

Timetable for Format Review for **MS Theses**

REMEMBER: Students must be registered for thesis (701B) before beginning the review and submission process.

Prior to 1st Review, students should check to confirm prior degree(s) and correct dates appear.

Detailed instructions are given in the last row, second column.

<u>SEMESTER REVIEW</u>	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SUBMIT EMBARGO REQUEST FORM</u>	<u>SECOND REVIEW</u> <u>2-3 weeks before thesis defense</u>	<u>DEFENSE Get Approval Page Signed and Initiate Defense Report</u>	<u>THIRD REVIEW</u>	<u>DEADLINES FINAL SUBMISSION</u>
FALL SEMESTER Attend GSA Thesis & Dissertation Workshop in <i>September</i>	Check Registrar's Webpage for December Graduation Deadline	August (early) or any time in September		October Early November		November	Before December 11
SPRING SEMESTER Attend GSA Thesis & Dissertation Workshop in <i>February</i>	April 1 for May Graduation	November (early), or late January/any time in February		Anytime in March/ Early April		Mid-April	Before May 1
SUMMER SESSION <u>Must</u> attend prior Fall or Spring Thesis & Dissertation Workshop	Check Registrar's Webpage for August Graduation Deadline	March, or late May		Early to Late June		Late July / 1 st week of August <u>at the latest</u>	Before August 1
Documents Needed Initiate necessary milestone request forms (Committee Appointment and Final Defense) using this link Submit MS Thesis Committee Appointment Report <u>before</u> <u>scheduling 2nd</u> <u>Thesis Review.</u>	Check the "Prior Education & Testing" tab in Highlander Pipeline. To do so, select the "View Profile" link through the My Profile card under the new Highlander Pipeline (Ellucian Experience). The "Prior Education" field should then be available to view. Note that you may need to click on "Discover More" at the bottom and search for "My Profile" to locate this card.	Email draft of thesis including, <u>at minimum</u> , the front matter (abstract, title, approval pages, biographical sketch), acknowledgment, table of contents, list of tables, list of figures, text with at least one table and one figure, appendices (if any), and references. to David (david.m.tress@njit.edu)		Email draft of entire thesis document prior to second review appointment to Angela (aretino@njit.edu) AFTER 2nd Review, submit <u>Defense Announcement</u> here		Email revised PDF of entire thesis to David prior to third review appointment.	Email PDF of final document to GSO@njit.edu

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