



FLORIDA POLYTECHNIC
UNIVERSITY

Thesis Format and Timeline Manual

Office of Graduate Studies

Thesis Format Manual

Minimum Requirements

All students writing a thesis or formal project must follow the directions provided in this manual and the guidance of their advisor, where noted. Questions on format and content should be directed to the student's Thesis Advisor or the Office of Graduate Studies. At a minimum, the following elements must be included in all manuscripts:

- Title Page
- Signature/Approval Page
- A common Table of Contents.
- A common List of Tables/Figures (if used).
- A single Abstract of the complete thesis or project report
- A common Introduction covering the entire work.
- A List of References section(s). These will either appear at the end of each chapter or at the end of the document.

Structure

| Section Name | Section Type | Required/Optional | Numbering |
|-----------------------|--------------|----------------------------------|---|
| Title Page | Front matter | Required | Count but do not number |
| Thesis Approval Page | Front matter | Required | Count but do not number |
| Dedication Page | Front matter | Optional | Lower case Roman numerals i. ii. iii. iv. etc |
| Acknowledgments | Front matter | Optional | Lower case Roman numerals i. ii. iii. iv. etc |
| Table of Contents | Front matter | Required | Lower case Roman numerals i. ii. iii. iv. etc |
| List of Tables | Front matter | If any tables are present | Lower case Roman numerals i. ii. iii. iv. etc |
| List of Figures | Front matter | If any figures are present | Lower case Roman numerals i. ii. iii. iv. etc |
| List of Abbreviations | Front matter | If any abbreviations are present | Lower case Roman numerals i. ii. iii. iv. etc |
| List of Symbols | Front matter | If any symbols are present | Lower case Roman numerals i. ii. iii. iv. etc |
| Abstract | Front matter | Required | Count but do not number |
| Introduction | Body content | Required | Arabic numerals |
| Literature Survey | Body content | Required | Arabic numerals |
| Research Methodology | Body content | Required | Arabic numerals |
| Results | Body content | Required | Arabic numerals |
| Discussion | Body content | Required | Arabic numerals |
| Conclusions | Body content | Required | Arabic numerals |
| Future Work | Body content | Optional | Arabic numerals |
| Appendices | Back matter | Required | Arabic numerals |
| References | Back matter | Required | Arabic numerals |

Front Matter

Title page [unnumbered]

This is the first page of the thesis, and it contains the following information:

- Thesis title (All uppercase)
- Student's name (All small uppercase)
- Student's existing/earned degree
- Semester and year thesis is submitted
- "A thesis submitted in partial fulfillment of the requirements for the degree of"
- Student's degree to be earned
- Florida Polytechnic University
- Lakeland, Florida

The title page should be double-spaced throughout. Please note margins, spacing, capitalization, and font - 12pt Serif.

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| <p>ARTIFICIAL INTELLIGENCE IN CYBER-PHYSICAL SYSTEMS:</p> <p>THREE TEST CASES</p> <p>By</p> <p>STEWART DENTON SMART</p> <p>BACHELOR OF SCIENCE, COMPUTER ENGINEERING</p> <p>Spring 2020</p> <p>A Thesis submitted in partial fulfillment of the requirements for the degree of</p> <p>Master of Science in Engineering</p> <p>Florida Polytechnic University</p> <p>Lakeland, Florida</p> <p>.....Page Break.....</p> | | | | | | |

Thesis Approval Page [unnumbered]

- This page is similar to the title page with the signature from the committee and the graduate director.

- This should be *single-spaced* to leave room for signature block.
- Signature section is achieved with a 4-column table with grid-lines under signature and date columns only.

Please note margins, spacing, capitalization, and font - 12pt Serif.

| | | | |
|--|---|---|--|
| ARTIFICIAL INTELLIGENCE IN CYBER-PHYSICAL SYSTEMS: THREE TEST CASES by STEWART DENTON SMART BACHELOR OF SCIENCE, COMPUTER ENGINEERING Spring 2020 A Thesis submitted in partial fulfillment of the requirements for the degree of Master of Science in Engineering Florida Polytechnic University Lakeland, Florida | | | |
| Approved by Dr. Y. Al-Nashif Committee Chair Dr. M. Rashid Committee Member Dr. O. Toker Committee Member Dr. Terry Parker Provost and Executive Vice-President Graduate Director | Signatures <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> | Date <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> | <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> |
| <div style="border-top: 1px solid black; height: 1.2em; width: 100%;"></div> | | | |

Dedication Page [optional, roman number]

- This is a short message from the student in tribute to a person or a cause. The dedication page TITLE (“DEDICATION”) should be all uppercase, bold, underlined, and centered. Use a blank line to separate the title from the body.

