

## **M.S. Primary Degree Graduation Checklist for MAE Department M.S. in Packaging Engineering (PE)**

### 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-seven (27) course credits and three (3) master course project credits
  - B average (3.0 GPA)
  - No Pass/Fail courses
  - Maximum of one (1) C/C+ grade
  - Maximum of two (2) undergraduate 400-level courses, with prior approval from the Graduate Program Director (GPD)
  - 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)
- [ ] Minimum of six (6) PE 3-credit graduate courses (16:731:xxx); any non-PE courses must have prior GPD approval

### Optional Certificates

- [ ] Submit the “Certificate Program Application” form from the Rutgers SGS forms website for any Certificates completed.

### Masters Project Requirement

- [ ] With the consent of the project advisor, register for group presentations of M.Eng. (MAE) / M.S. (Packaging) projects.
  - The Graduate Administrator will email a link to sign up a couple of months before the degree deadline. The date(s) for the presentations will be confirmed and announced.
- [ ] Submit the M.S. (Packaging) report to the advisor.
  - The advisor must sign the cover page (template on the MAE forms page).
  - The advisor will need to serve as a committee member at the group presentation.
- [ ] 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.
  - For any transferred credits, provide a copy of the approved “Transfer of Credit Application” form.
  - For any waived course requirements or prior-approved course takings, provide copies of email confirmations.

- 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.
- [ ] Bring the application form (after the Graduate Administrator has reviewed and approved it) to the presentation.
- [ ] After the presentation, have all Packaging graduate faculty present approve & sign the candidacy form or send it to them for electronic signatures using Rutgers DocuSign.

#### Procedure After Completing All Requirements

- [ ] Submit the signed application form (through Rutgers DocuSign) to the GPD for approval (after the Graduate Administrator has reviewed all materials first).
- Submit an electronic copy of the report to the GPD, with an Acknowledgments page listing the committee members.
  - 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 application form to SGS.
- Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>) for specifics.
- [ ] Submit online diploma application.
- Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>) for specifics.