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2011–2012 ACADEMIC CALENDAR AND HOLIDAY SCHEDULE

August 30 Tuesday

Move-in day for Residence Hall

August 30–September 1 Tuesday–Thursday

New student orientation

September 5 Monday

Labor Day (Staff Holiday)

September 6 Tuesday

Fall semester classes begin

NOTE: TUESDAY CLASSES MEET

September 16 Friday

There will be a \$25 fee for dropping classes after this date

September 20 Tuesday

Fall Festival

November 24–27 Thursday–Sunday

Thanksgiving (Staff holiday)

November 29–December 5 Tuesday–Monday

Registration for Spring 2012 classes

December 19 Monday

MONDAY CLASSES MEET

December 20 Tuesday

NOTE: MODIFIED SCHEDULE; THURSDAY CLASSES MEET

December 21 Wednesday

NOTE: MODIFIED SCHEDULE; FRIDAY CLASSES MEET

December 21 Wednesday

Fall semester classes and exams end (Final examinations will be given during the last week of the semester as announced by the schools)

December 22–January 16 Thursday–Monday

Winter recess; all schools

December 22–January 3 Thursday–Tuesday

Staff Holiday

January 4 Wednesday

Administrative Offices reopen

All grades are due in the Office of Admissions and Records before noon

January 16 Monday

Martin Luther King Jr.'s birthday (Staff holiday)

January 17 Tuesday

Spring semester classes begin

NOTE: MODIFIED SCHEDULE; MONDAY CLASSES MEET

January 27 Friday

There will be a \$25 fee for dropping classes after this date

February 17–20 Friday–Monday

Founder's Day/President's Day (Staff holiday)

March 10–18 Saturday–Sunday

Spring recess (Administrative offices remain open)

April 17–20 Tuesday–Friday

Registration for Fall 2012 classes

May 2–9 Wednesday–Wednesday

Last week of spring semester classes

May 9 Wednesday

Spring semester classes and exams end

NOTE: MODIFIED SCHEDULE; FRIDAY CLASSES MEET

(Final examinations will be given during the last week of the semester as announced by the schools)

May 10 Thursday

Senior grades due in the Office of Admissions and Records before 4 pm

May 14 Monday

All non-senior grades are due in the Office of Admissions and Records before 4 pm

May 21 Monday

Commencement rehearsal; annual student exhibition opens

May 22 Tuesday

Commencement

May 28 Monday

Memorial Day (Staff holiday)

July 4 Wednesday

Independence Day (Staff holiday)

THE COOPER UNION FOR THE ADVANCEMENT OF SCIENCE & ART

MISSION STATEMENT

Through outstanding academic programs in architecture, art and engineering, The Cooper Union for the Advancement of Science and Art prepares talented students to make enlightened contributions to society.

The college admits undergraduates solely on merit and awards full-tuition scholarships to all enrolled students. The institution provides close contact with a distinguished, creative faculty and fosters rigorous, humanistic learning that is enhanced by the process of design and augmented by the urban setting.

Founded in 1859 by Peter Cooper, industrialist and philanthropist, The Cooper Union offers public programs for the civic, cultural and practicable enrichment of New York City.

A BRIEF HISTORY

The Cooper Union for the Advancement of Science and Art, established in 1859, is among the nation's oldest and most distinguished institutions of higher education.

Located in New York City's East Village, The Cooper Union is an all honors college that provides full-tuition scholarships to all undergraduates accepted. Dedicated exclusively to preparing students for the professions of architecture, art and engineering, The Cooper Union has an enrollment of approximately 1,000 undergraduate students, all accepted on merit alone, and was the first college to forbid discrimination based on race, ethnicity or gender. The rigor of its three professional schools—The Irwin S. Chanin School of Architecture, the School of Art and the Albert Nerken School of Engineering—has made The Cooper Union one of the most selective colleges in the nation.

Peter Cooper was a workingman's son who had less than a year of formal schooling. Yet he went on to become an industrialist and an inventor; it was Peter Cooper who designed and built America's first steam railroad engine. Cooper made his fortune with a glue factory and an iron foundry. Later, he turned his entrepreneurial skills to successful ventures in real estate, insurance, railroads and telegraphy. Once, he even ran for president.

In the late 1850s, when Cooper was a principal investor and first president of the New York, Newfoundland & London Telegraph Co., the firm undertook one of the 19th century's monumental technical enterprises—laying the first Atlantic cable. Cooper also invented Jello—with help from his wife, Sarah, who added fruit to his clarified gelatin.

If Cooper sounds like a real-life Horatio Alger, perhaps it is no surprise that three of Alger's tales tell of young men passing Cooper Union's stately Foundation Building and, duly inspired, deciding immediately to lead productive and moral lives.

As a boy, Peter Cooper learned carpentry, beer brewing and hat and coach making. But he was acutely aware of his lack of "even a common education," a deficiency that bothered him throughout his life. Though he later became one of America's richest men, he could not spell. So, in 1800, as a nine-year-old apprentice carriage-maker in New York City, he sought a place where he could learn scientific techniques and theory to supplement his innate inventiveness and manual skill. He found no such place.

As he grew up and became one of the most successful businessmen of America's Gilded Age, Cooper never forgot his beginnings or his lack of education. He thought children of immigrants and the working class deserved access to education. Believing that education should be "as free as water or air" and inspired by

a polytechnic school in Paris, he spent the last 30 years of his life creating and nurturing a school for the "boys and girls of this city, who had no better opportunity than I."

As one of the first colleges to offer a full-scholarship education both to men and women of working-class families, The Cooper Union was a pioneer long before access to education became public policy. Cooper's example motivated the founders of other prestigious colleges, such as Andrew Carnegie, Ezra Cornell and Matthew Vassar.

At first, The Cooper Union provided night classes for men and women in the applied sciences and architectural drawing. In addition, the college's Women's Art School, open during the day, offered free art classes and training in the new occupations of photography, telegraphy, "type-writing" and shorthand.

Those classes—a landmark in American history and the prototype for what is now called continuing education—have evolved into three distinguished schools that make up The Cooper Union for the Advancement of Science and Art: The Irwin S. Chanin School of Architecture, the School of Art at The Cooper Union and the Albert Nerken School of Engineering.

Cooper, however, founded more than a college. From the beginning, The Cooper Union also provided a public reading room and library, and a meeting place for artists and inventors. In the historic 900-seat Great Hall, the public heard social and political reformers as well as free lectures on science and government. Before they were elected, Presidents Lincoln, Grant, Cleveland, Taft, Theodore Roosevelt and Barack Obama spoke in the celebrated auditorium. Abraham Lincoln gave his "Right Makes Might" speech from the Great Hall podium, earning him the nomination for the presidency. Woodrow Wilson, Bill Clinton and Barack Obama also spoke there as sitting presidents. Today, the Great Hall continues as a home for public forums, cultural events and community activities.

The Cooper Union is also the place where Thomas Edison and Felix Frankfurter studied, where the Red Cross and NAACP were organized, where suffragist Susan B. Anthony had her offices and where researchers developed the prototype of the microchip.

Peter Cooper's dream was to give talented young people the one privilege he lacked—a good education. He also wanted to make possible the development of talent that otherwise would have gone undiscovered. His dream—providing an education "equal to the best"—has come true. Since 1859, The Cooper Union has educated thousands of artists, architects and engineers, many of them leaders in their fields. Today, his dream is still our mission.

PROGRAMS

The following programs at The Cooper Union have been registered by the New York State Education Department.

Program	Hegis Code	Degree
Architecture	0202	B.Arch.
Engineering	0901	B.S.
Chemical Engineering	0906	B.E.
Civil Engineering	0908	B.E.
Electrical Engineering	0909	B.E.
Interdisciplinary Engineering	0901	B.E.
Mechanical Engineering	0910	B.E.
Fine Arts	1001	B.F.A.
Fine Arts	5610	Certificate
Master of Engineering	0901	M.E.
Master of Architecture	0202	M.Arch. II

Accreditation The Cooper Union is accredited by the Middle States Commission on Higher Education; all of the degree programs are registered with the New York State Education Department. In addition, the program leading to the degree Bachelor of Architecture is accredited by the National Architectural Accrediting Board, the program leading to the degree bachelor of fine arts is accredited by the National Association of Schools of Art and Design and the four programs (chemical, civil, electrical and mechanical engineering) leading to the degree bachelor of engineering are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

The National Architectural Accrediting Board mandates that the following information be included in catalogs: In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The Irwin S. Chanin School of Architecture of The Cooper Union offers the following NAAB-accredited degree programs: Bachelor of Architecture. (160 undergraduate credits). The next accreditation visit for this program will be in 2016.

FACILITIES AND RESOURCES

The Cooper Union comprises five buildings at Manhattan's Cooper Square, between Sixth and Ninth Streets and Third and Fourth Avenues.

The Foundation Building At the center of this educational complex is the Foundation Building, the college's original structure, which was built under Peter Cooper's supervision. Housed in the building are the Great Hall, The Cooper Union's historic auditorium; The Irwin S. Chanin School of Architecture; much of the School of Art, the library; The Arthur A. Houghton Jr. Gallery and the Office of the President. The building also includes the Architecture Archive, classrooms, shops and studios.

The building is open during the fall and spring semesters from 8 am to 2 am, Monday through Thursday; 8 am to midnight, Friday and Saturday; and noon to 2 am on Sunday. Hours may be extended during high-use periods such as the last two weeks of the semester. The School of Architecture office is open Monday through Friday, 9 am to 5 pm. The School of Art office is open from 8:30 am, to 6 pm during the academic year. Shops, special labs, the computer studio and other facilities that require supervision are open on a more restricted basis; each facility posts its own hours. A detailed schedule is available from the School of Art office.

During the summer months, the Foundation Building is open from 8 am to 6 pm Monday through Thursday; the administrative offices are open from 9 am to 5:15 pm Monday through Thursday; and all of the educational facilities are closed except to high school students who participate in the Saturday/Outreach Program and participants in the Summer Residency Program.

41 Cooper Square In September 2009, The Cooper Union opened 41 Cooper Square, its newest facility. The building was designed by Pritzker Prize-winning architect Thom Mayne, and features state-of-the-art laboratories, classrooms and studios along with conference rooms, lounges, 41 Cooper Gallery and the Frederick P. Rose Auditorium. It houses the Albert Nerken School of Engineering, the Faculty of Humanities and Social Sciences, the Louis and Jeanette Brooks Computer Center, The Herb Lubalin Study Center, The Saturday Outreach Program and provides student and teaching studios. In the fall of 2010, the U.S. Green Building Council awarded 41 Cooper Square the LEED Platinum rating, its most rigorous level of certification that acknowledges the building's array of green features which reduce energy use and enhance the environment. 41 Cooper Square is the first academic building in New York City to achieve the LEED Platinum status.

The building is open from 8 am through 2 am Monday through Thursday, 8 am through midnight Friday and Saturday, and noon through 2 am on Sundays. The Albert Nerken School of Engineering Office and the Faculty of Humanities and Social Sciences Office, are both open from 9 am to 5 pm Monday through Friday, and 9 am to 5:15 pm Monday through Thursday during the summer. The Brooks Computer Center is open from 9 am to midnight Monday through Friday, and noon through 8 pm on Saturday and Sunday.

30 Cooper Square The Business Office, Center for Design & Typography, Office Services (mail, photocopies, supplies), and the Offices of Admissions and Records, Registrar, Student Services (financial aid, career counseling, health, recreation and safety) and External Affairs (Alumni Relations, Annual Fund, Alumni Association, Development, Public Affairs, The Saturday Outreach Program and Continuing Education and Public Programs) are housed at 30 Cooper Square. The building is open for public service from 9 am to 5 pm, Monday through Friday. Summer hours are Monday through Thursday, 9 am to 5:15 pm.

Student Residence Located on Stuyvesant Street and Third Avenue, the Student Residence opened in 1992 and provides housing for 178 students. Three, four or five students share each two- or three-bedroom unit. Each unit contains a bathroom and kitchenette. The building contains a laundry room, the residence hall office on the third floor, a study room, the Menschel Common Room and Peter Torracco Alumni Space.

The Student Residence is staffed by the Director of Residence Life, assistant manager, 24-hour security guards, resident assistants and maintenance staff. The building has sprinkler, security camera and alarm systems. Access for residents is controlled by a palm scanner.

The privilege of residing in the building is generally extended only to students in their first year of study. New students receive instructions on how to apply when they are admitted to The Cooper Union. Continuing students who have a special need (i.e., medical or financial problems) will be considered for housing on a space available basis and should inform the resident manager of their special circumstances at the time of re-application in April.

Social programming for the building occurs in the Menschel Room with its spacious terrace, a generous gift from the Horace W. Goldsmith Foundation.

Housing fees for the 2011–2012 academic year are \$5,400 per student per single room per semester and \$4,850 per student per double room per semester.

Refund Policy for Student Residence A refund of housing charges resulting from an approved request to cancel the housing agreement will be made in accordance with the following schedule: 100 percent of the total housing charges for the semester if the cancelation request is made prior to August 1 for the subsequent fall semester and December 1 for the subsequent spring semester; 65 percent if made by September 30 for the fall semester and January 31 for the spring; and 35 percent if made by October 31 for the fall and February 28(29) for the spring. No refunds will be made after these dates.

Students who are evicted from the Student Residence or whose Housing Agreements are terminated for violations of the terms of the Housing Agreement are not eligible for refunds.

21 Stuyvesant Street The historic townhouse at 21 Stuyvesant Street, which is known as the Stuyvesant Fish House, was given to the college as a gift in the late 1990s. Renovated by Cooper Union architecture alumna Toshiko Mori, it serves as the President's Residence.

