed through the Office of Graduate Student External Grants and Fellowships by the Senior Associate Dean of the School of Graduate Studies, Teresa M. Delcorso-Ellmann. Any external grant or fellowship application that requires the School of Graduate Studies' endorsement or submission of application materials is processed through the Office of Graduate Student External Grants and Fellowships, including

- German Academic Exchange Service - DAAD
- Dolores Zorhab Liebmann
- Fulbright US Student Program
- Fulbright Hays

Students who are interested in pursuing the above listed opportunities should send an email to fellowship_advisor@gradfund.rutgers.edu for assistance.

6.6 Provision of Health Insurance for Internally and Externally Funded Fellows

Students who hold internally funded fellowships may be eligible for access to the fellow's single-coverage health insurance. For details, contact Gary Buschhorn at buschg@grad.rutgers.edu, 848-932-1664.

Students who are awarded externally funded fellowships that provide a minimum level of support of $20,000.00 may be eligible for access to the fellow's single-coverage health insurance.

All SGS-BHS PhD students are fellows and have their University Healthcare insurance covered through their advisor

6.7 Tuition Remission for Externally Funded Fellows

To incentivize and support graduate student success, the School of Graduate Studies will provide doctoral students who secure nationally or internationally competitive fellowships with the ***minimum number of tuition credits required*** each semester they are on the fellowship.

Requests for tuition benefit should be submitted to the SGS (link) submittable portal by graduate program staff and should include copies of the fellowship award documents. If additional information is needed, the request will be sent through the portal to the program staff. The decision on whether tuition will be provided will also be communicated to the program staff through the portal.

All SGS-BHS PhD students have their tuition covered.

6.8 Tuition Remission to Support Doctoral Degree Completion

To support graduate student success, graduate programs may request up to 3 credits of tuition support for unfunded doctoral students who are in the final year of their program of study. We recognize that there may be times when a student has expended their funding package, and the cost of tuition is a barrier to the timely completion of their Ph.D. SGS will receive and review requests from graduate program staff for the one-semester provision of up to 3 credits of tuition to help a student finish their degree. Requests should be submitted through the SGS (link) submittable portal.

Requests for the tuition benefit should be submitted to the portal by graduate program staff and should include a written request from the Graduate Director that explains the need for the tuition and the plan and timetable for the student to complete their degree. A clear and compelling case should be made for why the tuition is needed, including an explanation of why the tuition cannot be covered by the graduate program or the school in which the program resides. A small percentage of these requests can be granted each year.

SGS-BHS PhD students who are within 6 months of defending can apply for Acceleration and Completion fellowship which are offered twice a year for 6 months of funding.

6.9 Payroll Deduction of Student Fees, Housing and Dining

Teaching Assistants, Graduate Assistants, and Fellows may complete and submit a Payroll Deduction Form each semester if they wish to deduct charges not covered by remission from their pay. They may elect to have any of the following student fees deducted from their university paychecks: Housing, Dining, Student Fee, Technology Fee, School Fee, Course Fee, New Student Fee and Health Fee. For more information, students should consult the Student Accounting website (link) TA/GA/Fellows Tuition Remission | University Finance and Administration . Students must be on payroll with a valid Social Security Number (SSN) and the form must be submitted no later than the sixth week of each semester that the student wants to participate in this plan.

All SGS-BHS PhD students have their student fees covered. SGS-BHS PhD students may complete and submit a Payroll Deduction form each semester to cover RU housing costs.

6.10 SGS Conference and Research Travel Awards

The School of Graduate Studies provides conference and research funding for Ph.D. students. There are three different protocols in place for applying for travel awards, depending on your graduate program. All three programs are detailed on the SGS (link) Conference and Research Travel Program website.

There is a funding program for Ph.D. or MS student who work for Rutgers Biomedical and Health Sciences PI and are in the following graduate programs are eligible for these SGS-BHS NB/Pisc travel awards: Biochemistry, Biomedical Engineering, Cell & Developmental Biology, Cellular and Molecular Pharmacology, Exposure Science, Microbiology and Molecular Genetics, Neuroscience, and Physiology and Integrative Biology. For students in the Toxicology program, Ph.D. students who work for faculty that are resident members of EOHSI or in RWJMS labs are eligible. Please visit the program's Student Academic Forms website to download a Student Travel Award Approval Form or contact Tina Marottoli if you have questions about eligibility requirements and application procedures. Details on how to apply for these funds are posted on the (link) Biomedical Sciences and Health Travel Awards page.

There is a funding program for students who are enrolled in the Newark Biomedical Sciences doctoral programs, students with questions about this program should contact Beatrice Suffrant. Details on how to apply for these funds are posted on the (link) website.

For students who are not eligible for the two above reference programs may apply to the School of Graduate Studies (link) Conference and Research Award program, which is designed to provide support to Ph.D. students in the School of Graduate Studies (School 16) who **do not** have access to the conference funding programs available through the New Brunswick/Piscataway and Newark Biomedical Sciences programs. The purpose of the SGS Conference and Research Award program is to help defray costs associated with off-campus research activities and presenting at academic, scholarly, and scientific conferences. Priority will be to support students who do not have access to other resources to support these activities and who are making good progress in their degree program. Questions should be directed to sgs_awards@grad.rutgers.edu.

Priority is given to students who are ABD. For conference travel requests, **the student must plan to present at the conference.** For research travel requests, priority will be given to students who do not have access to other sources of funding to support their research.

Section 7: Student Life and Related Information

7.1 Student Life and Related Information

Graduate programs play an important role in developing a positive collegial environment in which students can successfully meet their academic and professional goals. In fact, given the size and complexity of the university, the graduate program is frequently the only sustained contact that a student will have with the institution. The extent to which the faculty and staff take an active interest in the lives of their students makes a significant difference in the quality of the student's academic experience at Rutgers. When students have concerns with housing, finances, personal problems, etc. they will usually first go to the graduate program for assistance. If the graduate program is not able to help, there are many university resources designed to support graduate student success.

The Office of Graduate Student Life based in Rutgers Student Affairs offers programming to enhance the educational experience and quality of life for Rutgers University-New Brunswick graduate and professional students by serving their diverse needs, fostering community, and a sense of belonging, and helping students navigate the vast array of resources available at Rutgers. Programming and services include

- Supporting the navigation of university resources and services.
- Creating programs to connect students and build communities outside their disciplines and around shared social identities and experiences (affinity).
- Fostering an institutional culture that recognizes and celebrates the contributions of graduate students.
- Providing graduate student exclusive spaces.

