

## Qualifying Paper and MA Degree Instructions

### **Department of Sociology, Rutgers University**

#### **Sign On**

- Assemble a committee, including a principal reader and 2 secondary readers. Schedule a “sign on” meeting with the committee to discuss content/direction of the project.
  - a. Contact the Graduate Administrator, Marie Ferguson ([meferguson@sociology.rutgers.edu](mailto:meferguson@sociology.rutgers.edu)) to reserve a room for your meeting.
  - b. Bring the **QP Proposal I or QP Proposal II Form** (<http://sociology.rutgers.edu/graduate/forms>) to the “sign-on” meeting for the committee members to sign.
  - c. After your meeting, bring the signed **QP Proposal Form** to Marie Ferguson. She will get the Graduate Director’s signature and place the original in your file.
- Email a copy of your proposal to Marie Ferguson.

#### **Sign Off**

- When your QP is completed and ready to be defended, schedule a final “sign-off” meeting with the committee.
  - a. Contact Marie Ferguson to reserve a room for your meeting.

#### ***For Qualifying Paper I:***

- ✓ Complete page 1 of the **MA Candidacy** form. (<http://gsnb.rutgers.edu/academics/master%E2%80%99s-degree-without-thesis>). Type your responses and print the form. List 10 courses (30 credits) chronologically (in order of the year/term).
- ✓ Bring the **QP I Evaluation form** and **MA Candidacy** form (<http://sociology.rutgers.edu/graduate/forms>) to your “sign off” meeting. Upon successful completion, **your advisor** will sign **section B** of the MA Candidacy form and your **committee** will sign **section C**. If your advisor is on your committee, they must sign twice. ***You must use black ink on the MA Candidacy form.***
  - If your reader will not be physically present for the sign-off, they must send an email to the Graduate Director and Graduate Administrator with the following text. The Graduate Director will sign on her/his behalf.

“I have read and approved \_\_\_\_\_’s qualifying paper and grant permission to the graduate director, Steven Brechin, to sign the MA Candidacy form on my behalf.”

- ✓ After the meeting, **bring these forms to Marie Ferguson**. She will have the Graduate Director sign the QP I Evaluation and the MA Candidacy form (section E). She will certify your courses on the MA Candidacy form and make a copy for your file.
- ✓ Email Marie a copy of you QP
- ✓ Submit the **Diploma Application** online (<http://gsnb.rutgers.edu/academics/master%E2%80%99s-degree-without-thesis>)

#### Diploma Application Deadlines

October 3, 2016 for an October-dated degree

January 6, 2017 for a January-dated degree

April 3, 2017 for a May-dated degree

- ✓ Pick up the **MA candidacy** form from Marie Ferguson and bring it to Barbara Sirman at the Graduate School.

#### Candidacy Form Deadlines

October 3, 2016 for an October-dated degree

January 13, 2017 for a January-dated degree

April 17, 2017 for a May-dated degree

### **For Qualifying Paper II:**

- ✓ Before completing your Qualifying Paper II sign off meeting, begin completing the PhD Candidacy form (pages 1 and 4). It is the first link on the Graduate School website. (<http://gsnb.rutgers.edu/resources/graduate-student-forms>).
  - On page 4, list your courses chronologically (in order of the year/term). DO NOT put the total number of credits. This form will be updated as you take additional research credits. If you have transfer credits, just put "Transfer credits" under the *Subject* and the total number of credits under *Credits*. Do not list the transfer courses individually. **You must use black ink when completing this form.**
- ✓ At your "sign off" meeting, obtain signatures for your **QP II Evaluation Form** and obtain **3 signatures from QP readers for page 2, section B of the PhD Candidacy form**. The chair of your committee will sign twice—as "Chairperson" and as a reader. *They must sign in black ink*. The Graduate Director will not sign yet.
- ✓ Return these forms to Marie Ferguson. She will have the Graduate Director sign the QP II Evaluation form. She will certify your courses and file your PhD Candidacy form in the Sociology department.
- ✓ Email Marie a copy of your QP II.