The Cooper Union Dual Degree Master’s Program is one in which the bachelor’s and master’s degree are awarded simultaneously after four years of study. With the approval of their advisor, students apply credits from courses taken beyond those required for the Bachelor of Engineering towards the requirements for the Master’s degree. In the dual degree program, a student’s status remains as an “undergraduate” throughout the program, until award of the bachelor’s and master’s degree. To maintain undergraduate status, students are required to enroll in a minimum of 12 credits that are applied to the undergraduate degree each term.

Students applying for the dual degree should fill out only this form and not submit an application through the Admissions office.

**Instructions:** Cooper Union undergraduates must complete the notification form for the Dual Degree Master’s Program in the spring semester of their junior (3rd) year. A student must also request a degree audit from the registrar’s office. Along with this completed notification form, students must submit a detailed plan of study outlining planned courses, proposed thesis focus, and a copy of the audit from the registrar’s office. All students must have a minimum 3.0 GPA. All completed forms and supplementary materials are due no later than March 15, 2019.

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**Student Name:** _____________________________________  
**Student Email:** ____________________________________  
**Student ID#:** ____________________________  
**Current Major:**  
| BSE | CE | ChE | EE | ME |  
---|---|---|---|---|---|  
**Anticipated Graduate Degree:**  
| MEng – CE | MEng – ChE | MEng – EE | MEng – ME |  
---|---|---|---|---|---|  
**Credit Hours Earned:** ____________________________  
**Cumulative GPA:** ____________________________  

☐ I have attached a detailed plan of study.  
☐ I have attached a copy of my credit audit. (Email from registrar’s office is sufficient.)

**I acknowledge that in order to maintain eligibility to receive federal financial aid as a full-time student, I must be registered for 12 or more course credits towards my undergraduate degree each semester as a dual degree student. This is described in my program plan.**

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**Student Signature:** ____________________________  
**Date:** ____________________________

**Authorization/Signatures:** Please note that applications will not be accepted without all necessary signatures. Please obtain the signatures below in the order in which they appear.

**Academic Advisor:**  
(Name and Signature)  
**Date:** ____________________________

**Department Chair:**  
(Name and Signature, For BSE students, the department chair from which your MEng degree will be based.)  
**Date:** ____________________________

**Thesis Advisor:**  
(Name and Signature)  
**Date:** ____________________________

**Dean’s Office:**  
(Name and Signature)  
**Date:** ____________________________

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All forms and supplementary materials are due in the Dean’s Office no later than March 15th, 2019. Students will be notified about decisions no later than April 1st so that appropriate registration can be done. Have questions? Please contact Beth Slack in the Dean’s Office at bslack@cooper.edu or 212.353.4287.