Acknowledgment Page [optional, roman number]

- This is a page with a thank you statement from the student to recognize those who provided support or guidance or both. The acknowledgment page TITLE (“ACKNOWLEDGMENTS”) should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body.

Table of Contents [Page Number: Roman Numerals]

- The TITLE (“TABLE OF CONTENTS”) of the table of contents should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body.
- The entries for the table of contents must include the title of the major headings of the document, such as chapters, sections, subsections, acknowledgments page, dedication page, references, and appendices.
- The entries for the table of contents must include the page number for each heading.
- An optional and recommended formatting attribute is to make the entries for the table of contents as hyperlinks that take the reader directly to the page of the clicked heading.

List of Tables [Page Number: Roman Numerals]

- Each entry in the List of Tables should include the table number, the table caption, and the page number.
- The TITLE (“LIST OF TABLES”) of the list of tables should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body.

List of Figures (and Illustrations) [Page Number: Roman Numerals]

- Each entry in the List of Figures should include the figure number, the figure caption, and the page number.
- The TITLE (“LIST OF FIGURES”) of the list of figures should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body
- *Recommendation:* If possible, use graphs instead of tables.

List of Abbreviations [optional, Page Number: Roman Numerals]

- Each entry in the List of Abbreviations must include the abbreviation and its definition.
- List the abbreviations in alphabetical order.
- The TITLE (“LIST OF ABBREVIATIONS”) of the list of abbreviations should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body.

List of Symbols [optional, Page Number: Roman Numerals]

- Each entry in the List of Symbols must include the symbol and its definition.
- The TITLE (“LIST OF SYMBOLS”) of the list of symbols should be all small caps, bold, underlined, and centered. Use a blank line to separate the title from the body.

Abstract

- The abstract should be less than 450 words.
- The abstract is a summary of the thesis's purpose, hypothesis, used methods, and results.
- The abstract section's title ("Abstract") should be title case, bold, underlined, and centered. Use a blank line to separate the title from the advisor(s) line.
- The advisors' line contains the list of advisors and co-advisors separated by commas. Use a blank line to separate the advisors' line from the body.

Content - The Chapters

Introduction [Page Number: Arabic Numerals]

- The introduction chapter should emphasize the purpose of the study and summarize the background and importance of this research. This chapter should also clearly state the hypothesis and the objectives of the research. Finally, this chapter should introduce the user to the outline of the thesis.

Literature survey [Page Number: Arabic Numerals]

- The literature review will summarize the existing research in the field with references to these research studies and their authors. At the end of the literature review, clearly state the identified gaps in the existing research solutions and address these gaps by this thesis. In other words, you are introducing the reader to your work in the next chapter.

Research Methodology [Page Number: Arabic Numerals]

- This chapter will provide details on the chosen methods, designs, measures, and philosophy behind these choices. In addition, this chapter should include a description of any conduct experiment.

Results [Page Number: Arabic Numerals]

- This chapter contains the result of the thesis. If possible, organize the thesis's results into figures. Otherwise, organize the results into tables. Finally, divide the results into sections and subsections based on the research questions they address.

Discussions [Page Number: Arabic Numerals]

- This chapter contains the analysis, explanations, and discussions of the results. It should also include statements whether the results support the hypothesis or not, with some reasoning if it does not.

Conclusion [Page Number: Arabic Numerals]

- This chapter should be a summary of the study indicating whether the study met its goals or not.

Future Work [Page Number: Arabic Numerals]

- This chapter is a recommended optional chapter. It will present the possible future research paths that will build on this study.

Back Matter

Appendices [Page Number: Arabic Numerals]

- Move any material that is not essential for the thesis to the appendices. Each appendix should have a number and a title-examples of the material to move to appendices: code, long tables, etc.

References [Page Number: Arabic Numerals]

- Accurately and correctly generate a formatted list of all cited references in the text. Note that the bibliography is the list of general references, including the uncited references. As a recommendation, use only cited references and set the title of this section to be “REFERENCES.”
- If you need to include a list of uncited references in the thesis, then set the title of this section to “BIBLIOGRAPHY.”

