

M.Eng. Secondary Degree Graduation Checklist for MAE Department

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 department (i.e., MAE), with signed approvals from both Graduate Program Directors (GPDs).

Credit-related Degree Requirements

- [] A total of fifteen (15) course credits
 - B average (3.0 GPA)
 - No Pass/Fail courses
 - No C/C+ grade
 - No undergraduate MAE courses (NB: MAE undergrad courses can count towards Certificate requirements but not graduate degree requirements)
 - No Independent Study course
 - No transferred credits
- [] Minimum of five (5) MAE 3-credit graduate courses (16:650: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. 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 MAE candidacy form and send it to the MAE Graduate Administrator to review and approve courses.
 - Use the “Master’s Degree Application” form from the Rutgers SGS forms website.
 - Provide a copy of the approved/signed candidacy form from the primary department.
 - Along with the 15 MAE course credits, include 15 course credits from the primary department in the course listing of Part I of the MAE candidacy form.
 - For Section B of Part II of the MAE candidacy form, make sure to have your project advisor sign off on your essay/report.
 - For Section C of Part II of the MAE candidacy form, the MAE faculty at the group presentation will sign off on the examination.
- MAE Graduate Administrator approval requires that all of the above items are

completed. Only then will the MAE Graduate Administrator email confirmation, along with copies of the above, to the MAE GPD that course requirements are fulfilled.

- [] Submit the signed MAE candidacy form (through Rutgers DocuSign) to the MAE GPD for approval.
 - Submit the MAE form for “Forwarding contact info for graduates.”
 - MAE GPD approval requires that all of the above items are completed.
- [] Submit the approved MAE candidacy form to SGS.
 - Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>) for specifics.
- [] Submit online diploma application for MAE.
 - Check the Graduation and Dissertation guidelines of SGS (<https://grad.rutgers.edu/academics/graduation>) for specifics.