

School of Graduate Studies Handbook

Guide for Graduate Directors & Administrative Assistants

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Section 1

General Information

1.1 Mission of the School of Graduate Studies

The School of Graduate Studies provides personalized academic support for approximately 5,200 Rutgers students enrolled in more than 150 doctoral, master's, and dual degree programs across New Brunswick/Piscataway and Newark. Collaborating with international partner institutions—from Brazil, Puerto Rico, France, and Croatia to China, Indonesia, and South Korea—and with more than 25,000 alumni worldwide, the School of Graduate Studies is committed to advanced, cutting-edge research and scholarship. It ensures rigorous academic standards, fosters interdisciplinary collaboration between graduate faculty and students, and oversees innovative professional development initiatives that prepare graduate students to succeed in both academic and nonacademic careers. Most School of Graduate Studies graduate degree programs offer instruction in small classes and seminars, provide for close mentoring associations between students and faculty members, encourage independent and interdisciplinary study, and work with their students to create programs that are flexible, supportive, and innovative.

1.2 Purpose of the Handbook

This handbook is designed to familiarize you with the forms and the procedures that you will need to follow in administering your graduate program. A variety of topics are included: nominating members to the graduate faculty, adding new courses, changing credits or a title on the master course list, and many matters for which students in your program will need to have your (or our) approval.

The Handbook will answer many questions. For further clarification, please feel free to call the Office of the Dean (848-932-7034), where the staff will be pleased to help with any problems you may still have.

1.3 Staff Directory

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| Jerome J. Kukor | Dean 848-932-7275, jkukor@grad.rutgers.edu |
| Kathleen Scotto | Vice Dean 973-972-5455, scottoka@cinj.rutgers.edu |
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| Dan Fine | Senior Associate Dean 973-972-3728, finedh@sdm.rutgers.edu |

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| Evelyn S. Erenrich | <p>Associate Dean, Recruitment and Retention 848-932-9286, erenrich@grad.rutgers.edu Recruitment and support of graduate students, with emphasis on increasing diversity in science, math, and engineering disciplines. Establishes and maintains relationships with feeder schools, directs summer research programs for undergraduates, develops professional support mechanisms for graduate students, leads SGS participation in multi-institutional consortia.</p> |
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| David S. Pickens | <p>Associate Dean for Strategic Planning 848-932-4950, dsp@grad.rutgers.edu Manages database design, administration, reporting time to degree, attrition, and related metrics.</p> |
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competitions that require university endorsement: the Boren Fellowship, Fulbright Hays, Fulbright IIE, DAAD, Dolores Zohrab Liebmann Fellowship, PEO Fellowship, and the HHMI Fellowship.

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| Doreen Badheka | Program Director for Special Projects 973-972-0908, doreen.badheka@rutgers.edu |
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Dawn Lopez Program Coordinator
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Supplies support for the Assistant Dean for Recruitment and
Retention. Assists with the coordination of RISE.

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| Theresa Manzo | Senior Administrative Assistant 848-932-6585, tmanzo@grad.rutgers.edu Handles Dean's and Associate Dean's correspondence, calls and inquiries. Maintains graduate faculty membership files and master course list. |
| Joy Muhammad | Principal Management Assistant to the Vice Dean 732-235-4812, muhammmj@rwjms.rutgers.edu |
| Kimberly Pemberton | Program Coordinator 973-972-8384, pemberki@rutgers.edu |
| Erica Reed | Program Coordinator 848-932-6562, ear138@grad.rutgers.edu |
| Johanna Sierra | Admissions Coordinator 732-235-5016, sierrajo@rutgers.edu |
| Barbara Sirman | Senior Administrator, Degree Certification 848-932-8122, sirman@grad.rutgers.edu Responsible for all matters pertaining to certification of degrees, dissertation and thesis format, maintains students' records, readmission, transfer of credit, change of program, status, grades, and extension of time. Oversees student employment, all convocation and commencement planning, and organizes and presents dissertation workshops. |
| Nadine Stevens | Assistant Director of Administrative Services 973-972-4511, nadine.stevens@rutgers.edu |
| Beatrice Suffrant | Administrative Assistant 973-972-7225, beatrice.suffrant@rutgers.edu |

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| Simona Turcu | Business Manager 848-932-2286, sturcu@grad.rutgers.edu All budgets and financial matters, fellowships, tuition, tuition waivers, special projects and fellowship database manager |
| Ben Arenger | Program Coordinator 973-353-5498, ben.arenger@rutgers.edu |
| Ramazan Gungor | Postdoctoral Fellow for Professional Development and Cross-Disciplinary Initiatives 848-932-6560, ramazan.gungor@rutgers.edu Administration, development, dissemination, coordination and assessment of professional development and cross-disciplinary activities for the entire graduate community. Manage collaborations and partnerships with individual graduate programs and with internally and externally funded programs. |

1.4 Academic Cluster Committees

Biological, Biomedical, and Health Sciences

Biochemistry

Biomedical Sciences - Masters Programs - New Brunswick/Piscataway

Biomedical Sciences - Masters Programs - Newark Health Sciences Campus

Biomedical Sciences - Multidisciplinary PhD Program- Newark Health Sciences Campus

Biomedical Engineering - Newark Health Sciences Campus

Cell & Developmental Biology

Cell Biology, Neuroscience, and Physiology

Cellular & Molecular Pharmacology

Clinical & Translational Science

Ecology & Evolution

Endocrinology & Animal Biosciences

Entomology

Food Science

Genetic Counseling (Microbiology & Molecular Genetics)

Infection, Immunity, and Inflammation

Kinesiology & Applied Physiology

Microbial Biology

Microbiology & Molecular Genetics

Molecular Biology, Genetics, and Cancer

Molecular Biosciences

Neuroscience - New Brunswick/Piscataway

Nutritional Sciences

Physiology & Integrative Biology

Plant Biology

Public Health

Quantitative Biomedicine

Toxicology

Certificate Programs

Anatomy Instruction

Cognitive Science

Human Dimensions of Environmental Change

Medical Physics

Neuroscience - Newark Health Sciences Campus

Pharmacological Sciences
Stem Cell Biology

Arts and Humanities

Art History
Chinese
Classics
Comparative Literature
East Asian Languages & Cultures
English, Literatures in
French
German
Global & Comparative History (History)
History
Italian
Jewish Studies
Linguistics
Music
Philosophy
Religious Studies
Spanish

Certificate Programs

African Studies
Africana Studies
Asian Studies
Cinema Studies
Critical Caribbean Studies
Cultural Heritage and Preservation Studies (CHAPS)
Jewish Studies
Latin American Studies
Medieval Studies
Religious Studies
Russian, Central, and East European Studies

Physical Sciences, Mathematical Sciences, and Engineering

Atmospheric Sciences

Bioenvironmental Engineering
Biomedical Engineering - New Brunswick/Piscataway
Business & Science
Chemical & Biochemical Engineering
Chemistry & Chemical Biology
Civil & Environmental Engineering
Computer Science
Data Science (Computer Science / Statistics and Biostatistics)
Electrical & Computer Engineering
Energy Systems
Environmental Sciences
Exposure Science (Environmental Sciences)
Financial Statistics & Risk Management
Geological Sciences
Industrial & Systems Engineering
Landscape Architecture
Materials Science & Engineering
Mathematical Finance (Mathematics)
Mathematics
Mechanical & Aerospace Engineering
Medicinal Chemistry
Oceanography
Packaging Engineering
Pharmaceutical Science
Physics & Astronomy
Statistics & Biostatistics

Certificate Programs

Earth System Science
Energy
Quaternary Studies

Social and Behavioral Sciences

Anthropology
Communication, Information & Media Studies
Economics
Education
Food & Business Economics

Geography
Global Sports Business
Higher Education
Industrial Relations & Human Resources
Planning & Public Policy
Political Science
Psychology
Social Work
Sociology
United Nations & Global Policy Studies (Political Science)
☒ Women's & Gender Studies

Certificate Programs

Geospatial Information Science
Women's and Gender Studies

1.5 Role of Graduate Directors

The role of Graduate Director is crucial to the success of graduate education. The Graduate Director is responsible for developing and fostering an atmosphere of intellectual excitement in a program. Graduate Directors are also responsible for following the protocols set forth in the School of Graduate Studies Bylaws, as well as those outlined in the bylaws that govern each individual graduate program.

The Graduate Director's responsibilities include (but are not limited to):

- maintains governance and bylaws of the graduate program
- participates in graduate student recruitment
- maintains quality, standards, and integrity of the admissions process
- advises students
- monitors student progress
- reviews coursework and curriculum
- schedules and staffs graduate courses
- monitors research and student-faculty relationships
- supports students in internal and external fellowship and award processes

- assists graduate students and faculty with career development
- is responsible for annual program assessment
- partners with School of Graduate Studies deans in five-year program reviews
- follow School of Graduate Studies protocols and comply with requests from the deans

1.6 Role of Graduate Administrative Assistants

The extent to which a graduate program office and its operations run smoothly depends greatly on the time and effort provided by Administrative Assistants to both students and faculty. The Administrative Assistant:

- assists with admissions process
- onboards graduate students once they arrive on campus
- helps students prepare for graduate requirements
- ensure that proper forms and paperwork are submitted
- assists faculty with course logistics
- assists Graduate Director with student tracking and keeps students apprised of their status
- communicates regularly with Graduate Director, students, faculty, and SGS administrators
- directs students to program and campus resources
- assist with finances and insurance
- assist students as they proceed through coursework and work toward degree completion

1.7 Role of Graduate Students in Program Governance

Per Article III, Section 6 and Article V, Section 1A of the SGS bylaws, graduate students are authorized to participate in SGS governance. In addition, graduate programs are encouraged to involve graduate students in aspects of program governance. It is appropriate that graduate students become aware of problems and procedures of program governance and participate in them wherever

relevant and practicable, generally through direct participation of student representatives to the relevant faculty bodies.

Possible duties and responsibilities of the graduate student representatives are enumerated below. This list is not intended to be universal or exhaustive, but rather to identify areas of participation which would normally be expected to be addressed by all programs, with each specific program adding modifications or supplements appropriate to its own particular needs.

- Curriculum planning and specification of program degree requirements. Since graduate students are directly engaged in the process of graduate education, it is expected that they might have recommendations to make concerning modification of existing courses, addition of new ones, and spelling out of degree requirements and procedures formulated by the program (as contrasted with SGS-wide requirements which are not under the direct control of individual programs). Their recommendations should be solicited on a continuing basis at a time most appropriate for their consideration in planning for the coming year. To the extent that graduate students play a role as Teaching Assistants in undergraduate instruction, it may also be appropriate to solicit their recommendations concerning undergraduate curricular matters as well. It is also appropriate to have advanced graduate students participate in pre-enrollment and course selection advising of junior graduate students.
- Departmental colloquia and other non-credit academic activities. It is expected that graduate students would be involved in planning and conduct colloquia; conceivably this activity might be one for which graduate students have primary responsibility.
- Budget planning and provision of services to graduate students. Depending upon the specific program, there may be need for provision of specific needs of graduate students which would be reflected as periodic or continuing items of the program budget (e.g., office space, research costs, computer time, etc.). It is appropriate that graduate students review these needs on a regular basis. It is also possible and

desirable that in some programs they be involved directly in such activities as inventorying of equipment and/or supplies.

- Hiring and recruitment. It is desirable to have student participation in the hiring process, where this is feasible and appropriate circumstances can be arranged, and to have potential new faculty members meet graduate students in the course of an interview. Student recommendations should be included in the material considered by the committee.
- Participation in program governance and attendance at program faculty meetings. Graduate student representatives should attend program faculty meetings and participate within the limits defined by this statement of principles. It might be helpful if agendas could be set so that matters in which their participation is appropriate could be addressed first and they could leave before consideration of remaining items in which they are not entitled to participate (i.e. see above).
- Departmental assignment of assistantships. While it is regarded as inappropriate to have students participate in the assistantship selection process, it is appropriate and even desirable to solicit student preference prior to actual assignment.

Graduate students should not participate in the following activities:

- Selection for admission and evaluation of graduate student progress. This is an assigned responsibility of the graduate faculty in the program. It is not appropriate that graduate students should ever play a part in evaluation of progress of individual students. Furthermore, it is not appropriate for students to participate in the selection of incoming students.
- Evaluation of graduate faculty. Acting upon recommendations for promotion and tenure is another faculty responsibility in which student participation is deemed inappropriate. However, to the extent that evaluation of teaching competence is a regular part of the

reappointment and promotion process, it is appropriate that graduate students may participate in devising and implementing procedures for regular course evaluation in graduate courses.

- Policy on assistantships and financial aid. While programs may solicit student opinion on such policy, the establishment of policy on assistantships and financial aid is the sole responsibility of the faculty.

1.8 Bylaws of the School of Graduate Studies

Article I. Organization of the Graduate Faculty

Section 1. The Dean of the School of Graduate Studies (SGS) shall be chief administrative officer of the School and shall serve as the principal spokesperson for programs of the School to all relevant officers of the University as well as to outside individuals and agencies.

Section 2. The Dean will work with the Executive Council to discuss and approve SGS policies, programs, and initiatives. The Executive Council shall represent broad disciplinary areas of the faculty and the faculty units (typically schools) that share responsibility for School of Graduate Studies programs (hereafter these shall be referred to as the faculty units and their deans as the unit deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

Section 3. The Dean will formulate an Advisory Committee to provide an external perspective and review as well as advocacy and support for SGS programs and objectives. The Dean's Advisory Council shall be comprised of leading individuals, including alumni and others from the constituent groups served by the SGS.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed under bylaws approved by the membership of the program and the Dean of the School of Graduate Studies. All program bylaws shall provide for the selection of a Graduate Program Director (GPD) and for the designation of an Executive Committee which shall be

representative of the program members. The unit dean may appoint an academic administrator from that school's faculty to oversee the graduate programs in their school. The Graduate Program Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the School of Graduate Studies and the bylaws of the Graduate Program. The Graduate Program Director will submit a report to the program faculty and to the Dean of the School of Graduate Studies every year.

Section 5. The bylaws of the graduate programs shall provide for the following:

- A) A clear set of criteria for membership in the program and a procedure for nomination, review, and acceptance of individuals to Membership, Associate Membership, or Affiliate Membership (see Article II for membership categories).
- B) A clear set of criteria and a process for review of faculty membership in the program at a frequency of at least every five years.
- C) A process by which retiring faculty or faculty leaving the University can continue their membership in the program for a set period of time.
- D) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.
- E) Procedures for student representation, solicitation of student opinion, and engagement of graduate students and graduate student organizations.
- F) A procedure for the nomination of the Graduate Program Director and a definition of the term and functions of that position.
- G) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and dissertation committees.
- H) Program organization, including committees, their functions, and procedures for the appointment of their members.

I) Procedures for admissions, advising, and review of student progress.

J) Procedures for student appeals and grievances.

K) Procedure for faculty appeals.

L) A procedure for amendment of the program bylaws.

Section 6. New Graduate Programs may be offered upon the recommendation of the SGS Executive Council, subject to approval of the graduate program by the SGS Dean, the relevant unit dean or deans, the relevant Chancellor or Chancellors, and the Board of Governors of the University.

Article II. Membership

Section 1. The SGS includes Members, Associate Members, and Affiliate Members. The basic unit of the SGS is the Graduate Programs. Members of Graduate Programs are Members of SGS, Associate Members of Graduate Programs are Associate Members of SGS, and Affiliate Members of Graduate Programs are Affiliate Members of SGS. All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Graduate Program Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity are also eligible to become Graduate Program Members. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity, or are conducting original research in the context of their professional or clinical practice, are eligible to become Graduate Program Associate or Affiliate Members. Nominations of faculty or outside scholars for Membership, Associate Membership, or Affiliate Membership in the SGS are initiated by the Graduate Director in consultation with the faculty of the program and in accordance with the relevant provisions of the graduate program's bylaws. Member, Associate Member, and Affiliate Member nominations to the SGS are reviewed and approved by the SGS Dean or Dean's designate and, where necessary, the appropriate Academic Cluster Committee.

