

# THE COOPER UNION

FOR THE ADVANCEMENT OF SCIENCE AND ART



COURSE CATALOG 2015|16

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## 2015–16 ACADEMIC CALENDAR AND HOLIDAY SCHEDULE

### August 25 Tuesday

Move-in day for Residence Hall

### August 25–August 30 Tuesday–Sunday

New student orientation

### August 31 Monday

Fall semester classes begin

### September 4 Friday

No classes (Staff off for summer hours)

### September 7 Monday

Labor Day (Staff Holiday)

### September 8 Tuesday

Fall Festival (school in session)

### September 14 Monday

There will be a \$25 fee for Dropping classes after this date

### October 12 Monday

Fall Breather (no classes, administrative offices remain open)

### October 13 Tuesday

NOTE: FRIDAY CLASSES MEET

### October 14 Wednesday

NOTE: MONDAY CLASSES MEET

### November 26–November 29 Thursday–Sunday

Thanksgiving (Staff Holiday)

### November 30–December 4 Monday–Friday

Registration for Spring 2016 classes

### December 7–11 Monday–Friday

Last HSS/Engineering Classes

### December 14–18 Monday–Friday

Last meeting times for all architecture and art classes/crits.

These continue in their regularly assigned rooms/spaces.

Final Exams for HSS and Engineering

### December 18 Friday

Last day of Fall 2015 semester

### December 19–January 18 Saturday–Monday

Winter recess; all schools

### December 23–January 3 Wednesday–Sunday

Staff Holiday

### January 4 Monday

Administrative Offices reopen. All grades are due in the Office of Admissions and Records before Noon

### January 18 Monday

Martin Luther King Jr.'s birthday (Staff Holiday)

### January 19 Tuesday

Spring semester classes begin.

NOTE: MODIFIED SCHEDULE; MONDAY CLASSES MEET

### January 27 Wednesday

There will be a \$25 fee for Dropping classes after this date

### February 12–15 Friday–Monday

Founder's Day/President's Day (Staff Holiday)

### March 12–20 Saturday–Sunday

Spring recess (administrative offices remain open)

### April 19–22 Tuesday–Friday

Registration for Fall 2016 classes

### April 27 Wednesday

Last HSS/Engineering Wednesday Classes

### April 28 Thursday

Last HSS/Engineering Thursday Classes

### May 2 Monday

Last HSS/Engineering Monday Classes

### May 3 Tuesday

Last HSS/Engineering Tuesday Classes

### May 6 Friday

Last HSS/Engineering Friday Classes

### May 4, 5, 9, 10, 11 Wednesday, Thursday, Monday–Wednesday

Last meeting times for all architecture and art classes/crits.

These continue in their regularly assigned rooms/spaces.

Final Exams for HSS and Engineering

### May 11 Wednesday

NOTE: FRIDAY CLASSES, EXAMS AND CRITS MEET

Last day of Spring 2016 semester

### May 12 Thursday

Senior grades due in the Office of Admissions and Records before 4 pm.

### May 16 Monday

All non-senior grades are due in the Office of Admissions and Records before 4 pm.

### May 23 Monday

Commencement rehearsal; annual student exhibition opens

### May 24 Tuesday

Commencement

### May 30 Monday

Memorial Day (Staff Holiday)

### July 4 Monday

Independence Day Celebrated (Staff Holiday)

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## A BRIEF HISTORY

The Cooper Union for the Advancement of Science and Art, established in 1859, is among the nation's most distinguished institutions of higher education.

Located in New York City's East Village, The Cooper Union is an all-honors college that provides a minimum of a 50% tuition scholarship to all undergraduates accepted. It offers degree programs in architecture, art and engineering and courses in the humanities and social sciences. The Cooper Union has an enrollment of approximately 1,000 undergraduate students, all accepted on merit alone, and was the first college to forbid discrimination based on race, ethnicity or gender. The rigor of its three professional schools—The Irwin S. Chanin School of Architecture, the School of Art and the Albert Nerken School of Engineering—has made The Cooper Union one of the most selective colleges in the nation.

Peter Cooper was a workingman's son who had less than a year of formal schooling. Yet he went on to become an industrialist and an inventor; it was Peter Cooper who designed and built America's first steam railroad engine. Cooper made his fortune with a glue factory and an iron foundry. Later, he turned his entrepreneurial skills to successful ventures in real estate, insurance, railroads and telegraphy. Once, he even ran for president.

In the late 1850s, when Cooper was a principal investor and first president of the New York, Newfoundland & London Telegraph Co., the firm undertook one of the 19th century's monumental technical enterprises—laying the first Atlantic cable. Cooper also invented Jello—with help from his wife, Sarah, who added fruit to his clarified gelatin.

As a boy, Peter Cooper learned carpentry, beer brewing and hat and coach making. But he was acutely aware of his lack of “even a common education,” a deficiency that bothered him throughout his life. Though he later became one of America's richest men, he could not spell. So in 1800, as a nine-year-old apprentice carriage-maker in New York City, he sought a place where he could learn scientific techniques and theory to supplement his innate inventiveness and manual skill. He found no such place.

As he became one of the most successful businessmen of America's Gilded Age, Cooper never forgot his beginnings or his lack of education. He thought children of immigrants and the working class deserved access to education. Inspired by a polytechnic school in Paris, he spent the last 30 years of his life creating and nurturing a school for the “boys and girls of this city, who had no better opportunity than I.”

As one of the first colleges to offer a full-scholarship education both to men and women of working-class families, The Cooper Union was a pioneer long before access to education became public policy. Cooper's example motivated the founders of other prestigious colleges, such as Andrew Carnegie, Ezra Cornell and Matthew Vassar.

At first, The Cooper Union provided night classes for men and women in the applied sciences and architectural drawing. In addition, the Women's Art School, open during the day, offered free art classes and training in the new occupations of photography, telegraphy, “type-writing” and shorthand.

Those classes—a landmark in American history and the prototype for what is now called continuing education—have evolved into the three distinguished schools that make up The Cooper Union for the Advancement of Science and Art.

Cooper, however, founded more than a college. From the beginning, The Cooper Union also provided a public reading room and library, and a meeting place for artists and inventors. In the historic 900-seat Great Hall, the public heard social and political reformers as well as free lectures on science and government. Before they were elected, Presidents Lincoln, Grant, Cleveland, Taft, Theodore Roosevelt and Barack Obama spoke in the celebrated auditorium. Abraham Lincoln gave his “Right Makes Might” speech from the Great Hall podium, earning him the nomination for the presidency. Woodrow Wilson, Bill Clinton and Barack Obama also spoke there as sitting presidents. Today, the Great Hall continues as a home for public forums, cultural events and community activities.

Many social and political movements were born in the Great Hall and the Cooper Union: the Red Cross and NAACP were convened here, suffragist Susan B. Anthony had her offices at Cooper, and, recently, students in our school of engineering invented a cardboard box that can be folded and sealed in a single motion.

Peter Cooper's dream was to give talented young people the one privilege he lacked—a good education. He also wanted to make possible the development of talent that otherwise would have gone undiscovered. His dream—providing an education “equal to the best”—has come true. Since 1859, The Cooper Union has educated thousands of artists, architects and engineers, many of them leaders in their fields. Today, his dream is still our mission.

# GENERAL INFORMATION

## PROGRAMS

The following programs at The Cooper Union have been registered by the New York State Education Department.

Program	Hegis Code	Degree
Architecture	0202	B.Arch.
Engineering	0901	B.S.
Chemical Engineering	0906	B.E.
Civil Engineering	0908	B.E.
Electrical Engineering	0909	B.E.
Mechanical Engineering	0910	B.E.
Fine Arts	1001	B.F.A.
Fine Arts	5610	Certificate*
Master of Engineering	0901	M.E.
Master of Architecture	0202	Master of Architecture II

**Accreditation** The Cooper Union is accredited by the Middle States Commission on Higher Education; all of the degree programs are registered with the New York State Education Department. In addition, the program leading to the bachelor of architecture degree is accredited by the National Architectural Accrediting Board, the program leading to the bachelor of fine arts degree is accredited by the National Association of Schools of Art and Design and the four programs (chemical, civil, electrical and mechanical engineering) leading to the bachelor of engineering degree are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

Cooper Union operates on a semester calendar, typically with the fall starting after Labor Day and the spring after Martin Luther King Day. Please refer to our academic calendar for specific term start and end dates. A limited summer term is offered with a small inventory of courses.

Consistent with New York State guidelines, one credit earned at Cooper Union represents a minimum of 750 minutes of instructor supervised class time (50 minutes per week for 15 weeks.) Many courses exceed the 50 minute/week requirement determined as per the needs of each academic department.

## FACILITIES AND RESOURCES

The Cooper Union comprises five buildings at Manhattan's Cooper Square, between Sixth and Ninth Streets and Third and Fourth Avenues.

**The Foundation Building** At the center of this educational complex is the Foundation Building, the original structure which was built under Peter Cooper's supervision. Housed in the building are the Great Hall, The Cooper Union's historic auditorium; The Irwin S. Chanin School of Architecture; much of the School of Art; the library; the Arthur A. Houghton Jr. Gallery, the Office of the President and Office Services (mail, photocopies). The building also includes the Architecture Archive, classrooms, shops and studios.

The building is open during the fall and spring semesters from 8 am to 2 am, Monday through Thursday; 8 am to midnight, Friday and Saturday; and noon to 2 am on Sunday. Hours may be extended during high-use periods such as the last two weeks of the semester. The School of Architecture office is open Monday through Friday, 9 am to 5 pm. The School of Art office is open from 8:30 am to 6 pm during the academic year. Shops, special labs, the computer studio and other facilities that require supervision are open on a more restricted basis; each facility posts its own hours. A detailed schedule is available from the School of Art office.

During the summer months, the Foundation Building is open from 8 am to 6 pm Monday through Thursday; the administrative offices are open from 9 am to 5:15 pm Monday through Thursday; and all of the educational facilities are closed except to high school students who participate in the Saturday/Outreach Program and participants in the Typography Design Program.

**The Cooper Union Library** features one of the finest collections in art, architecture and engineering in New York City. The library also provides resources in related areas of the pure sciences, and in the humanities and social sciences.

Located on the ground floor of the landmark Foundation Building, the library houses over 100,000 volumes of books and periodicals, and provides licensed access to more than 180,000 e-books and over 17,000 e-journals, in addition to thousands more open access titles, including U.S. government reports. The library's electronic resources, including its many specialized databases, are accessible from any computer on campus as well as to authorized users off campus.

Special collections include the Visual Resources Collection, which makes available films, maps, and thousands of digital images, and the Cooper Archives, which preserves materials relating to the history of The Cooper Union, its founder Peter Cooper and the Cooper and Hewitt families.

\* Admission to the Certificate in Art is suspended until further notice.

Professional librarians are always available during library hours. The librarians advise users in research techniques and regularly provide individual and group instruction.

The Cooper Library is a member of a consortium of academic libraries that includes New York University's Bobst Library, the libraries of The New School, and the New York School of Interior Design. These libraries share a combined online catalog, and students and faculty of The Cooper Union have access and borrowing privileges at the consortium libraries. Cooper faculty and students also have borrowing privileges at the library of the Polytechnic Institute of New York University and access to the Cardozo School of Law library.

When classes are in session, library hours are as follows: Monday through Thursday 8:45 am to 9 pm, Friday 8:45 am to 6 pm, Saturday noon to 5 pm and Sunday 2 to 8 pm. The Visual Resources Collection is open Monday through Friday 9 am to 5 pm. The Cooper Archives is available by appointment.

**The Great Hall** of The Cooper Union has stood for over a century and a half as a bastion of free speech and a witness to the flow of American history and ideas. When the hall opened in 1858, more than a year in advance of the completion of the institution, it quickly became a mecca for all interested in serious discussion and debate of the vital issues of the day. It has continued in that role ever since.

**41 Cooper Square** In September 2009, The Cooper Union opened 41 Cooper Square, its newest facility. The building was designed by Pritzker Prize-winning architect Thom Mayne, and features state-of-the-art laboratories, classrooms and studios along with conference rooms, lounges, the 41 Cooper Gallery and the Frederick P. Rose Auditorium. It houses the Albert Nerken School of Engineering, the Faculty of Humanities and Social Sciences, the Louis and Jeannette Brooks Computer Center, the Herb Lubalin Study Center, the Saturday Outreach Program and provides student and teaching studios. In the fall of 2010, the U.S. Green Building Council awarded 41 Cooper Square the LEED Platinum rating, its most rigorous level of certification that acknowledges the building's array of green features which reduce energy use and enhance the environment. 41 Cooper Square is the first academic building in New York City to achieve the LEED Platinum status.

The building is open from 8 am to 2 am Monday through Thursday, 8 am to midnight Friday and Saturday, and noon to 2 am on Sundays. The Albert Nerken School of Engineering office and the Faculty of Humanities and Social Sciences office, are both open from 9 am to 5 pm Monday through Friday, and 9 am to 5:15 pm Monday through Thursday during the summer. The Brooks Computer Center is open from 9 am to midnight Monday through Friday, and noon to 8 pm on Saturday and Sunday.

