Master of Science Project Worksheet

Estimated Time-line	Requirements	Signatures
1. 9 months before graduation (step 1) **[CIS599A]**	**1.** A. Your advisor will be assigned to you by the Administrative Office. Contact your Advisor to schedule a meeting to discuss the subject and scope of your Thesis Project. You must meet with your Advisor every other week during the full semester for at least one hour. At this time, your Advisor will provide you with a sample thesis. You should also borrow a thesis from the KSI Library.	Project Advisor
	B. Turn in a copy of the Graduation Application Form (page 3) to the Administrative Office. It is important that this signed form is submitted 7 months or earlier. Failure to submit it despite completion of thesis would make you ineligible for graduation.	Project Advisor
	2. *CIS599A is now a required core course*- Students who register for Thesis Part A will have to attend classes on a weekly basis. This class will cover the content of thesis and the writing aspect of thesis; *selecting a strong topic,* *how to do research* and *how to write a thesis*. The weekly sessions will include the Chairman of the Thesis Committee, all thesis advisors and a writing advisor. This course will strengthen the chances for students to complete their thesis successfully without delays and is an excellent background element in the MS Degree completion to display pure CIS knowledge-ability. **All currently enrolled CIS599B, and CIS599C students who are having issues writing thesis or have not begun writing at all may also partake in this course.**	Project Advisor, Thesis A Instructor, Chairman of the Thesis Committee
2. 8 months before graduation (step 2 and 3 **[CIS599A]**	**3.** A. Select a thesis topic. Turn in a thesis proposal for approval to your advisor. The advisor will then ask you to submit the topic and thesis proposal to the Chairman of the Thesis Committee for approval. Without the Chairman of the Thesis Committee approval of your thesis topic and proposal, you cannot begin to write your thesis.	Project Advisor
	B. Turn in an outline with a bibliography to your Advisor.	Project Advisor
	C. **Meet with your Advisor every other week for the full semester for a minimum of one (1) hour per thesis course.** Please note that the Administrative Office will be monitoring your attendance just as any other on-site class; document your meetings with the advisor on the Graduation Application Form. This approved sheet MUST be turned in with the project upon its completion.	
	D. Keep a record of all revision history which will accumulate during your weekly or bi weekly meetings with the advisor. Without the accumulated revision history, your graduation date may be postponed.	Project Advisor, Chairman of the Thesis Committee
	E. Please keep in mind that your thesis project must be a working program which you develop on your own. Your abstract should include a main topic and the reason for developing the program. The program must have a relevant function. You are not allowed to copy a program, survey, article, or existing theses from a third party.	
	4. Turn in your TOEFL with a score of 80iBT or higher. Your TOEFL must be turned in four (4) months prior to your graduation. You will not graduate or be eligible to apply for OPT if the score is not submitted. If student has a degree from a U.S. Accredited institution, a TOEFL score is not needed for a graduation requirement.	
3. 4 months before graduation	**5.** Students must also have their thesis proposal be proof-read. The proof-reader must have a	Chairman of the Thesis Committee, Project Advisor, and other examining

*You may find all requirements and forms at: http://www.ksi.edu/forms/msprojectworksheet.pdf

