

The NJIT logo is displayed in a stylized, orange-red font at the top left of the page. The letters 'NJIT' are arranged in a slightly curved line, with a thin red arc underneath them.

NJIT

*Graduate  
Student  
Guidebook*

*Your  
Guide  
To NJIT*



# Key Contacts

<b>Academic/Administrative Office</b>	<b>Phone Number</b>	<b>Location</b>
Bursar	(973)-596-2877	Student Mall
Career Development Services	(973)-596-3100	200 Fenster Hall
Financial Aid	(973)-596-3479	Student Mall
Graduate Studies	(973)-596-3462	140 Fenster Hall
Information Services & Technology	(973)-596-2900	Student Mall
Public Safety (Emergency)	(973)-596-3111	Parking Deck
Public Safety (Non-Emergency)	(973)-596-3120	Parking Deck
Registrar	(973)-596-3236	Student Mall
Office of Research	(973)-596-5275	340 Fenster Hall
<b>Student Services</b>		
Dean of Students	(973)-596-3466	255 Campus Center
Associate Dean of Students	(973)-596-3466	255 Campus Center
Assistant Registrar for Graduation, Veterans & Military Students	(973)-596-5475	Student Mall
Office of Student Life	(973)-596-3693	485 Campus Center
<b>Colleges and Schools</b>		
Hillier College of Architecture and Design	(973)-596-3080	340 Weston Hall
Ying Wu College of Computing	(973)-596-2822	3500 GITC
Jordan Hu College of Science and Liberal Arts	(973)-596-3677	207 Cullimore Hall
Newark College of Engineering	(973)-596-6506	5704 GITC
Martin Tuchman School of Manage- ment	(973)-596-3248	3000 CAB

# Introduction

We here at the **Office of Graduate Studies** know that coming onto a college campus for the first time can be overwhelming. Even students who were undergraduates at NJIT may not be familiar with graduate academic policies and procedures, as well as other aspects that can improve their NJIT experience as graduate students. Thus, the Graduate Student Guidebook aims to help not only students transferring in from other schools, but also who pursued their undergraduate degrees here.

This guidebook aims to fill you in on as many facets of NJIT life as possible and help you on your journey through your graduate education. Learn, enjoy and prosper!



# Office of Graduate Studies

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The Office of Graduate Studies provides assistance to graduate students in academic matters, approves M.S. thesis and Ph.D. dissertation committees and formats, and offers information about various university resources.

For newly admitted and entering graduate students, we are the best source of information about any aspect of graduate study at NJIT. If you are not sure who to ask or where to go, try us first.

We can be reached at 973-596-3462, or via email at: [gso@njit.edu](mailto:gso@njit.edu)

## Personnel:

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# Information for Graduate Students

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Below are some general requirements that apply to both MS and PhD students, regardless of academic program:

## **Advisors and course registration**

Graduate students must communicate with their academic advisors before registering for courses. This communication must take place each semester.

## **Submission of transcripts**

New graduate students must make sure their final transcripts, showing completion of their prior degree, have been sent to the Office of University Admissions.

## **Responsible Conduct of Research (RCR) course**

INTD 799, the 0-credit RCR course, must be taken by all PhD students in their first year of studies. Master's students registering for the first time in Master's Thesis (commonly a 701B or 701C course) or Master's Project (commonly a 700B course) must take simultaneously this RCR course. Students learn in this online course how to maintain high standards in professional integrity and ethics while working on research projects. The course focuses on such topics as conflict of interest, research and ethics, plagiarism, reproducibility of results, research misconduct, authorship, and data management. To receive the satisfactory (S) grade, a student must be awarded the course completion certificate.

# NJIT's Academic Colleges

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NJIT has five colleges for prospective graduate students. Each one is home to a wide variety of graduate programs. Whatever educational goal you wish to achieve, NJIT will help you reach it.

## Newark College of Engineering (NCE)

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Dean: Moshe Kam

Email: [moshe.kam@njit.edu](mailto:moshe.kam@njit.edu)

NCE has recently introduced 4 new master's MS programs responding to the needs of industry and the students.