**30 Cooper Square** The Business Office, Office of Communication, Admissions & Records and Registrar, Financial Aid, Alumni Affairs & Development, Saturday Outreach Program (Art) and Continuing Education & Public Programs are housed at 30 Cooper Square. The building is open for public service from 9 am to 5 pm, Monday through Friday. Summer hours are Monday through Thursday, 9 am to 5:15 pm.

**Continuing Education** offers to the general public and the Cooper Union community a wide range of lectures, symposia, readings, performances and evening courses. These public programs comprise an effort to extend the creative and intellectual life of the institution into the larger community, as well as to complement Cooper's undergraduate offerings. Many of the programs, including courses, are free to Cooper Union students, faculty and staff.

**Stuyvesant-Fish House** The historic townhouse at 21 Stuyvesant Street, known as the Stuyvesant-Fish House, was gifted to the institution in the late 1990s. Renovated by Cooper Union architecture alumna Toshiko Mori, it serves as the president's residence.

**Student Residence** The Cooper Union Student Residence is located at 29 Third Avenue at the corner of Stuyvesant Street. It provides housing for approximately 180 students in apartments consisting of single and double bedrooms with a shared living space, kitchen and bathroom. Building amenities include a laundry room, the Menschel Common Room, and the Peter Torracco Alumni Space. The Office of Student Affairs is located on the third floor. The building is equipped with sprinkler and alarm systems, security cameras and an ID scanner for residents to gain access.

The student residence is overseen by the Office of Residence Life whose purpose is to provide a dynamic yet safe and comfortable residential community through personal development opportunities and programs that acclimate students to independent living in New York City. The office promotes student and community development through targeted programs that help students grow personally and professionally and gain exposure to the cultural opportunities within the city. The student residence is staffed by professionals from the Office of Residence Life, eight resident assistants, 24-hour security guards and a maintenance crew.

The privilege of residing in the student residence is generally extended only to students in their first year of study. New students receive instructions on how to apply when they are admitted to The Cooper Union. Upperclass students are provided housing as space is available.



**Housing fees for the 2015–16 academic year are \$12,600 per student per single room per year and \$11,560 per student per double room per year.**

**Refund Policy for Student Residence** Please refer to Section 10 of The Cooper Union 2015–16 Student Housing Affiliation Occupancy Agreement for a schedule of refunds and penalties imposed for cancellation.

**Hecht Viewing Gardens** Located in front of the student residence are the George Hecht Viewing Gardens, made possible by a gift from Hecht, a 1930 electrical engineering alumnus.

## STUDENT LIFE

With fewer than 1,000 students, The Cooper Union is a small community of professionals-in-training within the larger community of New York City. The intellectual ferment of New York City provides the background for students' rigorous studies in architecture, art or engineering, and students enjoy an abundance of cafés, galleries, theaters, movie houses, restaurants, shops and clubs within walking distance. The local stations of two major subway lines provide easy access to midtown Manhattan and the outer boroughs.

The dean of students and the staff of the Office of Student Affairs oversee many aspects of student life outside the classroom, including student clubs and the student government, career counseling, athletics and recreation and the production of the *Campus Safety, Security and Fire Safety Report*.

Life on campus is shaped by the current interests of students. The Joint Student Council has representatives from all class years in all three schools and allocates funding to student clubs through the Joint Activities Committee (JAC). Under the rules of the JAC Constitution, clubs are readily formed and as a result, new clubs emerge every year. Up to 80 clubs have flourished annually, including multiple professional organizations, a drama society, several musical groups, dance clubs, the student newspaper, a variety of ethnic and cultural groups and recreational groups. The clubs have sponsored lectures, exhibits, field trips, conferences, poetry readings, films, dinners, publications, performances, ice cream socials, international food fairs and community service work. Each year, the clubs jointly sponsor the Fall Festival where members recruit new students to join the clubs and give information about upcoming activities. Professional societies compete in national design competitions and have a stellar record of bringing home prizes.

Students at The Cooper Union also participate in an extensive program of athletic and recreational activities supervised by the dean of athletics. There are varsity women's and men's volleyball teams, basketball, cross-country, women's and men's tennis teams, soccer and ping pong teams. Cooper Union students have access to two athletic facilities very close to the school where they can enjoy these activities. Each year, several hundred students, alumni and friends go on annual ski trips to Mont Sutton, Quebec, during the winter breaks in January and February.

**Services for Disabled Students** The Cooper Union is an equal opportunity institution that admits students without regard to their disabilities. The Cooper Union makes reasonable accommodations and modifications to policies, practices and procedures and provides auxiliary aids and services necessary to meet the needs of students with disabilities on campus. These aids and services can include, but are not limited to, providing note takers, readers and interpreters.

Students with disabilities seeking any accommodations, modifications or auxiliary aids or services regarding any aspect of the full Cooper Union experience—including anything pertaining uniquely to one of the Cooper Union's distinct schools—should contact the dean of students for assistance, ideally at least six weeks before the beginning of the semester. Such requests may also be given to the vice president for finance, administration & treasurer/equal opportunity officer.

**Career Development** The mission of the Center for Career Development is to advance personal, educational and professional growth. The Career Center complements The Cooper Union's academically centered tradition by preparing students to make a successful transition from studying with a distinguished and creative faculty to applying their knowledge and skills to a professional practice. The Career Center facilitates student inquiry into relevant applications of the education they have received at the institution, strengthening The Cooper Union's historic commitment to science and art.

The Career Center helps both students and alumni to further their professional development by teaching them how to use self-knowledge in relation to career decisions, conduct career-related research, identify and pursue opportunities, prepare competitive application materials, and document and present their accomplishments. The Career Center's staff seeks to achieve these goals while striving to maintain impartiality and refraining from imposing personal biases. The Career Center cultivates positive relationships with employers, experiential-learning sites, graduate-study institutions, and not-for-profit resource organizations; identifies and promotes external grants, fellowships, and scholarships; helps shape and aid institutional goals; provides direction and consultation within the institution on career-development concerns; fosters constructive, reciprocal internal relationships; supports institutional assessment and relevant research endeavors and their publication, especially in relation to accreditation standards; and helps maintain Cooper Union's history through its archival practices.

Students are encouraged to review career-development resources at [cooper.edu/career](http://cooper.edu/career). In addition, students are advised to utilize the Cooper Career Connection, the Career Center's

online job and internship board. The Career Center staff hosts events and workshops throughout the academic year and are readily available for student career-counseling appointments.

**The Office of Alumni Affairs & Development** is responsible for institutional advancement, which is the engagement of The Cooper Union with as many constituents as possible that can be helpful to the school and its plans for the future. Our work includes alumni activities, reunions, communications and productive coordination with the Cooper Union Alumni Association, as well as outreach to government, corporations, foundations and individuals who support us through employment and mentoring opportunities, volunteer involvement, grants and philanthropic giving. A crucial component of our work includes the management of the annual fund, which seeks recurring, unrestricted donations that provide one of the most important components of our institutional budget. In recent years 20% of our alumni have given back through the annual fund. In coming years we look to increase that number competitive with the best Ivy League schools in the country. We also seek partnership with major philanthropic contributors who share our vision for what is possible in higher education.

You may learn more by visiting us on the 8th Floor of 30 Cooper Square, by calling us at 212.353.4269, or by emailing us at [alumni@cooper.edu](mailto:alumni@cooper.edu).

**First-Year Profile—Fall 2014** In 2014, The Cooper Union received 2,536 first-year applications; 382 students were admitted (15 percent) and 228 of those students accepted our offer (60 percent). The School of Architecture received 604 applications; 32 students were admitted (5 percent) and 24 of those accepted our offer (75 percent). The School of Art received 853 applications; 69 students were admitted (8 percent) and 57 of those students accepted our offer (83 percent). The School of Engineering received 1,079 applications; 282 students were admitted (26 percent) and 147 of those students accepted our offer (52 percent).

Geographically, 33 percent of the first-year architecture students lived in New York State; 32 percent of the first-year art students lived in New York State; and 56 percent of the first-year engineering students lived in New York State. In all, 48 percent of all Cooper Union first-year students came from New York State.

Forty-one percent of all Cooper Union first-year students are Asian; 17 percent are African American, Caribbean or Latino; 2 percent are Native American; 20 percent are international students; and 30 percent are Caucasian, non-Latino. Twenty-seven percent of all Cooper Union first-year students are women.

**High School Grades/Test Scores** Standardized test scores do not significantly enter the decision-making process for the Schools of Art and Architecture, but are important components of the engineering admissions criteria. The middle 50 percent of architecture freshmen achieved a high school average between 85 and 93 and SAT scores of 1150–1330. The middle 50 percent of art freshmen achieved a high school average between 82 and 92 and SAT scores of 1040–1230. The middle 50 percent of engineering freshmen achieved a high school average between 92 and 98 and SAT scores of 1390–1500. Overall, the average ACT composite score is 30–34.

**Retention and Graduation Rate** Ninety-six percent of the fall 2013 School of Architecture first-year students returned for fall 2014 and 74 percent of first-year students entering the School of Architecture in fall 2008 graduated within six years. Architecture students may expand their professional options with outside experience (foreign or domestic) for up to one year during their course of study at The Cooper Union. (See page 24) for information about Leave of Absence/Interim Year.) Ninety-seven percent of the fall 2013 School of Art first-year students returned for fall 2014 and 75 percent of first-year students entering the School of Art in fall 2009 graduated within five years. Ninety-seven percent of the fall 2013 School of Engineering first-year students returned for fall 2014 and 84 percent of first-year students entering the School of Engineering in fall 2009 graduated within five years.

## ADMISSION PROCESS

The Cooper Union seeks students with a strong desire to study a professional curriculum and typically attracts applicants who are highly motivated and passionate about furthering their education in an intense, hands-on, mentored environment. The student body and faculty share an excitement and drive that advances the academic disciplines of architecture, fine arts and engineering.

The admissions process varies for each of the three schools and is outlined in more detail in the following sections of the catalog. Information about deadlines, campus tours and academic programs may also be found at [cooper.edu](http://cooper.edu).

The Cooper Union offers a half-tuition scholarship education to admitted undergraduates, regardless of their race, religion, sex, color, age, national and ethnic origin or disability. Admission requirements and procedures are not the same for all curricula taught at The Cooper Union. (See the application calendar and subsequent pages for details.)

Cooper Union is a member of The Common Application. The application may be accessed online at either [commonapp.org](http://commonapp.org) or at [cooper.edu](http://cooper.edu). A \$75 non-refundable application fee<sup>1</sup> is required when the application is filed. The admissions office is open for public service from 9 am to 5 pm, Monday through Friday. Information is readily available at [cooper.edu](http://cooper.edu).

## GENERAL APPLICATION PROCEDURE

Each candidate must:

1. Complete and return or electronically file an acceptable application and the \$75 application fee (no cash).<sup>1</sup>
2. Submit official high school and college records before the specified deadlines.<sup>2</sup>
3. Take all the required tests and submit official scores before the specified deadlines.<sup>3</sup>
4. Some students may be asked to appear for an interview, though this is not a general requirement for admission.

To be enrolled, each admitted candidate must:

1. Accept offer of admission and pay the appropriate deposit.
2. Submit a final transcript before July 15.
3. File medical (including vaccination/immunization) records.
4. Document certification of citizenship status.
5. Register for courses.

The Cooper Union has agreed, with many other colleges, to use May 1 prior to the fall for which regular admission is sought as the deadline for students who are accepting our offer of admission. This is known as the candidate's reply date.

<sup>1</sup> A waiver of application fee may be granted if the student files a written request with the application and formal documentation of need (FAFSA or W2 form).

<sup>2</sup> See the appropriate section below to discover which high school subjects, which college records and which tests are required for the curriculum you wish to enter at Cooper Union.

<sup>3</sup> Applicants should visit [collegeboard.org](http://collegeboard.org) for test dates and registration information.

APPLYING TO  
THE IRWIN S. CHANIN  
SCHOOL OF ARCHITECTURE

FIRST-YEAR REQUIREMENTS—  
BACHELOR OF ARCHITECTURE DEGREE

Submit first-year application before:	January 11
Submit high school records before:	January 18
SAT I/ACT <sup>1</sup> test taken by:	January 25
Official test scores must be received by:	March 1

Applications for first-year admission must be submitted before January 11.

Applicants for first-year admission in architecture will be required to complete and submit a studio test. Details will be sent to applicants in late January or early February.

High school records must show graduation with a minimum of 19 units<sup>2</sup> before July 15 of the year for which admission is sought, with required and elective subjects as follows:

Subject for Architecture	Units Required
English	4
History and Social Studies	3
Mathematics (including Trigonometry, Algebra II and Pre-calculus)	3
Science	3
Other Electives	6
<b>Total Units Required</b>	<b>19</b>

Calculus is a required first-year course for all architecture students. Entering first-year students must have completed Mathematics (including Trigonometry, Algebra II and Pre-Calculus). Any student who has not completed Pre-Calculus in high school must do so during the summer before enrollment.

