

Timetable for Format Review Process

Listed below is the timetable for format review and final submittal.

<u>SEMESTER/ REVIEW</u>	FIRST REVIEW	SECOND REVIEW	THIRD REVIEW (FINAL)	FINAL SUBMISSION DEADLINE (BEFORE)	DIPLOMA/ GRADUATION
<u>FALL SEMESTER</u> GSA Thesis & Dissertation Workshop in September*	Late Sept/ Early Oct	Late Oct/ Early Nov	Late Nov/ Early Dec	10-Dec	Registrar deadline 15-October for January graduation,
<u>SPRING SEMESTER</u> Theses & Dissertation Workshop in January	Anytime in Feb	Anytime in March/ Early April	Late April/ Early May	1-May	Registrar deadline 15-November for May graduation
<u>SUMMER SESSION</u> Must attend prior spring or fall thesis & dissertation workshop	Anytime in June	Anytime in July	Late July/ Early August	5-Aug	Registrar deadline 15-June for August graduation
<u>DOCUMENTS NEEDED</u>	Bring 10 - 20 pages with the front matter (Abstract, Title, Approval Pages, Biographical Sketch), text with at least one table and one figure.	Bring entire draft on printer paper with appendices and references. Submit a copy of the front matter on printer paper.	Final Submission: Document in pdf format on CD rom. Minimum two printouts of thesis/dissertation on 25% cotton paper in original boxes.		

* For further information contact GSA at graduate.student_assoc@njit.edu

ANY QUESTIONS SHOULD BE ADDRESSED TO THE OFFICE OF GRADUATE STUDIES

For appointments please call the Administrative Assistant-II, Ms. Lillian Quiles at the GSO front desk (973-596-3462) or e-mail her at lillian.quiles@njit.edu

For additional information, please visit the web site at: <http://www.njit.edu/graduatestudies/thesis.php>