MS w/ Thesis Course/Credit Checklist

Courses (400 level or higher) counts towards degree

Course Credits /   Research Credit

COURSE REQUIREMENTS:

Advance Plant Physiology (16:765:502)
Plant Breeding (16:765:529/11:776:406)
Plant Molecular Biology (16:765:513)
Principles in Plant Pathology (16:765:531)
Scientific Communication in Plant Biology (16:765:609)
Core Seminar in Plant Biology
  I
  II
  III
  IV

Additional Course in your Track:

Horticulture and Plant Technology	= Applied Plant Sciences Statistics (16:765:522)
Molecular and Cellular Biology	= Advanced Plant Genetics (16:765:510)
Plant Breeding and Genomics	= Advanced Plant Breeding (16:765:528)
Plant Pathology	= Plant Pathogenesis (16:765:538)

TOTAL Course = _____ as of _____

RESEARCH CREDITS:

A Minimum of 6 Research Credits

TOTAL Research = _____ as of _____

TOTAL = 32 CREDITS

GPA Higher than 3.0

Minimum No. of Credits with C or C+ does not exceed 6

For any questions, please contact Barbara Sirman by phone (848-932-8122) or email at sirman@rci.rutgers.edu

Deadlines!		
Degree date	Diploma Application Deadline	Candidacy & Thesis/Dissertation Deadline
October,2016	3-Oct-16	3-Oct-16
January, 2017	6-Jan-17	13-Jan-17
May, 2017	3-Apr-17	17-Apr-17

☐ 1. The procedure for **applying for your M.S.** is at: Please go through it.
   http://gsnb.rutgers.edu/academics/how-apply-degrees

   The webpage lists all the requirements for the degree, including deadlines, forms, fees, and format.

☐ 2. You must have the appropriate amount of **course credits and research credits** for graduation. Please check for yourself and also request your advisor and Program Director to calculate these before you meet your committee.

☐ 3. Register for your **Online diploma** (note the deadline above):
   https://grad.admissions.rutgers.edu/Diploma/Login.aspx

☐ 4. You must have a **thesis.** For style guide access the following link:

   http://gsnb.rutgers.edu/academics/electronic-thesis-and-dissertation-style-guide

   • To begin, attend a workshop, check the available workshop on the GSNB workshop
   • Ask your adviser for the preferred/required length, style and content. (any formatting question you may contact Barbara Sirman also)
   • Submission: must be converted to PDF and then submitted online at:

   https://etd.libraries.rutgers.edu/login.php

Acknowledgement of a Student's Previously Published Work Included in a Dissertation: Please read the Electronic Thesis and Dissertation Style Guide especially the section on Acknowledgment of Previous Publications.

In many cases some chapters in the thesis may have already been published, may be submitted for publication, or may be in preparation for submission to a journal. In these situations proper acknowledgement of the publication and the role of the dissertation writer (student) in preparing those manuscripts must be explained in a Preface.

☐ 5. **Plan Ahead!** As a thesis M.S. student, you must also have a thesis <mark>defense.</mark> In consultation with your advisor you need to have 3 committee members of the Program Faculty (including your advisor). Email the Program Director the committee members' name.

- **Schedule a defense date/time** (at least two possible dates) with your committee when all are available. Let the program coordinator know as soon as the date is set so a room can be reserved.
- **Schedule an available room** (Preferably 138-B). Let the program coordinator know as soon as the date is set so a room can be reserved.
- **Provide the program coordinator the title**, abstract (optional) along with the 'Final defense date/time/room' (at least 2-3 weeks in advance). A flyer will be prepared by the program coordinator and notice will be circulated to other Faculty & students so they may attend.

☐ 6. <mark>**Candidacy form**</mark> to your defense. The form is available at :
http://gsnb.rutgers.edu/candidacy-masters-degrees-form
Signatures
Please list the courses in a chronological order. At the defense the committee must sign the candidacy form that you have succeeded. Committee needs to sign in Sections A & C. Program Director needs to sign Section E.

☐ 7. <mark>**Submission of Candidacy form**</mark>: You need to submit this form to the graduate dean's office on the College Avenue Campus before the deadline. Note that the deadline is 4:30pm at GSNB, 25 Bishop Place, on the date in the table above.

The completed candidacy form is to be **submitted along with 1. Original Title page (with signatures in black ink**) to the GSNB as well as three extra copies of the title page and abstract (photocopies acceptable)

☐ 8. Others:
- **Payment** form available online needs to be completed in triplicate. Publishing fee is mandatory but the additional copyright fee is optional (to be paid at Cashiers office), Return one stamped copy to the GSNB
- **Publishing agreement** – print pages 4 & 5 if you choose to only pay for publishing /print pages 4, 5, & 6 if you choose to also pay for copyrighting.
- Degree candidate responsibility statement: Print & return the completed '*Degree candidate responsibility statement form'*- you are not eligible to receive the degree until this has been completed.

☐ 9. **Almost there!! Thesis submission electronically**:
- Upload and submit your thesis to Rutgers Electronic Theses and Dissertations system
- Your thesis must be submitted **and approved** by the deadline for the degree date listed on your title page.