

## **Submission Instructions: Application for Master's Degree with Thesis**

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](mailto:sgs.degree.submissions@grad.rutgers.edu) by the published degree deadline. All files must be in PDF format and attached in one email.

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### **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
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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**

- SGS requires a minimum of 30 credits to graduate.
- At least 6 credits must be research credits (typically 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.
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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: Submit the [Degree Candidate Responsibility Statement](#)**

- Complete the online form and save it as a PDF for submission.
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## **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](#).

- Do not include committee signatures on the title page of the uploaded version (required for security reasons)
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### **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 1.2.5](#).

#### **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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### **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](mailto: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.

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If you have any questions, please contact [sgs.degree.submissions@grad.rutgers.edu](mailto:sgs.degree.submissions@grad.rutgers.edu) well in advance of the degree deadline.

## 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: _____	<i>Research Credits are 700-level courses</i>
Total Research 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 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: \_\_\_\_\_