For more information visit the (link) Graduate Student Life website.

Students in need of accommodations should contact the (link) Office of Disability Services. Disabled students must have a medical form documenting their disability to aid in accommodating their needs.

The Graduate Student Association (GSA), representing all graduate students (who pay fees) and schools in New Brunswick, provides support for many of the programs, cultural events, and student journals in Rutgers-New Brunswick. The Executive Council meets regularly to oversee the allocation of student fees and examine institutional issues from a graduate student perspective. For more information visit the (link) GSA's website.

For more information on graduate housing visit (link) Residence Life's website.

7.2 Student Conduct

The Office of Student Conduct administers the student disciplinary system at Rutgers-New Brunswick, investigating and adjudicating alleged incidents of student misconduct, and academic dishonesty. The office enforces the University Code of Student Conduct, Residence Life conduct policies, the Student Organization Standards of Conduct, and the Academic Integrity Policy. The Office of Student Conduct also educates the University community about academic integrity and other ethical issues. For further information please access (link) The University Code of Student Conduct.

7.3 Academic Integrity

As stated in the University's regulations governing academic integrity, "Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld." For more information, please refer to the Rutgers (link) Academic Integrity Policy. Violations of the academic integrity policy should be reported to the Office of Student Conduct through their portal (link).

7.4 Student Appeals

Each program must have a mechanism for hearing and resolving appeals from students concerning academic actions and judgments that directly affect them. This program-level mechanism should provide due process to the student. It should be used before students appeal to the Office of the Dean of SGS. Students should be fully informed of their right to appeal and of the procedures, as well as their right to appeal further to the Office of the Dean of SGS should they choose to do so.

The student should take the issue to the director of the graduate program or a designate for review and mediation. The director, or a designate, consults with all parties and proposes a resolution. If this is unsuccessful, the matter is referred to a faculty committee, as designated in the bylaws of the program. The committee may consult with anyone it chooses in arriving at a recommendation on the matter. In extraordinary cases, it may ask third parties in the faculty to review the decision that was appealed.

While action within the faculty normally is final, a student may appeal to the School of Graduate Studies if the decision is regarded as unfair. Each case will be reviewed by a representative of the Dean of the School of Graduate Studies, who attempts to informally resolve the dispute. Appeals referred to the Office of the Dean will be investigated, and, in some cases, students will be referred back to the program if programmatic avenues of appeal have not been exhausted. Should the issue remain unresolved, a written notification is

provided explaining that the student may request that the dispute be brought to the Appeals Committee in the School of Graduate Studies. Such a request must be made within 30 days of notification.

The Appeals Committee hears appeals that have not been resolved by the Office of the Graduate School. The case must be made by the student in writing. A written response to the student's statement will be solicited from the Graduate Director whose action is being appealed. The committee normally bases its judgment on written submissions only. Should the committee deem it necessary, it may call upon the student and/or a faculty member (or members) for written or oral responses to questions raised by the committee.

A student may request an appearance before the committee. If they believe an appearance is warranted by unusual circumstances, the committee members may allow the student to appear before them. They may, however, limit the amount of time granted, which normally will not exceed 30 minutes. The committee reports its recommendations to the Dean of the School of Graduate Studies, whose decision is final.

7.5 Student Participation in Governance

Graduate student participation in governance within their respective programs shall adhere to the bylaws established by the School of Graduate Studies. For detailed information, please refer to Appendix G APPENDIX G: The Bylaws of the School of Graduate Studies, which contains the SGS bylaws.

7.6 Immunization Policy

Immunizations are mandated by New Jersey state law and university policy. Requirements are designed to protect your health and the health of others including fellow students, staff, and patients. Please see the current (link) Rutgers immunization policy.

7.7 Counseling Services for Students

Counseling services are offered through Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS), is our university mental health support service. They provide personal counseling and psychological services for students. Please visit the (link) CAPS website for further information.

7.8 New Student Orientation

New student orientation is available over canvas and is updated every year over the summer for students entering in the Fall. Visit our webpage on (link) newly admitted students for more information.

7.9 Ombudsperson

Sometimes graduate students and faculty need another avenue for dealing with problems that cannot be resolved within their graduate programs or other Rutgers office. If you have been unable to solve a problem or if you do not feel comfortable addressing a concern within your graduate program, you may wish to contact the Senior Associate Dean at SGS. The Senior Associate Dean will confidentially assist students and faculty to identify options, consider avenues to pursue, and seek alternate resolutions to disputes.

7.10 Code of Responsible Conduct and Professionalism

The School of Graduate Studies (link) Code of Responsible Conduct and Professionalism in Graduate Education is available online.

We expect and encourage

- Honesty and Integrity
- Respect and tolerance
- Sensitivity to differences among individuals
- Professionalism
- Attention to goals and responsibilities
- Timely and constructive feedback
- Acceptance of constructive feedback

The following are inappropriate behaviors

- Mistreatment, abuse, bullying, or harassment, whether by actions or language
- Unprofessional criticism
- Requests for personal services
- Assigning tasks as punishment or retribution
- Sexual assault or sexual harassment
- Discrimination
- Indifference to inappropriate behaviors that are witnessed

APPENDIX A: Terminal Master's Degrees

In many disciplines an academic master's degree is an appropriate advanced degree that not only provides advanced education and training in a specific discipline, but prepares the candidate for specific career opportunities, often meeting a specific set of skills needed to succeed in the public or private sector. Such advanced training is becoming increasingly important in meeting the needs of a professionally trained workforce.

With the advent of new budgeting models at Rutgers University, we anticipate that graduate programs across the New Brunswick campus will be newly motivated to consider new terminal master's degree programs, or new options within existing programs, since a new mechanism to fund such academic offerings is now available. Therefore, the School of Graduate Studies feels it is timely to provide guidance to programs considering such new directions, so that programs will take into account the expectations that would be considered by the School of Graduate Studies before recommending adoption of these new degree options.

A program proposing the establishment of a new master's degree option within an existing program, or a School proposing the establishment of a new master's degree program, should submit a proposal that summarizes the purpose of the proposed degree option/program, the academic components of the option/program, and the resources that would be available to support the initiative, both academically and administratively. The proposal should also have examined how the proposed option/program supports the Rutgers mission and complements or goes beyond current offerings on the New Brunswick campus.

