

## Ph.D. Graduation Checklist

### Requirements

- Total of 48 course credits
  - B average
  - max 2 C grades
  - max 2 undergraduate level (only 400 level. Requires permission of GPD)
  - max two independent study (one at M.S. level one at Ph.D. level)
  - up to 24 course credits with grades of B or better can be transferred from another institution
- Math courses 642:527, 642:528
- Minimum 10 MAE courses
- One graduate level course from each area of specialization within MAE
- 24 research credits with grade of S
- Enrolled in seminar every semester (non-credit N), barring exceptions
- Enrolled in seminar two semesters for credit
- Pass qualifying exam
- Dissertation proposal submitted (within one year after passing qualifying exam) and passed

- Outside Committee Member selected
  - If outside Rutgers, GSNB needs to approve

### Procedure After All Requirements are Satisfied

- With consent of Advisor submit dissertation to Graduate Program Director (GPD)
  - GPD sends dissertation for review
  - Schedule defense after approval by committee members
  - Public notices of the defense must be posted at least five days before defense
  - Go to GSNB, pick up candidacy form, completely fill it out and bring to defense with you.
  - Upon passing defense, have committee sign candidacy form, complete corrections on dissertation, and have committee sign the dissertation cover sheet
  - Bring signed candidacy form and a copy of dissertation to GPD for approval
  - Take approved candidacy form and a copy of the dissertation to GSNB
  - Fill out diploma application and send to the registrar
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- Give Graduate Secretary a forwarding address, phone number, email and place of employment before leaving Rutgers.