



RUTGERS

Graduate School | Newark

Graduate School-Newark Student Handbook

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GENERAL INFORMATION

Student Responsibility to Keep Informed

This handbook provides a brief summary of some the policies that govern graduate work in all Ph.D. programs at Rutgers University-Newark, and Masters programs in the Arts & Sciences. Students are expected to refer to the online catalog and to familiarize themselves with the principal rules and regulations contained in it. All academic and other regulations established by the faculty and the administration of the Graduate School–Newark and the Board of Governors of the university are subject to amendment at any time. Any significant changes made after the publication of this handbook will be made available to students on the Graduate School-Newark website. In general, students should address their questions to their graduate program directors. Questions related to general graduate student rules under the jurisdiction of the Graduate School–Newark may also be directed to the Office of the Dean, Conklin Hall, Suite 241. For policies related to Masters programs in the professional schools (SPAA, Nursing, SCJ, or the Law School) please contact the dean’s offices in those schools.

Absence Due to Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow these students to make up work missed because of such absences. Examinations and special required out-of-class activities ordinarily will not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation are not counted for reporting purposes. A student not in attendance for an examination because of required religious observance will be given an opportunity to make up the examination without penalty.

Academic Integrity Policy (Summary)

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the university's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements. The principles of academic integrity require that a student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- All student work is fairly evaluated and no student has an inappropriate advantage over others
- The academic and ethical development of all students is fostered.
- The reputation of the university for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the university and the value of the degrees awarded to its students. Every member of the university community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The university administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members [For purposes of the Academic Integrity Policy, the term faculty member includes not only tenured, tenure-track, and nontenure-track faculty members, but also part-time lecturers, coadjutants, TAs, staff members, and administrators who are serving as the instructor of record in a course; i.e., the instructor responsible for assigning final course grades.] are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the university. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

To promote a strong culture of academic integrity, Rutgers has adopted the following honor pledge to be written and signed on examinations and major course assignments submitted for grading: On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment).

In addition, students are required to take an online tutorial and pass an online examination on academic integrity in their first semester at Rutgers and to affirm periodically that they understand the Rutgers Academic Integrity Policy and will abide by it in all their academic work.

Please Note: The complete Academic Integrity Policy can be found:

<http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

University Code of Student Conduct (Summary)

Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world.

When students choose to accept admission to Rutgers, they accept the rights and responsibilities of membership in the university's academic and social community. As members of the university community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the university establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct. Disciplinary consequences therefore serve both educational and deterrence objectives.

The complete Student Code of Conduct Policy can be found:

<http://studentconduct.rutgers.edu/student-conduct-processes/university-code-of-student-conduct/>

Peer-to-Peer File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. The penalties for violation of federal copyright laws may be found at <http://www.copyright.gov/title17>.

Violations of copyright law also violate university policy and may subject students to disciplinary action as outlined in the university's Code of Student Conduct: <https://policies.rutgers.edu/10211-currentpdf>.

Rutgers policies on peer-to-peer file sharing and unauthorized distribution of copyrighted material using the institution's information technology system include:

- **Acceptable Use Policy for Computing and Information Technology**
Resources: <https://policies.rutgers.edu/7011-currentpdf-0>
- **Digital Millennium Copyright Act:** <http://rusecure.rutgers.edu/content/digital-millennium-copyright-act-compliance>

Services for Students with Disabilities

Students with disabilities at Rutgers are entitled to the same benefits, the same quality of student life, and are subject to the same academic requirements as other students.

Rutgers is committed to providing reasonable accommodations to meet the needs of eligible students. The Office of Disability Services (phone: 973-353-5375, 800-852-7899 [TTY only], 800-852-7897 [voice only]; email: dsoffice@echo.rutgers.edu; website: <https://ods.rutgers.edu> coordinates accommodations for students with disabilities.

Complaints or grievances regarding Rutgers' compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act should be directed to the appropriate office as identified in the Office of Disability Services Grievance Procedures:

<https://ods.rutgers.edu/ods-resources/grievance>.

Policy Prohibiting Discrimination and Harassment

Rutgers, The State University of New Jersey, prohibits discrimination and harassment based upon race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Discrimination and harassment compromise the integrity of the university and unfairly interfere with the opportunity for all persons to fully participate in the academic, work, and living environment of the university.

While promoting an environment free from discrimination is everyone's responsibility, the following staff members have been designated to respond to:

Complaints against a Student: Alicia Ponce, Community Standards and Community Development, Paul Robeson Campus Center (973-353-1033 or <mailto:alicia.ponce@rutgers.edu>)

Complaints against an Employee: Lisa Grosskreutz, Director, Office of Employment Equity, University Human Resources ([848-932-3980](tel:848-932-3980) or lisa.grosskreutz@rutgers.edu) (for Newark and entire University)

ADMISSIONS & REGISTRATION

Admissions Examinations

All programs except global affairs, management, and jazz history require applicants to take and submit results of the General Test of the Graduate Record Examination (GRE). The management program requires scores for the Graduate Management Admission Test (GMAT). Applicants need not take any tests to gain entry to the jazz history program but other supplemental materials are required. Some programs require or recommend that students take the Subject Test of the Graduate Record Examination in addition to the General Test.

