

SUBMISSION DATES FOR STUDENTS EXPECTING TO COMPLETE THESIS/PROJECT FOR END OF SPRING 2020 SEMESTER

**SPRING 2020 GRADES DUE
MONDAY, MAY 18th, 2020 – 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**. 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. Please note that no extensions will be given, for the review or final thesis copies, except for documented, extenuating circumstances. Extensions may only be granted through the Dean's Office.

Final day/date for Defense/Presentation:

FRIDAY, MAY 1, 2020

Final day/date for submission of review copy:

FRIDAY, APRIL 17, 2020

The required copies of the final thesis/project signed by the thesis advisor must be submitted to the Dean's Office on or before:

FRIDAY, MAY 15, 2020 - 4:00 P.M.

One searchable pdf file of your approved thesis is to be emailed to Beth Slack (beth.slack@cooper.edu) on or before:

FRIDAY, MAY 15, 2020 - 4:00 P.M.

Bound copies of the thesis will be available for pickup in the Dean's Office. Please contact nori.perez@cooper.edu for information on when they will be available.

Degree will be conferred in May 2020.

Winter 2020 defense: Students may submit their projects and complete their defense/presentations in the first two weeks of the spring semester to be **exempted from paying tuition and fees for the Spring 2020 semester**. The review copy is due January 21, 2020 and the final day for thesis defense/presentation is February 4, 2020. All paperwork must be submitted no later than February 18, 2020. Students who meet these deadlines will have their degree conferred in May of 2020.

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 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**. Please email engfac@cooper.edu and engadjfac@cooper.edu, hang a flyer on the bulletin board across from the Dean's Office door, hang flyers on each floor of 41 Cooper and provide a copy of the flyer to the school library. 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).

After a thesis is successfully defended and the thesis report is finalized with the student's advisor, **a minimum of ONE and up to THREE** copies of the thesis along with the appropriate check, are to be delivered to Nori Perez in the Dean's Office as described below. All thesis copies must include the signature of your thesis advisor.

- At least one professionally bound copy of the thesis must be submitted to the Dean's office for the library archive. Additional copies are required for the advisor(s) if they want one. The student may also have a copy bound for herself or himself.
- The advisor(s) and students will identify on the graduation checklist (Appendix B) how many copies are required.
- Thesis copies for binding must be printed on white paper with at least 20% rag/cotton (often referred to as "business" paper.) 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 \$375.00 (\$125/copy). The cost for (2) copies is \$250, the cost for one (1) copy is \$200. The check should be made payable to The Cooper Union. (If a student has more than one advisor, please supply the appropriate number of thesis copies and increase the check amount as appropriate. For two or more thesis copies, each copy is \$125.)

The thesis format is at Appendix A. Your thesis must be typed, double spaced, and single-sided with at least a 1 1/4" left-hand margin to allow for binding on one side of the page. 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. All paper must be white (see appropriate weight/rag above.)

To submit your thesis for microfilming, please visit <https://www.etdadmin.com/cgi-bin/school?siteid=967> and follow the instructions there. Please make sure to include the scanned copy of the signature page prior to submitting. Please email Beth Slack at beth.slack@cooper.edu to confirm that your thesis has been submitted.

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' November/May meeting for approval of conferment of the Master of Engineering degree.

Appendix A: FORMAT OF MASTER'S THESIS

Order of Appearance	Page
Title Page (see sample)	unnumbered
Signature Page (see sample)	unnumbered
Acknowledgment (one page max: double spaced)	i
Abstract (one page max; double spaced)	ii
Table of Contents (may be more than one page)	iii
List of Figures	iv
Table of Nomenclature	v
Text or Body of Thesis	vi
1. Introduction	1
1.1 Statement of Problem	5
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SAMPLE TITLE PAGE

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

Title of Thesis

By

Student Name

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

Advisor

Name of Advisor

SAMPLE SIGNATURE PAGE

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.

Barry L. Shoop, Ph.D., P.E. - Date
Dean, Albert Nerken School of Engineering

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

SAMPLE FORMAT OF FLYER/EMAIL

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

Appendix B: Graduation checklist



MASTER'S GRADUATION FORM

Albert Nerken School of Engineering, The Cooper Union

Students should complete this form the semester they plan to graduate from the Albert Nerken School of Engineering Master's Program.

Student Name: _____ Student ID#: _____

Student Email: _____ Major: _____

I am a: ☐ Thesis Student ☐ Non-Thesis Student

I plan to complete my degree in the FALL SPRING of _____.
(Circle one) (Year)

I plan to complete my degree in the first two weeks of the semester. ☐

Thesis Students – please complete this section in consultation with your Advisor(s):

All students are required to purchase at least one copy of the hard-bound version of their thesis to be added to the library at Cooper Union. If your advisor(s) wishes to have a copy, students are required to purchase this as well. Students may choose to purchase a copy for themselves if they wish. One thesis copy is \$200. Two or more thesis copies are \$125/each.

I will be purchasing _____ copies of my thesis. Total due: _____
(Please make checks payable to "The Cooper Union.")

☐ I wish to have a copy of my student's thesis. ☐ I do not wish to have a copy of my student's thesis.

Primary Thesis Advisor: _____ Date: _____
(Name and Signature)

☐ I wish to have a copy of my student's thesis. ☐ I do not wish to have a copy of my student's thesis

Thesis Co-Advisor: _____ Date: _____
(Name and Signature)

Thesis and Non-Thesis Students – please complete this section:

Please complete a credit audit with your academic advisor.

The student has completed or will complete all department-required credits for their Master's of Engineering degree this semester.

Academic Advisor: _____ Date: _____
(Name and Signature)

I will complete and submit my Thesis or Non-Thesis Special Project by the deadlines outlined in the Thesis Guidelines Document.

Student Name & Signature: _____ Date: _____

Please return completed forms to Beth Slack in the Dean's Office, 41 Cooper Square, Room 204.
Have questions? Please contact Beth Slack in the Dean's Office at beth.slack@cooper.edu or 212.353.4287.

Albert Nerken School of Engineering, The Cooper Union, 41 Cooper Square, New York, NY 10003