Students who apply while attending high school will be expected to supply transcripts of subjects studied during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 18 if supporting a freshman application. Each candidate should make certain that the high school subjects required for his or her major are completed prior to graduation since The Cooper Union will not be able to verify the candidates senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. Students who have not fulfilled their application requirement may have their offer of admission recinded. All freshman candidates for degrees must submit acceptable scores on the College Board Scholastic Assessment Test (SAT I or ACT). Test scores should be sent to The Cooper Union (CEEB Code No. 2097). Testing later than January 25 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Applicants are required to have completed mathematics through Trigonometry, Algebra II and Pre-calculus. Students who have not demonstrated an appropriate level of mathematics achievement will be required to complete a pre-calculus course in the summer prior to their enrollment, in preparation for Calculus and Analytic Geometry, a first-year requirement.

Recognizing that communication skills (both verbal and written) are integral to all curricula of The Cooper Union, all incoming students will be required to participate in a writing workshop conducted by the Faculty of Humanities and Social Sciences during the new student orientation program. An assessment based on the outcome of this workshop may indicate that student(s) will benefit from use of the resources of the Center for Writing (see page 119 for more information) in order to meet the expectations of the program as well as to develop the critical, analytical and communication skills that provide the foundation for creative, academic and professional success.

Applicants whose first language is not English must submit documentation of their English language proficiency. The Test of English as a Foreign Language (TOEFL) will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam).

Admission decisions will be made available in early April; candidates are expected to reply before May 1, the candidate's reply date.

<sup>1</sup> Applicants should visit collegeboard.org for test dates and registration information.  
<sup>2</sup> A unit represents a year's study in a subject, with classes meeting at least four times a week in a secondary school.

## TRANSFER REQUIREMENTS— BACHELOR OF ARCHITECTURE DEGREE

Submit transfer application before:	<b>January 11</b>
Submit college records before:	<b>January 18</b>
SAT I/ACT* test taken by:	<b>January 25</b>
Official test scores must be received by:	<b>March 1</b>

Transfer applicants for the architecture program are those who will have completed elsewhere at least one year of an accredited architecture program by June of the year for which admission is sought.

Other individuals may be eligible to apply through the transfer application process if they can submit a portfolio of their creative work. This includes individuals who have or will have by June a bachelor's degree or the equivalent in a discipline other than architecture or those who have begun studies in a discipline related to architecture. Transfer applicants must apply before January 11 for September classes. Transfer applicants will be required to complete and submit a home test. Details will be sent to applicants with the portfolio instructions. The admission decisions and the levels of entry for transfer students will be based upon a review of college record, the studio test and portfolio work. Special instructions concerning the content and form of transfer portfolios are sent to applicants in late January or early February, to be returned to us by the posted date. All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores).

If admitted, transfer students are offered admission into a specific year of the five-year design sequence. Placement in the design sequence is a condition of the offer of admission and not subject to further review or appeal. By accepting the offer of admission, the transfer student agrees to this placement and acknowledges his/her anticipated graduation date. It will be necessary for the matriculating transfer student to successfully complete the design studio to which he/she is admitted, as well as all subsequent studios, as part of his or her degree requirements. There is no opportunity for transfer students to accelerate through the required design sequence. Transfer applicants from programs other than accredited architecture programs will likely be placed in the first-year design studio (Architectonics). The official academic transcript of a transfer student will be reviewed prior to the student's first registration. This review will determine what, if any, additional coursework may be eligible for transfer credit. (See page 37 for more information on transfer credit evaluation by the School of Architecture.)

\*Applicants should visit [collegeboard.org](http://collegeboard.org) for test dates and registration information.

## APPLICATION REQUIREMENTS— MASTER OF ARCHITECTURE II DEGREE

Submit application and all materials before:	<b>February 16</b>
Recommended GRE test date before:	<b>January 1</b>

The post-professional Master of Architecture II degree program is open to applicants who:

- hold the professional degree of Bachelor of Architecture (B.Arch.), the professional Master of Architecture I (M.Arch. I) or an equivalent accredited professional degree in architecture from a foreign institution.
- have completed a minimum of one year of work experience after obtaining their first professional degree and before beginning the application process.

All applicants must submit the following:

- A completed application form (available at [cooper.edu](http://cooper.edu)).
- Application fee of \$75.
- Official academic records (transcripts) from all colleges and universities from which they have received credit.
- Recent GRE scores.
- Recommendation letters (three are required).
- Resume/CV.
- Written essay: The essay should succinctly explain your interest in the Master of Architecture II program as well as the specified area of concentration.
- Portfolio: Applicants must submit a portfolio that includes their most important and representative design and written work. The portfolio should consist of professional, academic and/or scholarly work. It should be bound into a brochure no larger than 9 x 12" (overall size). Applicants should not submit DVDs, slides, loose sheets or original drawings. Simple packaging is preferred.
- Potential candidates will be required to be available and make necessary arrangements for a personal interview. Interview expenses will be the responsibility of the candidate.

**Deferral of an Offer of Admission—Architecture** Due to the small size of the programs, the deferral of an offer of admission to the B.Arch. (undergraduate) and/or Master of Architecture II (graduate) program is not permitted.



APPLYING TO  
THE SCHOOL OF ART

FIRST-YEAR REQUIREMENTS—  
BACHELOR OF FINE ARTS DEGREE

Submit first-year application before:	January 11
Submit high school records before:	January 18
SAT I/ACT <sup>1</sup> test taken by:	January 25
Official test scores must be received by:	March 1
Art Early Decision information: see this page	

Applications for first-year admission must be submitted before January 11.

Applicants for freshman admission in art will be required to complete and submit the home test and a portfolio of their (completed) work. Details will be sent to applicants in late January or early February.

High school records must show graduation with a minimum of 16 units<sup>2</sup> before July 15 of the year for which admission is sought, with required and elective subjects as follows:

Subject for Art	Units Required
English	4
History and Social Studies	2
Mathematics	1
Science	1
Other Electives	8
<b>Total Units Required</b>	<b>16</b>

Students who apply while attending high school will be expected to supply transcripts of subjects studied during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 18 if supporting a freshman application. Each candidate should make certain that the high school subjects required for his or her major are completed prior to graduation since The Cooper Union will not be able to verify his or her senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. Students who have not fulfilled their application requirements may have their offer of admission rescinded. All first-year candidates for degrees must submit acceptable scores on the College Board Scholastic Assessment Test (SAT I or ACT). Test scores should

be sent to The Cooper Union (CEEB College Code No. 2097). Testing later than January 25 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Applicants whose first language is not English are encouraged to submit alternative documentation of their English language proficiency. The Test of English as a Foreign Language (TOEFL) will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam). Admission decisions will be made in early April; candidates are expected to reply before May 1, the candidate’s reply date.

**Early Decision (for Art Applicants only)** A select number of potential School of Art students seen at portfolio reviews are invited to complete their application and home test for admission before the application deadline. In addition, if the School of Art is a first-year applicant’s first choice, he or she may choose the Early Decision option. Application, test scores and high school record must be received by the Office of Admissions and Records by December 1. All Early Decision applications will be reviewed and decisions will be rendered by the end of February, about one month before the normal notification date of April 1. Applicants who are admitted under the Early Decision option must agree to enroll in the School of Art at Cooper Union and withdraw all other college applications. Early Decision is an option for both first-year and transfer art applicants.

Submit Early Decision application before:	December 1
Submit high school records before:	December 1
Official test scores must be received by:	December 1
Home test sent to applicant	Mid-December
Completed home test submission	Mid-January
Notification of admission decision	Late-February
Early Decision candidate’s reply date	April 1

**Rolling Admission (for Art Applicants only)** Potential School of Art students who have received a preliminary review at National Portfolio Days, which occur after The Cooper Union’s regular admission deadline (January 11), may be invited to apply after the regular admission deadline. All reasonable effort is made by the School of Art Admissions Committee to review these applications in a fair and timely fashion.

<sup>1</sup> Applicants should visit collegeboard.org for test dates and registration information.  
<sup>2</sup> A unit represents a year’s study in a subject, with classes meeting at least four times a week in a secondary school.

## TRANSFER REQUIREMENTS— BACHELOR OF FINE ARTS DEGREE

Submit transfer application before:	<b>January 11</b>
Submit high school records before:	<b>January 18</b>
SAT I/ACT <sup>1</sup> test taken by:	<b>January 25</b>
Official test scores must be received by:	<b>March 1</b>
Art Early Decision information: see page 12	

Transfer applicants for the art degree are those who will have completed between 18 and 60 credits of college studio art courses by the time they enroll at The Cooper Union. Transfer applicants must not have completed more than 60 credits at another institution. (See also page 53.) All other applicants are freshman candidates. Transfer applicants must apply before January 11 for classes beginning in September. The admission decisions for transfer students will be based upon a review of prior college record and of portfolio work, including the home test. Special instructions concerning content and form of transfer portfolios are sent to applicants in late January or early February, to be returned to us by the posted date. All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores). An accepted applicant who has previously earned a baccalaureate degree in a discipline other than art will be treated as a transfer student for purposes of evaluating completion of degree requirements and length of time allotted at The Cooper Union to complete the B.F.A.

**Gainful Employment Regulations** Periodically, The Cooper Union enrolls a student in our Certificate of Fine Arts Program.\* Standard of Occupation Codes attributed to this program include: 27-1013.00 (onetonline.org/link/summary/27-1013.00 for more information) The Cooper Union is not currently accepting applications for this program for the 2015–16 academic year.

The Certificate in Art program is offered as an alternative to the B.F.A. program. Candidates for the certificate program must complete 60 credits in two years of full time study (with a minimum of 30 credits per year). All foundation studio courses must be completed and students must complete prerequisite course requirements in selecting advanced studio. The Certificate in Art program consists of 30 credits in foundation studio, 21 credits in advanced studio and nine credits in art history. All admission requirements, academic standards and regulations of the School of Art apply to the certificate program.

Students in the certificate program may apply through the Office of Admissions and Records for transfer to the B.F.A. program after 42 credits of work have been completed at The Cooper Union. Transfer certificate students may transfer a maximum of 12 credits from another institution toward their certificate.

As of Fall 2015, all incoming undergraduate students will receive a half-tuition scholarship. The additional costs a certificate student can be expected to incur are the following (see page 16 for more information on fees and expenses):

Application Fee: \$75

Annual Student Fee: \$800/semester

General Lab and Studio Materials Fee: \$125/semester

Health and Insurance Fee: \$1,200/year

International Student Fee: \$3,010/year

Graduation Fee: \$250/year

Estimated Books, Supplies, Materials: \$1,800/year

Estimated Personal and Transportation Expenses: \$2,325/year

Estimated Room and Board Expenses: \$1,600/year (commuter), \$15,560/year (residence hall double), \$16,600/year (residence hall single), \$16,245/year (living off-campus)

\* Admission to the Certificate in Art is suspended until further notice.

**APPLYING TO THE**  
**ALBERT NERKEN**  
**SCHOOL OF ENGINEERING**  
**FIRST-YEAR REQUIREMENTS—**  
**BACHELOR OF ENGINEERING DEGREE**

Submit first-year application before:	<b>January 11</b>
Submit high school records before:	<b>January 18</b>
SAT I/ACT <sup>1</sup> test taken by:	<b>January 25</b>
Math I or II and Physics or Chemistry SAT Subject tests taken by:	<b>January 25</b>
Official test scores must be received by:	<b>March 1</b>
Engineering Early Decision information: see page 15	

Candidates should file their applications before January 11 of the year for which admission is sought and their official high school transcripts before January 18.

High school records must show the following:<sup>2</sup>

Subject for Engineering	Units Required
English	4
History and Social Studies	2
Mathematics	4
Physics	1
Chemistry	1
Electives	5–7
<b>Total Units Required</b>	<b>17 minimum</b>
<b>19 recommended</b>	

Students in high school will be expected to supply transcripts covering subjects taken during the first three years of high school (Grades 9, 10 and 11). High school graduates must supply the full four-year record. High school transcripts should be sent during the fall and winter months, but no later than January 18 if supporting a freshman application.

Each candidate should make certain that the high school subjects required for admission are completed prior to graduation since The Cooper Union will not be able to verify his or her senior program until final transcripts arrive in June or July. This is too late to make up a missing required subject or to make plans for admission to another college. Students who have not fulfilled their application requirements may have their offer of admission rescinded. In the area of mathematics, candidates may offer somewhat different patterns of preparation provided they will be ready for the intensive study of calculus at college. Preparation beyond the listed minimum in mathematics is highly recommended. College Board Advanced Placement Mathematics are suitable courses for such further preparation.

**All engineering candidates must send to The Cooper Union (College Board Code No. 2097) results of the SAT I or ACT and of the SAT II in physics or chemistry and in either Level I or Level II mathematics.** Applications for the SAT I and II should be filed with the College Board in Princeton, NJ, at least one month before the testing dates. Testing later than January 25 of the year for which admission is sought is not acceptable; results must reach The Cooper Union before March 1. Results of an SAT or ACT taken before April 2010 will not be accepted. Applicants whose first language is not English are encouraged to submit alternative documentation of their English language proficiency. The Test of English as a Foreign Language (TOEFL) will be taken into consideration in all admission deliberations (most admitted students score at least 250 [CBT], 100 [IBT] or 600 [paper test] on the TOEFL exam) Admission decisions will be made in early April; candidates are expected to reply before May 1, the candidate's reply date.

