

March 23, 2020

BULLETIN #4

In light of the extraordinary challenges presented by the COVID-19 virus, the School of Graduate Studies is **extending the deadline for the submission of theses and dissertations to May 1, 2020**. **This includes all three types graduates (Non-Thesis Master's, Thesis Master's and Ph.D. Candidates).**

Electronic Submission of Materials:

All students are encouraged to submit their degree materials (see the [checklist](#) for details) to remotedefense2020@grad.rutgers.edu. For ease in processing, please send all requirements as attachments in one email instead of multiple emails.

Degree application checklists are available [here](#).

In-Person Submission of Materials:

While the Dean's office is open, all staff are working remotely, and all materials must be submitted electronically at this time. If you have a degree materials-related question, please email remotedefense2020@grad.rutgers.edu.

Virtual defense option:

Given current extraordinary circumstances, the School of Graduate Studies will permit remote defenses for candidates and their committee members.

If your defense will be remote:

1. Get electronic signatures from all committee members and your graduate director*
2. Checklist requirements are to be submitted as attachments in an email to remotedefense2020@grad.rutgers.edu
3. As always, Thesis & Dissertations are to be submitted electronically for review at etd.libraries.rutgers.edu

*There are many ways to provide an electronic signature, including DocuSign and Adobe. What is important to the School of Graduate Studies is to be as accommodating to each situation while still being able to verify the signatures of all committee members/graduate directors. Please contact remotedefense2020@grad.rutgers.edu with your questions.

If you are interested in setting up a Webex account to facilitate your remote defense, please access webex.rutgers.edu.

In-person defense option:

In-person gatherings of 10 or fewer people are permitted to convene. **If you are planning to have your defense in person you are permitted to do so, as long as there are 10 or fewer people in the room.**