

# **GSNB Handbook**

## **Guide for Graduate Program Directors & Administrative Assistants**

25 Bishop Place  
College Avenue Campus  
New Brunswick, NJ 08901

848-932-7034  
fax: 732-932-7407  
[gsnb.rutgers.edu](http://gsnb.rutgers.edu)

## TABLE OF CONTENTS

| <b>SECTION 1</b> | <b>General Information</b>                                          |
|------------------|---------------------------------------------------------------------|
| 1.1              | Mission of the Graduate School – New Brunswick..... 1               |
| 1.2              | Purpose of the Handbook..... 1                                      |
| 1.3              | Role of Graduate Directors ..... 2                                  |
| 1.4              | Role of Graduate Program Administrators..... 2                      |
| 1.5              | Staff Directory ..... 3                                             |
| 1.6              | GSNB Programs ..... 7                                               |
| 1.7              | Distribution of Programs by Area Committees ..... 8                 |
| 1.8              | Bylaws of the Graduate School-New Brunswick ..... 11                |
| <br>             |                                                                     |
| <b>SECTION 2</b> | <b>Faculty, Governance and Curricular Matters</b>                   |
| 2.1              | Nomination to Full/Associate Membership ..... 25                    |
| 2.2              | Criteria for Full Membership in the Graduate Faculty..... 25        |
| 2.3              | Criteria for Associate Membership in the Graduate Faculty ..... 26  |
| 2.4              | Criteria for Adjunct Membership in the Graduate Faculty ..... 27    |
| 2.5              | Criteria for Removal of Members ..... 27                            |
| 2.6              | Participation of Graduate Students in Program Governance.....27     |
| 2.7              | New Program Options (incl. Master’s Degrees & Grad Certificates) 27 |
| 2.8              | New Course Proposals and Substantive Course Changes..... 28         |
| 2.9              | Changes to the Master Course List ..... 28                          |
| 2.10             | Pass/No Credit Courses ..... 28                                     |
| 2.11             | Cross-listing of Graduate Courses ..... 29                          |
| 2.12             | Cross-listing of Courses as both Undergraduate and Graduate.....29  |
| <br>             |                                                                     |
| <b>SECTION 3</b> | <b>Admissions and Registration Issues</b>                           |
| 3.1              | The Admissions Process ..... 31                                     |
| 3.2              | General Guidelines..... 32                                          |

|      |                                                                                      |    |
|------|--------------------------------------------------------------------------------------|----|
| 3.3  | Admissions Process and Review .....                                                  | 33 |
| 3.4  | Rules for Rutgers Undergraduates Moving into Master's Degrees ....                   | 34 |
| 3.5  | Non-degree Graduate Study .....                                                      | 34 |
| 3.6  | International Special Students and Exchange Students .....                           | 35 |
| 3.7  | Sponsored Students and Conditional Admission .....                                   | 36 |
| 3.8  | Registration for Students in Your Program .....                                      | 36 |
| 3.9  | Full-time Status .....                                                               | 37 |
| 3.10 | Application for Readmission .....                                                    | 37 |
| 3.11 | Restoration of Active Status .....                                                   | 38 |
| 3.12 | Matriculation Continued .....                                                        | 38 |
| 3.13 | Registration for Research .....                                                      | 38 |
| 3.14 | Assistantship Registrations .....                                                    | 39 |
| 3.15 | Fellowship Registrations .....                                                       | 39 |
| 3.16 | Use of Undergraduate Courses Credits Toward Graduate Degrees ...                     | 39 |
| 3.17 | Exchange Program Registrations .....                                                 | 40 |
| 3.18 | Excess Credits .....                                                                 | 41 |
| 3.19 | Pass/Fail, Audit and Other Non-credit Courses ( <i>N</i> or <i>E</i> prefixes) ..... | 41 |
| 3.20 | Change of Registration .....                                                         | 41 |
| 3.21 | Incomplete Grades .....                                                              | 42 |
| 3.22 | Blank or Missing Grades .....                                                        | 43 |
| 3.23 | Permanent Incomplete (PIN) Grades .....                                              | 43 |
| 3.24 | Complete Withdrawals .....                                                           | 44 |
| 3.25 | How to Process Change of Course Forms (Drop/Add Slips) .....                         | 44 |
| 3.26 | Policy on Admissions Fee Waivers .....                                               | 44 |

## **SECTION 4**

## **Additional Student Academic Issues**

|     |                                                                      |    |
|-----|----------------------------------------------------------------------|----|
| 4.1 | Application for Admission to Candidacy for the Doctoral Degree ..... | 47 |
| 4.2 | Interdisciplinary Ph.D. Program .....                                | 47 |
| 4.3 | International Dual & Joint Degrees .....                             | 49 |
| 4.4 | Application for Change in Status .....                               | 49 |
| 4.5 | Seven-Year Policy for Ph. D. Students .....                          | 50 |

|      |                                                    |    |
|------|----------------------------------------------------|----|
| 4.6  | Application for Extension of Time for Degree ..... | 50 |
| 4.7  | Application for Transfer of Credit .....           | 50 |
| 4.8  | Application for Transfer of Program .....          | 51 |
| 4.9  | Credit Limitations .....                           | 51 |
| 4.10 | Policy on Double Counting of Credits .....         | 52 |

## **SECTION 5** **Procedures for Completing Degrees**

|      |                                                                 |    |
|------|-----------------------------------------------------------------|----|
| 5.1  | Procedures for Filing for a Master’s Degree .....               | 54 |
| 5.2  | Procedures for Filing for a Doctoral Degree .....               | 54 |
| 5.3  | Procedures for Filing for the Master of Philosophy Degree ..... | 55 |
| 5.4  | Language Requirements and Candidacy .....                       | 56 |
| 5.5  | Examining Committees .....                                      | 56 |
| 5.6  | Ph.D. Dissertation Committees.....                              | 57 |
| 5.7  | Policy on the “Outside Member” .....                            | 59 |
| 5.8  | Policy on the Final Examination.....                            | 60 |
| 5.9  | Procedure for Deferring Publication of Dissertations .....      | 61 |
| 5.10 | Policy on the Dissertation.....                                 | 61 |

