

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 [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>	SUBMIT EMBARGO REQUEST FORM	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u>	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	Late September Early October	Late October Early November		November	December 10
SPRING SEMESTER 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 April 30
SUMMER SESSION <i>Must</i> attend prior Fall or Spring Thesis & Dissertation Workshop		Check Registrar's Webpage for August Graduation Deadline	Any time in June	Early/Mid July		Late July / 1 st week of August <i>at the latest</i>	August 6
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, Final 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, 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.LastName 2nd Review Dissertation Draft" Be prepared to give a 3 minute presentation on your research. AFTER 2nd Review, submit Defense Announcement here .		Email revised draft of dissertation to GSO@njit.edu using file name "FirstName.LastName 3rd Review Dissertation Draft"	Email pdf of final document to GSO@njit.edu using file name "FirstName.LastName 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](#).