**Advanced Placement Credit and Credit by Examination** The School of Engineering may grant credit for high school work in Advanced Placement courses in mathematics, chemistry and physics, according to the following results on the Advanced Placement examinations:

AP Exam	Score	Course Waived	Credits
Calculus B.C.	4, 5 <sup>3</sup>	Ma 111	4
Chemistry	4, 5	Ch 110	3
Physics, Mechanics (c)	5 <sup>3</sup>	Ph 112	4
Physics, Electro (c)	5 <sup>3</sup>	Ph 213	4

All students seeking credit for high school work in mathematics and physics must successfully place out in placement exams administered by those departments before credit is granted.

No student is required to accept Advanced Placement credit from the School of Engineering. All students who score 5 on Advanced Placement examinations in European history may be eligible for three credits for the examination. In some cases, instead of receiving credit, students may be permitted to fulfill part of the humanities or social sciences requirement with an appropriate elective course. Those who wish to be considered either for AP credit or for advanced placement in an elective course should notify the Faculty of Humanities and Social Sciences before the first week of classes. The Cooper Union will consider granting credit for study in the Armed Forces, verified by U.S.A.F.I.

<sup>1</sup> Applicants should visit collegeboard.org for test dates and registration information.  
<sup>2</sup> Including calculus.  
<sup>3</sup> Students who earn a grade of 5 must take a Department of Physics examination in order to receive the 4 credits. In addition, students receiving a 4 or 5 on the AP Calculus BC exam must take a Department of Mathematics placement exam to receive credit for Ma III.

**Early Decision** If the School of Engineering is the first choice of an applicant, the candidate may apply under the Early Decision plan. The Cooper Union will consider an application earlier than usual and give the applicant a decision in advance of the normal notification date. Application, test scores and high school record must be received by the Office of Admissions and Records by December 1. Applicants who are admitted under the Early Decision option must agree to enroll in the School of Engineering at Cooper Union and withdraw all other college applications.

Submit application and high school records before:	<b>December 1</b>
Official test scores (SAT I/ACT and SAT Subject Tests*) must be received by:	<b>December 1</b>
Candidate's reply date	<b>January 23</b>

**Admission after Three Years of High School** Candidates of exceptional merit may be considered for admission after completion of three years of high school. Engineering applicants must have excellent high school averages and test scores. Art and architecture applicants must have excellent high school records and exceptional ability. A recommendation from the high school principal, at least one recommendation from a teacher and an interview will be required. In accordance with the regulations of individual states, a student may or may not be eligible to receive an Equivalency Diploma after completion of a specific number of credits in appropriate subject areas at The Cooper Union. It is the responsibility of the applicant to investigate his or her state regulations in this regard.

### TRANSFER REQUIREMENTS— BACHELOR OF ENGINEERING DEGREE

Submit transfer application before:	<b>January 11</b>
Submit high school and college records before:	<b>January 18</b>
SAT I/ACT* test taken by:	<b>January 25</b>
Math I or II and Physics or Chemistry SAT Subject tests taken by:	<b>January 25</b>
Official test scores must be received by:	<b>March 1</b>

Transfer applications should be submitted before January 11 of the year for which admission is sought. It may be necessary to wait until late May, when the available space may be predicted accurately, before receiving notification of the admission decision. Transfer applicants must have completed all of The Cooper Union's first-year program at another accredited college. If space is available, they are admitted on the basis of prior college records. All transfer applicants must submit official transcripts of previous educational experiences (high school and college and prior SAT or ACT scores). Special emphasis is placed on college-level grades in calculus, chemistry and physics.

All students seeking credit for courses in mathematics and physics may be required to successfully place out in placement exams administered by those departments before credit is granted.

### APPLICATION REQUIREMENTS— MASTER OF ENGINEERING DEGREE

Students must submit graduate applications before: **April 1**

Students are accepted on an academically competitive basis subject to the availability of an adviser and of suitable facilities for the proposed thesis research. To be admitted to the program, a student should have completed an engineering baccalaureate program that is accredited by the Accreditation Board for Engineering and Technology (ABET). Undergraduate students are not guaranteed admission to the program. Master of Engineering applicants must apply by April 1.

Cooper Union Undergraduates must have a minimum 3.0 grade point average in their major upon graduation. Consult the department chairman regarding specific departmental requirements. Generally, students entering Cooper Union undergraduate programs as freshmen require five years to complete the Bachelor and Master of Engineering and no more than six years. That grade point average will be calculated using courses with the prefixes ChE, CE, ECE, ME, EID and ESC. Furthermore, there must be a sufficient number of these engineering courses in a student's record for the grade point average to be meaningful. Cooper Union undergraduates will be required to pay the non-refundable \$75 application fee when applying to the Master of Engineering program.

Depending on the availability of faculty and facilities, the engineering departments will admit outstanding students into their master's degree programs from outside The Cooper Union. To be considered for admission, a student should have completed an engineering baccalaureate program that is accredited by the Accreditation Board for Engineering and Technology (ABET). Applicants must submit official transcripts. Graduates of foreign institutions whose native language is not English are required to submit scores of the Test of English as a Foreign Language (TOEFL). Admitted students may be required to take advanced engineering courses to make up any deficiencies in their preparation. Specific admission requirements may be waived upon recommendation of the faculty in the area of the student's major interest.

All application forms must be received by the Office of Admissions and Records by April 1. The application form is available to be downloaded at [cooper.edu](http://cooper.edu).

\* Applicants should visit [collegeboard.org](http://collegeboard.org) for test dates and registration information.

**International Students** At The Cooper Union we value a diverse student body. We attract and enroll students from around the world. Please read below for important information pertaining to international students:

- International students are those who do not hold U.S. citizenship or permanent residency.
- International students are ineligible for Federal or State Financial Aid.
- International applicants with less than three years of English study are required to take the Test of English as a Foreign Language (TOEFL) to show English proficiency. A minimum TOEFL score of 600 (paper format), 250 (computer format) or 100 (internet-based format) is required.
- All applicants to The Cooper Union are required to submit scores from the SAT exam (collegeboard.com) or ACT exam (act.org).
- Make sure the name on your passport matches your name on the application, TOEFL and SAT/ACT scores exactly.
- All high school and college transcripts must be translated into English, notarized and sent to The Cooper Union.
- Students who are non-U.S. citizens or who are not permanent U.S. residents and who are admitted to The Cooper Union will be required to demonstrate they have the financial resources to live and study in New York City prior to obtaining an I-20 form and eventually obtaining an F-1 student visa.
- All international students are also assessed a fee of \$2,010 per year.

## TUITION, FEES AND EXPENSES

### TUITION

**Undergraduate** The Cooper Union tuition charge for undergraduate students for 2015–16 is \$20,400 per semester. Each registered undergraduate student who entered prior to Fall 2014 receives a full-tuition scholarship. As of Fall 2014, all incoming students receive a half-tuition scholarship. Additional aid is available to help cover the cost of tuition, fees, living and personal expenses for those students who demonstrate financial need.

### Graduate

#### The Irwin S. Chanin School of Architecture 2015–2016

Tuition for the Master of Architecture II program is \$20,400 per semester, for the three semester program. Graduate fellowships may be available for accepted students of exceptional merit and/or need.

#### Albert Nerken School of Engineering 2015–2016

Students in the Master of Engineering program are charged \$1,200 per credit; 30 credits total. Any admitted Cooper Union alumnus entering the graduate program in Fall 2015 is eligible for a half-tuition scholarship for two years of study. Merit-based scholarships will be available to a select group of highly accomplished applicants in every degree-granting department. In order to be considered for merit-based scholarships, applications for Fall 2016 must be submitted by April 1, 2015.

### FEES AND REFUNDS

**Application Fee** A nonrefundable application fee of \$75 is paid by all candidates for admission.

**Student Fee** Each student enrolled in a degree program pays a student fee of \$800 per semester. For new students, this fee is payable on acceptance of admission and is not refundable. For continuing students, the \$800 fee per semester is payable prior to the first day class; it is 100 percent refundable prior to the beginning of classes and 50 percent refundable during the first two weeks of classes. Thereafter, it is not refundable. Continuing students must pay each semester's student fee in accordance with the bill's "due date."

All fees are subject to annual revision. Students who do not pay the required fee will have their registration cancelled.

**General Lab and Studio Materials Fee** A general lab and studio materials fee of \$125 per semester will be charged to each student's account. As the title suggests, this fee covers normal usage, "wear and tear," and basic supplies for laboratory and studio projects.



**Student Residence Fee** Students electing to live in the student residence will be responsible for paying the regular housing fees. The fees for the 2015–16 academic year are \$11,560 for a double (two students per bedroom) and \$12,600 for a single (one student per bedroom). The fees cover residence for the fall and spring semesters and may be paid in two installments. A student can expect to spend approximately \$4,000 per academic year for food.

**Refund Policy for Student Residence** Please refer to Section 10 of The Cooper Union 2015–16 Student Housing Affiliation Occupancy Agreement for a schedule of refunds and penalties imposed for cancellation.

**Health Service and Insurance Fee** Cooper Union requires all students to submit proof, prior to registration, that they have health insurance. Students who fail to supply the information requested on the Student Accident and Sickness/Enrollment Waiver form by August 15 will be billed \$1,200 for the Health Service and Insurance Fee for the 2015–16 academic year.

**International Student Fee** Students who are non-U.S. citizens or who are not permanent U.S. residents must pay a fee of \$2,010 per year payable by August 15.

**Graduation Fee** A graduation fee of \$250 is required of all students entering their last year at The Cooper Union. This fee is payable upon registration for the senior year and is refundable if a student fails to meet graduation requirements that year.

**Special Fees** A charge of \$100 will be made for late payment of the student fee. A charge of \$25 will be made per occasion involving change of section or registration program. The Cooper Union reserves the right to change its fees at any time.

**Graduate Student Fee** For students beginning their Master of Engineering program Fall 2014 onwards, the requirements for the program must be completed within two years of admission to graduate status, except with the expressed consent of the dean of engineering. Requests for extension must be presented in writing to the dean in the final semester of the second year. Thesis adviser approval is also required. Graduate students are assessed a key/access fee of \$150 per year. For students admitted to the Master of Engineering program prior to Fall 2015 and who receive approval to extend their studies beyond two years will be assessed a maintenance of matriculation fee of \$3,000 per semester.

**Books, Materials and School Supplies** Each student must supply, at his or her own expense, textbooks, drawing materials, hand tools and other necessary items.

If laboratory apparatus, machinery or studio equipment is damaged by careless handling, the student will be charged for repair or replacement. All students enrolled in School of Art courses should be prepared to pay for consumable materials supplied by the School for student use.

## FINANCIAL AID

If you are enrolled as a full-time student (minimum 12 credits), are a U.S. citizen or eligible non-citizen, can demonstrate financial need, have a valid Social Security Number, have a high school diploma or General Education Development Certificate (GED), or complete a high school education in a home school setting that is treated as such under state law, are registered with the Selective Service (if required), are making satisfactory academic progress toward completing your course of study according to the standards and practices of the school, certify that you are not in default on a Federal Perkins, Federal Family Education Loan or Federal Direct Loan, do not owe a refund on a Federal Pell or Federal SEOG Grant and certify that you will use federal student aid for educational purposes only—you may be eligible to receive financial aid.

The law suspends financial aid eligibility for any student convicted for the possession or sale of illegal drugs for offenses that occurred while the student was receiving federal student aid. If you have a conviction or convictions for illegal drug offenses, call 1-800-4-FED-AID (1-800-433-3243) to determine how, or if, this law applies to you.

The U.S. Department of Education website can be accessed through the Financial Aid for Students home page at [studentaid.ed.gov](http://studentaid.ed.gov).

For the most current information on financial aid at Cooper Union, please visit our web site at <http://cooper.edu> or contact the Financial Aid Office.

To apply for financial aid you must complete a Free Application for Federal Student Aid (FAFSA). You may submit the FAFSA through the Internet using FAFSA on the Web at [fafsa.ed.gov](http://fafsa.ed.gov). When processed, the form will produce an expected family contribution (EFC), which determines the family resources available to meet your educational expenses and your eligibility for financial aid. From this analysis we will attempt to package financial aid to provide the greatest possible assistance to the neediest students first and then to less needy students, as resources permit. We reserve the right to request copies of your parents' tax return if you are considered independent under federal guidelines and your non-custodial parents' tax return if your parents are divorced. ALL information submitted on the FAFSA as part of an application for financial aid is subject to verification, a requirement of the U.S. Department of Education. Please see our website for more information on the verification process. First-time applicants are also required to file a CSS Profile Form.

FAFSA forms should be filed no later than April 15, and all forms should be submitted to us no later than May 1.

The Cooper Union offers financial aid awards suited to each student's need. Generally, these awards are "packaged," which means that more than one type of aid is provided. A typical award will include some grant funds and some self-help in the form of a loan, and possibly a work opportunity. It is expected that the entire package will be accepted. A student is encouraged to use a portion of summer employment earnings toward the following academic year's expenses.

