



The Cooper Union  
Albert Nerken School of Engineering

Master of Engineering  
Student Handbook

2022-2023

## **TABLE OF CONTENTS**

INTRODUCTION .....	3
IMPORTANT LINKS.....	3
IMPORTANT CONTACTS.....	4
ACADEMIC INTEGRITY.....	5
SCHOOL POLICIES & HEALTH FORMS.....	5
Health Forms:.....	5
SAFETY, SECURITY, AND CAMPUS EMERGENCIES.....	5
Cooper ID: .....	5
DEGREE REQUIREMENTS.....	6
Credit Requirement: .....	6
Credit Transfer:.....	6
GPA Requirement:.....	6
Pre-Requisite Requirements for Graduate (400) Level Courses:.....	6
Timeline: .....	7
Thesis vs non-Thesis option.....	7
REGISTRATION.....	8
Course Adjustment Period:.....	9
Courses: .....	9
FINANCIAL INFORMATION.....	9
Health Insurance: .....	10
ABSENCES AND DEFERRALS.....	10
Leave of absence (LOA):.....	10
Withdrawal:.....	10
Resignation:.....	10
Deferral.....	10
COMMUNICATION.....	10
E-mail Address:.....	11
Lockers .....	11
Wifi Access: .....	11
ACADEMIC CALENDAR & DEAN’S OFFICE HOURS.....	11

## 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 you. 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 experience 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 and the list of courses offered.

Please note that this handbook is meant to be an online guide and is subject to change. The policies and regulations described in the online Course Catalog are binding.

Once again, welcome to Cooper!

## IMPORTANT LINKS

Albert Nerken School of Engineering Master's Program:  
[www.cooper.edu/engineering/curriculum/master](http://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>

Class Schedule: <https://cooper.edu/engineering/class-schedule>

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

Albert Nerken School of Engineering: [www.cooper.edu/engineering](http://www.cooper.edu/engineering)

## IMPORTANT CONTACTS

### Lisa Shay

Associate Dean for Educational Innovation  
41 Cooper Square, Rm, 204  
New York, NY 10003  
Phone: 212.353.4309  
E-mail: [lisa.shay@cooper.edu](mailto:lisa.shay@cooper.edu)

### Beth Slack

Administrative Associate & Budget Analyst  
41 Cooper Square, Rm. 204  
New York, NY 10003  
Phone: 212.353.4287  
E-mail: [beth.slack@cooper.edu](mailto:beth.slack@cooper.edu)

### Office of Admissions and Records

E-mail: [admissions@cooper.edu](mailto:admissions@cooper.edu)  
<http://cooper.edu/admissions/contact>

### Office of Financial Aid

E-mail: [bursar@cooper.edu](mailto:bursar@cooper.edu)  
<https://www.cooper.edu/admissions/financial-aid>

### Office of Student Affairs

29 Third Avenue, 3<sup>rd</sup> Floor  
New York, NY 10003  
<http://www.cooper.edu/students/student-affairs>

### Department chair contact information:

Professor Melody Baglione, Chair of Mechanical Engineering  
Phone: 212.353.4295  
E-mail: [melody.baglione@cooper.edu](mailto:melody.baglione@cooper.edu)

Professor Ben Davis, Chair of Chemical Engineering  
Phone: 212.353.4374  
E-mail: [ben.davis@cooper.edu](mailto:ben.davis@cooper.edu)

Professor Fred Fontaine, Chair of Electrical Engineering  
Phone: 212.353.4335  
E-mail: [fred.fontaine@cooper.edu](mailto:fred.fontaine@cooper.edu)

Professor Cosmas Tzavelis, Chair of Civil Engineering  
Phone: 212.353.4297  
E-mail: [cosmas.tzavelis@cooper.edu](mailto:cosmas.tzavelis@cooper.edu)

## ACADEMIC INTEGRITY

Professors at Cooper Union are committed to preserving an environment that challenges every student to realize their 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 Regulations](#)'. In addition, it is your responsibility to review your professor's policies to ensure compliance. If you have any doubt about what is expected in a course, talk to the professor to clear up any confusion.

## SCHOOL POLICIES & HEALTH FORMS

All school policies are detailed [here](#). They include codes of conduct, alcohol, drugs, smoking, copyrights, sexual assault, non-discrimination, and anti-harassment. You are solely responsible for knowing and following the rules and procedures as stated in the policies, course catalog and the MEng Student Handbook, all of which are on our website. You should contact the Dean's office in case of questions.

**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 [here](#).

## 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. Important campus-wide safety and emergency guidelines are distributed via email to every student but can also be found [here](#). 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 enter 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 always accompany their guests, and guests are not granted access to labs. Due to the pandemic, access to campus for guests may be limited. Please visit the [coronavirus response page](#) for information about access.

