

## Timetable for Format Review for **MS Theses**

**REMEMBER:** Students must be registered for thesis (701B) before beginning the review and submission process.

Prior to 1<sup>st</sup> 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>	<b>SUBMIT SEQUESTER REQUEST FORM</b>	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u> <i>2-3 weeks before thesis defense</i>	<b>DEFENSE Submit Approval Page and Defense Report for Signatures</b>	<u>THIRD REVIEW</u>	<u>DEADLINES FINAL SUBMISSION</u>
<b>FALL SEMESTER</b> Attend GSA Thesis & Dissertation Workshop in <i>September</i>		<a href="#">Check Registrar's Webpage for December Graduation Deadline</a>	Late September Early October	Late October Early November		November	Before December 9
<b>SPRING SEMESTER</b> Attend GSA Thesis & Dissertation Workshop in <i>February</i>		April 1 for May Graduation	Any time in February	Anytime in March/ Early April		Mid-April	Before May 1
<b>SUMMER SESSION</b> <i>Must</i> attend prior Fall or Spring Thesis & Dissertation Workshop		<a href="#">Check Registrar's Webpage for August Graduation Deadline</a>	Any time in June	Early/Mid July		Late July / 1 <sup>st</sup> week of August <i>at the latest</i>	Before August 5
<b>Documents Needed</b>  Initiate necessary milestone request forms (Committee Appointment and Final Defense) using <a href="#">this link</a>		Submit MS Thesis Committee Appointment Report <i>before scheduling 2<sup>nd</sup> 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, 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> <a href="#">here</a>		Email revised PDF of entire thesis to Mr. David prior to third review appointment.	Email PDF of final document to <a href="mailto:GSO@njit.edu">GSO@njit.edu</a>

- For further information on The Thesis/Dissertation Workshop contact Graduate Student Association at [GSA@njit.edu](mailto:GSA@njit.edu)
- Address any formatting questions to the Office of Graduate Studies. You may contact [GSO@njit.edu](mailto: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](#).