Applicants should refer to the current application found online at <http://gradstudy.rutgers.edu> to learn about test requirements set by the program of their choice. The GRE institution code for Rutgers University–Newark is 2512. We do not use department codes. For those students seeking admission to Masters programs in the professional schools (SPAA, Nursing, SCJ or the Law School) please contact the admissions staff in those schools for additional information.

Readmission

The Office of the Dean of the Graduate School–Newark, not the admissions office, handles all applications by former students who are seeking readmission to the school. The readmission procedure is required of all students who:

- Have withdrawn officially from school;
- Did not receive a degree in the program for which they were enrolled;
- Failed to maintain continuous registration through coursework or matriculation continued status.
- The student will be assessed a \$60 readmission fee, which is payable to Rutgers University and is paid through the registrar's office.

Continuous Registration

Continuous registration including Matriculation Continued must be maintained whether the student is on campus or not, for every fall and spring term until all degree requirements are completed.

There are the various forms of Matriculation Continued in which a doctoral candidate may enroll.

Please Note: *Extended enrollment in Matriculation Continued may impact your ability to secure financial aid, specifically federal and/or private loans. Please read the descriptions below with great care, being sure to consult with your graduate program director to select the course most appropriate to your circumstances.*

For those students that have been enrolled in Matriculation Continued for several semesters and receive financial aid in the form of loans please consult with your Financial Aid Counselor in the Office of Financial Aid to ensure that your ability to continue to secure loans will not be impacted in future semesters.

Matriculation Continued 26:001:800

Students who are obliged to interrupt their studies may, with the approval of their graduate program director and the dean of the Graduate School–Newark, register for Matriculation Continued.

The tuition/fees for Matriculation Continued can be found on the Newark Business Office website: <https://businessoffice.newark.rutgers.edu>. This category of registration is available only to students not present on campus and not using faculty time and university research facilities. Students may enroll for this option for up to two consecutive semesters. Permission for registration for additional semesters will be given on a case by case basis in extreme circumstances.

Full Time Matriculation Continued 26:001:899

FT Matric Continued is available for Doctoral students only. Students who are away from campus but working on their theses or dissertations and are in contact with their committees should register for either Full-Time Matriculation Continued or Full-Time Study Off Campus. In some cases, doctoral students who are working full time on their dissertation can, with the approval from the Graduate School–Newark dean's office, register for Full-Time Study On Campus. All of the above, however, requires special approval from the dean of the Graduate School–Newark. The federal Student Aid regulations permit students who are actively working on their doctoral dissertation to be considered for financial aid eligibility or federal student loan deferment if the following conditions are met and adhered to:

- All required coursework must be reviewed and approved by the PhD Program Director
- Student must be classified as Post-Qualifying doctoral candidates
- Students must be actively working on their dissertation and be in contact with his/her dissertation committee
- Students cannot be categorized as Matriculation Continued – this status indicates students are taking a break in their studies
- Students must be registered for a minimum of (1) credit hour per semester
- Students can defer loans, but are not eligible for financial aid and cannot register for an additional course

Students may enroll in matric continue for 2 consecutive semesters and will have to return to GS-N/program for reassessment.

FT Study On Campus 26:001:897

FT Matric Continued is available for Doctoral students only. Graduate students registered for 9.0 credits or more, are considered FT and pay FT student fees. They are charged the per credit rate for the number of credits enrolled in addition to all FT fees. Email accounts stay current and online access to library resources. These students **may be** eligible for student health benefits, however, questions regarding Student Health must be referred to the Student Health Services or the Office of Risk Management & Insurance: <http://riskmanagement.rutgers.edu/students.htm>

- Students are working on their research/research work
 - Students are eligible for financial aid
 - Students can defer loans
 - Must register for 1.0 research credit
 - FT Study On/Off campus cannot be used by itself
 - Students must be classified as Post-Qualifying doctoral candidates
- Students may enroll in matric continue for 2 consecutive semesters and will have to return to GS-N/program for reassessment.***

FT Study Off Campus 26:001:899

FT Matric Continued is available for Doctoral students only. Graduate students registered for credits or more, are considered FT and pay PT student fees. Part time students may register for less than 9.0 credits. Students registered for this course are charged the per credit rate for the number of credits enrolled in addition to Computer Fees. Email accounts stay current and online access to library resources, but no health benefits.

