



# Schedule and Format Review Process

The process for format review and final submittal should involve no more than three brief contacts in person or by phone with the Office of Graduate Studies. The responsibility for review and approval of technical content, written and graphical presentation of technical material, and readability (including grammar) is as it should be that of the student and the advisor. Listed below is the process for format review and final submittal.

## **2-3 Months before Commencement**

- First visit by students to Office of Graduate Studies for review of sample title pages, abstracts, front matter pages, text pages, figures, tables, and references. Students should retain marked-up pages and bring them in with revised documents for a later visit. This can and should be done in advance of the defense and the technical approval by faculty advisors and committees.
- Doctoral candidates, in consultation with their departments, must formally announce their defense date and location to the NJIT university community and provide a copy of the announcement to the Office of Graduate Studies.
- Degree candidates and doctoral candidates in particular should be sure that they have applied for the appropriate degree through the Registrar and paid the commencement/graduation fee by the deadlines established by the Registrar. The deadlines for graduation are October 15th for January, November 15th for May, and June 15th for August. All other financial obligations and degree requirements should be satisfied.

## **1-2 Months before Commencement**

Student brings in final documents to the Office of Graduate Studies for review. The following documents will be submitted.

- Original thesis/dissertation on 100% cotton, minimum 24 lb., heavy weight fiber.
- Two copies (minimum number) on 25% cotton, minimum 24 lb., or better, opaque paper. One for the advisor (two if there are co-advisors) and one for the academic department. A third copy for binding is strongly recommended if the student desires a personal copy.
- One extra copy of the title, abstract, approval pages and biographical sketch.
- For Ph.D. Dissertations only, the UMI process (only) requires an extra abstract and a title page with the advisor's name also typed in below the student's name.
- For Ph.D. Dissertations only, students should bring a money order made out to Bell and Howell/UMI to pay for microfilming and copyright processing fees. A form used by Bell and Howell/UMI will be completed at that time.
- All students, receipt from Bursar showing payment of binding fee; a Binding Request Form will be provided by the Bursar.

- For Doctoral Candidates only, student must complete the NSF "Survey of Earned Doctorates."
- For Doctoral candidates only, NJIT information needed for the NJIT commencement booklet must be provided to the Office of Graduate Studies
- Once everything is in order, the student and the Office of Graduate Studies will complete a document informing the advisor that the thesis/dissertation has been accepted and that an appropriate final grade can be assigned (P for dissertation; A, B+, B, for Master's Thesis). A grade below a B for Master's Thesis will not allow graduation.
- The Office of Graduate Studies will forward the original and copies to the Library who will follow through with the bindery, receipt of bound volumes, and subsequent notification by letter that the bound documents have been received. Allow minimum 6 months time period for receipt of bound volumes to be available at the Library. For dissertations only, the time period can be longer, since the original is first mailed to UMI by the Office of Graduate Studies for copyright. Once UMI sends the original back to the Library for follow-up with the bindery, all of the dissertation copies are then sent out for binding.