M.S. Primary Degree Graduation Checklist for MAE Department

Program Requirements
[ ] Signed and dated "Graduate Advisor – Advisee Agreement" form (within the first semester of starting the program)
[ ] Approved Annual Individual Development Plans (IDPs) for each year of graduate study

Credit-related Degree Requirements
[ ] A total of twenty-four (24) course credits and six (6) research credits
- B average (3.0 GPA)
- No Pass/Fail courses
- Maximum of one (1) C/C+ grade
- Research credits must be of grade S
- Maximum of two (2) undergraduate 400-level non-MAE courses, with prior approval from the Graduate Program Director (GPD)
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- No undergraduate MAE courses (NB: MAE undergrad courses can count towards Certificate requirements but not graduate degree requirements)
- Maximum of one (1) Independent Study course
- Up to 12 graduate-level course credits with grades of B or better may be transferred from another institution with GPD and SGS approvals (use SGS "Transfer of Credit Application" form)
[ ] Required Math course 642:527 (Applied Math Department)
[ ] Minimum of five (5) MAE 3-credit graduate courses (16:650:xxx); any non-MAE courses must have prior GPD approval
[ ] At least two (2) and a maximum of three (3) credits of Seminar, unless waived by GPD

Optional Certificates
[ ] Submit the "Certificate Program Application" form from the Rutgers SGS forms website for any Certificates completed.

Thesis Requirements
[ ] With the research advisor's consent, submit an electronic copy of the thesis to the GPD and the Graduate Administrator at least 3 weeks before the desired defense date.
[ ] GPD formally appoints the thesis committee (based on the advisor's recommendation), and the Graduate Administrator sends the thesis to the committee for review.
- Provide a copy of the email showing the advisor's committee recommendations.
[ ] After the committee approves, the thesis defense is scheduled (at least 1 week before the SGS deadline for degree materials for dated degree graduation), and public notice is posted at least 1 week before the defense.
[ ] Fill out the candidacy form and send it to the Graduate Administrator to review and approve courses.
- Use the "Master's Degree Application" form from the Rutgers SGS forms website.
- For any transferred credits, provide a copy of the approved "Transfer of Credit

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Application" form.
- For any waived course requirements or prior-approved course takings, provide copies of email confirmations.
- Graduate Administrator approval requires that all of the above items are completed. Only then will the Graduate Administrator email confirmation, along with copies of the above, to the GPD that course requirements are fulfilled.

[ ] Bring the candidacy form (after the Graduate Administrator has reviewed and approved) to the defense.

[ ] Upon passing the defense, have the committee sign the candidacy form.
- If thesis corrections are needed, the candidacy form and the thesis cover sheet can be electronically signed through Rutgers DocuSign.

Procedure After Completing All Requirements

[ ] Submit the signed candidacy form (through Rutgers DocuSign) to the GPD for approval.
- Submit an electronic thesis copy (with signatures) to the GPD.
- Make sure that the committee names are listed in the Acknowledgments of the thesis.
- Ensure that the IDP has been approved within 1 year.
- Submit the form for "Forwarding contact info for graduates."
- GPD approval requires that all of the above items are completed.

[ ] Submit the approved candidacy form and a copy of the thesis to SGS.
- Check the Graduation and Dissertation guidelines of SGS (https://grad.rutgers.edu/academics/graduation) for specifics.

[ ] Submit online diploma application.
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