The faculty developing a proposed new master's program should consult with leadership within their own school to ensure that the proposed program is consistent with the school's strategic plans, and to ensure alignment with the school's fiscal objectives.

Once a proposal has been developed, a Graduate Director should submit it to the Senior Associate Dean for Academic Affairs, who will present it to the appropriate Area Committee (or committees for proposals that cross the major disciplinary areas) for consideration. Upon recommendation of the Area Committee(s), the proposal is forwarded to the Executive Council of the School of Graduate Studies. Both Area Committees and the Executive Council are bodies of experienced faculty members who have been appointed or elected to serve in this oversight capacity. Both bodies will be examining proposals to determine how they satisfy the criteria outlined above and meet the expectations for excellence and sustainability. Upon recommendation of the Executive Council, the proposal is forwarded to the entire Graduate Faculty for consideration. New options in existing degree programs normally require no further approvals. If a new degree program is recommended, upon approval by the Graduate Faculty the proposal is forwarded to the New Brunswick Chancellor and the Senior Vice President for Academic Affairs for approval and presentation to the Board of

Governors. Often such proposals are also circulated to other schools at Rutgers or other universities across the state before final adoption; they may also be the subject of review by an external consultant.

Schools that currently offer only undergraduate degrees may also wish to consider professional master's degrees for which these guidelines may also be appropriate. (An example could be a Master of Engineering degree.) Consideration should be given to offering such degrees through the School of Graduate Studies, to take advantage of the existing infrastructure for the guidance, support and monitoring of graduate degree programs. The following provides additional guidance on the components of a complete proposal for a new master's degree program or option.

Goals for the Program or Option

The proposal should document the goals that the new program is being designed to achieve: the students who would be served, the envisioned professional impact of this opportunity in meeting the needs of these students, and how the program complements the mission of the School of Graduate Studies in providing graduate education. Many proposed new programs or options will be developed to serve the business or technical community of New Jersey or the tri-state region, but they could also serve teachers or the general public. Proposals should also address how graduate students in other programs in New Brunswick would participate and benefit, in particular to provide practical components to their education. The proposal should describe how the program would work with the degree recipients in preparing them for and realizing careers in the business, industry, or service sectors motivating the proposed program. Measures to evaluate the effectiveness of the new program or option should be enumerated, as well as mechanisms proposed to monitor and take into account the evolving needs of the students to be served, especially since needs in the private sector are likely to change over time. A review of the progress of these new terminal master's degrees, including data identifying the graduates' satisfaction with the program, should take place within five years after they have been established.

Complementing Existing Offerings

Proposals for new programs or options are expected to go beyond the current offerings in New Brunswick and should document that there is minimal overlap with existing degree options in New Brunswick. Any significant overlap with other programs at Rutgers University or other programs offered in the State of New Jersey should be documented. If there is partial duplication of other New Brunswick programs, the proposal should justify any duplication that could not be handled through cross-registration.

Quality of the Program and its Offerings

Central to all proposals is a discussion of the quality of the proposed program or option. Proposals should discuss the commitment and expertise of the graduate faculty members who will be developing the curriculum and teaching the courses, the educational preparation and characteristics of the students the program will attract, and the intellectual quality of the course offerings, as well as the capstone experience.

Proposals should document the commitment of the graduate faculty of the program to develop the curriculum, teach the courses, and advise and mentor the students. The courses should be taught by tenured or tenure-track faculty members. If some courses are taught by adjunct faculty members (who should also be members of the Graduate Faculty), their long-term commitment to the program should be documented.

An outline of the courses for the new program/option should be included with all proposal submissions. The proposals should include a description of who would take any new courses, i.e., only a new cohort of master's students, new master's students and current Ph.D. students in the same program, or more broadly master's and Ph.D. students in programs across New Brunswick. If existing courses would be used, the proposals should address the different expectations of Ph.D. students and terminal master's students in the same classrooms, or different expectations of master's and undergraduate students, if undergraduate courses would be part of the course offerings (no more than 12 credits of undergraduate courses can be applied to a master's degree). If master's students take the same courses as Ph.D. students, the proposal should address how this could affect the quality of the experience for Ph.D. students or the ability of the master's students to meet the expectations of the course. Proposals should address how courses that would predominantly serve master's students would affect the faculty's commitment to Ph.D. education in the program. Detailed course proposals need not be submitted at the time a new program or option is proposed but must be submitted for approval by the School of Graduate Studies before they are offered.

Learning Outcomes and Assessment

All proposals should include the specific learning outcomes for the master's program and the specific course offerings. Additionally, methods for measuring the extent to which the program has met the specific programmatic goals as well as the students' learning goals will need to be enumerated.

Degree Requirements

Proposals should consider the optimum size of the proposed program, when the program would admit its first cohort and over what time period the program would ramp up to full size. Since students in professional master's programs typically do not have the credentials to proceed to the Ph.D., the proposal should address

how the program would articulate realistic expectations to the master's students, i.e., that the master's program is not an entrée to an existing Ph.D. program.

Currently the School of Graduate Studies requires master's degree students to pass a comprehensive exam and a capstone experience of either a master's thesis or a creditable expository or critical essay. The proposal should describe both the comprehensive exam and capstone experiences that would be required of the degree recipients. (Proposals for new professional master's degrees, such as a Master of Engineering, should include degree requirements appropriate for that discipline.)

Resources

The proposal should document that there are sufficient resources, both faculty and administrative, to implement a successful graduate experience. The proposal should document that graduate faculty members have been identified to teach the courses, advise the students at all stages of their studies and as they prepare for future careers, and mentor them in their capstone experiences. The proposal should also discuss the administration of the program. This includes a coordinator for a new option or a director for a new graduate program, and administrative support, such as office space, administrative support staff, and funds to recruit the new students.

APPENDIX B: Self-Standing Certificates

In many areas a certificate earned primarily by a set of courses is an appropriate offering that not only provides advanced education and training but prepares the candidate for specific career opportunities by providing a set of useful skills. Such advanced training is becoming increasingly important in meeting the needs of a professionally trained workforce. In response to the demand in both the public and private sectors for self-standing certificates, we anticipate that graduate programs and inter-program faculty groups across the New Brunswick campus will wish to consider new offerings of this kind, available to prospective students who are not also enrolled in degree programs. Therefore, the School of Graduate Studies feels it is timely to provide guidance to faculty groups considering such new directions, so that proposals will take into account the factors that would be considered by the School of Graduate Studies before recommending their adoption.