Undergraduate enrollment is more than 4,200, and more than 1,350 are enrolled in graduate study. The 144-member faculty includes engineers and scholars who are widely recognized in their fields.

The college has been providing quality engineering education since 1919. An estimated one in four professional engineers in the State of New Jersey are NCE alumni. Furthermore, the more than 40,000 living NCE alumni work in virtually every region of the whole world, often as CEOs or presidents of large engineering companies. NCE alumni have been pioneers and leaders in such fields as aerospace, television, telecommunications, plastics, electronics and environmental engineering.

You can find more info at: <http://engineering.njit.edu/>

# Degrees Offered (NCE)

Biomedical Engineering (MS, PhD)

Chemical Engineering (MS, PhD)

Civil Engineering (MS, PhD), Civil Engineering Online (MS)

Computer Engineering (MS, PhD)

Critical Infrastructure Systems (MS)

Electrical Engineering (MS, PhD), Electrical Engineering Online (MS)

Engineering Management (MS), Engineering Management Online (MS)

Engineering Science (MS, PhD)

Environmental Engineering (MS, PhD)

Environmental Science (PhD)

Healthcare Systems Management (MS)

Industrial Engineering (MS, PhD), Industrial Engineering Online (MS)

Internet Engineering (MS)

Manufacturing Systems Engineering (MS)

Materials Engineering (MS, PhD)

Mechanical Engineering (MS, PhD)

Occupational Safety and Health Engineering (MS)

Pharmaceutical Engineering (MS)

Pharmaceutical Systems Management (MS)

Power and Energy Systems (MS), Power and Energy Systems Online (MS)

Telecommunications (MS)

Transportation (MS, PhD)



# Jordan Hu College of Science and Liberal Arts (JH CSLA)

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Dean: Kevin D. Belfield

Email: [kevin.d.belfield@njit.edu](mailto:kevin.d.belfield@njit.edu)

The Jordan Hu College of Science and Liberal Arts (JH CSLA) is home to excellence in teaching, research, and scholarship with programs in traditional disciplines such as biology, chemistry, physics, mathematics, and history, as well as interdisciplinary programs like data science; environmental science; materials science and engineering; and cell and gene therapy sciences. The sciences and liberal arts have long been the foundation of a university education, and they form the base for lifelong learning.

With over 150 full-time instructors and researchers, JH CSLA represents a wide range of interests with a shared value of academic excellence. JH CSLA faculty and students are at the forefront of many national and international research activities, including solar and solid state physics, mathematical modeling and simulation, materials chemistry, evolutionary biology, and the history of medicine and technology.

JH CSLA provides students with the intellectual foundations necessary to understand and analyze the technological world in which we live. The college's courses and degrees prepare students to ask questions about the world, to collect data and provide evidence, and to express ideas and conclusions with clarity and precision. These skills transcend specific professional competence and distinguish JH CSLA students as individuals who can blaze a trail for others and lead society into a rapidly evolving future.

Learn more  
at [csla.njit.edu](http://csla.njit.edu).





# Degrees Offered (JH CSLA)

Applied Mathematics (MS)

Applied Physics (MS, PhD)

Applied Statistics (MS)

Biology (MS, PhD)

Biology of Health (MS)

Biostatistics (MS)

Chemistry (MS, PhD)

Data Science - Statistics Track (MS)

Data Science - Statistics Option (PhD)

Environmental Science (MS, PhD)

History (MA)

Materials Science and Engineering (MS, PhD)

Mathematical Sciences (PhD)

Pharmaceutical Chemistry (MS)

Pharmaceutical Chemistry: PSM Biotechnology Option (MS)



# Hillier College of Architecture and Design

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Dean: Gabrielle Esperdy

Email: [esperdy@njit.edu](mailto:esperdy@njit.edu)

The Hillier College of Architecture and Design is comprised of the New Jersey School of Architecture and the School of Art + Design. The School of Architecture offers two undergraduate and four graduate degrees, while the School of Art + Design houses three undergraduate programs and two graduate degrees. Hillier College encompasses a broad spectrum of disciplines focusing on design at many scales, from materials research to building design and urban design; from real products to virtual experiences. We also offer graduate certificates in Digital Arts, UI/UX, Animation, and Game Design and Interactivity.