## **SECTION 6** **Fellowships, Assistantships and Awards**

|      |                                                                 |    |
|------|-----------------------------------------------------------------|----|
| 6.1  | Rutgers-based Fellowships .....                                 | 63 |
| 6.2  | Presidential Fellowships .....                                  | 63 |
| 6.3  | Excellence Fellowships .....                                    | 63 |
| 6.4  | Torrey Fellowships .....                                        | 64 |
| 6.5  | Diversity Fellowships .....                                     | 64 |
| 6.6  | University and Bevier Fellowships .....                         | 64 |
| 6.7  | Stipend Supplements and Matching Tuition Awards .....           | 65 |
| 6.8  | External Grants and Fellowships.....                            | 65 |
| 6.8a | Office of Graduate Student External Grants and Fellowships..... | 65 |
| 6.8b | GradFund.....                                                   | 65 |

|       |                                                                                |    |
|-------|--------------------------------------------------------------------------------|----|
| 6.8c  | Workshops and Programs .....                                                   | 66 |
| 6.8d  | Overview of Extramural Fellowships and Grants.....                             | 67 |
| 6.8e  | Application Logistics .....                                                    | 67 |
| 6.8f  | GSNB Managed Fellowship Competitions .....                                     | 68 |
| 6.9   | National Science Foundation Graduate Research Fellowships .....                | 68 |
| 6.10  | Fellowships for Graduate Study Abroad – Fulbright .....                        | 69 |
| 6.11  | Health Insurance for National Fellows .....                                    | 69 |
| 6.12  | Appointment of Teaching Assistants and Graduate Assistants.....                | 69 |
| 6.13  | Entitlements of Teaching Assistants and Graduate Assistants .....              | 70 |
| 6.13a | Tuition Entitlement.....                                                       | 70 |
| 6.13b | Payroll Deduction of Student Fees, Housing and Dining .....                    | 71 |
| 6.14  | English as a Second Language (ESL).....                                        | 72 |
| 6.15  | Other Forms of Student Assistance .....                                        | 73 |
| 6.15a | Conference Travel Awards.....                                                  | 73 |
| 6.15b | Special Study & Pre-Dissertation Travel Awards .....                           | 74 |
| 6.16  | Teaching and Research Awards.....                                              | 75 |
| 6.17  | Tax Information for Graduate Students Holding<br>University Appointments ..... | 75 |

## **SECTION 7** **Student Life and Related Information**

|      |                                                |    |
|------|------------------------------------------------|----|
| 7.1  | Student Life and Related Information.....      | 79 |
| 7.2  | Academic Integrity .....                       | 80 |
| 7.3  | Disciplinary Procedures .....                  | 80 |
| 7.4  | Student Appeals .....                          | 80 |
| 7.5  | Student Participation in Governance.....       | 81 |
| 7.6  | Immunization Policy .....                      | 81 |
| 7.7  | Counseling Services for Troubled Students..... | 81 |
| 7.8  | New Student Orientation .....                  | 81 |
| 7.9  | Teaching Assistant Project.....                | 81 |
| 7.10 | Ombudsperson .....                             | 83 |

## **APPENDICES**

|                                                                                                     |     |
|-----------------------------------------------------------------------------------------------------|-----|
| A. Policy on Membership in the Graduate Faculty .....                                               | 85  |
| B. Memorandum of Agreement Concerning Removal from<br>Membership in a Graduate Program.....         | 87  |
| C. Statement of Principles Concerning Graduate Student Participation<br>in Program Governance ..... | 91  |
| D. Terminal Master's Degrees.....                                                                   | 93  |
| E. Self-Standing Certificates .....                                                                 | 98  |
| F. Approval Process for Credit-bearing Certificate Programs .....                                   | 102 |
| G. Statement on Diversity.....                                                                      | 104 |
| H. Policies Governing Nondegree Graduate Study .....                                                | 105 |
| I. Policy on International Dual and Joint Degrees.....                                              | 108 |
| J. Seven-Year Policy for Ph.D. Students.....                                                        | 111 |
| K. Acknowledgment of Previous Publications .....                                                    | 114 |

## **Section 1**

### **General Information**

## **1.2 Mission of the Graduate School-New Brunswick**

The principal mission of the Graduate School-New Brunswick (GSNB) is to encourage high-quality instruction and research opportunities for graduate students and to ensure the integrity of the graduate degree as well as the graduate experience at Rutgers-New Brunswick. The Graduate School provides crucial services and programs to support over 4,000 graduate students in 59 doctoral programs and 57 masters programs across ten schools on the New Brunswick campus. These services include supervising the admissions process, approving curricular changes, providing mentoring and professional development opportunities, assisting students to seek and prepare for external funding (through GradFund), strengthening teaching skills (Teaching Assistant Project), disbursing diversity fellowships, conference travel grants and pre-dissertation funding, and ensuring that all graduate faculty and graduate programs follow best practices in advising, teaching, and mentoring students.

## **1.2 Purpose of the Handbook**

This handbook is a supplement to the *Catalogue of the Graduate School-New Brunswick*. It is designed to familiarize you with the forms and the procedures, not detailed in the Catalogue 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 Role of Graduate Directors**

The role of graduate director is crucial to the success of graduate education. The director develops and fosters an atmosphere of intellectual excitement in a program. The director maintains quality, standards and integrity via the

admissions process and the monitoring of student progress, the review of course work and curriculum, monitoring of research, the oversight of recruitment and placement efforts by program faculty, the supervision of advising, and coordination of annual program assessment.

#### **1.4 Role of Graduate Program Administrators**

The extent to which a graduate program office and its operations run smoothly depends greatly on the time and effort program administrators provide to both students and faculty. They have the “know-how” to get things done. They know, up-to-the-minute, what is going on in their program, and they are able to identify potential problems before they turn into crises. There is no greater resource available to all graduate students and faculty than their program administrators.

## 1.5 Staff Directory

**Jerome J. Kukor      Dean**

848-932-7275, kukor@aesop.rutgers.edu

**Dorothy L. Hodgson      Senior Associate Dean, Academic Affairs**

848-932-7275, gsacdean@rci.rutgers.edu

Governance, curriculum, faculty, fellowships and scholarships, International exchanges.