A program proposing the establishment of a self-standing certificate should prepare a proposal that summarizes the purpose of the suggested program, academic components of the program, expected learning outcomes, assessment methods and standards, and resources that would be available to support the initiative, both academically and administratively. The proposal should also have examined how the anticipated program supports the Rutgers mission and complements or goes beyond current offerings on the New Brunswick campus.

Once a proposal has been developed, the faculty member leading the initiative should submit it to the Senior Associate Dean for Academic Affairs, who will present it to the appropriate Area Committee (or committees, for proposals that cross the major disciplinary areas) for consideration. Upon recommendation of the Area Committee(s), the proposal is forwarded to the Executive Council of the School of Graduate Studies. The Area Committees and the Executive Council are bodies of experienced faculty members who have been appointed or elected to serve in this oversight capacity. Both of these bodies will be examining proposals to determine how they satisfy the criteria outlined above and meet the expectations for excellence and sustainability. Upon recommendation of the Executive Council, the proposal is forwarded to the entire Graduate Faculty for consideration. If a new self-standing certificate program is recommended, upon approval by the Graduate Faculty the proposal is forwarded to the New Brunswick Chancellor and the Senior Vice President for Academic Affairs for approval and presentation to the Board of Governors. Normally, such proposals are also circulated to other schools at Rutgers or other universities across the state before final adoption; they may also be the subject of review by an external consultant.

The following provides additional guidance on the components of a complete proposal for a new certificate program.

Goals for the Program

The proposal should document the goals that the new program is being designed to achieve: the students who would be served, the envisioned professional impact of this opportunity in meeting the needs of these students, and how the program complements the mission of the School of Graduate Studies in providing graduate education. Proposed new programs or options may be developed to serve the business or technical community of New Jersey or the tri-state region, but they could also serve teachers or the general public. Proposals should also address how graduate students in degree programs in New Brunswick could participate and benefit, in particular to provide practical components to their education. The proposal should describe how the program would work with those degree recipients in preparing them for and realizing careers in the business, industry, or service sectors motivating the proposed program. Measures to evaluate the effectiveness of the new program should be enumerated, as well as mechanisms proposed to monitor and take into account the evolving needs of the students to be served, especially since needs in the private sector are likely to change over time. A review of the progress of these new self-standing certificate programs, including data identifying the graduates' satisfaction with the program, should take place within five years after they have been established.

Complementing Existing Offerings

Proposals for new programs are expected to complement the current offerings in New Brunswick. Any significant overlap with other programs at Rutgers University or other programs offered in the State should be documented. If there is partial duplication of other New Brunswick programs, the proposal should justify it.

Quality of the Program and its Offerings

Central to all proposals is a discussion of the quality of the proposed program. Proposals should discuss the commitment and expertise of the graduate faculty members who will be developing the curriculum and teaching the courses, the educational preparation and characteristics of the students the program will attract, and the intellectual quality of the course offerings. It should articulate the learning goals of the program.

Proposals should document the commitment of the graduate faculty of the program to develop the curriculum, teach the courses, and advise and mentor the students. This should include a faculty "home" that can maintain continuity and quality control. The courses should be taught by tenured or tenure-track faculty members. If some courses will be taught by adjunct faculty members, their long-term commitment to the program should be documented.

An outline of the courses for the new program should be included with all proposal submissions. The proposals should include a description of who would take any new courses, i.e., only a new cohort of certificate students or both new certificate students and current degree students. If existing courses would be used, the proposals should address the different expectations of degree students and certificate students in the same classrooms. If certificate students take the same courses as Ph.D. students, the proposal should address how this could affect the quality of the experience for Ph.D. students or the ability of the certificate students to meet the expectations of the course. Proposals should address how courses that would predominantly serve certificate students would affect the faculty's commitment to Ph.D. education in the program. Detailed course proposals should ideally be submitted at the time a new program or option is proposed; clearly, they must be submitted for approval by the School of Graduate Studies before they are offered.

Admission and Requirements

Proposals should consider the optimum size of the proposed program, when the program would admit its first cohort and over what time period the program would ramp up to full size. The proposal should describe the credentials expected of successful applicants.

Recommendations for admission should be made by a graduate faculty-based committee and would be forwarded to the Dean of the School of Graduate Studies, who makes the offers of admission. Since students in certificate programs may not have the credentials to proceed to the master's or Ph.D., the proposal should address how the program would articulate realistic expectations to the certificate students, i.e., that the certificate program is not normally an entrée to an existing degree program and that success as a certificate student does not itself warrant one's admission to candidacy for a degree program.

Resources

The proposal should document that there are sufficient resources, faculty, administrative, and physical, to implement a successful graduate experience. The proposal should document that graduate faculty members have been identified to teach the courses, advise the students at all stages of their studies and as they prepare for future careers, and mentor them in any capstone experiences. The proposal should also discuss the administration of the program. This includes a director for the new program and administrative support, such as office space, administrative support staff, and funds to recruit the new students.

APPENDIX C: Approval Process for Credit-bearing Certificate Programs

These instructions are for new certificate programs that fall under the School of Graduate Studies (SGS), for review and approval by SGS. Please follow the steps below.

1. Determine if you are proposing a stand-alone certificate OR an internal certificate. While the same proposal form is used for both types of certificates, the steps in the approval process differ as described in points 2 (stand-alone) and 3 (internal) below.
    a. A stand-alone certificate can be earned and awarded outside of a degree program; students do not need to be enrolled in a Rutgers degree program to be admitted into the certificate program. Follow steps 2 and 4.
    b. An internal certificate is available only to students already enrolled in a Rutgers degree program. It is awarded as an addition to an existing graduate degree. Follow steps 3 and 4.
2. For stand-alone certificates only:
    a. You need to first complete a Notice of Intent (NOI) from the Office of the Provost. Contact David Shreiber in the Provost's Office for the NOI form. Because the NOI must be submitted by your School's representative on the Provost's Professional and Graduate Degree Committee (PGDC), you should work with your PGDC rep on the NOI and throughout the review process.[1]

Your NOI will be reviewed by the PGDC and once approved, the Office of the Provost will submit your NOI to the Office of University Academic Affairs for a review by the other Chancellor-Led Units (CLUs); this has a 30-day review period. During this review period, you may wish to start working on the SGS new stand-alone certificate proposal form, but we suggest you not submit it for SGS review until you have received the outcome of the CLU review of your NOI. The SGS review is the first step in the full proposal (which is not the NOI) approval process for graduate certificates at Rutgers -New Brunswick.

    b. For Review by SGS, you will use the same full proposal form for stand-alone certificates as used by the Office of University Academic Affairs. Specifically,
        i. Download the (Link) "Request Form to Create a Stand-Alone Certificate Program".