Section 2. By virtue of their office, the President, the Chancellors of Rutgers University-New Brunswick and Rutgers Biomedical and Health Sciences, the Senior Vice President for Academic Affairs, the Senior Vice President for Research and Economic Development, the University Librarian, the Dean of the School of Graduate Studies, and the unit Deans of the schools based at New Brunswick and at Rutgers Biomedical and Health Sciences are Members of the SGS.

Section 3. Any Member of a graduate program at Rutgers is eligible to chair masters and doctoral committees for students in the program(s) to which they belong, vote at SGS meetings, and serve on SGS committees. It is the responsibility of each graduate program to ensure that the chair and members of student committees have the appropriate expertise and experience to undertake their responsibilities. Any Member of a graduate program at Rutgers is also eligible to serve as representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

Section 4. Associate Members are appointed by a graduate program to 5-year terms. Associate Members of a graduate program at Rutgers may serve on masters and doctoral committees and other program committees and teach graduate courses. Associate Members may chair master's committees but may not chair doctoral committees. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances, it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the program director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 5. Affiliate Members are appointed by a graduate program to 5-year terms. Affiliate Members of a graduate program at Rutgers may serve on master's committees but not doctoral committees. Affiliate Members may not chair master's committees. Affiliate members may serve on graduate program

committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 6. Faculty who leave the University or who retire from the university may retain Membership in their graduate program(s) for a period of up to 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members upon request of a program's Graduate Director.

Section 7. Members of graduate programs are expected to be active scholars and regularly participate in their program as teachers of graduate students, thesis and dissertation supervisors, or committee members, or in another substantive, scholarly way defined by the program. Those who are members of more than one program are expected to actively participate in each. All graduate programs will review their membership at least every 5 years based on program-established criteria. Members who are inactive in any program may, by vote of the program faculty, be asked to withdraw. Program-established criteria must be approved by the Dean of SGS and the SGS Executive Council. The review process must include a statement of criteria agreed upon by the program's faculty, as well as processes for notification, preparation of materials for review, right of rebuttal, and right of appeal.

Article III. Meetings of the Graduate Faculty

Section 1. The Graduate Faculty shall hold at least one regular meeting annually. The Dean may call additional faculty meetings as needed.

Section 2. A special meeting of the faculty shall be convened upon receipt by the Dean of the SGS of a signed petition from forty (40) voting faculty members setting forth the reason(s) for the meeting. A special meeting can also be convened by a majority vote of the Executive Council.

Section 3. Annual and special meetings of the faculty shall be convened by the Dean upon at least ten working days' advance notice to the graduate faculty and the Executive Council.

Section 4. A quorum shall consist of at least eighty (80) voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted by Robert's Rules of Order.

Section 5. An agenda set by the Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion. An approved motion from the floor shall be placed last on the agenda.

Section 6. Graduate students representing the SGS on the University Senate, or serving on a Standing Committee of a Graduate Program, or serving on the SGS Executive Council may attend faculty meetings with the privilege of voice but without vote.

Section 7. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the faculty may at any time, by majority vote of those in attendance at a meeting, move to close a meeting to all except members of the SGS Graduate Faculty.

Section 8. All minutes of Graduate Faculty meetings shall be distributed to members in a timely fashion, and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the School of Graduate Studies (SGS).

A) The Dean is the chief academic and educational administrator and will have the primary responsibility for implementing the mission of the school.

B) The Dean shall preside at all meetings of the Graduate Faculty and the Executive Council. The Dean, in consultation with the Executive Council, shall have

academic oversight of the graduate programs and be responsible for ensuring that high academic standards are maintained across the SGS.

C) The Dean, Vice Dean and Senior Associate Deans shall be ex officio members of all Standing Committees of the SGS.

D) The Dean will exercise a liaison function among the department chairpersons, the faculties, and the Deans of the schools based in Rutgers-New Brunswick and in Rutgers Biomedical and Health Sciences. The Dean will also exercise a liaison function with the Senior Vice President for Research and Economic Development, the Directors of Graduate Programs, and the SGS Executive Council. The Dean will also represent the SGS in its relationships with extramural academic, civic, governmental, and other professional organizations.

E) The Dean shall use the resources of his or her office, the Standing Committees of the SGS, and any other source that he or she may choose to prepare an annual report for the Executive Council and for the graduate faculty.

Section 2. Subordinate Administrative Officers of SGS

A) The Dean shall appoint a Vice Dean for SGS. The role of the Vice Dean will be to deputize for the Dean and to ensure balance across the major units comprising SGS.

B) The Dean may appoint additional academic administrative officers, and delegate authority and responsibilities to such administrative officers as may be deemed necessary for the effective administration of the School.

C) Academic administrative officers may also be appointed by the Dean of SGS in conjunction with the deans of the other schools at Rutgers-New Brunswick and Rutgers Biomedical and Health Sciences to oversee the graduate programs affiliated with those units and to act as a liaison between the unit deans and the Dean of SGS.

Article V. Committees

Section 1. Executive Council

A) Membership and Selection: The Executive Council shall be comprised of forty (40) Members of the graduate faculty. Sixteen of these members will be nominated and elected for four-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Biological, Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences. No member who has served one four-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy. Twenty members of the Executive Council will be drawn from the ranks of the Graduate Program Directors on a rotating basis of Graduate Programs. The SGS dean will arrange the rotating mandatory four year terms to ensure balance among the graduate programs. If a Graduate Directorship changes hands midterm the incoming Graduate Director shall replace the outgoing Graduate Director on the Executive Council. In addition to these 36 members, the Dean will appoint an additional 4 members (who are also Members of the graduate faculty) to ensure broad representation on the Executive Council of the disciplines and academic units with which the SGS is affiliated. The appointed members will serve one-year terms. Three student representatives, appointed by the Dean, shall serve as nonvoting members for one-year terms.

B) The Executive Council shall be the final decision-making body for the SGS and shall act for the Graduate Faculty to:

(1) Advise the Dean on school-wide academic policies and other matters concerning graduate education.

(2) Receive and evaluate all reports from the Academic Cluster Committees on curricular matters and make appropriate recommendations to the faculty and senior leadership of the Graduate School.

(3) Review reports on programs and recommend appropriate action to the Dean and Vice Dean.

(4) Engage with graduate students and graduate student groups.

(5) Consider issues and proposals for action with regard to academic planning and program development, in its capacity as the Planning Committee of the School of Graduate Studies.

(6) Prepare, collaboratively with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion.

(7) Initiate additional activities, as necessary, in collaboration with the Dean.

C) The Executive Council shall meet once each month of the academic year (September through May); a majority of the Executive Council shall constitute a quorum. The Dean, the Vice Dean or a member of the Executive Council appointed by the Dean, shall preside at all meetings of the Council. The Dean or his/her designee shall cast a tie-breaking vote when needed. The Senior Associate, Associate and Assistant Deans shall attend meetings of the Council as ex officio members without voting privilege.

D) Summaries of Executive Council minutes shall be distributed to all graduate faculty members in a timely fashion.

Section 2. Academic Cluster Committees

A) There shall be four Academic Cluster Committees that represent the broad areas of study within the SGS. The Academic Cluster Committees will be chaired by a dean's representative and will be comprised of six (6) members of the relevant graduate faculty appointed for staggered two-year terms. Academic Cluster Committee members will be nominated by the dean's representative and subject to approval by the Executive Council. The following Academic Cluster Committees will be formed:

(1) Biological, Biomedical and Health Sciences

(2) Arts and Humanities

(3) Physical and Mathematical Sciences and Engineering (4) Social and Behavioral Sciences

B) Each Academic Cluster Committee shall make recommendations for new programs in its area and make appropriate proposals to the Executive Council.

C) Each Academic Cluster Committee is the final decision-making body for reviewing and approving new or revised courses, options, tracks, graduate certificates, and programmatic requirements. The review will include an evaluation as to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. In cases where a proposal sits at the interface between two Academic Cluster Committees or spans two or more Academic Cluster Committees then the proposal will be reviewed by all relevant Committees. The Committees shall report all of their actions to the Executive Council.

D) Each Academic Cluster Committee is responsible for reviewing and approving graduate program Member, Associate Member, and Affiliate Member nominations to the SGS if requested to do so by the SGS Dean or Dean's designate. The review will consist of the appropriateness of the nomination to the membership category proposed. Appropriate recommendations will be made to the Dean or the Dean's designate.

E) Each Academic Cluster Committee shall meet in person at least once each semester. Recommendations will be voted on in person or electronically by a simple majority of the members on the Academic Cluster Committee. Any Member of the Graduate Faculty may attend meetings of the Academic Cluster Committee, without vote.

F) Minutes of the Academic Cluster Committee meetings shall be made available to the graduate faculty in a timely fashion. A list of all courses approved by the Academic Cluster Committees should be circulated to all Graduate Program Directors so that relevant new courses can be offered to the graduate students as electives in as many graduate programs as possible.

Section 3. Nominating Committee

A) The Nominating Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Biological,

Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences.

B) The Committee shall prepare slates of nominees, all of whom have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Appeals Committee, and the Graduate School representatives to the University Senate and to the Faculty Council of Rutgers-New Brunswick. Members who have served a three-year term on any committee or the Senate or the Faculty Council may be nominated to succeed themselves.

C) The Committee shall meet each academic year in February to prepare a slate of nominees which shall be sent to the Graduate Faculty two weeks before the elections, to allow for additional nominations by petition; each petition must be signed by at least twenty (20) members of the graduate faculty and have the assent of the nominee. At the election date, ballots shall be circulated, and the results will be reported by the Committee to the graduate faculty.

Section 4. Planning Committee

The Executive Council shall act as the Planning Committee of the SGS.

Section 5. Appeals Committee

A) The Appeals Committee shall consist of three tenured members of the graduate faculty elected by the faculty to staggered three year terms, and two tenured members appointed by the Dean. An additional ad hoc member may be appointed by the Dean to ensure representation by the disciplinary area from which an appeal arises.

B) The Appeals Committee shall serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, teachers, research supervisors, and mentors.

C) The Appeals Committee will also address concerns related to academic integrity and student conduct in accordance with procedures outlined in the relevant codes of academic integrity and student conduct of Rutgers University.

Section 6. New Standing Committees may be recommended by the Dean or the Executive Council. New Standing Committees shall be established by a two-thirds vote of those present at a regular meeting of the Executive Council. The membership of new Standing Committees shall be constituted in accordance with procedures established for the Nominating Committee.

Section 7. Ad Hoc Committees, when required, shall be appointed by the Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 8. The Dean, or the Dean's designate, shall appoint replacements to Standing Committees as needed between elections.

Article VI. Amendments

Section 1. These bylaws may be amended by the Graduate Faculty following discussion and electronic voting. Written notice of the intent to amend and the text of the proposed amendment must be sent to all members at least one week prior to a meeting of the Graduate Faculty where a discussion of the proposed bylaws will take place. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Voting on proposed Amendments will be by electronic polling of the Graduate Faculty and must be approved by two-thirds of the members voting.

Adopted by the School of Graduate Studies faculty, 13 April 2018

Section 2

Faculty, Governance and Curricular Matters

2.1 Procedures for Graduate Faculty Membership

Per Article II of the SGS bylaws, graduate programs may design their own processes for program-level approval of new graduate faculty members or changes to member status.

Once the graduate program has approved a new graduate faculty member or wishes to change a current member's status, the program must complete, approve, and submit the appropriate nomination forms. Nomination forms can be found at: <http://gsnb.rutgers.edu/resources/faculty-and-staff-forms>. The forms must be submitted by the Graduate Director or Administrative Assistant.

Per Article II, Section 7 of the SGS Bylaws, graduate programs must review graduate faculty members at least every 5 years and establish criteria for continued membership in the graduate program. Once a graduate program determines that a member is no longer active, the program must contact the School of Graduate Studies.

2.2 Criteria for Full Membership in the Graduate Faculty

Members conduct graduate courses and supervise research by chairing students' committees. They also participate in Graduate Faculty meetings, exercise voting privileges, serve on standing committees of the School of Graduate Studies, and are collectively responsible for academic policy in graduate studies. Scholarship and competence for graduate instruction, including the supervision of doctoral dissertations, are the bases for Membership in the Graduate Faculty. Normally, individuals who are not tenured or tenure-track members of the faculty are not considered for Membership. In special circumstances, such an individual who will be available long-term to the program will be considered. In reviewing the qualifications of such proposed Members, the Area Committee and the Executive Council are particularly interested in their contributions to scholarship. The principal evidence of research accomplishment is publication in books and journals for which the acceptance of manuscripts is determined by qualified scholars exercising independent judgment. In addition, the Area Committee may consider the prior record of program involvement by the nominee. The Area Committee has looked for assurance that publications are significant by assessing the prestige of the journal or press which has published the work and by seeking

the advice of others in case of doubt. It has not had a fixed quantitative measure, but has expected a minimum of several refereed papers or one book plus refereed papers or two books as a warrant of an established record of research productivity. The Area Committee has in general discounted heavily most textbook and other synthetic publications, patents, abstracts and un-refereed proceedings. Evidence that special consideration of an individual nomination should be given will be considered by the Committee upon request. In many cases, the committee has viewed promising young scholars as premature nominees and has asked that their names be resubmitted when a fuller record of an established research program could be provided or has recommended Associate Membership should such status not have been previously held by the nominee. Explanatory letters from program directors are extremely helpful to the Area Committee. (*See Appendix A, Policy on Membership in the Graduate Faculty.*)

2.3 Criteria for Associate Membership in the Graduate Faculty

An Associate Member is authorized to teach graduate courses, serve on students' committees, and supervise students' research at the master's level, but may not serve as the chair of a doctoral committee. Associate Members may participate in program affairs and may serve on certain program committees. Faculty members and others who do not meet the criteria for Membership in the Graduate Faculty may be nominated as Associate Members by graduate programs. Associate Membership does not require review by the Area Committee when the nominee holds a Ph.D. degree and is on a multi-year appointment. All other nominations for Associate Membership require review by the Area Committee. The Committee looks at both scholarly qualifications and evidence that the nominee will participate in program affairs. (*See Appendix A, Policy on Membership in the Graduate Faculty.*)

2.4 Criteria for Adjunct Membership in the Graduate Faculty

Individuals who are neither tenured nor on tenure-track appointments may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may

serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the School of Graduate Studies or as representatives of the school to the University Senate or to the New Brunswick Faculty Council.

2.5 Criteria for Removal of Members

Removal of members who are members of the Rutgers University faculty bargaining unit must occur by means of a process negotiated between the University and the AAUP. This process is described in *Appendix B, a Memorandum of Agreement*. In general, the School of Graduate Studies advises that removal of any member is best done informally and through voluntary withdrawal by the inactive member.

2.6 Participation of Graduate Students in Program Governance

Graduate programs are encouraged to involve graduate students in aspects of program governance, where appropriate. See *Appendix C, Statement of Principles Concerning Graduate Student Participation in Program Governance* for more detail.

2.7 New Program Options (incl. Master's Degrees & Certificates)

New degree options or "tracks," such as a terminal master's degree or graduate certificate, must be reviewed and approved by the School of Graduate Studies. The process, like that for new courses, involves a proposal to the relevant Area Committee, which in turn makes a recommendation to the Executive Council. The option receives formal approval at a meeting of the Graduate Faculty. It is advisable to discuss the proposed option and the writing of a proposal with Dean Hodgson. Unlike proposals for new degree programs, proposals for new options do not need the approval of the University administration or of the State of New Jersey Department of Higher Education. Proposals for options should clearly outline plans for curriculum changes and relevant faculty strengths. (See *Appendix D, Terminal Master's Degrees; Appendix E, Self-Standing Certificates; and Appendix F, Approval Process for Credit-bearing Certificates*)

2.8 New Course Proposals and Substantive Course Changes

If the program wishes to offer a new course or change an existing one to a significant degree, a Course Proposal form must be filled out, responding to all four points raised on the form and signed by the Graduate Director. The form should be accompanied by a Scheduling Form 29 (“Form to Add, Drop or Change a Course”), which is also approved by the Graduate Director. The Course proposal form and the Scheduling Form 29 are available at <http://gsnb.rutgers.edu/node/91>. The completed course proposal form, endorsed, as appropriate, by the unit dean, will be brought before the relevant Area Committee, the Executive Council and the Graduate Faculty. The Office of the School of Graduate Studies will notify the graduate program director of the action of the Executive Council after Executive Council approval in anticipation of Graduate Faculty approval.