Hecht Viewing Gardens Located in front of the student residence are the George Hecht Viewing Gardens, made possible by a gift from Hecht, a 1930 electrical engineering alumnus.

The Cooper Union Library The Library's specialized collections provide support for the academic programs at the institution's three degree-granting schools of Art, Architecture and Engineering, as well as courses in the Humanities and Social Sciences.

Located on the main floor of the Foundation Building, the Library house over 100,000 volumes of books and periodicals, maintains collections that include visual and historic materials, and provides access to a wide variety of electronic resources, including thousands of e-journals and e-books. The Library offers group instruction in research techniques and has computer facilities for individual research and study. The Library's electronic resources are accessible from any computer on campus as well as to authorized users off campus. The Visual Resources Collection is comprised of DVDs, videotapes, 16 mm films, digital images, slides, maps and blueprints. The Cooper Archives preserve manuscripts, papers, photographs and memorabilia relating to the history of The Cooper Union, its founder Peter Cooper and the Cooper and Hewitt families.

Professional librarians are always available during library hours to assist students, faculty and staff with their information needs. Librarians also perform specialized searches and provide class instruction.

The Cooper Union Library is a member of a consortium of academic libraries that includes New York University's Bobst Library and the libraries of The New School. Under this agreement, the libraries share a combined online catalog, and students and faculty of The Cooper Union have access and borrowing privileges at the consortium libraries. Separate agreements provide access and borrowing privileges at the library of the Polytechnic Institute of New York University and access to the Cardozo School of Law library.

When classes are in session, Library hours are as follows: Monday through Thursday 8:45 am–9 pm, Friday 8:45 am–6pm, Saturday noon–5 pm and Sunday 2–8 pm. The Visual Resources Collection is open Monday through Friday 9 am–5 pm. The Cooper Archives is available by appointment.

When classes are not in session, the Library is open Monday through Friday 9 am–5 pm. Summer hours are Monday through Thursday 9 am–5 pm. The Library is closed on holidays observed by the college.

Continuing Education Continuing Education offers to the general public and the Cooper Union community a wide range of lectures, symposia, readings, performances and evening courses. These public programs comprise an effort to extend the creative and intellectual life of the college into the larger community, as well as to complement Cooper's undergraduate offerings. Many of the programs, including courses, are free to Cooper Union students, faculty and staff.

The Great Hall The Great Hall of The Cooper Union has stood for over a century and a half as a bastion of free speech and a witness to the flow of American history and ideas. When the hall opened in 1858, more than a year in advance of the completion of the institution, it quickly became a mecca for all interested in serious discussion and debate of the vital issues of the day. It has continued in that role ever since.

Student Life With fewer than 1,000 students, The Cooper Union is a small community of professionals-in-training within the larger community of New York City. The intellectual ferment of New York City provides the background for students' rigorous studies in architecture, art or engineering, and students enjoy the abundance of cafés, galleries, theaters, movie houses, restaurants, shops and clubs within walking distance. The local stations of two major subway lines provide easy access to midtown Manhattan and the outer boroughs.

The dean of students and the staff of the Office of Student Services oversee many aspects of student life outside the classroom, including student clubs and the student government, career counseling, financial aid, student health insurance, athletics

and recreation and the production of the Campus Security and Fire Safety Report.

Life on campus is shaped by the current interests of students. The Joint Student Council has representatives from all class years in all three schools and allocates funding to student clubs through the Joint Activities Committee (JAC). Under the rules of the JAC Constitution, clubs are readily formed and as a result, new clubs emerge every year. Up to 80 clubs have flourished annually, including multiple professional organizations, a drama society, several musical groups, dance clubs, the student newspaper, a variety of ethnic and cultural groups and recreational groups. The clubs have sponsored lectures, exhibits, field trips, conferences, poetry readings, films, dinners, publications, performances, ice cream socials, international food fairs and community service work. Each year, the clubs jointly sponsor the Fall Festival where members recruit new students to join the clubs and give information about upcoming activities. Professional societies compete in national design competitions and have a stellar record of bringing home prizes.

Students at The Cooper Union also participate in an extensive program of athletic and recreational activities supervised by the associate dean of student services. There are varsity women's and men's volleyball teams, basketball, cross-country, women's and men's tennis teams, soccer and ping pong teams, as well as classes in fencing, yoga, aerobics and tae kwan do. Varsity teams have won Hudson Valley Athletic Conference championships in several different sports in recent years and individual players have been voted player of the week. Cooper Union students have access to two athletic facilities very close to the school where they can enjoy these activities. Each year, several hundred students, alumni and friends go on the annual ski trips to Mont Sutton, Quebec, during the winter breaks in January and February.

New Student Orientation New students are invited to an orientation prior to the beginning of the fall semester. This three-day program provides an opportunity for first-year and new transfer students to meet each other and to get acquainted with continuing students and administrators. Sessions on campus are designed to familiarize students with the academic program and culture at The Cooper Union. Mandatory sessions on academic integrity help students to understand how to prepare papers for college courses.

Services for Disabled Students The Cooper Union is an equal opportunity institution that admits students without regard to disabling conditions. The Cooper Union makes reasonable accommodations to meet the needs of disabled students on campus. A variety of supplemental services can be arranged. These can include, but are not limited to, providing note takers, readers and interpreters.

Disabled students should contact the dean of students for assistance at least six weeks before the beginning of the semester.

Career Development The mission of the Center for Career Development is to provide assistance with professional and educational growth. The Career Center augments The Cooper Union's academically centered tradition by preparing students to make a successful transition from studying with a distinguished and creative faculty to applying their knowledge and skills to a professional practice. The Career Center strengthens The Cooper Union's historic commitment to science and art by facilitating student inquiry into relevant applications of the education they have received at the institution.

The Career Center helps both students and alumni to further their professional development by teaching them how to conduct career-related research, prepare competitive application materials, and present their accomplishments. It develops positive relationships related to employment, internships and graduate study, as well as grants, fellowships and scholarships outside The Cooper Union; supports both student learning and institutional goals; and assists with relevant assessment research endeavors and their publication, especially in relation to accreditation standards.

Students are encouraged to review career-preparation timelines, postings for internships and full-time positions, outcomes data, graduate-school timelines and related events, experiential-learning programs, and grants, fellowships and scholarships at www.cooper.edu/career

The Cooper Union Alumni Association The Alumni Association comprises all Cooper Union graduates and former students who were not graduated but who matriculated and attended at least one year, left The Cooper Union in good standing and whose classes have been graduated. The Association was organized in 1936 to foster the loyalty, interest and support of those who studied at this unique institution. Each year, all members of the Association receive ballots to select the members of the Alumni Council and the Executive Board, which are the leadership bodies of the Association. Members of the Alumni Council and Executive Board serve on committees to organize events commemorating Founder's Day, plan reunions, host young alumni events, coordi-

nate class representatives and maintain an Alumni Association web site. The Association also supervises the annual fund, the primary source of contributions to the operating budget of The Cooper Union. Generous contributions to the annual fund by alumni, parents and others enable The Cooper Union to further Peter Cooper's mission of providing a full-tuition scholarship to all admitted students. Members of the alumni body provide mentoring and career insights through our CU@Lunch program, in conjunction with the Office of Career Services. The Association also recognizes outstanding seniors with the Service to School awards and presents four annual prestigious alumni awards: Alumnus of the Year, Gano Dunn, John Q. Hejduk and Augustus St. Gaudens. Through the Alumni Council, alumni are represented on various faculty committees and on the Board of Trustees. You can learn more about the Alumni Association and purchase Cooper Union merchandise by visiting our website at www.cualumni.com or e-mail us at alumni@cooper.edu.

APPLICATION AND ADMISSION INFORMATION

The Process The admission process varies according to the school to which an applicant applies (architecture, art, engineering).

First-year applicants to **The Irwin S. Chanin School of Architecture** submit their applications no later than January 6 of the year they plan to attend. In late January or early February, each applicant is mailed a hometest with specific instructions. The hometest contains projects that must be completed and returned to the Office of Admissions and Records within approximately 30 days. Each hometest is then reviewed by the School of Architecture Admissions Committee. Admission is offered to approximately 25-30 students, based on the hometest and a review of the student's previous academic record. The hometest becomes the property of The Cooper Union and may be exhibited anonymously for academic purposes.

First-year applicants to the **School of Art** submit their applications no later than January 9 of the year they plan to attend. In late January or early February, each applicant is mailed a hometest with specific instructions and a series of personal essay questions. The hometest contains projects that must be produced and returned to the Office of Admissions and Records, together with the essays and a portfolio of previous work, within approximately 30 days. Each complete record is then reviewed by a faculty committee. Final decisions are made by the Art School Admissions Committee based on all elements of the application, with substantial weight given to the hometest. Admission is offered to approximately 65 students.

First-year applicants to the **Albert Nerken School of Engineering** submit their applications no later than February 1 of the year they plan to attend. Once the initial application is filed, each applicant is mailed a series of questions to be answered in essay format. Academic components of an applicant's record—the high school average, SAT I (or ACT) scores, SAT II scores in mathematics (I or II) and physics or chemistry and strength of course selection—are used in evaluating a student for admission. Essays and teacher/counselor recommendations are also considered to ensure that the admission offers reflect an accurate match between applicant and institution. Admission is offered to approximately 180 students.

For information about the SAT I or II exams, please visit www.collegeboard.org. For information about the ACT, which can be taken in lieu of the SAT I exam only, please visit www.act.org. For further information about The Cooper Union, please visit our website at www.cooper.edu.

Application Calendar for Architecture (Undergraduate)

Submit first-year application before:	January 6
Submit high school records before:	January 31
Apply to the College Board for SAT I at least one month before taking test.	
Recommended SAT I test date before:	January 31
Submit transfer application before:	January 6

Application Calendar for Architecture (Graduate)

Submit application and all materials before:	February 1
Apply to the College Board for GRE at least one month before taking test. ¹	
Recommended GRE test date before:	December 3

Application Calendar for Art

Submit first-year application before:	January 9
Submit high school records before:	January 31
Apply to the College Board for SAT I at least one month before taking test. ¹	
Recommended SAT I test date before:	January 31
Submit transfer application before:	January 9

Application Calendar for Engineering (Undergraduate)

Submit first-year application before:	February 1
Submit high school records before:	January 31
Apply to the College Board for SAT I at least one month before taking test. ¹	
Recommended SAT I test date before:	January 31
SAT results not acceptable if older than:	April 2009
Apply to the College Board for Math I or II and Physics or Chemistry SAT II Tests at least one month before taking tests. ¹	
Recommended SAT II Test date before:	January 31
Submit transfer application before:	March 9

Application Calendar for Engineering (Graduate)

Cooper Union students should submit graduate applications before:	February 15
Graduates from other colleges may submit graduate applications before:	February 15

The Cooper Union offers its full-tuition scholarship education to residents of the United States of America who qualify in the competition for admission, regardless of their race, religion, sex, color, age, national and ethnic origin or handicap. Graduation from an approved secondary school course covering at least 16 units or the equivalent is required of all candidates. Admission requirements and procedures are not the same for all curricula taught at The Cooper Union. (See the application calendar above, and subsequent pages for details.)

The application is available to be downloaded or transmitted online at www.cooper.edu. A \$65 non-refundable application fee is required when the application is filed. The admissions office is open for public service from 9 am to 5 pm, Monday through Friday. Information is readily available at www.cooper.edu.

¹ New York State residents should consult the Student Bulletin, New York State Edition (College Board), to confirm test dates.

General Application Procedure

Each candidate should:

1. Complete and return or electronically file an acceptable application and the \$65 application fee (no cash).²
2. Submit official high school and college records before the specified deadlines.³
3. Take all the required tests.³
4. Some students may be asked to appear for an interview, though this is not a general requirement for admission.

To be enrolled, each admitted candidate must:

1. Accept offer of admission and pay the appropriate deposit.
2. Submit a final transcript before July 15.
3. File medical—including vaccination and immunization—records.
4. Document certification of citizenship status.
5. Register for courses.

The Cooper Union has agreed with many other colleges to use May 1 prior to the fall for which admission is sought as the deadline for students who are accepting our offers of admission. This is known as the candidate's reply date.

First-Year Application Requirements— Bachelor of Architecture Degree

Applications for first-year admission must be submitted before January 6.

Applicants for first-year admission in architecture will be required to complete and submit a home test. Details will be mailed to applicants in late January or early February.

High school records must show graduation with a minimum of 16 units⁴ before July 15 of the year for which admission is sought, with required and elective subjects as follows:

Subject	Units Required for Architecture
English	4
History and Social Studies	3
Mathematics (including Trigonometry, Algebra II and Pre-calculus)	3 ⁵
Science	3
Other Electives	6
Total Units Required	19

² A waiver of application fee may be granted if the student files a written request with the application and formal documentation of need (FAFSA or W2 form).

³ See the appropriate section below to discover which high school subjects, which college records and which tests are required for the curriculum you wish to enter at Cooper Union.

⁴ A unit represents a year's study in a subject, with classes meeting at least four times a week in a secondary school.

⁵ Students who have not demonstrated an appropriate level of mathematics achievement will be required to enroll in a precalculus course in the summer prior to their enrollment, in preparation for Ma 163-164 Calculus and Analytic Geometry, which is a first-year requirement.

