### 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) Review your student profile: Login to My Highlander Pipeline. Click on Student Services. Click on View Profile. Check “Prior Education & Testing” tab to confirm your prior degree(s) and correct dates appear. Please bring your laptop or notebook to all appointments. 2) Complete Graduation Verification Form when it is available on the Registrar’s webpage.

<table>
<thead>
<tr>
<th>SEMESTER REVIEW</th>
<th>REGISTRAR GRAD VERIFICATION FORM DEADLINE</th>
<th>FIRST REVIEW</th>
<th>SECOND REVIEW</th>
<th>THIRD REVIEW</th>
<th>DEADLINES FINAL SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>Check Registrar’s Webpage for December Graduation Deadline</td>
<td>Late September Early October</td>
<td>Late October Early November</td>
<td>November</td>
<td>December 13</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>April 1 for May Graduation</td>
<td>Any time in February</td>
<td>Anytime in March/ Early April</td>
<td>Mid-April</td>
<td>Before May 1</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td>Check Registrar’s Webpage for August Graduation Deadline</td>
<td>Any time in June</td>
<td>Early/Mid July</td>
<td>Late July / 1st week of August at the latest</td>
<td>August 6</td>
</tr>
</tbody>
</table>

**Documents Needed**
- Advisor Designation Form
- Qualifying Exam
- Committee Appointment Report
- Research Proposal Defense
- Final Defense Report

- **SUBMIT EMBARGO REQUEST FORM**
- Check with department advisor to make sure all milestones are up to date.
- Bring 20 pgs. including the front matter (abstract, title, approval pages, biographical sketch), acknowledgement, table of contents, text with at least one table and one figure, appendices (if any), and references
- Bring draft of entire document on plain paper with appendices and references. Be prepared to give a 3 minute presentation on your research. AFTER 2nd Review, submit Defense Announcement to: www.njit.edu/graduatestudies/current-students/thesis-dissertation-submission-approval/
- Bring draft of entire document on plain paper, and your laptop.
- Email pdf of final document to GSO@njit.edu

- **D E F E N S E** Bring Approval Page and Defense Report for Signatures

- 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 at: http://www.njit.edu/graduatestudies/thesis.php