



2012-2013 CHECKLIST FOR Ph.D. DEGREE

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

Candidacy Form

Pick up your **Candidacy Form** and dissertation packet from the Graduate School. 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.

- The graduate school must grant approval of your outside member
- Committee members and program director must sign page 3
- Both course and research credits must be listed on page 4

Style Guide for Dissertation 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

Doctoral Program Evaluation Survey and Survey of Earned Doctorates

Your dissertation packet will include a flyer with information on how to complete the **Doctoral Program Evaluation Survey**. Make sure to use the specific id and password on the flyer and **print** the 'Verification Sheet' (OIRAP) at the end of the Survey.

Complete the **Survey of Earned Doctorates**: <http://sed.norc.org/survey> and **print** the 'Certificate of Completion'

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

