Office of Graduate Studies

Timetable for Format Review for PhD Dissertations

REMEMBER: Students must be registered for dissertation (790A) 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.

SEMESTER REVIEW	REGISTRAR GRADUATION DEADLINE	FIRST REVIEW		SECOND REVIEW 2-3 weeks before dissertation defense		THIRD REVIEW	DEADLINES FINAL SUBMISSION
FALL SEMESTER Attend GSA Thesis & Dissertation Workshop in *September*	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 *February*	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 *Must* 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 / 1st week of August *at the latest*	Before August 7
Documents Needed Check with PhD program director to make sure all milestones are up to date. Initiate any missing milestone request forms (Qualifying Exam, Advisor Designation, Committee Appointment, Proposal Defense) using this link	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 dissertation to GSO@njit.edu using file name "FirstName.LastName 1st Review Dissertation Draft" Draft must include, at minimum, 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.	SUBMIT EMBARGO REQUEST FORM	Email draft of entire document with appendices and references to Dr. Ziavras (ziavras@njit.edu) and copy GSO@njit.edu. Use file name "FirstName.Last Name 2nd Review Dissertation Draft" Be prepared to give a 3-minute presentation on your research. AFTER 2nd Review, submit Defense Announcement here.	DEFENSE Get Approval Page Signed and Initiate Defense Report	Email revised draft of dissertation to GSO@njit.edu using file name "FirstName.Last Name 3rd Review Dissertation Draft"	Upload PDF to ProQuest after approval and email pdf of final document to GSO@njit.edu using file name "FirstName.Last Name Dissertation Final Draft"

- 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.