**Cooper ID:** If you are a returning student, the ID used while an undergraduate student will be re-activated and you can continue to use the same ID as a graduate student. If you are a new student or wish to have a new 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](mailto: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.

## Master of Engineering Student Handbook

- 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](mailto:security@cooper.edu) or 212.353.4119.

## DEGREE REQUIREMENTS

**Credit Requirement:** A minimum of 30 graduate (400) level credits beyond the baccalaureate degree must be completed at The Cooper Union (in addition to possible undergraduate deficiencies) for both the thesis requiring MEng Program and the non-thesis MEng Program. Please check the appropriate departmental website for specific requirements for your program. All graduate level credits, including any cross-listed upper level undergraduate credits, must be approved by your academic advisor.

**Credit Transfer:** Students in the MEng Program who received the BE or BSE degree from Cooper Union, or who receive the BE or BSE degree concurrently with the MEng degree, may apply graduate (400) level credits taken in excess of the requirements for the BE/BSE degree (including any minors) towards the requirements for the MEng degree. 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. No transfer credit is awarded for graduate courses taken outside of Cooper Union.

**GPA Requirement:** A minimum overall grade point average of 3.0 is needed in all courses used to satisfy the 30-credit master’s degree requirement.

**Pre-Requisite Requirements for Graduate (400) Level Courses:** Students who completed their undergraduate degree at Cooper Union are responsible for meeting the prerequisite requirements for all courses. If appropriate, they may submit a Waiver of Prerequisite Form which can be found on the Engineering website [forms](#) page. Master’s students who did not complete their undergraduate degree at Cooper Union do not have to submit a Waiver of Prerequisite Form. Their advisor will be able to override the prerequisite in the system and approve their addition to the class.

## Master of Engineering Student Handbook

**Timeline:** Students have up to five years to complete their degree. Mechanical or Civil Engineering students must declare whether they plan to pursue the thesis or non-thesis option by the end of their third year or when they complete 24 credits, whichever comes first. Students in the Chemical Engineering department do not have a non-thesis option. Students in the Electrical Engineering department must choose the thesis or non-thesis status upon acceptance into the program in consultation with the Department Chair. Students in these programs still have up to five years to complete the program. Once students begin their thesis, they have four semesters to finish the program. Students may complete the degree requirements as part-time (eight (8) or fewer credits per semester) or full-time (nine (9) or more credits per semester) students in consultation with their advisor. Students receiving more than 50% scholarship or who are in receipt of a Fellowship may be required to complete their degree on a different timeline. Thesis students who have completed all but their thesis will be considered full-time in their final semester even though they will register for only six (6) credits.

**Thesis vs non-Thesis option:** Students are accepted into the graduate program in their major either with a “thesis,” “non-thesis” or “undeclared” classification.

Thesis option checklist:

- Advisor Identified
- Complete course requirements (24 credits)
- Complete thesis requirement (6 credits)
- Submit thesis draft
- Schedule defense
- Pass defense
- Degree audit and faculty approval

Thesis students should register for thesis credits every semester after they declare the thesis option, although their account will be billed for the six (6) credits only the first time they register for the credits. Students should register for XXX-499A (billable) for their first semester of thesis credits, 499B (non-billable) in their second, 499C (non-billable) in the third, and 499D (non-billable) in their fourth. If a student requires more than four semesters and are approved for an extension of matriculation, they will register for 499E for any additional semesters. Please note that registering for the 499E thesis course triggers the maintenance of matriculation fee which will be applied for each additional term.

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
- Degree audit and faculty approval

**Degree Audit:** You should request a credit audit from your advisor one or two semesters prior to when you expect to complete all course requirements.

## Master of Engineering Student Handbook

**Thesis Guidelines & Deadlines:** At the end of each semester, the Thesis Guidelines and Deadlines document will be distributed for the next semester. This document includes all requirements for submitting and defending your thesis. The document can also be found [here](#).

**Completing Within the First Two Weeks of the Semester:** Thesis students have the option to complete their degree within the first two weeks of either the fall or spring semester. The deadlines are included in the Thesis Guidelines and Deadlines document distributed each semester. If a student meets all requirements, they will not pay tuition or fees for the semester in which they complete. If students decide to pursue this option, they **should not** register for thesis credits the semester they plan to complete. Students may only complete within the first two weeks of the semester if they were enrolled **in the graduate program** in the previous semester.

**Non-Thesis Deadline:** The Non-Thesis Special Project Approval Form along with all supplementary materials is due to the Dean's Office no later than 12pm on the final day of the term. Please see the [academic calendar](#) to confirm this date.