(steps 4 and 5) **[CIS599B and CIS599C]**	Bachelor's degree or higher from a U.S. institution. If students are having difficulty finding a proof-reader, the Administrative Office will provide students a list of proof-readers. All proof-readers charge a certain amount per draft. Keep in mind that proof-readers can also take 2-3 weeks to read your draft, so plan accordingly.	KSI faculty members Proof-reader
	6. Turn in a draft of your full thesis with a signature of approval from your advisor, the revision history and submit the Thesis Project Proof-reader Acknowledgment Form [page 4] (available at the KSI website and the Administrative Office). Without submission of the Proof-reader Acknowledgment Form, you cannot send the thesis to the project advisor and Chairman of the Thesis Committee for review.	Chairman of the Thesis Committee and student
4. 2 months before graduation (step 6) **[CIS599C]**	A. The draft must include a table of contents and index. Your Advisor should review and approve your project draft. Once you have obtained your Advisor's approval you must send an electronic copy via email, and a hard copy to the Chairman of the Thesis Committee. B. Please keep in mind that the Chairman of the Thesis Committee reviews all theses! Make sure your thesis is thoroughly proof-read. It takes up to 30 days for the Chairman of the Thesis Committee to review **one** thesis. If it is rejected, it may take up to 60 days to get approval and a new presentation date which will delay your graduation to the following semester. In this circumstance, you must register for an additional thesis course in said following semester. If any evidence of plagiarism is found, the student would be subjected to restart the entire thesis project. **International Students**:If evidence of plagiarism is found, we will cancel your OPT application, if you have already applied for one. You will have to be a full time student in the following semester to continue your thesis.	
	C. Draft submitted one month prior to the semester end date **will not be reviewed** by the Chairman of the Thesis Committee. **All drafts must be submitted at least two months prior to the semester end date.** Students must register for a thesis course in the following semester if draft submissions are late.	Chairman of the Thesis Committee, Project Advisor, and Student
5. 7 weeks before graduation (step 7) **[CIS599C]**	**7.** You will give a formal presentation of the Project in the presence of three faculty members, and up to nine invited guests. This selection should be done around one month before the presentation. Prepare in PowerPoint format for a live or online presentation. **The PowerPoint presentation should be submitted 10 days before the scheduled presentation.** Also prepare hard copies of the presentation for the faculty and fellow students viewing the presentation. All participating faculty members are encouraged to ask the student at least one - two questions during the presentation. A. **In order to graduate in the current semester, students must present their thesis no later than 7 weeks prior to the end of the semester.** Students who present their thesis after the deadline will have to register for a thesis course in the following semester. B. You must request at least nine guests to attend your thesis presentation. C. Your Advisor will select a committee of three or more faculty members to serve as advisors and examiners. D. If you are an on-site student, you must post an announcement of your Thesis Presentation on the student activities bulletin board 2-3 weeks before your presentation day. The posted announcement should include date, time, your name, room number where your presentation will be held and the title of your thesis. Additionally, you can e-mail or call guests/peers regarding your	

*You may find all requirements and forms at: http://www.ksi.edu/forms/msprojectworksheet.pdf

presentation announcement.

8. After the presentation, there might be more review and revising. Send the final draft to your Thesis Project Advisor. Your Advisor will look over your thesis to be sure that you have made the changes that were required. It will then be submitted to the Chairman of the Thesis Committee to review again.

6. 5-4 weeks before graduation (step 8)

9. When the Chairman of the Thesis Committee gives a final approval, _after your presentation_, you can start to bind the thesis. If you bind your thesis before the thesis presentation, your bound thesis will be invalid. **Binding can only be done after your thesis presentation, since there might be changes to your thesis. Keep in mind that the changes need to be approved as well. After the finalized approval, you may bind your thesis. Thesis binding usually takes 3 weeks. Please plan accordingly.** See page 5 on thesis binding requirements. **The thesis must be error-free and grammatically correct. It is the responsibility of the student to meet this requirement. Proofreader services are required.** Visit page 6 for a sample thesis cover.

7. 3 weeks before graduation (steps 9 and 10) **[CIS599C]**

10. Submit THREE(3) copies of your approved bound thesis, and the Graduation Application Form with all required signatures to KSI's Administrative Office by 5/20, or 8/20, or 12/20. *If a student fails to submit by one of the due dates, he/she will not be able to graduate until the next semester. For example, if a student fails to submit their bound thesis by May 20, he/she will not graduate until the next submission date of Aug. 20. He/she will also register for a thesis course in the following semester.**

As a reminder, this is an estimated time line for traditional Thesis students. If a student falls behind on this time line, they will have to register for an additional thesis course, past CIS599C, to complete their project.

Bound Thesis Submission Deadline*

Spring	May 20
Summer	Aug. 20
Fall	Dec. 20

** _International Students_: As a reminder, you will have to maintain your F-1 status while taking CIS599 project courses. International Students must maintain 18 credits per academic year. If a student falls below this credit requirement and fails to complete their project in a timely manner, they will have to register for an additional thesis course, past CIS599C, to complete their project.*

*You may find all requirements and forms at: http://www.ksi.edu/forms/msprojectworksheet.pdf