Students who apply while attending high school will be expected to supply transcripts of subjects studied during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 31 if supporting a freshman application. Each candidate should make certain that the high school subjects required for his or her major are completed prior to graduation since The Cooper Union will not be able to verify the candidates senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. All freshman candidates for degrees must submit acceptable scores on the College Board Scholastic Assessment Test (SAT I or ACT). Test scores should be sent to The Cooper Union (CEEB Code No. 2097). Testing later than January 31 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Applicants are required to have completed mathematics through Trigonometry, Algebra II and Pre-calculus. Students who have not demonstrated an appropriate level of mathematics achievement will be required to complete a precalculus course in the summer prior to their enrollment, in preparation for Ma 163-164 Calculus and Analytic Geometry, a first-year requirement.

Recognizing that communication skills (both verbal and written) are integral to all curricula of The Cooper Union, all incoming students will be required to participate in a writing workshop conducted by the Faculty of Humanities and Social Sciences during the new student orientation program. An assessment based on the outcome of this workshop may indicate that student(s) will benefit from use of the resources of the Center for Writing (see page 120 for more information) in order to meet the expectations of the program as well as to develop the critical analytical and communication skills that provide the foundation for creative, academic and professional success.

Applicants whose first language is not English must submit documentation of their English language proficiency. The Test of English as a Foreign Language will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam).

Admission decisions will be made available in early April; candidates are expected to reply before May 1, the candidate's reply date.

First-Year Application Requirements—Art Degree Applications for first-year admission must be submitted before January 9.

Applicants for freshman admission in art will be required to complete and submit the hometest and a portfolio of their (completed) works. Details will be mailed to applicants in late January or early February.

High school records must show graduation with a minimum of 16 units⁶ before July 15 of the year for which admission is sought, with required and elective subjects as follows:

Subject	Units Required for Art
English	4
History and Social Studies	2
Mathematics	1
Science	1
Other Electives	8
Total Units Required	16

Students who apply while attending high school will be expected to supply transcripts of subjects studied during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 31 if supporting a freshman application. Each candidate should make certain that the high school subjects required for his or her major are completed prior to graduation since The Cooper Union will not be able to verify his or her senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. All first-year candidates for degrees must submit acceptable scores on the College Board Scholastic Assessment Test (SAT I or ACT). Test scores should be sent to The Cooper Union (CEEB College Code No. 2097). Testing later than January 31 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Applicants whose first language is not English are encouraged to submit alternative documentation of their English language proficiency. The Test of English as a Foreign Language will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam). Admission decisions will be made available in early April; candidates are expected to reply before May 1, the candidate's reply date.

⁶ A unit represents a year's study in a subject, with classes meeting at least four times a week in a secondary school.

First-Year Application Requirements—Engineering

(Undergraduate) Candidates should file their applications before February 1 of the year for which admission is sought and their official high school transcripts before January 31.

High school records must show the following:⁷

Subject	Units Required for Engineering
English	4
History and Social Studies	2
Mathematics	4
Physics	1
Chemistry	1
Electives	5–7
Total Units Required	17 minimum 19 recommended

Students in high school will be expected to supply transcripts covering subjects taken during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 31 if supporting a freshman application.

Each candidate should make certain that the high school subjects required for admission are completed prior to graduation since The Cooper Union will not be able to verify his or her senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. In the area of mathematics, candidates may offer somewhat different patterns of preparation provided they will be ready for the intensive study of calculus at college. Preparation beyond the listed minimum in mathematics is highly recommended. College Board Advanced Placement Mathematics are suitable courses for such further preparation.

All engineering candidates must send to The Cooper Union (College Board Code No. 2097) results of the SAT I or ACT and of the SAT II in physics or chemistry and in either Level I or Level II mathematics. Applications for the SAT I and II should be filed with the College Board in Princeton, NJ, at least one month before the testing dates. Testing later than January 31 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Results of an SAT or ACT taken before April 2009 will not be accepted. Applicants whose first language is not English are encouraged to submit alternative documentation of their English language proficiency. The Test of English as a Foreign Language will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL

⁷ Including calculus.

exam) Admission decisions will be made in early April; candidates are expected to reply before May 1, the candidate's reply date.

First-Year Profile—Fall 2010 In 2010, The Cooper Union received 3,354 first-year applications; 281 students were admitted (8 percent) and 214 of those students accepted our offer (76 percent). The School of Architecture received 796 applications; 27 students were admitted (three percent) and 24 of those accepted our offer (89 percent). The School of Art received 1,468 applications; 68 students were admitted (five percent) and 66 of those students accepted our offer (97 percent). The School of Engineering received 1090 applications; 186 students were admitted (17 percent) and 124 of those students accepted our offer (67 percent).

Geographically, 42 percent of the first-year architecture students lived in New York State; 40 percent of the first-year art students lived in New York State; and 57 percent of the first-year engineering students lived in New York State. In all, 50 percent of all Cooper Union first-year students came from New York State.

Twenty-five percent of all Cooper Union first-year students are Asian; 19 percent are African American, Caribbean or Latino; 1 percent are Native American; 13 percent are international students; and 41 percent are Caucasian, non-Latino. Thirty-six percent of all Cooper Union first-year students are women.

Please Note: SAT or ACT scores do not significantly enter the decision-making process of the School of Art but are important ingredients of the architecture and engineering admissions criteria. The middle 50 percent of the architecture freshmen scored a high school average between 86 and 94 and SATs between 1200 and 1380. The middle 50 percent of the art freshmen scored a high school average between 82 and 92 and SATs between 1070 and 1300. The middle 50 percent of the engineering freshmen scored a high school average between 94 and 98 and SATs between 1400 and 1510.

Retention and Graduation Rate Ninety-seven percent of the fall 2009 School of Architecture first-year students returned for fall 2010 and 77 percent of first-year students entering the School of Architecture in fall 2004 graduated within six years. Architecture students may expand their professional options with outside experience (foreign or domestic) for up to one year during their course of study at The Cooper Union. (See page 38 for information about Leave of Absence/Interim Year.) Ninety-six percent of the fall 2009 School of Art first-year students returned for fall 2010 and 90 percent of first-year students entering the School of Art in fall 2005 graduated within five years. Ninety-three percent of the fall 2009

School of Engineering first-year students returned for fall 2010 and 79 percent of first-year students entering the School of Engineering in fall 2005 graduated within five years.

Transfer Application Requirements—Bachelor of Architecture Degree Transfer applicants for the architecture program are those who will have completed elsewhere at least one year of an accredited architecture program by June of the year for which admission is sought.

Other individuals may be eligible to apply through the transfer application process if they can submit a portfolio of their creative work. This includes individuals who have or will have by June a bachelor's degree or the equivalent in a discipline other than architecture or those who have begun studies in a discipline related to architecture. Transfer applicants must apply before January 6 for September classes. Transfer applicants will be required to complete and submit a home test. Details will be mailed to applicants with the portfolio instructions. The admission decisions and the levels of entry for transfer students will be based upon a review of college record, the home test and portfolio work. Special instructions concerning the content and form of transfer portfolios are mailed to applicants in late January or early February, to be returned to us by the posted date. All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores).

If admitted, transfer students are offered admission into a specific year of the five-year design sequence. This decision is final and acceptance of the offer of admission represents agreement on the part of the admitted student with this decision. It will be necessary for the matriculating transfer student to successfully complete the design studio to which he/she is admitted, as well as all subsequent studios, as part of his or her degree requirements. Transfer applicants from programs other than accredited architecture programs will likely be placed in the first-year Design studio (Architectonics). The official academic transcript of a transfer student will be reviewed prior to the student's first registration. This review will determine what, if any, additional coursework may be eligible for transfer credit. (See page 36 for more information on transfer credit evaluation by the School of Architecture.)

Application Requirements—Master of Architecture II Degree

The post-professional Master of Architecture degree program is open to applicants who:

- hold the degree of Bachelor of Architecture (B.Arch.), the master of architecture I (M.Arch. I) or an equivalent professional degree from an international institution

- have completed a minimum of one year of work experience after obtaining their first professional degree.

All applicants must submit the following:

- A completed application form (available at <http://archweb.cooper.edu/marchII.html>).
- Application fee of \$65.
- Official academic records (transcripts) from all colleges and universities from which you have received credit.
- Recent GRE scores.
- Recommendation letters (three are required).
- Resume/CV.
- Written essay: The essay should succinctly explain your interest in the M.Arch. II program as well as the specified area of concentration.
- Portfolio: Applicants must submit a portfolio that includes their most important and representative design and written work. The portfolio should consist of professional, academic and/or scholarly work. It should be bound into a brochure no larger than 9" x 12" (overall size). Applicants should not submit CDs, slides, loose sheets or original drawings. Simple packaging is preferred.
- Potential candidates will be required to be available and make necessary arrangements for a personal interview. Interview expenses will be the responsibility of the candidate.

Deferral of an Offer of Admission—Architecture Due to the small size of the programs, the deferral of an offer of admission to the B.Arch. (undergraduate) and/or M.Arch. II (graduate) program is not permitted.

Transfer Application Requirements—Art Transfer applicants for the art degree or certificate programs are those who will have completed between 18 and 60 credits of college studio art courses by the time they enroll at The Cooper Union.

All other applicants are freshman candidates. Transfer applicants must apply before January 9 for classes beginning in September. The admission decisions for transfer students will be based upon a review of prior college record and of portfolio work, including the hometest. Special instructions concerning content and form of transfer portfolios are mailed to applicants in late January or early February, to be returned to us by the posted date. Transfer applicants must not have completed more than 60 credits at another institution. (See also page 52.) All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores). An accepted applicant who has previously earned a baccalaureate

degree in a discipline other than art will be treated as a transfer student for purposes of evaluating completion of degree requirements and length of time allotted at The Cooper Union to complete the B.F.A.

Transfer Application Requirements—Engineering Transfer applications should be submitted before March 9 of the year for which admission is sought. It may be necessary to wait until late May, when the available space may be predicted accurately, before receiving notification of the admission decision. Transfer applicants must have completed all of The Cooper Union's first-year program at another accredited college. If space is available, they are admitted on the basis of prior college records. All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores). Special emphasis is placed on college-level grades in calculus, chemistry and physics.

Master of Engineering Application Requirements Students are accepted on an academically competitive basis subject to the availability of an adviser and of suitable facilities for the proposed thesis research. To be admitted to the program, a student should have completed an engineering baccalaureate program that is accredited by the Accreditation Board for Engineering and Technology (ABET). Undergraduate students are not guaranteed admission to the program.

Cooper Union Undergraduates must have a minimum 3.0 grade point average in the major upon graduation. Consult the department chairman regarding specific departmental requirements. Generally, students entering Cooper Union undergraduate programs as freshmen require five years to complete the master of engineering and no more than six years. For BSE students, an overall 3.0 grade point average is required in all engineering courses. That grade point average will be calculated using courses with the prefixes ChE, CE, ECE, ME, EID and ESC. Furthermore there must be a sufficient number of these engineering courses in a student's record for the grade point average to be meaningful. Cooper Union undergraduates will be required to pay the non-refundable \$65 application fee when applying to the Master of Engineering program.

Graduates from Other Colleges Depending on the availability of faculty and facilities, the engineering departments may be able to admit a few outstanding students into their master's degree programs from outside The Cooper Union. To be considered for

admission, a student should have completed an engineering baccalaureate program that is accredited by the Accreditation Board for Engineering and Technology (ABET). Applicants must submit official transcripts. Graduates of foreign institutions whose native language is not English are required to submit scores of the Test of English as a Foreign Language (TOEFL). Admitted students may be required to take advanced engineering courses to make up any deficiencies in their preparation. Specific admission requirements may be waived upon recommendation of the faculty in the area of the student's major interest.

All application forms must be submitted to the Office of Admissions and Records by February 1. The application form is available to be downloaded at www.cooper.edu.

College Boards *All candidates for first-year admission to The Cooper Union's undergraduate degree programs and for the certificate program in art are required to take the Scholastic Assessment Test (SAT I) of the College Entrance Examination Board.*⁸ College Board application forms and SAT descriptions may be obtained in most high schools or by writing to the College Board, SAT Program, PO Box 025505, Miami FL 33102. College Board applications, with the required fee, should be returned to the College Board (not to Cooper Union) at least one month before the test date. The board tests are given at centers readily available around the world. Please visit www.collegeboard.com for more information. In addition, all candidates for freshman admission to the School of Engineering must take the SAT II in math (I or II) and physics or chemistry. (See Application Calendar on page 9). All College Board test results must be sent to Cooper Union (CEEB College Code No. 2097). SAT or ACT scores do not significantly enter the decision-making process of the School of Art, but are important ingredients of the architecture and engineering admission criteria.

English Proficiency Students with low verbal SAT I or ACT scores and records of poor achievement in English language study may be required to take a placement examination and, on the basis of that examination, to demonstrate increased proficiency in English before registering for HSS1. The Test of English as a Foreign Language (TOEFL) will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam).

Advanced Placement Credit and Credit by Examination The School of Engineering may grant credit for high school work in Advanced Placement courses in mathematics, chemistry and physics, according to the following results on the Advanced Placement examinations:

AP Exam	Score	Course Waived	Credits
Calculus B.C.	4, 5	Ma 111	4
Chemistry	4, 5	Ch 110	3
Physics, Mechanics (c)	5 ⁹	Ph 112	4
Physics, Electro (c)	5 ⁹	Ph 213	4

Placement examinations may be required before credit is granted. Placement examinations are always required by the departments of physics and mathematics.

No student is required to accept Advanced Placement credit from the School of Engineering. All students who score 5 on Advanced Placement examinations in English literature or European history may be eligible for three credits for each examination. In some cases, instead of receiving credit, students may be permitted to fulfill part of the humanities or social sciences requirement with an appropriate elective course. Those who wish to be considered either for AP credit or for advanced placement in an elective course should notify the Faculty of Humanities and Social Sciences before the first week of classes. The Cooper Union will consider granting credit for study in the Armed Forces, verified by U.S.A.F.I.