Important Note: The number of pages per chapter or section depends on the type of research that you are doing. However, usually, the background or literature review chapter will take the most considerable portion of the thesis, followed by the results analysis and discussion chapter.

Formatting

Thesis formatting requirements must be observed throughout the entire manuscript, and all chapters must use the same formatting.

- All pages, unless otherwise stated below, should be single-column double space.
- Margins - 1 inch all around. Add one extra inch on the top margin of the first page of each chapter, title page, the first page of the table of contents, acknowledgments page, dedication page, the first page of references, and the first page of each appendix.
- The body font is Serif font with size 12 pt. No less than 10pt font for any subscript or superscript text.
- The text must have left justification or fill justification, but not right justification.
- Headings should not appear by themselves at the end of a page.

Page Numbering

- The numbering of all the front matter pages should be in lowercase roman numbers except for the title page and the thesis approval page. The title and thesis approval pages don't have numbers. Use Arabic numerals as the page number for the rest of the pages. Start the page numbering with the first page of chapter 1 to be page number 1.

Paragraph

- Every paragraph's first sentence must start with an indentation of 0.5 inches except for the first paragraph following each heading (chapter, section, subsection, and title).

Captions

- All caption numbers for tables, figures, and illustrations use Arabic numerals.
- The caption of any figure should be directly below the figure and on the same page as the figure. The table's caption should be directly above that table and on the same page as the table.
- The captions should be centered.

Quotations

- Quotations should be limited. Paraphrase what you want to quote in your own words, and make sure to include the reference.
- If eliminating the quotation is not possible, then use the double quotes (") to surround the quotation if the quotation's size is less than three lines or use the block quotation the quotation is more than three lines. For block quotation, use a separate paragraph or paragraphs with a single indentation for the whole quotation without surrounding it with double quotes.

Footnotes

- Use Arabic numerals for the footnotes.
- Footnotes should appear on the same page as their citers.
- Footnotes, like the rest of the text, must follow the margins restriction.
- A solid line separates the footnotes from the text.

- On each page, the footnotes should not exceed two inches.

References and Citations

- Use the IEEE style for formatting references and citations: [IEEE-Reference-Guide](#). You can use other styles after consulting with your advisor for the recommended style that researchers use in your research field.
- The references section should start with the beginning of the page, i.e., the title of the references begins at a new page.
- Use single-spaced lines for the entries of the references. Use an empty line to separate them from each other.
- Appropriately cite all used references.

Intellectual Property and Copyright Information

Students should review and familiarize themselves with Florida Polytechnic University policy **FPU-1.0061P**. This Intellectual Property policy details how the ownership of intellectual property is assigned at the University. Sections I and J reproduced below, Student Intellectual Property and Student Sponsored Projects, are particularly relevant for graduate students working on theses and projects:

Student Intellectual Property

The University respects the long-standing tradition that students own their academic work. In general, any Intellectual Property (including theses and dissertations, inventions, discoveries, creations and new technologies) conceived or first reduced to practice by a student at the University as a work product (e.g., homework assignments, laboratory experiments and special and independent study projects) of a “for credit” course will be owned by the Student Creator. Generally, undergraduate and graduate Students own any Intellectual Property that they create through enrollment in a University course for academic credit. However, the University owns such Intellectual Property when one or more of the following apply:

1. When there is collaboration between a Student and University employee(s) to create works as part of a sponsored research project or faculty development activities.
2. In certain courses or special projects where a Student is presented with the opportunity to participate in a project or activity in which the ownership of any resulting Intellectual Property must be assigned either to the University or to a sponsoring entity as a condition of the Student’s participation.
3. When the Student is employed by the University, in which case the terms applicable to University employees shall apply.

Although a student retains copyright ownership to his/her thesis or dissertation or other Student-created Works, the Student grants the University permission to use, reproduce and publicly distribute copies of those Works.

Sponsored Student Projects

1. Students are never obligated to participate in projects or activities that require the assignment of the Student’s Intellectual Property to the University or another entity. In these situations, Students must always be presented with two options to choose from:
 - a. participate in a project or activity that does not require the Student to assign his/her Intellectual Property; or

- b. participate in a project or activity that requires the Student to assign his/her Intellectual Property.
2. A Student's grade and/or evaluation of performance in a University course shall not be affected by the Student's decision to participate or not to participate in projects or activities requiring the assignment of the Student's Intellectual Property. Students should consider that the assignment of Intellectual Property is a binding legal agreement and that they have the right to seek independent legal advice at their own expense prior to signing any agreement.
3. Student project results are not the work of the University and any references either internally or to third parties shall clearly identify the source of the student project results as student research performed at the University without subsequent independent evaluation.

