NJIT

Graduate

Student

Guidebook

2024-2025

Your

Guide

To NJIT

Key Contacts

Academic/Administrative Office	Phone Number	Location
Bursar	(973)-596-2877	Student Mall
Career Development Services	(973)-596-3100	200 Fenster Hall
Financial Aid	(973)-596-3479	Student Mall
Graduate Studies	(973)-596-3462	140 Fenster Hall
Information Services & Technology	(973)-596-2900	Student Mall
Public Safety (Emergency)	(973)-596-3111	Parking Deck
Public Safety (Non-Emergency)	(973)-596-3120	Parking Deck
Registrar	(973)-596-3236	Student Mall
Office of Research	(973)-596-5275	340 Fenster Hall
Student Services		
Dean of Students	(973)-596-3466	255 Campus Center
Associate Dean of Students	(973)-596-3466	255 Campus Center
Assistant Registrar for Graduation, Veterans & Military Students	(973)-596-5475	Student Mall
Office of Student Life	(973)-596-3693	485 Campus Center
Colleges and Schools		
Hillier College of Architecture and Design	(973)-596-3080	340 Weston Hall
Ying Wu College of Computing	(973)-596-2822	3500 GITC
Jordan Hu College of Science and Liberal Arts	(973)-596-3677	207 Cullimore Hall
Newark College of Engineering	(973)-596-6506	5704 GITC
Martin Tuchman School of Management	(973)-596-3248	3000 CAB

Introduction

We here at the ***Office of Graduate Studies*** know that coming onto a college campus for the first time can be overwhelming. Even students who were undergraduates at NJIT may not be familiar with graduate academic policies and procedures, as well as other aspects that can improve their NJIT experience as graduate students. Thus, the Graduate Student Guidebook aims to help not only students transferring in from other schools, but also who pursued their undergraduate degrees here.

This guidebook aims to fill you in on as many facets of NJIT life as possible and help you on your journey through your graduate education. Learn, enjoy and prosper!

Office of Graduate Studies

The Office of Graduate Studies provides assistance to graduate students in academic matters, approves M.S. thesis and Ph.D. dissertation committees and formats, and offers information about various university resources.

For newly admitted and entering graduate students, we are the best source of information about any aspect of graduate study at NJIT. If you are not sure who to ask or where to go, try us first.

We can be reached at 973-596-3462, or via email at: gso@njit.edu

Personnel:

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Information for Graduate Students

Below are some general requirements that apply to both MS and PhD students, regardless of academic program:

Advisors and course registration

Graduate students must communicate with their academic advisors before registering for courses. This communication must take place each semester.

Submission of transcripts

New graduate students must make sure their final transcripts, showing completion of their prior degree, have been sent to the Office of University Admissions.

Responsible Conduct of Research (RCR) course

INTD 799, the 0-credit RCR course, must be taken by all PhD students in their first year of studies. Master's students registering for the first time in Master's Thesis (commonly a 701B or 701C course) or Master's Project (commonly a 700B course) must take simultaneously this RCR course. Students learn in this online course how to maintain high standards in professional integrity and ethics while working on research projects. The course focuses on such topics as conflict of interest, research and ethics, plagiarism, reproducibility of results, research misconduct, authorship, and data management. To receive the satisfactory (S) grade, a student must be awarded the course completion certificate.

NJIT's Academic Colleges

NJIT has five colleges for prospective graduate students. Each one is home to a wide variety of graduate programs. Whatever educational goal you wish to achieve, NJIT will help you reach it.

