



Schedule and Format Review Process

The process for format review and final submittal should involve no more than three brief half hour 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 at 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 word or pdf copy of the announcement by email 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 must also 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 in pdf format on a CD rom.
- Two printouts (minimum number) on 25% cotton fiber paper, minimum 24 lb. 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. Additional copies are available only at this time.
- One extra copy of the title, abstract, approval pages and biographical sketch on plain paper.
- All students submit a Binding Request Form provided by the Bursar showing payment of binding fee.
- All students submit a printout of Approval Page without signatures for publishing online.
- For Ph.D. Dissertations only, the copyright process (only) requires an extra abstract and a title page with the name of the advisor(s) also typed in below the student's name.
- For Ph.D. Dissertations only, students should bring a money order made out ProQuest to pay for publishing and copyright processing fees. A form used by ProQuest will be provided and must be completed.

- For Doctoral Candidates only, student must complete the NSF "Survey of Earned Doctorates."
- For Doctoral candidates only, biographical 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 (Notification of Document Receipt and Acceptance) informing the advisor that the thesis/dissertation has been accepted and that an appropriate final grade (P) can be assigned for PhD dissertation or for Master's thesis.
- The Office of Graduate Studies will forward the original CD rom and printouts to the Library who will follow through with the bindery, receipt of bound volumes, and subsequent notification by email that the bound documents have been received. Allow minimum 6 month time period for receipt of bound volumes to be available at the Library. For dissertations only, the time period can be longer.