**Barbara E. Bender      Associate Dean, Academic Support and Student Services**

848-932-7747, barbara.bender@rutgers.edu

Student and faculty issues, including: academic integrity, intellectual property, interpersonal conflict, psychological issues, student life, crisis/emergency management, and the Graduate Student Association (GSA). Also the TA Project (TAP) and the Rutgers Academy for the Scholarship of Teaching and Learning (RASTL) including College Teaching courses.

**Eileen Kowler      Distinguished Professor and Senior Associate Dean for Professional Development and Cross-Disciplinary Initiatives**

848-445-8910, 8922, eileen.kowler@rutgers.edu

Creates and oversees professional development and cross-disciplinary activities for the entire graduate community in areas such as scientific communication, ethics and responsible research, mentoring, outreach, and preparation for jobs and careers; overall promotion and facilitation of interdisciplinary initiatives. Activities will be planned and carried out in collaboration with individual graduate programs and with internally and externally funded programs.

- David S. Pickens**      **Associate Dean, Communication and Strategic Planning**  
 848-932-4950, d.s.pickens@gmail.com  
 Manages database design, administration, reporting time to degree, attrition, and related metrics.
- Teresa M. Delcorso-Ellmann**      **Assistant Dean, Graduate Student External Support**  
 848-932-2705, Teresa.delcorso@rutgers.edu  
 Directs GradFund, (The Office of Graduate Student External Grants and Fellowships) the office's peer mentoring and digital platforms . Assists students with identifying and applying for merit-based extramural funding to support their graduate work. Manages the following external fellowship competitions that require university endorsement: the Boren Fellowship, Fulbright Hays, Fulbright IIE, DAAD, Dolores Zohrab Liebmann Fellowship, PEO Fellowship, and the HHMI Fellowship.
- Ramazan Gungor**      **Postdoctoral Fellow for Professional Development and Cross-Disciplinary Initiatives**  
 848-932-7034, 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.
- Evelyn S. Erenrich**      **Assistant Dean, Recruitment and Retention**  
 848-932-7275, erenrich@rci.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 GSNB participation in multi-institutional consortia.

**Simona Turcu**

**Business Manager**

848-932-2286, sturcu@rci.rutgers.edu

All budgets and financial matters, fellowships, tuition, tuition waivers, special projects and fellowship database manager

**Barbara Sirman**

**Senior Administrator, Degree Certification**

848-932-8122, sirman@rci.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.

**Alex Bachmann**

**Senior Administrator, Student Services**

848-932-7449, abachman@rci.rutgers.edu

Responsible for all matters pertaining to registration, inter-institutional registrations, drops and adds, and resolving course-related problems. Monitors all ESL registrations and issues. Serves as liaison to graduate programs on issues pertaining to students and to the Graduate Student Association. Provides leadership and support for the TA Project.

**Gary Buschhorn**

**Business Specialist**

848-932-1664, buschg@rci.rutgers.edu

Assists Business Manager in budget and financial matters, fellowships, tuition, tuition waivers, conference travel and health benefits.

**Theresa Manzo**

**Senior Administrative Assistant**

848-932-7275, tmanzo@rci.rutgers.edu

Handles Dean's and Associate Dean's correspondence, calls and inquiries. Maintains graduate faculty membership files and master course list.

**Allison Gradina**

**Administrative Assistant**

848-932-7034, allimera@scarletmail.rutgers.edu

Administrative assistant for the Office of Academic Support and Graduate Student Services, facilitates degree completion processes and administers intra-office financial requisitions.

**Dawn Lopez**

**Clerical Assistant**

848-932-7275, dalopez@rci.rutgers.edu

Supplies support for the Assistant Dean for Recruitment and Retention. Assists with the coordination of RISE.

## 1.6 GSNB Programs

|                                    |                                    |
|------------------------------------|------------------------------------|
| Anthropology                       | Food Science                       |
| Art History                        | French                             |
| Atmospheric Science                | Geography                          |
| Biochemistry                       | Geological Sciences                |
| Bioenvironmental Engineering       | German                             |
| Biomedical Engineering             | Global Sports Management           |
| Business & Science                 | Higher Education                   |
| Cell & Developmental Biology       | History                            |
| Cellular & Molecular Pharmacology  | Industrial & Systems Engineering   |
| Chemical & Biochemical Engineering | Industrial Relations & Human       |
| Chemistry & Chemical Biology       | Resources                          |
| Chinese                            | Italian                            |
| Civil & Environmental Engineering  | Jewish Studies                     |
| Classics                           | Kinesiology & Applied Physiology   |
| Communication, Information &       | Landscape Architecture             |
| Library Studies                    | Linguistics                        |
| Comparative Literature             | Materials Science & Engineering    |
| Computer Science                   | Math Finance                       |
| East Asian Languages & Cultures    | Mathematics                        |
| Ecology & Evolution                | Mechanical & Aerospace Engineering |
| Economics                          | Medicinal Chemistry                |
| Education                          | Microbial Biology                  |
| Electrical & Computer Engineering  | Microbiology & Molecular Genetics  |
| Endocrinology & Animal Biosciences | Music                              |
| English, Literatures in            | Neuroscience                       |
| Entomology                         | Nutritional Sciences               |
| Environmental Sciences             | Oceanography                       |
| Financial Statistics & Risk        | Packaging Engineering              |
| Management                         | Pharmaceutical Sciences            |
| Food & Business Economics          | Philosophy                         |

Physics & Astronomy  
 Physiology & Integrative Biology  
 Planning & Public Policy  
 Plant Biology  
 Political Science  
 Psychology  
 Quantitative Biomedicine  
 Religious Studies

Social Work  
 Sociology  
 Spanish  
 Statistics & Biostatistics  
 Statistics-Data Science  
 Toxicology  
 Women's & Gender Studies

### 1.7 Distribution of Programs by Area Committees

|                                                                                                   |                                                                                         |                                                                                                 |                                                                                                    |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  Certificate     |  Earth |  BSAC &/or     |  SSAC &/or      |
|  Core Curriculum |  Joint |  HAC &/or SSAC |  SSAC &/or BSAC |