Early Decision (for Art Applicants) A select number of potential School of Art students seen at portfolio reviews are invited to complete their application and hometest for admission before the application deadline. In addition, if the School of Art is a first-year applicant's first choice, the applicant may choose the Early Decision option. All Early Decision applications will be reviewed and decisions will be rendered by the end of February, about one month before the normal notification date of April 1. Applicants who are admitted under the Early Decision option must make their commitment to the School of Art by April 1. Early Decision is an option for both first-year and transfer art applicants.

Deadlines for Early Decision—School of Art

December 2 Last day to take SAT or ACT

December 2 Application and academic records due for applicants choosing Early Decision option

Mid-December Hometest mailed to applicants choosing the Early Decision option

Mid-January Completed hometest submission date for applicants choosing Early Decision

Late-February Notification of admission decision for all Early Decision applicants

April 1 Early Decision candidate's reply date

⁸ ACT scores may be substituted for SAT I scores only. Please visit www.act.org for more information.

⁹ Students who earn a grade of 5 must take a Department of Physics examination in order to receive the 4 credits.

Rolling Admission (for Art Applicants) Potential School of Art students who have received a preliminary review at National Portfolio Days, which occur after The Cooper Union's regular admission deadline (January 9), may be invited to apply after the regular admission deadline. All reasonable effort is made by the School of Art Admissions Committee to review these applications in a fair and timely fashion.

Early Decision (for Engineering Applicants) If the School of Engineering is the first choice of an applicant, the candidate may apply under the Early Decision plan. The Cooper Union will consider an application earlier than usual and give the applicant a decision in advance of the normal notification date. Application, test scores and high school record must be received by the Office of Admissions and Records by December 2. Applicants who are admitted under the Early Decision option must agree to enroll in the School of Engineering at Cooper Union and withdraw all other college applications.

Deadlines for Early Decision—School of Engineering

December 2 Application, test scores and records must be received

December 21 Notification of admission decision

January 21 Candidate's reply date

Admission after Three Years of High School Candidates of exceptional merit may be considered for admission after completion of three years of high school. Engineering applicants must have excellent high school averages and test scores. Art and architecture applicants must have excellent high school records and exceptional ability. A recommendation from the high school principal, at least one recommendation from a teacher and an interview will be required. In accordance with the regulations of individual states, a student may or may not be eligible to receive an Equivalency Diploma after completion of a specific number of credits in appropriate subject areas at The Cooper Union. It is the responsibility of the applicant to investigate his or her state regulations in this regard.

Certificate in Art Requirements A Certificate in Art program is offered as an alternative to the B.F.A. program. Candidates for the certificate program must complete 60 credits in two years of full-time study (with a minimum of 30 credits per year) or in four years of part-time study (with a minimum of 15 credits per year). All foundation studio courses must be completed and students must follow prerequisite course requirements in selecting advanced studio. The Certificate in Art program consists of 30 credits in foundation studio, 21 credits in advanced studio and nine credits in art history. All admission requirements, academic standards and

regulations of the School of Art apply to the certificate program. Students in the certificate program may apply through the Office of Admissions and Records for transfer to the B.F.A. program after 42 credits of work have been completed at The Cooper Union. Transfer certificate students may transfer a maximum of 12 credits from another institution toward their certificate.

International Students At Cooper Union we value the importance of a diverse student body. We attract and enroll students from around the world. Please read below for important information pertaining to international students:

- International students are those who do not hold U.S. citizenship or permanent residency.
- Applicants are required to use a United States mailing address for their application. This can be the address of a family member or friend who can receive correspondence on your behalf. All information related to the application will be sent to the United States mailing address.
- International students are not eligible for Federal or State Financial Aid.
- International applicants who have studied for less than three years in English are required to take the Test of English as a Foreign Language (TOEFL) to show English proficiency. A minimum TOEFL score of 600 (paper format), 250 (computer format) or 100 (internet-based format) is required.
- All applicants to The Cooper Union are required to submit scores from the SAT exam (www.collegeboard.com) or ACT exam (www.act.org).
- Make sure the name on your passport matches your name on the application, TOEFL and SAT/ACT scores.
- All high school and college transcripts must be translated into English, notarized and sent to The Cooper Union.
- Students on visas (those who are non-citizens or who are not permanent residents) who are accepted to The Cooper Union will be required to file a Certificate of Finances with the Office of Admissions and Records prior to their first registration. The Certificate of Finances must certify that students meet the minimum financial support requirements for resident students. Please see page 16 of the catalog for more information about fees and other expenses.
- All international students are assessed a fee of \$1,850 per year.

Budget We provide full-tuition scholarships to all enrolled students and for those who apply, administer financial aid to help cover the additional costs of studying at The Cooper Union (i.e., books, supplies, housing, meals, etc.). However, it is important for all students to consider these expenses and try to budget accordingly.

FEES AND EXPENSES

Tuition The Cooper Union annual tuition charge for 2011–2012 is \$37,500. Each registered student receives a full-tuition scholarship.

Fees and Refunds A nonrefundable application fee of \$65 is paid by all candidates for admission.

Each student enrolled in a degree program pays a student fee of \$750 per semester. For new students, this fee is payable on acceptance of admission and is not refundable.

For continuing students, the \$750 fee per semester is payable prior to the first day class; it is 100 percent refundable prior to the beginning of classes and 50 percent refundable during the first two weeks of classes. Thereafter, it is not refundable.

Continuing students must pay each semester's student fee in accordance with the bill's "due date."

All fees are subject to annual revision. Students who do not pay the required fee will have their registration cancelled.

General Lab and Studio Materials Fee A general lab and studio materials fee of \$75 per semester will be charged to each student's account. As the title suggests, this fee covers normal usage, "wear and tear," and basic supplies for laboratory and studio projects.

Student Residence Fees Students electing to live in Student Residence will be responsible for paying the regular housing fees. The fees for the 2011–2012 academic year are \$9,700 for a double (two students per bedroom) and \$10,800 for a single (one student per bedroom). The fees cover residence for the fall and spring semesters and may be paid in two parts.

Refund Policy for Student Residence A refund of housing charges resulting from an approved request to cancel the housing agreement will be made in accordance with the following schedule: 100 percent of the total housing charges for the semester if the cancellation request is made prior to August 1 for the subsequent fall semester and December 1 for the subsequent spring semester; 65 percent if made by September 30 for the fall semester and January 31 for the spring; and 35 percent if made by October 31 for the fall and February 29 for the spring. No refunds will be made after these dates.

Students who are evicted from the Student Residence or whose Housing Agreements are terminated for violations of the terms of the Housing Agreement are not eligible for refunds.

Health Service and Insurance Fee Cooper Union requires all students to submit proof, prior to registration, that they have health insurance. Students who fail to supply the information requested on the Student Accident and Sickness/Enrollment Waiver form by July 15 will be billed \$1,275 for the Health Service and Insurance Fee for the 2011–2012 academic year.

International Student Fee Students on visas (those who are non-citizens or who are not permanent residents with a "green card") are responsible for an additional fee of \$1,850 per year payable by August 15.

Graduation Fee A graduation fee of \$100 is required of all students entering their last year at The Cooper Union. This fee is payable upon registration for the senior year and is refundable if a student fails to meet graduation requirements that year.

Special Fees A charge of \$100 will be made for late payment of the student fee. A charge of \$25 will be made per occasion involving change of section or registration program.

The Cooper Union reserves the right to change its fees at any time.

Graduate Student Fee The requirements for the master of engineering program must be completed within two years of admission to graduate status, except with the expressed consent of the dean of engineering. Requests for extension must be presented in writing to the dean in the final semester of the second year. Thesis adviser approval is also required. Master's students who receive approval to extend their studies beyond two years will be assessed a maintenance of matriculation fee of \$3,000 per semester. Graduate students are assessed a key/access fee of \$150 per year.

Books, Materials and School Supplies Each student must supply, at his or her own expense, textbooks, drawing materials, hand tools and other necessary items.

If laboratory apparatus, machinery or studio equipment is damaged by careless handling, the student will be charged for repair or replacement. All students enrolled in School of Art courses should be prepared to pay for consumable materials supplied by the School for student use.

FINANCIAL AID

If you are enrolled as a full-time student (minimum 12 credits), are a U.S. citizen or eligible non-citizen, can demonstrate financial need, have a valid Social Security Number, have a high school diploma or General Education Development Certificate (GED), or complete a high school education in a home school setting that is treated as such under state law, are registered with the Selective Service (if required), are making satisfactory academic progress toward completing your course of study according to the standards and practices of the school, certify that you are not in default on a Federal Perkins, Federal Family Education Loan or Federal Direct Loan, do not owe a refund on a Federal Pell or Federal SEOG Grant and certify that you will use federal student aid for educational purposes only—you may be eligible to receive financial aid.

The law suspends financial aid eligibility for any student convicted for the possession or sale of illegal drugs for offenses that occurred while the student was receiving federal student aid. If you have a conviction or convictions for illegal drug offenses, call 1-800-4-FED-AID (1-800-433-3243) to determine how, or if, this law applies to you.

The U.S. Department of Education website can be accessed through the Financial Aid for Students home page at www.studentaid.ed.gov.

For the most current information on financial aid at Cooper Union, please visit our web site at <http://cooper.edu>

To apply for financial aid you must complete a Free Application for Federal Student Aid (FAFSA). You may submit the FAFSA through the Internet using FAFSA on the Web at www.fafsa.ed.gov. When processed, the form will produce an expected family contribution (EFC), which determines the family resources available to meet your educational expenses and your eligibility for financial aid. From this analysis we will attempt to package financial aid to provide the greatest possible assistance to the neediest students first and then to less needy students, as resources permit. You also will be required to submit a signed copy of your parents' prior-year Federal Tax Return, and yours, if you filed. We reserve the right to request copies of your parents' tax return if you are considered independent under federal guidelines and your non-custodial parents' tax return if your parents are divorced. ALL information submitted on the FAFSA as part of an application for financial aid is subject to verification, a requirement of the U.S. Department of Education. Please see our website for more information on the verification process. First-time applicants are also required to file a CSS Profile Form.

FAFSA forms should be filed no later than April 15, and all forms should be submitted to us no later than May 1.

The Cooper Union offers financial aid awards suited to each student's need. Generally, these awards are "packaged," which means that more than one type of aid is provided. A typical award will include some grant funds and some self-help in the form of a loan, and possibly a work opportunity. It is expected that the entire package will be accepted. A student is encouraged to use a portion of summer employment earnings toward the following academic year's expenses.

Federal Pell Grants These grants are awarded to undergraduate students who have not yet earned a bachelor's degree. The amount of a Federal Pell Grant is determined by the EFC and the cost of attendance at Cooper Union. Pell Grants provide a foundation to which other aid may be added.

Federal Supplemental Educational Opportunity Grants These grants, which usually range from \$200 to \$4,000 per academic year, are awarded to students with the greatest need. They are funded by both federal sources and The Cooper Union.

Federal Direct Loan Program This program includes subsidized and unsubsidized Federal Stafford Loans. During the first year of undergraduate study, an eligible student may borrow up to \$3,500; \$4,500 in the second year; and \$5,500 in subsequent years. Eligible dependent students may also borrow an additional \$2,000 unsubsidized Stafford Loan.

Students who meet the federal requirements for independent student status and dependent students whose parents are not able to secure a Federal PLUS Loan may be eligible to receive additional funds through the unsubsidized Federal Stafford Loan. First- and second-year students may borrow up to \$6,000 and upper-class students may borrow up to \$7,000.

Also available under this program is the Federal PLUS Loan. Parents with good credit histories may borrow up to the cost of education not covered by financial aid. These loans carry a fixed interest rate of 3.4 to 6.8 percent for Federal Stafford Loans and 7.9 percent for Federal PLUS Loans.

Students and parents should always exhaust federal student loan options before considering private educational loans.

Federal Perkins Loans This is a low-interest (5 percent) loan for both undergraduate and graduate students with substantial need. Repayment of these loans begins nine months after you graduate or leave school.

Cooper Union Loans These loans are offered by Cooper Union and carry the same conditions and interest rate as Federal Perkins Loans.

Cooper Union Grants The Cooper Union has funds available from which awards are made to qualified students in need of aid.

Federal Work Study Under this program, eligible students may be employed on or off campus. Employment is generally limited to about 10 hours a week during the academic year. In addition, students may apply at the Office of Career Services for a variety of part-time jobs.

Priorities In considering applications for aid, first priority is given to first-degree undergraduates who have exceptional financial need and therefore could not complete their education without such aid. Second priority is given to first-degree students who demonstrate relative need. Second-degree students are prohibited from receiving federal grants and are not eligible for institutional grants beyond the full tuition scholarship. Therefore, second-degree students are referred to the various loan programs for financial assistance.

Rights and Responsibilities Students who receive financial aid in their first year at The Cooper Union generally continue to be aided in accordance with their financial circumstances from year to year. This does not imply, however, that the aid will be the same each year. Each package depends on family resources, the availability of funds, the student’s capacity for self-help and continued appropriations from the federal government. To continue to qualify for financial aid, students must maintain good academic standing and make satisfactory academic progress as determined by the standards of the school. Students on academic probation for two semesters are ineligible for federal financial aid. Reduced programs may result in a reduction in financial aid.

Federal regulations require that students who withdraw from school prior to completing 60 percent of the semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws after completing only 30 percent of the semester will have “earned” only 30 percent of any financial aid received. The remaining 70 percent must be returned by the student and/or the school. Students should contact the Financial Aid Office to determine how a withdrawal will affect financial aid.

