

Master's Thesis Submission Guidelines for Students Enrolled in the SDOE Program

In coordination with the SDOE Program at the School of Systems and Enterprises, the Stevens library has created a process for off-campus Master's students in the SDOE Program to submit their thesis. Below are guidelines that the students need to follow:

- Students must follow formatting specification and requirements for submitting a thesis as shown on the Library website (<http://www.stevens.edu/library/services/thesis.html>). Reports that do not meet guidelines will not be accepted.
- The off campus student must send a PDF version of the final thesis to Doris Oliver (Doris.Oliver@stevens.edu) for the purpose of reviewing only, within **two weeks** of the deadline for submitting theses as set by the office of the registrar on the Academic Calendar.
- Doris will provide feedback, if any
- After the review process is complete and the thesis is ready to be printed and submitted, Doris will give you the final approval.
- The student (s) will send the final version of the Master's Thesis to SDOE Program Office at

SDOE Program Office, SSE
Stevens Institute of Technology
Castle Point on Hudson
Hoboken NJ 07030
- Please include **Three** copies of the theses [1 original (with original signatures) and 2 copies], one extra loose copy of your abstract, along with a check or money order, made payable to Stevens Institute of Technology in the amount of \$110.00 for binding
- The SDOE Program Office will deliver the Master's Thesis to the Stevens library on the student's behalf.

Questions? Contact the SDOE Program Office at sdoe@stevens.edu or 201.216.8120

Formatting Specifications for submitting a thesis/dissertation located at
http://www.stevens.edu/library/services/thesis_mst.html

Questions? Contact Doris Oliver Doris.Oliver@stevens.edu or 201.216.5415
