Masters in Engineering
Student Handbook
Fall 2017

Introduction

The Albert Nerken School of Engineering at the Cooper Union extends you a warm welcome. During your time here, you will be immersed in a vibrant learning environment and surrounded by creative thinkers like yourself. Our intent is to instill in you an ethos of enlightened contributions to society, where your fellow classmates, faculty, and staff engage in life-long learning and ethical practice.

We have created this handbook as a roadmap to help you navigate your time here. Please read the policies described in the course catalog before classes begin, as you will be responsible for abiding by the rules and regulations described in these documents. The course catalog includes all information pertaining to degree and graduation requirements, program descriptions as well as the list of courses offered.

Please note that this handbook is meant to be purely an online guide and is subject to change (we will include the revision dates). The policies and regulations described in the online Course Catalog are binding.

You are invited to use the follow online resources:

Course Catalog:
Virtual Document http:/cooper.edu
Past Catalogs: http://cooper.edu/students/registrar/course-catalog

Degree Programs
http://cooper.edu/admissions/academics

Course Listings
http://cooper.edu/engineering/curriculum/courses

University Policies
https://cooper.edu/about/policies

Albert Nerken School of Engineering:
www.cooper.edu/engineering

Albert Nerken School of Engineering Master's Program:
www.cooper.edu/engineering/curriculum/master

Once again, welcome to Cooper!

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Getting Started

The following helpful pointers are in alphabetical order:

Academic Honesty: Professors at Cooper Union are committed to preserving an environment that challenges every student to realize his or her potential. You are expected to provide your best effort and will be supported to produce original work of the highest caliber. Firm guidelines defining violations of academic integrity are listed in the Course Catalog under 'Academic Standards' and 'Academic Integrity'. If the definitions of cheating are unclear to you, it is your responsibility to review your professor's policies to ensure compliance.

Calendar: The 2017-2018 calendar is included in this handbook, and can also be found on the website: http://cooper.edu/students/registrar/academic-calendars Carefully check the calendar and make note of important deadlines including those for add/drop, registration and exams.

Commencement: You are solely responsible for knowing and following the rules and procedures as stated in the course catalog and the Master's Students Handbook, which are on our website, and the schedule of submission dates for the thesis. You should contact the registrar and/or Dean's office in case of questions. Note that Master's students will not be allowed to participate in Commencement unless they have fulfilled all degree requirements.

Cooper ID: Once you are registered in the Cooper system and assigned a Colleague ID, please contact David Robbins (drobbins@cooper.edu), to set up an appointment to process your student identification card. The office of Student affairs is located at 29 3rd Avenue, Suite 3B, New York, NY 10003.

Courses: Courses (even a single course) will be demanding. Both full and part time students should plan accordingly. Also, part-time students should take note that some courses will be offered only during the day. Full-time graduate students take at least 9 credits per semester. 8 credits or fewer is considered part-time.

Credit Requirement: A minimum of 30 graduate level credits beyond the baccalaureate degree must be completed at The Cooper Union (in addition to possible undergraduate deficiencies) for both the thesis requiring M.E. Program and the non-thesis M.E. Program. All graduate level credits, including any cross-listed upper level undergraduate credits, must be approved by your academic advisor. Additionally, in accordance with N.Y. State law, you have to submit a complete set of medical forms to be able to register for classes. See course catalog for more detail.

Credit Transfer Cap: There is no cap on the number of 400-level credits that can be transferred from the undergraduate to graduate program for either option (thesis or non-thesis). As always, double-dipping is not allowed.

Drop/Add Period: Incoming students should discuss their course choices with their thesis advisor (thesis students) or Department Chair (all others). After the first week of every semester, "Adds" are not allowed, including independent studies. During the first week, you may "Drop" classes with approval from your faculty advisor with no record of that "Drop" on your transcript. For classes being dropped between the second and eighth weeks, a "W" will be placed next to the course on your student transcript. To resolve special situations, such as conflicting or overlapping classes or missing pre-requisites students must ask their advisors to email the registrar staff.

In extenuating circumstances, and with the signatures of the course faculty member, your academic advisor, and the Dean of the School of Engineering, "Drop's" will be allowed after the eighth week. This condition requires an additional waiver form, found in the Deans' Office, to be signed by those listed above. Otherwise, withdrawals are not allowed and you will receive an "F" in that course. You should be factoring the course work load into your course selections during registration. To resolve these special situations, students must ask their advisors to email the registrar staff. Such approvals will usually require documented medical paperwork or other documented back up.

