

Graduation Forms and Requirements

Graduation periods are: October - January - May

Dates for filing deadlines are set by the Graduate School-New Brunswick and will be posted on the Grad School site under “Current students”:

<http://gsnb.rutgers.edu/current.php3>

Below is a list of items that must be completed & submitted when preparing to file graduation materials:

Diploma Application:

This form is to be submitted online directly to the Registrar’s Office

ASB, Room 200F, 65 Davidson Rd., Busch Campus

(Check with Graduate School for filing deadline).

The diploma application must be submitted on-line at <http://registrar.rutgers.edu>

Candidacy Form (for PhD) /Application for Degree (for MS)– the original form with all required signatures (Committee & Program Director) needs to be submitted to the Graduate School – New Brunswick

25 Bishop Place, New Brunswick, College Ave Campus

*Forms can be obtained from the Grad School website at:

<http://gsnb.rutgers.edu/current.php3> .

*Please give a copy of your form to the Grad Program Office before submitting to the Grad School.

Dissertation/Paper – follow the style guide for “Thesis and Dissertation preparation” which is posted on the Graduate School-New Brunswick website under “Current Students” <http://gsnb.rutgers.edu/current.php3>. The PhD Thesis and the MS Research Thesis paper are to be submitted to the graduate School-New Brunswick along with the Candidacy form or for MS the Application for Degree. PhD and MS Research Thesis must be submitted electronically – the link is also on the Grad School website. <https://etd.libraries.rutgers.edu/login.php>

Title Page - the original page with all required signatures is submitted to Graduate School-NB with other forms above. (must be on any bond paper).

Abstract – original submitted to Graduate School – NB with above forms.
(must be on any bond paper)

Exit Survey – the Graduate School has their own exit survey. Check with Barbara Sirman in the Graduate School on how to access it. Your Grad Program Office has a separate Exit Survey – obtain a copy from their office (Nelson Labs-A202) or on the Molecular Biosciences website <http://lifesci.rutgers.edu/~molbiosci>

COPIES of the following forms need to be submitted to the Graduate Program Office:

Location: Nelson Labs, Room A202, Busch Campus

(Copies for the MMG program go to Diane Murano, Copies for CDB or Biochem go to Carolyn Ambrose.) Below is a list of forms which must be copied to the Grad Program Office:

***PhD Candidacy Form/or Application for Degree for MS** – with all signatures.

***Title Page** - with all signatures.

***Abstract**

***Exit Survey** – MBS version

Along with the copies mentioned above submit the following to the Grad Program Office:

CV – a CV including all research, papers and presentations you have been involved with.

If you have any questions, please contact Diane or Carolyn in the Graduate Program office.

Thank you