Because manuscript PDFs are archived and ultimately made available on the Internet, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Please see Appendices for a sample copyright permission request. Also, it is wise to include a copyright page in all electronic theses or project reports. The copyright page should appear immediately after the title page. Proper format of this page is shown in the [Copyright Page](#) section of this manual. While it is not necessary to register copyright, students may do so through the [U.S. Copyright Office](#).

Using Previously Published Or Pre/In-Press Work as Body Chapter

Sometimes, the student's thesis research or project work is conducted as part of a major research grant or contract, or even as part of some collaborative program. The faculty advisors are likely to encourage these students to report their results as soon as possible, the result being that students may have the opportunity to publish material prior to preparing the thesis or project report. In such cases, pre-press, in-press or previously published materials may be incorporated into the thesis or project report if approved by the Thesis Committee or Project Advisory Group and formatted in accordance with all requirements specified in this manual. This format may include one or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections.

- All articles/chapters to be included in a manuscript must have a common thread and must study a common problem; collections of unrelated papers are not acceptable.
- The inclusion of any articles that are previously published, in press, or accepted for publication requires that the student obtain permission from the copyright holder. The copyright release/permission letter(s) should be included with the manuscript, in an appendix (see Appendix D for an example).
- A statement disclosing previous publication must be placed at the beginning of or in a footnote on the first page of each chapter or section with previously published content.
- The statement should include the author name(s), publication name, edition, and date of publication; pending publications should list anticipated edition and/or dates.

Co-authored material will only be considered if

- The Graduate Thesis Committee or Project Advisors agree that the student is primarily responsible for the article's content;
- Those portions and materials contributed by the student are identified;
- Permission is granted by the co-author(s); and
- The program or department approves the inclusion of the articles in question.
- No multiple-authored theses are acceptable.
- Only articles that the student prepared while working as a Florida Poly student will be acceptable for inclusion in a manuscript.

- A single abstract and introduction chapter for the manuscript are required, even if individual chapters have their own abstract and introduction.
- References for previously-published sections can be collected by chapter or in one reference section at the end of the document.

Example Copyright Permission Letter

Letterhead stationery or return address

Date

Name and address of addressee

Dear _____:

Optional beginning sentence: This letter will confirm our recent telephone conversation. I am completing a master's thesis/project at Florida Polytechnic University entitled " _ ." I would like your permission to reprint in my thesis/project report excerpts from the following:

Insert full citation and description of the original work.

The excerpts to be reproduced are: *insert detailed explanation or attach copy.*

The requested permission extends to any future revisions and editions of my thesis/project report, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own or your company owns the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you for your attention in this matter.

Sincerely,
Your name and signature

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

By: _____
Typed name of addressee below signature line

Date: _____

For questions or assistance in preparing your thesis, contact your Thesis Advisor and/or the Office of Graduate Studies, ogs@floridapoly.edu.

Thesis Timeline and Procedures

Thesis Timeline of Required Actions

A thesis is a timely project, which requires immense planning and effort on behalf of the student. Students must be proactive, as deviation from the required timeline without departmental approval may result in graduation delays and, in some cases, loss of assistantship.

The following timeline is a *guide* to help you plan your path to thesis completion. Each department has its own procedures and deadlines for the following activities. For more information, check with your Department Chair or Advisor for additional detail details. Please note that most departments have more restrictive schedules than what appears below.

Semester 1.

- **Throughout the semester:** Begin exploring topics for your thesis.
- **By the end of the semester:** Your department may ask for a thesis pre-proposal prior to end of fall term.

Semester 2.

- **No later than 2nd week:** Work with your department to identify your Thesis Advisor.
- **No later than end of term:** Submit an approved Thesis Proposal Form and Thesis Committee Form to Registrar's Office. Approved Thesis Proposal & Committee Forms must be submitted prior to registration for Thesis 1.
- **No later than end of term:** Submit a 200-word abstract to the Office of Graduate Studies, ogs@floridapoly.edu.

