



Masters in Engineering Student Handbook Fall 2019

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:

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

Course Catalog:
Virtual Document: <http://cooper.edu/students/registrar/course-catalog/current>
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

Once again, welcome to Cooper!

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Getting Started

The following helpful pointers are in alphabetical order:

Academic Integrity: 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 2019-2020 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. These dates are non-negotiable.

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: In order to have your ID ready for pick-up on your first day, you’ll need to submit a photo via email to ids@cooper.edu. The photo format should be passport-style and meet the following requirements:

- The photo should be a color, .jpg or .jpeg file.
- This picture is for identification purposes, so it must clearly identify you.
- The background should be uniform and light-colored.
- You must be facing forward, with your head and shoulders clearly visible.
- Photos should not include other people or animals - no group photos
- There can be no red eye or flash reflection on glasses or contact lenses.
- No hats, sunglasses, jewelry, or garments of any sort that obstruct the view of your face.
- The file cannot exceed 100k in size.
- The file should be saved as the following: “firstname-lastname.jpg or .jpeg”

When submitting your photo please include the following information in the body of the email:

- Full legal name
- Student ID number, if known

- Date of Birth
- Specify if you will be living on campus
- Specify that you are a master's student

If you are unable to submit a photo or the photo was not acceptable, a new ID photo will be taken during orientation. If you have any questions regarding this procedure, contact the Campus Safety and Security Office at security@cooper.edu or 212.353.4119.

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. A minimum overall grade point average of 3.0 is needed in all courses used to satisfy the 30-credit master's degree requirement. 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 must submit a complete set of medical forms to be able to register for classes. See course catalog for more detail.

Credit Transfer: Students in the Master of Engineering program who received the BE or BSE degree from Cooper Union, or who receive the BE or BSE degree concurrently with the M.E. degree, may apply graduate level (400-level) credits taken in excess of the requirements for the BE/BSE degree towards the requirements for the Master of Engineering degree. No transfer credit is awarded for graduate courses taken outside of Cooper Union.

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). Courses that counted towards the undergraduate degree may not also be used for the graduate degree.

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. Please note that all deadlines for drop/add are listed in the academic calendar and these dates are non-negotiable.

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 every 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 one or two semesters prior to when 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. Information about the school’s insurance policy, as well as how to request a waiver, can be found here: <https://www.studentinsurance.com/Schools/?id=566>

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: <http://cooper.edu/students/student-affairs/health/health-forms>

Leave of absence: A leave of absence is a temporary absence for one or two semesters, according to the Engineering school rules. Students taking a leave for military service can take up to six semesters. Students on a leave of absence are still matriculated at Cooper Union, but pay no tuition or fees while on leave.

Lockers: Students have access to a locker located at 41 Cooper Square. To receive a locker, please go to Buildings & Ground offices during regular business hours, located at 41 Cooper Square, room 111. You will receive your locker as well as a school-approved lock. Please note that only school-approved locks can be used on the school’s lockers. If you have any questions about receiving a locker, please call 212.353.4105.

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.

All mail and packages must be addressed to the new centralized mailing address. Please see examples below.

If a student lives in the residence hall:

Attn: **Student Name**
Student Resident/Student Affairs
Cooper Union
7 East 7th Street
Residence Hall, Room #
New York, NY 10003

If a student does not live in the in the residence hall:

Attn: **Student Name**
Student (Non-Resident)
Cooper Union
7 East 7th Street
Student email address
New York, NY 10003

Students will be notified by email when an item arrives. Items must be picked up during mail room service hours (usually Monday - Friday, 9am-6pm, Foundation Building, lower level room B00A), and if items are not picked up after seven business days, they will be sent back to the return address unless other arrangements have been made.

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.

Refund: Should a student choose to leave Cooper Union, during the first week, they are entitled to a 100% tuition refund. If they leave by the 14th day, they are entitled to a 50% refund. By the 20th day, they are entitled to a 25% refund. After the 28th day, they are not entitled to a refund. Please note that fees will not be refunded.

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. By the end of August, you should speak to your department chair about the advisement process and choosing an advisor. Then, you should create a Course Plan in Student Self Service, which your advisor must approve. Students can receive advisor approval of their Course Plan any time before registration. After the Course Plan is approved, you must then register for the courses through the Student Self Service portal.

Resignation: A student may “resign” at any time in writing; a resignation is a permanent departure without possibility of reenrollment or re-matriculation, 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. Please contact the faculty member supervising a particular lab to learn about required safety procedures.

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, and guests are not granted access to labs.

Thesis vs non-Thesis option: Students are accepted into the graduate program in their major either with a “thesis” or “undeclared” classification. Undeclared half-scholarship students must declare whether they plan to pursue the thesis or non-thesis option at the end of their first semester of enrollment. Full pay students must declare whether they plan to pursue the thesis or non-thesis option no later than the end of their 3rd year of study. Contact your Department Chair if you do know who your advisor is. Please note that all Chemical Engineering and Electrical Engineering students will do the thesis option. (The non-thesis option is not available for these majors at this time.)