Normally, financial aid is awarded for an entire academic year, with payments made after the beginning of each semester. Amounts in excess of Cooper Union charges may be used to meet indirect costs and will be paid directly to the student each semester. If Federal Work Study is part of the financial aid package, a salary will be paid twice monthly, directly to the student.

The Cooper Union is willing to make every effort to assist the student and the student’s family in helping to meet educational costs, but the school is unable to assume the role of substitute for the family.

Students awarded a Federal Stafford Loan, a Federal Perkins Loan or a Cooper Union Loan will be required to sign a legally binding promissory note and agree to the terms of a prearranged repayment schedule. Sample repayment schedules are available on our web site. The terms of these loan obligations will be defined at the time the loans are made to the student and before the notes are executed. It should be noted that these loans must be repaid so that future students may also receive loans.

Budget Guide for Students at The Cooper Union

This budget guide has been prepared with the hope that it will assist students in anticipating their financial needs while attending The Cooper Union. Based on our experience with students, we believe this to be a realistic guide for a nine-month academic year. It should be used as a guide and obviously does not reflect the exact costs involved in individual cases.

Budget Guide for 2011–2012

Architecture & Art*

(includes an average of \$1,800 for supplies)	Commuter	\$7,245
	Dormitory Resident	\$19,425
	Off-campus Resident	\$20,920

Engineering*

(includes an average of \$1,000 for supplies)	Commuter	\$6,445
	Dormitory Resident	\$18,625
	Off-campus Resident	\$20,120

* Students without health insurance should add a Health Service and Insurance Fee of \$1,275

International Student Budget Guide for 2011–2012

Schools of Art and Architecture

Full-Time Matriculating	Fees	\$3,500
	Room and Board	\$15,195
	Other*	\$4,075
	Total:	\$21,725

*Books and Supplies	\$1,800
Transportation	\$700
Personal Expenses	\$1,575
Total:	\$4,075

School of Engineering

Full-Time Matriculating	Fees	\$3,500
	Room and Board	\$15,195
	Other*	\$3,275
	Total:	\$20,925

*Books and Supplies	\$1,000
Transportation	\$700
Personal Expenses	\$1,575
Total:	\$3,275

SCHOLARSHIPS, FELLOWSHIPS, AWARDS AND PRIZES

Named Scholarships

To alleviate the pressing financial burden of the ever-increasing cost of living in New York City, many alumni and non-alumni have supported The Cooper Union students by establishing named scholarships. The income generated by these special funds offers vital supplemental financial aid to deserving students in addition to the full-tuition scholarship awarded to each student who is admitted.

Samuel J. Jaffe Medici Scholarship was fully funded in 2008 to help preserve the full-tuition scholarship policy and ensure that this tradition continues far into the future. Medici Scholarships underwrite the full-tuition scholarship of individual students—one after another—in perpetuity.

The Irwin S. Chanin School of Architecture Gus J. & Helen Condaris; Ismar David; Manuel & Flora Fernandez; John Q. Hejduk; George & Selma Klett; John Loeb & Frances Loeb; Mari Souval Spacedrafting Foundation.

School of Art Sylvia Appleman; Danny Arje; Alice Noble Ball & Francis M. Ball; William & Mary Jane Brinton; Frank Chesek Memorial; Joseph and Robert Cornell Memorial Foundation; Ismar David; Lillyan deCaro Santo; Alice Trimble DuBois; Antonya Eisen; Roberta Strauss Feuerlicht & Herbert A. Feuerlicht; Ellen Fox; Dan Friedman; Adele & Louis Gruber; Yip Harburg Foundation; William Randolph Hearst Foundation; Abraham Hersch; Rose Kleinfeld; George & Selma Klett; Walter S. Kut; Mollie Levenstein; John Loeb & Frances Loeb; Rhoda Lubalin; Sylvia Drucker Mavis; Henry & Sylvia Mavis; Alphonse Normandia; Peter Ostuni; Veronica Lapinski Pastorini; Marvin A. Schwam; Henry & Joan Wolf Slawson; Henry Wolf Foundation; Barbara White.

Albert Nerken School of Engineering Abdul Azimi; Edward J. Barlow; Robert W. Bassemir; Meredith B. Blaustein; Brunswick/Ennis; Leon Chernick; Tunny Chin; Henry Chu; Horacio Cundari; David Davis; Franklin W. Diederich; Henry & Freda Eckhardt; Margaret Lappin Fich; Samuel & Sally Gilman; Roger Gilmont; Charles Greenfield; Robert Greenwald; William Grimshaw; Dr. Michael S. Gross; Elizabeth and Robert Hammond; Edward & Lillian Hawthorne; Fanny & Irving Katz Memorial; Alfred Laufer; John Loeb & Frances Loeb; Leonard R. Luke; Henry Mankin; Vincent C. Morrone; Robert P. Muhlsteff; Emil Parente; William F. Partridge; Norman L. Perry; John F. & Olga Petrowsky; Michael F. Roberti; Ann and Paul Rosche; Emanuel Salma Memorial; Walter L. Schwartz; Lester D. Seymour; The Starr Foundation; Switzer Foundation; Sol Tanne; Peter Torraco; Ralph Torraco; Dale & Charlotte Zand.

General Financial Aid Scholarships Irwin & Lillian Appel; H. Carl Bauman; Robert C. Bosch; Julius Dingenthal; Edward Durbin; Kathleen Gerla; Mindy & Drew Greenwald; Alexander C. Grove; Salvatore & Tina Guzzardi; Julian Hirsch; Marilyn Hoffner; Samuel J. Jaffe; Dr. Peter Kabasakalian; Estelle & Daniel Maggin; Vincent P. Malahan; William H. Okun; Nathan G. Ramer; Michael A. Rampino; Benjamin Reich; Charles Lowery Robertson; William H. Sandholm; Louis Schmidt; Emil Schweinberg; Allen Speiser; The Starr Foundation; Charles Stumpp; Solon E. Summerfield Foundation; Arlene and Irving Tashlick; Clifford Warren; Bert Weinstein

Book Funds Rose Sylvia Berger; Z. Braude; Anthony Carbone; Julius Dingenthal; Clare W. Gerber; Adele & Louis Gruber; Mary Hirsch; Joseph & Lucy Koosman; Norman S. Levy; Sheridan A. Logan; Joseph Mechanik; Joseph Meltzer; Albert Nerken & Jean Nerken; Oswald Ottendorfer; Frank O. Reisler; Michael Robinson; Ruth Schwartz; George F. Sexton; Charles Stubbe; Marie and Johannes Vodja.

Fellowships

The Irma Giustino Weiss Cultural Enrichment Fellowship

Launched in 2002–2003, the Irma Giustino Weiss Cultural Enrichment Fellowship Program at The Cooper Union for the Advancement of Science and Art provides extraordinary access to cultural resources for exceptional students who seek a deeper understanding of the context of art and architecture. Endowed by Mrs. Irma Giustino Weiss, a 1945 alumna of the School of Art, this unique program to enhance the undergraduate experience is open to high-achieving, highly-motivated students in art and architecture, beginning in the freshman year. Throughout their years at The Cooper Union, Irma Giustino Weiss Fellows will take part in a focused exploration of the cultural riches in these select cities including visits to museums and galleries, concerts, theatrical and dance performances, specialized libraries and historical sites. Guidance Counselors are encouraged to communicate this new fellowship program—available only to entering freshman students of The Cooper Union—to top high school students with strong interests in higher education in art and architecture. Applications will be made available to formally accepted students to the School of Art and the Irwin S. Chanin School of Architecture. To view a sample application form, please visit our website at: www.cooper.edu/administration/admissions/weiss.html.

The Irwin S. Chanin School of Architecture William Cooper Mack Thesis Fellowship, *supports primary research and inquiry in the Thesis year and honors William Cooper Mack, class of 2006.*

School of Art Rhoda Lubalin Senior Fellowship, *The Rhoda Lubalin Senior Fellowship has been designated to the Herb Lubalin Study Center of Design and Typography and honors Mrs. Lubalin's husband.*

Albert Nerken School of Engineering Henry C. Enders Fellowship. *Funding available to students wishing to pursue graduate study in engineering; The Maxwell Lincer Fellowship. Mr. Lincer was a 1942 Cooper Union Civil Engineering graduate. The Harry Ploss Fellowship in Engineering, awarded annually based on merit and financial need to students who have completed their junior year in engineering. Mr. Ploss is a 1968 graduate of The Cooper Union.*

Faculty of Humanities and Social Sciences Benjamin Menschel Fellowships for Creative Inquiry. *The Horace W. Goldsmith Foundation endowed this fellowship with a grant in 1994 to support students in the fields of art, architecture, design and engineering.*

Fellowships for Study Abroad

The Irwin S. Chanin School of Architecture Palmer Hayden Travel Fellowship. *Travel Abroad For African-American Students In Art and Architecture.*

School of Art Helen Dubroff Dorfman Travel Fellowship; Palmer Hayden Travel Fellowship. *Travel Abroad For African-American Students In Art and Architecture;* The O'Brien Fellowship for Study Abroad; Martin Rothenberg Travel Fellowship.

Awards and Prizes

Edwin Sharp Burdell Award, *to that member of The Cooper Union community who during the past year has done most to further the mutuality of science and art.*

The Irwin S. Chanin School of Architecture The Irma Giustino Weiss Prize, *presented to a graduating student who demonstrates exceptional potential for creative achievement upon earning a bachelor's degree in art or architecture;* The New York Society of Architects Matthew W. Del Gaudio Award, *for excellence in total design;* The American Institute of Architects Henry Adams Medal and Certificate of Merit, *to the first-ranked graduating student in a*

first professional degree program; The American Institute of Architects Henry Adams Certificate of Merit, *to the second-ranked graduating student in a first professional degree program;* Alpha Rho Chi (National Professional Architectural Fraternity) Medal, *to a graduating student who has shown an ability for leadership, who has performed willing service for his or her school or department and who gives promise of real professional merit;* The Cooper Union Alumni Association Annual Award, *to a graduating student for outstanding service to the school;* Abraham E. Kazan Award, *to a graduating student for outstanding performance in urban design;* George Ledlie Prize, *to a graduating student as selected by the dean;* Peter W. Bruder Memorial Prize, *to a graduating student for excellence in structures;* Allen N. Goldfischer Memorial Award, *for a fifth-year graduating student whose thesis project best explores relationships between humanistic and aesthetic principals in an urban context.*

School of Art The Irma Giustino Weiss Prize, *presented to a graduating student who demonstrates exceptional potential for creative achievement upon earning a bachelor's degree in art or architecture;* The Jacques and Natasha Gelman Trust Award, *presented to a graduating student who demonstrates exceptional ability in the field of painting or sculpture;* The Cooper Union Alumni Association Annual Award, *to a graduating student for high academic achievement and outstanding service to the school;* Richard Lewis Bloch Memorial Prize; Vena T. Carroll Award; Ethel Cram Memorial Prize Mary M. Doyle Memorial Prize, *to a second-year student;* Henry Dropkin Award, *for excellence in graphic design;* Betty Morton Goldin Memorial Prize; Rolf Haerem Award, *to a fourth-year student for excellence in painting;* Sarah Cooper Hewitt Prize; Fred A. Lane Prize, *to the most deserving student in the third-year class;* Elliot Lash Memorial Prize, *for excellence in sculpture;* Eleanor Gay Lee Gallery Prize *to a deserving third- or fourth-year student;* A. A. Low Prize; Carin Tendler Lurkis Prize for Watercolors, *to a deserving second- or third-year student;* Vincent J. Mielcarek, Jr. Photography Award, *to a student in the third-year class for excellence in photography;* Pietro & Alfrieda Montana Prize, *for excellence in drawing and sculpture;* Michael S. Vivo Memorial Prize, *for excellence in drawing;* New York Central Art Supply Awards; Robert Breer Film Award; Hans G. and Thordis W. Burkhardt Foundation Prize, *to three graduating students;* Tam Prize in Fine Arts

Albert Nerken School of Engineering The Harold S. Goldberg Prize, *presented to a graduating student who demonstrates technical leadership upon earning a bachelor's degree in engineering*; The Cooper Union Alumni Association Annual Award, *to a graduating student for high academic achievement and outstanding service to the school*; The William C. and Esther Hoffman Beller Fund for Merit in Engineering Studies, *to the most meritorious graduate in each of the following fields: chemical, civil, electrical and mechanical engineering*; The Leon Machiz Prize; Harald Kiel Award, *for service to the Cooper Union IT Department*.

Chemistry Awards: Chemical Rubber Company Freshman Chemistry Achievement Award, *to an outstanding freshman Chemistry student*; Robert Spice Fund Prize, *for the best record in Instrumental Analysis and Electronics*.

Chemical Engineering Awards: American Institute of Chemical Engineers Award, *to the AIChE student member having achieved the highest scholastic; record after two years*; The American Institute of Chemists Student Award, *to a Chemical Engineering graduate who has demonstrated scholastic achievement in Chemistry and Chemical Engineering, leadership, ability and character*; Herbert Baldwin Fund Prize, *for the best record in the third year of Chemical Engineering*; Frederick Urban Memorial Scholarship Award, *to a Chemical Engineering graduate*.

Civil Engineering Award: Joseph Kalb Fund Prize, *to a civil engineering graduate on the basis of scholarship and professional interest*; Maxwell Lincer Prize Fund, *for excellence and achievement in the study of civil engineering*.

Electrical Engineering Awards: Yusuf Z. Efe Award, *for the outstanding electrical engineering master's thesis*; Abraham Pletman Fund, *for excellence in electrical engineering*; Eugene Ogur Memorial Award, *for excellence in electrical engineering*; Dale E. Zand Prize, *for outstanding achievement in electrical engineering*.

