

# **THESIS GUIDELINES & DEADLINES – Spring 2022**

**SPRING 2022 GRADES DUE MONDAY, MAY 16, 2022 – BEFORE NOON**

## **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.

### **JANUARY COMPLETE**

Students may submit their thesis and complete their presentation in the first two weeks of the spring semester to be exempted from paying tuition and fees for the Spring 2022 semester.

Final day/date for submission of review copy:

**TUESDAY, JANUARY 18, 2022 - 5:00 P.M.**

Final day/date for Defense/Presentation:

**TUESDAY, FEBRUARY 1, 2022**

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:

**TUESDAY, FEBRUARY 15 - 12:00 P.M.**

**Degree will be conferred in May 2022.**

### **MAY COMPLETE**

Final day/date for submission of review copy:

**FRIDAY, APRIL 15, 2022 - 5:00 P.M.**

Final day/date for Defense/Presentation:

**FRIDAY, APRIL 29, 2022**

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, MAY 13, 2022 - 12:00 P.M.**

**Degree will be conferred in May 2022.**

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

- Submit review copy of thesis to [beth.slack@cooper.edu](mailto:beth.slack@cooper.edu).
- In collaboration with your advisor, schedule your thesis presentation.
- Send presentation invitation to [engfac@cooper.edu](mailto:engfac@cooper.edu), [engadjfac@cooper.edu](mailto:engadjfac@cooper.edu), [engineering.labtechnicians@cooper.edu](mailto:engineering.labtechnicians@cooper.edu), and [beth.slack@cooper.edu](mailto: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.
- Complete and submit graduation form.
- After completing your presentation, finalize and submit a searchable PDF final version of your thesis to [beth.slack@cooper.edu](mailto:beth.slack@cooper.edu).
- Upon receipt of the signed signatory page of your thesis, submit your thesis to ProQuest for digital archiving. Do not select the "embargo" option unless absolutely necessary. Inform the Dean's Office if you need to embargo your dissertation. Send Beth Slack ([beth.slack@cooper.edu](mailto:beth.slack@cooper.edu)) the receipt showing it has been submitted.
- If your advisor(s) wishes to have a hard copy of your thesis, send Beth Slack ([beth.slack@cooper.edu](mailto: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](https://owl.purdue.edu/owl/research_and_citation/resources.html)

The thesis format is at 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](mailto: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 no longer 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 7<sup>th</sup> Street  
Bldg. 41CS, Rm. 204  
New York, NY 10003  
212.353.4287

## **GRADUATION**

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. Students who complete in September are eligible to graduate in December. Students who complete in December, January or May are eligible to graduate in May.

## **QUESTIONS**

Please don't hesitate to contact Associate Dean Lisa Shay ([lisa.shay@cooper.edu](mailto:lisa.shay@cooper.edu)) or Beth Slack ([beth.slack@cooper.edu](mailto: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         |
| Table of Contents (may be more than one page) | iii        |
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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.

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

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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

**-OR-**

Zoom/Teams Meeting Information

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

Advisor

Name of Advisor