[1] The PGDC representative is likely your School's Associate Dean of Academic Programs (or Academic Affairs); you can also contact David Shreiber, Vice Provost of Academic Affairs, to find out who is your school's representative. You will need to work with this person throughout the review and approval process.

ii. Complete all questions on the form (pages 1-5), with the exception that you do not need the Chancellor/Provost signature on page 5.

3. For internal certificates only:
    a. You need to first complete a Letter of Intent (LOI) from the Provost's Office. Contact David Shreiber in the Provost's Office for the LOI form. The LOI must be submitted by your school's representative on the Provost's Professional and Graduate Degree Committee (PGDC; see footnote 1). Be sure to work with your PGDC rep on the LOI and throughout this process. Your LOI will be reviewed by the PGDC and once approved, you can submit the full proposal (which is not the LOI) to SGS (see 2b).
    b. For Review by SGS, you will use the same proposal form used by the Office of University Academic Affairs for stand-alone certificates. Specifically,
        i. Download the (link) "Request Form to Create a Stand-Alone Certificate Program".
        ii. Complete all questions on the form (pages 1-5), with the exception that you do not need the Chancellor/Provost signature on page 5.
4. For both types of certificates. Submit your completed proposal form to Ms. Theresa Manzo (tmanzo@grad.rutgers.edu).

Proposals are due to SGS by October 1, November 15, February 15, and April 1 of each year. They will be reviewed by the relevant SGS Academic Cluster Committee, to be held within two weeks after each of the due dates. Please expect that revisions will be requested by the committee before approval is granted. Proposals will then be voted on at the next SGS Executive Council meeting for final approval.

Once you obtain SGS approval, you and your PGDC representative will be instructed to submit the full proposal (whether for a stand-alone or internal certificate) to the Vice Provost for Academic Affairs (currently David Shreiber) for review by the PGDC.

For internal certificates, approval from the Provost's PGDC is the final level of approval. You (the graduate director) are responsible for submitting the new certificate to the registrar's office.

For stand-alone certificates, following PGDC approval, the Vice Provost will work with you and your PGDC representative to submit the full proposal for review by the Office of Academic Affairs, and is eventually reviewed by the Board of Governors for final approval. The Graduate Director is responsible for submitting the new certificate to the registrar's office.

APPENDIX D: Policies Governing Nondegree Graduate Study

1. The minimum credential required for Nondegree Graduate Study enrollment is a four-year baccalaureate degree from an accredited institution of higher education.

2. The normal prerequisite for enrollment is an undergraduate grade point average of at least a 3.0 on a scale where A = 4.0 in an academic discipline appropriate to courses sought. Substantial professional and life experience may be substituted for the grade point average requirement and must be documented by the applicant.

3. While transcripts of previous academic program experience and references are not ordinarily required, the graduate directors reserve the right to request such documentation to aid in the review of applications.

4. Graduate Record Examinations are not required by the Nondegree Graduate Study Program unless requested by the graduate programs

5. Applications from those who are not United States citizens or Permanent Residents and/or who have had all or part of their education abroad must provide additional documentation as to their educational background, immigration status, and TOEFL score and must be reviewed and approved by the Director of Graduate Admissions in consultation with the Senior Associate Dean for Academic Affairs.

6. Nondegree graduate study does not qualify for the issuance or extension of student visas.

7. Applicants who possess temporary visas are not permitted to enroll as nondegree graduate students unless written consent of the Director of Graduate Admissions has been first obtained.

8. Each graduate program has, as its option, the right to screen nondegree graduate applicants for enrollment into any of its graduate courses or to permit the Director of the Nondegree Graduate Study Program to make the enrollment decision.

9. Academic prerequisites for course enrollment may be fulfilled by evidence of academic coursework as described in the course description or by providing evidence of substantial professional life experience paralleling stated course prerequisites.

10. Nondegree graduate students may elect, at the time of application, to receive a regular letter grade or to be graded on a satisfactory or unsatisfactory basis. Those choosing the latter option must fulfill the same course requirements as those opting for the regular letter grade but are exempt from the final

examination, if one is given. This grade option cannot be changed once the semester begins. Courses graded S/U may not subsequently be used for credit toward a degree.

11. Nondegree graduate students who have completed coursework with at least a B in each course may transfer those credits into a degree program if they apply to and are accepted by a graduate degree program appropriate to coursework completed.

12. Nondegree graduate students may not be enrolled in more than two courses in any single semester without the prior, written consent of the School of Graduate Studies.

13. Nondegree graduate students are not permitted to accumulate more than 12 credits of graduate coursework. Students who wish to continue their graduate study must apply to and must be accepted into a graduate degree program.

14. Nondegree graduate students may not enroll in undergraduate courses for graduate credit. This option is reserved solely for graduate degree seeking students.

15. Nondegree graduate study neither implies nor predisposes subsequent admission into a graduate degree program.

16. Questions regarding these policies may be addressed to the Office of Graduate and Professional Admissions, (link) contact page.

17. Special Permission Numbers are required to register.

APPENDIX E: Policy on International Dual and Joint Degrees

Definitions

Dual degrees are defined as arrangements whereby a student, upon completion of a course of study, receives two parallel degrees, one from each of the institutions participating in the arrangement. These may entail adjustments to accommodate the differences in the rules and expectations of the two institutions, but the student has not completed two distinct curricula and has not written two separate theses or dissertations. The most common example of a dual degree is the French cotutelle: in this case, the student is approved to do her degree under the joint supervision of faculty members from a French institution and a foreign one and, after meeting the prerequisites of both institutions writes a dissertation that is approved by both and receives doctoral degrees from each institution.

Joint degrees are defined as arrangements whereby a student receives one degree for completion of a course of study, but that degree is jointly issued by two institutions. In such cases the diploma would have the names, seals and signatures of both institutions.