Mechanical Engineering Awards: Wallace Chinitz Prize, *for excellence in thermal studies*; Alexander C. Grove Prize, *to the student who demonstrates scholarship, personal integrity and professional promise in the field of mechanical engineering*; Tyler G. Hicks Prize, *to a mechanical engineering Junior for academic achievement during the first and second years*; Wilson G. Hunt/Class of 1905 Prize, *to a mechanical engineering graduate, based on general excellence in engineering studies*; Harold E. Rue Prize, *for a senior in either electrical or mechanical engineering*; Nicholas Stefano Prize, *for an outstanding senior project in mechanical engineering*.

Mathematics Awards: Day Class of 1907 Prize, *for excellence in calculus*; Irving Leon Lynn Prize, *for excellence in mathematics*; Harry W. Reddick Fund Prize and Medal, *for meritorious work in mathematics*.

Bachelor of Science Award: Henri D. Dickinson Fund Prize, *to the student having the highest cumulative rating at graduation in a bachelor of science curriculum*.

Faculty of Humanities and Social Sciences The John L. Alpert Assistantship; The Academy of American Poets Elizabeth Kray Poetry Prize; The Raymond G. Brown Memorial Prize, *for excellence in the Raymond G. Brown Seminar*; Professor Frank Caldiero Humanities Award, *for the best essay written in the first-year core courses (HSS1 and HSS2)*; Second-year Core Curriculum Prize, *for the best essay written in the second-year core courses (HSS3 and HSS4)*; The History Prize, *for an outstanding essay in history*; The Dale Harris Prize, *for the best essay written in an art history course*; Charles Goodman Essay Fund Award in Humanities, *open to seniors in the School of Engineering*; Dr. Martin J. Waters Memorial Prize, *for excellence in the humanities and social sciences*.

GENERAL REGULATIONS

The Cooper Union reserves the right to change or amend its regulations, curricula, fees and admission procedures without prior notice.

Registration Unless permitted by the dean of Admissions and Records to do otherwise, all students must report on the scheduled dates to register and pay fees and laboratory deposits. Students who fail to meet all financial obligations to The Cooper Union will not be permitted to register. No student will be admitted to classes without evidence of completion of registration. Students who fail to register will be dropped from the rolls.

Attendance

School of Architecture and School of Art Classes and studios are scheduled Monday through Friday between 9 am and 10 pm. Studio facilities usually are available to students on Saturdays and Sundays throughout the academic year.

Each student is required to be punctual and to attend each scheduled class. In the case of unavoidable absence, the student should, on his or her return, report to the instructor to explain the absence and inquire about making up the lost work. All architecture students are provided with studio space and are expected to work in the studio during regular building hours.

School of Engineering Each student is expected to attend all classes and to satisfy other requirements in each course in such ways as the instructor may prescribe. If a student is absent an excessive number of times, he/she may, at the discretion of the instructor and with the approval of the dean, be asked to withdraw from the course.

After each absence, it is the student's responsibility to consult with the instructor, without delay, to determine the nature of the makeup work required.

Faculty of Humanities and Social Sciences Each student is expected to attend all classes. No more than two unexcused absences will be permitted during any given semester. In the case of an unavoidable absence, the student should, on his or her return, report to the instructor to explain the absence and inquire about making up the lost work. Students who are absent three or more times may receive a reduction of the final grade or, at the discretion of the instructor, be asked to withdraw from the course.

Calendar Changes The academic year at The Cooper Union has fall and spring semesters and runs from September to May. In order to serve the student body most effectively during the academic year, The Cooper Union cannot modify its calendar or procedures to meet special demands of students.

Academic Standards and Regulations For specific academic standards and regulations of each school, consult the appropriate sections of this catalog.

Dismissal The Cooper Union reserves the right at any time to dismiss a student whose conduct, attendance or academic standing is, in its judgment, unsatisfactory and to grant or withhold credits, certificates, degrees or diplomas. Disciplinary authority is vested in the President's Office.

Obligations Students will be held accountable for all individual obligations, financial and other, entered into with The Cooper Union. Students who fail to meet all financial obligations to The Cooper Union will not be permitted to register. No student will be included in the graduating class unless all obligations have been accounted for prior to graduation. The Cooper Union will withhold transcripts and other information about a student who has not met financial obligations.

Transcripts Official transcripts of a student's scholastic record are issued directly to officials of other institutions or examining boards, upon request to the dean of Admissions and Records and Registrar. Each copy of a transcript will cost \$5 (there is no charge to currently enrolled students). Requests should include the name and complete address of the person who is to receive the transcript and must include the signature of the student or alumnus/a.

Transcripts are not issued for students during the period of time in which grades are being recorded. Transcripts of student grades are issued to inquiring employers and agencies if a student notifies the dean of Admissions and Records and Registrar in writing, authorizing the distribution of the transcript.

Official transcripts are issued directly to students or to alumni in a sealed envelope.

Current students have access to their transcript and registration information on SAIS, the Student Academic Information System, once they receive a password and a login at the Computer Center.

Student Records

Notification of FERPA Rights The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: 1) The right to inspect and review the student's education records within 45 days of the day The Cooper Union receives a request for access. Students should submit to the Office of Admissions and Records written requests that identify the record(s) they wish to inspect. The Office of Admissions and Records official will make arrange-

ments for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the office shall advise the student of the correct official to whom the request should be addressed. 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the Office of Admissions and Records to amend a record that they believe is inaccurate. They should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by The Cooper Union in an administrative, supervisory, academic, research or support staff position; a person or company with whom The Cooper Union contracted (such as attorney, auditor or collection agent); a person serving on the Board of Trustees or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Cooper Union to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901.

Program Changes During the first several days of a semester, courses may be added to or dropped from a student's program without penalty or fee (program adjustment). Adding of courses after the posted date is not permitted. Students who wish to change their academic programs should consult with appropriate deans. All program changes must be reported by the student to the dean of admissions and records. A \$25 fee will be charged for dropping courses after the drop/add period.

Transfer of Academic Credit Every effort is made to provide admitted students with a preliminary evaluation of their transfer credit. School-wide policies dictate that a grade of B or better must be earned to be eligible for transfer of credit.

To seek credit or if there is a question about whether or not a class taken at a previous institution is eligible for transfer of credit please contact the department chairperson or respective dean of the school to which you are interested in obtaining credit.

Each department/school reserves the right to ask for additional information, i.e., coursework, syllabus, portfolio, etc., before granting transfer credit.

Currently enrolled students must always contact the appropriate department chairperson and dean of school at The Cooper Union prior to registering for classes at other colleges or universities should there be interest in obtaining transfer credit at The Cooper Union. Explicit permission must be granted by the department chairperson and dean of school before registering at another college or university to ensure that the course will be transferable.

Please see pages 36, 52, 72 and 119 for more detailed information about transfer credit.

Health The Cooper Union requires a report of a physical examination from a licensed physician of the student's choice. The Cooper Union will provide its own medical form for this purpose and the form must be completed in its entirety. This report must include a record of vaccinations and immunizations. In addition, New York state law requires that students respond to a query concerning whether or not they have been immunized against meningitis.

The college reserves the right to exclude from attendance at any time any student whose physical or emotional condition is such that, in the opinion of a medical officer, attendance would endanger either the student's own welfare or that of other members of the community. Students whose attendance at The Cooper Union has been interrupted by a dismissal or extended leave of absence need to submit new medical records before they resume attendance. Likewise, students continuing on to the graduate program at The Cooper Union should submit new medical forms at the time of beginning graduate study.

Vaccination and Immunization New York State law requires that all undergraduate and graduate students be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957.

Proof of immunity consists of:

- Measles: Two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease or

a blood test showing immunity. **The exact date of these shots in month-day-year format must be written on the form and certified by the physician.**

- Mumps: One dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity. The New York State Assembly is currently considering a proposal to require two mumps shots.
- Rubella: One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Proof of immunity, including dates of immunizations, must be filed with the Office of Student Services **prior** to each student's initial registration at The Cooper Union. **Students who claim a religious objection to being immunized must send a signed letter attesting to this fact to the dean of students by July 15.**

Students may not attend any events on campus, including classes and orientation programs, without having submitted these forms.

Meningitis Status New York State Public Health Law Section 2167 requires colleges to distribute information about meningococcal disease and vaccination to all enrolled students.

Meningitis is rare; however, cases of meningitis among young adults have more than doubled since 1991. When the disease strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal seizures, limb amputation and even death.

The Cooper Union is required to maintain a record of the following for each student:

- A response to the receipt of meningococcal disease and vaccine information signed by the student or the student's parent or guardian, AND EITHER
- A record of meningococcal meningitis immunization within the past 10 years, OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or the student's parent.

Students are asked to provide this information by July 15 of the year they enter The Cooper Union.

Health Insurance The Cooper Union requires all students to submit proof that they have health insurance prior to registration. Students who fail to supply the information requested on the Student Accident and Sickness Insurance Enrollment/Waiver Form before July 15 will be billed for the Cooper Union Student Accident and Sickness Insurance at a cost of \$1,275 for the 2011–2012 academic year.

Student Property The Cooper Union assumes no responsibility for loss of or damage to the work or property of students.

Policy on Copyrighted Material

Copyright Infringement The Cooper Union is obligated by federal law to inform its students of its policies and sanctions related to copyright infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing (e.g., using BitTorrent to obtain/distribute music or movies) may subject students to civil and criminal liability, sanctions arising from a violation of The Cooper Union's Code of Fair Practice, and loss of Internet services provided by the Cooper Union IT Department.

The basics of copyright law may be found at numerous websites, including those of many universities whose policies relating to copyright infringement generally and file sharing in particular are similar to The Cooper Union's policy:

<http://www.uspto.gov/web/offices/dcom/olia/copyright/copyrightr efresher.htm>

<http://www.copyright.umich.edu/file-sharing-faq.html>

http://deanofstudents.utexas.edu/lss/spot_illegalfilesharing.php

<http://www.copyright.gov/title17/>

Fair Use A limitation on copyright protection is known as "fair use."

Permission of a copyright holder is not required (i.e., there is no copyright infringement) where the use is for *noncommercial* activities such as teaching (including multiple copies for classroom use), scholarship, research, studio work, criticism, comment, or news reporting. [Note that while "teaching" activities *may* qualify as fair use, the doctrine of fair use has a requirement relating to the "amount and substantiality" of the copyrighted work that does not permit, for example, the copying and distribution of an entire copyrighted textbook to a class.]

The routine use of file sharing programs to obtain music, movies and software does not constitute fair use. For more information on fair use see:

<http://www.copyright.gov/fls/fl102.html>

Code of Fair Practice In addition to the sanctions for copyright infringement provided by federal law, The Cooper Union's Code of Fair Practice explicitly prohibits:

- "illegally duplicating copyrighted or licensed software" (Category B offense).
- "any unauthorized use of network and/or computer hardware" (Category B offense).

A violation of copyright law might also be viewed as an act of academic dishonesty or fraud, which are Category A offenses and punishable by suspension or dismissal.

IT Department Responsibilities In order to receive a Cooper Union computer account, a student is required to sign a document provided by the IT Department in which they promise to respect the rights of copyright holders. While the IT Department does not monitor its networks for content, it may monitor the volume of use (bandwidth) for each computer on its networks. A student who is using excessive bandwidth may have his or her Internet access reduced or terminated.

Students should be aware that representatives of copyright holders routinely search the Internet for infringers, resulting in lawsuits being filed against students. Such lawsuits may be very expensive to settle. Copyright holders have frequently filed notices of copyright violations directly with The Cooper Union, which requires the school to take immediate action to eliminate infringement.

The IT Department advises against installing and/or leaving file sharing programs on any computer attached to a Cooper Union network. While there are legitimate reasons for using such programs (e.g., the distribution of non-copyrighted software), by operating “silently” they may put the owner of the computer in the position of distributing infringing files, and being liable for such distribution, even though he or she has no intent of doing so.

Policy on Religious Observances No student shall be refused admission to or be expelled from The Cooper Union solely because he/she is unable to participate in any examination, study or work requirement because of religious observances and practices. It is the intent of The Cooper Union to accommodate reasonably individual student and faculty religious obligations and practices without penalty, based on good faith effort and due notice to those relevantly concerned of the anticipated religious observance date. There is a mutual obligation of students and faculty to provide prior notice to each other of anticipated absences. Students absent because of religious observances and practices will be given the opportunity to make up any examination, study or work requirement missed without penalty.

Bicycle Policy As of September 27, 2010 Cooper Union has 24 indoor bicycle parking spaces (for non-folding bicycles) for faculty, staff and students of the Cooper Union only. The parking facility is located in the lower level of the Foundation building. Access to the parking facility is as follows:

- To determine if there are spaces available, check the sign at the entrance to the Foundation Building.

- The security desk in the Foundation Building will have serial-numbered tags equal to the number of spaces available in the parking facility at that time.
- To obtain a tag you must show valid Cooper ID and sign in.
- The security guard will give you the tag which must be locked or chained to your bicycle at all times the bicycle is in the building.
- You must return the tag and sign out when you leave the building.
- When there are no more tags at the security desk, there is no more indoor parking and your bicycle must remain outside.
- You must use the square elevator to reach the lower level and to return to street level. You may not use the stairs or the round elevator.
- No more than three bicycles may be in the elevator at the same time.
- You must lock your bicycle and tag to the bike rack.
- No overnight parking—bicycles must be removed when the building closes. (Except when there is 24 hour building access.)
- Failure to follow these guidelines will result in termination of an individual's access to indoor bicycle parking.
- If a bicycle is found in any other part of the building, or in any other building on campus, it will be removed without prior notice to the owner.
- Harassing security or any other Cooper employee regarding access to the facility will result in termination of an individual's access to indoor bicycle parking.

