

## Submission Instructions: Application for Doctorate of Philosophy (Ph.D.)

To be considered for degree conferral, all eight required documents must be submitted together in a single email to [sgs.degree.submissions@grad.rutgers.edu](mailto:sgs.degree.submissions@grad.rutgers.edu) by the published degree deadline. All files must be in PDF format and attached in one email.

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### Required Documents

1. Unofficial Transcript
2. Diploma Application Confirmation Page
3. Survey of Earned Doctorates (SED) Certificate
4. Ph.D. Exit Survey Verification Sheet
5. Degree Candidate Responsibility Statement
6. ProQuest Publishing Agreement (ETD Details Page)
7. Application for Doctorate of Philosophy
8. Signed Dissertation Title Page

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### Step 1: Review and Save the Unofficial Transcript

Click [here](#) for guidance on how to read your Rutgers transcript. Download and review the unofficial transcript carefully:

#### a. Cumulative GPA

- Must meet the SGS minimum GPA requirement of 3.0.
- Check the program's specific GPA requirements, which may be higher.

#### b. Total Degree Credits

- SGS requires a minimum of 72 credits to graduate.
- At least 24 credits must be research credits (700-level courses listed on the transcript).
- Verify the program's credit requirements, which may have a higher credits requirement.
- Transfer credits not appearing on your transcript must be submitted using a [Transfer of Credit form](#).

c. Final Grades

- All courses must have a final grade recorded.
- Research credits should be graded as Satisfactory (S) or Unsatisfactory (U).
- Any incomplete (“IN”) grades must be resolved.
- For grading discrepancies in research courses, contact the graduate program.

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**Step 2: Complete the [Online Diploma Application](#)**

Submit the online form and save the confirmation page as a PDF.

- This confirmation page is required for final submission.
- The email address you enter on the form will be used for Convocation Ceremony notifications and diploma delivery

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**Step 3: Complete the [Survey of Earned Doctorates \(SED\)](#)**

- At the end of the survey, download and save the Certificate of Completion as a PDF for final submission.

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**Step 4: Complete the [Ph.D. Exit Survey](#)**

- Submit the Ph.D. Exit Survey and save the Verification Sheet as a PDF for final submission.

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**Step 5: Submit the [Degree Candidate Responsibility Statement](#)**

- Complete the online form and save it as a PDF for submission.

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## Step 6: Complete the [ProQuest Publishing Agreement & Submit Dissertation](#)

- Fill out the ProQuest ETD (Electronic Thesis/Dissertation) form online.
- After submitting, go to:  
"Manage this ETD" → "View ETD Details" → "Print Your Details Page"
- Save the "ETD Details" page as a PDF for final submission.

Important Notes on Dissertation Publishing & Embargo:

- You may request a delayed release (embargo) of your dissertation for 6 months, 1 year, or 2 years.
- Do not choose or write in any other time period; alternative embargo durations are not permitted.
- Extensions to embargoes must be requested before the embargo ends—contact ProQuest directly. They will coordinate with the SGS Dean's Office and RU Core.
- On the ETD Details form, list your graduation month and year. The only month options allowed are: October, January, or May.

Upload Your Final Dissertation:

- Upload the final dissertation to ProQuest.
- Ensure it follows the [SGS formatting and style guide](#).
- Dissertations and theses must comply with [Title II ADA accessibility standards](#).
- For security reasons, do not include committee signatures on the title page of the uploaded version.

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## Step 7: Complete the Application for Doctorate of Philosophy (located below)

- Use your unofficial transcript to complete the GPA and total credits sections.
- After passing your final defense, obtain signatures from all committee members, in accordance with [SGS Policy 5.6](#).

Signature Requirements:

- A minimum of four distinct faculty members must sign this form.
- At least three signatures must be listed in the Faculty Database as members or associate members of the Graduate Faculty.
- One member must be external to the candidate's program and may be from outside the University; this external member does not need to be a member or associate member of the Graduate Faculty.

- You may verify a faculty member's appointment status using the [SGS Faculty Membership Database](#).

### Step 8: Submit the Signed Dissertation Title Page

- Following a successful defense, have all committee members sign the title page.
- Submit only the signed title page as a PDF to [sgs.degree.submissions@grad.rutgers.edu](mailto:sgs.degree.submissions@grad.rutgers.edu).
- Do not submit the full thesis via email—upload it to ProQuest instead (see Step 6).