#### Biological Sciences – BSAC

 Biochemistry  
 Cell & Developmental Biology  
 Cellular & Molecular Pharmacology  
 Ecology & Evolution  
 Endocrinology & Animal Biosciences  
 Entomology  
 Food Science  
 Microbial Biology  
 Microbiology & Molecular Genetics  
 Neuroscience  
 Nutritional Sciences  
 Physiology & Integrative Biology  
 Plant Biology  
 Quantitative Biomedicine  
 Toxicology

 Biotechnology  
 Molecular Biosciences  
 Molecular Biophysics

#### Humanities – HAC

Art History  
 Chinese  
 Classics  
 Comparative Literature  
 East Asian Languages & Cultures  
 French  
 German  
 History  
 Italian  
 Jewish Studies  
 Linguistics

Literatures in English

Music

Philosophy

Religious Studies

Spanish

  Asian Studies

 Cinema Studies

 Cultural Heritage & Preservation  
Studies

 Curatorial Studies

 Jewish Studies

 Medieval Studies

### **Physical & Mathematical Sciences and Engineering – PMSEAC**

Atmospheric Sciences

Bioenvironmental Engineering

 Biomedical Engineering

Business & Science

Chemical & Biochemical Engineering

Chemistry & Chemical Biology

Civil & Environmental Engineering

Computer Science

Electrical & Computer Engineering

  Environmental Sciences

Financial Statistics & Risk  
Management

Geological Sciences

Industrial & Systems Engineering

Kinesiology & Applied Physiology

Materials Science & Engineering

Math Finance

Mathematics

Mechanical & Aerospace Engineering

 Medicinal Chemistry

  Oceanography

Packaging Engineering

 Pharmaceutical Sciences

Physics & Astronomy

Professional Science Master's  
Degrees

Statistics & Biostatistics

Statistics- Data Science

 Engineering Geophysics

 Geospatial Information Science

 Quaternary Studies

 Science & Technology

Management

### **Social Sciences – SSAC**

Anthropology

Communication, Information &  
Library Studies

Economics

Education

Higher Education

Food & Business Economics

Geography

Industrial Relations & Human  
Resources

Landscape Architecture

Planning & Public Policy

Political Science

 Psychology

 Public Health

Social Work

Sociology

☞ Women's & Gender Studies

☞ African Studies

☞ Cognitive Science

☞ Human Dimensions of  
Environmental Change

☞§ Perceptual Science

☞☞ Russian, Central & East European  
Studies

|                  |                 |
|------------------|-----------------|
| ☞ Certificate    | △ BSAC &/or     |
| 🌐 Earth Sciences | ☞ HAC &/or SSAC |
| ☞ Core           | § SSAC &/or     |
| ★☞ Joint Program | ◆ SSAC &/or     |

## **1.8 Bylaws of the Graduate School in New Brunswick**

**August 1998**

**Rutgers University**

**Bylaws of the Graduate School in New Brunswick**

Article I.                      Organization of the Graduate Faculty

Section 1.    (a) The Dean of the Graduate School shall be chief administrative officer of The Graduate School per Article IV, Section 1, and shall serve as the principal spokesperson for programs of The Graduate School in New Brunswick to the Academic Vice President and to all other appropriate officers of the University.

(b) The Dean will be advised by an Executive Council which shall represent broad disciplinary areas of the faculty and, over time, the faculty units on the New Brunswick Campus that share responsibility for Graduate School programs (hereafter these shall be referred to as the faculty units and their deans as the faculty deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

(c) The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed by bylaws approved by the membership of the program, the faculty dean, if any, and the Dean of The Graduate School. All program bylaws shall provide for the nomination of a Program Director appointed by and responsible to the faculty dean and for the designation of an Executive Committee which shall be representative of the program members. The Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance

with the regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by the end of June of each academic year, a report to the program faculty and to the faculty dean with a copy to the Dean of The Graduate School.

(d) The bylaws of the graduate programs shall provide for the following:

- 1) A procedure for nomination of individuals to Membership, Associate Membership or Adjunct Membership.
- 2) 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.
- 3) Procedures for the representation of students and for the solicitation of student opinion.
- 4) A procedure for the nomination of the Graduate Director and a definition of the term and functions of that person.
- 5) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis and examining committees.
- 6) Program organization, including committees, their functions and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress,

curriculum, placement and the designation of recipients of appointments.

7) Procedures for student appeals and grievances.

8) Procedure for faculty appeals.

9) A procedure for amendment of the program bylaws.

## Article II. Membership of the Graduate Faculty

Section 1. A member is appointed to the Graduate Faculty by the Dean of the Graduate School. Nominations must be initiated by the Graduate Director on behalf of the faculty of the program and in accordance with the relevant provisions of the program bylaws and must be endorsed by the faculty dean.

Section 2. By virtue of their office, the President, the Vice President for Academic Affairs, the Vice President for Research, the University Librarian, the Dean of the Graduate School-New Brunswick, and the unit Deans shall be Members of the Graduate Faculty.

Section 3. There shall be two categories of voting membership in the Graduate Faculty: full membership and associate membership. Both categories have the right to vote at meetings of Graduate Faculty and may serve on committees of the Graduate School as defined by these bylaws. Both categories may teach graduate courses and direct the research and chair committees of masters' students. Only full members may be responsible for the direction of doctoral research (associate members may assist in this) and may chair doctoral committees.

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey 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 Graduate School or as representative of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

#### Section 4. Criteria for Full and Associate Membership

(a) Tenured or tenure-track members of the faculty of Rutgers University or of the University of Medicine and Dentistry of New Jersey, if on regular state-funded IDR or SBR positions, will be appointed to membership or associate membership, upon nomination by the faculty of a graduate program and the endorsement of the faculty dean. Others nominated to membership or associate membership are subject to review and approval by the relevant Area Committee and the Executive Council. Those nominated to full membership shall be established scholars or creative artists with substantial continuing research programs or creative activity whose work is disseminated through scholarly refereed journals of distinction or their equivalent. The work shall be of sufficient stature and currency to justify the responsibility of supervision of doctoral dissertations or other original work for a terminal degree. Others may

be nominated to associate membership who have established some record of scholarship or creative activity.