Thesis students should register for thesis credits ever semester after they have declared the thesis option, although their account will be billed for the 6 credits only the first time they register for the credit.

E-mail Address: The CU Computer Center staff will set you up with an @cooper.edu extension, once you have submitted your medical forms and paid your deposit(s). Once your e-mail address has been set up, you will be notified by a Computer Center staff member.

Graduation: You should request a credit audit from the registrar the semester you expect to complete all course requirements (thesis option students can request an early audit when they have all but thesis requirements complete).

Health Insurance: All Domestic and International Students enrolled in 6 or more credit hours at Cooper Union are automatically enrolled in the Student Health Insurance Plan. Domestic students may waive this coverage if they already have comparable health insurance. Note: International Students may not waive the Student Health Insurance Plan. The waiver process and open enrollment will end on October 13, 2017. Information about the health insurance can be found   here: http://www.collegiateinsuranceresources.com/sip/health_ins_registration.asp?assnid=887

Health Forms: It is mandatory that incoming Cooper Union students complete and return the Cooper Union health forms and the New York State required response forms for Meningitis, Measles, Mumps and Rubella. **A physician must fill out, sign and stamp the forms. You cannot attend classes until these forms are completed and received.** The Cooper Union health forms can be accessed at: www.cooper.edu/students/forms-and-contacts

Leave of absence/Withdrawal: If you are unable to attend for a semester, you must either withdraw from the program or take leave. Failure to register will result in automatic removal from the rolls.

Reinstatement after withdrawal could require a) approval of Dean's office (for students who were in good academic standing when you withdrew,) b) petition Academic Standards Committee, c) or reapplication to the program.

Lockers: Students can secure personal lockers *(provided to each engineering student on the 5th, 6th, or 7th floor of 41 Cooper Square)* by placing a lock on an unused locker and registering it through Student Services at the following website: https://esc.cooper.edu/admin/lockreg. You will be able to keep your locker until you complete your degree.

Mailboxes: It is essential that you check your physical mailbox (color-coded by major on the 5th floor) and email regularly as these are both important ways in which we will communicate with you. In the case of email, if you do not use the Cooper Union webmail portal (webmail.cooper.edu), ensure that you forward messages to the address you use.

Cooper Union academic and administrative addresses should not be used for personal mail or packages. Personal mail sent to 30 Cooper Square, 41 Cooper Square, or the Foundation Building may be discarded without notification; never use these building addresses as your personal/permanent address.

Policies: All school policies are detailed at: http://cooper.edu/about/policies. They include codes of conduct, alcohol, drugs, smoking, copyrights, sexual assault, non-discrimination, and anti-harassment.

Registration: If you are an enrolled student, you can access your educational plan (i.e. the list of courses you will be taking throughout your career at Cooper Union) through the Student Self Service portal: http://www.cooper.edu/students/registrar/registration.

Incoming students will register for courses during the first week of classes in the fall. You must first choose an advisor and create a Course Plan in Student Self Service, which your advisor must approve. You can receive advisor approval of your Course Plan any time before registration.

Resignation: A student may "resign" at any time in writing; a resignation is permanent, meaning that you are unable to return to the program, and is accompanied by a separation notice that is placed in the student's file.

Safety, Security, and Campus Emergencies: Cooper Union is committed to providing a safe and secure learning environment for our students, staff, and faculty. All first-year and transfer students in the School of Engineering are required to take a shop safety course and pass a written exam. All laboratory personnel and professors will review safety procedures posted in their labs before you start working with them.

If you witness any safety violations, you are strongly urged to report them to the supervising staff member and/or professor. Anonymous reporting can be performed through: https://safety.cooper.edu/. Important campus-wide safety and emergency guidelines are handed out to every student, but can also be found at: http://cooper.edu/students/safety. Remember, you are an integral part of keeping our campus safe and secure. Every active student will be provided with a photo identification card that must be swiped to gain entry into 41 Cooper Square, the Foundation Building, and the Residence Hall. Visitors can be signed in through the Dean's Office by obtaining a visitor's pass; host students must accompany their guests at all times.

