



2012-2013 CHECKLIST FOR MASTER'S DEGREE WITH THESIS

You are not eligible to receive your degree until the following have been completed and returned.

Candidacy Form and Thesis

Complete **Candidacy Form** and obtain committee and director signatures. Submit your completed candidacy form along with one (1) original title page (with signatures in black ink) to the Graduate School, and **three extra copies** of the title page and abstract (photocopies are acceptable) by the degree deadline. Students in joint programs should follow the joint degree sample in the Style Guide.

- A total of three (3) committee signatures are required for **Sections A and C**;
- Your program director must sign **Section E**.

Style Guide for Thesis Preparation

The **Style Guide** is available online (http://gsnb.rutgers.edu/style_guide.php3), or you may pick up copies from the Graduate School or your graduate program. It contains information regarding style, format, margins, footnotes, etc. and should be followed explicitly. Specific questions should be directed to Barbara Sirman at 732-932-8122 or sirman@rci.rutgers.edu.

Payment Form and Publishing Agreement

The **Payment Form** is available online (<http://gsnb.rutgers.edu/forms/index.php3>)

- Complete payment form in triplicate, pay at Cashier's Office, and then return one (1) stamped copy to the Graduate School. The publishing fee is mandatory but the additional copyright fee is optional.

Complete the **Publishing Agreement** form online at <http://www.proquest.com/dissertationagree>

[username: dissertations & password: publish]

- Print pages 4 & 5 if you choose to only pay for publishing

- OR -

- Print pages 4, 5 & 6 if you choose to also pay for copyrighting

Upload and submit your dissertation electronically: <https://etd.libraries.rutgers.edu/login.php>

Final electronic submissions will only be reviewed **after** all above forms are completed and returned to the Graduate School.

CANDIDACY FORM DEADLINES

- October 3 for an October dated degree
- January 6 for a January dated degree
- **APRIL 15** for a May dated degree

Online diploma application is available at:

<http://www.ugadmissions.rutgers.edu/Diploma/Apply.aspx>

DIPLOMA APPLICATION DEADLINES

- October 3 for an October dated degree
- January 6 for a January dated degree
- **MARCH 15** for a May dated degree