Summer

- **Throughout the semester:** Coordinate with Thesis Advisor on research efforts. If funding is present and with departmental approval, you may be able to be employed over the summer.
- **No later than end of summer:** Submit a Gantt chart of tasks, milestones, and overall project schedule for the upcoming year to the Office of Graduate Studies, ogs@floridapoly.edu.

Semester 3.

- **Throughout the semester:** Students enroll in Thesis 1 in their 3rd semester. Thesis students should plan to spend approximately 10 hours outside of class per week working on a thesis. Students should regularly meet with their Thesis Advisor and provide progress reports as appropriate.

Semester 4.

- **Throughout the semester:** Students enroll in Thesis 2 in their final semester.
- **By the first Monday of February:** Submit an application for graduation (See Registrar's Office for University Calendar for exact date.)
- **At least 4 weeks prior to the date of the thesis defense, but no later than the Monday of Week 11:** Submit an application for the thesis defense. This will ensure that all committee members agree to a date before finals week and that a room is available
- **At least 2 weeks prior to the date of the thesis defense, but no later than the Friday of Week 13:** Submit a complete, final draft thesis to the Thesis Committee. Once approved by the Committee, discuss next steps for a defense announcement approval.
- **At least 1 week prior to the date of the thesis defense:** Submit your approved announcement to ogs@floridapoly.edu for distribution of your defense date to all faculty, students, and staff in the Weekly Phoenix.

- **By the last day of classes:** Student will defend their thesis. After the defense, the Committee will provide notes and edits if needed. Students will have no later than the close of finals week to complete any corrections to the manuscript required by the Thesis Committee. Final copies of the complete manuscript with full-signatures must be submitted to the Student's academic degree-granting department and the Office of Graduate Studies. The signature page must be submitted to the University Registrar as soon as possible upon successful completion of the defense.
- **By the last day of Finals:** After appropriately incorporating changes from the committee, the student will submit the final thesis in PDF form to the Committee to request signatures. Upon receiving signatures from the Thesis Committee and Thesis Advisor, the student will submit the thesis and signed cover page, to the degree-granting department and the Office of Graduate Studies, ogs@floridapoly.edu. These documents will be stored in the student's record and will be required to confer the student's degree.

Thesis Committee

Students must have a Graduate Thesis Committee and a Thesis Advisor, who is their Committee Chair, as part of their thesis requirements per [FPU 5.0123AP](#). Prior to the assignment of the Thesis Advisor, the department will provide interim advising for the student.

Thesis Advisor/Committee Chair

Requirements:

- Thesis Advisor must be an expert in the subject matter of the proposed thesis.
- Thesis Advisor should be determined no later than the second week of the **second semester** that the student is registered in the graduate program.
- Thesis Advisor's responsibilities include, but may not be limited to, advising the student's course of study, forming the committee in consultation with Department Chair, and supervising the student's research.
- Along with the committee, the advisor also oversees review and approval for the thesis content and format, and working with the student and committee to schedule a defense.

Disciplinary Track: The Committee Chair (thesis advisor) must be from the department that includes the "track" for the graduate degree.

Interdisciplinary Track: The Committee Chair (thesis advisor) must be from one of the departments that sponsors courses for the interdisciplinary track.

Committee Members

Requirements:

- Committee must be comprised of at least three full-time faculty members (not adjunct, nor visiting, nor courtesy) which includes the chair.
- Committee should be formed by the **sixth week of the second semester** that the student is in the graduate program. The student must submit the approved Thesis Committee Form to the Registrar's Office.
- The Department Chair must approve the makeup of the Committee.

- In appropriate cases, industry partners may serve on the Committee as members in *addition* to minimum required full-time faculty by approval of department chair. These members will be referred to as Outside Committee Members. If students wish to include Outside Committee Members in their committee, they will need to submit a non-remuneration form along with their Thesis Committee Form, which can be requested from ogs@floridapoly.edu.

Disciplinary Track: Each department must determine how to staff graduate committees for the “track” in the department. One of the Thesis Committee members should be a faculty member in the department that is responsible for the track that the student has chosen, while the second Thesis Committee member should be from outside the department but with experience relevant to the student’s research area. Likewise, members from outside the University must have experience relevant to the student’s research area.

Interdisciplinary Track: The Thesis Committee must include a third committee member (four members total). This third committee member must 1. be a subject matter expert in a field relevant to the student’s thesis area; 2. be a member of a department other than the faculty advisor’s home department; and 3. be a member of a department that contributes to the interdisciplinary track. This committee member must be approved by the Chair of the Department that sponsors the track chosen by the student.

