

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

**FALL 2018 GRADES DUE  
WEDNESDAY, JANUARY 2<sup>nd</sup>, 2019 – 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:

**TUESDAY, DECEMBER 11, 2018**

Final day/date for submission of review copy:

**TUESDAY, NOVEMBER 27, 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:

**TUESDAY, DECEMBER 18, 2018 - 4:00 P.M.**

One searchable pdf file of your approved thesis is to be emailed to Dean Raja (araja@cooper.edu) on or before:

**TUESDAY, DECEMBER 18, 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.

**Degree will be conferred in May 2019.**

Fall 2018 defense: Students may submit their projects and complete their defense/presentations in the first two weeks of the Fall 2018 semester to be **exempted from paying tuition and fees for the Fall 2018 semester**. The review copy is due September 4, 2018 and the final day for thesis defense/presentation is September 18, 2018. All paperwork must be submitted no later than October 2, 2018. Students who meet these deadlines will have their degree conferred in December of 2018. They may choose to walk in the May 2019 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 flyers in all faculty and staff member mailboxes in the Dean's Office, hang a flyer on the bulletin board across from the Dean's Office door, 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, **FOUR** copies of the thesis, along with the appropriate checks, are to be delivered to Daria Sapienza in the Dean's Office as described below. All four copies must include the signature of your thesis advisor.

- Three copies for binding, to 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**.
- One copy will be sent to University Microfilms, Inc. for microfilming. The current cost is **\$55**. The check should be made payable to **Proquest LLC**. The microfilming form can be picked up from Mrs. Sapienza in the Dean's Office. This copy can be made on regular, white copy paper.

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.)

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

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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.

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Dean, School of Engineering - Date

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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