(b) It is expected that members of graduate programs will be active scholars and will regularly participate as requested by the program with which they are affiliated, as teachers, thesis and dissertation supervisors or committee members, or in another substantive, scholarly way that the program may define. Those who are members of more than one program must participate in each. Members who are inactive in any program with which they are affiliated may, by vote of the program faculty, be asked to withdraw. No member of the Rutgers University faculty bargaining unit may be required to withdraw except in the context of a review of all members, following the procedure described in the attached memorandum of agreement.

## Section 5. Adjunct Membership

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey 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 Graduate School or as representatives of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members

may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

- Section 6. No one who is a faculty member of a graduate program may simultaneously take graduate courses in that program for degree credit without the written approval of the Dean of The Graduate School.

### Article III. Meetings of the Graduate Faculty

- Section 1. The Graduate Faculty shall hold at least two regular meetings annually, one in the Fall and one in the Spring. The Dean may call additional faculty meetings as needed; the Dean must call a meeting upon petition signed by at least twenty members, or by a majority vote of the Executive Council.
- Section 2. A quorum shall consist of at least sixty 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 3. 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.
- Section 4. Graduate students representing The Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend faculty meetings with the privilege of voice but without vote.

Section 5. 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, move to close a meeting to all except members of the Graduate Faculty.

Section 6. All minutes of Graduate Faculty meetings shall be distributed to members, and shall be available to other members of the University community on request.

#### Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.81:

(a) "The Dean...shall be responsible for the effective academic and educational administration and shall promote its efficiency by every approved means."

(b) The Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.

(c) The Dean, Vice Dean or Associate Dean shall be ex officio members of all Standing Committees of The Graduate School.

(d) The Dean shall exercise a liaison function among the department chairpersons, the school, college, and faculty Deans, the Vice President for Research, the Vice President for Academic Affairs, Directors of Graduate Programs and the Executive Council of the Graduate Faculty.

(e) The Dean shall use the resources of his or her office, the Standing Committees of the Graduate Faculty, and any other source that he or she may choose, to prepare an annual report

to the Executive Council of The Graduate School and to the Graduate Faculty.

Section 2. The Executive Council of the Graduate Faculty.

(a) Membership and Selection:

The Council shall be composed of twelve full members of the Graduate Faculty, nominated and elected for three-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Biological Sciences. No member who has served one three-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. A maximum of five additional members may be appointed by the Dean for one-year terms, to ensure a satisfactory representation of various disciplines and units of the University contributing to degree work in The Graduate School.

Two student representatives, appointed by the Dean in consultation with the Graduate Student Association, shall serve as nonvoting members for one-year terms.

(b) The Executive Council shall act for the Graduate Faculty to:

- (1) Receive and evaluate all reports from the Area Committees with regard to membership matters and

make recommendations on faculty memberships to the Dean.

(2) Receive and evaluate all reports from the Area Committees on curricular matters and make appropriate recommendations to the faculty and the Dean.

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

(4) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

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

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

(7) Take other actions, as necessary, between regular meetings of the faculty, and advise the Dean.

(c) The Executive Council shall ordinarily meet once each month of the school year; a majority of the Executive Council shall constitute a quorum. The Dean, or a member of the Council appointed by the Dean, shall preside at all meetings of the Executive Council. The Dean or his/her appointee shall cast a tie-breaking vote. The Assistant, Associate and Vice Deans shall attend meetings of the Council as ex officio members without voting privilege.

- (d) Summaries of Council minutes shall be distributed to all Directors of Graduate Programs and to the unit deans.

Article V. Standing Committees

Section 1. Area Committees

- (a) There shall be four Area Committees:

- (1) Biological Sciences
- (2) Humanities
- (3) Physical and Mathematical Sciences and Engineering
- (4) Social and Behavioral Sciences.

Each shall consist of eight members of the Graduate Faculty, appointed by the Dean for staggered two-year terms.

- (b) Each Committee will evaluate nominations for full and associate membership from Area programs and unit deans which are not automatically granted under Article II, Section 4(a), and will make its recommendations for appointment to membership to the Executive Council

- (c) Each Committee shall review new and revised courses, options, and programs, both with regard to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. It shall make appropriate recommendations to the Executive Council with regard to such proposals for graduate instruction.

- (d) Each Committee shall periodically review the programs in its area and report its conclusions to the Executive Council.

## Section 2. Nominating Committee

(a) The 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) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, (4) Biological Sciences.

(b) The Committee shall prepare slates of nominees, all of who have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Committee of Review, the Judicial Board, and the Graduate School representatives to the University Senate and to the Faculty Council.

Members who have served a three-year term on any committee or the Senate may be nominated to succeed themselves. The Committee shall meet each academic year in February to prepare a slate of nominees which shall be sent to the Graduate Faculty one month before the elections, to allow for additional nominations by petition; each petition must be signed by at least fifteen members and have the assent of the nominee. At the election date, ballots shall be circulated, and the results reported by the Committee at the annual May meeting of the faculty.

## Section 3. Planning Committee

The Executive Council shall act as the Planning Committee of The Graduate School.

#### Section 4. Committee of Review

(a) The Committee of Review shall consist of two tenured Members of the Graduate Faculty elected by the faculty and two tenured Members appointed by the Dean. The duties of the Committee shall be, as stated in the University regulation 4.23, to counsel and advise any member of the faculty who seeks such advice with respect to any problem affecting his status as a member of the University. The Committee may also on its own initiative make suggestions as to personnel matters to the administrative officers.

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

Section 5. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall ordinarily be elected by the membership from a slate presented by the Committee on Rules of Procedure.

Section 6. Ad Hoc Committees, when required, shall be appointed by the Dean of The Graduate School for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 7. The Dean shall appoint replacements to Standing Committees as needed between elections.

#### Article VI. Amendments

Section 1. These bylaws may be amended at any meeting of the Graduate Faculty, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members at least one week prior to the meeting. 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. Amendments must be approved by two-thirds of the members present and voting.