You can find more info at: <http://design.njit.edu/>

## Degrees Offered:

Master of Architecture (M Arch)

Master of Science in Architecture (MS Arch)

Master of Urban Design (MUD)

Master of Science in Digital Design (MSDD)

Master of Fine Arts in Digital Design (MFADD)

Doctorate in Urban Systems (PhD)



# Martin Tuchman School of Management (MTSM)

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Dean: Oya I. Tukel

Email: [oya.i.tukel@njit.edu](mailto:oya.i.tukel@njit.edu)

Welcoming its inaugural class in 1988, the NJIT Martin Tuchman School of Management has 35 faculty members and enrolls approximately 860 students. Unique among its contemporaries, MTSM's technology-based academic environment offers distinctive, high-valued academic programs that are business focused, technology integrated, and experientially driven. MTSM offers five degree programs: BS in Business, BS in Financial Technology, MS in Management, TECH MBA, and Ph.D. in Business Data Science. All MTSM program offerings are designed to respond to the demand for a new generation of business professionals created by the rapid convergence of technology into business.

You can find more info at: <http://management.njit.edu/>



# Degrees Offered (MTSM)

The Master of Science in Management (MSM) has concentrations in:

Business Analytics

Financial Technology (FinTech)

Global Project Management

The TECH MBA has concentrations in:

Finance

Management Information Systems (MIS)

Marketing

Innovation and Entrepreneurship

Custom Concentration

The Ph.D. has one concentration in Business Data Science.



# Ying Wu College of Computing (YWCC)

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Dean: Jamie Payton

Email: [jamie.payton@njit.edu](mailto:jamie.payton@njit.edu)

The Ying Wu College of Computing comprises close to 35% of the student body at NJIT, and is the largest and most comprehensive computing program in the New York metropolitan area, graduating more than 1,000 computing professionals every year. YWCC offers graduate Certificate and MS and PhD programs in Computer Science, Data Science, and Informatics at its Newark campus and online. YWCC also offers evening Certificate and MS courses at NJIT's Jersey City location directly across from the Exchange Place PATH station—just minutes from NYC and especially convenient for working professionals. Those students who apply to (and are admitted to) our Jersey City cohorts may take advantage of courses and resources at both Newark or Jersey City, and may be eligible for tuition benefits for courses taken at our Jersey City location.

You can find more information at: <http://computing.njit.edu/>



# Degrees Offered (YWCC)

## **Computer Science:**

Bioinformatics (MS)

Computer Science (MS, PhD)

Cybersecurity & Privacy (MS)

Software Engineering (MS)

## **Data Science:**

Data Science - Computational Track (MS)

Data Science - Computing Option (PhD)

Artificial Intelligence (MS)

## **Informatics:**

Business and Info Systems (MS)

Information Systems (MS, PhD)

## **Information Technology:**

IT Administration and Security (MS)



## Office of Global Initiatives

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The Office of Global Initiatives, located in 180 Fenster Hall, works with international and domestic students alike: we provide immigration advisement to international students and assistance with their adjustment to the NJIT community and American culture. We also promote study abroad opportunities to all NJIT students, regardless of academic program or level.

You can find more information about the Office of Global Initiatives at: <http://www.njit.edu/global/>

## Graduate Student Association (GSA)

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The Graduate Student Association, or GSA, is a student government organization that seeks to represent the interests of all graduate students in university affairs. All NJIT graduate students are automatically part of the GSA. Student representatives from all graduate programs work with their respective departments to hold feedback sessions for students and work with department administration to resolve academic issues. The GSA also provides travel awards, and hosts many social and educational functions.

You can find more information about the GSA at: <https://www.gsanjit.com/>

## Highlander Hub

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Highlander Hub is an online platform for all student organizations and student-led events at NJIT. Graduate students can view and join both undergraduate and graduate clubs in Highlander Hub as well as see what campus events are taking place.