2.9 Changes to the Master Course List

If the program wishes to make a minor change in a course listing, or drop a course, a Form 29 (<http://gsnb.rutgers.edu/node/91>) must be filled out and approved by the graduate director, but the course proposal form need not be used. It should then be forwarded electronically to the Office of the School of Graduate Studies with an explanatory cover letter. It will then be forwarded to the Scheduling Office for their attention.

2.10 Pass/No Credit Courses

A program may propose that an existing or a new course be graded Pass/No Credit for all students enrolled. This proposal should be included in the course proposal for new courses or in a memorandum for existing ones, in either case with an explanation of the reasons for the request.

2.11 Cross-listing of Graduate Courses

The School of Graduate Studies will allow the cross-listing of courses when the graduate programs wishing to have such cross-listing agree. All listings must have the same course title. Such courses must designate a primary offering program, to be indicated in all websites, catalogues, and schedules. In cases where special

permission is required, the (primary) instructor shall be responsible for overseeing the granting of such permissions.

2.12 Cross-listing Courses as both Undergraduate and Graduate

The School of Graduate Studies will allow the cross-listing of undergraduate courses as graduate courses when it is understood that graduate students taking the courses as graduate courses are expected to meet graduate-level expectations through additional work and/or higher standards. Graduate students taking background courses in a field different from their own and not able to perform at the graduate level should enroll under the undergraduate number. The primary level of the course, typically the undergraduate level, will be indicated in all websites, catalogues, and schedules. All listings must have the same course title.

Section 3

Admissions and Registration Issues

Admissions and Registration Issues

3.1 The Admissions Process

The School of Graduate Studies has posted the following description on the web for the benefit of applicants:

Statement on Graduate Admissions

It may be helpful to applicants to be aware of the graduate admissions process for the School of Graduate Studies, as well as of our policies with regard to the assessment of applications. Decisions about graduate admissions are based on all elements of the application, including the student's academic record, GRE scores, letters of recommendation, personal statement, and, not least, evidence of accomplishment in the form of publications, papers, reports of laboratory work, and other activities. Our programs expect a very high level of potential on the part of our entering students. We do not employ rigid minima for grade point averages or test scores, but consider these along with other evidence in the file. The relative importance of different factors in admissions decisions varies by program, because different disciplines, or even sub-disciplines, will find one or another indicator more helpful in predicting success in the field. These judgments are subjective, but they are necessary in our effort to choose the students who are most likely to be successful and who best match the emphases and missions of our programs, including specific research foci and our goal of a richly diverse student body. (*See Appendix G, Statement on Diversity*)

Applications to the School of Graduate Studies are submitted to the Office of Graduate and Professional Admissions, which records them and then forwards the materials to the graduate program to which the student has applied. Faculty members in that graduate program assess the applications they receive and inform the Graduate Admissions office of their recommendations. Official offers of admission will be sent out by the Office of Graduate and Professional Admissions, after review. Offers of merit-based

financial support (fellowships and assistantships) are frequently an integral part of the admissions process and the determination of who is to be offered such aid also begins in the graduate program. Many of our doctoral programs are reluctant to admit students who cannot be supported by such aid and the size of the class may be determined in large part by the availability of student support. We ask a lot about you, in various ways. There are certain questions you, in turn, should consider in deciding where to attend. While some things are obvious, such as the particular strengths of the programs, the financial implications of attending one or another program, and various personal factors, you may also wish to inquire about time-to-degree, placement of graduates, patterns of financial support over time, teaching and professional preparation, the proportion of entering students who successfully complete the program and the environment of the program, including faculty mentoring and student morale.

Please consult the web page of the graduate program to which you are applying for further information.

3.2 General Guidelines

All students are required to submit GRE scores and all International Students (unless they come from countries in which English is the first language or if they have completed a Master's degree in which all of the instruction was in English) are required to submit TOEFL or IELTS scores. Only the Senior Associate Dean for Academic Affairs can waive either of these requirements. Waivers are given for a variety of reasons, including independent evidence of academic ability or English proficiency, experience of the applicant, and field of study (e.g., foreign literature), but the typical applicant will not receive a waiver and the requirement must be emphasized when speaking to prospective students.

Admission is not official until the certificate is issued by the Graduate Admissions Office. Recommendations from the programs can be overturned or modified by the Senior Associate Dean for Academic Affairs. It is helpful to review *questionable cases* with the Senior Associate Dean for Academic Affairs before informing a

student that he or she has been recommended for admission, so that the student is not whipsawed by conflicting information.

Recommendations for admission of *international students* should not be sent to Graduate Admissions while *financial support* is still pending. Such recommendations, when sent without a firm commitment of support, will generate a request to the student that he or she demonstrate financial ability to attend, at the rate of about \$50,000 per year. If the program anticipates that funding may be forthcoming, it is better to delay the admissions recommendation until that funding can be indicated on the admissions sheet.

Please fill in all the boxes on the admissions sheet. In particular, be sure to check the box for degree program, e.g., terminal master's, doctoral track master's, etc. This is *important* for our recordkeeping.

3.3 Admissions Process and Review

Applications are reviewed by graduate program admission committees in a timely fashion and *recommendations* are then forwarded electronically to the Office of Graduate Admissions (<http://gradstudy.rutgers.edu>). Applications and program recommendations are then reviewed at Graduate Admissions on behalf of the Dean's Office; if any aspect of the application is found to be questionable (e.g. baccalaureate equivalence, English language proficiency, academic qualifications) the file is referred to the Senior Associate Dean for Academic Affairs, who rules on the student's admissibility and the conditions of his or her admission (this process will often include consultation with the program's admissions chair or director). Students are *not* admitted until the Certificate of Admissions has been issued by Graduate Admissions, so it is particularly important that students not be informed prematurely of their admissions status. Technical questions about the admissions process should be referred to staff in the Office of Graduate Admissions and issues concerning the admissibility of individual students to the Senior Associate Dean for Academic Affairs.

3.4 Rules for Rutgers Undergraduates Moving into Master's Degrees

The School of Graduate Studies encourages Rutgers undergraduates to apply to move directly into master's programs. In some fields, a mechanism has been developed to facilitate this by allowing students to apply early and to take additional credits before receiving their bachelor's degrees, which can then be applied toward the master's. Here are the rules governing this process:

All credit requirements for both degrees must be earned.

No credits submitted for the bachelor's degree may be applied to the master's. Only credits taken in excess of the baccalaureate requirement may be used toward the master's. (There are certain exceptions to this; see the *Policy on Double Counting of Credits*, located at 4.8.)

Credits taken while the student is still an undergraduate are normally usable toward the master's only if they are graduate-level credits, i.e., 500-level or higher. In the case of courses that bear both undergraduate and graduate numbers, students must enroll for the graduate number and do the required additional work if they expect credit toward a subsequent master's degree.

Students may petition the School of Graduate Studies, through the director of the master's program, for exceptions to the above rule, within the limit of 12 undergraduate credits toward the master's degree.

A short form for early admission to a master's program is available from the Graduate Admissions office and may be used by master's programs for Rutgers undergraduates.

3.5 Non-Degree Graduate Study

The Non-Degree Graduate Study Office offers a variety of School of Graduate Studies courses and is open to people with appropriate credentials. Initial

applicants who wish to take courses as non-degree students will apply as usual through the Non-Degree Study Office (<http://gradstudy.rutgers.edu/apply>). Their application will be reviewed, their registrations will be administered manually, and they will pay their tuition in person to student accounting. Their initial coding will indicate an affiliation with a graduate program. A non-degree student taking a course in your program will be coded 16:NM:xxx, where xxx is your program code. All student Enrollment Inventories and Major Lists will show these students as non-degree students within your program. You will also have access to their transcripts. See *Appendix H, Policies Governing Nondegree Graduate Study* for more detailed information.

The burden of monitoring the 12-credit limit on non-degree study enrollments falls on the program. Check prior credits and refuse to approve any further registrations by students who have completed 12 credits, *regardless of which programs offered the credits.* Students who wish to go on must apply to the degree program through the regular admissions process. We will make rare exceptions to the 12-credit limit by petition, with your endorsement, when we are persuaded that the student has no intention of seeking a degree.

You always have the option of not allowing anyone to take courses in your program who has not been admitted for a degree. If you wish to follow this route, contact Graduate Admissions and it will be noted in the application materials. For further information, please contact the Non-Degree Graduate Study Office at 848-932-7711.

3.6 International Special Students and Exchange Students

Questions often arise regarding the appropriate process for admitting or otherwise inviting non-degree international students who come here via exchange programs or by invitation of a faculty member or graduate program. While full information on these processes can be had from the Center for Global Services (<http://globalservices.rutgers.edu>) and the Director of Graduate Admissions, there are some simple guidelines:

Students who come to take *formal coursework* and who want a record of that formal coursework must be admitted as graduate students through the regular admissions process. They will normally come on J-1 visas. These students will generate a bill for tuition and will be treated administratively as students in the School of Graduate Studies.

Advanced students who come to do *research* and do not need a record of formal coursework (they may audit with the permission of the instructor) should come as special students (visiting scholars) on a J-1 visa arranged through the Center for Global Services (<http://internationalservices.rutgers.edu>). The program must take on the responsibility of completing the necessary paperwork and collecting the relevant documents and information from the visitor. These students should not go through the admissions process. They will be here as visitors, similar to visiting faculty members, and will need assistance in getting access to email, library, computer services, etc. They will not have student IDs. They will not be billed for tuition or fees, but they will be required to either show sufficient insurance coverage or to purchase it for the duration of their stay.

3.7 Sponsored Students and Conditional Admission

Students sponsored by foreign governments, foreign universities or other agencies can pose issues, especially with regard to their funding. Please check with the Senior Associate Dean for Academic Affairs in these cases. We do allow for the possibility of conditional admission for sponsored students (but not for others). Conditional admission here refers to the case of a student being offered admission to a degree program despite inadequate preparation in English. Such students are placed in PALS for intensive English training before commencing their academic programs. Again, please consult the Senior Associate Dean for Academic Affairs.

3.8 Registration for Students in your Program

Continuing students may register online (WEBREG, available online at <https://sims.rutgers.edu/webreg>). Once registered, students can go online to drop and/or add courses. Students registering after the deadline (usually the

Friday before classes begin each term) will be charged a late registration fee. Instructions for registration via WEBREG are included with all registration materials and online at <http://scheduling.rutgers.edu>. It is important to indicate the index numbers associated with each course correctly and to indicate any necessary prefixes ("G" when registering for an undergraduate course taken for graduate credit; "N" for auditing a course; or "E" to exclude from graduate credit). Assistantship and fellowship registrations are required.

3.9 Full-time Status

The official university definition of full-time enrollment for graduate students is 9 credits per term. There are, of course, many occasions, for both curricular and individual reasons, when students will enroll for fewer than 9 credits yet be de facto full-time, in the sense that their principal activity is working toward completion of their degrees. It is not uncommon, in some programs, to find post-qualifying students who are only enrolled for 1-3 credits per semester yet still considered full-time. Different offices have different policies regarding waiver of the 9 credit requirement. Housing will generally accept the word of the program director to the effect that a student is *de facto* full-time. Financial Aid and the Registrar have less flexibility. The Center for Global Services has guidelines for determining the circumstances under which an international student may meet visa requirements while enrolling for fewer than 9 credits in a term. Please consult their website for more information: <https://global.rutgers.edu/resources-forms/government-regulations>.

3.10 Application for Readmission

The *Application for Readmission Form* is to be filed any time a graduate student misses one or more semesters of registration and wants to continue matriculating in the same program. The form is to be completed by the student and forwarded to the graduate director. Upon the director's approval, the form is to be sent to the Office of the Dean. For doctoral students who have passed the qualifying examinations, a *Restoration of Active Status* form will also need to be completed (see 3.11).

3.11 Restoration of Active Status

Any student who has passed the Ph.D. qualifying examination and has not been registered for one or more semesters must file a Restoration of Active Status form. This form is to be submitted with a minimum of 1 credit of in-state tuition at the current rate per semester missed, up to a maximum of five semesters. Payment is made at the time the Application for Readmission is filed. Both forms are available at <http://gsnb.rutgers.edu/resources/graduate-student-forms>.

3.12 Leave of Absence and Matriculation Continued

Students in good academic standing, who must interrupt their studies temporarily, should apply for a leave of absence in writing to the Senior Associate Dean through their graduate program directors. A SGS student may be granted a leave (or leaves) of absence for a period not to exceed a total of 12 months. Written notification of the student's intent to return must be received by the SGS Senior Associate Dean's Office at least one month prior to the expiration of the leave. Registration is not required and funding support may be affected by the leave.

Foreign students holding a student visa who wish to temporarily leave the United States under this policy must obtain permission of their advisor, graduate program director and the SGS Senior Associate Dean's Office 30 days prior to their travel, and should contact the Office of International Services (OIS) to receive last minute advice and most current information. Students granted permission then apply for a new I-20 or DS-2019 in order to return to the U.S. Any foreign student who leaves the United States under this policy without the consent of their Graduate Director is subject to disciplinary action. Students NOT returning from leave of absence within the approved date may be required to reapply to the Graduate School and undergo a new admissions process.

There may be circumstances that arise while a student is pursuing a degree that make it impossible for the student to be actively involved in either coursework or

research for a given semester. Depending upon the particular situation and the status of the student, it may be advisable for the student to register for Matriculation Continued. This keeps the student "active" in the program. Doctoral students who have not taken their qualifying exams and have completed their coursework may use this registration for a maximum of two semesters until such time that the qualifying exam has been completed and research registrations may begin. *Doctoral students who have passed their qualifying examinations are not permitted to register for matriculation continued.* For information on research registration requirements, see the next section. Master's students who have completed all requirements but have not taken the comprehensive exams may use this registration unless they are engaged in thesis research on campus, in which case they must register for at least 1 credit of research. All inquiries regarding this specific registration should be made to the Office of the Dean.

3.13 Registration for Research

All doctoral candidates and master's candidates who are conducting laboratory or other original research projects are required to register for 700-level research credits with their primary advisor. Master's degree candidates who are doing a research project culminating in an original thesis are required to register for a minimum of 6 credits (in total) of research towards their degrees. Doctoral students are required to register for a minimum of 24 credits (in total) of research towards their degrees.

Please note: Post-qualifying doctoral students *and* master's students who are doing laboratory work are required to register for research every fall and spring term until the completion of their degrees, even if this results in accumulations of research credits beyond the minimum required for the degree. All post-qualifying Ph.D. students must register for a least 1 credit per term until they have completed their degrees. Master's students with thesis are required to continue registering for 1 credit per term.

3.14 Assistantship Registrations

All students awarded Teaching or Graduate Assistantships must register their assistantship appointments each semester for the appropriate number of credits. Full GA registration is 16:xxx:866; part GA Registration is 16:xxx:876. Full TA registration is 16:xxx:877; part TA registration is 16:xxx:878. Students who are awarded a full assistantship should register for 6 E credits while those who receive one-half of a GA or TA should register for 3 E credits.

Please note: Students who hold full-time TA or GA appointments for the academic year are entitled to tuition remission for up to 6 credits during the summer following their appointment. They are allowed 24 total credits remission for the year (fall, spring, and summer).

3.15 Fellowship Registrations

All students awarded Fellowships must register their fellowship appointments. The fellowship registration is 16:xxx:811 for 0 credits.

Please note: Fellows are not normally eligible for summer tuition remission.

3.16 Use of Undergraduate Course Credits Toward Graduate Degrees

Current policy limits the use of undergraduate course credits in three ways:

- They may not be used toward a graduate degree if they were taken by the student while still an undergraduate
- They must involve additional work to justify their use toward a graduate degree
- No more than 12 such credits may be submitted toward a graduate degree

For some graduate programs the second of these issues poses difficulties, since they routinely use undergraduate courses as part of the graduate curriculum.

While the rule remains in place for most programs, individual programs may petition for exceptions for specific purposes and such exceptions will be granted when justified.

