

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 [Sequester 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>		<u>REGISTRAR GRADUATION DEADLINE</u>	<u>FIRST REVIEW</u>	<u>SECOND REVIEW</u>		<u>THIRD REVIEW</u>	<u>DEADLINES FINAL SUBMISSION</u>	
FALL SEMESTER Attend GSA Thesis & Dissertation Workshop in <i>September</i>	SUBMIT SEQUESTER REQUEST FORM	Check Registrar's Webpage for December Graduation Deadline	Late September Early October	Late October Early November	DEFENSE Submit Approval Page and Defense Report for Signatures	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 May 1	
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 Initiate necessary milestone request forms (Committee Appointment and Final Defense) using this link		DEFENSE	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, 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](#).