

Nyack College Graduate Division

School of Business

MASTER'S THESIS/PROJECT REGULATIONS

December 2003
Updated January 2007

PLAGIARISM

Students are hereby informed that the college considers plagiarism a serious academic offense, which subjects those engaging in the practice to severe disciplinary measures. Moreover, some forms of plagiarism, the use of purchased term papers and pirated computer software, have been considered so serious that the state and federal governments have enacted laws providing for criminal penalties for use, sale or other distribution of such materials. Students are, therefore, cautioned against this and all other forms of plagiarism. (California State Polytechnic, 2003)

NYACK COLLEGE GRADUATE DIVISION SCHOOL OF BUSINESS OFFICE

The college graduate MBA program office is located in Suite 1110, 93 Worth Street,
NYC
212-625-0500 Extension 262
email: john.laski@nyack.edu

THESIS/PROJECT REGULATIONS

SEQUENCE OF PARTS

1. Cover sheet (blank)
2. Title page
3. Signature page
4. Acknowledgement page (optional)
5. Abstract page
6. Contents page (may include tables and illustrations)
7. Text
8. Bibliography or list of references
9. Appendices (if any)

TITLE PAGE

The title page should conform to APA 5th edition format. A sample of an acceptable title page is appended to this document.

SIGNATURE PAGE

The sample page appended shows the recommended form and spacing. The name of approving professor along with the program director and program dean as well as the discipline identification should appear as in the example.

ACKNOWLEDGEMENT PAGE

An acknowledgement page for special help given is optional and should be decided upon between the candidate and the thesis course professor.

ABSTRACT PAGE

The abstract page is headed by the word “ABSTRACT” in capital letters. The abstract should be 250 words or less.

APPROVED FORM

The student’s thesis/project will follow the form selected by the graduate school of business which is currently APA 5th. It will be the responsibility of the student to see that proper bibliographic forms are followed. The paper is to be 50 pages in length, with a minimum of 50 references, at least 20%, which much be peer reviewed, scholarly journals.

FORMAT

Paper

Paper used for the two copies to be submitted, one original and one copy, will be white at least 25% cotton, 20 pound, 8 ½ x 11. Paper for other copies may be of lower quality. Paper used with word processors must also follow these specifications. Paper with lines or punched holes is unacceptable. Suitable paper is available at Staples, or Office Max.

Typing/Printing

Theses/Projects should be typed double-spaced on one side of the page. Font size should be 12 point, Arial or New Times Roman, or equivalent.

Erasures and corrections are not acceptable. When in doubt regarding type font, format, illustrations or non-printed materials, consult the MBA program director's office before the final copy is prepared.

Word Processing

When using computer word processing software the attached printer must be of letter quality or better with standard typefaces and must print on single sheet approved stationary. Fan-fold continuous form computer paper is not acceptable.

Margins

Leave at least, 1-1/2" margin at left for binding. Margins on the top, right and bottom will be, at least, 1". These margins must be strictly observed. Margins are measured from the pagination numerals to the edge of the sheet.

Pagination

Pages are to be numbered in accordance with APA 5th edition format.

Over-sized pages

Over sized pages are not permitted.

Photographs

Complete sets of photographs must be submitted for each copy of the thesis/project if used in the work. Large photographs must fit within the specified margins. Smaller photographs should allow space for captions.

Non-photographic Illustrations

All illustrations, graphs, tables, drawings, charts must fit within the specified margins.

FINAL PROCEDURES

Signatures

Signatures of the course professor and the program director will generally be added at the conclusion of the defense. The thesis/project will generally be in its final form at the time of the defense although changes may be made after that time if required by the examining committee. The original copy of the signature page must be signed for retention in the college archives. The student is responsible for having the original thesis/project signed.

Any other certification notwithstanding, no student will be certified for completion of all requirements and awarding of the master's degree until the approved thesis/project has been received by the MBA program office, and a grade for thesis/project has been received in the registrar's office.

After the defense, the examining committee will indicate their approval if appropriate by signing off on the final document. Upon application of the course professor's and program director's signatures, the final document will be submitted to the dean of the business school for final signature.

Copies of the Thesis/Project

The student is responsible for providing all copies of the thesis/project. An original and one copy will be maintained at the college, and may be shelved in the college library.

Binding instructions

The original and one copy in final form must be either professionally bound or spiral bound prior to submission. This may be done through Kinkos, Staples, Office Max or other suitable facilities.

Deadlines

The thesis/project, approved and signed, is due in the MBA program office by 4:30 on the first day of March, the year of contemplated graduation.

In no case will a degree be awarded or diploma issued unless all copies of the complete, approved thesis or project have been submitted by the specified date.

Copyright

Information on copyright registration is available from the U.S. Copyright Office web site.

SAMPLE OF THE MASTER'S THESIS/PROJECT

TITLE PAGE

A Thesis

Presented to the Faculty of
Nyack College Graduate Division
School of Business, Nyack, NY

In Partial Fulfillment
Of the Requirements for the Degree
Master of Business Administration
In
Finance

By:

John A. Doe

2003

SIGNATURE PAGE

THESIS: SAMPLE OF THE MASTER'S THESIS/PROJECT

AUTHOR: John A. Doe

DATE SUBMITTED: _____

Graduate School of Business

Dr. _____
Thesis Advisor

Dr. John N. Laski
MBA Program Director

Dr. George Stratis
Dean, School of Business

Examination Member

Examination Member

Examination Member

Examination Member