THE BICYCLE POLICY IMPLEMENTED IN SEPTEMBER 2009 REMAINS IN EFFECT FOR ALL OTHER BICYCLES.

The Cooper Union encourages the use of the bicycle as a viable mode of transportation to and from campus. To ensure the safety of our faculty, students and staff, and taking into account the college's space constraints, the following bicycle policy was implemented September 1, 2009.

Bicycles that do not fold are not permitted in the Foundation Building, 41 Cooper Square, the Residence Hall or 30 Cooper Square. Nor are loose bicycle tires permitted in these buildings. Folding bicycles, which must be covered prior to entering the building, may be stored in offices or lockers. Folding bicycles stored in lockers must fit within the locker such that locker doors remain closed. Bicycles found in public spaces such as studios, hallways, laboratories and lounges will be removed. Violators of this policy will be subject to disciplinary action and will be responsible for any assessed damages. Violations by persons represented by a labor organization will be handled in a manner consistent with the applicable collective bargaining agreement.

Bicycles may be parked outdoors only in those areas which have been specifically designated for this purpose. A bicycle parking area is indicated by the presence of bicycle racks.

Bicycles may not be parked in a way which would impede access to a building entrance or exit. No bicycle may be parked at any entrance, exit or access ramp to any Cooper Union owned building.

In the event that bicycles are stolen on campus, members of the Cooper Union community should report the incident to the Office of Buildings and Grounds. In addition, members of the Cooper Union community are also encouraged to report the incident to the local Police Precinct (212-477-7811). The Cooper Union is not responsible for lost or stolen personal belongings, including bicycles.

Policy on Smoking In accordance with the New York City Clean Indoor Act, as amended, and New York State Public Health Law Article 13-E, the following Smoking Policy is effective at The Cooper Union September 1, 2009:

Smoking is prohibited at all times in all college owned buildings, including but not limited to auditoriums, classrooms, laboratories, offices and public areas and the Student Residence Hall. Furthermore, smoking is not permitted within 25 feet from a Cooper Union facility entrance.

This smoking policy is intended to keep the air clear of smoke for those within our facilities and for those entering and leaving Cooper Union owned buildings.

The Cooper Union requests and expects your cooperation and assistance in the implementation and enforcement of the smoking prohibition. Those who do not comply with this policy will be subject to disciplinary action up to and including fines and/or expulsion from the college, or termination of employment. Complaints against persons represented by a labor organization will be handled in a manner that is consistent with the applicable collective bargaining unit.

Conflicts related to smoking among employees should be brought to the attention of appropriate supervisory personnel and, if necessary, referred to the Equal Opportunity Officer. To report an incident concerning violation of this policy, please send a written report to the Director of Facilities Management.

Students alleged to be in violation of the policy are subject to disciplinary action through the appropriate student conduct jurisdiction.

In accordance with the law, any individual can voice objections to smoke that gathers in any smoke-free area without fear of retaliation.

Policy on Alcoholic Beverages and Illegal Drugs The Cooper Union strictly adheres to all local, state and federal laws relating to the use, possession or illegal manufacture of drugs and alcohol on

its premises or at any official college-sponsored event. Violators may be subject to prosecution in accordance with federal, state or municipal law and are subject to The Cooper Union disciplinary proceedings as outlined in A Code of Fair Practice. On campus, students over the age of 21 may consume alcohol only in the context of official campus events where there is a security guard present to check IDs. Alcohol may not be carried from the room in which it is served. Student groups recognized by the Joint Activities Committee and approved for a budget line for serving alcohol must apply for an alcohol permit and follow The Cooper Union's procedures listed at the end of this section.

NEW YORK STATE LAW REGARDING ALCOHOL

Section 65 of the New York State Alcohol Beverage Control Law states:

"No person shall sell, deliver, give away or cause or permit to be sold, delivered or given away any alcoholic beverages to:

- Any person, actually or apparently, under the age of twenty-one (21) years;
- Any visibly intoxicated person;
- Any habitual drunk."

In addition, legislation enacted in November 1991 specifies that a U.S. or Canadian driver's license or non-driver's identification card, a valid passport or an identification card issued by the United States Armed Forces must be used as written evidence of age for the purchase of alcoholic beverages. New York State law also prohibits the possession of alcoholic beverages with the intent to consume by a minor and penalizes the use of a fraudulent proof of age to procure alcohol. Social host liability may be imposed on any person who serves alcohol to a minor.

Procedures for Use in Serving Alcoholic Beverages at Student

Events/Exhibitions: Student groups recognized by the Joint Activities Committee must first apply for and be approved for a budget for their event. No later than two weeks before the approved event, two members of the student group must apply for an alcohol permit from the dean of students and complete arrangements to hire security guards. These student sponsors must sign an agreement to follow the rules listed below:

Serving Alcohol

1. The serving of hard liquor is not permitted.
2. The Cooper Union has a New York State Liquor Authority permit for the serving of wine and beer at student events. Such serving will be limited to those persons who can prove attainment of the minimum legal drinking age in New York State of 21 years. To facili-

tate quick identification of students of legal age at the point of service, a process of carding that requires the presentation of a Cooper Union ID will be carried out by a security guard available solely for that purpose and paid for by the student sponsors either through allocated JAC funds, or, in the case of student exhibitions, by the student exhibitors. There are no exceptions to this requirement.

3. Sponsors of events have the primary responsibility for ensuring that only those of legal drinking age are served alcohol. Sponsors must include at least two persons 21 years of age or older, and they must sign the required alcoholic beverage permit. Before authorization to hold an event can be given, all student sponsors must undergo an orientation with the dean of students or a designated representative of the Office of Student Services.

4. Such events must include the serving of food, in sufficient amount for the numbers attending, and the displaying of a variety of non-alcoholic beverages must be featured as prominently as alcoholic beverages and dispensed in the same area.

5. The promotion of alcohol in advertisements for events is not permitted. Other aspects of the event such as entertainment or food should be emphasized in the advertisements.

6. The serving of alcoholic beverages should be discontinued at approximately one hour before the end of the event.

7. Event sponsors must not only refuse to serve alcoholic beverages to anyone who appears intoxicated, but also must provide appropriate assistance to such persons. Assistance may include, but is not limited to, providing safe transportation arrangements for intoxicated guests and arranging for medical help.

8. State law requires that a U.S. or Canadian driver's license or non-driver identification card, a valid passport or an ID issued by the U.S. Armed Forces must be used as written evidence of age for procuring alcoholic beverages.

9. The amount of alcohol permitted shall reflect the number of students over 21 years of age expected at the event, as approved by the dean of students, and in no case shall exceed two kegs of beer.

Exhibitions

Students who wish to serve alcohol in connection with a student exhibition opening should consult the appropriate academic dean for the policies and procedures to follow, including ordering a guard. The following rules apply to all exhibitions where alcohol is served.

1. The serving of hard liquor is not permitted.
2. Alcohol service will be permitted at student receptions only when the student presenters are over 21 years of age. In the case of a group presentation the majority of students must be over 21.
3. The Cooper Union has a New York State Liquor Authority permit for the serving of wine and beer at student events. Such serving will be limited to those persons who can prove attainment of the

minimum legal drinking age in New York State of 21 years. To facilitate quick identification of students of legal age at the point of service, a process of carding that requires the presentation of a Cooper Union ID will be carried out by a security guard available solely for that purpose and paid for by the student exhibitors. There are no exceptions to this requirement.

4. Such events must include the serving of food, in sufficient amount for the number attending, and the displaying of a variety of non-alcoholic beverages must be featured as prominently as alcoholic beverages and dispensed in the same area.

5. The promotion of alcohol in advertisements for events is not permitted.

6. Event sponsors must not only refuse to serve alcoholic beverages to anyone who appears intoxicated, but also must provide appropriate assistance to such persons. Assistance may include, but is not limited to, providing safe transportation arrangements for intoxicated guests and arranging for medical help.

7. State law requires that a U.S. or Canadian driver's license or non-driver identification card, a valid passport or an ID issued by the U.S. Armed Forces must be used as written evidence of age for procuring alcoholic beverages.

8. The amount of alcohol permitted shall reflect the number of students over 21 years of age at the event, as approved by the dean, and in no case shall exceed 48 (12 oz.) cans or bottles of beer or 12 (750 ml.) bottles of wine.

Campus Security and Safety

"My earnest desire is to make this building and institution contribute in every way possible to unite all in one common effort to improve each and every human being, seeing that we are bound in one common destiny and by the laws of our being are made dependent for our happiness on the continued acts of kindness we receive from each other."

—Peter Cooper

It is in light of this statement that The Cooper Union establishes an attitude toward campus security and safety. The Cooper Union has been fortunate in maintaining an atmosphere where serious criminal activities have not occurred. Our goal remains to encourage the integrity, honesty and responsibility of each individual student to maintain an atmosphere of harmony and mutual respect.

Every incident of behavior that seems inconsistent with our philosophy and principles of safety and security should be reported to appropriate campus authorities. The guards in the lobby of each building should be notified immediately of any emergencies. Depending on the circumstances, it may also be appropriate to call the police at 911.

Students and staff should also file an incident report with either the office of the Director of Facilities Management or with the Office of Student Services. Such reports help The Cooper Union respond to breaches in security. The Director of Facilities Management maintains a daily log of such incidents. This log is available for inspection in room 111, 41 Cooper Square.

When appropriate, information about such incidents shall be disseminated to the community as a whole via fliers or memoranda.

The Campus Crime Awareness and Campus Security Act of 1990 requires colleges and universities to make available to all current students and employees and to all applicants for enrollment or employment statistics concerning the prevalence of certain types of crime on campus and in the neighborhood. These statistics are published annually in the Campus Security and Fire Safety Report available on the Cooper Union website and from the Office of Student Services, 30 Cooper Square, 6th floor, New York City, NY 10003. Crime statistics are available online at <http://opc.ed.gov/security>.

A CODE OF FAIR PRACTICE

Preamble As an educational community, The Cooper Union affirms the rights of all its students to pursue freely their scholarly, artistic and intellectual interests. The Cooper Union has developed policies and procedures to safeguard this freedom and to maintain an environment conducive to academic endeavor. These rules are not intended to replace federal, state or municipal laws; all Cooper Union students are responsible for upholding such laws, and violation of the law may result in disciplinary action being taken by The Cooper Union.

In addition to the Standards of Conduct set forth below, students are bound by the rules regarding the use of individual facilities at The Cooper Union, including, but not limited to, the library, the Student Residence, the Computer Center, laboratories, shops, etc. Students are asked to assume positions of responsibility on the Cooper Union Student Judicial Board in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

The Cooper Union reserves the right to amend this code at any time it deems necessary.

Part One: Student Rights

Students have certain rights established by federal, state or local statutes or institutional policy. Among these rights, but not limited to these alone, are:

- The freedom to engage in free discussion, inquiry, and expression.
- The freedom of access to public records.
- The freedom of association.
- Freedom from assault.
- The right to express views on issues of institutional policy.
- Freedom of the press.
- Freedom from discrimination on the basis of age, race, religion, sex, color, sexual orientation, ethnicity, national origin, handicap or disability or any other legally protected characteristic.
- Freedom from discriminatory sexual harassment.
- The freedom from improper academic evaluation.

Part Two: Standards of Conduct for Students

Category A The Cooper Union finds the following categories of violations extremely serious:

1. Physical assaults resulting in injury, including sexual assaults.
2. Discrimination or bias related acts of assault or abuse.
3. Illegal drug sales and/or possession of illegal drugs.
4. False fire alarms or acts which undermine safety/security equipment systems.
5. Possessing or introducing dangerous weapons to the campus.

6. Violations of the campus alcohol policy which result in injury or damage to property or undermine the safety and security of the campus, including acts of hazing.
7. Acts of academic dishonesty including cheating, plagiarizing or submission of work which has not been prepared by the person claiming authorship.
8. Acts of fraud as defined in civil statutes. Some examples of these acts, but not limited to the following, are misrepresentation, falsifying records and/or documents, etc., or furnishing fraudulent information.
9. Acts of theft or vandalism against the property of another student, staff or faculty member or the school.
10. Reckless behavior involving the interior and exterior structures of campus buildings. Some examples of these acts, but not limited to the following, are climbing the grid of 41 Cooper Square, hanging over terrace balustrades, and accessing the roof of the Student Residence.

For these categories of the violations, the sanction will ordinarily be suspension or dismissal. In some cases, the Presidential Right of Summary Suspension may also be invoked.

Category B The purpose and ideals of The Cooper Union depend, for their full achievement, on respect, cooperation and integrity among members of the community. The Cooper Union has adopted the following rules of behavior in the interest of maintaining an orderly atmosphere:

1. At all reasonable times, a student shall comply with a request for identification from an employee of the College (guard, technician, professor, dean, etc.).
2. Students will respect the building hours and will leave the premises at the appropriate time.
3. Except for actions protected under the state, federal or institutional governances, a student may not willfully obstruct or disrupt any authorized activities on college premises or other Cooper Union activities, including its public service functions.
4. A student may not engage in activities commonly called libel and/or slander.
5. A student may not be involved in acts that cause physical or psychological harm.
6. A student may not consume, buy, sell, borrow, possess, lend or give as a gift any drug, narcotic or alcoholic beverage in such a way that would be in violation of any local, state or federal law.
7. When a student has a guest on campus, the student is responsible for the conduct of his or her guest.
8. The use of the computer and network facilities is for the purpose of supporting the educational experience at The Cooper Union. Unauthorized or inappropriate use of these facilities is prohibited. Misuse may include, but is not limited to, damaging or altering records or programs; invading the privacy of other users

by using or manipulating directories, files, programs or passwords; engaging in disruptive behavior; illegally duplicating copy righted or licensed software; using the facilities in support of a commercial concern or venture, or any unauthorized use of network and/or computer hardware, software, accounts or passwords.