3.17 Exchange Program Registrations

Students wishing to enroll in a course at *Princeton*, the *New Brunswick Theological Seminary* or *Drew* must complete the appropriate form, found at <http://gsnb.rutgers.edu/node/52>. It must be approved and signed by the program director, chair or advisor, then sent to the School of Graduate Studies coordinator for approval, signature, and registration. The student will then need to obtain the signature of the instructor of the course and the host institution's coordinator. Both Master's and Ph.D. students are eligible to apply.

Students wishing to enroll in a course through the *Inter-University Doctoral Consortium* and the *University of Pennsylvania* follow the procedure above except that only doctoral students who have completed their first year of full-time study are eligible. Once all signatures have been obtained, the form is returned to the School of Graduate Studies coordinator.

Students wishing to enroll in a course at *NJIT* complete a form also found on the SGS website and then submits the form to the Registrar. Both Master's and Ph.D. students are eligible to apply.

Please note: The student must also register for the exchange program for the appropriate number of credits with a special permission number obtained from the Office of the Dean.

3.18 Excess Credits

Any student wishing to take more than 16 credits in a given semester must get the approval of the graduate director and the Office of the Dean. Teaching assistantship and graduate assistantship credits are included in this count, so a student with a full TA or GA (6 credits) is entitled to 10 credits of course work for a total of 16 credits. Excess credits will not normally be approved when research credits are included.

3.19 Pass/Fail, Audit and Other Non-Credit Courses (“N” or “E” prefixes)

If a student wishes to take a course on an audit basis, the appropriate letter prefix must be entered when registering. If the decision is to take the class as a formal

auditor, the prefix "N" should be entered. This means that the student will do all work short of taking the final exam (all reports and other exams must be taken), and based on the work submitted, the Professor will issue an S or U (Satisfactory or Unsatisfactory) grade. N credit courses are not counted towards the student's graduate degree. If a course is to be excluded from graduate credit, the prefix "E" should be added. In this case, the student must do all the work (including the final examination) and the student will receive a letter grade (A, B, C, etc.). Neither of these registration choices will award graduate degree credit. If a student wishes to sit in on a class as an "informal" auditor, the student should not register for the class, but ask the instructor's permission to "sit in".

Courses taken by non-matriculated students are indicated by a "K" prefix. These courses do not count toward degree credits but are calculated in the GPA. If such a student has subsequently been admitted and has successfully taken 12 credits as a degree student, the graduate program director may request deletion of the K prefixes. If approved by the Office of the Dean, the courses will then be counted toward the graduate degree.

3.20 Change of Registration

The add-drop dates have been changing over the past several semesters. Please consult the School of Graduate Studies Academic Calendar (<http://gsnb.rutgers.edu/node/113>) for the current term. After the add deadline, courses may only be added to a student's transcript with permission of the graduate program and the Office of the Dean. Students may drop a course up to, but no later than, 10 academic days after the first day of class without a "W" appearing on their transcripts. After the withdrawal deadline, and through the 7th week of the term, students may withdraw without permission, but will have a "W" posted on their transcripts and will be charged tuition for any dropped courses. From the 7th-11th weeks of the term all requests for course withdrawals and changes to "audit" status (N credit) during this period must be approved by the Office of the Dean and must be accompanied by a letter from the instructor of the course indicating grade and/or academic status of the student as of that date. Only students in good academic standing will be permitted to withdraw with a

“W” listed on the transcript. Students are subject to failing grades at the discretion of the instructor. Withdrawals and changes to N credits are not permitted after the 11th week except under exceptional circumstances and with approval from the Office of the Dean.

3.21 Incomplete Grades

If the student needs to drop a course or courses for valid reasons (e.g., medical problems or employment changes) after a substantial amount of the semester has gone by, another option to consider would be to arrange with the instructor to receive a grade of Incomplete. This accomplishes a few things. First, the student may be able to salvage the credits involved. Second, the student has up to a year to make up make up the work of the course—or the next semester in which the course is offered—and have the professor complete a Change of Grade form noting the new grade. If this arrangement is worked out, the student should *not* register for the course again, even if the student needs to sit in on the course the next semester it is offered. The original registration will be sufficient and only a Change of Grade form need be submitted when the work is completed. Once a permanent grade is assigned, it is considered final.

Any student incurring grades of Incomplete will be held to the limit of one year for completion of the course. Requests for waiver of this one-year limit must be made by the student, recommended by the course instructor and graduate director, and approved by the Office of the Dean. This waiver should be sought prior to the one-year expiration date. It will *not* be routinely granted. Students who have more than one Incomplete will be allowed one semester to reduce the number to one (or none), after which they will not be allowed to register for additional courses until these are completed or "abandoned." ("Abandoned" refers to a situation in which students have agreed that the course may no longer be completed and the program has agreed to allow them to continue with *Permanent Incompletes* on their records.) Responsibility for the monitoring of this process resides with the graduate programs.

3.22 Blank or Missing Grades

Grades left blank on a roster will be given the code "NG" for no grade by the Graduate Registrar. If these grades are left blank for two semesters they will be converted to an F by the registrar. Final grades or grades of Incomplete should be submitted on the Incomplete rosters for all students.

3.23 Permanent Incomplete (PIN) Grades

There are situations in which a PIN grade may be warranted.

a) Students are restricted in the number of incompletes they may carry. In order to continue to register, a student may choose to "abandon" a course by waiving the privilege of completing it. In such a case the student requests a change from IN to PIN. The PIN is not regarded as an outstanding incomplete and does not hinder further registration, unless it represents part of a pattern which the faculty interprets as warranting a warning or dismissal for unsatisfactory progress.

b) Incompletes are to be made up within one year for courses that are offered every year. For courses that are not offered every year, students must make up all coursework by the end of the next semester in which the course is offered. Those not removed in favor of a letter grade may be converted to a PIN to indicate that the option to complete the course has expired.

c) Requests for conversion of Incompletes (IN's) to Permanent Incompletes (PIN's) may be recommended with reasons stated by the graduate program director either by forwarding a letter or submitting a Change of Grade form to at the Office of the Dean. The request for this action should originate from the student. PIN's are *not* to be assigned to final grade rosters.

3.24 Complete Withdrawals

Complete withdrawals from all courses in a given term may entitle students to refunds, depending on the date the forms are *received* at either the Office of the Graduate Registrar or the Office of the Dean. Before classes begin, a 100% tuition refund will be issued; as of the first day of classes, an 80% refund will be issued, and every two weeks after that date the refund drops another 20%, until the end

of the sixth week of classes, at which time no further refunds will be issued. *There are no refunds for dropping just one or two courses when there are other courses on the same registration.*

3.25 How to Process Change of Course Forms (Drop/Add Slips)

When changing a registration, it is very important that the correct five-digit registration index number, by arrangement credits, and credit prefixes, be put in the appropriate boxes. The changes are processed according to these numbers. If an entry is wrong by even one number, the change will not be processed properly. Individual course withdrawals or complete withdrawal from all registrations can be accomplished by using this form.

Registrations that are by arrangements include all 700 level research registrations and assistantships registrations, and certain seminar and special topics registrations. The Schedule of Classes reflects these credit designations.

3.26 Policy on Application Fee Waivers

It is in the interest of Rutgers University to facilitate applications from its own undergraduate students to graduate programs here. This is particularly the case for students who wish to continue on to a master's degree in the field in which they are completing the baccalaureate. In many fields this process is made relatively seamless though electronic transfer of existing student records and waivers of testing requirements for students already known to the participating departments/graduate programs. Under the following conditions, therefore, we will waive the application fee for students using such streamlined processes.

- The student is moving from an undergraduate to a graduate program in the same field;
- The graduate program offers early notice of admission to students who wish to proceed to the master's degree;
- The admission is processed under a simplified arrangement that involves electronic transfer of records and waiver of the GRE.

3.27 Policy on GRE Waivers

To develop a more transparent, consistent policy and set of criteria for programs that detail which categories of applicants they may request a waiver of GRE scores for during the admissions process.

Rationale:

1) Many programs and graduate directors occasionally or regularly request permission to waive GRE scores for certain individuals or specific categories of applicants, but the criteria and process are inconsistent and murky.

2) If GRE scores are not necessary for a program's evaluation of an applicant's scholarly excellence and potential, then we should not require students to pay costly fees (about \$200 for the test, additional fees for test preparation and reports) to take unnecessary tests.

Policy:

Graduate programs and tracks may request GRE waivers as follows:

1) For all applicants to their program if GREs are not considered in the admissions review process.

2) For the following categories of students:

A) Rutgers University undergraduates who:

* Have at least a 3.2 GPA in their major; AND

* Are applying for a masters degree in the same field (whether as part of an accelerated bachelors/masters, 4 + 1 or 3 + 2 program or not); AND

* Are applying within two years of completing their Bachelor's degree.

B) Applicants who:

- * Already have a master's degree in the same (or closely related) field from a university that uses English as its primary language of instruction; AND
- * Have at least a 3.2 GPA (or equivalent) for their masters.

C) Applicants to terminal masters programs who:

- * Have at least five years of relevant work experience; AND
- * Have an undergraduate degree from a university that uses English as its primary language of instruction OR
- * Have an advanced degree from the US (such as a PhD, MD, or MBA)

D) Applicants to masters or doctoral programs who already have taken and can submit scores from the MCAT, LSAT, GMAT or other relevant comparable exam.

Process:

1) Graduate programs may request waivers for their programs or categories of applicants to their programs by April 1st of each year from their Senior Associate Dean for Academic Affairs. If no new request is received, then the prior year's arrangement will stay in place.

2) Once the waiver(s) are approved, Graduate Admissions will be notified and will modify the online application accordingly.

3) Requests for individual waivers will still be reviewed by the relevant Senior Associate Dean on a case- by-case basis.

Section 4

Additional Student Academic Issues

ADDITIONAL STUDENT ACADEMIC ISSUES

4.1 Application for Admission to Candidacy for the Doctoral Degree

The form is to be completed by the student and approved by the student's committee at the time the student takes his or her qualifying examination and is accepted to candidacy for the Ph.D. degree. The Graduate Director must also sign the form, after which it is returned to the Office of the Dean for processing and kept on file until the candidate is ready to defend the dissertation and obtain the degree. *This form should not be kept at the program office.* (A detailed explanation of the proper way to process this form and a sample can be found under Section 5: Procedures for Completing Degrees.)

4.2 Interdisciplinary Ph.D. Program

In addition to the formally established doctoral programs, special interdisciplinary Ph.D. programs may be arranged for individual students who wish to pursue subjects that cut across the boundaries of program curricula. This is a mechanism for combining existing School of Graduate Studies programs when none of the individual programs can alone accommodate the interdisciplinary nature of a student's studies. Designed for Ph.D. degrees only, the contributing disciplines must be programs of graduate study at Rutgers University. The program, while "customized" to a special student need or interest, must be within the areas normally provided by the participating programs. That is, a synergistic combination of programs is possible, but the synthesis of a totally new, unoffered area is not. Some combined areas of study are described in the catalog, but any combination of graduate programs may be used (subject to the rules below; see catalogue for other School of Graduate Studies requirements, http://catalogs.rutgers.edu/generated/nb-grad_current).

Interdisciplinary Ph.D. study is intended for the outstanding student—as such it usually demands far more than study within one discipline. It is not a means to avoid subject matter within a program. The applying student must be in full, good standing, making proper progress toward the degree within a graduate program.

The graduate program from which the student transfers need not grant the Ph.D. The committee chair must be a full graduate faculty member of a participating program that grants the Ph.D. and at least one other member of the committee must be a graduate faculty member of that program. Each participating program should have at least one of its graduate faculty on the committee (with a minimum of four members).

Senior Associate Dean Dorothy Hodgson functions as the graduate program director for the Interdisciplinary Ph.D. program, providing an administrative overview of admission, records, and progress to the degree.

A prospective interdisciplinary student cannot be admitted to the School of Graduate Studies by application to the Interdisciplinary Program. Admission to the Interdisciplinary Ph.D. Program is made by submission of a formal proposal document and completed Change of Program Form to the Senior Associate Dean for Academic Affairs. The proposal should contain:

- a) Title page similar in format to the title page of a dissertation, it includes tentative dissertation title, degree title (example: "Graduate Interdisciplinary Program in Mathematics and English), committee chair, committee members.
- b) A statement justifying an Interdisciplinary Ph.D.
- c) A list of courses to be used toward the degree specifying courses required by the committee and/or participating programs. The distribution of elective courses by program and/or topic area must also be furnished.
- d. The format, distribution of topics, and method of administration of the qualifying examination.
- e. A dissertation proposal, research topic outline, or overview of research area follows the norms and forms of the contributing programs. If possible, it should specifically define the problem to be explored, importance to scholarship, historical or literary context, and originality as a problem. The length varies widely with discipline, but is rarely less than 5 or more than 30 pages, with references.

f. Signatures of the committee agreeing to serve and attesting to the suitability of the program as outlined. The committee must be composed according to the guidelines in the above section.

The proposal is then forwarded to the Senior Associate Dean for Academic Affairs, who will obtain signatures of the graduate program directors of the participating programs—verifying individual program approval, appropriate depth and breadth of knowledge, and the good standing of the student.

It is often useful to provide an early version of the proposal to the Associate Dean for comment. Any change in committee, participating programs, courses, or examinations, must be submitted in writing, with a full set of signatures.

4.3 International Dual and Joint Degrees

Occasionally, there are compelling intellectual reasons for a graduate student to pursue a dual degree with an international university. The School of Graduate Studies will entertain such proposals. Joint degrees, however, are much more complicated and are therefore currently not supported. For more information on the policy and process, see *Appendix I, Policy on International Dual and Joint Degrees*.

4.4 Application for Change in Status

This form is to be processed whenever students change their degree status, (e.g., from Master's to Ph.D., Ph.D. to Master's, or from non-matriculated status to matriculated status). The students should complete the form and forward it to the director of the graduate program for his or her approval. The director then forwards the form to the Office of the Dean. International students must provide documentation of financial support and obtain a signature of approval from the Center for Global Services after submitting this form to their program director.

Please note: this form does not apply to students who are taking courses as non-matriculated students (16:nm:---); these students must formally apply through the graduate admissions office. For further information regarding non-matriculated

graduate study requirements, deadlines, and restrictions, please refer to *Appendix H, Policies Governing Nondegree Graduate Study*.

4.5 Seven Year Policy for Ph. D. Students

Full-time Ph.D. students are expected to complete their degrees in seven years or less. Occasionally, for either personal or professional reasons, this may not be possible. Moreover, we recognize that norms may vary slightly between fields. See *Appendix J, Seven-Year Policy for Ph.D. Students* for more details.

4.6 Application for Extension of Time for Degree

Matriculated students are expected to make satisfactory progress toward their degree. The Application for Extension of Time for Degree form must be completed when the student's degree will not be attained within the expected time limit of seven years. It is up to the student, as well as the director, to be aware when this time limit is approaching. The form is valid for one year only and must be filed again if further extensions are needed. The Application for Extension of Time is available at <http://gsnb.rutgers.edu/resources/graduate-student-forms> .

4.7 Application for Transfer of Credit

A Ph.D. student may transfer up to 24 credits from another graduate program with the approval of the student's advisor, Graduate Director and the School of Graduate Studies. Master's students may transfer up to 40% of the credits required for the completion of their degrees. This form is to be completed in triplicate whenever a student wishes to transfer graduate credits taken at another university to Rutgers University. The student must request that official transcripts be sent by the outside institution. The official transcript and the forms are to be reviewed and approved by the graduate director of the program. The forms and the official transcript are to be forwarded to the Office of the Dean. Transfer of credits cannot be approved until after the student has satisfactorily completed 9 credits as a matriculated student at the SGS. Students wishing to transfer credits must have received a grade of B or higher in each course, must have at least a 3.0 GPA at the time of the request, and must be in good standing with their respective graduate programs. Written justification must be provided for credits earned six or more years earlier, non-standard grading, courses that are not clearly graduate courses or those that do not appear relevant to the discipline.

Documentation is required for graduate courses taken while an undergraduate that were not applied towards the undergraduate degree. Please note section 4.9 regarding credit limitations.