All required coursework must be reviewed and approved by the PhD Program Director

- Student must be classified as Post-Qualifying doctoral candidates
- Students must be actively working on their dissertation and be in contact with his/her dissertation committee
- Students cannot be categorized as Matriculation Continued – this status indicates students are taking a break in their studies
- Students must be registered for a minimum of (1) credit hour per semester
- Students can defer loans, but are not eligible for financial aid and cannot register for any additional courses

Students may enroll in matric continue for 2 consecutive semesters and will have to return to GS-N/program for reassessment.

Change of Registration and Withdrawals

The schedule for any change of registration and of withdrawals without academic penalty is as follows:

- **Adding courses:** from registration through the ninth calendar day of the semester.
- **Dropping courses:** from registration through the ninth week of classes. Courses dropped through the eighth calendar day of the semester are deleted from the student's record.
- ***Courses dropped from the ninth calendar day of the semester through the ninth week result in a W grade.***

Withdrawal from the Graduate School–Newark

Students may withdraw from the school through the 12th week of classes as long as they have obtained signed permission to do so from the Dean of the Graduate School–Newark.

- A student who drops a course without notifying the registrar automatically receives a grade of F in that course.
- A student who withdraws from school without notifying the registrar automatically receives a grade of F in all courses.
- No withdrawals of any sort are permitted during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades for the semester. Students are encouraged to speak to their Graduate Program Directors and/or course faculty to discuss alternative options and obtain appropriate advisement.

The withdrawal form can be found [here](#):

Change Of Program

Students who wish to change their field or degree program within the Graduate School–Newark must apply to the graduate program in which they intend to pursue their degree through the Graduate Admission Website. Deadline for the fall semester is July 1; for the spring semester, it is December 1st.

Students who wish to change their field of study within the Graduate School-Newark must apply to the graduate program in which they intend to pursue their degree. This should be done through the Graduate Admission Website (<http://gradstudy.rutgers.edu/>). Students should be mindful of the program application deadlines.

For those students who seek to change their degree program (Masters to Ph.D. or Ph.D. to Masters) should seek the advisement of their graduate program director. After consulting with the program director students should submit the completed and signed *Change of Program* form to the Graduate School for final approval.

Intra-Institutional Registration

Graduate Courses

Students in the Graduate School–Newark may take courses offered by other graduate divisions of Rutgers University.

Step 1: Students must first receive approval from the Graduate Program Director of the program in which the course is hosted. The program director will provide you with an SPN (Special Permission Number) if one is required.

Step 2. Students will then register WebReg, Rutgers' web registration system, (<https://sims.rutgers.edu/webreg>), or in person at the registrar's office.

Once approval is received for the intra-institutional graduate course, no additional permission is required by the Graduate School–Newark.

Undergraduate Courses

With the approval of their program director, graduate students may enroll in advanced 300- and 400- level undergraduate courses. This move may be taken as part of the regular graduate program or to remedy a deficiency in the preparation for graduate work.

Courses numbered 500 or above are designed for graduate students and normally carry credit toward a graduate degree. When a student is either permitted or required to take a course numbered below 500, a credit prefix must be **entered in person** at the registrar's office.

Before the start of the semester, written approval must be obtained from both the student's Graduate Program Director and the Dean of The Graduate School before an undergraduate course can carry credit toward a graduate degree.

The credit prefix appears on the permanent record as follows:

- E. The undergraduate course is excluded from credit in the graduate program.
- G. The undergraduate course has been approved for graduate credit.

No more than 6 credits numbered below 500 may be used to fulfill requirements for an advanced degree. The only exception to this rule is the M.A.T. program.

Exchange Registration

Matriculated graduate students may be eligible to take graduate courses at the New Jersey Institute of Technology (NJIT) or Rutgers Biomedical and Health Sciences (RBHS). Those wishing to exercise this option must:

- Receive approval from their graduate program director; and
- Complete the exchange form now available online at the Newark registrar's website under the printable forms link: <http://registrar.newark.rutgers.edu/graduate-exchange-registration> or see Program Director.
- Students must submit to GS-N for final review and approval.
- *For NJIT and RBHS courses, students must report to Rutgers Registrar (Blumenthal Hall, 3rd Floor)*

Courses Taken “Not-For-Credit”

Students who wish to enroll in a graduate or a 100- through 400-level undergraduate course and perform all the assigned work without receiving credit may do so if they secure the advance approval of their advisers. When they register, they must indicate "not-for-credit" status by entering the symbol N. They must pay the normal graduate tuition fee for the course and fulfill the same requirements as other students during the semester, including the execution of any written assignments. At the end of the semester, however, they do not take the final examination, and they are assigned a grade of S (satisfactory) or U (unsatisfactory). The course and the letter grade are included on the student's record, but no credit toward a degree is given. See Grades and Records later in this chapter for information regarding credit prefixes.

