



# Schedule and Format Review Process

The process for format review and final submittal involves three brief (half hour to an hour) appointments by WebEx 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.**

Students do not need to apply for graduation. However, they will need to complete the online Diploma Verification Form on Highlander Pipeline (see [this link](#) for further information) to verify degree information and indicate intention to participate in the Commencement Ceremony. All students must complete a new Diploma Verification Form even if one has been completed in a previous semester. All other financial obligations and degree requirements must also be satisfied.

## **FIRST REVIEW**

**Done by November, or late January/early February for Spring Completion**

**Done by March or late May for Summer Completion**

**Done by August (early) or any time in September for Fall Completion**

First review covers the title page, abstract, front matter pages, text pages, figures, tables, appendices and references of the thesis or dissertation - about 20-30 pages in all. Students should retain marked-up document version and keep it accessible.

## **AFTER FIRST REVIEW**

A Thesis and Dissertation Embargo Request Form needs to be sent to the Office of Research (copy [GSO@njit.edu](mailto:GSO@njit.edu)) if thesis/dissertation is being embargoed (held back from publication), or only [GSO@njit.edu](mailto:GSO@njit.edu) if thesis/dissertation is not being embargoed. An email address for the Office of Research will be provided by request.

## **SECOND REVIEW**

**Done by any time in March/early April for Spring Completion**

**Done by June for Summer Completion**

**Done by October/early November for Fall Completion**

Second review covers the entire thesis or dissertation document. As before, students should retain the marked-up version and keep it accessible. Note that it may take 1-2 weeks for second review to be scheduled.

### **For Ph.D. Dissertation Students only:**

Submit a copy of the Biographical Sketch to [GSO@njit.edu](mailto:GSO@njit.edu)

Complete the NSF Survey of Earned Doctorates (link provided during first review)

## **BEFORE THIRD REVIEW**

Students must publicly announce the defense of their thesis or dissertation by submitting a defense announcement via [this link](#); once approved, the defense announcement will be posted to the Graduate Studies website. If not embargoed, students should provide the announcement link to the admin in their department for distribution.

### **THIRD REVIEW**

**Done by mid April for Spring Completion**

**Done by late July / 1st week of August for Summer Completion**

**Done by November for Fall Completion**

Third review covers the entire thesis or dissertation document. This review is a final once-over to make sure document formatting is up to University standards.

### **BEFORE FINAL SUBMISSION**

Students must initiate the MS Thesis or PhD Dissertation Final Defense Report using [this link](#).

Additionally, students must get their Approval Page signed at the Final Defense; please see [this link](#) for instructions.

### **FINAL SUBMISSION**

**Deadline is before May 1st for Spring Completion**

**Deadline is before August 4th for Summer**

**Deadline is before December 15th for Fall Completion**

Student must submit finalized version of thesis or dissertation document, as well as any previously mentioned items that are pending. Students must send an email to [GSO@njit.edu](mailto:GSO@njit.edu) containing a .PDF copy of the finalized version of their thesis or dissertation.

#### **For Ph.D. Dissertation Students only:**

Upload a PDF of dissertation document to ProQuest, along with copies of the embargo form and SED certificate

Pay for copyright and (optional) document binding

**Once everything is in order, the advisor will assign an (S) grade of Satisfactory, which Graduate Studies will then change to an appropriate final (P) grade of Pass.**