

## Timetable for Format Review for Theses and Dissertations

**REMEMBER: Students must be registered for thesis or dissertation before beginning the review and submission process.**

Prior to 1<sup>st</sup> Review: 1) Submit Embargo or Sequester Request Form. 2) If you have been pre-certified for graduation by your department, complete Graduation Verification Form via the Registrar's webpage. 3) Review your student profile: Login to My Highlander Pipeline. Click on Student Services. Click on View Profile. Check "Prior Education & Testing" tab to confirm your prior degree(s) and dates appear. Please bring your laptop or notebook to all appointments.

<u>SEMESTER REVIEW</u>	<b>SUBMIT: EMBARGO REQUEST FORM (PHD) OR SEQUESTER REQUEST FORM (MASTERS)</b>	<u>REGISTRAR GRADUATION FORM DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u>	<b>DEFENSE Bring Approval Pages and Defense Report for Signatures</b>	<u>THIRD REVIEW</u>	<u>DEADLINES FINAL SUBMISSION</u>
<u>FALL SEMESTER</u> Attend GSA Thesis & Dissertation Workshop in <i>September</i>		TBD for December Graduation	Late September Early October	Late October Early November		November	December 13
<u>SPRING SEMESTER</u> Attend GSA Thesis & Dissertation Workshop in <i>February</i>		April 1, 2019 for May Graduation	Any time in February	Anytime in March/ Early April		Mid-April	Before May 1
<u>SUMMER SESSION</u> <i>Must</i> attend prior Fall or Spring Thesis & Dissertation Workshop		TBD for August Graduation	Any time in June	Early/Mid July		Late July / 1 <sup>st</sup> week of August <i>at the latest</i>	August 2
<u>Documents Needed</u> - Advisor Designation Form (PhD only) - Qualifying Exam (PhD only) - Committee Appointment Report (MS/PhD) - Research Proposal Defense (PhD only) - Final Defense Report (MS/PhD)		<u>MS students only:</u> Submit MS Thesis Committee Appointment Report <u>before scheduling 2<sup>nd</sup> Thesis Review.</u>  <u>PhD students only:</u> Be sure all milestones are up to date. Submit PhD Dissertation Committee Appointment Report <u>before scheduling PhD Research Proposal Defense.</u>	Bring 20 pgs. including the front matter (abstract, title, approval pages, biographical sketch), acknowledgement, table of contents, text with at least one table and one figure, appendices (if any), and references	Bring draft of entire document on plain paper with appendices and references.  Be prepared to give a 3 minute presentation on your research.  Submit <u>Defense Announcement</u> to: <a href="http://www.njit.edu/graduatestudies/current-students/thesis-dissertation-submission-approval/">www.njit.edu/graduatestudies/current-students/thesis-dissertation-submission-approval/</a>		Bring draft of entire document on plain paper. <u>MS students only:</u> bring signed Approval Pages (one for each bound book as indicated on your Binding Request Form) on good quality, white, acid-free paper.	Email pdf of final document to <a href="mailto:GSO@njit.edu">GSO@njit.edu</a>  <u>MS students only:</u> bring plain paper copies of Abstract, Title Page and Approval Page; also bring final copies of document and signed Approval Pages on good quality, white, acid-free paper

- For further information on The Thesis/Dissertation Workshop contact Graduate Student Association at [GSA@njit.edu](mailto:GSA@njit.edu)
- Address any formatting questions to the Office of Graduate Studies. You may contact [GSO@njit.edu](mailto:GSO@njit.edu) or call 973- 596-3462
- For appointments, please go to the Graduate Studies website and use the [Graduate Studies Office Appointment Request Form](#).
- For additional information, please visit our website at: <http://www.njit.edu/graduatestudies/thesis.php>