Course Repeat Policy

In most circumstances, graduate students may not repeat a course. In very limited special and extenuating circumstances, a graduate student who has received a C or F in a course may be approved to repeat the course. Such approval must come from both the Graduate Program Director and the Dean of the Graduate School. Under no circumstances may a course ever be repeated more than once. If a course is no longer offered, it cannot be repeated. Students may repeat up to two graduate courses. When a course has been repeated, both the original and the subsequent grade are included on the permanent record, but the credit for the course is counted only once. Both grades earned for a course will remain on the student's permanent record; but the grade received in the last attempt will be the grade that is counted in the student's GPA calculations.

Auditing Courses Without Registration

Upon obtaining the permission of the instructor of the course and subject to availability of space, full-time students of the school may audit courses without registration (with the exception of online courses, which cannot be audited). It is understood that no academic credit is earned in this manner.

Transfer Of Credit

The university accepts for credit graduate courses completed at other institutions, but students may apply for transfer credit only after they have completed at least 12 credits with a grade of B or better at the Graduate School–Newark. The school will consider applications for transfer of courses if the following stipulations apply:

- The student must have earned a B or better in the course being transferred, and neither Pass nor Satisfactory is acceptable.
- The course may not include work for a thesis, independent study, or research.
- Normally, any course being transferred must form a part of the student's program in his or her field of concentration.
- As a rule, the course must have been taken during the immediate six-year period before the student's qualifying examination.

Transfers for Masters

Not more than 40 percent of the minimum required number of credits for the degree may be transferred. Subject to the recommendation of the program concerned and the approval of the dean, a student with a prior graduate degree may use as many as 12 of these credits to fulfill requirements for a subsequent master's degree.

Transfers for PhDs

Students are not allowed to transfer more than 40 percent of the required minimum number of course credits. Research and independent study credits are not eligible for transfer. The faculty of a graduate program also may recommend transfer of credit earned in a graduate professional school toward a student's Ph.D. in the Graduate School–Newark. The maximum number of such credits acceptable is 50 percent of the total number of required course credits, up to a maximum of 24 credits. No credits may be transferred for research. In applying for transfer of credit, a student must obtain an official transcript of the grades to be transferred and complete a transfer of credit form. The transfer of credit form and the official transcript should be submitted to the student's program director for approval. The graduate director then submits both documents to the dean for review and final authorization. When the transfer is approved, the registrar's office records the transfer of credits on the student's transcript.

LEAVE OF ABSENCE POLICY

This policy describes the circumstances under which graduate students enrolled in Rutgers Graduate School-Newark (School 26) may be eligible for leave of absence. It outlines the categories of leave of absence, the process to request a leave of absence, available alternatives to a leave of absence, the implications of a leave of absence, and involuntary leaves of absence. The policy also explains the timing of leave and the procedure for returning from a leave of absence. This policy applies to all graduate students enrolled in Rutgers Graduate School-Newark.

Important Definitions

Regularly Enrolled Graduate Student: Students with active enrollment status.

Continuous Enrollment: All students in degree programs must maintain their status by registering each fall and spring semester in coursework, research, dissertation study or Matriculation Continued. Students who fail to maintain continuous enrollment must apply for readmission to continue in good standing.

Leave of Absence: Any suspension or interruption of a student's active studies for an entire term or more. Leave of absence is available to students who plan to reenroll after a temporary suspension of their studies. Students register for Matriculation Continued (26:001:800) with their program director.

Discontinuation: Term used to describe indefinite suspension or interruption of studies without a plan to reenroll.

Reasons To Request A Leave Of Absence

Students may request a leave of absence for the following reasons:

- **Medical** Students seeking a medical leave of absence should provide documentation showing that they are under the care of a duly licensed health care professional
- **Family or Dependent Care**
 - Birth or adoption of a child by the student or their spouse or partner
 - Care for an ill spouse, parent, or child (request for leave should include explanation of student's caregiving role)
- **Military Service** Students are required to provide a copy of their military induction documents, as well as their active duty authorization
- **Other / Personal** Any reason other than those stated above (no supporting documentation required)

Procedures To Request A Leave Of Absence

STEP 1: A student seeking a leave of absence must first meet with their program director to determine if the leave of absence is the appropriate course of action given the student's unique circumstances.

STEP 2: Student is required to complete and submit the Request for Leave of Absence form to the GPD. The GPD will review the form with the student, including all supporting documentation. GPD is expected to explain the impact of the leave of absence on student's academic progress. If approved, GPD will sign the request form. Student must then sign request form acknowledging that they have formally made the program aware of this request and having been provided with pertinent information related to their academic progress.

STEP 3: Submit the signed Leave of Absence Form to the Graduate School-Newark Deans office for review and approval.