9. A student may not gamble for money or other valuables while on the campus of The Cooper Union.
10. A student may not threaten members of the Student Judicial Committee or attempt to tamper with witnesses to the Student Judicial Committee.
11. A student may not smoke in a nonsmoking area.

Complaints about acts of academic dishonesty should be referred to the appropriate Academic Standards Committee for adjudication.

Complaints that a student has violated any of the standards described above should be referred to the dean of students, who shall meet with the student(s) complained against and shall try to resolve the matter with the agreement of all parties concerned. In the absence of a resolution by the Dean of Students the matter shall be referred to the Student Judicial Committee.

The Student Judicial Committee may also consider complaints that are not delineated under Category A or Category B above, provided the person against whom the complaint is filed is notified in writing as to whether the proceeding will follow the rules for Category A or Category B. A Judicial Panel formed under the rules of Category B retains the right to request that the case be heard again following Category A rules.

Complaints that a student group has violated any of the Standards of Conduct may be referred by the Student Judicial Committee to the Joint Activities Committee for resolution. Such action will not preclude the possibility of individual members of the group being subjected to charges as well.

Category C Sexual Harassment

1. Complaints About Other Students The harassment of any student is unacceptable and will not be tolerated at The Cooper Union. It is in the best interest of the entire Cooper Union community for students to report incidents of discrimination and harassment. Any student who believes he or she has been subjected to harassment by another student should submit a complaint, if possible in writing, to the Vice President for Finance, Administration and Treasurer/Equal Opportunity Officer, the Dean of Students or his or her Academic Dean. The College will then designate the appropriate person to address the complaint. After a complaint is made, it will be investigated and an attempt will be made to resolve the matter as amicably and privately as possible. The penalties of expulsion, suspension, dismissal, warning, probation, or loss of privileges can be meted out to the offending student in the College's discretion and as the College deems appropriate. The

matter may be referred to the Student Judicial Committee.

2. Complaints About Faculty And Employees The Cooper Union has established separate procedures to handle student complaints about harassment and discrimination imposed on students by faculty or staff.

Sexual harassment, whether it imposes a requirement of sexual cooperation as a condition of academic achievement or not, is inimical to the College's academic environment. Harassment and discrimination on the basis of race, religion, national origin, sex, and/or sexual orientation and any other characteristic protected by law is also prohibited. Student complaints about harassment by staff or faculty should be filed with the Dean of Students, the Vice President for Finance, Administration and Treasurer/Equal Opportunity Officer, or the Academic Dean.

The Vice President for Finance, Administration and Treasurer/Equal Opportunity Officer will investigate, or will appoint an investigator to investigate the matter and try to resolve the matter as amicably and privately as possible. If this effort is not successful and if the Vice President for Business Affairs or the President deems it appropriate under the circumstances, a Hearing Board may be appointed by the President to review the complaint, conduct any additional investigation deemed appropriate, and make recommendations to the President.

A Hearing Board is typically comprised of an Academic Dean, a faculty member, and an elected student representative, all from schools other than that of the complainant, although the College retains discretion to alter the composition of a Hearing Board as it deems appropriate.

In resolving any matter, the College retains discretion to take any remedial action it deems appropriate, including, without limitation, warning, demotion, transfer, suspension, training and termination.

Part Three: Disciplinary Sanctions Which May Be Imposed

1. Warning A warning in writing, in the case of a minor infraction, that further violation of the Standards of Conduct may result in a more severe disciplinary sanction.

A copy of the warning letter will be retained by the Student Judicial Committee in its files until the student permanently leaves The Cooper Union.

2. Loss of Privileges In cases that involve breaking the rules of a specific facility, students may lose the privilege of using that facility on a temporary or permanent basis.

A student who loses privileges may also be issued a warning or higher penalty.

A copy of the letter noting a loss of privileges will be retained by the Student Judicial Committee in its files until the student permanently leaves The Cooper Union.

3. Probation A letter of censure given in instances of more serious violation of the Standards of Conduct where it is believed more stringent disciplinary action is not required. Probation is a trial period during which a student who has been in difficulty has an opportunity to demonstrate that he or she can be a responsible member of the community. The terms of probation may be varied to fit the individual circumstances and may include a recommendation for psychological counseling. The probation letter will be retained by the Student Judicial Committee in its files until the student permanently leaves The Cooper Union.

4. Suspension Given in cases when it is judged that the student should be removed from the college community. This penalty is for a stated period of time, not less than one semester or the remainder of the semester. A suspended student is prohibited from being on any Cooper Union premises during the period of suspension without written authorization from the Office of the President. A record of the suspension will be retained in the files of the Student Judicial Committee until the student leaves The Cooper Union (e.g., graduates, transfers). A notification of the suspension will be sent to the academic dean, the Office of Admissions and Records and the Office of the President.

5. Dismissal Subject to the approval of the President of the college before taking effect, a disciplinary dismissal involves involuntary and permanent dismissal from the college. The President shall have the right to accept, reject or modify the dismissal proposed. A record of the student's dismissal will become a permanent part of the student's file and will be noted on his or her transcript.

6. Other Actions The Student Judicial Committee may impose other penalties it deems appropriate to the infraction of the Standards of Conduct involved. Examples of such penalties might be: financial restitution for damages done to the property of The Cooper Union or the property of individuals or for medical and other expenses incurred by individuals as a result of actions by an individual in violation of the Standards of Conduct.

7. Presidential Right of Summary Suspension Subject to prompt review, the President of The Cooper Union may summarily suspend a student from the college when, in his or her best judgment, such immediate action is necessary for protecting the health and safety of the college and/or any member of the college community. The President will consult with the dean of the school which the student attends prior to such action, unless, in his or her opinion, time does not permit. Any person so suspended shall have all rights as outlined in the Judicial Code. Summary suspensions must be reviewed by the Student Judicial Committee within seven (7) days in which regular academic business is being conducted. Until and unless the defendant is found to have violated the Standards of Conduct, his or her status as a member of the Cooper Union community shall not be altered. Any person so suspended

shall have the right, if the suspension is not upheld by the Student Judicial Committee, to be granted excused absences from all classes and academic responsibilities missed because of such action.

8. Legal Action The above listed penalties shall be in addition to any penalties or liabilities pursuant to the laws of the State of New York, both civil and criminal. The dean or his or her designee may, at his or her discretion, depending on the gravity of the violation, file a criminal or civil complaint with the appropriate public official. Filing an action under this code does not preclude the complainant from also filing a criminal or civil complaint.

Part Four: Cooper Union Student Judicial Committee

The Student Judicial Committee shall have jurisdiction of all proceedings as stated in this document over matters involving an alleged violation of any of the Standards of Conduct stated above. Two students and two alternates shall be elected from among the representatives of each of the student councils to serve on the Student Judicial Committee.

In the case of Category B offenses, six students (two from each school) from the Student Judicial Committee shall constitute the hearing panel. The person bringing charges and the person being charged each have the right to challenge the inclusion of two of these panelists for cause so long as four students, including alternates, remain available to hear the case and so long as such challenge is made before the hearing commences. The panelists shall elect their own chairperson.

In the case of Category A offenses, six students (two from each school) from the Student Judicial Committee shall be joined by any two administrative officers of The Cooper Union. The associate deans from the school in which the student bringing charges and the student being charged are registered, or other designated representative of the dean of the appropriate faculty, shall be invited to participate as administrative officers, except in cases involving academic dishonesty, when a member of the appropriate Academic Standards Committee shall be invited instead. The person bringing charges and the person being charged each have the right to challenge the inclusion of two of the student panelists for cause so long as four students, including alternates, remain available to hear the case and so long as such challenge is made before the hearing commences. The panelists shall elect their own chairperson.

The dean of students shall serve as coordinator for the committee and shall have the responsibility of inviting the administrative officers. This does not preclude the dean of students from acting as witness, if necessary.

In a case where the panel hearing either a Category A or Category B violation is equally divided on a decision, the matter will be considered by the Appeal Board, which will make the final decision.

The Committee shall adopt its own operating rules and have

the power of amendment, provided such amendment(s) shall not apply to any case pending at the time of the amendment. A copy of any operating rules in effect at the time of the complaint shall be supplied to the person being charged at the time that person receives notice of the hearing.

Part Five: Procedures for Filing Charges and Conducting Hearings

1. Any member of the community may initiate charges of an infraction of the Standards of Conduct by a student. Such complaint should be made in writing and addressed to the Student Judicial Committee and delivered to the Office of Student Services, 6th floor. The Student Judicial Committee may not sanction a student for any matter not included in the written complaint. The complaint shall set forth in summary fashion the basic facts in which it is stated that an infraction of a Standard of Conduct has occurred. The particular standard or standards must be likewise set forth.

2. A hearing on the allegations contained in the complaint will be scheduled within ten working days by the dean of students. The dean of students shall have delivered to the person charged a copy of the papers setting forth the charges together with the time and the place of the hearing on the charges and a copy of any operating rules currently in effect for the Student Judicial Committee.

3. Proceedings conducted by the Student Judicial Committee are completely independent of either civil or criminal proceedings and may act simultaneously with either. The Student Judicial Committee is administrative, rather than criminal or civil, in nature. It does not use technical “rules of evidence” and requires lower standards of proof to reach a conclusion. This lower standard is known as a “preponderance of evidence,” and indicates that it is “more likely than not” that a violation did, or did not, occur.

4. The failure of the student charged to appear at the stated time and place shall constitute a waiver of the right to a hearing as set forth.

5. All hearings conducted by the Student Judicial Committee shall be open unless either party requests the hearing to be closed.

6. Any person charged or bringing charges in a Category A offense shall be entitled to a representative of his or her choice at his or her expense.

7. Every student so charged shall be presumed not to have committed the alleged violation until the Student Judicial Committee arrives at its decision.

8. The Student Judicial Committee will select one of its members to be chairperson and preside over each hearing. The person presiding shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly

completion of the hearing. Any person, including the person charged or bringing charges, who disrupts a hearing may be excluded by the person presiding.

9. Any person charged or bringing charges, having appeared at the hearing, shall have the right to question any witness presented and to contest the acceptance into the record of any document presented as proof in support of the charges. In this latter case, the Committee shall decide whether the document bears on the issues involved. The person charged shall have the right to present witnesses or documents in his or her defense. The names of any witnesses must be provided to the Committee at least 48 hours in advance of the hearing. The Committee has the right to refuse to hear witnesses whose testimony they deem irrelevant or to limit the testimony of witnesses to matters that the Committee deems pertinent. Prospective witnesses, other than the person charged and the person bringing charges, may be excluded from the hearing during the testimony of other witnesses.

10. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the person presiding.

11. Committee members may take notice of matters that would be in the general experience of Cooper Union students, faculty, or staff members.

12. The Committee shall arrange for a tape recording of the hearings. The tape shall be retained until all parties to the complaint have permanently left The Cooper Union.

13. Decisions, including the sanctions imposed by the Student Judicial Committee, shall be made in executive session by majority vote. Witnesses, including the person being charged or bringing charges, shall not be present at the executive session. All proceedings in this executive session except the decision itself shall be confidential and shall not be disclosed outside of the executive session, except in cases where federal, state, or municipal law mandates disclosure of the decision to the complainant or to the community.

14. In the event of a recommendation of a disciplinary dismissal herein, the President shall review the recommendation before it is put into effect, as described in "Disciplinary Dismissal."

15. The decision of the Student Judicial Committee may be given in hand to the student charged or mailed to the last address given by the student.

16. In the written decision, if the student is found to have violated any of the Standards of Conduct, the student shall be notified in the notice setting forth the decision of the right to appeal the decision within four business days. The appeal must be in writing and set forth the reasons upon which the appeal is made.

Part Six: Appeal

A. Composition of Appeal Board

1. Members of the board shall consist of two students and one academic dean.

a. Annually, the elected student representatives who form the Student Councils from the three schools shall appoint one member and one alternate from each school for available service on the Appeal Board.

b. In a specific case, one student member must be from the school attended by the appellant.

c. The remaining student will be selected for service on a rotating basis from the remaining two schools.

d. In the event for any reason a student does not serve on the Appeal Board, the alternate student may serve and participate fully in the decision.

2. The academic dean must be from the school the appellant attends, except in the event of the unavailability of any dean so chosen, or if the dean is an interested party in the matter under appeal. In such case, the President shall select another dean to serve as a member of the board. In any event, the dean shall serve as convener of the board and as chair.

B. Limitations of the Authority of the Appeal Board

The Appeal Board shall limit its review of the Student Judicial Committee's record to these issues:

1. Does the record show that the parties had a fair and adequate opportunity to prepare and present their case?

2. Was the sanction imposed, if any, fair and proper in light of the gravity of the infraction proved?

C. Decision on Appeal

1. Appellant must present a written application for a hearing by the Appeal Board within four (4) business days of the Student Judicial Committee decision.

2. The Appeal Board may, after considering the appeal:

a. Accept the decision by the Student Judicial Committee.

b. Return the case to the Student Judicial Committee for further hearings in keeping with the Appeal Board instructions.

c. Reverse the Student Judicial Committee decision and dismiss the case.

d. Accept the Student Judicial Committee decision, but reduce the sanction. The sanction may not be increased.

If the Appeal Board accepts the report of the Student Judicial Committee (whether it lowers the sanction or not), the matter shall be deemed final.