## **Section 2**

# **Faculty, Governance and Curricular Matters**

## **2.1 Nominations to Full and Associate Membership in the Graduate Faculty**

If the program wishes to nominate an individual **who is not already a member** to associate or full membership in the graduate faculty, an appropriate nomination form must be completed and must be approved by the graduate director.

Nomination forms can be found on the Graduate School website

(<http://gsnb.rutgers.edu/node/91>). The forms can be submitted electronically by the graduate program director or the program administrator.

It is important that the form be filled out as completely as possible. A nominee to Associate Membership or Full Membership, who has the Ph.D., and who is a tenured or tenure-track member of the Rutgers faculty, will be "automatically" appointed. If the nominee does not meet the above requirements the nomination will be taken to one of four Area Committees (chaired by Senior Associate Dean Dorothy Hodgson) depending upon the discipline involved. The four Area Committees are the Biological Sciences, Physical and Mathematical Sciences and Engineering, Humanities, and Social Sciences Committees. There are eight faculty members on each committee, who will review the nomination and make a recommendation to the Executive Council, which makes the final decision. Approval by the Graduate Faculty is not required in this review process. Graduate directors and/or deans may appeal negative decisions. The program will be notified of the approval of the appointment.

## **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 Graduate School, 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 Graduate School-New Brunswick 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 Graduate School 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 Graduate School. 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 Graduate School 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 Graduate School 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 Graduate School 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 Graduate School 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 Graduate School 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 Graduate School – New Brunswick, 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 Graduate School - New Brunswick 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 Graduate School-New Brunswick 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 Graduate School, 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 Graduate School-New Brunswick 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 Graduate School.

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. 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:

<http://internationalsevices.rutgers.edu>.

### 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 Matriculation Continued

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 Graduate School–New Brunswick 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 Graduate School–New Brunswick coordinator.

Students wishing to enroll in a course at *NJIT* complete a form also found on the GSNB 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 Graduate School-New Brunswick 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. 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 transcript 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.***

### **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 two semesters in which to make up the work 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. 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 through 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.

## **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 Graduate School 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 Graduate School requirements, [http://catalogs.rutgers.edu/generated/nb-grad\\_current](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 Graduate School 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 Graduate School 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 Graduate School. 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 12 credits as a matriculated student at the GSNB. 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 4.8 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 12 credits may be used toward more than two master's degrees. Note also that no more than 24 credits of professional school course work may be used toward the Ph.D.

#### **The burden of monitoring the 12 credit limit on non-degree study**

**Enrollments are 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 Graduate School 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 GSNB 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.

## **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.* A successful examination requires the signatures of four faculty members and they must be a member of the student's graduate program. The graduate director's signature can only be counted once even if they hold two titles on the committee (Graduate Director and Advisor). These do not normally have outsider readers. There are two common types of exceptions which may be requested:
- 1) If the qualifying examination includes the dissertation proposal it is appropriate that an outside member participate. He or she should do so as an *additional* member (as a fifth member) *or* the examination on the proposal should be separated from the rest of the examination.
  - 2) When a program has a subfield option that clearly calls for an outsider or the student wishes to call in a senior person from outside with knowledge of the discipline comparable to their own, exceptions will be considered. Blanket exceptions can be arranged to cover such cases—it is not our intent to veto the choices of the faculty. Three program faculty members and one outsider are allowed in such cases.
- 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. 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 Graduate School-New Brunswick. 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 Graduate School-New Brunswick.

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. 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 Graduate School-New Brunswick 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 Graduate School-New Brunswick 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 Graduate School- New Brunswick.

### **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 Graduate School 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 Graduate School-New Brunswick 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 Graduate School, 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 13 fellowships available for the New Brunswick competition. 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 Graduate School and the degree program.

#### **6.5 Diversity Fellowships**

The Graduate School 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 Assistant 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 Louis Bevier Fellowships and University 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. One fellowship is awarded each year to a new student who attended Rutgers as an undergraduate. Applications should be collected by the degree programs and submitted, with rankings by the deadline set by the Graduate School Office. No more than three nominees are allowed per program for these dissertation fellowships. Questions should be directed to Theresa Manzo (848-932-7275 or [tmanzo@rci.rutgers.edu](mailto:tmanzo@rci.rutgers.edu)). Forms and instructions will be distributed in early winter.

## **6.7 Stipend Supplements and Matching Tuition Awards**

The Graduate School provides tuition awards to match competitive, prestigious fellowships won by individual graduate students in all GSNB 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 Graduate School's 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 Graduate School-New Brunswick's 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 Graduate School-New Brunswick (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 GSNB 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 Graduate School's 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 \$30,000 (for 12 months) are provided for a period of 3 years. In addition, a cost of education allowance in the amount of \$10,500 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**

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 National Fellows**

Students holding major national fellowships who are in residence may be entitled to single-coverage health insurance provided by the Graduate School.

Comparable insurance is also available to students supported on training grants. University funded fellows have their student major medical coverage paid by the Graduate School. 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 insure 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 also receive an additional summer remission for 6 credits. 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<br>(Standard Appointment - .33) | Full remission                         |
| Teaching Assistants<br>(.17 Appointment)            | Up to 6 credits remitted each Semester |

## Summer

| Appointment Title                                                         | Tuition Remission |
|---------------------------------------------------------------------------|-------------------|
| Teaching Assistants & Graduate Assistants<br>(Standard Appointment - .33) | 6 Credits         |
| Teaching Assistants<br>(.17 Appointment)                                  | 3 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 Graduate School-New Brunswick 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.

| <b><u>SPEAK<br/>SCORE</u></b> | <b><u>TEACHING<br/>CODE</u></b> | <b><u>ITA CLASS<br/>PLACEMENT</u></b> |
|-------------------------------|---------------------------------|---------------------------------------|
| 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        |
| <b>45</b>                     | <b>Videotaped and recorded*</b> |                                       |
| 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 Graduate School-New Brunswick 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 Graduate School. 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 Graduate School 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. The application form is available at <http://gsnb.rutgers.edu/conference-travel-support-form-0>. **Only the current form will be accepted.**

Once an award is allocated to a student the Graduate School will notify the student as well as the graduate program director of that Conference Travel Award. The students will be instructed to bring their original receipts at least equaling our allocation to the program administrator for processing. The administrator or business office is to prepare the appropriate business expense report and forward it to the Business Manager at the Graduate School. All travel expense reports must be submitted no later than May 1 of the year of the Conference Travel Award.