LEAVE OF ABSENCE

Type of Leave	Maximum Duration of Leave	Required Documentation	Other Information
Medical	Four (4) Semesters	Recommendation from a licensed health care professional	If the anticipated absence exceeds four semesters, student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Family or Dependent Care	Four (4) Semesters	Explanation of student's caregiving role	If the anticipated absence exceeds four semesters, the student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Military Service	Duration of military service	Induction or authorization of active duty documents	None
Other / Personal	1 Semester	None	Students are eligible for a leave of absence for personal reasons only once in their degree program. They must request this type of leave before the add/drop period in the fall or spring semester in order to be eligible

Return Process

Students returning from approved leave of absence will not be subjected to the university's readmission requirements.

Students wishing to return from approved leave must submit a Request to Return to Active Study Form. The Request to Return must be approved before student is permitted to register.

International Students

International students that request leave of absence must consult with the Office of International Student & Scholar Services (OISS) in order to clarify the immigration / visa regulations that might impact the proposed leave of absence.

GRADES & GRADING

Grading Rubric

Graduate students are graded in each course at the end of each semester as follows:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
F	Failure	0.0

Conditional Grades And Pre-Fix Symbols

IN (Incomplete). May be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the semester.

NG (No Grade). The NG grade is assigned by the Office of the Registrar. It is used when either the faculty member has left the grade blank or the student is credited with a blank grade because of a computer error. If a student who receives an NG grade fails to clear up the problem within the following semester, the NG grade will convert to an F, and the student's cumulative grade-point average will be recalculated accordingly.

P/NC (Pass/No Credit). Graduate programs may offer courses on a Pass/No Credit basis. A nonnumeric grade of Pass or No Credit is assigned to any student who has registered for his or her course on this basis.

S/U (Satisfactory/Unsatisfactory). Used for 700-level courses of research carrying credit or in regular courses taken not-for-credit.

W (Withdrawal). Used when a student has withdrawn with permission of the proper authority.

IN Grade Change Policy (Effective Date May 1, 2018)

If a student needs to drop a course(s) for valid reasons (e.g. medical conditions or employment changes) after a substantial amount of the semester has gone by, another option to consider would be to arrange with the instructor to receive a grade of Incomplete (IN). The student has one calendar year (12 months) in which to make up the work and have the professor submit a Change of Grade in REGIS noting the new grade. If this arrangement is worked out, the student should not register for the course again, even if the student needs to sit in on the course the next semester it is offered.

The original registration will be sufficient and only a Change of Grade request need be submitted when the work is completed. Once a permanent grade is assigned, it is considered final.
(cont.)

Any student incurring grades of Incomplete (IN) will be held to the limit of one year (12 months) for completion of the course. Requests for waiver of this one-year limit must be made by the student, recommended by the course instructor and graduate director, and approved by the Office of the Dean. This waiver should be sought prior to the one-year expiration date. It will not be routinely granted. At this time students must submit any pertinent documentation that supports their request.

Students who have more than one Incomplete will be allowed one semester to reduce the number to one (or none), after which they will not be allowed to register for additional courses until these are completed or "abandoned." ("Abandoned" refers to a situation in which students have agreed that the course may no longer be completed and the program has agreed to allow them to continue with Permanent Incompletes on their records.) Responsibility for the monitoring of this process resides with the graduate programs

Holds

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the university. Obligations may take the form of unpaid monies, unreturned or damaged books and equipment, parking fines, other charges for which a student may become legally indebted to the university, and failure to comply with disciplinary sanctions or administrative actions. University departments and offices may place holds on registration, diplomas, and transcripts for any students having an outstanding obligations.

Student Complaints About Grades

When possible, the Graduate School–Newark tries to handle all student complaints about grades within the graduate degree program.

First, a student with a complaint should confer informally with the instructor who recorded the grade in question. This conference shall take place within 10 school days of official notification of the grade. If the instructor and student fail to resolve the dispute, the issue becomes dead unless the student takes further action within 10 school days of meeting with the instructor. A student wishing to pursue a grade complaint must request in writing, within that 10-day period, that the director or a designate review the complaint or attempt to mediate the issue. The director or the designate has 10 school days from receiving the student's written request to consult with all parties and propose a resolution.

If this is unsuccessful, the matter shall be referred to a faculty committee, as designated in the bylaws of the program. This committee shall render a decision within 15 school days. In arriving at a decision, the committee may consult with anyone it chooses. In extraordinary cases, it may ask third parties chosen from among the faculty to review the grade in question.

Any appeal by the student from the program faculty's decision must be made by the student in writing to the dean of the Graduate School–Newark. The student has 10 days from receiving the program faculty's decision to submit an appeal and lay out the grounds for this action. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean will render a decision within 10 school days of the receipt of the appeal.

For purposes of these procedures, a school day is any day classes are in session. The decision of the dean is final.

