

REQUEST TO APPLY 400-LEVEL COURSES TO MENG PROGRAM

Albert Nerken School of Engineering, The Cooper Union

To maintain undergraduate status, students are required to enroll in a minimum of 12 credits that are applied to the undergraduate degree each term. In each semester, students may only transfer 400-level courses that exceed the 12-credit minimum.

Instructions: Please complete the form below to request courses taken during a student's undergraduate program to be applied towards the MEng degree. Form to be completed after grades are awarded for the fall semester of a student's fourth year as an undergraduate. Student may need to resubmit form if the planned courses are not completed with at least a "C" grade or if applying the planned courses leaves the student with fewer than 12 credits applied to the undergraduate program.

Student Name: _____ Student ID#: _____

Student Email: _____ Current Major: _____

Desired Graduate Degree: MEng – CE MEng – ChE MEng – EE MEng – ME
(Please circle one)

Courses Requested To Apply Towards the Master's Degree: These courses are determined to be in excess of the student's undergraduate degree requirements and are appropriate for the Master's degree the student wishes to pursue. All courses must receive at least a "C," and the overall GPA must be at least a 3.0 to be transferred.

Course #	Course Title	Semester Taken	Grade Earned	#credits
Overall GPA:				
Total:				

Planned Courses that Could Apply Towards the Master's Degree if at least a "C" is earned:

Course #	Course Title	Semester Scheduled	#credits
Total:			

STOP HERE: Please save file as is and email document to beth.slack@cooper.edu. Beth will send out for signature via Adobe Sign.

Academic Advisor: _____
(Signature, of a full-time faculty member from which your MEng degree will be based.)

Date: _____

Student Signature: _____

Date: _____

Department Chair: _____
(Signature, of the department chair from which your MEng degree will be based.)

Date: _____

Have questions? Please contact Beth Slack in the Dean's Office at bslack@cooper.edu or 212.353.4287.



THE COOPER UNION