



Schedule and Format Review Process

The process for format review and final submittal involves three brief (half hour to an hour) appointments by WebEx with the Office of Graduate Studies. The responsibility for review and approval of technical content, written and graphical presentation of technical material, and readability (including grammar) is that of the student and the thesis/dissertation advisor(s). Listed below is the process for format review and final submittal. **Students must be [registered](#) for thesis or dissertation before beginning the review and submission process.**

Students do not need to apply for graduation. However, they will need to complete the online Diploma Verification Form on Highlander Pipeline (see [this link](#) for further information) to verify degree information and indicate intention to participate in the Commencement Ceremony. All students must complete a new Diploma Verification Form even if one has been completed in a previous semester. All other financial obligations and degree requirements must also be satisfied.

Before First Review

A [Thesis and Dissertation Embargo Request Form](#) needs to be sent to the Office of Research (copy GSO@njit.edu) if thesis/dissertation is being embargoed (held back from publication), or only GSO@njit.edu if thesis/dissertation is *not* being embargoed. An email address for the Office of Research will be provided by request.

First Review (done by February for Spring, June for Summer, or September for Fall Completion)

First review covers the title page, abstract, front matter pages, text pages, figures, tables, appendices and references of the thesis or dissertation - about 20 pages in all. Students should retain marked-up document version and keep it accessible.

Second Review (done by March for Spring, July for Summer, or October for Fall Completion)

Second review covers the entire thesis or dissertation document. As before, students should retain the marked-up version and keep it accessible. Students must also submit a copy of the Biographical Sketch (see [this link](#) for an example of proper formatting) to GSO@njit.edu. Ph.D. Dissertation students must also complete the NSF Survey of Earned Doctorates (link provided during first review). Note that it may take 1-2 weeks for second review to be scheduled.

Before Third Review

Students must publicly announce the defense of their thesis or dissertation by submitting a defense announcement via [this link](#); once approved, the defense announcement will be posted to the Graduate Studies website. If not embargoed, students should provide the announcement link to the admin in their department for distribution.

Third Review (done by April for Spring, August for Summer, or November for Fall Completion)

Third review covers the entire thesis or dissertation document. This review is a final once-over to make sure document formatting is up to University standards.

Before Final Submission

Students must initiate the MS Thesis or PhD Dissertation Final Defense Report using [this link](#). Additionally, students must email a copy of their Approval Page to GSO@njit.edu, which will then be sent out for signature via DocuSign.

Final Submission

(deadline is before April 30th for Spring, August 5th for Summer, or December 9th for Fall Completion) Student must submit finalized version of thesis or dissertation document, as well as any previously mentioned items that are pending. Students must send an email to GSO@njit.edu containing a .PDF copy of the finalized version of their thesis or dissertation.

For Ph.D. Dissertations only: students must upload a PDF of their document to ProQuest, along with copies of the embargo form and SED certificate. Additionally, students will pay for copyright and (optional) document binding during the online submission process.

Once everything is in order, the advisor will assign an (S) grade of Satisfactory, which Graduate Studies will then change to an appropriate final (P) grade of Pass.