Scholastic Standing

Candidates for the master's and doctoral degrees must earn grades of B or better in their coursework. No more than 6 credits or 2 courses with a grade of C or C+ may be used in meeting the requirements for a master's degree or doctoral degree.

The Graduate School–Newark requires that all students maintain a minimum cumulative B or better average during each semester of study in order to remain enrolled. If a student's academic performance falls below the expected standard, the program or the school may review the record and make recommendations concerning that student's future registration in the Graduate School– Newark. Failure to maintain the minimum cumulative average may result in academic dismissal

Termination Of Studies

Students may be required to terminate their graduate studies and withdraw from the Graduate School– Newark if they fail to meet the minimum requirements of the program or the school. Each student must satisfy conditional requirements established at the time of his or her admission. Failure to make continuous progress toward the attainment of the degree may constitute a basis for termination. In addition, nonadherence to the schedule of time limits for degrees may constitute a basis for termination.

When such problems occur, the program notifies the student in writing of the program's concern about his or her performance. Such a warning specifies the source of concern, the applicable program or graduate school rules at issue, and proposed actions to resolve the problem. Warnings specify when and on what basis the faculty is considering a recommendation for academic dismissal. A probationary period of one semester would be normal.

Following the probationary period, a student who fails to meet the provisions of the warning should be considered by the program faculty for dismissal. The student may be asked or may request to speak on his or her behalf at a meeting of the program faculty for that purpose. A member of the university community may assist the student in preparing his or her presentation. If the program faculty decides to dismiss the student, this decision must be issued in writing and must explain the reasons for the decision and list all warnings communicated to the student.

Appeal

A student may appeal a dismissal notice to the Dean of the Graduate School–Newark. Anyone wishing to appeal a dismissal must submit that appeal in writing within 10 school days of receipt of the program faculty's decision. That appeal must state the basis for the appeal. The grounds for appeal are:

- (1) technical error
- (2) new information
- (3) extenuating circumstances

The Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. For purposes of this procedure, a school day is any day that classes are in session.

COMPLETION OF DEGREE & GRADUATION REQUIREMENTS

For All Graduate Students:

- No more than 6 credits or two courses with a grade of C or C+ may be used in meeting the requirement for a master's or doctoral degree.
- No more than 6 credits of undergraduate courses numbered below 500 may be used to fulfill the requirement for an advanced degree. The only exception to this rule is the Master of Arts for teachers (M.A.T.) degree program.
- No more than 50 percent of a student's formal coursework may be taken in professional courses.
- Up to 40% of coursework, not research credits, may be transferred from other graduate degree-granting institutions.

For further information on the transfer of credit from other degree programs and other institutions, see the Transfer of Credit section. While the standard of work required is left largely in the hands of the student's program faculty, satisfactory progress toward the degree is required at all times. Students who fail to make satisfactory progress are informed of their problem by their department or committee chair or by the school dean.

Residence requirements for advanced degrees are determined separately by the faculty of each program. Students should consult their graduate program directors for information about minimum performance expectations in their particular programs.

Time Limits For Degree Completion

The minimum and maximum years required to complete a degree are determined by a student's full-time or part-time status and the number of credits required for the degree. These times are as follows:

DEGREE	TOTAL CREDITS	FULL/PART-TIME	MINIMUM TIME	AVERAGE TIME	MAXIMUM TIME
M.A., M.S.	30	Full-time	1 Year	1.5 Years	3 Years
		Part-time	3 Years	3 Years	3 Years
Global Affairs	40				
Jazz History	36				
Psychology	36				
M.A.T.	30	Part-time	1 Year	2.5 Years	5 Years
M.F.A.	36	Full-time	2 Years	2 Years	2 Years
		Part-time	3 Years	3 Years	3 Years
Ph.D.	72	Full-time	3 Years	5 Years	7 Years
		Part-time	4 Years	6 Years	8 Years
Behavioral & Neural Sciences	60				
Chemistry	60				
Global Affairs					
Nursing	66				

Application for Extension of Time for Degree

There are times when students are unable to complete their degree programs within the expected time line. As the time limit approaches we encourage students to work closely with their program directors to develop an expected timeline for completion. Students should also complete an Application for Extension of Time for Degree.

The Application for Extension of Time for Degree form must be completed when the student's degree will not be attained within the expected time limit of seven years. It is up to the student, as well as the program director, to be aware when this time limit is approaching. The form is valid for one year only and must be filed again if further extensions are needed.

The Application for Extension of Time may be found [here](#):

Graduation

When entering their final semester, candidates who anticipate faculty recommendation for conferral of the degree are required to follow the procedures listed below:

1. Ensure that all academic requirements have been or will be completed.
2. Make certain all related fees and any outstanding debts to the university are paid.
3. Submit an application for admission to candidacy.
4. Submit a diploma application.
5. The degree cannot be conferred as scheduled and graduation will be delayed if this application is submitted after the deadline. If the deadline passes, students will have to submit their application for the next graduation date.

