

## **Submission Instructions: Application for Master's Degree without Thesis**

To be considered for degree conferral, all three 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 posted 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. Application for Master's Degree without Thesis
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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 Earned

- SGS requires a minimum of 30 credits to graduate.
- Research credits (typically 700-level) do not count toward degree requirements.
- 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.
  - Any Incomplete ("IN") grades must be resolved.
  - Again, research credits do not count toward degree requirements.
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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 Application for Master's Degree without Thesis (located below)**

- Use your unofficial transcript to complete the GPA and total credits sections.
- Obtain signatures from all members of your examining committee, in accordance with [SGS Policy 5.5.1](#).

**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](#).
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If you have questions or need clarification, please contact [sgs.degree.submissions@grad.rutgers.edu](mailto:sgs.degree.submissions@grad.rutgers.edu) well in advance of the 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.

### Master's Non-Thesis Transcript Example

Transcript Details <i>Use your unofficial transcript to fill out the information below</i>	Program Requirement <i>Enter your program requirements below</i>
1 Last Term Cumulative GPA: 3.885	GPA Requirement: _____
2 Total Degree Credits Earned: 13	Course Credit Requirement: _____
3 Total Credits Attempted: 3	<i>Attempted=pending credits in current semester</i>

#### Spring 2025 SCHOOL OF GRADUATE STUDIES

ETHICS IN SCI/TECH	16	137	500	91	1.0	A
MARKT ASSES BUS & SC	16	137	507	01	3.0	A
PRIN ACCT FINAN SCI	16	137	530	01	3.0	B+
FUND PERSON CARE SCI	16	137	570	90	3.0	A
EXTERN EXPERIENCE I	16	137	654	90	3.0	A

TOTAL CREDITS ATTEMPTED: 13.0

2 DEGREE CREDITS EARNED: 13.0 TERM AVG: 3.885 CUMULATIVE AVG: 3.885

#### Summer 2025 SCHOOL OF GRADUATE STUDIES

3 PCS APPLIED LAB 16 137 573 K1 3.0  
TOTAL CREDITS ATTEMPTED: 3.0

DEGREE CREDITS EARNED: TERM AVG: CUMULATIVE AVG:

## Application for Master's Without Thesis

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

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

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

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

### Requirements

1. SGS requires a minimum of 30 credits. Certain programs may require more credits.
2. SGS requires a minimum GPA of 3.0. Certain programs may require a higher GPA.
3. Research credits (700 level) cannot count towards degree requirements.
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 Credits Attempted: _____	<i>Attempted=pending credits in current semester</i>

### 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 Writing Requirement

We certify the candidate has passed the comprehensive exam (or alternative) and writing requirement.

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: \_\_\_\_\_