**Federal Pell Grants** These grants are awarded to undergraduate students who have not yet earned a bachelor's degree. The amount of a Federal Pell Grant is determined by the EFC and the cost of attendance at Cooper Union. Pell Grants provide a foundation to which other aid may be added.

**Federal Supplemental Educational Opportunity Grants** These grants, which usually range from \$200 to \$4,000 per academic year, are awarded to students with the greatest need. They are funded by both federal sources and The Cooper Union.

**Federal Direct Loan Program** This program includes subsidized and unsubsidized Federal Stafford Loans. During the first year of undergraduate study, an eligible student may borrow up to \$3,500; \$4,500 in the second year; and \$5,500 in subsequent years. Eligible dependent students may also borrow an additional \$2,000 unsubsidized Stafford Loan.

Students who meet the federal requirements for independent student status and dependent students whose parents are not able to secure a Federal PLUS Loan may be eligible to receive additional funds through the unsubsidized Federal Stafford Loan. First- and second-year students may borrow up to \$6,000 and upper-class students may borrow up to \$7,000.

Also available under this program is the Federal PLUS Loan. Parents with good credit histories may borrow up to the cost of education not covered by financial aid.

Students and parents should always exhaust federal student loan options before considering private educational loans.

**Federal Perkins Loans** This is a low-interest (5 percent) loan for both undergraduate and graduate students with substantial need. Repayment of these loans begins nine months after you graduate or leave school.

**Cooper Union Loans** These loans are offered by Cooper Union and carry the same conditions and interest rate as Federal Perkins Loans.

**Cooper Union Grants** The Cooper Union has funds available from which awards are made to qualified students in need of aid.

**Federal Work Study** Under this program, eligible students may be employed on or off campus. Employment is generally limited to about 10 hours a week during the academic year. In addition, students may apply at the Center for Career Development for a variety of part-time jobs.

**Priorities** In considering applications for aid, first priority is given to first-degree undergraduates who have exceptional financial need and therefore could not complete their education without such aid. Second priority is given to first-degree students who demonstrate relative need. Second-degree students are prohibited from receiving federal grants and are not eligible for institutional grants beyond the 50% tuition scholarship. Therefore, second-degree students are referred to the various loan programs for financial assistance.

**Rights and Responsibilities** Students who receive financial aid in their first year at The Cooper Union generally continue to be aided in accordance with their financial circumstances from year to year. This does not imply, however, that the aid will be the same each year. Each package depends on family resources, the availability of funds, the student's capacity for self-help and continued appropriations from the federal government. To continue to qualify for financial aid, students must maintain good academic standing and make satisfactory academic progress as determined by the standards of the school. Students on academic probation for two semesters are ineligible for federal financial aid. Reduced programs may result in a reduction in financial aid.

Federal regulations require that students who withdraw from school prior to completing 60 percent of the semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws after completing only 30 percent of the semester will have "earned" only 30 percent of any financial aid received. The remaining 70 percent must be returned by the student and/or the school. Students should contact the Financial Aid Office to determine how a withdrawal will affect financial aid.

Normally, financial aid is awarded for an entire academic year, with payments made after the beginning of each semester. Amounts in excess of Cooper Union charges may be used to meet indirect costs and will be paid directly to the student each semester. If Federal Work Study is part of the financial aid package, a salary will be paid twice monthly, directly to the student.

The Cooper Union is willing to make every effort to assist the student and the student's family in helping to meet educational costs, but the school is unable to assume the role of substitute for the family.

Students awarded a Federal Stafford Loan, a Federal Perkins Loan or a Cooper Union Loan will be required to sign a legally binding promissory note and agree to the terms of a prearranged repayment schedule. Sample repayment schedules are available on our web site. The terms of these loan obligations will be defined at the time the loans are made to the student and before the notes are executed. It should be noted that these loans must be repaid so that future students may also receive loans.

Our three schools of Architecture, Art and Engineering each have an Academic Standards Committee that is responsible for meeting with students who have not made satisfactory progress toward degree completion. Each committee is comprised of a group of faculty, students and deans.

The committees meet after the conclusion of the fall and spring semesters (often mid-January and early June) at which point the students who are placed on academic probation have an opportunity to discuss their academic performance with the members of the committee.

The requirements to maintain satisfactory progress toward degree completion vary for each school. More information can be found in the Academic Standards section of the respective school.

In addition, students must also make satisfactory academic progress by completing degree requirements on a timely basis. Federal regulations require students who receive federal financial aid to complete degree requirements within 150% of the published length of the program. Failure to complete degree requirements within this time frame will result in a suspension of federal student aid.

## BUDGET GUIDE FOR STUDENTS AT THE COOPER UNION

This budget guide has been prepared with the hope that it will assist students in anticipating their financial needs while attending The Cooper Union. Based on our experience with students, we believe this to be a realistic guide for a nine-month academic year. It should be used as a guide and obviously does not reflect the exact costs involved in individual cases.

### Budget Guide for 2015–16

#### Architecture & Art\*

(includes an average of \$1,800 for supplies)

Commuter	\$27,975
Residence Hall Resident	\$41,885
Off-campus Resident	\$42,620

#### Engineering\*

(includes an average of \$1,000 for supplies)

Commuter	\$27,175
Residence Hall Resident	\$41,085
Off-campus Resident	\$41,820

\* Students without health insurance should add a Health Service and Insurance Fee of \$1,200

### International Student Budget Guide for 2015–16

#### Schools of Art and Architecture

##### Full-Time Matriculating

Fees	\$ 3,860
Room and Board	\$16,245
**Other	\$ 4,125
<b>Total:</b>	<b>\$24,230</b>

**Books and Supplies	\$ 1,800
Transportation	\$ 750
Personal Expenses	\$ 1,575
<b>Total:</b>	<b>\$ 4,125</b>

#### School of Engineering

##### Full-Time Matriculating

Fees	\$ 3,860
Room and Board	\$16,245
**Other	\$ 3,325
<b>Total:</b>	<b>\$23,430</b>

**Books and Supplies	\$ 1,000
Transportation	\$ 750
Personal Expenses	\$ 1,575
<b>Total:</b>	<b>\$ 3,325</b>

All incoming students receive a 50%-tuition scholarship. The value of this scholarship is approximately \$20,000 per year (\$10,000 per semester). Additional financial aid will be provided to the neediest students to help cover tuition, housing, food, books, supplies etc. The amount of additional aid will be based upon a student's demonstrated financial need. Students must file both a FAFSA and CSS profile form to be considered for additional financial aid. Please note that for exceptional students, Cooper Union may also offer merit scholarships.

## SCHOLARSHIPS, FELLOWSHIPS, AWARDS AND PRIZES

### NAMED SCHOLARSHIPS

**The Irwin S. Chanin School of Architecture** Estate of Francis Black; Gus J. & Helen Condaris; Ismar David; Manuel & Flora Fernandez; John Q. Hejduk; George and Selma Klett; Beth and Arthur Kramberg; John Loeb & Frances Loeb; Fred Metzger; Mari Souval Spacedrafting Foundation

**School of Art** Danny Arje; Alice Noble Ball & Francis M. Ball; Ruth Light Braun; William & Mary Jane Brinton; Caroline Fund; Frank Cheseck Memorial; Mary Walter Cooper; Joseph and Robert Cornell Memorial Foundation; Paul Dandwerth Family; Ismar David; Lillyan deCaro Santo; Jane E. and Donald W. Deed; Pearl Dorn; James Trimble and Alice Trimble DuBois; Antonya Eisen; Loring Eutemey; Roberta Strauss Feuerlicht & Herbert A. Feuerlicht; Evelyn Graber; Amy Hewitt Green; Yip Harburg Foundation; William Randolph Hearst Foundation; Abraham Hersh; Eleanor G. Hewitt Memorial; Charles Ingraham; Elizabeth D'Hauteville Kean; George and Selma Klett; Mollie Levenstein; John Loeb & Frances Loeb; Laura Miller Margolius; Sylvia Drucker Mavis; Alphonse Normandia; Rosemary Okun; Peter Ostuni; Hazel A. Robinson; Marvin A. Schwam; Harrold Sosnow; Russell G. and Elsie K. Sweet; Henry Wolf Foundation; Womens Centennial Union

**Albert Nerken School of Engineering** Abdul Azimi Memorial; Edward J. Barlow; Robert W. Bassemir; Leonard Beck; Meredith B. Blaustein; Helen Janet Bliss; Grace, Bruna, Lutfi Celkupa and Marie Hudak Celkupa; Leon Chernick; Tunny Chin; John and Fedora Chironna; Horacio Cundari; Jane E. and Donald W. Deed; Franklin W. Diederich; Frank J. Donovan; Margaret and Frederick Dornheim; Herbert E. Ennis; Margaret Lappin Finch; Samuel & Sally Gilman; Roger Gilmont; Charles Greenfield; Robert Greenwald; William Grimshaw; Dr. Michael S. Gross; Elizabeth and Robert Hammond; Edward I. Hawthorne; The Hewitt Eightieth Birthday Scholarship; Fanny & Irving Katz Memorial; Laudy Scholarship; Seymour D. Lester; Leonard R. Luke; Henry Mankin; Vincent C. Morrone; Robert P. Muhlsteff; Pio Nardone; O'Rourke Scholarship; Emil J. Pansky; Emil Parente; William F. Partridge; Norman L. Perry Internship; John F. & Olga Petrowsky; Michael F. Roberti; Emanuel Salma Memorial; Dr. Walter L. Schwartz; Etta Spater and Meryl Spater; The Starr Foundation; Sol Tanne; Jesse & Nina Tegethoff; Peter Torracco; Ralph Torracco; Federick Urban; Dale & Charlotte Zand

**General Financial Aid Scholarships** David Ackerman; Irwin & Lillian Appel; Bank of New York Minority Scholarship; H. Carl Bauman; Frances & Max Birnbaum; Robert C. Bosch; Catherine E. Campbell; Maria L. Campbell; Chubb; Myron Coe; Julius Dingenthal; Abraham Drabkin; Edward Durbin; Kathleen Gerla; Estate of Joseph N. Golding; Salvatore & Tina Guzzardi; Robert Hawkes; Julian Hirsch; Benedict A. Joffe '12; Dr. Peter Kabasakalian; Alice Keteltas; John Marion Liptay; Arthur Loewe Trust; Estate of Charles E. Luffman; Estelle & Daniel Maggin; William H. Okun; Michael A. Rampino; Benjamin Reich;

Charles Lowery Robertson; Louis Roeth; Charles Ruby; William H. Sandholm; Rudolph H. Schultz; Emil Schweinberg; The Starr Foundation; Solon E. Summerfield Foundation; Arlene and Irving Tashlick; Leonard E. Trentin; Clyde Walker Family; Clifford Warren; Bert Weinstein

### FELLOWSHIPS

**The Irwin S. Chanin School of Architecture** William Cooper Mack Thesis Fellowship, supports primary research and inquiry in the Thesis year and honors William Cooper Mack, class of 2006. Palmer Hayden Travel Fellowship, travel Abroad For African-American Students in Art and Architecture

**School of Art** Rhoda Lubalin Fellowship, honors Herb Lubalin and is awarded to a rising senior who has excelled in graphic design; Helen Dubroff Dorfman Travel Fellowship; Palmer Hayden Travel Fellowship, for travel abroad for African-American students in art and architecture; the O'Brien Fellowship for Study Abroad; Martin Rothenberg Travel Fellowship; James Craig and Irene Scala Designing with Type Award, for students interested in design to travel abroad

**Albert Nerken School of Engineering** Henry C. Enders Fellowship, for students wishing to pursue graduate study in engineering; The Maxwell Lincer Fellowship, for excellence in the engineering field

**Faculty of Humanities and Social Sciences** Benjamin Menschel Fellowships for Creative Inquiry, The Horace W. Goldsmith Foundation endowed this fellowship with a grant in 1994 to support students in the fields of art, architecture, design and engineering

### AWARDS AND PRIZES

**The Irwin S. Chanin School of Architecture** The Toni and David Yarnell Merit Award of Excellence in Architecture, presented to a graduating student who demonstrates exceptional ability and outstanding merit; The American Institute of Architects Henry Adams Medal and Certificate of Merit, to the first-ranked graduating student in a first professional degree program; The American Institute of Architects Henry Adams Certificate of Merit, to the second-ranked graduating student in a first professional degree program; Alpha Rho Chi (National Professional Architectural Fraternity) Medal, to a graduating student who has shown an ability for leadership, who has performed willing service for his or her school or department and who gives promise of real professional merit; The Cooper Union Service to the School Award, to a graduating student for outstanding service to the school; Abraham E. Kazan Award for Urban Design, to a graduating student for outstanding performance in urban design; George Ledlie Prize, to a graduating student as selected by the dean; Peter Bruder Memorial Prize, to a graduating student for excellence in structures; Allen N. Goldfischer Memorial Award, for a fifth-year graduating student whose thesis project best explores relationships between humanistic and aesthetic principals in an urban context