Policy

The following describes the policies around international dual and joint degrees:

I. Dual Degrees

The School of Graduate Studies will entertain proposals for the awarding of dual degrees. In each case, all SGS requirements for the degree must be met or an agreed substitute for such requirements must be approved in advance. (An example of a substitute would be our current acceptance of the French thesis defense in lieu of a formal qualifying examination at Rutgers, with the understanding that a second defense, broadly structured, would be conducted here.) Students enrolled in such an agreed dual degree program must agree in writing that the Rutgers degree and the second degree do not represent completion of two discrete courses of study.

Rules governing transfer of credit may be relaxed as part of such prior agreements. For example, students conducting a substantial part of their research at the second university may be granted a waiver of a portion of the research credit requirement at Rutgers. We expect that each student will take formal course work at Rutgers as part of his or her participation in a dual degree program; in no circumstances will a student take fewer than 12 credits of formal coursework at Rutgers.

It is expected that students in dual degree programs will have at least two Rutgers faculty members each on their comprehensive, qualifying, thesis and dissertation committees, as appropriate.

Dual degrees will not be arranged ad hoc; they must be administered under the rubric of a general prior agreement. In the case of the cotutelle, while the agreement occurs student by student, there is a general understanding of our participation in that process that qualifies as a general prior agreement.

II. Joint Degrees

The School of Graduate Studies does not currently offer joint degrees with any foreign institution. It does not currently intend to do so. These are cumbersome and difficult arrangements to make and will not often be justified by the benefits to be gained. There would have to be a demonstration that the degree jointly awarded would meet Rutgers' standards in every respect.

Should SGS be asked to consider a proposal for an international joint degree in the future that proposal, after initial discussions with the Dean's office, would have to submit to review as if it were a new degree program and be approved by the faculty, before being sent forward for review by the central administration and the Board of Governors.

III. Proposals for New Dual or Joint Degree Programs

Programs contemplating new dual or joint degree programs must make their proposals to the School of Graduate Studies with attention to the following elements: financial arrangements, including insurance; the time period of student attendance at Rutgers, the expected advantages of the dual or joint degree that justify the arrangement; the disciplinary scope of the agreement; clear exposition of the credit and other academic equivalencies presumed; policies with regard to the comprehensive, qualifying and final examinations; any anticipated intellectual property issues; and arrangements for renewal and termination of the agreement.

IV. Other Arrangements

The School of Graduate Studies welcomes students from abroad to attend in a variety of arrangements and capacities that do not entail dual or joint degrees. Such students may attend as part of formal or informal exchange agreements (see our Guidelines on International Graduate Student Exchanges) or ad hoc. Such attendance may be in the form of admission for one to four semesters or as visiting scholars in connection with dissertation research at the student's home institution.

APPENDIX F: Acknowledgment of Previous Publications Guidelines for Theses and Dissertations

It is a universal tenet in publishing that previously published work, or work pending publication elsewhere, be acknowledged. Academic fields vary in the degree to which they countenance re-use of material that has also appeared, or will appear, elsewhere. In those fields in which such practices are accepted students must, without exception, acknowledge previous and pending publications in the thesis or dissertation. There are several ways in which this may be done.

If a thesis or dissertation is composed in part or in full of whole chapters or independent articles or reports already published, the preface or acknowledgments page must indicate this and give citations to the earlier publications. Even if the portions of previous publications are more partial, such acknowledgment in the front matter is recommended.

It is presumed that the previously published material used in the thesis or dissertation represents the original work of the student. In the event that that is not the case, it has no place in the thesis or dissertation. In those fields in which the student typically works alone on the research and writing of the thesis or dissertation, it is expected that the writing will be his or her own. In those fields in which it is conventionally the case that work is done in close collaboration with others this may not be the case, but material written by others as part of a joint project should be referenced as such. In the case of co-authored material, comparable acknowledgment must be supplemented by a clear indication of the contribution of the author of the thesis or dissertation. In all cases, the major substance of the thesis or dissertation must be the original work of the student submitting it.

In the case of shorter passages written by others, they may be quoted with proper attribution and any necessary permissions.

APPENDIX G: The Bylaws of the School of Graduate Studies

Article I. Organization of the Graduate Faculty

Section 1. The Dean of the School of Graduate Studies (SGS) shall be chief administrative officer and shall serve as the principal spokesperson for programs of SGS to all relevant officers of the University as well as to outside individuals and agencies.

Section 2. The Dean will work with the Executive Council to discuss and approve SGS policies, programs, and initiatives. The Executive Council shall represent broad disciplinary areas of the faculty and the faculty units (typically schools) that share responsibility for School of Graduate Studies programs (hereafter these shall be referred to as the faculty units and their Deans as the unit Deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

Section 3. The Dean will formulate an Advisory Committee to provide an external perspective and review as well as advocate and support for SGS programs and objectives. The Dean's Advisory Council shall be comprised of leading individuals, including alumni and others from the constituent groups served by the SGS.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed under bylaws approved by the membership of the program and the Dean of the School of Graduate Studies. All program bylaws shall provide for the selection of a Graduate Director and for the designation of an Executive Committee which shall be representative of the program members. The unit Dean may appoint an academic administrator from that school's faculty to oversee the graduate programs in their school. The Graduate Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the School of Graduate Studies and the bylaws of the Graduate Program. The Graduate Director will submit a report to the program faculty and to the Dean of the School of Graduate Studies every year.

Section 5. The bylaws of the graduate programs shall provide for the following

A) A clear set of criteria for membership in the program and a procedure for nomination, review, and acceptance of individuals to Membership, Associate Membership, or Affiliate Membership (see Article II. Membership for membership categories).
B) A clear set of criteria and a process for review of faculty membership in the program at a frequency of at least every five years.
C) A process by which faculty leaving the University for another academic position can continue their membership in the program for a set period of time.

D) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.
E) Procedures for student representation, solicitation of student opinion, and engagement of graduate students and graduate student organizations.
F) A procedure for the nomination of the Graduate Director and a definition of the term and functions of that position.
G) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and dissertation committees.
H) Program organization, including committees, their functions, and procedures for the appointment of their members.
I) Procedures for admissions, advising, and review of student progress.
J) Procedures for student appeals and grievances.
K) Procedure for faculty appeals.
L) A procedure for amendment of the program bylaws.

