

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: 1) Submit the [Thesis Embargo 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>	SUBMIT SEQUESTER REQUEST FORM	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u> <i>2-3 weeks before thesis defense</i>	DEFENSE Submit Approval Page and Defense Report for Signatures	<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	Any time in June (for completion in Fall of same year)	October Early November		November	Before December 9
SPRING SEMESTER 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
SUMMER SESSION <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
Documents Needed Initiate necessary milestone request forms (Committee Appointment and Final Defense) using this link		Submit MS Thesis Committee Appointment Report <i>before scheduling 2nd Thesis Review.</i>	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 Mr. David.	Email draft of entire thesis document prior to second review appointment to Ms. Angela. AFTER 2nd Review, submit <u>Defense Announcement</u> here		Email revised PDF of entire thesis to Mr. 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 theses, please visit [our website](#).