**School of Art** Sylvia Appelman Award; for outstanding third year painting student; The Jacques and Natasha Gelman Foundation Award, presented to a graduating student who demonstrates exceptional ability in the field of painting or sculpture; The Toni and David Yarnell Merit Award of Excellence in Art, presented to a graduating student who demonstrates exceptional ability and outstanding merit; The Cooper Union Alumni Association Annual Award, to a graduating student for high academic achievement and outstanding service to the school; Richard Lewis Bloch Memorial Prize for Excellence in Art; Vena T. Carroll Award, for excellence in art; Ethel Cram Memorial Prize, for excellence in art; Henry Dropkin Award, for excellence in graphic design; Betty Morton Goldin Memorial Prize; Robert C. Goodhue Prize; Rolf Haerem Award, to a fourth-year student for excellence in painting; Sarah Cooper Hewitt Prize; Fred A. Lane Prize, to the most deserving student in the third-year class; Elliot Lash Memorial Prize, for excellence in sculpture; Eleanor Gay Lee Gallery Prize, to a deserving third- or fourth-year student; A. A. Low Prize; Carin Tendler Lurkis Prize for Watercolors, to a deserving second- or third-year student; Laura Miller Margolius Memorial Prize, to a distinguished painter in the graduating class; Vincent J. Mielcarek, Jr. Photography Award, to a student in the third-year class for excellence in photography; Pietro & Alfrieda Montana Prize, for excellence in drawing and sculpture; Michael S. Vivo Memorial Prize, for excellence in drawing; Robert Breer Film Award; Tam Prize in Fine Arts

**Albert Nerken School of Engineering** The Harold S. Goldberg Prize, to a graduating student who demonstrates technical leadership upon earning a bachelor's degree in engineering; The Cooper Union Alumni Association Annual Award, to a graduating student for high academic achievement and outstanding service to the school; The William C. and Esther Hoffman Beller Fund for Merit in Engineering Studies, to the most meritorious graduate in each of the following fields: chemical, civil, electrical and mechanical engineering; The Leon Machiz Prize; Harald Kiel Award, for service to the Cooper Union IT Department; Abraham Pletman Memorial Fund Prize, for excellence in electrical engineering

**Chemistry:** CRC Press Freshman Chemistry Achievement Award, to an outstanding freshman Chemistry student; Elmer J. Badin Chemistry Award, for students having the highest grade-point average at the end of the junior year and having the highest recommendation of the chemistry faculty; Robert Spice Fund Prize, for the best record in Instrumental Analysis and Electronics; American Institute of Chemists Undergraduate Student Award, for a graduating senior majoring in chemical engineering, in recognition of demonstrated ability, leadership, and professional promise.

**Chemical Engineering:** American Institute of Chemical Engineers Award, to the AIChE student member having achieved the highest scholastic record after two years; The American Institute of Chemists Student Award, to a Chemical Engineering graduate who has demonstrated scholastic achievement in Chemistry and Chemical Engineering, leadership, ability and character; Herbert Baldwin Fund Prize, for the best record in the third year of Chemical Engineering; Howard M. Siegel Memorial Prize, for scholastic excellence in chemical engineering; Lewis Gleekman Memorial Prize, for demonstrated professional interest in materials, metallurgy or corrosion engineering

**Civil Engineering:** Joseph Kalb Fund Prize, to a civil engineering graduate on the basis of scholarship and professional interest; Maxwell Lincer Prize Fund, for excellence and achievement in the study of civil engineering

**Electrical Engineering:** Yusuf Z. Efe Award, for the outstanding electrical engineering master's thesis; Abraham Pletman Fund, for excellence in electrical engineering; Eugene Ogur Memorial Award, for excellence in electrical engineering; Jesse Sherman Book Award, for an excellent academic record and superior electrical engineering laboratory work; Howard Flagg Memorial Prize, for undergraduate electrical engineering research; Dale E. Zand Prize, for outstanding achievement in electrical engineering

**Mechanical Engineering:** Wallace Chinitz Prize, for excellence in thermal studies; Alexander C. Grove Prize, to the student who demonstrates scholarship, personal integrity and professional promise in the field of mechanical engineering; Tyler G. Hicks Prize, to a mechanical engineering Junior for academic achievement during the first and second years; Wilson G. Hunt/Class of 1905 Prize, to a mechanical engineering graduate, based on general excellence in engineering studies; Harold E. Rue Prize, for a senior in either electrical or mechanical engineering; Nicholas Stefano Prize, for an outstanding senior project in mechanical engineering

**Mathematics** Class of 1907 Prize, for excellence in calculus; Irvin Leon Lynn Prize, for excellence in mathematics; Harry W. Reddick Fund Prize and Medal, for meritorious work in mathematics

**Bachelor of Science** Henri D. Dickinson Fund Prize, to the student having the highest cumulative rating at graduation in a Bachelor of Science curriculum

**Faculty of Humanities and Social Sciences** The John L. Alpert Humanities and Social Sciences Prize; The Academy of American Poets Elizabeth Kray Poetry Prize; The Raymond G. Brown Memorial Prize, for excellence in the Raymond G. Brown Seminar; Professor Frank Caldiero Humanities Award, for the best essay written in the first-year core courses (HSS1 and HSS2); Second-year Core Curriculum Prize, for the best essay written in the second-year core courses (HSS3 and HSS4); The History Prize, for an outstanding essay in history; Charles Goodman Essay Fund Award in Humanities, open to seniors in the School of Engineering; Dr. Martin J. Waters Memorial Prize, for excellence in the humanities and social sciences



## GENERAL REGULATIONS

*The Cooper Union reserves the right to change or amend its regulations, curricula, fees and admission procedures without prior notice.*

**Registration** Unless permitted by the dean of admissions and records to do otherwise, all students must register during one of the scheduled dates and pay fees and laboratory deposits. Students who fail to meet all financial obligations to The Cooper Union will not be permitted to register. No student will be admitted to classes without evidence of completion of registration. Students who fail to register will be dropped from the rolls.

## ATTENDANCE

**School of Architecture and School of Art** Classes and studios are scheduled Monday through Friday between 9 am and 10 pm. Studio facilities usually are available to students on Saturdays and Sundays throughout the academic year.

Each student is required to be punctual and to attend each scheduled class. In the case of unavoidable absence, the student should, on his or her return, report to the instructor to explain the absence and inquire about making up the lost work. All architecture students are provided with studio space and are expected to work in the studio during regular building hours.

**School of Engineering** Each student is expected to attend all classes and to satisfy other requirements in each course in such ways as the instructor may prescribe. If a student is absent an excessive number of times, he/she may, at the discretion of the instructor and with the approval of the dean, be asked to withdraw from the course.

After each absence, it is the student's responsibility to consult with the instructor, without delay, to determine the nature of the makeup work required.

**Faculty of Humanities and Social Sciences** Each student is expected to attend all classes. No more than two unexcused absences will be permitted during any given semester. In the case of an unavoidable absence, the student should, on his or her return, report to the instructor to explain the absence and inquire about making up the lost work. Students who are absent three or more times may receive a reduction of the final grade or, at the discretion of the instructor, be asked to withdraw from the course.

**Calendar Changes** The academic year at The Cooper Union has fall and spring semesters and runs from September to May. In order to serve the student body most effectively during the academic year, The Cooper Union cannot modify its calendar or procedures to meet special demands of students.

**Academic Standards and Regulations** For specific academic standards and regulations of each school, consult the appropriate sections of this catalog.

**Dismissal** The Cooper Union reserves the right at any time to dismiss a student whose conduct, attendance or academic standing is, in its judgment, unsatisfactory and to grant or withhold credits, certificates, degrees or diplomas. Disciplinary authority is vested in the president's office.

**Obligations** Students will be held accountable for all individual obligations, financial and other, entered into with The Cooper Union. Students who fail to meet all financial obligations to The Cooper Union will not be permitted to register. No student will be included in the graduating class unless all obligations have been accounted for prior to graduation. The Cooper Union will withhold transcripts and other information about a student who has not met financial obligations.

**Transcripts** Official transcripts of a student's scholastic record are issued directly to officials of other institutions or examining boards, upon request to the dean of admissions and records and registrar. Each copy of a transcript will cost \$5 (there is no charge to currently enrolled students). Requests should include the name and complete address of the person who is to receive the transcript and must include the signature of the student or alumnus/a.

Transcripts are not issued for students during the period of time in which grades are being recorded. Transcripts of student grades are issued to inquiring employers and agencies if a student notifies the dean of admissions and records and Registrar in writing, authorizing the distribution of the transcript.

*Official transcripts are issued directly to students or to alumni in a sealed envelope.*

Current students have access to their transcript and registration information on the portal to the school database, once they receive a password and a login at the Computer Center.

**Student Property** The Cooper Union assumes no responsibility for loss of or damage to the work or property of students.

## STUDENT RECORDS

**Notification of FERPA Rights** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: 1) The right to inspect and review the student's education records within 45 days of the day The Cooper Union receives a request for access. Students should submit to the Office of Admissions and Records written requests that identify the record(s) they wish to inspect. The Office of Admissions and Records official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the office shall advise the student of the correct official to whom the request should be addressed. 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the Office of Admissions and Records to amend a record that they believe is inaccurate. They should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by The Cooper Union in an administrative, supervisory, academic, research or support staff position; a person or company with whom The Cooper Union contracted (such as attorney, auditor or collection agent); a person serving on the Board of Trustees or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Cooper Union to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901.

**Program Changes** During the first several days of a semester, courses may be added to or dropped from a student's program without penalty or fee (program adjustment). Adding of courses after the posted date is not permitted. Students who wish to change their academic programs should consult with appropriate deans. All program changes must be reported by the student to the dean of admissions and records. A \$25 fee will be charged for dropping courses after the drop/add period.

**Transfer of Academic Credit** Every effort is made to provide admitted students with a preliminary evaluation of their transfer credit. School-wide policies dictate that a grade of B or better must be earned to be eligible for transfer of credit.

To seek credit or if there is a question about whether or not a class taken at a previous institution is eligible for transfer of credit please contact the department chairperson or respective dean of the school to which you are interested in obtaining credit.

Each department/school reserves the right to ask for additional information, i.e., coursework, syllabus, portfolio, etc., before granting transfer credit.

Currently enrolled students must always contact the appropriate department chairperson and dean of school at The Cooper Union prior to registering for classes at other colleges or universities should there be interest in obtaining transfer credit at The Cooper Union. Explicit permission must be granted by the department chairperson and dean of school before registering at another college or university to ensure that the course will be transferable.

Please see pages 37, 53, 76 and 118 for more detailed information about transfer credit.

## HEALTH

The Cooper Union requires a report of a physical examination from a licensed physician of the student's choice. The Cooper Union will provide its own medical form for this purpose and the form must be completed in its entirety. This report must include a record of vaccinations and immunizations. In addition, New York state law requires that students respond to a query concerning whether or not they have been immunized against meningitis.

The college reserves the right to exclude from attendance at any time—temporarily or permanently—any student whose physical or emotional condition is such that, in the opinion of an appropriate medical officer, attendance would endanger the health or welfare of other students and/or members of the Cooper Union community or otherwise disrupt the educational environment. A student whose attendance at the Cooper Union has been interrupted by a dismissal or extended leave of absence—for any reason—needs to submit new medical records before he or she resumes attendance. Likewise, students continuing on to the graduate program at Cooper Union must submit new medical forms at the time of beginning graduate study.

**Vaccination and Immunization** New York State law requires that all undergraduate and graduate students be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957.

Proof of immunity consists of:

- Measles: Two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease or a blood test showing immunity. **The exact date of these shots in month-day-year format must be written on the form and certified by the physician.**
- Mumps: One dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity. The New York State Assembly is currently considering a proposal to require two mumps shots.
- Rubella: One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Proof of immunity, including dates of immunizations, must be filed with the Office of Student Services **prior** to each student's initial registration at The Cooper Union. **Students who claim a religious objection to being immunized must send a signed letter attesting to this fact to the dean of students by July 15.**

**Students may not attend any events on campus, including classes and orientation programs, without having submitted these forms.**

**Meningitis Status** New York State Public Health Law Section 2167 requires colleges to distribute information about meningococcal disease and vaccination to all enrolled students.

Meningitis is rare; however, cases of meningitis among young adults have more than doubled since 1991. When the disease strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal seizures, limb amputation and even death.

The Cooper Union is required to maintain a record of the following for each student:

- A response to the receipt of meningococcal disease and vaccine information signed by the student or the student's parent or guardian, AND EITHER
- A record of meningococcal meningitis immunization within the past 10 years, OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or the student's parent.

Students are asked to provide this information by July 15 of the year they enter The Cooper Union.

**Health Insurance** The Cooper Union requires all students to submit proof that they have health insurance prior to registration. Students who fail to supply the information requested on the Student Accident and Sickness Insurance Enrollment/Waiver Form before August 15 will be billed for the Cooper Union Student Accident and Sickness Insurance at a cost of \$1,200 for the 2015–16 academic year.