Section 6. New Graduate Programs may be offered upon the recommendation of the SGS Executive Council, subject to approval of the graduate program by the SGS Dean, the relevant unit Dean or Deans, the relevant Chancellor or Chancellors, and the Board of Governors of the University.

Article II. Membership

Section 1. The SGS includes Members, Associate Members, and Affiliate Members. The basic unit of the SGS is the Graduate Programs. Members of Graduate Programs are Members of SGS, Associate Members of Graduate Programs are Associate Members of SGS, and Affiliate Members of Graduate Programs are Affiliate Members of SGS. All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Graduate Program Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity are also eligible to become Graduate Program Members. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity or are conducting original research in the context of their professional or clinical practice, are eligible to become Graduate Program Associate or Affiliate Members. Nominations of faculty or outside scholars for Membership, Associate Membership, or Affiliate Membership in the SGS are initiated by the Graduate Director in consultation with the faculty of the program and in accordance with the relevant provisions of the graduate program's bylaws. Member, Associate Member, and Affiliate Member nominations to the SGS are reviewed and approved by the SGS Dean or Dean's designate and, where necessary, the appropriate Academic Cluster Committee

Section 2. By virtue of their office, the President, the Chancellors of Rutgers University-New Brunswick and Rutgers Biomedical and Health Sciences, the Senior Vice President for Academic Affairs, the Senior Vice President for Research and Economic Development, the University Librarian, the Dean of the School of Graduate Studies, and the unit Deans of the schools based at New Brunswick and at Rutgers Biomedical and Health Sciences are Members of the SGS.

Section 3. Any Member of a graduate program at Rutgers is eligible to chair master's and doctoral committees for students in the program(s) to which they belong, vote at SGS meetings, and serve on SGS committees. It is the responsibility of each graduate program to ensure that the chair and members of student committees have the appropriate expertise and experience to undertake their responsibilities. Any Member of a graduate program at Rutgers is also eligible to serve as representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

Section 4. Associate Members are appointed by a graduate program for 5-year terms. Associate Members of a graduate program at Rutgers may serve on master's and doctoral committees and other program committees and teach graduate courses. Associate Members may chair master's committees but may not chair doctoral committees. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances, it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the graduate director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 5. Affiliate Members are appointed by a graduate program for five-year terms. Affiliate Members of a graduate program at Rutgers may serve on master's committees but not doctoral committees. Affiliate Members may not chair master's committees. Affiliate members may serve on graduate program committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 6. Faculty who leave the University for another academic position may retain Membership in their graduate program(s) for a period of up to four years after the official termination of their appointment at the

University. Such faculty may be appointed as Associate Members upon request of a program's Graduate Director.

Section 7. Members of graduate programs are expected to be active scholars and regularly participate in their program as teachers of graduate students, thesis and dissertation supervisors or committee members, or in another substantive, scholarly way defined by the program. Those who are members of more than one program are expected to actively participate in each. All graduate programs will review their membership at least every five years based on program-established criteria. Individual members who do not meet the criteria established by the program may, by vote of the program faculty, be withdrawn. The member in question will have the right to appeal to the Dean of SGS before they are removed from the graduate program. Program-established criteria must be approved by the Dean of SGS and the SGS Executive Council. The review process must include a statement of criteria agreed upon by the program's faculty, as well as processes for notification, preparation of materials for review, right of rebuttal, and right of appeal.

Article III. Meetings of the Graduate Faculty

Section 1. The Graduate Faculty shall hold at least one regular meeting annually. The Dean may call additional faculty meetings as needed.

Section 2. A special meeting of the faculty shall be convened upon receipt by the Dean of the SGS of a signed petition from forty (40) voting faculty members setting forth the reason(s) for the meeting. A special meeting can also be convened by a majority vote of the Executive Council.

Section 3. Annual and special meetings of the faculty shall be convened by the Dean upon at least ten working days' advance notice to the graduate faculty and the Executive Council.

Section 4. A quorum shall consist of at least eighty (80) voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted by Robert's Rules of Order.

Section 5. An agenda set by the Dean and the Executive Council will be circulated at least one week prior to the scheduled meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion. An approved motion from the floor shall be placed last on the agenda.

Section 6. Graduate students representing the SGS on the University Senate or serving on a Standing Committee of a Graduate Program or serving on the SGS Executive Council may attend faculty meetings with the privilege of voice but without vote.

Section 7. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the faculty may at any time, by majority vote of those in attendance at a meeting, move to close a meeting to all except members of the SGS Graduate Faculty.

Section 8. All minutes of Graduate Faculty meetings shall be distributed to members in a timely fashion and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the School of Graduate Studies (SGS)

A) The Dean is the chief academic and educational administrator and will have the primary responsibility for implementing the mission of the school.
B) The Dean shall preside at all meetings of the Graduate Faculty and the Executive Council. The Dean, in consultation with the Executive Council, shall have academic oversight of the graduate programs and be responsible for ensuring that high academic standards are maintained across the SGS.
C) The Dean, Vice Dean and Senior Associate Deans shall be ex officio members of all Standing Committees of the SGS.
D) The Dean will exercise a liaison function among the department chairpersons, the faculties, and the Deans of the schools based in Rutgers-New Brunswick and in Rutgers Biomedical and Health Sciences. The Dean will also exercise a liaison function with the Senior Vice President for Research and Economic Development, the Directors of Graduate Programs, and the SGS Executive Council. The Dean will also represent the SGS in its relationships with extramural academic, civic, governmental, and other professional organizations.
E) The Dean shall use the resources of his or her office, the Standing Committees of the SGS, and any other source that the student may choose to prepare an annual report for the Executive Council and for the graduate faculty.

Section 2. Subordinate Administrative Officers of SGS

A) The Dean shall appoint a Vice Dean for SGS. The role of the Vice Dean will be to deputize for the Dean and to ensure balance across the major units comprising SGS.
B) The Dean may appoint additional academic administrative officers, and delegate authority and responsibilities to such administrative officers as may be deemed necessary for the effective administration of the School.

C) Academic administrative officers may also be appointed by the Dean of SGS in conjunction with the Deans of the other schools at Rutgers-New Brunswick and Rutgers Biomedical and Health Sciences to oversee the graduate programs affiliated with those units and to act as a liaison between the unit Deans and the Dean of SGS.