You can find more information about the Highlander Hub at: <https://njit.campuslabs.com/engage/>

# Office for Student Involvement and Leadership

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The Office for Student Involvement and Leadership enhances the student experience at NJIT by providing opportunities for student-centered learning, personal and professional growth, and resources that foster an engaged and inclusive campus community. Through advisement, advocacy, annual programs and services, we empower our students to develop the skills necessary to be leaders in the work-force.

Areas of focus include enhancing campus engagement and school pride, providing advisement and support, offering [leadership development opportunities](#), promoting [diversity and inclusion on-campus](#), providing [commuter resources](#), and promoting facilities and services such as the Game Room and [Food Pantry](#).

For further information, contact either Dr. Michael Davis, Director of Student Life; Krystal Aguilar, Assistant Director for Student Life; or visit <http://www.njit.edu/studentlife>

## PhD Club

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NJIT's PhD Club was founded in February 2013 with the goal of bringing all PhD students together to ensure success in their doctoral careers. The mission of the PhD Club is to provide NJIT graduate students with information and resources to help them succeed, including training and development programs. Year round, the PhD Club organizes numerous academic and social events for its members. In addition, it also works to build a bridge between undergraduate and graduate students by sharing information about life as a doctoral student and encouraging undergraduates to pursue a graduate degree.



# Student Mall

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The Student Mall, located in the basement of the University Parking Deck, is home to the **Registrar's Office**, the **Bursar's Office**, and **Student Financial Aid Services**.

The **Registrar's Office** deals with course registrations and processes relevant forms, maintains student grades and course schedules, and mails the diplomas. They can be reached at 973-596-3236.

The **Bursar's Office** is responsible for assessment of all charges to a student account and the collection of payment on those charges. Questions regarding charges as they appear on your account should be directed to [bursar@njit.edu](mailto:bursar@njit.edu)

**Student Financial Aid Services** provides options for students to fund their education at NJIT (grants, loans, etc.). They can be reached at 973-596-3479.

The hours of operation for the Student Mall are:

Mon-Thurs: 8:30AM – 6:00PM

Fri: 8:30AM – 4:30PM



## Van Houten and Littman Libraries

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The Robert W. Van Houten Library, located in the Central Avenue Building, has a variety of resources for individual and group study, research, or simply surfing the web. The library is open to students and faculty and wireless Internet access is available throughout the building. The library also has a collection of Electronic Thesis and Dissertations available for viewing online.

You can find more info about the Van Houten Library at: <http://library.njit.edu/>

The Barbara and Leonard Littman Architecture and Design Library, located on the 4<sup>th</sup> floor of Weston Hall, offers resources for students enrolled in the College of Architecture and Design.

You can find more info about the Littman Library at: <http://archlib.njit.edu/>



## Miscellaneous Resources

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The **Department of Public Safety**, located at 154 Summit St., on the first level of the Parking Deck, is charged with maintaining a safe and secure environment for NJIT's community. It provides 24/7 police and security services including, but not limited to, community policing, area patrols, investigations, local and on-campus escort services and emergency vehicle jump starts assistance.

For on-campus emergencies, dial: 9-1-1 and SAY NJIT then your exact LOCATION.

For non-emergencies, dial 973-596-3120 or 973-596-3111

The **Joel & Diane Bloom Wellness and Events Center (WEC)** is an iconic, state-of-the-art and multipurpose building that provides social settings, athletic events, and a fitness center for students, faculty and staff, as well as large-scale space for professional conferences, training and career fairs. The 220,000 square-foot building features a number of flexible spaces that can be quickly configured to support the numerous and varied missions of the university community.

You can find out more information about the WEC at: <https://www.njithighlanders.com/facilities/njit-wellness-and-events-center/129>

**Student Health Services** is located at St. Michael's Primary and Specialty Care Center. All eligible students may be seen at NJIT Student Services for visits with the doctor or the nurse. Student Health Services will charge fees for services which will be billed to students' insurance or Bursar account. The services provided by the physician and nurse include treatment of common acute problems; treatment of accidents and injuries such as sprains, fractures and lacerations; referral for testing/treatment of Sexually Transmitted Infections, and Health Education.

You can find more information about Student Health Services by visiting: <http://www.njit.edu/healthservices/>

Lastly, **Campus & Parking Maps** are available [here](#).