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:

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

Non-thesis option checklist:

- Advisor Identified
- Complete course requirements (30 credits)
- Complete writing requirement
- Complete the Special Project Approval Form and turn it in with any required collateral material to the Dean's Office
- Notify Associate Registrar, once graduation date is confirmed
- Degree audit and faculty approval

Tuition: Current tuition and fees rates and information can be found here:

<http://cooper.edu/admissions/tuition-fees> Master's students who receive approval to extend their studies beyond the expected program length (dependent on thesis or non-thesis status) will be assessed a maintenance of matriculation fee of \$3,000 per semester.

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).

Withdrawal: A withdrawal is a permanent departure from Cooper Union with possibility of reenrollment. A student who has withdrawn may petition the Academic Standards Committee for reinstatement. If more than two years have elapsed, a withdrawn applicant must re-apply through the usual admissions process.

2019 - 2020 Academic Calendar: 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.

Student bill due date	Mon, Aug 5	
Orientation	Tue, Aug 27 – Tue, Sep 3	
Labor Day	Mon, Sep 2	Offices and classrooms closed
Fall 2019 Semester Begins	Tue, Sep 3	Tuesday Classes Meet
Fall Festival	Tue, Sep 10	
Course adjustment period	Tue, Sep 3 – Tue, Sep 10	Students can add/drop courses with advisor assistance
Course Add/Drop deadline	Tue, Sep 10	Last day to add/drop courses, take leave of absence or fully withdraw from School and receive full tuition and fees refund.

Last day to withdraw from courses	Wed, Oct 30	
Registration for spring 2020 classes	Tue, Nov 19 – Mon, Nov 25	All students must have advisor approval in order to register
MODIFIED SCHEDULE	Tue, Nov 26	THURSDAY classes meet
MODIFIED SCHEDULE	Wed, Nov 27	FRIDAY classes meet
Thanksgiving Holiday	Thu, Nov 28 – Fri, Nov 29	Offices and classrooms closed
Classes resume	Mon, Dec 2	
Study Period	Thu, Dec 12 – Fri, Dec 13	No classes
Final classes, crits and exams	Mon, Dec 16 – Fri, Dec 20	Students meet in regularly assigned rooms
End of Term	Fri, Dec 20	Last day of the fall 2019 term
Winter Recess	Sat, Dec 21 – Tue, Jan 21	All schools closed.
Staff Holiday	Mon. Dec 23 - Fri, Jan 3	
Administrative Offices Re-open	Mon, Jan 6	All grades due to the Office of the Registrar before noon (12PM)
Martin Luther King BD	Mon, Jan 20	Staff Holiday
Classes	Tue, Jan 21	Spring Semester Begins. MONDAY classes meet
Course Adjustment Period	Tue, Jan 21 – Tue, Jan 28	Students can add/drop courses with advisor assistance
Course Add/Drop deadline	Tue, Jan 28	Last day to take leave of absence or fully withdraw from School and receive full tuition and fees refund.
MODIFIED SCHEDULE	Wed, Feb 12	FRIDAY classes meet
Founder's Day / Presidents' Day	Fri, Feb 14 – Mon, Feb 17	Classrooms and offices closed
Spring Recess	Sat, Mar 14 – Sun, Mar 22	No classes. Administrative offices remain open
Outstanding student bills due	Sat, Mar 14	Holds placed on student records preventing future course registration and/or release of transcript pending payment
Last day to withdraw from courses	Wed, Apr 1	

Course Registration	Tue, Apr 21 – Fri, Apr 24	Registration into Fall semester courses.
Study Period	Thu, May 7 – Fri, May 8	No classes
Final classes, crits and exams	Mon, May 11 – Fri, May 15	Final classes crits and exams take place in regularly assigned rooms
Last day of the Spring 2020 semester	Fri, May 15	
Senior Grades Due	Mon, May 18	Senior grades due to Office of the Registrar before Noon (12 pm)
All non-senior grades due	Wed, May 20	All non-senior grades due to Office of the Registrar before noon (12 pm)
Memorial Day	Mon, May 25	Classrooms and offices closed
Commencement Rehearsal	Tue, May 26	Time TBD
Commencement	Wed, May 27	
Independence Day Holiday	Fri, Jul 3	Staff holiday

Contact Information and Resources

Beth Slack

Administrative Associate
41 Cooper Square
New York, NY 10003
Phone: 212.353.4287
E-mail: beth.slack@cooper.edu

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>

Department chair contact information:

Professor Melody Baglione, Chair of Mechanical Engineering
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