4.8 Application for Transfer of Program

These forms are to be used if students wish to change from one program to another before they complete their degree, or if they wish to get a degree in one program and then pursue a second degree in another program. Each of these transfers has its own form. If students want to switch programs before they receive their degree in their current program, they must get the signature of the current graduate program director. The graduate program director is to forward the form along with the student transcripts and a copy of the student file (including all original application materials) to the prospective graduate program director. The prospective graduate program director is to review the materials, sign the form indicating the student's acceptance or rejection by the new program, and forward it to the Office of the Dean.

If students plan to finish their degree and then change programs, they must fill out the form and forward it to the Office of the Dean. The form will then be forwarded, along with a copy of the student file (including all original application materials), to the prospective graduate program director, who will review the materials and sign the form indicating acceptance or non-acceptance into the program.

4.9 Credit Limitations

No more than 40% of the required credits for a Master's degree may come from transfer credits. Note also that no more than 24 credits may be used toward the Ph.D. Students may receive credit toward degree completion for up to 3 courses with a grade of C. Students will not receive credit for any additional courses that result in a grade of C. Individual programs may design more stringent requirements.

The burden of monitoring the 12-credit-limit on non-degree study is the responsibility of the Graduate Program Director. Check prior credits and refuse to approve any further registrations by students who have completed 12 credits, regardless of which programs offered the credits. Students who wish continue their studies must apply to the degree program through the regular admissions process. We will make rare exceptions to the

12-credit limit by petition, with your endorsement, when we are persuaded that the student has no intention of seeking a degree.

4.10 Policy on Double Counting of Credits

The School of Graduate Studies will accept six credits of graduate work taken as a Rutgers undergraduate toward the requirements for a graduate degree. These credits must be in excess of 120 credits submitted for the bachelor's degree. If a Rutgers school requires more than 120 credits for the bachelor's degree, six credits above 120 may be double-counted toward the two degrees. Each degree program shall have full discretion in deciding whether to accept credits earned while an undergraduate toward a graduate degree. The SGS dean or his/her designate shall have discretion to allow double-counting of an additional three credits in exceptional circumstances.

An exception to the requirement that the credits being accepted be graduate credits may be made if the undergraduate course(s) in question would normally be part of the curriculum of the graduate degree program.

4.11 GPA and Satisfactory Academic Progress Policies

SGS students will be evaluated on a regular basis to determine if they have achieved satisfactory levels of academic progress. Satisfactory academic progress will require that students who have attempted 12 or fewer credits have earned a GPA of at least 2.5; those who have attempted 13 or more credits must have earned a GPA of at least 3.0. No more than 9 credits of coursework bearing grades of C or C+ may be used to meet degree requirements (exceptions will be considered for courses taken in the medical and dental schools).

4.12 Policy on Outside Employment

The School of Graduate Studies discourages, but does not prohibit, full-time students from obtaining outside employment. Graduate programs are free to set their own guidelines regarding external employment for their full- and part-time students.

4.13 Repetition of Course

Matriculated and non-matriculated students are only allowed to repeat up to three courses, each no more than once, during their enrollment. Courses repeated while in a non-matriculated status will count towards the repetition regulation for those students who progress to matriculated student status. Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, with the addition of an E prefix, the original grade is not calculated into the student's cumulative grade point average. Students repeating a course, including courses from which they withdrew, must re-register for the course and are subject to paying tuition for that course.

4.14 Academic Warning

All students are expected to achieve satisfactory levels of academic and research proficiency. Each program shall clearly inform students of the criteria for satisfactory academic progress. Students who have a GPA below 3.0 will receive a written academic warning notice from their graduate program; students performing below satisfactory levels of proficiency as outlined by the program may also receive a written warning notice. The written warning, from the program, states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance. Letters informing students of an academic warning will be sent within 30 calendar days of the end of the semester. A copy of all such warning letters will be sent to the Senior Associate Dean in the School of Graduate Studies.

Section 5

Procedures for Completing Degrees

PROCEDURES FOR COMPLETING DEGREES

5.1 Procedures for Filing for a Master's Degree

The front of the Application for Admission to Candidacy form must be completed by the student, listing only courses being applied towards the Master's degree. If the student is not writing a thesis, the student is required to list at least 30 credits of coursework on the form and have the director sign, indicating that the courses listed satisfy the requirements for the degree. If the student is writing a thesis, the student should list at least 24 credits of coursework and 6 credits of research towards the degree, also approved by the director. (Note: a few programs have a slightly different ratio of credits of coursework to credits of research. Please check with your advisor.) The form is to be submitted to the Office of the Dean at least 4 weeks prior to finishing, where it will be checked against the official record. It will be kept on file until the student comes to pick it up.

After the candidacy form has been retrieved and the comprehensive exam or successful defense approval, Plan A (with thesis) master's students must obtain the signatures of the committee at sections A, C, and E of the candidacy form; Plan B (without thesis) master's students must obtain the signatures of the committee at sections B, C and E of the candidacy form.

The Online Diploma Application (<https://grad.admissions.rutgers.edu/Diploma/>) must be completed by the dates specified on our website (<http://gsnb.rutgers.edu/academics/electronic-thesis-and-dissertation-style-guide>). The dates correspond to the dates degrees are awarded.

NOTE: Foreign students completing their terminal Master's degrees should complete exit questionnaires for the Center for Global Services.

Degree Completion Checklists are online at <http://gsnb.rutgers.edu/node/62>.

5.2 Procedures for Filing for a Doctoral Degree

The student's application for Admission to Candidacy for their Ph.D. (which is to be completed at the time the student passes the qualifying exam and then returned to

the Office of the Dean) should be picked up at the Office of the Dean *before* defending their dissertation. At that time, a checklist will be given to them with instructions on how to file for their degree. If the defense is successful, the student's committee will sign Section "B" of the candidacy form and the title page of the student's dissertation. Final approval must be given by the graduate program director certifying all requirements have been met for the Ph.D. degree. These forms, along with the forms outlined on the checklist, and an Electronic Dissertation must be submitted and approved by the Office of the Dean before the deadline. Electronic Dissertation submissions will only be reviewed after all required forms are completed and returned to the Office of the Dean.(see <http://gsnb.rutgers.edu/node/62>).

The Online Diploma Application (<https://grad.admissions.rutgers.edu/Diploma/>) must be completed before the dates specified on our website (<http://gsnb.rutgers.edu/academics/electronic-thesis-and-dissertation-style-guide>). The deadline dates correspond to the dates degrees are awarded (October, January, and May). The Ph.D. Degree Completion Checklist is online at <http://gsnb.rutgers.edu/node/62>

5.3 Procedures for Filing for the Master of Philosophy Degree

The front of the application must be completed by the student. Signatures of three faculty members must be obtained attesting that the candidate has written a satisfactory essay in fulfillment of the written requirement for the Master of Philosophy degree. If the student is using a thesis which was completed for the M.A. or M.S. degree, the title of the thesis should be written in the section entitled "Thesis Requirement." The list of courses to be used for the Master of Philosophy degree should be listed on the reverse side of the form. The signature of the Graduate Director must be obtained testifying that all requirements for the Master of Philosophy degree have been completed.

The Online Diploma Application (<https://grad.admissions.rutgers.edu/Diploma/>) must be completed by the dates specified on our website

(<http://gsnb.rutgers.edu/academics/electronic-thesis-and-dissertation-style-guide>). The dates correspond to the dates degrees are awarded.

The M.Phil Degree Completion Checklist is online at <http://gsnb.rutgers.edu/node/62>

5.4 Language Requirements and Candidacy

There is no school-wide language requirement. Many of our programs have chosen to have language requirements for the Ph.D., however, and are thus subject to our one rule on the subject, which is that *the language requirement must be met before a student is admitted to candidacy*. The language exam need not predate the qualifying examination, but admission to candidacy cannot be certified until we are informed by the signature of the graduate program director (on the candidacy form) that the student has satisfied the language requirement.

5.5 Examining Committees

- I. *Master's Comprehensive Examination (Plan B)*: These are to be administered by committees of three members, all selected from among the program faculty. Exceptions to the general requirement include MAT and MST programs.

- II. *Master's Comprehensive Examination (Plan A)*: All master's student must pass a comprehensive examination, even if they are submitting a thesis. Programs may choose to combine the thesis defense and the comprehensive examination into a single oral examination. There must be three program faculty members on the committee. The vote on the examination and the approval of the thesis must be unanimous. Under some circumstances, it is permissible to include an outside member on a thesis committee. Requests for such exceptions should be addressed to the Office of the Dean prior to the examination. If students choose the thesis option, be certain that they are using the current Style Guide available at <http://gsnb.rutgers.edu/node/102> for preparation. For additional information regarding style and format, contact Barbara Sirman at 848-932-

8122.

- III. *The Ph.D. Qualifying Examination.* The format and date of for qualifying examinations is determined by individual graduate programs. A successful examination requires the signatures of four faculty members [add something about how this is the “minimum requirement”]. Each examination committee may include one faculty member from outside the department. The graduate director’s signature can only be counted once even if they hold two titles on the committee (Graduate Director and Advisor).

- IV. *The Final Examination (Defense): Requires* an outside member on the Committee. Thus the minimum requirement would be three internal members (from the student’s program) and one external committee member (outside of the student’s program or the outside of the University).

5.6 Ph.D. Dissertation Committees

Dissertation committees must be appointed immediately prior to or shortly after the student has been accepted to candidacy. After consultation between the student, his or her proposed chairperson, and the graduate program director, the latter will appoint the committee.

The Ph.D. dissertation committee must consist of a minimum of four members, chaired by a Full Member of the Graduate Faculty designated by the graduate program. One of the committee members must be from outside the program and should be chosen in consultation with the graduate program director. If the outside committee member is not a member of the Graduate Faculty, the Director of the student’s program must immediately inform the Office of the Dean of the name and address of the person appointed. If the outside member does not hold a Doctoral degree (i.e. the CEO of a company, a professional in the field, etc.), then a copy of their C.V. must be submitted for Dean’s approval. Substitutions in committee membership, once it has been formed, are the responsibility of the graduate

program director and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of his committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, he or she may continue to serve on the committee with the approval of the graduate program director.

Petitions for waiver of the rule requiring that one member of the committee be from outside the program faculty may be addressed to the Dean; these requests should be made well in advance of the formation of the committee.

Once the student has developed, with the advice of the dissertation director, a fully articulated dissertation proposal, a meeting of the committee (including the outside member, whenever possible) and the candidate should be held to discuss the candidate's dissertation proposal. The committee must be kept informed of the student's progress and must agree to follow his or her work and assist in its development. The committee shall also agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance. If the outside member participates only during the last stages of the dissertation, it shall be the responsibility of the graduate program director to furnish him or her with a copy of the dissertation proposal and of all subsequent changes. The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies.

All members of the committee should sign the Ph.D. candidacy form. In the event that the outside member is unable to attend the defense, their written approval or disapproval of the dissertation, prior to the defense, will be an acceptable substitute for a signature on the form. One dissenting vote is permitted amongst

the dissertation committee members. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. This letter shall be addressed to the Dean of the School of Graduate Studies and a copy sent to the graduate program director, all members of the committee, and to the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

Finally, it is the responsibility of the graduate program director to ensure that all of the above procedures are properly followed and completed before giving his or her final approval. In an effort to help students meet our degree deadlines, please schedule defenses, final examinations, and help students obtain required committee signatures with these dates in mind. Candidacy forms should NEVER be mailed. Please continue to hand-deliver candidacy forms. Any forms received after the official deadline will automatically be processed for the following degree date.

5.7 Policy on the “Outside Member”

The School of Graduate Studies requires that one member of a Ph.D. dissertation committee be an individual who is not a member of the student’s degree program. This individual may be a Rutgers faculty member or someone from outside the University. Outside members are intended to bring a fresh perspective to the supervision of a student’s research and an unbiased look at the quality of the work. Therefore, they must be people with no conflict of interest with regard to assessment of the student’s work.

In some fields, especially the biomedical sciences, there is such a broad inclusion of relevant individuals on program faculties that it has become quite difficult to find a Rutgers faculty member to appoint as an outside member who is not already a member of the program faculty. At the same time, the membership of these programs is drawn from a wide range of units such that there can easily be faculty members of a program who have little professional contact.

It is therefore permissible, in such situations, that the “outside” member be drawn from within the program faculty when it can be shown that that individual has no close personal or professional ties to the student, the adviser or other members of the committee. In these cases, the outside member may not belong to a department already represented on the committee. Requests for these exceptions will have to demonstrate that this is the case and will require approval by the School of Graduate Studies.

5.8 Policy on the Final Examination

The committee chair and the defending student must be physically present at the final examination (e.g., presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in final examinations. In special circumstances, the School of Graduate Studies will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the graduate program director.

As a crucial milestone in a student’s doctoral experience at Rutgers as well as a significant event within the campus scholarly community, the final examination should take place on campus. Final examinations are oral and open to the public.

5.9 Procedure for Deferring Publication of Dissertations

On occasion, there are good reasons to defer the moment at which completed dissertations are made publicly available, whether through placement on the open shelves of the library or online. The School of Graduate Studies reserves the right to judge whether any request to do this is justified. In those cases where such a request is deemed to be justified (e.g., when a patentable invention is presented in the dissertation), the following procedure will be followed. Normally, the student will be allowed to defer publication for a period of six months, one year, or two years. Exceptions to this may be approved by the Senior Associate Dean for Academic Affairs.

5.10 Policy on the Dissertation

The dissertation itself must be a single entity and a clearly written account of the student's original research. In addition to a description of the details and results of the research, it should contain an appropriate general and contextual introduction, written at a level accessible to most other workers in the wider field. If the dissertation consists of more than one piece of research, the elements of the dissertation must be related parts of a common research program and should be tied together in the introduction and the conclusion. See *Appendix K, Acknowledgment of Previous Publications ~ Guidelines for Theses and Dissertations* for important information about citations, co-authorship and collaborations.

Section 6

Fellowships, Assistantships, and Awards

6.1 Rutgers-based Fellowships

A variety of fellowships are available through the School of Graduate Studies, through the unit deans, or from external sources. The procedures and stipends attached to these change from time to time, as do the rules of eligibility. The types of student support are summarized below. While we will attempt to update this description as necessary, it is in your interest to confirm the particulars from time to time with the relevant dean or associate dean. Extramural fellowships and grants are an important source of support for our graduate students. Most extramural fellowship and grant applications are student initiated. Students should plan to apply for the award the academic year before they plan to use the support. The majority of extramural fellowship and grant deadlines are between the months of September and March. Developing a competitive fellowship or grant application requires time and faculty mentor input. As such, students should begin to work on an application 3-4 months before the deadline. For more details on extramural fellowships for graduate students, see section 6.9.

6.2 Presidential Fellowships

Each year a competition is announced for Presidential Fellowships, which currently carry a stipend supplement of \$15,000. The Presidential Fellowship is awarded as a supplement to the basic fellowship or assistantship package that the graduate program offers to the student. Presidential Fellowship supplements are guaranteed for 5 years as long as the student is making satisfactory progress. There are 15 fellowships available for the School of Graduate Studies. The competition is usually announced in January.

6.3 Excellence Fellowships

These major fellowships are now administered through the unit deans. Fellowships are typically awarded for one or two years, ideally as part of multi-year packages with assistantships. Programs are expected to routinely fund doctoral students, from varied sources, for five or six years if possible; fellowships are intended to contribute to that funding.

6.4 Torrey Fellowships

Henry C. Torrey Fellowships are awarded to exceptional applicants to programs in biological, social and physical and mathematical sciences and engineering. They are created by supplementing existing excellence fellowships with funds from both the School of Graduate Studies and the degree program.

6.5 Diversity Fellowships

The School of Graduate Studies has access to a number of different sources of fellowship funding intended to enhance diversity. Graduate programs wishing to recruit a student who comes from an underrepresented group or has characteristics unusual for that program should contact the Associate Dean Evelyn Erenrich and provide a paragraph about the nominated student. Assistant Dean Erenrich will determine whether a fellowship can be provided and also from what source and with what name. It is expected that the offers to enhance diversity will be identical to the standard offers being made to incoming fellows in the program. Among other things, this means that the program must make the same commitments for supplemental and future funding to these students as are made to others being recruited on fellowships.