Newark College of Engineering (NCE)

Dean: Moshe Kam
Email: moshe.kam@njit.edu

The Newark College of Engineering (NCE) was established in 1919 as an outgrowth of the Newark Technical School which was founded in the 1880s. Today NCE offers 18 undergraduate and 21 Master of Science degrees, as well as 9 tracks toward a doctoral (Ph.D.) degree. Undergraduate enrollment is approximately 4,200, and graduate enrollment is approximately 1,350. 148 faculty members engage in instruction, student mentoring, professional activities, scholarship, research, and development of public policy in the areas of engineering and technology. NCE has several widely-recognized strengths, including expertise in infrastructure (water, transportation, telecommunications, computer networking); multiple projects on manufacturing, control, navigation and robotics; and fast-growing work in bio-medical engineering, at the interface of engineering, computing and the life sciences.

You can find more info at: http://engineering.njit.edu/

Degrees Offered (NCE)

Biomedical Engineering (MS, PhD)

Biopharmaceutical Engineering (MS)

Chemical Engineering (MS, PhD)

Civil Engineering (PhD)

Civil Engineering Online (MS)

Computer Engineering (MS, PhD)

Electrical Engineering (MS, PhD)

Engineering Management (MS)

Engineering Science (MS)

Environmental Engineering (MS, PhD)

Environmental Science (PhD)

Healthcare Systems Management (MS)

Industrial Engineering (MS, PhD)

Internet Engineering (MS)

Manufacturing Systems Engineering (MS)

Mechanical Engineering (MS, PhD)

Occupational Safety and Health Engineering (MS)

Pharmaceutical Engineering (MS)

Pharmaceutical Systems Management (MS)

Power and Energy Systems (MS)

Telecommunications (MS)

Transportation (MS, PhD)

Jordan Hu College of Science and Liberal Arts (JH CSLA)

Dean: Kevin D. Belfield
Email: kevin.d.belfield@njit.edu

The Jordan Hu College of Science and Liberal Arts (JH CSLA) is home to excellence in teaching, research, and scholarship with programs in traditional disciplines such as biology, chemistry, physics, mathematics, and history, as well as interdisciplinary programs like data science; environmental science; materials science and engineering; and cell and gene therapy sciences. The sciences and liberal arts have long been the foundation of a university education, and they form the base for lifelong learning.

With over 150 full-time instructors and researchers, JH CSLA represents a wide range of interests with a shared value of academic excellence. JH CSLA faculty and students are at the forefront of many national and international research activities, including solar and solid state physics, mathematical modeling and simulation, materials chemistry, evolutionary biology, and the history of medicine and technology.

JH CSLA provides students with the intellectual foundations necessary to understand and analyze the technological world in which we live. The college's courses and degrees prepare students to ask questions about the world, to collect data and provide evidence, and to express ideas and conclusions with clarity and precision. These skills transcend specific professional competence and distinguish JH CSLA students as individuals who can blaze a trail for others and lead society into a rapidly evolving future.

Learn more at csla.njit.edu.

Degrees Offered (JH CSLA)

Applied Mathematics (MS)

Applied Physics (MS, PhD)

Applied Science (MS)

Applied Statistics (MS)

Biology (MS, PhD)

Biology of Health (MS)

Biostatistics (MS)

Chemistry (MS, PhD)

Data Science - Statistics Track (MS)

Environmental Science (MS, PhD)

History (MA)

Materials Science and Engineering (MS, PhD)

Mathematical Sciences (PhD)

Pharmaceutical Chemistry (MS)

Pharmaceutical Chemistry: PSM Biotechnology Option (MS)

Hillier College of Architecture and Design

Dean: Gabrielle Esperdy

Email: esperdy@njit.edu

The Hillier College of Architecture and Design is comprised of the New Jersey School of Architecture and the School of Art + Design. The School of Architecture offers two undergraduate and four graduate degrees, while the School of Art + Design houses three undergraduate programs and two graduate degrees. Hillier College encompasses a broad spectrum of disciplines focusing on design at many scales, from materials research to building design and urban design; from real products to virtual experiences. We also offer graduate certificates in Digital Arts, UI/UX, Animation, and Game Design and Interactivity.