**Extension of Matriculation:** Master's students who extend their studies beyond the expected program length, five years or four semesters after declaring the thesis option, are required to complete an Extension of Matriculation (EOM) form. The EOM form must be completed by the end of the course adjustment period to which the EOM is to be applied. A registration hold will be placed on the student's account which can only be lifted with the submission and approval of the EOM form. Students who are granted an EOM will be charged the maintenance of matriculation fee.

**Commencement:** Master's students will not be allowed to participate in Commencement unless they have fulfilled all degree requirements and have been approved for graduation by the Academic Standards Committee and Cooper Union Board of Trustees. Students who complete their degree requirements in September will graduate in December. Students who complete their degree requirements in December, January and May will graduate in May. Students may choose to participate in the May commencement whether they graduate in December or May. Students who do not plan to attend the commencement ceremony should coordinate with the Office of Admissions and Records to pick up their diploma or have their diploma mailed to them.

## REGISTRATION

Incoming students who currently attend Cooper Union will register for courses in the spring if they accept admission prior to the end of spring registration. Incoming students who do not currently attend Cooper Union will register during a special registration period in June. Students may also register during the Course Adjustment Period during the first week of classes in the fall. When you accept admission to Cooper, you should speak to your department chair about the advisement process and choosing an advisor. Once you have a computer account, 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. Additional information about registration can be found [here](#). Registration for spring courses occurs during a registration period in November.

## Master of Engineering Student Handbook

**Course Adjustment Period:** The first week and a half of the semester is the Course Adjustment Period. Students may add or drop classes during this time with no record of this change on your transcript. After the Course Adjustment Period ends, students may not add any more courses including independent studies. 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 course adjustments 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 on the Engineering School website [forms](#) page., to be signed by those listed above. Otherwise, withdrawals are not allowed, and you will receive an “F” in that course. You should factor the course workload 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.

**Late Registration:** Students who do not register during the course adjustment period but still wish to register for a semester will be assessed a \$100 late fee.

**Failure to Register:** Students who do not register for the semester will be automatically withdrawn from the program and will need to submit a reinstatement request to the Dean’s Office to return. If you do not submit a reinstatement request within two years, you will need to reapply to the program. If you need to take time off from the program, you may apply for a Leave of Absence or Withdrawal from the program.

**Courses:** Courses (even a single course) will be demanding. Both full and part time students should plan accordingly. Also, please note that some courses will be offered only during the day, and not all courses are offered every semester or every year. Current course offerings can be found [here](#).

## FINANCIAL INFORMATION

**Tuition:** Current tuition and fees rates and information can be found [here](#). The 2021-2023 tuition rate for the MEng program is \$1,475/credit. Payment deadlines can be found [here](#). Adjusted tuition due balances will be posted to your account immediately after the course adjustment period of each semester. Please note that payments received after the deadline will be assessed a \$100 late fee.

**Payment Plan:** Students can sign up for a payment plan through your Student Self-Service account. The semester’s tuition will be evenly divided into three payments. A \$50 payment plan enrollment fee (per plan) will be added to your total bill. A \$100 late payment fee will be assessed for each late payment. A \$25 returned payment fee will be charged to your account. Information on how to register for the payment plan can be found [here](#).

**Maintenance of Matriculation Fee:** Master’s students who extend their studies beyond the expected program length, five years or four semesters after declaring the thesis track, will be assessed a maintenance of matriculation fee of \$3,000 per semester. Students must be granted an extension of

## Master of Engineering Student Handbook

matriculation and fill out the appropriate form, available on the Engineering School website [forms](#) page, to continue in the program past the expected program length.

**Refund:** Should a student choose to leave Cooper Union, up to the 7<sup>th</sup> day of the term, they are entitled to a 100% tuition refund. If they leave by the 14<sup>th</sup> day, they are entitled to a 50% refund. By the 21<sup>st</sup> day, they are entitled to a 25% refund. Thereafter, it is nonrefundable. Please note that fees will not be refunded.

**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. You will be required to verify your health insurance is currently active. 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](#).

## ABSENCES AND DEFERRALS

**Leave of absence (LOA):** A leave of absence is a temporary absence for one or two semesters, according to the Engineering school rules. Students on an LOA are still matriculated at Cooper Union but pay no tuition or fees while on leave. They do not have access to Cooper Union facilities or resources. At least one month prior to the start of the semester they wish to return, students must submit a Notice of Reinstatement Form along with a letter requesting reinstatement. Students must complete at least one year in the master's program to be eligible to request an LOA.

Information about the process to request a **Medical LOA** can be found [here](#).

**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. To withdraw, you should request a Withdrawal Form from the Dean's Office.

