



Cooper Union Catalog Policy

I. Rationale

Cooper Union seeks to make key information about its accreditation, academic programs and expectations, financial aid, and policies transparent and accessible to prospective, new and continuing students. This information supports their decision making and academic planning, and provides guidance as to how they will progress at Cooper Union.

II. Policy

The Cooper Union Catalog is the official record of the approved undergraduate and graduate programs offered by Cooper Union for matriculating students. It contains information about the academic programs offered at Cooper Union and specifies the degree requirements and courses that have been approved by the faculty and administration at the time of the Catalog's publication. Students can find the academic plans and requirements for their degree and courses offered by their school as well as the faculty of the humanities and social sciences. The Catalog also includes the select policies that guide course enrollment and degree completion. Importantly, the Catalog establishes the degree plan that newly enrolled students will follow until their graduation. The Catalog also offers prospective students the information they need to plan for and ultimately make important enrollment decisions by providing admission processes, standards, and policies.

A web version of the Catalog is posted to The Cooper Union website on July 1. This version is updated throughout the academic year to reflect modifications to the program and course offerings. Updates made to the web version of the Catalog are dated and relevant supporting documents or correspondence noted.

An electronic (PDF) version of the Catalog is published on September 1. The PDF version is posted to The Cooper Union website and copies are distributed to key school and academic offices, including The Cooper Union Archives & Special Collections for the official record.

On June 1 the web version of the Catalog, complete with edits, dates, and noted documentation, will be captured as a PDF and accessioned by the The Cooper Union Archives & Special Collections as the Catalog Supplement. Students are advised to consult with their academic department and advisor for the most up-to-date information about program requirements.

The Catalog Supplement will include:

- New degree programs and minors approved for the subsequent academic year with a note that they are applicable only to students who enter the College in the next academic year
- Programs that will no longer be offered and for which future admissions activities have ceased must be clearly dated and annotated to indicate that these programs will remain in future Catalogs until all students in a program have completed the program or until five years have passed, whichever comes first

- Factual errors and/or typographical errors may be corrected and
- Points of clarification may be inserted

III. Implementation

Because the Catalog is viewed as a planning document and record of the School’s academic offerings and policies for a given academic year, it is essential to provide as complete a snapshot as possible at the beginning of the academic year and to also maintain a record of any changes to the academic offerings or programs that occur over the course of the academic year. There are several milestones in producing the Catalog and archive record of the Catalog:

- An online WEB version of the Catalog is posted (July 1).
- A PDF of the electronic Catalog is then produced at the beginning of the academic year (September 1)
- The Catalog Supplement is produced at the end of the Academic Year (June 1)
- The PDF versions of the Catalog and the Catalog Supplement will comprise the Official Catalog for the academic year. Both versions will be archived and preserved in perpetuity in The Cooper Union Archives & Special Collections.

A. Roles and Responsibilities

Content guidelines for The Cooper Union Catalog are established and include academic programs, policies, and regulatory requirements (such as institutional compliances established in the 34 CFR 668.43 and consumer “Need to Know” established in MSCHE Regulatory Standards and USDE Consumer Information Standards).

Cooper Union’s Registrar is responsible for the management and oversight of the processes that will compile, update, maintain, and archive The Cooper Union Catalog. As the **Content Manager** for the Catalog, the Registrar coordinates the processes that will ensure accuracy and coherence in the information provided in the Catalog. Successful production of the Catalog relies on information maintained by the Schools and the Faculty of HSS, as well as the Offices of Admission, Enrollment, Student Affairs, and Institutional Effectiveness. Each of these offices supports the production of the Catalog by maintaining up to date and accurate information. **Content Editors** are designated in each unit to support the maintenance of unit level information and to coordinate with the Registrar on Catalog processes. The communications office is responsible for coordinating with the Content Manager on Catalog format, specifications, design and production. The Cooper Union Archives & Special Collections is the office responsible for archiving and preserving the Official Catalog and Supplement in perpetuity in the format(s) produced.

B. Guidelines for Implementation

The offices of the Registrar and Communications coordinate to produce a Catalog in advance of the upcoming academic year.

The Office of the Registrar is responsible for the content of the Catalog; the processes to assure accuracy of the information; and the Catalog project schedule. The Office of the Registrar, in conjunction with the Communications and IT offices, are responsible for the production of the WEB and PDF versions of the Catalog. The Cooper Union Archives & Special Collections is responsible for archiving the Official Catalog in electronic (PDF) and print, along with the Catalog Supplement at the close of the academic year. Along with the office of institutional effectiveness, this team develops Catalog specifications, key features, timeline, and archiving practices.

Content Editors are assigned by each academic/administrative unit to coordinate with the Registrar in the annual production of the Official Catalog as well as to update and manage the unit's content on the WEB version throughout the academic year.

- **The Academic Deans** are responsible for ensuring that program requirements are accurate and complete for their respective schools and faculty. The Deans are also responsible for updating curricular and Catalog changes using course, curriculum and program update forms from the offices of the Registrar and Institutional Effectiveness. Deans may elect to assign responsibility for content to a **Catalog Editor**.
- **The Directors and Managers of Cooper Union's administrative and student support offices** are responsible for ensuring that the information regarding their initiatives is complete and accurately reflected in the Catalog. This means that all program content and updates are posted to the website in a timely fashion. Directors and managers may elect to assign responsibility for content to a **Catalog Editor**.
- **The Office of the Registrar** is responsible for ensuring that deadlines set for the publication of the WEB, PDF, and print versions of the Catalog are met and that copies of the Official Catalog and Supplement in all formats are transferred to The Cooper Union Archives & Special Collections.
- **The Office of Communications** is responsible for publishing the key features and formats of the Official Catalog and Supplement and the deadlines for publication are met.
- **The Cooper Union Archives & Special Collections** is responsible to maintain an archive of the PDF catalog and supplement for each year, maintaining a record of the catalog.

Guidance for the procedures and timeline associated with production of the Catalog, and a summary of Catalog content are available to Content Managers, Editors and Production supports.

IV. Associated Policies

Need to Know

V. Current Catalog