You can find more info at: http://design.njit.edu/

Degrees Offered:
Master of Architecture (M Arch)
Master of Science in Architecture (MS Arch)
Master of Urban Design (MUD)
Master of Science in Digital Design (MSDD)
Master of Fine Arts in Digital Design (MFADD)
Doctorate in Urban Systems (PhD)

Martin Tuchman School of Management (MTSM)

Dean: Oya I. Tukel
Email: oya.i.tukel@njit.edu

Welcoming its inaugural class in 1988, the NJIT Martin Tuchman School of Management has 35 faculty members and enrolls approximately 860 students. Unique among its contemporaries, MTSM's technology-based academic environment offers distinctive, high-valued academic programs that are business focused, technology integrated, and experientially driven. MTSM offers five degree programs: BS in Business, BS in Financial Technology, MS in Management, MBA, and Ph.D. in Business Data Science. All MTSM program offerings are designed to respond to the demand for a new generation of business professionals created by the rapid convergence of technology into business.

You can find more info at: http://management.njit.edu/

Degrees Offered (MTSM)

The Master of Science in Management (MSM) has concentrations in:

Business Analytics
Financial Technology (FinTech)
Global Project Management
Web Systems and Media

The MBA has concentrations in:
MIS
Marketing
Finance
Innovation and Entrepreneurship
IT Sales and Analytics
Custom

The Ph.D. has one concentration in Business Data Science.

Ying Wu College of Computing (YWCC)

Dean: Jamie Payton
Email: jamie.payton@njit.edu

The Ying Wu College of Computing comprises close to 35% of the student body at NJIT, and is the largest and most comprehensive computing program in the New York metropolitan area, graduating more than 1,000 computing professionals every year. YWCC offers graduate Certificate and MS and PhD programs in Computer Science, Data Science, and Informatics at its Newark campus and online. YWCC also offers evening Certificate and MS courses at NJIT's Jersey City location directly across from the Exchange Place PATH station—just minutes from NYC and especially convenient for working professionals. Those students who apply to (and are admitted to) our Jersey City cohorts may take advantage of courses and resources at both Newark or Jersey City, and may be eligible for tuition benefits for courses taken at our Jersey City location.

You can find more information at: http://computing.njit.edu/

Degrees Offered (YWCC)

Computer Science:

Bioinformatics (MS)

Computing & Business (MS)

Computer Science (MS, PhD)

Software Engineering (MS)

Cybersecurity & Privacy (MS)

Data Science:

Data Science - Computational Track (MS)

Information Systems:

Artificial Intelligence (MS)

Business and Info Systems (MS)

Information Systems (MS, PhD)

Information Technology:

Business and Info Systems (MS)

Information Systems (MS, PhD)

IT Administration and Security (MS)

Office of Global Initiatives

The Office of Global Initiatives, located in 180 Fenster Hall, works with international and domestic students alike: we provide immigration advisement to international students and assistance with their adjustment to the NJIT community and American culture. We also promote study abroad opportunities to all NJIT students, regardless of academic program or level.

You can find more information about the Office of Global Initiatives at: http://www.njit.edu/global/

Graduate Student Association (GSA)

The Graduate Student Association, or GSA, is a student government organization that seeks to represent the interests of all graduate students in university affairs. All NJIT graduate students are automatically part of the GSA. Student representatives from all graduate programs work with their respective departments to hold feedback sessions for students and work with department administration to resolve academic issues. The GSA also provides travel awards, and hosts many social and educational functions.

You can find more information about the GSA at: https://www.gsanjit.com/

Highlander Hub

Highlander Hub is an online platform for all student organizations and student-led events at NJIT. Graduate students can view and join both undergraduate and graduate clubs in Highlander Hub as well as see what campus events are taking place.

You can find more information about the Highlander Hub at: https://njit.campuslabs.com/engage/

Office for Student Involvement and Leadership

The Office for Student Involvement and Leadership enhances the student experience at NJIT by providing opportunities for student-centered learning, personal and professional growth, and resources that foster an engaged and inclusive campus community. Through advisement, advocacy, annual programs and services, we empower our stu-dents to develop the skills necessary to be leaders in the work-force.