6.6 University and Bevier Fellowships

Post-qualifying students may apply for University and Louis Bevier Fellowships. The fellowship year should ideally be the student's final year. The fellowships are intended to provide relief from teaching in the final year or support for students who would not otherwise have university support. Funds provided by the state and by the Louis Bevier Memorial Fund established through the generosity of Dr. and Mrs. Ralph G. Wright in honor of the late Dean Louis Bevier. Applications should be collected by the degree programs and submitted, with rankings by the deadline set by the School of Graduate Studies. No more than three nominees are allowed per program for these dissertation fellowships. For more information, visit the Bevier awards page (<http://gsnb.rutgers.edu/awards/Bevier-Fellowships>).

6.7 Tuition Supplement Awards

The School of Graduate Studies provides tuition awards to match competitive, prestigious fellowships won by individual graduate students in all SGS programs. If a student receives such an award, contact Senior Associate Dean Dorothy Hodgson to request tuition remission.

6.8 External Grants and Fellowships

6.8a Office of Graduate Student External Grants and Fellowships

The School of Graduate Studies' Office of Graduate Student External Grants and Fellowships supports graduate students with applying for extramural, honorific research grants and fellowships. Directed by Assistant Dean Teresa Delcorso-Ellmann, the office offers a suite of services and resources to assist graduate students with learning best practices in grantsmanship including: identifying and learning about major funders and awards in their field of study, preparing application materials and managing post award issues (in collaboration with the School of Graduate Studies' Business Office).

6.8b GradFund

GradFund is the digital platform and peer mentoring service in the Office of External Grants and Fellowships. The GradFund Knowledgebase (<http://gradfund.rutgers.edu>) is our innovative grant and fellowship digital platform designed to help graduate students learn best practices in grantsmanship from award identification to proposal development. Features include our proprietary knowledgebase with information on fellowships and grants, sample applications, advice and proposal writing tutorials and an on-line forum dedicated to best practices in grantsmanship as a graduate student.

The GradFund Fellowship Advisors and Peer Mentors are available by appointment to assist graduate students with learning how to navigate the GradFund Knowledgebase, identify funding opportunities, build an individual funding plan and to review and critique fellowship and grant applications under development.

Graduate students are recruited annually to work as Fellowship Advisors and Peer Mentors. For more information on how to apply to be a member of the GradFund Fellowship Advising Team, visit <http://gradfund.rutgers.edu>.

6.8c Workshops and Programs

The Office of Graduate Student External Grants and Fellowships offers programming and workshops throughout the year. These programs are in addition to the digital resources and individual appointments offered by the Office of Graduate Student External Grants and Fellowships.

The GradFund Graduate Funding Mentoring Program is an annual summer program for entering first year and rising second year doctoral students designed to introduce students to best practices in grantsmanship, proposal writing 101 and the development of an early career fellowship or pre-dissertation research grant application. The program is hosted on-line and students do not need to be on campus in order to participate in the program. The GradFund Dissertation Funding Mentoring Program is an annual summer program for graduate students who are preparing to apply for dissertation level fellowships and grants. The program includes late spring and late summer on-campus workshops, and on-line appointments to support students during proposal development.

The office offers workshops throughout the year. To see the current workshop schedule, visit <http://gradfund.rutgers.edu>.

GradFund Fellowship Advisors and Peer Mentors are available to present workshops on GradFund services, applying for funding and proposal writing. To schedule a presentation or workshop, visit <http://gradfund.rutgers.edu>.

6.8d Overview of Extramural Fellowships and Grants

Extramural, merit-based funding is an important source of support for graduate students. In addition to providing enhanced or necessary support to advance their graduate studies, these honorific awards bring important recognition to the student, their graduate program and the university. As such, all of our graduate students should be encouraged to apply for external funding as they pursue their degree. The majority of external funding currently offered by funders (public and private) is designed to support students pursuing the PhD. There are fellowships and grants available to both domestic and international students. The majority of the funding available is designed to support students pursuing research-based graduate degrees. There are important, modest sources of support for students who are pursuing non-research master's degrees.

6.8e Application Logistics

Graduate student extramural funding applications are typically initiated by the student and may or may not require faculty and/or university sponsorship. The award is made to the student either directly or through the university and the support is expressly intended for the student. External fellowship and grant competitions work on set cycles. Students should plan to apply for funding the academic year before they plan to utilize the funds. The majority of the deadlines fall in the 6-month period between September and March. As students move through their degree requirements, they move in and out of eligibility for different award programs. Hence, planning is key to developing a successful application.

Each fellowship and grant competition has a unique set of application and submission requirements. Depending on the award the student may be required to submit the application directly to the funder, through the School of Graduate Studies (Office of Graduate Student External Grants and Fellowships) or through ORSP.

The level of support offered by an award will vary. Awards may be multi-year, generous fellowships, research grants, summer stipends or small, partial fellowships. Students should be encouraged to think about how to integrate the process of applying for funding into their graduate students as well as how to integrate the awarded funds into their overall funding package.

The GradFund website (<http://gradfund.rutgers.edu>) has extensive documentation on application planning and logistics.

6.8f SGS Managed Fellowship Competitions

A number of external fellowship competitions are managed by Teresa M. Delcorso-Ellmann, Assistant Dean for Graduate Student External Support through the Office of Graduate Student External Grants and Fellowships. Any external grant or fellowship application that requires the School of Graduate Studies' endorsement or submission of application materials is processed through the Office of Graduate Student External Grants and Fellowships including:

- Boren
- DAAD
- Dolores Zorhab Liebmann
- Fulbright IIE
- Fulbright Hays
- Microsoft PhD Fellowship
- PEO Scholar Award

6.9 National Science Foundation Graduate Research Fellowships

NSF Fellowships are awarded for study at the early graduate study phase in the mathematical, physical, biological, engineering and social sciences (excluding study in clinical education, business fields, history or social work). Stipends of \$34,000 (for 12 months) are provided for a period of 3 years. In addition, a cost of education allowance in the amount of \$12,000 accompanies each award to cover tuition costs and assessed fees. New students and those who have not completed more than 20 graduate credits following completion of the baccalaureate degree are eligible to apply. *Programs should identify possible candidates early and urge them to apply.* Questions should be directed to Teresa Delcorso-Ellman at 848-932-2705.

6.10 Fellowships for Graduate Study Abroad – Fulbright-Hays

Administered by the Institute for International Education, the Fulbright program provides some 500 grants annually for graduate study and research in some 50 countries. Selection is based on the academic or professional record of the applicant, the validity and feasibility of the proposed study plan, the applicant's knowledge of the language of the proposed host country, and the applicant's personal qualifications. Questions should be directed to Teresa Delcorso at 848-932-2705.

Administered by the US Department of Education, the Fulbright-Hays programs provide some 145 fellowships to support doctoral dissertation research abroad in modern language studies, area studies and cultural studies in countries other than Western Europe. Selection is based on the academic or professional record of the applicant, the validity and feasibility of the proposed study plan, the applicant's knowledge of the language of the proposed host country, and the applicant's personal qualifications. The Fulbright Hays Fellowships are open to both US citizens and permanent residents. Questions should be directed to Teresa Delcorso at 848-932-2705.

6.11 Health Insurance for Excellence and External Fellows

Students holding major national fellowships who are in residence may be entitled to single-coverage health insurance provided by the School of Graduate Studies. Comparable insurance is also available to students supported on training grants. University funded fellows have their student major medical coverage paid by the School of Graduate Studies. Fellows who travel away from campus for their dissertation research receive travel insurance on a reimbursement plan. For eligibility, contact the Senior Associate Dean for Academic Affairs at 848-932-7275; for details, contact Gary Buschhorn at 848-932-1664.

6.12 Appointment of Teaching Assistants and Graduate Assistants

Graduate directors should have a formal role in the appointment of teaching assistants. They should approve each appointment of students enrolled in their

program. Through this process it will be possible for directors to ensure that the strongest students are being supported first and that students being offered teaching assistantships are deserving of this very substantial form of support. It provides graduate directors an opportunity to identify problems in the pattern of TA appointments and to help work toward more effective distribution of these positions.

6.13 Entitlements of Teaching Assistants and Graduate Assistants

6.13a Tuition Entitlement. All teaching assistants and graduate assistants holding standard (.33) 10- or 12-month appointments, and many fellows, receive full remission of tuition during the fall and spring terms. However, assistants who replace a prior appointee after the beginning of a semester receive no remission for that semester. Assistants with standard appointments will receive an additional summer remission for 6 credits if they were registered for 9 credits in the fall and spring. See section 3.14 for more details. Teaching Assistants on fractional appointments receive remission on a prorated basis.

Summer remission allowances are prorated as well. The following chart shows remission policies graphically; please note that the figures given *do not* include the E-credits for assistants.

Fall and Spring

| Appointment Title | Tuition Remission |
|---------------------|-------------------|
| Graduate Assistants | Full remission |
| Teaching Assistants | Full remission |

Summer

| Appointment Title | Tuition Remission |
|---|-------------------|
| Teaching Assistants & Graduate Assistants | 6 Credits |

Teaching Assistants on one semester standard appointments receive full remission of tuition for that semester plus 3 credits the following summer. Teaching Assistants on fractional one-semester appointments receive prorated remission. See <https://uhr.rutgers.edu/teaching-assistants-graduate-assistants> for a summary of all TA benefits.

6.13b Payroll Deduction of Student Fees, Housing and Dining

Teaching Assistants, Graduate Assistants, and Fellows may complete a payroll deduction form prior to each semester. They may elect to have any of the following student fees deducted from their university paychecks: Housing, Dining, College fee, Computer Fee and/or Health fees. There are salary considerations for these programs and the Student Accounting website

(<http://www.studentabc.rutgers.edu/forms>) should be consulted for specifics.

Students must be on payroll with valid social security numbers and the form must be submitted within the first two weeks of each term. There is a significant tax advantage to the students in this arrangement; however, the student's first 7 biweekly paychecks will be significantly decreased to pay the fees.

6.14 English as a Second Language (ESL)

All International students who are offered Teaching Assistantships, regardless of their results on the TOEFL examination, are required by Rutgers University to take the SPEAK test or an oral interview given by the English as a Second Language (ESL) Program. The ESL program uses the SPEAK Test, which is sponsored by Educational Testing Service (ETS), as an initial placement test for all International Teaching Assistants (ITAs). The SPEAK Test is a standardized test administered by a proctor. The SPEAK Test questions range from giving directions to presenting information to a group. The allotted time for each response is 30 to 90 seconds. The entire SPEAK Test takes twenty minutes. Once the test is begun, it cannot be interrupted or stopped.

The Speak Test is rated individually by two instructors who have been trained by Educational Testing Service. All discrepancies in test ratings are adjudicated by a third rater. Students, their departments, and the School of Graduate Studies will be notified of the students' placement and scores via email three business days after the exam. The following lists the SPEAK scores, teaching responsibilities, and class placement.

| <u>SPEAK SCORE</u> | <u>TEACHING CODE</u> | <u>ITA CLASS PLACEMENT</u> |
|--------------------|--------------------------|--------------------------------|
| 60 | 0 Can Teach | Exempt |
| 55 | 1 Can Teach | ITA Speech Center 16:356:541 |
| 50 | 1 Can Teach | ITA Language Skills 16:356:561 |
| 45 | Videotaped and recorded* | |
| 40 | 2 May NOT Teach | ITA Phonology 16:356:560 |
| 35 and below | 2 May NOT Teach | ITA Phonology 16:356:560 |

*ITAs who score 45 on the SPEAK Test will be asked to contact the ESL office for an oral interview, which may be videotaped. Students will be required to give a 5-8-minute presentation on a topic in their field of study. The test will be

administered in Lucy Stone Hall, B-018, Livingston Campus. Students and the School of Graduate Studies will be notified of their placement within three to four days of video testing.

Continuing international students receiving new TA appointments are subject to the same standards as new students and are required to be tested before assuming any duties as a TA.

The TA and the graduate program will be notified of the test results by both the ESL program and the School of Graduate Studies. It is the Graduate Program Director's responsibility to make sure that the student is appropriately assigned as indicated by the oral test results.

All ESL courses carry institutional credit toward full time status for visa requirements, however, these course credits cannot be applied toward degree requirements.

The following two exceptions apply: international TAs teaching in languages other than English (e.g., TAs for the German Department) and international TAs from English speaking countries are exempt from this ESL requirement. Questions about exemptions can be addressed to the Office of the Dean.

6.15 Other Forms of Student Assistance

6.15a Conference Travel Awards

The School of Graduate Studies provides small awards to doctoral and doctoral-track students to subsidize travel for the purpose of presenting papers at major national meetings. These awards average about \$200 and do not exceed \$300; they tend to be smaller in fields where faculty grants can also provide travel support. Competitions are held two times per year, with deadlines of October 1 and March 1. For more information, visit our Conference Travel Awards webpage (<http://gsnb.rutgers.edu/awards/conference-travel>).

6.15b Special Study and Pre-Dissertation Travel Awards

The School of Graduate Studies has a small budget to assist students who have opportunities to participate in short courses or other activities directly related to their dissertation research. These funds may also be used by students to do preliminary field-work designed to strengthen subsequent applications for dissertation fellowships or research grants. Requests for support should be made by March 1 for the following summer. Out-of-cycle requests for activities undertaken at other times of the year will be considered as resources allow. These requests should make a case for the award based on the student's qualifications and the importance of the activity to their doctoral programs. Those students who are awarded a special study award will be instructed to contact the School of Graduate Studies to receive their award. The School of Graduate Studies will be responsible for payment to the student.

6.16 Teaching and Research Awards

Each spring, the School of Graduate Studies honors faculty and graduate students for outstanding contributions to teaching and research. The Dean of the School of Graduate Studies is advised by faculty committees in selecting two faculty members to receive awards for graduate teaching, two graduate students to receive awards for undergraduate teaching, and up to six graduate students to be recognized for outstanding dissertation research. One or two awards may also be made for administrative excellence. Awards are presented at a reception hosted by the Dean of the School of Graduate Studies.

Also presented are Dissertation Teaching Awards for graduate students interested in developing an advanced undergraduate course in the general area of their dissertation research. Recipients are selected based on their achievements in teaching and scholarship and the quality of their course proposals. Each award carries a summer stipend of \$3,500, intended to allow the student time to prepare a course for the following spring term. The student's compensation for teaching the course is the responsibility of the offering unit.

6.17 Tax Information for Graduate Students Holding University Appointments

The University cannot legally provide tax advice to students or employees. This section describes possible tax liability under the federal tax laws and what the University will do in the way of withholding or not withholding taxes from stipends or salaries.

I. Students holding a University appointment as a graduate fellow or research intern

A) Fellows are not employees of the University. The only portions of their stipends that may be excluded from gross income are those tuition and fee charges paid by the students on their behalf by the University and those portions of the stipends used for fees, supplies, books, and other equipment required for their courses of instruction. It is the student's responsibility to maintain adequate records to support any claim of exclusion for these items.

B) The University will not withhold income tax or social security from fellowship stipends. The single exception to this is student non-resident aliens holding an F or J visa. Such students will have a tax withheld at the rate of approximately 14 percent after the benefit of one withholding allowance (personal deduction). In addition, the monies paid will be reported to the Internal Revenue Service on a Form 104S, a copy of which will be provided to the student for attachment to his or her Federal tax return, most likely a 1040NR, Nonresident Alien Income Tax Return.

C) United States citizens and resident aliens will not receive a W-2 or 1099 (miscellaneous income statement) from the University for their fellowships. However, they will receive a Year End Statement of Fellowship Grants from Payroll Services.

II. Students holding a University Appointment as a teaching assistant or a graduate assistant

A) These students are University employees and their salaries are considered a part of gross income. Under Section 117 of the Internal Revenue Code, tuition remission is excludable from gross income.

B) The University will continue to make the required withholding of taxes from TA and GA salaries.

C) The University will continue to report salary and amounts withheld to the Internal Revenue Service and the recipient. Students will receive W-2 Forms at the end of the tax year.

