THESIS GUIDELINES & DEADLINES – FALL 2026

DEADLINES

With approval of the thesis advisor, a review copy of the thesis must be submitted digitally to lisa.shay@cooper.edu and beth.slack@cooper.edu 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.

Your thesis should be submitted to ProQuest only after it has been signed (digitally) by both your advisor(s) and Dean Shoop. Beth Slack will coordinate getting the Dean's signature on your behalf.

SEPTEMBER COMPLETE

Students may submit their thesis and complete their presentation in the first two weeks of the fall semester to be exempted from paying tuition and fees for the Fall 2026 semester.

Final day/date for submission of review copy:
MONDAY, AUGUST 31, 2026 – 5:00 P.M.

Thesis Defense/Presentation should be no earlier than two weeks after thesis submission and must be no later than
MONDAY, SEPTEMBER 14, 2026
Candidates should check room availability and schedule their defense well in advance.

Proof of submission, proof of purchase of copies and one searchable pdf file of your approved thesis is to be emailed to Beth Slack (beth.slack@cooper.edu) on or before:
MONDAY, SEPTEMBER 28, 2026 - 12:00 P.M.

Degree will be conferred in December 2026.

DECEMBER COMPLETE

Final day/date for submission of review copy:
FRIDAY, NOVEMBER 20, 2026 – 5:00 P.M.

Final day/date for Defense/Presentation:
FRIDAY, DECEMBER 4, 2026

Proof of submission, proof of purchase of copies and one searchable pdf file of your approved thesis is to be emailed to Beth Slack (beth.slack@cooper.edu) on or before:
FRIDAY, DECEMBER 18, 2026 - 12:00 P.M.

Degree will be conferred in December 2026.

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.

Thesis Completion Checklist

- ☐ Complete and submit graduation form no later than October 27, 2026, if defending in December. If defending in September, graduation form is due with submission of your review copy. (Make sure to complete the additional steps outlined on the graduation form if you need to embargo your thesis.)
- ☐ In collaboration with your advisor, schedule your thesis presentation. **Schedule your defense well in advance so you submit your thesis on time.** Space for the presentation should be booked through 25Live. Students are expected to present their thesis in person. (If you wish to include a virtual presentation, you can create the meeting through TEAMS. Please email beth.slack@cooper.edu for more information.)
- ☐ Submit review copy of thesis to beth.slack@cooper.edu and lisa.shay@cooper.edu at least two weeks prior to your defense date.
- ☐ Send presentation invitation to engfac@cooper.edu, engadjfac@cooper.edu, engineering.labtechnicians@cooper.edu, and beth.slack@cooper.edu. Post flyers (on the bulletin board across from the Dean's Office door and provide a copy to the school library) at least two weeks before presentation.
- ☐ After completing your presentation, finalize and submit a searchable PDF final version of your thesis to beth.slack@cooper.edu which includes your faculty advisor's signature/approval.
- ☐ Beth will coordinate getting the Dean's signature and return the signed version of the thesis back to you. Upon receipt of the signed, approved version of your thesis, submit your thesis to ProQuest for digital archiving. Make sure to choose the ProQuest Open Access Publishing Plus ($95) option.
- ☐ Send Beth Slack (beth.slack@cooper.edu) the ProQuest receipt showing your thesis has been submitted.
- ☐ If your advisor(s) wishes to have a hard copy of your thesis, send Beth Slack (beth.slack@cooper.edu) the receipt showing purchase from ProQuest.

You will receive an email from the Dean's office once you have fulfilled all requirements.

GUIDELINES

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 presentation summarizes the content of the thesis and is open to all interested persons.

The standard for the body of the thesis is 12-point Times New Roman, or the most similar font in LaTex. Figure and table captions could be smaller, but no smaller than 10 point. Headings could be larger, but no larger than 14 point. If you prefer a non-serif font, Arial is an approved alternative. It is acceptable, even customary, to show computer code in a monospace font, such as Courier New.

All students should use a standard style guide. If your department doesn't have a specific requirement. here is the most common:
https://owl.purdue.edu/owl/research_and_citation/resources.html

The thesis format is included as Appendix A. Your thesis must be typed and double spaced with a 1" margin. 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 scans very cleanly.

DIGITAL ARCHIVING

Students are required to submit their thesis for digital archiving through ProQuest. You should choose the ProQuest Open Access Publishing Plus ($95) option. Submissions can be made here: https://www.etdadmin.com/cgi-bin/school?siteId=967 Please make sure to include the signed copy of the signature page in the submission. Please email Beth Slack a copy of your submission confirmation at beth.slack@cooper.edu.

Information about best practice formatting for digital archiving can be found here: https://media2.proquest.com/documents/Preparing+Your+Manuscript+for+Submission+Revised+31jul2015.pdf

BINDING

Students are not required to purchase a bound copy of their thesis for the school. If your advisor would like a copy, students are required to purchase a copy on their behalf. Hard copies should be ordered through ProQuest. Please purchase the 8 ½ x 11 hardcover library bind version. 1-2 copies are priced at $62 each. If you order additional copies, the price goes down per copy. If you wish, you can have the copies sent to the school. The Dean's Office will make sure the hard copy is given to your advisor. They will also hold your copy for pick-up. The mailing address for the school is:

Beth Slack
Cooper Union
7 East 7th Street
Bldg. 41CS, Rm. 204
New York, NY 10003
212.353.4287

Please let Beth know if you plan to ship your copies to Cooper.

GRADUATION

The Office of Admissions & Records submits the list of engineering Master's Degree candidates to the School of Engineering Committee on Academic Standards in February (for September and December completion) or May (for January and May completion). The Committee in turn presents the recommended list of candidates to the engineering faculty at the subsequent faculty meeting, and to the Board of Trustees' meeting for approval of conferment of the Master of Engineering degree. Students who complete in September and December are eligible to graduate in December. Students who complete in January or May are eligible to graduate in May. Commencement exercises are only held in May.

QUESTIONS

Please don’t hesitate to contact Associate Dean Lisa Shay (lisa.shay@cooper.edu) or Beth Slack (beth.slack@cooper.edu) with any questions you might have.

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
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APPENDIX B: 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

APPENDIX C: 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

APPENDIX D: 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
Zoom/Teams Meeting Information

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

Advisor

Name of Advisor