

SUBMISSION DATES FOR STUDENTS EXPECTING TO COMPLETE THESIS/PROJECT FOR END OF FALL 2019 SEMESTER

**FALL 2019 GRADES DUE
MONDAY, JANUARY 6th, 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:

WEDNESDAY, DECEMBER 11, 2019

Final day/date for submission of review copy:

WEDNESDAY, NOVEMBER 27, 2019

Three (3) copies of the final thesis/project signed by the thesis advisor must be submitted to the Dean's Office on or before:

THURSDAY, DECEMBER 19, 2019 - 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:

THURSDAY, DECEMBER 19, 2019 - 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.

Fall 2019 defense: Students may submit their projects and complete their defense/presentations in the first two weeks of the Fall 2019 semester to be **exempted from paying tuition and fees for the Fall 2019 semester**. The review copy is due September 3, 2019 and the final day for thesis defense/presentation is September 17, 2019. All paperwork must be submitted no later than October 1, 2019. Students who meet these deadlines will have their degree conferred in December of 2019. They may choose to walk in the May 2020 convocation.

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**. Please place a flyer in all mailboxes in the Dean's Office (approx. 40 copies), hang a flyer on the bulletin board across from the Dean's Office door, hang flyers on each floor of 41 Cooper as well as near the labs and offices of your department's faculty and staff 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, **THREE** copies of the thesis (one for the student, one for the library and one for the advisor – please note if you have more than one advisor, additional copies of the thesis should be submitted for each additional advisor) 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.

- 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 **\$300.00** (\$100/copy). 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.)

The thesis format is attached. 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.etsadmin.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 bslack@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' January/May meeting for approval of conferment of the Master of Engineering degree.

FORMAT OF MASTER'S THESIS

Order of Appearance	Page
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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

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