III. Special information for nonresident aliens who claimed an exemption from withholding of United States Income Taxes Under a United States Tax Treaty
Federal regulations require that the University report tax treaty monies to both the students and the Internal Revenue Service on a Form 1042S, Foreign Persons United States Source Income, Subject to Withholding. Since reporting is required, this form should be attached to student's Federal Tax Returns, most likely the 1040NR, Nonresident Alien Income Tax Return

Section 7

Student Life and Related Information

7.1 Student Life and Related Information

Graduate programs play an important role in developing a positive collegial environment in which students can successfully meet their academic and professional goals. In fact, given the size and complexity of the university, the graduate program is frequently the only sustained contact that a student will have with the institution. The extent to which the faculty and staff take an active interest in the lives of their students makes a significant difference in the quality of the student's academic experience at Rutgers. When students have concerns with housing, finances, personal problems, etc. they will usually first go to the graduate program for assistance. If you are not able to help, please do not hesitate to contact the Office of the Dean for assistance. Graduate education can be an isolating, alienating experience and we must, to the extent possible, work with students to help them over the many obstacles which they will encounter.

Students who are not able to resolve an issue in their program are welcome to visit the Office of the Dean to address matters pertaining to their matriculation and quality of student life.

Disabled students should contact the Office of Disability Services at 848-445-6800 or dsoffice@echo.rutgers.edu. Disabled students must have a medical form documenting their disability to aid in accommodating their needs.

The Graduate Student Association (GSA), representing all graduate students (who pay fees) and schools in New Brunswick, provides support for many of the programs, cultural events, and student journals in New Brunswick. Its Executive Council meets regularly to oversee the allocation of student fees and examine institutional issues from a graduate student perspective. The GSA maintains an office and publications center in the Graduate Student Lounge in the College Avenue Student Center.

The Division of Housing, located at 581 Taylor Road on Busch Campus, administers the Graduate Residence Life Program under the direction of the Busch Housing Manager (848-445-2561).

7.2 Academic Integrity

As stated in the University's regulations governing academic integrity, "Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld." Faculty members are expected to report cases of academic dishonesty to Dean Barbara Bender. The entire policy is available at <http://academicintegrity.rutgers.edu/>.

7.3 Disciplinary Procedures

Except for very minor offenses, disciplinary cases should be referred to Dean Barbara Bender for review. Copies of the procedure are available online at <http://studentconduct.rutgers.edu>.

7.4 Student Appeals

Each program must have a mechanism for hearing and resolving appeals from students concerning academic actions and judgments that directly affect them. This program-level mechanism should provide due process to the student. It should be used before students appeal to the Office of the Dean. Students should be fully informed of their right to appeal and of the procedures, as well as their right to appeal further to the Office of the Dean should they choose to do so. Appeals referred to the Dean's Office will be investigated and, in some cases, students will be referred back to the program if programmatic avenues of appeal have not been exhausted. Should these efforts prove insufficient to resolve the problem, it may be referred to the Student Appeals Committee, which will hear the appeal and make a recommendation to the Dean. The Dean's decision is final.

7.5 Student Participation in Governance

The School of Graduate Studies has a policy regarding student participation in governance in their respective graduate programs. *See Appendix C, Statement of Principles Concerning Graduate Student Participation in Program Governance.*

7.6 Immunization Policy

The State of New Jersey requires by law that college students provide documented proof of either having immunity to measles, mumps and rubella or having been immunized against these diseases after one year of age. *Students who do not provide such proof cannot be permitted to continue their enrollment.* This requirement applies to all college and university students in New Jersey who (a) were born on or after January 1, 1957; (b) are enrolled either part-time or full-time; and (c) are matriculated in a degree-granting program.

7.7 Counseling Services for Students

Counseling, ADAP & Psychiatric Services (CAPS) provides personal counseling and psychological services for students at Rutgers in New Brunswick and Piscataway.

7.8 New Student Orientation

New student orientation is presented during the week before the start of classes. The orientation is held twice for the convenience of students. These orientations provide information to help new students adjust to Rutgers University. In addition to these sessions, all graduate programs are encouraged to develop orientation programs to introduce new students to each other, faculty and the expectations for graduate study in the discipline.

7.9 Teaching Assistant Project

The Teaching Assistant Project (TA Project or TAP) is a multi-faceted program designed to promote excellence in undergraduate and graduate education at Rutgers, New Brunswick, through the professional development of its teaching assistants (TAs). The major components of the Teaching Assistant Project are:

- 1) Orientation. Every August, before classes begin, all newly-appointed teaching assistants attend a one-day orientation designed to introduce them to Rutgers and their responsibilities as TAs at the University and within a specific program. An additional one-day orientation is provided for all newly-appointed international TAs to facilitate their adjustment to teaching at an American university.

2) Discipline-Specific Workshops and Seminars. Each semester TAP offers a variety of programs and courses designed to help TAs develop their teaching skills and improve their marketability.

3) College Teaching Courses. The TA Project offers interdisciplinary courses on teaching which focus on pedagogical methods as well as contemporary issues for faculty in colleges and universities. See <http://tap.rutgers.edu/> for specific information regarding Introduction to College Teaching, Designing Your Own Course, and On-Line and Hybrid Teaching.

4) Evaluations. TAs are strongly encouraged to have their teaching skills evaluated periodically by faculty, by fellow TAs, and by the undergraduates they are teaching. In order to facilitate this process, TAP has mid-semester evaluation forms TAs can use to gain feedback from their students (<http://tap.rutgers.edu/articles/mid-semester-evaluations.php>). Through these evaluation processes TAs are able to identify their teaching strengths and weaknesses and to work to improve their teaching ability.

5) Publications. The *TA Handbook* is a comprehensive introduction to the University, its students and services, and to the roles and responsibilities of the teaching assistant at the University, along with general information about teaching (<http://tap.rutgers.edu/publications.php>. *TAPTalk*, a blog (<https://taprutgers.wordpress.com/>), links to articles that focus on general topics of interest to TAs.

6) TAP Website. See the TA Project's website at <http://tap.rutgers.edu> for complete and updated information.

7) The Rutgers Academy for the Scholarship of Teaching and Learning (RASTL) (<http://rastl.rutgers.edu>) provides advanced graduate students with the opportunity to meet monthly with faculty and administrators to review issues related to undergraduate instruction and contemporary higher education. In addition, under the auspices of the TA Project (TAP), we offer many programs to help graduate students learn to teach from both a general and a discipline-specific perspective.

Additional information about the Teaching Assistant Project may be obtained from Dean Barbara Bender (848-932-7747 or tapweb@rci.rutgers.edu).

7.10 Ombudsperson

Sometimes graduate students and faculty need another avenue for dealing with problems that cannot be resolved within their graduate programs or other Rutgers office. If you have been unable to solve a problem or if you do not feel comfortable addressing a concern within your graduate program, you may wish to contact Dean Barbara Bender at 848-932-7747 or barbara.bender@rutgers.edu. She will confidentially assist students and faculty to identify options, consider avenues to pursue, and seek alternate resolutions to disputes.

Appendices

APPENDIX A

Terminal Master's Degrees

In many disciplines an academic master's degree is an appropriate advanced degree that not only provides advanced education and training in a specific discipline, but prepares the candidate for specific career opportunities, often meeting a specific set of skills needed to succeed in the public or private sector. Such advanced training is becoming increasingly important in meeting the needs of a professionally trained workforce. With the advent of new budgeting models at Rutgers University, we anticipate that graduate programs across the New Brunswick campus will be newly motivated to consider new terminal master's degree programs, or new options within existing programs, since a new mechanism to fund such academic offerings is now available. Therefore, the School of Graduate Studies feels it is timely to provide guidance to programs considering such new directions, so that programs will take into account the expectations that would be considered by the School of Graduate Studies before recommending adoption of these new degree options.

A program proposing the establishment of a new master's degree option within an existing program, or a School proposing the establishment of a new master's degree program, should submit a proposal that summarizes the purpose of the proposed degree option/program, the academic components of the option/program, and the resources that would be available to support the initiative, both academically and administratively. The proposal should also have examined how the proposed option/program supports the Rutgers mission and complements or goes beyond current offerings on the New Brunswick campus.

The faculty developing the proposed new Master's program should consult with leadership within their own School to ensure that the proposed program is consistent with the School's strategic plans, and to ensure alignment with the School's fiscal objectives.

Once a proposal has been developed, a graduate program director should submit it to the Senior Associate Dean for Academic Affairs, who will present it to the appropriate Area Committee (or committees for proposals that cross the major disciplinary areas) for consideration. Upon recommendation of the Area Committee(s), the proposal is forwarded to the Executive Council of the School of Graduate Studies . Both Area Committees and the Executive Council are bodies of experienced faculty members who have been appointed or elected to serve in this oversight capacity. Both of these bodies will be examining proposals to determine how they satisfy the criteria outlined above and meet the expectations for excellence and sustainability. Upon recommendation of the Executive Council, the proposal is forwarded to the entire Graduate Faculty for consideration. New options in existing degree programs normally require no further approvals. If a new degree program is recommended, upon approval by the Graduate Faculty the proposal is forwarded to the New Brunswick Chancellor and the Senior Vice President for Academic Affairs for approval and presentation to the Board of Governors. Often such proposals are also circulated to other schools at Rutgers or other universities across the state before final adoption; they may also be the subject of review by an external consultant.

Schools that currently offer only undergraduate degrees may also wish to consider professional master's degrees for which these guidelines may also be appropriate. (An example could be a Master of Engineering degree.)

Consideration should be given to offering such degrees through the School of Graduate Studies , to take advantage of the existing infrastructure for the guidance, support and monitoring of graduate degree programs. The following provides additional guidance on the components of a complete proposal for a new master's degree program or option.

Goals for the Program or Option

The proposal should document the goals that the new program is being designed to achieve: the students who would be served, the envisioned professional impact of this opportunity in meeting the needs of these students, and how the program complements the mission of the School of Graduate Studies in providing

graduate education. Many proposed new programs or options will be developed to serve the business or technical community of New Jersey or the tri-state region, but they could also serve teachers or the general public. Proposals should also address how graduate students in other programs in New Brunswick would participate and benefit, in particular to provide practical components to their education. The proposal should describe how the program would work with the degree recipients in preparing them for and realizing careers in the business, industry, or service sectors motivating the proposed program. Measures to evaluate the effectiveness of the new program or option should be enumerated, as well as mechanisms proposed to monitor and take into account the evolving needs of the students to be served, especially since needs in the private sector are likely to change over time. A review of the progress of these new terminal master's degrees, including data identifying the graduates' satisfaction with the program, should take place within five years after they have been established.

Complementing existing offerings

Proposals for new programs or options are expected to go beyond the current offerings in New Brunswick, and should document that there is minimal overlap with existing degree options in New Brunswick. Any significant overlap with other programs at Rutgers University or other programs offered in the State should be documented. If there is partial duplication of other New Brunswick programs, the proposal should justify any duplication that could not be handled through cross-registration.

Quality of the program and its offerings

Central to all proposals is a discussion of the quality of the proposed program or option. Proposals should discuss the commitment and expertise of the graduate faculty members who will be developing the curriculum and teaching the courses, the educational preparation and characteristics of the students the program will attract, and the intellectual quality of the course offerings, as well as the capstone experience.

Proposals should document the commitment of the graduate faculty of the program to develop the curriculum, teach the courses, and advise and mentor the students. The courses should be taught by tenured or tenure-track faculty members. If some courses will be taught by adjunct faculty members (who should also be members of the Graduate Faculty), their long-term commitment to the program should be documented.

An outline of the courses for the new program/option should be included with all proposal submissions. The proposals should include a description of who would take any new courses, i.e., only a new cohort of master's students, new master's students and current Ph.D. students in the same program, or more broadly master's and Ph.D. students in programs across New Brunswick. If existing courses would be used, the proposals should address the different expectations of Ph.D. students and terminal master's students in the same classrooms, or different expectations of master's and undergraduate students, if undergraduate courses would be part of the course offerings (no more than 12 credits of undergraduate courses can be applied to a master's degree). If master's students take the same courses as Ph.D. students, the proposal should address how this could affect the quality of the experience for Ph.D. students or the ability of the master's students to meet the expectations of the course. Proposals should address how courses that would predominantly serve master's students would affect the faculty's commitment to Ph.D. education in the program. Detailed course proposals need not be submitted at the time a new program or option is proposed, but must be submitted for approval by the School of Graduate Studies before they are offered.

Learning Outcomes and Assessment

All proposals should include the specific learning outcomes for the master's program and the specific course offerings. Additionally, methods for measuring the extent to which the program has met the specific programmatic goals as well as the students' learning goals will need to be enumerated.

Admissions and Degree Requirements

Proposals should consider the optimum size of the proposed program, when the program would admit its first cohort and over what time period the program would ramp up to full size. The proposal should describe the credentials expected of successful applicants. The School of Graduate Studies currently requires GRE General scores for all applicants and TOEFL (or equivalent) for students for whom English is not a native language. Since students in professional master's programs typically do not have the credentials to proceed to the Ph.D., the proposal should address how the program would articulate realistic expectations to the master's students, i.e., that the master's program is not an entrée to an existing Ph.D. program.

Currently the School of Graduate Studies requires master's degree students to pass a comprehensive exam and a capstone experience of either a master's thesis or a creditable expository or critical essay. The proposal should describe both the comprehensive exam and capstone experiences that would be required of the degree recipients. (Proposals for new professional master's degrees, such as a Master of Engineering, should include degree requirements appropriate for that discipline.)

Resources

The proposal should document that there are sufficient resources, both faculty and administrative, to implement a successful graduate experience. The proposal should document that graduate faculty members have been identified to teach the courses, advise the students at all stages of their studies and as they prepare for future careers, and mentor them in their capstone experiences. The proposal should also discuss the administration of the program. This includes a coordinator for a new option or a director for a new graduate program, and administrative support, such as office space, administrative support staff, and funds to recruit the new students.

APPENDIX B

Self-Standing Certificates

In many areas a certificate earned primarily by a set of courses is an appropriate offering that not only provides advanced education and training, but prepares the candidate for specific career opportunities by providing a set of useful skills. Such advanced training is becoming increasingly important in meeting the needs of a professionally trained workforce. In response to the demand in both the public and private sectors for self-standing certificates, we anticipate that graduate programs and inter-program faculty groups across the New Brunswick campus will wish to consider new offerings of this kind, available to prospective students who are not also enrolled in degree programs. Therefore, the School of Graduate Studies feels it is timely to provide guidance to faculty groups considering such new directions, so that proposals will take into account the factors that would be considered by the School of Graduate Studies before recommending their adoption.

A program proposing the establishment of a self-standing certificate should prepare a proposal that summarizes the purpose of the proposed program, the academic components of the program, the expected learning outcomes, assessment methods and standards and the resources that would be available to support the initiative, both academically and administratively. The proposal should also have examined how the proposed program supports the Rutgers mission and complements or goes beyond current offerings on the New Brunswick campus.

Once a proposal has been developed, the faculty member leading the initiative should submit it to the Senior Associate Dean for Academic Affairs, who will present it to the appropriate Area Committee (or committees, for proposals that cross the major disciplinary areas) for consideration. Upon recommendation of the Area Committee(s), the proposal is forwarded to the Executive Council of the School of Graduate Studies. The Area Committees and the Executive Council are bodies of experienced faculty members who have been appointed or elected to

serve in this oversight capacity. Both of these bodies will be examining proposals to determine how they satisfy the criteria outlined above and meet the expectations for excellence and sustainability. Upon recommendation of the Executive Council, the proposal is forwarded to the entire Graduate Faculty for consideration. If a new self-standing certificate program is recommended, upon approval by the Graduate Faculty the proposal is forwarded to the New Brunswick Chancellor and the Senior Vice President for Academic Affairs for approval and presentation to the Board of Governors. Normally, such proposals are also circulated to other schools at Rutgers or other universities across the state before final adoption; they may also be the subject of review by an external consultant.

The following provides additional guidance on the components of a complete proposal for a new certificate program.

