



Schedule and Format Review Process

The process for format review and final submittal involves three brief (half hour to an hour) appointments 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 that of the student and the thesis/dissertation advisor(s). Listed below is the process for format review and final submittal. **Students must be registered for thesis or dissertation before beginning the review and submission process.**

Degree candidates and doctoral candidates in particular should be sure that they have applied for the appropriate degree through the Registrar, applied for graduation, and paid the graduation fee by the deadlines established by the Registrar. The deadlines for graduation are October 15th for December, March 1st for May, and June 1st for August. All other financial obligations and degree requirements must also be satisfied.

First Review (done by February, June or September for Spring, Summer, or Fall Completion)

First visit by students to Office of Graduate Studies is a review of the title page, abstract, front matter pages, text pages, figures, tables, and references of the thesis or dissertation - about 20 pages in all. Students should retain marked-up pages and bring them in with revised documents at a later visit.

Second Review (done by March, July or October for Spring, Summer, or Fall Completion)

Second visit by students to Office of Graduate Studies is a review of the entire thesis or dissertation document. As before, students should retain marked-up pages and bring them in with revised documents at a later visit.

- For MS Theses only: A Binding Request Form, paid at the Bursar, showing payment of binding fee and indication of the number of documents to be bound at the Van Houten Library. The minimum number of documents to be printed is two - additional copies are available during the payment and submittal of the Binding form.
- For MS Theses only: A Sequester Request Form sent to the Office of Research (copy GSO@njit.edu) if thesis is being sequestered, or only GSO@njit.edu if thesis is not being sequestered. An email address for the Office of Research will be provided at first review.
- For PhD Dissertations only: A Dissertation Embargo Request Form sent to the Office of Research (copy GSO@njit.edu) if dissertation is being embargoed, or only GSO@njit.edu if dissertation is not being embargoed. An email address for the Office of Research will be provided at first review.
- A copy of the Biographical Sketch, submitted to GSO@njit.edu.
- For Ph.D. Dissertations only: the NSF Survey of Earned Doctorates (link provided during first review).

Third Review (done by April, August or November for Spring, Summer, or Fall Completion)

Third visit by students to Office of Graduate Studies is a review of the entire thesis or dissertation document. This review is a final once-over to make sure document formatting is up to university standards.

Final Submission

(deadline of May 1st, August 5th or December 7th for Spring, Summer, or Fall Completion)

The final submission is the submission of all thesis and dissertation document printouts, as well as any previously mentioned items that are pending. Items that must be submitted that are specific to the final submission are:

- For MS Theses only: All finalized copies of the thesis document on good quality, white, acid-free paper, equivalent to the number of copies indicated as having been paid for on the Binding Request form
- An email to GSO@njit.edu containing a .PDF copy of the finalized version of the thesis or dissertation.
- For MS Theses only: Signed copies of the Approval Page on good quality, white, acid-free paper, equivalent to the number of copies of indicated as having been paid for on the Binding Request form.
- For MS Theses only: copies on plain paper of the Abstract, Title Page, and an unsigned version of the Approval Page.

Once everything is in order, the student and the Office of Graduate Studies will sign 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 Ph.D. dissertation or for Master's thesis.

For MS Theses only: The student will bring the document to the Van Houten 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.

For PhD Dissertations only: The student will submit a PDF of their document to ProQuest, along with copies of the embargo form and SED certificate. Additionally, students will pay for copyright and document binding during the online submission process.