Changing the Committee Membership

Committee membership may not be changed at the student’s request in the last semester before graduation. Committee membership may be changed and approved, including the committee chair, in the same manner as the advisor and committee is originally approved.

Thesis Procedures

Additional details on rules and deliverables are detailed below. Students should consult with their Thesis Advisor for any additional requirements.

Thesis Proposal

Thesis proposals must be approved and submitted **by the end of the second term of graduate study**, but no later than the end of the 3rd week of the third semester (Thesis 1) of graduate study. Each department may choose to include a more formal review process for thesis proposals, but all thesis proposals must be approved by, at minimum, the Thesis Committee and the Department Chair. The thesis proposal must include:

1. An abstract that provides a brief description of the problem statement and expected solution;
2. A survey of current literature regarding the problem statement that demonstrates why the problem statement is important and how it aligns with the student’s research interest and course of study (students are encouraged to use reference management software such as Zotero to make additions of references and generation of bibliography easy);
3. A description of the work to be performed, and how and where it will be performed. This section should convince the reader that the student has considered the problem and has a research plan that can be executed with the available resources and in the time that is appropriate for a master’s thesis.
4. A Gantt chart of tasks, milestones, and overall project schedule.

Approved proposals must be retained by the thesis committee and a copy submitted to the Office of Graduate Studies at ogs@floridapoly.edu, and acceptance of the thesis proposal must be recorded by the Registrar’s Office.

Thesis Defense Announcement

Upon approval of the Thesis Advisor, students should announce their oral examination (defense) **at least one week prior to the defense date**. In order to meet this requirement:

1. Prepare your announcement in consultation with your Thesis Advisor. Most students simply use their abstract for the body of the announcement. The announcement should include:
 - A formal defense announcement like: “Announcing the Final Examination of Ms. Susan B. Student for the degree of Master of Engineering.”
 - Date, time, location, and thesis/report title.
 - An abstract or summary of the thesis/report.
 - The student’s current major course of study.
 - The student’s previously awarded degrees, including the year of conferment and the conferring institution.
 - A list of all members of the Thesis Committee.
 - The date on which the Thesis Advisor approved distribution of the announcement and that the public is welcome to attend.
2. Ask your Thesis Advisor to approve your announcement for distribution.
3. Once approved, contact your departmental administrative assistant for distribution of your defense date to all faculty, students, and staff in the Weekly Phoenix. Make sure to plan ahead based on your defense date. Submissions are **due by Mondays at noon** in order to make it into that week’s Wednesday Weekly Phoenix announcement.

Oral Examination - The Defense

Thesis writers must perform a public defense of their work. The defense date must be completed **by the last day of classes**. All committee members should be present at the defense and the thesis must have been submitted to the committee **at least two weeks before the defense**. Thesis advisors are responsible for working with the students to ensure that all committee members receive the thesis in an appropriate time.

Submission

Upon successful completion and defense of the thesis report, the student must obtain all Committee signatures and submit the signature page to the Office of Graduate Studies by emailing ogs@floridapoly.edu **by the last day of finals**. The Office of Graduate Studies will obtain the Graduate Director’s signature on the student’s behalf. Upon receiving the final signature, the Office of Graduate Studies will submit to the University Registrar to finalize requirements for the degree. The student and advisor must take possession of the fully signed, completed thesis and ensure that:

- One (1) copy is filed with the Office of Graduate Studies and;
- One (1) copy is filed with the Academic Department

Acceptance

A thesis is formally accepted at the discretion of the Thesis Committee, Thesis Advisor, Department Chair, and the Graduate Director upon signing the thesis. Students should thoroughly read and abide by the Thesis Format Manual, as format is considered in the acceptance process by the Office of Graduate Studies. Once all signatures are received, the Office of Graduate Studies will submit to the University Registrar to finalize requirements for the degree conferral.

Thesis Terms and Definitions

Program Advisor: a student's initial faculty advisor upon entering the program.

Thesis Advisor/Committee Chair: the student's faculty advisor who takes over from the program advisor once established as the committee chair or advisor for the student's thesis. The thesis advisor/committee chair directs the student's research and advises on course selection and other aspects of the program.

Committee Member: a faculty member who serves on the student's thesis committee.

Outside Committee Member: A member of the student's thesis committee who is not from the department offering the student's selected track but provides external evaluation of the student's thesis and research.