Goals for the Program

The proposal should document the goals that the new program is being designed to achieve: the students who would be served, the envisioned professional impact of this opportunity in meeting the needs of these students, and how the program complements the mission of the School of Graduate Studies in providing graduate education. Proposed new programs or options may be developed to serve the business or technical community of New Jersey or the tri-state region, but they could also serve teachers or the general public. Proposals should also address how graduate students in degree programs in New Brunswick could participate and benefit, in particular to provide practical components to their education. The proposal should describe how the program would work with those degree recipients in preparing them for and realizing careers in the business, industry, or service sectors motivating the proposed program. Measures to evaluate the effectiveness of the new program should be enumerated, as well as mechanisms proposed to monitor and take into account the evolving needs of the students to be served, especially since needs in the private sector are likely to change over time. A review of the progress of these new self-standing certificate programs, including data identifying the graduates' satisfaction with the program, should take place within five years after they have been established.

Complementing existing offerings

Proposals for new programs are expected to complement the current offerings in New Brunswick. Any significant overlap with other programs at Rutgers University or other programs offered in the State should be documented. If there is partial duplication of other New Brunswick programs, the proposal should justify it.

Quality of the program and its offerings

Central to all proposals is a discussion of the quality of the proposed program. Proposals should discuss the commitment and expertise of the graduate faculty members who will be developing the curriculum and teaching the courses, the educational preparation and characteristics of the students the program will attract, and the intellectual quality of the course offerings. It should articulate the learning goals of the program.

Proposals should document the commitment of the graduate faculty of the program to develop the curriculum, teach the courses, and advise and mentor the students. This should include a faculty “home” that can maintain continuity and quality control. The courses should be taught by tenured or tenure-track faculty members. If some courses will be taught by adjunct faculty members, their long-term commitment to the program should be documented.

An outline of the courses for the new program should be included with all proposal submissions. The proposals should include a description of who would take any new courses, i.e., only a new cohort of certificate students or both new certificate students and current degree students. If existing courses would be used, the proposals should address the different expectations of degree students and certificate students in the same classrooms. If certificate students take the same courses as Ph.D. students, the proposal should address how this could affect the quality of the experience for Ph.D. students or the ability of the certificate students to meet the expectations of the course. Proposals should address how courses that would predominantly serve certificate students would affect the faculty’s commitment to Ph.D. education in the program. Detailed course proposals should ideally be submitted at the time a new program or option is

proposed; clearly, they must be submitted for approval by the School of Graduate Studies before they are offered.

Admission and Requirements

Proposals should consider the optimum size of the proposed program, when the program would admit its first cohort and over what time period the program would ramp up to full size. The proposal should describe the credentials expected of successful applicants. The School of Graduate Studies currently requires GRE General scores for all applicants; requests for a waiver of this requirement for a certificate program should be supported by specific arguments.

Recommendations for admission should be made by a graduate faculty-based committee and would be forwarded to the Dean of the School of Graduate Studies, who makes the offers of admission. Since students in certificate programs may not have the credentials to proceed to the master's or Ph.D., the proposal should address how the program would articulate realistic expectations to the certificate students, *i.e.*, that the certificate program is not normally an entrée to an existing degree program and that success as a certificate student does not itself warrant one's admission to candidacy for a degree program.

Resources

The proposal should document that there are sufficient resources, faculty, administrative, and physical, to implement a successful graduate experience. The proposal should document that graduate faculty members have been identified to teach the courses, advise the students at all stages of their studies and as they prepare for future careers, and mentor them in any capstone experiences. The proposal should also discuss the administration of the program. This includes a director for the new program and administrative support, such as office space, administrative support staff, and funds to recruit the new students.

APPENDIX C

Approval Process for Credit-bearing Certificate Programs

Certificates for academic credit at Rutgers are of two basic categories:

Internal certificates are designed for students already admitted to and enrolled in a degree program. The certificate's credits are earned toward the degree program, and the certificate is granted to those in the degree program.

Certificates of this restricted type within degree programs may be established at the school and Chancellor level without any additional approval process required (though the University Registrar should be notified when these internal certificates are established). However, if certificates within degree programs allow enrollment of both students enrolled in a degree program and students not enrolled in a degree program, then the approval process for stand-alone certificates applies.

Stand-alone certificates may be earned and awarded outside of a degree program. The State of New Jersey requires that credit-bearing certificates that are offered to students not enrolled in a degree program be vetted through the institutional and state approval processes. A list of your approved stand-alone certificate programs is attached.

The University Registrar's office has noticed an increase in the number of certificates being requested to post to the records of students not enrolled in a degree program and for which the certificate programs have not been approved through the institution-level and state processes. If a school wishes to offer a credit-bearing stand-alone certificate to students not enrolled in a degree program, here is the approval process:

After all approvals by the faculty, Dean, and Chancellor's Office, a brief proposal should go to the Senior Vice President for Academic Affairs (with copy to burkley@instlres.rutgers.edu that covers the following: title and purpose of the certificate program; need/demand; admission requirements; curriculum; required credits; learning outcomes; relationship if any to a degree program; mode of delivery (hybrid/distance education);

location(s) to be offered; and resource issues. Following administrative approval, the Office of Institutional Research and Academic Planning prepares an information item to the Board of Governors, and sends the information to the state. Please note that this process applies only to credit-bearing certificates.

Questions about the process may be directed to James Burkley in Academic Planning at burkley@instlres.rutgers.edu. I appreciate your compliance with this approval process.

Barbara A. Lee, Senior Vice President for Academic Affairs

APPENDIX D
Policies Governing Nondegree Graduate Study

1. The minimum credential required for nondegree graduate study enrollment is a four-year baccalaureate degree from an accredited institution of higher education.

2. The normal prerequisite for enrollment is an undergraduate grade point average of at least a 3.0 on a scale where A = 4.0 in an academic discipline appropriate to courses sought. Substantial professional and life experience may be substituted for the grade point average requirement and must be documented by the applicant.

3. While transcripts of previous academic program experience and references are not ordinarily required, the graduate directors reserve the right to request such documentation to aid in the review of applications.

4. Graduate Record Examinations are not required by the Nondegree Graduate Study Program unless requested by the graduate program.

5. Applications from those who are not United States citizens or Permanent Residents and/or who have had all or part of their education abroad must provide additional documentation as to their educational background, immigration status, and TOEFL score and must be reviewed and approved by the Director of Graduate Admissions in consultation with the Senior Associate Dean for Academic Affairs.

6. Nondegree graduate study does not qualify for the issuance or extension of student visas.

7. Applicants who possess temporary visas are not permitted to enroll as nondegree graduate students unless written consent of the Director of Graduate Admissions has been first obtained.

8. Each graduate program has, as its option, the right to screen nondegree graduate applicants for enrollment into any of its graduate courses or to permit the Director of the Nondegree Graduate Study Program to make the enrollment decision.

9. Academic prerequisites for course enrollment may be fulfilled by evidence of academic coursework as described in the course description or by providing evidence of substantial professional life experience paralleling stated course prerequisites.

10. Nondegree graduate students who have completed coursework with at least a B in each course may transfer those credits into a degree program if they apply to and are accepted by a graduate degree program appropriate to coursework completed.

11. Nondegree graduate students may not be enrolled in more than two courses in any single semester without the prior, written consent of the School of Graduate Studies .

12. Nondegree graduate students are not permitted to accumulate more than 12 credits of graduate coursework. Students who wish to continue their graduate study must apply to and must be accepted into a graduate degree program.

13. Nondegree graduate students may elect, at the time of application, to receive a regular letter grade or to be graded on a satisfactory or unsatisfactory basis. Those choosing the latter option must fulfill the same course requirements as those opting for the regular letter grade but are exempted from the final examination, if one is given. This grade option cannot be changed once the semester begins. Courses graded S/U may not subsequently be used for credit toward a degree.

14. Nondegree graduate students may not enroll in undergraduate courses for graduate credit. This option is reserved solely for graduate degree seeking students.

15. Nondegree graduate study neither implies nor predisposes subsequent admission into a graduate degree program.

16. Questions regarding these policies may be addressed to the Director of Nondegree Graduate Studies, Office of Graduate Admissions, 56 College Avenue, College Avenue Campus, 848-932-7711.

17. Special permission numbers are required in order to register.

APPENDIX E

Policy on International Dual and Joint Degrees

DEFINITIONS:

Dual degrees are defined as arrangements whereby a student, upon completion of a course of study, receives two parallel degrees, one from each of the institutions participating in the arrangement. These may entail adjustments to accommodate the differences in the rules and expectations of the two institutions, but the student has not completed two distinct curricula and has not written two separate theses or dissertations. The most common example of a dual degree is the French cotutelle: in this case, the student is approved to do her degree under the joint supervision of faculty members from a French institution and a foreign one and, after meeting the prerequisites of both institutions writes a dissertation that is approved by both and receives doctoral degrees from each institution.

Joint degrees are defined as arrangements whereby a student receives one degree for completion of a course of study but that degree is jointly issued by two institutions. In such cases the diploma would have the names, seals and signatures of both institutions.

POLICY:

I. Dual Degrees

The School of Graduate Studies will entertain proposals for the awarding of dual degrees. In each case, all SGS requirements for the degree must be met or an agreed substitute for such requirements must be approved in advance. (An example of a substitute would be our current acceptance of the French thesis defense in lieu of a formal qualifying examination at Rutgers, with the understanding that a second defense, broadly structured, would be conducted here.) Students enrolled in such an agreed dual degree program must agree in writing that the Rutgers degree and the second degree do not represent completion of two discrete courses of study.

Rules governing transfer of credit may be relaxed as part of such prior agreements. For example, students conducting a substantial part of their research at the second university may be granted a waiver of a portion of the research credit requirement at Rutgers. We expect that each student will take formal course work at Rutgers as part of his or her participation in a dual degree program; in no circumstances will a student take fewer than 12 credits of formal coursework at Rutgers.

It is expected that students in dual degree programs will have at least two Rutgers faculty members each on their comprehensive, qualifying, thesis and dissertation committees, as appropriate.

Dual degrees will not be arranged ad hoc; they must be administered under the rubric of a general prior agreement. In the case of the cotutelle, while the agreement occurs student by student, there is a general understanding of our participation in that process that qualifies as a general prior agreement.

II. Joint Degrees

The School of Graduate Studies does not currently offer joint degrees with any foreign institution. It does not currently intend to do so. These are cumbersome and difficult arrangements to make and will not often be justified by the benefits to be gained. In particular, there would have to be a demonstration that the degree jointly awarded would meet Rutgers' standards in every respect.

Should SGS be asked to consider a proposal for an international joint degree in the future that proposal, after initial discussions with the dean's office, would have to submit to review as if it were a new degree program and be approved by the faculty, before being sent forward for review by the central administration and the Board of Governors.

III. Proposals for New Dual or Joint Degree Programs

Programs contemplating new dual or joint degree programs must make their proposals to the School of Graduate Studies with attention to the following

elements: financial arrangements, including insurance; the time period of student attendance at Rutgers, the expected advantages of the dual or joint degree that justify the arrangement; the disciplinary scope of the agreement; clear exposition of the credit and other academic equivalencies presumed; policies with regard to the comprehensive, qualifying and final examinations; any anticipated intellectual property issues; and arrangements for renewal and termination of the agreement.

IV. Other Arrangements

The School of Graduate Studies welcomes students from abroad to attend in a variety of arrangements and capacities that do not entail dual or joint degrees. Such students may attend as part of formal or informal exchange agreements (see our Guidelines on International Graduate Student Exchanges) or ad hoc. Such attendance may be in the form of admission for one to four semesters or as visiting scholars in connection with dissertation research at the student's home institution.

July 8, 2009

APPENDIX F
Seven-Year Policy for Ph.D. Students
June 2006

The School of Graduate Studies has long stated that full-time Ph.D. students are expected to complete their degrees in seven years or less. This is a reasonable standard for a doctoral student. Many students, of course, have taken longer for a variety of reasons. While formally such students are supposed to apply for extensions of time, this process has largely lapsed. With new attention to both time-to-degree and completion rates, as well as the goal of funding students through to the degree, it is appropriate to give new consideration to the policies and processes that might be put into place to monitor students who have taken longer than the canonical seven years.

Recognizing the variations in disciplines, we feel it is essential that a norm be established in each graduate program regarding the length of time it should take for students to complete their degrees. While exceptions may be warranted, students who exceed the norm should be required to justify their extensions of time. These extensions of time should be approved by the student's committee and the program faculty through its own internal processes, preferably by committee review. The norm should be either five or six years for full-time students, more for part-time students in programs that allow part-time study. Our goal in establishing these norms is not to drive students away but to encourage timely and successful completion of the degree and prompt movement into their careers. Programs may feel it is appropriate to establish a shorter norm for students who join the Ph.D. program with advanced standing, such as with a Master's degree.

Doctoral programs already have (or should have) regular reviews of their students. It is our intention that any new process we devise should be integrated into the existing review processes to avoid duplication and excessive burdens on graduate program offices.

In considering whether or not to recommend an extension of time, programs will have considerable discretion. Students who have made good faith efforts to make progress but who have been impeded by unanticipated difficulties in their research or by personal difficulties beyond their control should certainly be accommodated. Part-time students will understandably take longer, on average, but still need to show progress in their studies and/or research. Students required to do a great deal of teaching, again, will need more time in many cases and this too should be taken into account. Programs should take care to clearly specify the reasons for extension requests.

The School of Graduate Studies will identify early each spring those doctoral students who have been (or will shortly be) enrolled for seven years and who have not filed for the degree. (Students who enter in January will not be separately monitored by the School of Graduate Studies, but programs are free to require that they apply for extensions at the end of seven years, rather than wait the additional semester.) The students will be notified and the names of those notified sent to the programs. Students must file requests for extension and programs must decide whether or not to recommend in favor of those extensions. (Students who file for October degrees need not file for extensions.) In the case of students who have passed the 7-year mark, requests for extension must be forwarded within ninety days of the original notification to the School of Graduate Studies for approval. A program that decides not to recommend an extension must, within ninety days of the original notification, either ask the student to resign or take formal action to recommend termination of the student's status in the program. In each case, these applications will be accompanied to the School of Graduate Studies by statements by the student's committee, the graduate program director and the student justifying the request for an extension (these may be the review statements already collected by the program), and an estimate of the number of additional semesters required for the student to complete the Ph.D. degree.

Students may appeal decisions not to recommend extensions through the existing appeals process, as described in the catalogue.

In the event that an acceptable application for extension of time is not received for a student, the program and the student will be informed that the student is subject to suspension of registration until the extension is approved. Such approval must occur within ninety days to forestall suspension.

All students are expected to complete their degrees within 10 years. In the event that a student has been enrolled for 10 years without completing the degree, and the student's continuation beyond 10 years has not been approved under the foregoing process, the student will be informed that he or she has ninety days to show cause why he or she should not be dismissed from the School of Graduate Studies.

Our goal is to help students complete their degrees in a timely fashion while reminding them that graduate school is a phase in their lives, not a permanent way of life. At the same time, we will work with graduate programs to ensure that all students with documented and legitimate reasons for extended enrollment will receive the appropriate consideration.

APPENDIX G
Acknowledgment of Previous Publications
Guidelines for Theses and Dissertations

It is a universal tenet in publishing that previously published work, or work pending publication elsewhere, be acknowledged. Academic fields vary in the degree to which they countenance re-use of material that has also appeared, or will appear, elsewhere. In those fields in which such practices are accepted students must, without exception, acknowledge previous and pending publications in the thesis or dissertation. There are several ways in which this may be done.

If a thesis or dissertation is composed in part or in full of whole chapters or independent articles or reports already published, the preface or acknowledgments page must indicate this and give citations to the earlier publications. Even if the portions of previous publications are more partial, such acknowledgment in the front matter is recommended.

It is presumed that the previously published material used in the thesis or dissertation represents the original work of the student. In the event that that is not the case, it has no place in the thesis or dissertation. In those fields in which the student typically works alone on the research and writing of the thesis or dissertation, it is expected that the writing will be his or her own. In those fields in which it is conventionally the case that work is done in close collaboration with others this may not be the case, but material written by others as part of a joint project should be referenced as such. In the case of co-authored material, comparable acknowledgment must be supplemented by a clear indication of the contribution of the author of the thesis or dissertation. In all cases, the major substance of the thesis or dissertation must be the original work of the student submitting it.

In the case of shorter passages written by others, they may be quoted with proper attribution and any necessary permissions.