Thesis vs non-Thesis option: Students are accepted into the graduate program in their major either with a "thesis" or "undeclared" classification. Undeclared students have to declare whether they plan to pursue the thesis or non-thesis option by the time they complete 9 credits. Students may complete the degree requirements as part- time or full-time students in consultation with their advisor. Contact your Department Chair if you do know who your advisor is.

Thesis students should register for thesis credits every semester after they declare the thesis option although their account will be billed for the 6 credits only the first time they register for the credits. See http://cooper.edu/engineering/curriculum/master for more details.

Thesis option checklist:
- o Advisor Identified
- o Complete course requirements (24 credits)
- o Complete thesis requirement (6 credits)
- o Submit thesis draft
- o Schedule defense
- o Pass defense
- o Notify Associate Registrar, once graduation date is confirmed
- o Degree audit and faculty approval

Non-thesis option checklist:
- o Advisor Identified
- o Complete course requirements (30 credits)
- o Complete writing requirement
- o Notify Associate Registrar, once graduation date is confirmed
- o Degree audit and faculty approval

Wifi Access: To access the Cooper Union networks (cooper-a or cooper-g), please use your @cooper.edu username and password. Prior to entering your username and password, you might be prompted to enter an access password (you can contact IT at x350 for the password).

The Cooper Union for The Advancement of Science and Art operates within a two semester calendar (fall and spring). Most classes are scheduled Monday through Friday between the

hours of 8:00 a.m. and 9:00 p.m. We offer a limited summer session with courses typically provided in Math, Physics, and Engineering.

Normal business hours are: Monday through Friday, 9 a.m. - 5 p.m.

From early June through Labor Day, Cooper Union operates under a summer schedule: Monday through Thursday, 9 a.m. - 5:15 p.m.

2017 - 2018 Academic Calendar

August 27	Sunday	Move-in day for Residence Hall
August 27 - September 3	Sunday-Sunday	New student orientation
September 4	Monday	Labor Day Observed
September 5	Tuesday	Fall semester classes begin. NOTE: Tuesday classes meet
September 12	Tuesday	There will be a $25 fee for Dropping classes after this date
September 19	Tuesday	Fall Festival (school in session)
November 21 - 22	Tuesday-Wednesday	Thursday and Friday Classes Meet
November 23 - November 26	Thursday-Sunday	Thanksgiving (staff holiday)
November 30 - December 6	Thursday-Wednesday	Registration for Spring 2018 Classes
December 14 - 20	Thursday-Wednesday	Last meeting times for all exams/classes/crits. These continue regularly assigned rooms.
December 20	Wednesday	Last day of Fall 2017 semester

December 21 - January 15	Thursday-Monday	Winter recess; all schools
December 21 - January 1	Thursday-Monday	Staff Holiday
January 2	Tuesday	Administrative Offices reopen. All grades are due in the Office of Admissions and Records before Noon
January 15	Monday	Martin Luther King Jr.'s birthday (Staff Holiday)
January 16	Tuesday	Spring semester classes begin. NOTE: MODIFIED SCHEDULE; MONDAY CLASSES MEET
January 23	Wednesday	There will be a $25 fee for Dropping classes after this date
February 16-19	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 2018 classes
May 2, 3, 7, 8, 9	Wednesday, Thursday, Monday-Wednesday	Last meeting times for all exams/classes/crits. These continue regularly assigned rooms.
May 9	Wednesday	NOTE: FRIDAY CLASSES, EXAMS AND CRITS MEET
May 9	Wednesday	Last day of Spring 2018 semester
May 10	Thursday	Senior grades due in the

		Office of Admissions and Records before Noon.
May 14	Monday	All non-senior grades are due in the Office of Admissions and Records before Noon.
May 22	Tuesday	Commencement rehearsal; annual student exhibition opens
May 23	Wednesday	Commencement
May 28	Monday	Memorial Day (Staff Holiday)
July 4	Wednesday	Independence Day Observed (Staff Holiday)

Contact Information and Resources

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Office of Admissions and Records
30 Cooper Square
New York, NY 10003
Phone: (212) 353-4120
E-mail: admissions@cooper.edu
http://cooper.edu/admissions/contact

Office of Financial Aid
30 Cooper Square
3rd Floor
New york, NY 10003
Phone: (212) 353-4043
https://www.cooper.edu/admissions/financial-aid

Office of Student Affairs
29 Third Avenue
Third Floor
New York, NY 10003
http://www.cooper.edu/students/student-affairs