Article V. Committees

Section 1. Executive Council

A) Membership and Selection:
    a. The Executive Council shall be comprised of forty (40) Members of the graduate faculty. Sixteen of these members will be nominated and elected for four-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Biological, Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences. No member who has served one four-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy. Twenty members of the Executive Council will be drawn from the ranks of the Graduate Directors on a rotating basis of Graduate Programs. The SGS Dean will arrange the rotating mandatory four-year terms to ensure balance among the graduate programs. If a Graduate Directorship changes hands midterm the incoming Graduate Director shall replace the outgoing Graduate Director on the Executive Council. In addition to these thirty-six (36) members, the Dean will appoint an additional four (4) members (who are also Members of the graduate faculty) to ensure broad representation on the Executive Council of the disciplines and academic units with which the SGS is affiliated. The appointed members will serve one-year terms. Three student representatives, appointed by the Dean, shall serve as nonvoting members for one-year terms.

B) The Executive Council shall be the final decision-making body for the SGS and shall act for the Graduate Faculty to:
    1. Advise the Dean on school-wide academic policies and other matters concerning graduate education.
    2. Receive and evaluate all reports from the Academic Cluster Committees on curricular matters and make appropriate recommendations to the faculty and senior leadership of the Graduate School.

3. Review reports on programs and recommend appropriate action to the Dean and Vice Dean.
4. Engage with graduate students and graduate student groups.
5. Consider issues and proposals for action with regard to academic planning and program development, in its capacity as the Planning Committee of the School of Graduate Studies.
6. Prepare, collaboratively with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion.
7. Initiate additional activities, as necessary, in collaboration with the Dean.

C) The Executive Council shall meet once each month of the academic year (September through May); a majority of the Executive Council shall constitute a quorum. The Dean, the Vice Dean or a member of the Executive Council appointed by the Dean, shall preside at all meetings of the Council. The Dean or his/her designee shall cast a tie-breaking vote when needed. The Senior Associate, Associate and Assistant Deans shall attend meetings of the Council as ex officio members without voting privilege.

D) Summaries of Executive Council minutes shall be distributed to all graduate faculty members in a timely fashion.

Section 2. Academic Cluster Committees

A) There shall be four Academic Cluster Committees that represent the broad areas of study within the SGS. The Academic Cluster Committees will be chaired by a dean's representative and will be comprised of six (6) members of the relevant graduate faculty appointed for staggered two-year terms. Academic Cluster Committee members will be nominated by the dean's representative and subject to approval by the Executive Council. The following Academic Cluster Committees will be formed:
    a. Biological, Biomedical and Health Sciences
    b. Arts and Humanities
    c. Physical and Mathematical Sciences and Engineering
    d. Social and Behavioral Sciences

B) Each Academic Cluster Committee shall make recommendations for new programs in its area and make appropriate proposals to the Executive Council.

C) Each Academic Cluster Committee is the final decision-making body for reviewing and approving new or revised courses, options, tracks, graduate certificates, and programmatic requirements. The review will include an evaluation as to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. In cases where a proposal sits at the interface between two Academic Cluster Committees or spans two or more Academic Cluster Committees then the proposal

will be reviewed by all relevant Committees. The Committees shall report all of their actions to the Executive Council.

D) Each Academic Cluster Committee is responsible for reviewing and approving graduate program Member, Associate Member, and Affiliate Member nominations to the SGS if requested to do so by the SGS Dean or Dean's designate. The review will consist of the appropriateness of the nomination to the membership category proposed. Appropriate recommendations will be made to the Dean or the Dean's designate.

E) Each Academic Cluster Committee shall meet in person at least once each semester. Recommendations will be voted on in person or electronically by a simple majority of the members of the Academic Cluster Committee. Any Member of the Graduate Faculty may attend meetings of the Academic Cluster Committee without a vote.

F) Minutes of the Academic Cluster Committee meetings shall be made available to the graduate faculty in a timely fashion. A list of all courses approved by the Academic Cluster Committees should be circulated to all Graduate Directors so that relevant new courses can be offered to the graduate students as electives in as many graduate programs as possible.

Section 3. Nominating Committee

A) The Nominating Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Biological, Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences.

B) The Committee shall prepare slates of nominees, all of whom have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Appeals Committee, and the Graduate School representatives to the University Senate and to the Faculty Council of Rutgers-New Brunswick. Members who have served a three-year term on any committee or the Senate or the Faculty Council may be nominated to succeed themselves.

C) The Committee shall meet each academic year in February to prepare a slate of nominees which shall be sent to the Graduate Faculty two weeks before the elections, to allow for additional nominations by petition; each petition must be signed by at least twenty (20) members of the graduate faculty and have the assent of the nominee. At the election date, ballots shall be circulated, and the results will be reported by the Committee to the graduate faculty.

Section 4. Planning Committee

The Executive Council shall act as the Planning Committee of the SGS.

Section 5. Appeals Committee

A) The Appeals Committee shall consist of three tenured members of the graduate faculty elected by the faculty to staggered three-year terms, and two tenured members appointed by the Dean. An additional ad hoc member may be appointed by the Dean to ensure representation by the disciplinary area from which an appeal arises.

B) The Appeals Committee shall serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, teachers, research supervisors, and mentors.

C) The Appeals Committee will also address concerns related to academic integrity and student conduct in accordance with procedures outlined in the relevant codes of academic integrity and student conduct of Rutgers University.

Section 6.

New Standing Committees may be recommended by the Dean or the Executive Council. New Standing Committees shall be established by a two-thirds vote of those present at a regular meeting of the Executive Council. The membership of the new Standing Committees shall be constituted in accordance with procedures established for the Nominating Committee.

Section 7.

Ad Hoc Committees, when required, shall be appointed by the Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 8.

The Dean, or the Dean's designate, shall appoint replacements to Standing Committees as needed between elections.

Article VI. Amendments

Section 1. These bylaws may be amended by the Graduate Faculty following discussion and electronic voting. Written notice of the intent to amend and the text of the proposed amendment must be sent to all members at least one week prior to a meeting of the Graduate Faculty where a discussion of the proposed bylaws will take place. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Voting

on proposed Amendments will be by electronic polling of the Graduate Faculty and must be approved by two-thirds of the members voting.

Adopted by the School of Graduate Studies faculty, 13 April 2018

Amended 7 November 2019