Once the travel and expense report has been processed and approved by the Graduate School Business Manager, the Graduate School will process a budget adjustment to move the money into the program's account to cover that expense. A copy of the budget adjustment will be forwarded to the program's business office for their records.

#### **6.15b Special Study and Pre-Dissertation Travel Awards**

The Graduate School 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 Graduate School to receive their award. The Graduate School will be responsible for payment to the student.

### **6.16 Teaching and Research Awards**

Each spring, the Graduate School honors faculty and graduate students for outstanding contributions to teaching and research. The Dean of the Graduate School 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. Award certificates and checks for \$1,000 (except for members of the faculty) are presented at a reception hosted by the Dean of the Graduate School.

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 \$3,000, 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.

Associate Dean Barbara Bender, assisted by Alex Bachmann and Barbara Sirman, is responsible for all matters pertaining to graduate student life in the Graduate School-New Brunswick. 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](mailto: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.

## **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 Graduate School-New Brunswick 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 Troubled Students**

Counseling, ADAP & Psychiatric Services (CAPS) provides personal counseling and psychological services for students at Rutgers. All university students, including those in the graduate and professional schools at Rutgers, are eligible for this free and confidential service.

## **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) 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.

**4) 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/ta-handbook.php>). *TAPTalk*, a blog (<http://tap.rutgers.edu/taptalk>), links to articles that focus on general topics of interest to TAs.

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

**6) 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](mailto: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](mailto: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**

### **Policy on Membership in the Graduate Faculty**

The Area Committees are asked to make recommendations to the Executive Council regarding approval of nominations to faculty membership of individuals who are not tenure-track or tenured members of the faculty. The Committees are generally accommodating to such nominations when Associate Membership is requested, but set a higher bar for Full Membership, which authorizes individuals to chair Ph.D. committees.

In the experimental sciences, where postdoctoral fellowships are typically a part of individual career paths and where these sometimes evolve into NTT research faculty appointments, there is usually a question of the independence of these individuals and their ability to support doctoral students in adequate space and with their own grant funding. The university has made no long-term commitment to them. They do not have the benefit of the kinds of start-up support given to tenure-track faculty members and their own research is often intertwined with that of the head of the laboratory in which they work. In non-experimental fields there is still a question of the research stature and continuing availability of such nominees.

The area committees will recommend Full Membership only for individuals who, in experimental fields, have achieved research independence, who seem likely to have the research support that will allow them to support students, and who are able to ensure appropriate space for such students. In addition, the Committees expect that nominees to Membership will show past or planned participation in the graduate program through teaching or other service. They must, of course, as must all members, present evidence of significant publications for which they are the corresponding authors, preferably publications for which their sponsors are not co-authors, and a reasonable likelihood that they have a long-term relationship with the university that provides confidence that they can supervise doctoral students they take on through to their degrees.

The Committees further request that all such nominations be accompanied by a cover letter that indicates the numerical vote of the program faculty on the nomination.

**APPENDIX B**  
**Memorandum of Agreement Concerning Removal from Membership in a  
Graduate Program of the Graduate School–New Brunswick**

[February 7, 1990]

The Graduate School in New Brunswick will remove faculty members from a graduate program in accordance with the following procedures:

1. If the faculty of a graduate program determines to review its membership, the faculty of that graduate program will prepare a statement setting forth how existing general criteria for graduate faculty membership shall be applied in its program. The statement shall include the program's specific criteria and their application to the existing general criteria. This statement shall be promulgated to all members of the graduate program. The graduate program director shall notify the dean when a program determines to review its membership and shall forward the criteria statement developed by the program faculty.
2. If the faculty of a graduate program determine to review the program members such a review will encompass all members of the program faculty, and no individual recommendation will be made until the entire review is completed
3. No such review will occur earlier than one year after the promulgation of the criteria statement, as specified in 1. above.
4. When the faculty of a graduate program has determined to review its members, the graduate program director will so notify the program members at least 30 days prior to the commencement of the review. That notice will specify the materials on which the review will be based and a statement of the procedures by which the review will be conducted, as determined by the program faculty, in accordance with the bylaws of the program and the Graduate School.
5. Each faculty member shall have the right to prepare a packet of information concerning his/her work in the discipline's graduate program and in other related disciplines' graduate programs, if any. Each faculty members shall have the right to request a meeting with the reviewing

body. If a faculty member makes such a request, he/she shall state the reason for the request in writing. If the request is refused, reasons shall be given in writing.

6. If any documents, other than those provided by the faculty member or referenced in the materials provided by the faculty member of those in the personnel file are considered by the reviewing body, the faculty member shall receive a copy of the document and shall have 10 working days to make any written response he or she may wish in regard to the document.
7. If, as a result of a review, a faculty member is requested to withdraw from a graduate program, he or she shall receive a written request to do so which shall include the reasons for the request and the bases for those reasons.
8. If the faculty member refuses to withdraw from the graduate program, he or she shall direct that refusal in writing to the graduate program director and shall include the reasons for the refusal.
9. After consideration of the faculty member's refusal, the faculty of the graduate program will either rescind its request to withdraw or it will address to the dean of the Graduate School a request that the faculty member be dropped from the program. If the decision is to rescind the request to withdraw, the graduate program director shall do so in writing to the faculty member concerned. If the decision is to request that the faculty member be dropped from the program, the graduate program director will do so in writing to the dean of the Graduate School, explaining the reasons for the request and attaching both the original request to withdraw and the faculty member's refusal to withdraw. The graduate program director will provide a copy of these documents to the faculty member concerned.
10. Within 30 days of receipt of the request from the program, the dean shall transmit it for advice to the Committee of Review of the Graduate School, copying the faculty member concerned.
11. Within 30 days of receipt of the transmission from the dean, the Committee of Review shall meet to consider the faculty member's appeal of the graduate program's decision. Any member of the Committee of Review who is affiliated with the graduate program in question will excuse

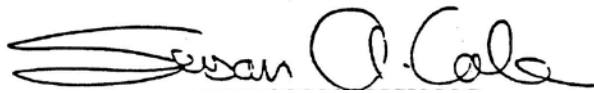
him/herself from this consideration. The Committee of Review will provide an opportunity for the faculty member concerned to appear before it and to present any documents, written statement, or other material which the faculty member deems relevant. The faculty member may be accompanied by an AAUP advisor in his or her meeting with the Committee of Review.