## LEAVE OF ABSENCE

**Discretionary Leave of Absence** Students who have completed at least one year of study may request an interruption of their studies for a Discretionary Leave of Absence. The request must be submitted, in writing, to the student's academic dean or associate dean. A Discretionary Leave of Absence for up to one year (2 semesters) with an automatic guarantee of reinstatement may be granted to students in good academic standing who are making satisfactory progress toward their degree.

A request for a Discretionary Leave beginning in the fall semester must be made before April 15th. A request for a Discretionary Leave beginning in the spring semester must be made before November 15th. Approval for a Discretionary Leave is neither automatic nor guaranteed. Before taking such a leave, all financial obligations to the Cooper Union must be satisfied. Students on academic leave are considered inactive and do not have access to the facilities of The Cooper Union.

**Returning from a Discretionary Leave** Students on a Discretionary Leave must notify, in writing, their academic dean of their intention to return at least four (4) weeks prior to the registration period for the semester of their intended return. The dean must notify the registrar to reactivate the student record.

**Medical Leave of Absence** A student who must interrupt his/her studies for medical reasons must submit a written request for a Medical Leave of Absence to his/her academic dean along with supporting documentation, which must include a letter from the treating health care provider.

**Returning from Medical Leave** A student on a Medical Leave of Absence must notify his/her academic dean of his/her intention to return at least eight (8) weeks prior to the semester of the student's intended return. The student must also provide a letter from his/her treating health care provider to the Dean of Students that he/she is ready and able to return to school. The academic dean must notify the registrar to reactivate the student record.

**Compulsory Medical Leave of Absence** The Cooper Union seeks to foster a safe and peaceful campus environment (including, but not limited to its classrooms, laboratories, studios, shops, and dormitories) that nurtures its students' well-being and allows them to focus on their studies.

The professional degree programs at The Cooper Union are exceptionally rigorous courses of study that require a student's full commitment of time and effort and involve collaborative work in shared studios and laboratories. Additionally, in light of the highly specialized technical skills needed to run equipment in its shops and laboratories, The Cooper Union has the highest concern for safety on its premises and has appointed staff and faculty to supervise these facilities. Such concerns are carefully balanced with the institution's historic commitment to student rights.

If a staff or faculty member notifies the student's academic dean that a student's conduct, actions or statements indicate that the student: (i) poses a threat of harm to the safety of others (either directly or through an inability to safely perform any necessary functions as a student); and/or (ii) is engaged (or may engage) in behavior or conduct that is disrupting the academic experience of others on campus, the dean will promptly assess such concerns and determine whether there is a problem, the nature, duration and severity of the problem, and the probability that such harm or disruption may occur. The academic dean or the dean of students will promptly meet with the student to analyze the situation. If a medical situation is involved, the student may be asked to provide medical information from a healthcare provider in order to clarify the situation as necessary. Considering all the information, the dean will determine if a problem exists and, if so, whether a reasonable modification of policies, practices or procedures or the provision of auxiliary aids or services can appropriately mitigate the problem. If so, following such an accommodation/modification, the student will be permitted to continue with his/her studies. At any point during the investigative process, the student will have the right to take voluntary medical leave of absence following the procedure stated above.

If an accommodation/modification cannot sufficiently alleviate the risk/disruption to allow the student to remain actively enrolled, and the student is not able or willing to take a voluntary medical leave of absence, the academic dean may recommend to the Academic Leadership Team that the student be placed on compulsory medical leave of absence. The student will be sent a letter notifying him or her of the dean's recommendation for a compulsory medical leave of absence, the basis for such a recommendation, and inviting the student to a hearing on this matter. This hearing—granting the student the opportunity to respond to this recommendation—will be conducted by one member of the

Academic Leadership team and one other officer of The Cooper Union and will be held no sooner than five (5) days after the letter is sent to the student. If necessary, the student may request accommodations (e.g., modifications to policies, practices, or procedures; the need for an auxiliary aid or service) to participate in the hearing. At this hearing, the student may submit additional medical records and/or other appropriate information/documentation. The hearing officers will decide whether to accept the recommendation, reject it, or modify it and will inform the student within 24 hours of their decision, in writing. The hearing will be digitally recorded.

A student may be temporarily suspended from the institution prior to this hearing.

A student may be placed on compulsory medical leave for either a semester or a year, depending on the nature of the circumstances of the leave, submitted medical documentation, and the student's academic program. Students placed on compulsory medical leave will be asked to provide an evaluation from a physician of Cooper Union's choosing attesting to their medical readiness to resume their studies, with or without accommodation.

**Appeal Process** A student who has been the subject of a hearing under these procedures may appeal the decision of the hearing committee within 3 business days by writing a letter to the vice president for finance, administration & treasurer/equal opportunity officer or academic dean setting forth the reasons why the appeal is being made. The vice president will convene an Appeal Board within 3 days of receiving the appeal letter. The board will consist of the vice president or her designee and one member of the Presidential Leadership Team who was not involved in any way in the prior hearing. The Appeal Board shall limit its review to these issues:

- does the record show that the party had a full and fair opportunity to present his or her case?
- does the solution imposed achieve the proper balance between maintaining a safe and peaceful campus environment and respecting the rights of the student to continue his or her education?

After considering the record and the letter of appeal, the Appeal Board may:

- Accept the decision of the hearing committee;
  - Order a new hearing in keeping with the Appeal Board's instructions;
  - Reverse the hearing committee's decision in its entirety;
  - Accept the hearing committee's decision but modify the solution.
- If the Appeal Board accepts the decision of the hearing committee, whether or not it modifies the terms of the compulsory medical leave, the matter shall be deemed final.

### Policy on Copyrighted Material

**Copyright Infringement** The Cooper Union is obligated by federal law to inform its students of its policies and sanctions related to copyright infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing (e.g., using BitTorrent to obtain/distribute music or movies) may subject students to civil and criminal liability, sanctions arising from a violation of The Cooper Union's Code of Fair Practice, and loss of Internet services provided by the Cooper Union IT Department.

The basics of copyright law may be found at numerous websites, including those of many universities whose policies relating to copyright infringement generally and file sharing in particular are similar to The Cooper Union's policy:

[uspto.gov/web/offices/dcom/olia/copyright/copyrightrefresher.htm](http://uspto.gov/web/offices/dcom/olia/copyright/copyrightrefresher.htm)  
[deanofstudents.utexas.edu/lss/spot\\_illegalfilesharing.php](http://deanofstudents.utexas.edu/lss/spot_illegalfilesharing.php)  
[copyright.gov/title17/](http://copyright.gov/title17/)

**Fair Use** A limitation on copyright protection is known as "fair use." Permission of a copyright holder is not required (i.e., there is no copyright infringement) where the use is for *noncommercial* activities such as teaching (including multiple copies for classroom use), scholarship, research, studio work, criticism, comment, or news reporting. [Note that while "teaching" activities *may* qualify as fair use, the doctrine of fair use has a requirement relating to the "amount and substantiality" of the copyrighted work that does not permit, for example, the copying and distribution of an entire copyrighted textbook to a class.]

The routine use of file sharing programs to obtain music, movies and software does not constitute fair use. For more information on fair use see: [copyright.gov/fls/fl102.html](http://copyright.gov/fls/fl102.html)

**Code of Conduct** In addition to the sanctions for copyright infringement provided by federal law, The Cooper Union's Code of Conduct explicitly prohibits:

- "illegally duplicating copyrighted or licensed software" (Category B offense).
- "any unauthorized use of network and/or computer hardware" (Category B offense).

A violation of copyright law might also be viewed as an act of academic dishonesty or fraud, which are Category A offenses and punishable by suspension or dismissal.

**IT Department Responsibilities** In order to receive a Cooper Union computer account, a student is required to sign a document provided by the IT Department in which they promise to respect the rights of copyright holders. While the IT Department does not monitor its networks for content, it may monitor the volume of use (bandwidth) for any computer on its networks. A student who is using excessive bandwidth may have his or her Internet access reduced or terminated.

Students should be aware that representatives of copyright holders routinely search the Internet for infringers, resulting in lawsuits being filed against students. Such lawsuits may be very expensive to settle. Copyright holders have frequently filed notices of copyright violations directly with The Cooper Union, which requires the school to take immediate action to eliminate infringement.

The IT Department advises against installing and/or leaving file sharing programs on any computer attached to a Cooper Union network. While there are legitimate reasons for using such programs (e.g., the distribution of non-copyrighted software), by operating "silently" they may put the owner of the computer in the position of distributing infringing files, and being liable for such distribution, even though he or she has no intent of doing so.

**Policy on Religious Observances** No student shall be refused admission to or be expelled from The Cooper Union solely because he/she is unable to participate in any examination, study or work requirement because of religious observances and practices. It is the intent of The Cooper Union to accommodate reasonably individual student and faculty religious obligations and practices without penalty, based on good faith effort and due notice to those relevantly concerned of the anticipated religious observance date. There is a mutual obligation of students and faculty to provide prior notice to each other of anticipated absences. Students absent because of religious observances and practices will be given the opportunity to make up any examination, study or work requirement missed without penalty.

**Bicycle Policy** As of September 27, 2010 Cooper Union has 24 indoor bicycle parking spaces (for non-folding bicycles) for faculty, staff and students of the Cooper Union only. The parking facility is located in the lower level of the Foundation building. Access to the parking facility is as follows:

- To determine if there are spaces available, check the sign at the entrance to the Foundation Building. The security desk in the Foundation Building will have serial-numbered tags equal to the number of spaces available in the parking facility at that time.
- To obtain a tag you must show valid Cooper ID and sign in.



- The security guard will give you the tag which must be locked or chained to your bicycle at all times the bicycle is in the building.
- You must return the tag and sign out when you leave the building.
- When there are no more tags at the security desk, there is no more indoor parking and your bicycle must remain outside.
- You must use the square elevator to reach the lower level and to return to street level. You may not use the stairs or the round elevator.
- No more than three bicycles may be in the elevator at the same time.
- You must lock your bicycle and tag to the bike rack.
- No overnight parking—bicycles must be removed when the building closes. (Except when there is 24 hour building access.)
- Failure to follow these guidelines will result in termination of an individual's access to indoor bicycle parking.
- If a bicycle is found in any other part of the building, or in any other building on campus, it will be removed without prior notice to the owner.
- Harassing security or any other Cooper employee regarding access to the facility will result in termination of an individual's access to indoor bicycle parking.

THE BICYCLE POLICY IMPLEMENTED IN SEPTEMBER 2009 REMAINS IN EFFECT FOR ALL OTHER BICYCLES.

The Cooper Union encourages the use of the bicycle as a viable mode of transportation to and from campus. To ensure the safety of our faculty, students and staff, and taking into account the college's space constraints, the following bicycle policy was implemented September 1, 2009.

Bicycles that do not fold are not permitted in the Foundation Building, 41 Cooper Square, the Residence Hall or 30 Cooper Square. Nor are loose bicycle tires permitted in these buildings. Folding bicycles, which must be covered prior to entering the building, may be stored in offices or lockers. Folding bicycles stored in lockers must fit within the locker such that locker doors remain closed. Bicycles found in public spaces such as studios, hallways, laboratories and lounges will be removed. Violators of this policy will be subject to disciplinary action and will be responsible for any assessed damages. Violations by persons represented by a labor organization will be handled in a manner consistent with the applicable collective bargaining agreement.

Bicycles may be parked outdoors only in those areas which have been specifically designated for this purpose. A bicycle parking area is indicated by the presence of bicycle racks. Bicycles may not be parked in a way which would impede access to a building entrance or exit. No bicycle may be parked at any entrance, exit or access ramp to any Cooper Union owned building.

In the event that bicycles are stolen on campus, members of the Cooper Union community should report the incident to the Office of Buildings and Grounds. In addition, members of the Cooper Union community are also encouraged to report the incident to the local Police Precinct (212.477.7811). The Cooper Union is not responsible for lost or stolen personal belongings, including bicycles.

**Policy on Smoking** In accordance with the New York City Clean Indoor Act, as amended, and New York State Public Health Law Article 13-E, the following Smoking Policy is effective at The Cooper Union September 1, 2009:

Smoking is prohibited at all times in all college owned buildings, including but not limited to auditoriums, classrooms, laboratories, offices and public areas and the Student Residence Hall. Furthermore, smoking is not permitted within 25 feet from a Cooper Union facility entrance.

This smoking policy is intended to keep the air clear of smoke for those within our facilities and for those entering and leaving Cooper Union owned buildings.

The Cooper Union requests and expects your cooperation and assistance in the implementation and enforcement of the smoking prohibition. Those who do not comply with this policy will be subject to disciplinary action up to and including fines and/or expulsion from the college, or termination of employment. Complaints against persons represented by a labor organization will be handled in a manner that is consistent with the applicable collective bargaining unit.

Conflicts related to smoking among employees should be brought to the attention of appropriate supervisory personnel and, if necessary, referred to the equal opportunity officer. To report an incident concerning violation of this policy, please send a written report to the director of facilities management.

Students alleged to be in violation of the policy are subject to disciplinary action through the appropriate student conduct jurisdiction.

In accordance with the law, any individual can voice objections to smoke that gathers in any smoke-free area without fear of retaliation.