**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. Students who wish to resign should request a Resignation Form from the Dean's Office.

**Deferral:** Students may not defer their entrance into the MEng program. Should you wish to apply again the following year, you will need to notify the Admissions Department of your intention to reapply and submit an updated resume and personal statement. The application fee will be waived.

## COMMUNICATION

It is essential that you check your physical mailbox (color-coded by major on the 5th floor) and Cooper email regularly as these are both important ways in which we will communicate with you.

## Master of Engineering Student Handbook

**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.

**Lockers:** Information forthcoming.

**Receiving Mail & Packages:** All mail and packages must be addressed to the 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.

**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. That password is “coopercu”.

## **ACADEMIC CALENDAR & DEAN'S OFFICE HOURS**

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. The 2022-2023 academic calendar can be found below and [online](#). These dates are non-negotiable.

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.

## Master of Engineering Student Handbook

### 2022-2023 Academic Calendar:

Fri, Aug 5	Student Bill Due Date	
Sun, Aug 21	Welcome Week Begins	
Sun, Aug 21	Residence Hall Move-In	
Sun, Aug 21 - Sun, Aug 28	In-Person Welcome Week	
Mon, Aug 29	Fall 2022 semester begins	
Mon, Sept 5	Labor Day	Offices and classrooms closed
Tues, Sept 6	Course add/drop deadline	Last day to add/drop courses. Last day to fully withdraw from School and receive full tuition and fees refund.
Tues, Oct 11	Outstanding Student Bills Due and Account Hold	Hold placed on student records preventing future course registration and/or release of transcript pending payment
Fri, Oct 21	Midterm Break	No Classes. Administrative offices remain open
Tues, Oct 25	Last day to withdraw from classes	
Tues, Nov 15 - Mon, Nov 21	Course Registration for Spring 2022	Registration into Spring semester courses. All students must have advisor approval in order to register
Tues, Nov 22	MODIFIED SCHEDULE	FRIDAY classes meet
Thurs, Nov 24 - Fri, Nov 25	Thanksgiving	Offices and classrooms closed
Mon, Nov 28	Classes resume	
Wed, Dec 7	MODIFIED SCHEDULE	FRIDAY classes meet
Fri, Dec 9	Study Period	No Classes

## Master of Engineering Student Handbook

Mon, Dec 12 - Fri, Dec 16	Final classes, crits, and exams	Students meet in regularly assigned rooms at regular times
Fri, Dec 16	End of fall term	Last Day of Fall 2022 semester
Mon, Dec 19 - Mon, Jan 16	Winter recess	Offices and classrooms closed
Wed, Dec 21 - Mon, Jan 2	Staff Holiday	
Tues, Jan 3	Administrative offices reopen	All grades due to the office of the Registrar before noon (12PM).
Mon, Jan 16	Martin Luther King, Jr. Day	Offices and classrooms closed
Tues, Jan 17	Spring 2023 semester begins	MONDAY classes meet
Tues, Jan 17 - Tues, Jan 24	Course adjustment period	Students can add or drop courses with advisor assistance
Tues, Jan 24	Course add/drop deadline	Last day to add/drop courses. Last day to fully withdraw from School and receive full tuition and fees refund.
Wed, Feb 15	MODIFIED SCHEDULE	FRIDAY classes meet
Fri, Feb 17 - Mon, Feb 20	Founder's Day/President's Day	Offices and classrooms closed
Fri, Mar 10	Outstanding Student Bills Due and Account Hold	Hold placed on student records preventing future course registration and/or release of transcript pending payment
Sat, Mar 11 - Sun, Mar 19	Spring Recess	No Classes. Administrative offices remain open
Tues, Mar 21	Last day to withdraw from classes	
Tues, Apr 18 - Fri, Apr 21	Course Registration for Summer 2023 and Fall 2023	Registration into Summer and Fall semester courses. All students must have advisor approval in order to register
Thurs, May 4 - Fri, May 5	Study Period	No classes

## Master of Engineering Student Handbook

Mon, May 8 - Fri, May 12	Final classes, crits, and exams	Students meet in regularly assigned rooms at regular times
Fri, May 12	Last day of Spring 2023 semester	
Mon, May 15	Senior grades due	Senior grades due in Office of the Registrar before noon (12 PM)
Wed, May 17	All non-senior grades due	All non-senior grades due in Office of the Registrar before noon (12 PM)
Tues, May 23	Commencement Rehearsal	
Tues, May 23	End of the Year Show Opening	
Wed, May 24	Commencement	
Mon, May 29	Memorial Day	Offices and classrooms closed
Mon, June 19	Juneteenth	Offices and classrooms closed
Tues, July 4	Independence Day	Offices and classrooms closed