Note:

The version of the thesis uploaded to ProQuest and RU core must not include signatures on the title page, as both platforms are public-facing.

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If you have any questions, please contact [sgs.degree.submissions@grad.rutgers.edu](mailto:sgs.degree.submissions@grad.rutgers.edu) well in advance of the degree deadline.

It is essential to review your unofficial transcript before submitting your degree paperwork.

- To view your transcript, follow the steps below:
  - Open the “Academics” tab in your [my.rutgers portal](#)
  - At the bottom of the “Grade” module, where you can view your term grades, you should see in smaller gray letters “Your Full Transcript is also online.”
  - Click “Full Transcript.” You’ll be taken to a new screen where you should check off “Full Transcript” and “Yes, I want my name to display on Full Transcript Screen.” Click “Submit.”
  - You’ll be taken to your unofficial student transcript. Open the “Print” dialogue as if you were going to print the transcript, but instead of sending the document to a printer, change the “Destination” to the option called “Save as PDF.”

The example transcripts below include a screenshot, not the entire transcript. Please use the examples below for assistance in completing your degree submission application form.

## Ph.D./Thesis Transcript Example

Transcript Details	Program Requirement
<i>Use your unofficial transcript to fill out the information below</i>	<i>Enter your program requirements below</i>
Last Term Cumulative GPA: 4.0	GPA Requirement: _____
Total Degree Credits Earned: 62	Course Credit Requirement: _____
Total Research Credits Earned: 15  <i>How many credits out of the 62 are 700-level completed (not pending)</i>	Total Research Requirement: _____
Total Credits Attempted: 0  <i>Student example is not attempting any course credit this semester</i>	Research Credits are 700-level courses
Total Research Credits Attempted: 9	<i>Attempted=pending credits in current semester</i>

TITLE SCH DEPT CRS SUP SEC CRED PR GRADE

Spring 2025 SCHOOL OF GRADUATE STUDIES

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RESEARCH IN PHYSICS FULL-TIME APPOINTMENT	16	750	702	G4	3.0	S
	16	750	277	21	6.0	E

TOTAL CREDITS ATTEMPTED: 90

2 DEGREE CREDITS EARNED: 62.0 TERM AVG: 1 CUMULATIVE AVG: 4.000

Summer 2025 SCHOOL OF GRADUATE STUDIES

4	RESEARCH IN PHYSICS	16	750	701	R1	9.0	S
	TOTAL CREDITS ATTEMPTED:					9.0	
	DEGREE CREDITS EARNED:		TERM AVG:		CUMULATIVE AVG:		

## Application for Doctorate of Philosophy

Name: \_\_\_\_\_

RUID (9 digit number): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Degree: \_\_\_\_\_ Graduate Program: \_\_\_\_\_

### Course and Research Requirements

1. SGS requires a minimum of 72 credits
2. At least 24 of the 72 total credits must be research (research credits are only coded as 700 level).
3. SGS policy requires graduate students to have a minimum GPA of 3.0. Certain programs may require a higher GPA.
4. You must meet both SGS policy and the degree program requirements.

Transcript Details	Program Requirement
Last Term Cumulative GPA: _____	GPA Requirement: _____
Total Degree Credits Earned: _____	Course Credit Requirement: _____
Total Research Credits Earned: _____	Total Research Requirement: _____
Total Credits Attempted: _____	<i>Research Credits are 700-level courses</i>
Total Research Credits Attempted: _____	<i>Attempted=pending credits in current semester</i>

### Committee Signatures

A minimum of four distinct faculty members must sign this form. At least three signatures must be listed in the Faculty Database as members or associate members of the Graduate Faculty. One member must be external to the candidate's program and may be from outside the University; this external member does not need to be a member or associate member of the Graduate Faculty. Membership status can be verified by visiting the [faculty database](#).

### Dissertation Requirement

All members of the committee should sign the Ph.D. candidacy form. One dissenting vote is permitted amongst the dissertation committee members.

We certify the candidate has passed the final defense.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

We certify that the candidate did NOT pass the final defense.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

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. This letter shall be addressed to the Dean of the School of Graduate Studies and a copy sent to the graduate program director, all members of the committee, and the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

### Graduate Program Director certification

I certify the student has met and completed all requirements for this graduate degree

Print: \_\_\_\_\_ Sign: \_\_\_\_\_