Please Note:

Each student should consult their graduate director for the specific academic requirements for their specific program.

Each student is responsible for their degree requirements. Students are advised to obtain a copy of their transcript from the registrar's office and to contact the Dean's Office immediately if there appears to be any discrepancies.

Conferral of degrees and diplomas occurs three times per year, in October, January and May. Students who file the applications and complete all other requirements for the degree by the announced October or January dates will have a diploma dated for the respective month.

The school withholds diplomas from any student who is under financial obligation to the university. The electronic diploma application can be accessed at:

<https://grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fdiploma>

REQUIREMENTS AND DEADLINES FOR PH.D. CANDIDATES

General Requirements for Doctoral Students

Doctoral programs normally are arranged in two phases. In the preliminary phase, the student usually pursues courses of study. This phase is completed when the qualifying examination is passed. In the second part, the student usually pursues courses of research. It is concluded when the dissertation has been accepted and the defense of it approved.

Between admission to the Graduate School–Newark and the conferral of the Ph.D. degree, the student must (1) satisfy the course and other preliminary requirements of the particular graduate program in which he or she is enrolled, (2) pass the comprehensive qualifying examination (a student becomes a formal candidate for the doctorate only after he or she completes successfully the qualifying examination), (3) present the results of the special research in an acceptable dissertation, and (4) pass a final examination related to the subject of the dissertation.

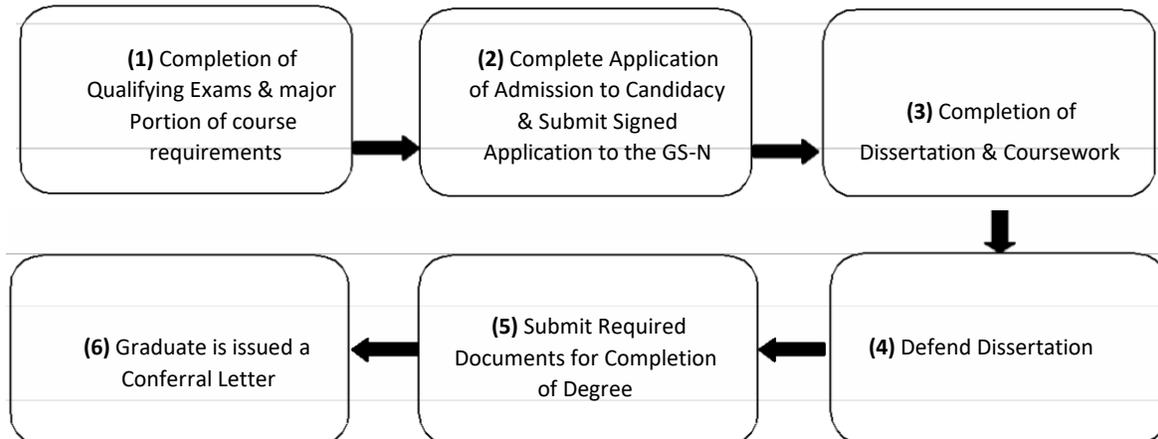
Specific credit requirements For Doctoral Students:

- The minimum total credits required by the Graduate School–Newark for the doctorate is 60, unless more is required by individual programs.
- A minimum of 18 credits in research must be taken toward the degree, unless more is required by individual programs.
- The minimum total requirement in non-research courses is normally 36 credits. Each student should consult his or her program director.

All forms for PhD candidates are available on the web [here](#) and must be submitted by the dates listed below:

Diploma Date	Diploma Application Deadline	Degree Requirements Deadline
October	August 1	October 1
January	November 1	January 4
May	March 1	May 1

The Process to Apply for Graduation for PhD Students



Registration: Up until the degree is awarded, students must remain matriculated or have continuous registration.

- ◆ Students applying for an **October** degree do NOT have to register for the Fall semester as the degree is awarded October 1st. Doctoral students must defend by September 1st, this will give ample time to edit their dissertation as needed and submit their electronic dissertation.
- ◆ Students applying for a **January** degree, MUST register for the current Fall semester but not the Spring term as the degree is awarded mid-January. Doctoral students must defend by December 1st, this will give ample time to edit their dissertation as needed and submit their electronic dissertation.
- ◆ Students applying for a **May** degree must register for the Spring term. Doctoral students must defend by April 1st (no exception), this will give ample time to edit their dissertation as needed and submit their electronic dissertation.

1. [Diploma Application](#): Online submission only.
2. [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 Graduate School Dean's Office after your defense with all the required signatures.
3. **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. The title pages must be printed on 8 ½" x 11" white paper. The date on the title pages must be the degree date (October, January, or May followed by the year).
4. [Electronic Doctoral Dissertation Instructions: Guide for Preparing and Uploading](#): 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.

