

M.S. Secondary Degree Graduation Checklist for Packaging Engineering (PE) Program

Application

- [] Submit the “Addition of Second Degree Program” form from the Rutgers SGS forms website.
 - Complete this agreement form where the ‘current program director’ is for the primary degree department and the ‘prospective program director’ is for the secondary degree program (i.e., Packaging Engineering), with signed approvals from both Graduate Program Directors (GPDs).

Credit-related Degree Requirements

- [] A total of eighteen (18) course credits
 - B average (3.0 GPA)
 - No Pass/Fail courses
 - No C/C+ grade
 - No undergraduate Packaging Engineering courses (NB: Packaging Engineering undergrad courses can count towards Certificate requirements but not graduate degree requirements)
 - No transferred credits
- [] Minimum of six (6) Packaging Engineering 3-credit graduate courses (16:731:xxx) (cannot double count with credits accepted for primary degree)

Certificates

- [] Submit the “Certificate Program Application” form from the Rutgers SGS forms website for any MAE-associated Certificates completed.
- [] Submit the “Certificate Program Application” form from the Rutgers SGS forms website for any stand-alone University Certificates completed not already submitted through the primary department.

Procedure After Completing All Requirements

- [] Register for group presentations of M.Eng./M.S. projects.
 - Contact the Graduate Administrator at least 2 months before degree date deadline for a link to sign up. The date(s) for the presentations will be confirmed and announced.
- [] Fill out the application form, highlight courses in transcript that satisfy degree requirements, and send them to the Graduate Administrator to review and approve courses.
 - Use the “Master's Non-Thesis Degree Application” form from the Rutgers SGS forms website.
 - Provide a copy of the approved/signed application form from the primary department.
 - Along with the 18 Packaging Engineering course credits, include 12 course credits from the primary department in a detailed course listing with grades to submit to the Graduate Administrator.
 - For Section “Comprehensive Exam (or Alternative) and Writing Requirement” of the

Packaging Engineering application form, make sure to have your project advisor and the Packaging Engineering faculty at the group presentation sign off on the examination. Make sure that you write-in "Chairperson" under the signature line for your project advisor.

- MAE/PE Graduate Administrator approval requires that all of the above items are completed. Only then will the MAE/PE Graduate Administrator email confirmation, along with copies of the above, to the MAE/PE GPD that course requirements are fulfilled.
- [] Submit the signed Packaging Engineering application form (through Rutgers DocuSign) to the MAE/PE GPD for approval (after the Graduate Administrator has approved).
 - Submit the MAE/PE form for "Forwarding contact info for graduates."
 - MAE/PE GPD approval requires that all of the above items are completed.
- [] Submit the approved Packaging Engineering application form to SGS.
 - Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>) for specifics.
- [] Submit online diploma application for Packaging Engineering.
 - Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>)for specifics.