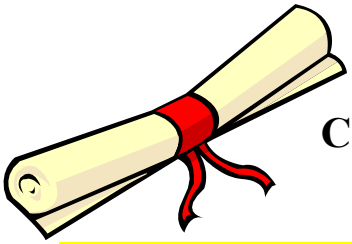

2014-2015
CHECKLIST FOR MASTER'S DEGREE WITH THESIS

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

☐ **1) Online diploma application is available at: http://tinyurl.com/diploma-app**

Diploma applications must be completed by:

DIPLOMA APPLICATION DEADLINES

- October 1 for an October dated degree
- January 4 for a January dated degree
- March 15 for a May dated degree

☐ **2) Candidacy Form and Thesis**

Complete **Candidacy Form** and obtain committee and director signatures. **Return** 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 signed 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**.

☐ **3) Payment Form:** The **Payment Form** is available online at http://gsnb.rutgers.edu/node/160.

Print the 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.

☐ **4) Publishing Agreement**

The Publishing **Agreement** form is located online at http://tinyurl.com/dissertationagree.

Print and return pages 4 & 5 if you choose to only pay for publishing **OR** pages 4, 5 & 6 if you choose to also pay for copyrighting.

☐ **5) Degree Candidate Responsibility Statement**

Print and return a completed Degree Candidate Responsibility Statement form at: https://tinyurl.com/degreestatement

☐ **6) Upload and submit your thesis electronically**: https://etd.libraries.rutgers.edu/login.php.

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

DEADLINES FOR REQUIREMENTS #2-6

- October 1 for an October dated degree
- January 6 for a January dated degree
- APRIL 15 for a May dated degree

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 848-932-8122 or sirman@rci.rutgers.edu.