5. **Your approved dissertation** must be converted to a PDF file and then uploaded online to the Rutgers Library's Electronic Theses & Dissertations website for permanent record. Upload to <https://etd.libraries.rutgers.edu/login.php> before the designated 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:** Link to the Survey of Earned Doctorates (SED).
8. **ProQuest Agreement Form:** Link to ProQuest which is an optional publishing platform with a fee. Participation is **optional**.

Please Note:

Each student should consult their graduate director for the specific *academic requirements* for their specific program.

Each student is responsible for their degree requirements. Students are advised to obtain a copy of their transcript from the registrar's office and to contact the Dean's Office immediately if there appears to be any discrepancies.

Conferral of degrees and diplomas occurs three times per year, in October, January and May. Students who file the applications and complete all other requirements for the degree by the announced October or January dates will have a diploma dated for the respective month.

The school withholds diplomas from any student who is under financial obligation to the university.

GENERAL REQUIREMENTS FOR MASTERS STUDENTS

Candidates for the master of arts (M.A.), master of science (M.S.), or master of fine arts (M.F.A.) degree must satisfy the requirements of the Graduate School-Newark, as well as those of the program in which they are enrolled.

The Graduate School-Newark requires that students:

Earn a minimum of 30 credits of successful graduate study.

Exceptions are as listed:

- Jazz History and Research, Nursing, and Psychology each require 36 credits.
- Environmental Geology requires 36 credits under their non-thesis option.
- Global Affairs requires 40 credits
- MFA in Creative Writing requires 36 credits.

If required by the program:

- Successfully complete a final comprehensive examination in the student's field of concentration.
- Satisfy a writing requirement by submitting a master's thesis or by demonstrating to the faculty the ability to write a creditable expository or critical essay.
- Students who do not submit a thesis may fulfill the writing requirement as part of a regular course, in a seminar, or through a special assignment designed for this purpose.
- Pass a foreign language examination if required by the program.
- Complete at least 60 percent of their degree programs in graduate-level courses that are under the jurisdiction of the Graduate School-Newark.

General requirements for all candidates:

- No more than 6 credits of 'C' or 'C+' grades are acceptable.
- No more than 6 credits of graded 300-400 level coursework may be taken for graduate credit (exception: M.A.T. – no maximum).
- No more than 40% of the required credits may be transfer credits.

General requirements, with a thesis:

- A minimum of 6 credits of 700 level coursework.
- The Candidacy Application form, Parts I and Part II, must be signed by student's committee members and Program Director before it is submitted to the Graduate School Dean's Office.

General requirements, without a thesis:

Sections A and B of the Candidacy Application form Part II must be signed by student's committee and the professor to whom the essay was submitted.

Consult with your graduate director for specific program requirements.

Each student is responsible for their degree requirements. Students are advised to obtain a copy of their transcript from the Office of the Registrar and contact the GSN immediately if there appears to be any discrepancies.

REQUIREMENTS AND DEADLINES FOR MASTERS CANDIDATES

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

TO BE ELIGIBLE FOR:	OCTOBER DEGREE	JANUARY DEGREE	MAY DEGREE
DIPLOMA APPLICATION must be filed in the Dean's office by:	August 1	November 1	March 1
CANDIDACY APPLICATION must be filed with thesis in Dean's office by:	October 1	January 4	May 1

The Process to Apply for Graduation for Masters Students

- 1) Registration: until the degree is awarded, students must remain matriculated or have continuous registration.
 - ◆ for an **October** degree, students do not need to be registered for the Fall semester as the degree is awarded October 1st
 - ◆ for a **January** degree, students **MUST** register for the current Fall semester, but not for the Spring term as the degree is (usually) awarded in mid-January
 - ◆ for a **May** degree, student **MUST** register for the Spring semester.
- 2) [Diploma Application](#) Online submission only.
- 3) [Candidacy Application](#) Form for Master's Degree Candidates. Parts I and II must be submitted to the dean's office with all the required signatures
- 4) Title Pages: Two hard copy title pages with the original signatures (**in Black ink**) of all your master's thesis committee members must be submitted to the Graduate School Dean's Office. Both title pages must be printed on 8 1/2" x 11" white paper. The date of the title page must be the degree date (**October, January, or May** followed by the year). Follow instructions on the [Electronic Master's Guide](#).
- 5) Electronic Master's Thesis Instructions: Guide for Preparing and Uploading:
 - Please confirm that your thesis adheres to the approved Rutgers format as indicated in the instructions at the link above. Theses that do not conform to the required Rutgers format will not be accepted.
 - Your approved thesis 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) Diplomas are issued at the completion of certification for October, January or May graduation degree dates. Interim Certificates 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>.