

**GRADUATE SCHOOL-NEWARK**

**REQUIREMENTS AND DEADLINE DATES FOR  
DOCTORAL DEGREE CANDIDATES**

A student's academic degree requirements will be given consideration only if BOTH APPLICATIONS listed below are completed by the following deadlines:

TO BE ELIGIBLE FOR:	OCTOBER DEGREE	JANUARY DEGREE	MAY DEGREE
DIPLOMA APPLICATION (online submission only)	August 1	November 1	March 1

*and*

CANDIDACY APPLICATION	October 1	January 4	May 1
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1. **Registration:** Up until the degree is awarded, students must remain matriculated or must have continuous registration.
  - a) for an October degree, students do NOT need to be registered for the Fall semester as the degree is awarded October 1<sup>st</sup>
  - b) for a January degree, students MUST register for the current Fall semester but not the Spring term as the degree is usually awarded in mid-January
  - c) for a May degree, students MUST register for the Spring semester
  
2. **Diploma Application:** Online submission only.
  
3. **Application for Admission to Candidacy** is to be submitted to the dean's office upon completion of the qualifying examination and the **Dissertation Defense Report** is to be submitted to the dean's office after your defense with all the necessary signatures.
  
4. **Title Pages:** Two hard copy title pages with the original signatures (in BLACK ink) of all your doctoral dissertation committee members must be submitted to the Graduate School Dean's Office. Both title pages must be printed on 8 ½" x 11" white, 16 or 20lb weight and 100% rag content paper. The date on the title page must be the degree date (October, January, or May followed by the year). Please see instructions on the Electronic Doctoral Dissertation Guide for Preparing and Uploading form, page 2.
  
5. **Electronic Doctoral Dissertation Instructions: Guide for Preparing and Uploading:**
  - a) Please confirm that your dissertation adheres to the approved Rutgers format as indicated in the instructions at the link above. Dissertations that do not conform to the required Rutgers format will not be accepted.
  - b) Your approved dissertation must be converted to a PDF file and then uploaded online to the Rutgers Libraries' Electronic Theses and Dissertations web-site for permanent record. Upload to <https://etd.libraries.rutgers.edu> before the corresponding deadline.
  
6. **Embargo Request Form:** If the publication of your dissertation is to be delayed (e.g., if it contains unpublished data), please complete this form and submit to the dean's office with your advisor's signature. If you are unsure whether your dissertation publication should be delayed, please discuss with your advisor.
  
7. **Survey of Earned Doctorates:** Fillable PDF file which can be submitted to the dean's office on-line.
  
8. **ProQuest Agreement Form:** This form covers traditional publishing with a fee and copyright application. Participation is optional. Participating students should complete the form and attach all checks (payable to ProQuest) required for fee payment. Students who choose not to participate should indicate such on Page 4 of the form by writing "Not Participating" or "Not Interested" or "Declining", sign the page, and submit to the dean's office.

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION**



**FOR THE MINIMUM ACADEMIC REQUIREMENTS FOR YOUR PROGRAM, PLEASE CONSULT YOUR GRADUATE PROGRAM DIRECTOR FOR SPECIFIC PROGRAM REQUIREMENTS.**

Other minimum requirements:

- No more than 12 credits of "C" or "C+" grades are acceptable.
- No more than 12 credits of graded 300-400 level coursework may be taken for graduate credit.
- No more than 40% of the required credits may be transfer credits.

**EACH STUDENT IS RESPONSIBLE FOR HIS OR HER DEGREE REQUIREMENTS.** Students are advised to obtain a copy of their transcript from the registrar's office and to contact this office immediately if there appears to be any discrepancies.

Diplomas are awarded once a year at the University commencement in May. A candidate who completes all degree requirements by October or January will receive a diploma the following May, dated October or January. If a temporary certificate of degree is required, one should be requested in writing to the Dean of the Graduate School-Newark.

For additional information, please visit our website at <http://gsn.newark.rutgers.edu>.

Revised January 29, 2013