

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: 1) Submit the [Embargo Request Form](#). 2) Check "Prior Education & Testing" tab in Highlander Pipeline to confirm your prior degree(s) and correct dates appear. To do so, login to My Highlander Pipeline, click on Student Services, and click on View Profile.

<u>SEMESTER REVIEW</u>	<u>SUBMIT EMBARGO REQUEST FORM</u>	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u> <u>one semester prior to dissertation defense</u>	<u>SECOND REVIEW</u> <u>2-3 weeks before dissertation defense</u>	<u>DEFENSE Submit Approval Page and Defense Report for Signatures</u>	<u>THIRD REVIEW</u>	<u>DEADLINES FINAL SUBMISSION</u>
<u>FALL SEMESTER</u> Attend GSA Thesis & Dissertation Workshop in <i>September</i>		Check Registrar's Webpage for December Graduation Deadline	Any time in June (for completion in Fall of same year)	October Early November		November	Before December 9
<u>SPRING SEMESTER</u> Attend GSA Thesis & Dissertation Workshop in <i>February</i>		April 1 for May Graduation	Late September Early October (for completion in Spring of following year)	Anytime in March/ Early April		Mid-April	Before May 1
<u>SUMMER SESSION</u> <i>Must</i> attend prior Fall or Spring Thesis & Dissertation Workshop		Check Registrar's Webpage for August Graduation Deadline	February to early March (for completion in Summer of same year)	Early to Late June		Late July / 1 st week of August <i>at the latest</i>	Before August 5
<u>Documents Needed</u> 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	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 figures, text with at least one table and one figure, appendices (if any), and references.	Email draft of entire document with appendices and references to 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 <u>Defense Announcement</u> here .		Email revised draft of dissertation to GSO@njit.edu using file name "FirstName.Last Name 3rd Review Dissertation Draft"	Upload PDF to ProQuest 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](#).