

## Timetable for Format Review for PhD Dissertations

**REMEMBER:** Students must be registered for dissertation (790A) before beginning the review and submission process.

Prior to 1<sup>st</sup> 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>	<b>SUBMIT EMBARGO REQUEST FORM</b>	<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u> <small>2-3 weeks before dissertation defense</small>	<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 10
<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 April 30
<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 6
<b>Documents Needed</b>  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 <a href="#">this link</a>	Email draft of dissertation to <a href="mailto:GSO@njit.edu">GSO@njit.edu</a> 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 <a href="mailto:GSO@njit.edu">GSO@njit.edu</a> . Use file name "FirstName.LastName 2nd Review Dissertation Draft"  Be prepared to give a 3 minute presentation on your research.  AFTER 2nd Review, submit <a href="#">Defense Announcement here</a> .		Email revised draft of dissertation to <a href="mailto:GSO@njit.edu">GSO@njit.edu</a> using file name "FirstName.LastName 3rd Review Dissertation Draft"	Email pdf of final document to <a href="mailto:GSO@njit.edu">GSO@njit.edu</a> using file name "FirstName.LastName Dissertation Final Draft"

- 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 dissertations, please visit [our website](#).