

Graduate Academic Policies and Procedures: Degree Requirements

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MASTER OF SCIENCE DEGREE REQUIREMENTS

General Graduate Degree Requirements

Graduate degree candidates must achieve a cumulative GPA of at least 3.0 in all graduate level courses (500 level and above) and satisfy other academic and non-academic requirements. These include financial obligations to the university. Until the Office of Graduate Studies verifies that any master's theses where required for the program, or doctoral dissertations have been completed in the appropriate format, degrees will not be certified.

Master's theses and doctoral dissertations must be submitted for final approval to the Office of Graduate Studies. Master's projects need to be submitted only to the advisor or program office. At least three program approval signatures are required for master's theses; at least five are required for doctoral dissertations. A number of milestone reports and other documents are required for master's theses and doctoral dissertations. Fees that must be paid include, but are not limited to, the binding fee, publishing fee, copyright fee, and graduation fee.

Graduate Certificate Requirements

Certificates require completion of 12 specified credits with a GPA of 3.0 or better. The cumulative GPA of the entire graduate record at NJIT also must be 3.0. Graduate certificate credits may be applied toward a following master's degree.

Students in these programs are usually considered to be non-matriculated students for the duration of the certificate program. Graduate certificate programs are generally completed before students are admitted to a matriculated graduate program making use of any certificate credits. Students who have completed the course requirements for a certificate in a matriculated degree program may be permitted, with prior approval by the program advisor, to receive a certificate on completion of the matriculated program. Only one certificate can be received within any one graduate program.

Grade Point Average Calculation

GPA's are calculated for each semester and cumulatively for the entire graduate record. In order to obtain a graduate degree, candidates must have a cumulative GPA of at least 3.0 in all graduate-level courses, exclusive of grades in master's project. All 500-level or higher level graduate courses are included in the cumulative GPA, regardless of applicability to a specific degree. Only the initial grades for graduate courses that have been repeated are excluded from GPA calculations. Undergraduate credits taken by graduate students are not counted. Some programs also may require a 3.0 GPA in designated core course requirements.

In addition, the cumulative GPA for all courses counted for the degree, exclusive of master's project, must be 3.0 or better. Grades for master's project must be a B or better. Completion of the master's thesis and defense or doctoral dissertation and defense will be assigned a grade of P for passing. The P grade is for credits taken in the student's final semester. Some types of courses are graded S or U and have no impact on the GPA. Unresolved U's, with the exception of a U in a co-op course, will prevent degree certification.

Expiration of Credit

For all degrees, credits expire seven years after completion of the semester in which they are earned. Expired courses cannot be used to fulfill degree requirements and must be replaced by current credits.

Degree requirements must be completed within seven consecutive years of original admission. Approved leaves of absence do not count against the seven-year limit for completion of the degree although the validity of individual courses may still expire during this time. Requests for waivers of the seven-year limit for extenuating circumstances, other than mere failure to register, are made to the dean of graduate studies. The technical content and remaining currency of courses is considered in evaluating these

requests. The majority of courses in rapidly changing fields (such as computer science) are not likely to be accepted after seven years.

Independent Study Courses

Some programs permit up to three independent study courses (a total of 9 credits) to be taken by graduate students. Independent study is for students who want highly specialized study in areas in which courses are not normally available. Students should see their advisors regarding independent study options. For students in doctoral programs, a maximum of two independent study courses may be used to satisfy the 700-level course requirements. Other limitations may exist in specific master's and doctoral degree programs.

Degrees Dates and Diploma Applications

Degrees are awarded three times each academic year with diploma dates as follows: August 31st, January 31st and a May date corresponding to the date of the university's annual commencement. In addition, some joint programs have an October 1st diploma date as established by university partners.

Candidates for graduation must file an Application for Candidacy with the registrar by a specific deadline established by the Registrar. The application must be consistent with the student's program of admission and current record.

Forms are available at www.njit.edu/Registrar. Applications received after the specified deadline are accepted for the requested degree date at the discretion of the registrar and are subject to a late fee. Typical deadlines are October 15th for January 31st diplomas, November 15th for May diplomas, June 15th for August 31st diplomas. Unsuccessful applications will be automatically added to the next commencement list and students will be billed for the appropriate fees. This will be done a maximum of three times.

M.S./M.S. and Dual Master's Programs

The M.S. /M.S. program allows students to pursue a second NJIT Master of Science degree on completion of the first and to count two courses (6 credits) from the first degree toward the second. The option must be exercised within two years of completion of the first degree. The approval of the advisors of the two programs is required. The Office of Graduate Studies will direct the registrar on transfer of the two dual-use courses to the second program. The M.S./M.S. program option is not intended for students who have left the doctoral programs without completion of the degree. Up to 6 credits may be transferred to the second master's degree from outside NJIT.

Thesis, project, predoctoral research, independent research and similar courses may not be used.

Several other master's degree combinations involving the Master of Architecture, the Master in Infrastructure Planning and the M.S. in Management allow dual use of courses from the first degree to the second. The number of dual use credits for these combinations may exceed 6 credits in accordance with specific program arrangements.

Master of Science Degree Requirements

Master of Science degrees require a minimum of 30 credits: 18 credits in an area of specialization, which may include a 6-credit thesis or 3-credit project, and 12 credits of electives. Some programs may require students to take more than 30 credits to fulfill degree requirements. The particular programs and departments establish the necessity and requirements for a master's project or thesis and defense.

The 18 credits in an area of specialization must be courses numbered 600 or above, depending on program requirements. Some programs may permit up to 6 of these credits for courses numbered 500 to 599.

The 12 credits of electives are subject to advisor approval. Typically, students are permitted to take at least 6 elective credits outside the department of major study. The departments may set limits on allowing students from outside the department's programs to take their courses.

Bridge Programs: Students who seek graduate degrees in an academic discipline different from the discipline in which they received their baccalaureate degree may be required to take additional courses. The program of courses will be individually designed in consultation with their graduate advisor. Such courses must be taken before beginning graduate curricula unless specified otherwise by the advisor. They may include undergraduate courses. These courses are not counted toward degree requirements but if they are numbered 500 (500 G for architecture) or higher, they are included in the cumulative GPA calculation.