Cooper Union 101
Agenda and Overview

• Golden Rule
• Overview of Rights and Responsibilities
• Types of concerns and complaints
  • Academic Concerns
  • Identity Based Harassment and Discrimination
  • Student Code of Conduct
  • Academic Integrity
• Student Grievance System
• Important Materials and Links
Golden Rule:

BE A GOOD HUMAN
Overview of Rights and Responsibilities
Student Rights

• The freedom to pursue educational goals
• The freedom of expression, inquiry, and free discussion
• The right to privacy and confidentiality of records, and the right to due process as established in Cooper Union policy and procedure
• The freedom of access to public records
• The freedom of association
• The right to express views on issues of institutional policy
• Freedom from discrimination on the basis of age, race, religion, sex, color, disability, sexual orientation, ethnicity, national origin, or any other legally protected characteristic
• Freedom from discriminatory or sexual harassment
Student Rights – Continued

• Freedom from improper academic evaluation
• The right to ask questions and seek clarification
• Right to know who is teaching your class and how to contact them, office hours, etc.
• Right to know any required texts, materials, equipment, etc.
• Right to know the description of the course and how it fits into your program plan / degree requirements
• Right to know the policies and expectations of the course (attendance, required experiences, etc.)
• Right to know course learning objectives and how you will be evaluated on achieving those objectives
Student Rights – Continued

• Right to have a detailed explanation of assignments and work that required in a course
• Right to have a detailed listing of requirements to be prepared for each class (what is due when)
• Right to have a listing of the major graded components of a course and an understanding of how a final grade is calculated, how assignments are weighted, etc.
• Right to understand the role of class attendance and participation and how these factor into course requirements, evaluation, and grading
• Right to understand the expectations of in-class behavior and how concerns will be addressed
Student Responsibilities

• The responsibility to act in such a manner as to ensure that other students may enjoy the rights shared by all students.
• The responsibility to respect and comply with College rules and regulations.
• The responsibility to respect and comply with local, state, and federal law.
• The responsibility to act in a manner which promotes an atmosphere of learning and free expression.
• The responsibility to respect the human rights, dignity, and worth of every individual in the College community.
Types of Concerns and Complaints
Academic Concerns

• **Examples:**
  • Treatment in the classroom / academic settings
  • Concerns about grading and academic evaluation
  • Concerns about course content

• **First step:** Talk to your academic advisor or academic dean’s staff
Identity Based Harassment and Discrimination

• Examples:
  • Discrimination or harassment based on biological sex
  • Discrimination or harassment based on gender and gender expression
  • Discrimination or harassment based on race
  • Discrimination or harassment based on ability

• First step: Talk to Grace Kendall, Associate Dean of Students and Title IX Coordinator
Student Code of Conduct

• These are often individual actions or concerns between students, pertaining to Cooper Union

• Cooper Union is not involved in personal relationships and disagreements between students unless they violate our policies

• Examples: (see Code of Conduct for more detailed listing)
  • Physical Assaults
  • Bullying and intimidation – online harassment
  • Use, sale, distribution of drugs and illegal substances / violations of drug and alcohol policy
  • Theft
  • Behavior that interferes with the general comfort, safety security, health, welfare, or education of a member of the Cooper Union community or the regular operation of the College.

• First step: Talk to Chris Chamberlin, Dean of Students
Academic Integrity Concerns

• Examples:
  • Cheating
  • Plagiarism
  • Improper citations
  • Not giving credit for someone else's work
  • Representing someone else's work as your own

• Know your school’s and professor’s policies

• First step: Talk to your professor and/or academic dean’s office
Important Things to Keep in Mind

• Know expectations – read syllabi
• Know timelines and deadlines
• Drop – Add Period
• Payment Schedules
• Refund Schedule
• Health Insurance Waiving
Important Things to Keep in Mind – Continued

• Requesting Academic Accommodations
  • Contact Alex Fischer – alex.fischer@cooper.edu
  • Accommodations are not retroactive
  • You must talk to your professor to inform them of your accommodations
  • Refer to all materials provided by Alex
Important Things to Keep in Mind – Continued

• Timelines for Addressing Concerns
  
  • Talk to the involved parties as soon as possible
  
  • The more time that passes, the more challenging it will be to address issues and concerns
  
  • Do not wait – bring up concerns immediately so they can be addressed and/or investigated
Important Materials and Links
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• **Course Syllabi** – Get from your Professor

• **Student Code of Conduct** - [http://cooper.edu/about/policies/code-of-conduct](http://cooper.edu/about/policies/code-of-conduct)


• **Student Grievance System** – [https://cooper.edu/students/student-affairs/student-complaint-procedure](https://cooper.edu/students/student-affairs/student-complaint-procedure)
Important Materials and Links – Continued

• **General Institutional Policies and Procedures** - [http://cooper.edu/about/policies](http://cooper.edu/about/policies)

• **Academic Calendar** – [https://cooper.edu/about/academic-calendars](https://cooper.edu/about/academic-calendars)

• **Student Accounts Refund Schedules and Payment Details** - [https://cooper.edu/students/student-accounts/payment-schedules/2023-2024](https://cooper.edu/students/student-accounts/payment-schedules/2023-2024)

• **Academic Programs’ Academic Standards**
  • Architecture – [https://cooper.edu/architecture/curriculum/academic-standards-and-regulations](https://cooper.edu/architecture/curriculum/academic-standards-and-regulations)
  • Art – [https://cooper.edu/art/curriculum/academic-standards-and-regulations](https://cooper.edu/art/curriculum/academic-standards-and-regulations)
  • Engineering – [https://cooper.edu/engineering/curriculum/academic-standards-regulations](https://cooper.edu/engineering/curriculum/academic-standards-regulations)
  • HSS – [https://cooper.edu/humanities/curriculum/academic-regulations](https://cooper.edu/humanities/curriculum/academic-regulations)
THANK YOU!!!

Questions?