

## **SUBMISSION DATES FOR STUDENTS EXPECTING TO COMPLETE THESIS/PROJECT FOR END OF SPRING 2018 SEMESTER**

**SPRING 2018 GRADES DUE  
MONDAY MAY 10, 2018 – BEFORE NOON.**

With approval of the thesis advisor, a copy of the thesis/project must be submitted to the Dean's Office for faculty review (a minimum of two (2) weeks prior to defending).

Final day/date for Defense/Presentation:

**WEDNESDAY, APRIL 25, 2018\***

Final day/date for submission of review copy\*\*:

**WEDNESDAY, APRIL 11, 2018**

Four (4) copies of the final thesis/project signed by the thesis advisor must be submitted to the Dean's Office on or before:

**WEDNESDAY, MAY 9, 2018 4:00 P.M.**

One searchable pdf file of your approved thesis is to be delivered to the Dean's Office on or before:

**WEDNESDAY, MAY 9, 2018 4:00 P.M.**

Bound copies of the thesis will be available for pickup in the Dean's Office. Please contact [Daria@cooper.edu](mailto:Daria@cooper.edu) for information on when they will be available.

\* Students may submit their projects and complete their defense/presentations in the first two weeks of the Spring 2018 semester to be exempted from paying tuition and fees for the Spring 2018 semester. The review copy is due **January 16, 2018**. Final day/date for Defense/Presentation is **January 30, 2018**. All final paperwork is due no later than **February 13, 2018**. Students who work on this timeline will be conferred their degree in May 2018.

\*\* Changes to the review copy are allowed, but the final product must be (substantially) the same in content or a new review copy must be submitted.

## GUIDELINES FOR THE MASTER'S THESIS

Graduate students conduct their thesis work under the close supervision and guidance of a full-time faculty member of the School of Engineering. The thesis advisor and Dean approve all copies of the thesis report after it has been successfully defended.

The master's thesis is defended through an oral presentation during the fall or spring semesters only. This defense summarizes the content of the thesis and is open to all interested persons. School-wide distribution of an invitation should go to all engineering faculty, graduate students, and seniors within your major **at least two weeks before the defense**. An invitation should be submitted to the Dean's Office for posting. If needed, the Dean's Office will guide you through the preparation.

One copy of the thesis for faculty review must be made available in the Dean's office **a minimum of two weeks before the thesis defense**. The copy must be contained in some type of binder (loose pages, unbound folders, manila envelopes, etc. are unacceptable). At the successful completion of the oral defense, four (4) unbound copies of the master's thesis, prepared following the appended format and signed by the thesis advisor(s) must be submitted to Mrs. Sapienza in the Dean's Office.

The Office of Admissions & Records submits the list of engineering Master's Degree candidates to the School of Engineering Committee on Academic Standards. The Committee in turn presents the recommended list of candidates to the engineering faculty at the semester-end faculty meeting, and to the Board of Trustees' January/May meeting for approval of conferment of the Master of Engineering degree.

After a thesis is successfully defended and the thesis report is finalized with the student's advisor, FOUR copies of the thesis are to be delivered to the Dean's Office as described below:

Three copies for binding, to be printed on white paper and 20% rag. The student is responsible for the binding fees before the degree can be issued. The School will arrange for the binding. The current cost for three (3) copies is **\$255.00** (\$85.00 per copy). The check should be made payable to **The Cooper Union** and given to Mrs. Daria Sapienza in the Dean's Office.

One unbound copy (no loose leaf holes) will be sent to University Microfilms, Inc. for microfilming. The current cost is **\$55**. **Make your check payable to Proquest LLC**. The microfilming form can be picked up from Mrs. Sapienza in the Dean's Office. Your copy for microfilming must include the faculty advisor's or advisors' name(s) on the title page. This copy will be returned to the Dean's Office after microfilming and be recycled.

Copies for binding cannot be made in the Library or Dean's Office. You must use white (only) bond paper for binding, containing 20% rag for the three copies

that will be bound. The fourth copy that will be sent for microfilming will be returned to the Dean's Office and recycled. This copy only needs to be on white paper, not necessarily 20% rag.

The thesis format is attached. Your thesis must be typed, double spaced, with at least a 1 1/4" left-hand margin to allow for binding on one side of the page (do not make page two-sided). All equations should be typed or computer generated. In extreme cases, very neatly handwritten equations will be accepted. A razor point pen is recommended as it duplicates very cleanly.

## FORMAT OF MASTER'S THESIS

Order of Appearance	Page
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THE COOPER UNION FOR THE ADVANCEMENT OF SCIENCE AND ART

ALBERT NERKEN SCHOOL OF ENGINEERING

This thesis was prepared under the direction of the Candidate's Thesis Advisor and has received approval. It was submitted to the Dean of the School of Engineering and the full Faculty, and was approved as partial fulfillment of the requirements for the degree of Master of Engineering.

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Dean, School of Engineering - Date

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Prof. X, Y, Z - Date  
Candidate's Thesis Advisor

***FORMAT OF FLYER***

THE COOPER UNION FOR THE ADVANCEMENT OF SCIENCE AND ART  
ALBERT NERKEN SCHOOL OF ENGINEERING

# Title of Thesis

By

Student Name

Date of Defense

Time of Defense

Location of Defense, Room and Building

A thesis submitted in partial fulfillment of the requirements for the degree of  
Master of Engineering

Advisor

Name of Advisor