Submission Instructions: Application for <u>Master's Degree with Thesis</u>

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

Required Documents

1. Unofficial Transcript
2. Diploma Application Confirmation Page
3. Degree Candidate Responsibility Statement
4. ProQuest Publishing Agreement (ETD Details Page)
5. Application for Master's with Thesis
6. Signed Thesis Title Page

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 30 credits to graduate.
- At least 6 credits must be research credits (700-level courses listed on the transcript).
- Verify the program's credit requirements, which may have a higher research 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.

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.

Step 3: Submit the [Degree Candidate Responsibility Statement](#)

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

Step 4: Complete the [ProQuest Publishing Agreement & Submit Thesis](#)

- 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 Thesis Publishing & Embargo:

- You may request a delayed release (embargo) of your thesis 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 Thesis:

- Upload the final thesis 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.

Step 5: Complete the Application for Master's with Thesis

- Use your unofficial transcript to complete the GPA and total credits sections.
- After passing your final thesis defense, obtain signatures from all committee members, in accordance with SGS Policy 5.5.2.

Signature Requirements:

- Only faculty members appointed to the School of Graduate Studies may sign the candidacy form.
- A minimum of three different SGS faculty members is required.
- You may verify a faculty member's appointment status using the SGS Faculty Membership Database.

Step 6: Submit the Signed Thesis Title Page

- Following a successful thesis 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.
- Do not submit the full thesis via email—upload it to ProQuest instead (see Step 4).

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.

If you have any questions, please contact 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 <u>my.rutgers portal</u>
    - 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
Use your unofficial transcript to fill out the information below	*Enter your program requirements below*
1 Last Term Cumulative GPA: 4.0	GPA Requirement: _____
2 Total Degree Credits Earned: 62	Course Credit Requirement: _____
3 Total Research Credits Earned: 15 *How many credits out of the 62 are 700-level completed (not pending)*	Total Research Requirement: _____
4 Total Credits Attempted: 0 *Student example is not attempting any course credit this semester*	*Research Credits are 700-level courses*
Total Research Credits Attempted: 9	*Attempted=pending credits in current semester*

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           TITLE              SCH  DEPT CRS  SUP SEC   CRED   PR GRADE

Spring 2025 SCHOOL OF GRADUATE STUDIES

                                              3

   RESEARCH IN PHYSICS        16   750  702      G4    3.0        S
   FULL TA APPOINTMENT        16   750  877      01    6.0     E

   TOTAL CREDITS ATTEMPTED:                            9.0

 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:
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RUTGERS UNIVERSITY
School of Graduate Studies

Application for Master's With Thesis

Name: _____

RUID (9 digit number): _____-_____-_____   Phone Number: _____-_____-_____

Email: _____

Degree: Graduate Program:

Course and Research Requirements

1. SGS requires a minimum of 30 credits
2. At least 6 of these 30 credits must be research (research credits are only coded as 700 level)
3. SGS requires graduates 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: _____	*Research Credits are 700-level courses*
Total Research Credits Attempted: _____	*Attempted=pending credits in current semester*

Committee Signatures

Only faculty appointed to the School of Graduate Studies can sign candidacy forms. Check membership status by visiting the faculty database. A minimum of three different faculty members must sign this form.

Comprehensive Exam (or Alternative) and Thesis Requirement

We certify the candidate has passed the comprehensive exam (or alternative) and the candidate's thesis is accepted in partial fulfillment of the requirements for the master's degree.

Print:_____ Sign:_____

Print:_____ Sign:_____

Print:_____ Sign:_____

Graduate Program Director certification

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

Print:_____ Sign:_____