12. The Committee of Review will forward its advice and recommendation to the dean within 4 months of the date on which it received the request from the dean for advice. The Committee of Review will provide a copy of its advice to the faculty member concerned and to the program director.
13. Within 30 days of receipt of the advice from the Committee of Review, the dean will make a decision as to whether or not to drop the faculty member from the graduate program and will convey that decision and the reasons for the decision in writing to the faculty member, to the program director, and to the Committee of Review. The decision of the dean will be final.
14. If the dean determines to drop a faculty member from a graduate program and that faculty member is not a member of any other graduate program, the dean will so notify the President, and the faculty member will receive a letter from the President stating that he or she no longer holds an appointment as a member of the faculty of the Graduate School in New Brunswick. The dean's notification to the President will not occur until one month after the date of the dean's decision in order to permit the faculty member time to affiliate with another graduate program if the faculty member is able to do so and desires to do so.
15. If the dean determines not to drop the faculty member from the program, no further review of the faculty member may be initiated by that program unless all members of the program are reviewed again.
16. A decision to remove an individual from membership in a graduate program shall not be grievable under Article IX or Article X of the Agreement. Whether or not pursued, the procedures described above will constitute the sole and exclusive remedy available to a bargaining unit member in regard to removal from a graduate program or the graduate faculty.

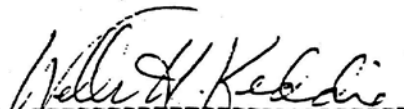
The sole exception to this provision shall be those instances where a faculty

member alleges that the final decision of the dean to drop the faculty member from a graduate program was based on discrimination by the dean on the basis of race, creed, color, sex, religion, nationality, marital status, age, handicap, status as a Vietnam-era or disabled veteran, sexual orientation, membership or non-membership in or activity on behalf of or in opposition to the AAUP. In such instances only, the decision of the dean may be appealed as an Article IX, Category Three grievance.

17. The fact that a faculty member has been requested to withdraw from a graduate program or has been removed from a graduate program shall not, in and of itself, be determinative of any other personnel action.



Susan A. Cole,  
Vice President for University  
Administration and Personnel



Wells H. Keddie,  
Co-Chair, AAUP Bargaining Team

**APPENDIX C**  
**Statement of Principles Concerning Graduate Student**  
**Participation in Program Governance**

It is appropriate that graduate students become aware of problems and procedures of program governance and participate in them wherever appropriate 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.

1. 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 graduate-school 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.

2. 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.

3. Selection for admission and evaluation of graduate student progress. This is an assigned responsibility of the graduate faculty in the program. It is not deemed appropriate that graduate students should ever play a part in evaluation of progress of individual students.

Their role in formulation of requirements is addressed in item #1. It is not appropriate for students to participate in the selection of incoming students.

4. 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.
5. 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.
6. 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 agenda items 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 4 and 5 above.)

## **APPENDIX D**

### **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 Graduate School–New Brunswick 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 Graduate School 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 Graduate School. 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 Graduate School-New Brunswick, 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 Graduate School – New Brunswick 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 Graduate School 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 Graduate School 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 Graduate School – New Brunswick 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 E**

### **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 Graduate School – New Brunswick 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 Graduate School 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 Graduate School. 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 Graduate School – New Brunswick 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 Graduate School 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 Graduate School 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 Graduate School – New Brunswick, 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 F

### 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](mailto: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](mailto:burkley@instlres.rutgers.edu). I appreciate your compliance with this approval process.

*Barbara A. Lee, Senior Vice President for Academic Affairs*

**APPENDIX G**  
**Statement on Diversity**  
**Graduate School–New Brunswick**

The Graduate School-New Brunswick values diversity in its student body because diversity fosters a lively intellectual environment, bringing different perspectives and approaches to intellectual inquiry and scholarly research. Homogeneity and conformity can create a feeling of safety and simplicity, but they cannot provide the challenges to received wisdom and conventional approaches that are the lifeblood of research and advanced training. The Graduate School-New Brunswick considers diversity a fundamental element in our efforts toward excellence.

We define diversity quite broadly. In our admissions decisions we continue to seek individuals from traditionally underrepresented groups whose perspectives can contribute to the diversity of our classrooms and our intellectual community. We also attain diversity by enrolling students who have overcome major challenges, who come from environments different from those of our typical post-baccalaureate students, or who come from national backgrounds unusual in our community. We have offered diversity fellowships to an African-American student in Civil Engineering, to a Latina student in Geological Sciences, to an engineer who wanted to do advanced research in English, to a student from Appalachia who wanted to do advanced study in the New York metropolitan area, to a student from the highlands of Laos, and to women planning to do research in Aerospace Engineering.

Our desire for diversity is in no sense at odds with our central commitment to selectivity and quality. We do not offer support or admission to students who bring only diversity: each must be demonstrably likely to excel in the program to which he or she applies. Only in this way can we have confidence that diversity will produce its intended outcome.

## **APPENDIX H**

### **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 Graduate School.
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 I**

### **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 Graduate School-New Brunswick will entertain proposals for the awarding of dual degrees. In each case, all GSNB 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 Graduate School-New Brunswick 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 GSNB 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 Graduate School 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 Graduate School-New Brunswick 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 J**  
**Seven-Year Policy for Ph.D. Students**  
**June 2006**

The Graduate School-New Brunswick 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 Graduate School 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 Graduate School, 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 Graduate School 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 Graduate School 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 Graduate School – New Brunswick.

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 K**  
**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.