Areas of focus include enhancing campus engagement and school pride, providing advisement and support, offering leadership development opportunities, promoting diversity and inclusion on-campus, providing commuter resources, and pro-moting facilities and services such as the Game Room and Food Pantry.

For further information, contact either Dr. Michael Davis, Director of Student Life; Krystal Aguilar, Assistant Director for Student Life; or visit http://www.njit.edu/studentlife

PhD Club

NJIT's PhD Club was founded in February 2013 with the goal of bringing all PhD students together to ensure success in their doctoral careers. The mission of the PhD Club is to provide NJIT graduate students with information and resources to help them succeed, including training and development programs. Year round, the PhD Club organizes numerous academic and social events for its members. In addition, it also works to build a bridge between undergraduate and graduate students by sharing information about life as a doctoral student and en-couraging undergraduates to pursue a graduate degree.

Student Mall

The Student Mall, located in the basement of the University Parking Deck, is home to the **Registrar's Office**, the **Bursar's Office**, and **Student Financial Aid Services**.

The **Registrar's Office** deals with course registrations and processes relevant forms, maintains student grades and course schedules, and mails the diplomas. They can be reached at 973-596-3236.

The **Bursar's Office** is responsible for assessment of all charges to a student account and the collection of payment on those charges. Questions regarding charges as they appear on your account should be directed to bursar@njit.edu

Student Financial Aid Services provides options for students to fund their education at NJIT (grants, loans, etc.). They can be reached at 973-596-3479.

> The hours of operation for the Student Mall are:
> Mon-Thurs: 8:30AM – 6:00PM
> Fri: 8:30AM – 4:30PM

Van Houten and Littman Libraries

The Robert W. Van Houten Library, located in the Central Avenue Building, has a variety of resources for individual and group study, research, or simply surfing the web. The library is open to students and faculty and wireless Internet access is available throughout the building. The library also has a collection of Electronic Thesis and Dissertations available for viewing online.

You can find more info about the Van Houten Library at: http://library.njit.edu/

The Barbara and Leonard Littman Architecture and Design Library, located on the 4th floor of Weston Hall, offers resources for students enrolled in the College of Architecture and Design.

You can find more info about the Littman Library at: http://archlib.njit.edu/

16

Miscellaneous Resources

The **Department of Public Safety**, located at 154 Summit St., on the first level of the Parking Deck, is charged with maintaining a safe and secure environment for NJIT's community. It provides 24/7 police and security services including, but not limited to, community policing, area patrols, investigations, local and on-campus escort services and emergency vehicle jump starts assistance.

For on-campus emergencies, dial: 9-1-1 and SAY NJIT then your exact LOCATION.

For non-emergencies, dial 973-596-3120 or 973-596-3111

The **Joel & Diane Bloom Wellness and Events Center (WEC)** is an iconic, state-of-the-art and multipurpose building that provides social settings, athletic events, and a fitness center for students, faculty and staff, as well as large-scale space for professional conferences, training and career fairs. The 220,000 square-foot building features a number of flexible spaces that can be quickly configured to support the numerous and varied missions of the university community.

You can find out more information about the WEC at: https://www.njithighlanders.com/facilities/njit-wellness-and-events-center/129

Student Health Services is located at St. Michael's Primary and Specialty Care Center. All eligible students may be seen at NJIT Student Services for visits with the doctor or the nurse. Student Health Services will charge fees for services which will be billed to students' insurance or Bursar account. The services provided by the physician and nurse include treatment of common acute problems; treatment of accidents and injuries such as sprains, fractures and lacerations; referral for testing/treatment of Sexually Transmitted Infections, and Health Education.

You can find more information about Student Health Services by visiting: http://www.njit.edu/healthservices/

Lastly, **Campus & Parking Maps** are available here.