**Policy on Alcoholic Beverages and Illegal Drugs** The Cooper Union strictly adheres to all local, state, and federal laws relating to the use or illegal manufacture of drugs and alcohol on its premises or at any college-sponsored event. Students who violate Cooper Union's policies will be subject to disciplinary actions under A Code of Fair Practice.

On campus, students over the age of 21 may consume alcohol only in the context of official campus events where there is a security guard present to check I.D.'s. Alcohol may not be carried from the room in which it is served. Student groups recognized by the Joint Activities Committee who wish to have alcohol at a student event must follow the Cooper Union procedures listed at the end of this section.

As a professional school, The Cooper Union has historically attracted students who are serious about academic and artistic achievement and who have understood how substance addictions undermine academic performance. It is a goal of this institution to maintain an environment of academic seriousness.

The most immediate consequence of substance abuse at The Cooper Union is often a dismal academic performance, leading to academic dismissal. Long-term consequences of substance abuse can include major health problems, lowered employment prospects, and even an early demise.

Loss of a student to substance abuse not only blights the prospects of that individual to have a fulfilling career, but also deprives the community at The Cooper Union of that individual's unique talents and contributions. To avoid such a loss, the institution is committed to providing assistance to students with substance abuse problems through appropriate education and referral.

### **NEW YORK STATE LAW REGARDING ALCOHOL**

New York State has very strict laws about alcohol.

Section 65 of the Alcohol Beverage Control Law states:

No person shall sell, deliver or give away or cause or permit to be sold, delivered, or given away any alcoholic beverages to:

1. Any person, actually or apparently, under the age of twenty-one years;
2. Any visibly intoxicated person;
3. Any habitual drunk.

In addition, legislation enacted in November of 1991 specifies that a U.S. or Canadian drivers' license or non-driver identification card, a valid passport, or an identification card issued by the United States Armed Forces must be used as written evidence of age for the purchase of alcoholic beverages. New York State law also prohibits the possession of alcoholic beverages with the intent to consume by a minor and makes it a crime to produce

fraudulent proof of age. Students in possession of a phony identification card should know that the antiterrorism measures put in place by the New York City police department have improved the ability to detect fake ids and have resulted in several arrests.

New York State imposes liability on any person who serves alcohol illegally to a minor. This means if someone serves a minor alcohol, the person serving the alcohol can be sued for damages by anyone harmed by that minor, including the parents or family of the minor if the minor himself or herself suffers harm.

### **Procedures for Use in Serving Alcoholic Beverages at Student Events Approved by The Joint Activities Committee:**

1. The serving of hard liquor is not permitted at any college event involving students.
2. Student groups must hire a licensed caterer for the serving of wine and beer at student events. Such serving will be limited to those persons at the legal age in New York State of 21 years. To facilitate quick identification of students of legal age at the point of service, a process of carding that requires the presentation of Cooper Union ID and an ID that complies with the 1991 New York State law will be carried out by a security guard available solely for that purpose and paid for by the sponsoring student club through allocated JAC funds. All student events must be approved by JAC. There are no exceptions to this requirement.
3. Sponsors of JAC-approved events have primary responsibility for ensuring that only those of legal drinking age are served alcohol. Sponsors must include at least two persons 21 years of age or older. Such events must include the serving of food, in sufficient amount for the numbers attending; and the displaying of a variety of non-alcoholic beverages must be featured as prominently as alcoholic beverages and dispensed in the same area.
4. The promotion of alcohol in advertisements for events is not permitted. Other aspects of the event should be emphasized—such as entertainment, availability of food, etc.
5. The serving of alcoholic beverages should be discontinued one hour before the end of the event at a minimum.
6. Event sponsors not only must refuse to serve alcoholic beverages to anyone appearing intoxicated, but also must provide appropriate assistance to such persons. Assistance may include, but is not limited to, providing safe transportation arrangements for intoxicated guests, and medical help.
7. Event must comply with all Federal and New York State Laws.

### Procedures for Serving Alcohol at Exhibitions

Students who wish to serve alcohol in connection with a student exhibition opening should consult the appropriate academic dean for the policies and procedures to follow, including ordering a guard. The following rules apply to all exhibitions where alcohol is served.

1. The serving of hard liquor is not permitted.
2. Alcohol service will be permitted at student receptions only when the student presenters are over 21 years of age. In the case of a group presentation the majority of students must be over 21.
3. Coordinators for Exhibitions must hire a licensed caterer for the serving of wine and beer at events. Such serving will be limited to those persons who can prove attainment of the minimum legal drinking age in New York State of 21 years. To facilitate quick identification of students of legal age at the point of service, a process of carding that requires the presentation of a Cooper Union ID will be carried out by a security available solely for that purpose and paid for by the student exhibitors. There are no exceptions to this requirement.
4. Such events must include the serving of food, in sufficient amount for the number attending, and the displaying of a variety of non-alcoholic beverages must be featured as prominently as alcoholic beverages and dispensed in the same area.
5. The promotion of alcohol in advertisements for events is not permitted.
6. Event sponsors must not only refuse to serve alcoholic beverages to anyone who appears intoxicated, but also must provide appropriate assistance to such persons. Assistance may include, but is not limited to, providing safe transportation arrangements for intoxicated guests and arranging for medical help.
7. State law requires that a U.S. or Canadian driver's license or non-driver identification card, a valid passport or an ID issued by the U.S. Armed Forces must be used as written evidence of age for procuring alcoholic beverages.
8. The amount of alcohol permitted shall reflect the number of students over 21 years of age at the event, as approved by the academic dean, and in no case shall exceed 48 (12 oz.) cans or bottles of beer or 12 (750 ml.) bottles of wine.
9. Event must comply with all Federal and New York State Laws.

### CAMPUS SECURITY AND SAFETY

The Cooper Union has been fortunate in maintaining an atmosphere where serious criminal activities have not occurred. Our goal remains to encourage the integrity, honesty and responsibility of each individual student to maintain an atmosphere of harmony and mutual respect.

Every incident of behavior that seems inconsistent with our philosophy and principles of safety and security should be reported to appropriate campus authorities. The guards in the lobby of each building should be notified immediately of any emergencies. Depending on the circumstances, it may also be appropriate to call the police at 911.

Students and staff should also file an incident report with either the Office of the Director of Facilities Management or with the Office of Student Services. Such reports help The Cooper Union respond to breaches in security. The director of facilities management maintains a daily log of such incidents. This log is available for inspection in room 111, 41 Cooper Square.

When appropriate, information about such incidents shall be disseminated to the community as a whole via fliers or memoranda.

The Campus Crime Awareness and Campus Security Act of 1990 requires colleges and universities to make available to all current students and employees and to all applicants for enrollment or employment statistics concerning the prevalence of certain types of crime on campus and in the neighborhood. These statistics are published annually in the *Campus Safety, Security and Fire Safety Report* available on the Cooper Union website and from the Office of Student Services, 29 Third Avenue, 3rd floor, New York, NY 10003. Crime statistics are available online at <http://opc.ed.gov/security>.

## CODE OF CONDUCT

**Preamble:** As an educational community, The Cooper Union affirms the freedom of its students to pursue their scholarly, artistic and intellectual interests. The Cooper Union has developed policies to safeguard this freedom and to maintain an environment conducive to academic endeavor. These rules are not intended to replace federal, state or municipal laws. All Cooper Union students are responsible for upholding such laws, and any violation of law may result in disciplinary action being taken by The Cooper Union.

In addition to the Standards of Conduct defined below, students are bound by the rules of their individual school or program, and any rules regarding the use of the facilities or equipment at The Cooper Union, including, but not limited to, classrooms, the library, the Great Hall, the Student Residence, the Computer Center, laboratories, shops, studios, and other facilities.

The Cooper Union has established separate policies, published elsewhere, to adjudicate claims of academic dishonesty, and claims of discrimination or harassment against a protected class (e.g., race, sex, and disability).

The Cooper Union reserves the right to modify and/or amend this Code at any time it deems necessary and in accordance with applicable laws.

### Part One: Student Rights

Students have certain rights established by federal, state or local statutes or under institutional policy. Among these rights, but not limited to these alone, are:

- The freedom to engage in free discussion, inquiry and expression.
- The freedom of access to public records.
- The freedom of association.
- Freedom from assault.
- The right to express views on issues of institutional policy.
- Freedom of the press.
- 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.
- Freedom from improper academic evaluation.

### Part Two: Standards of Conduct for Students

**Category A** The Cooper Union finds the following violations extremely serious and subject to the highest penalties:

1. Physical assaults resulting in injury, including sexual assaults.
2. The sale of drugs in a manner that violates federal or state law.
3. Possession of drugs, as defined as a felony, under state or federal law.

4. Undermining campus safety by setting off false fire alarms, discharging fire extinguishers, tampering with security systems, or ignoring the instructions of security guards or studio monitors.
5. Possessing or introducing dangerous weapons to campus in the manner prohibited in the Weapons Policy.
6. Violations of campus alcohol policy that result in injury or damage to property or undermine the safety and security of the campus community, including acts of hazing.
7. Acts of fraud. Some examples of these acts, but not limited to the following, are: misrepresentation, falsifying records or documents, assuming the identity of another person, or furnishing fraudulent information.
8. Acts of theft or vandalism (including graffiti) against the property of another student, guest, staff or faculty member or against the property of Cooper Union itself.
9. Reckless behavior involving the interior or exterior structures of campus buildings. Some examples of these acts, but not limited to the following, are climbing the grid of 41 Cooper Square, hanging over terrace balustrades, and accessing the roof of the Student Residence.

For these categories of violation, the sanction will ordinarily be suspension or dismissal. In some cases, the Presidential Right of Summary Suspension will be invoked.

**Category B** The purpose and ideals of The Cooper Union depend, for their full achievement, on respect, cooperation and integrity among members of the community. The Cooper Union has adopted the following rules of behavior in the interests of maintaining an orderly atmosphere.

1. At all reasonable times, a student shall comply with a request for identification from an employee or security guard of The Cooper Union.
2. Students will respect the building hours and will leave the premises at the appropriate time.
3. Students will cooperate with the staff supervising the facilities of The Cooper Union.
4. Except for actions protected under state or federal law or the institutional governances, a student may not willfully obstruct or disrupt any authorized activities on college premises or other Cooper Union activities, including its public service functions.
5. A student may not engage in libel or slander.
6. A student may not be involved in acts that cause physical or psychological harm.
7. A student may not consume, buy, sell, borrow, possess, lend or give as a gift any drug, narcotic, or alcoholic beverage in such a way that would be a violation of any local, state or federal law or the institutional alcohol policy.

**8.** When a student has a guest on campus, the appropriate guest procedures must be followed, and the student is responsible for the conduct of his or her guest and for any damages caused by that guest.

**9.** The use of the computer and network facilities is for the purpose of supporting the educational experience at The Cooper Union. Unauthorized or inappropriate use of these facilities is prohibited. Misuse may include, but is not limited to, damaging or altering records or programs; invading the privacy of other users by using or manipulating directories, files, programs or passwords; engaging in disruptive behavior; illegally duplicating or copyrighted or licensed software; using the facilities in support of a commercial concern or venture or any unauthorized use of network and/or computer hardware, software, accounts or passwords.

**10.** A student may not gamble for money or other valuables while on the campus of The Cooper Union.

**11.** A student may not threaten members of the Student Judicial Committee or attempt to tamper with witnesses to the Student Judicial Committee.

**12.** A student may not smoke within any Cooper Union building or within 20 feet of the entrance to any Cooper Union building.

**Category C: Other Complaints.** The Student Judicial Committee may also consider complaints that are not delineated under Category A or Category B above, provided that the person against whom the complaint is made is notified in writing as to whether the proceeding will follow the rules of Category A or Category B, delineated below.

**Part Three: Presidential Right of Summary Suspension.**

Subject to prompt review, the president of The Cooper Union may summarily suspend a student from the college when, in his or her best judgment, such immediate action is necessary for protecting the health and safety of the college and/or any member of the college community. The president will consult with the student's academic dean prior to such action, if time permits. Any person so suspended shall have all the rights as outlined in *The Code of Conduct*. Summary Suspensions must be reviewed by a judicial panel within seven regular business days of the suspension. Until and unless the accused is found to have violated the Standards of Conduct, his/her status as a member of the Cooper Union community shall not be altered. Any person so suspended shall have the right, if the suspension is not upheld, to excused absences from all classes and examinations during the suspension period.

**Part Four: The Cooper Union Student Judicial Committee**

**1.** Jurisdiction. The Student Judicial Committee of the Joint Student Council shall have jurisdiction of all matters involving an alleged violation of the Standards of Conduct stated above.

**2.** Membership. Each student council shall elect two representatives and two alternates to the Student Judicial Committee and one representative and one alternate to the Judicial Appeals Committee. Student Judicial Committee members must be elected to the Joint Student Council with plurality and cannot be on probation for academic reasons or have been issued a sanction by the Student Judicial Committee. Judicial panels shall ordinarily be chosen from members of the Student Judicial Committee; however, any member of the Joint Student Council eligible to serve on the Student Judicial Committee can serve on a judicial panel if necessary.

**3.** General Rules. Proceedings conducted by the Student Judicial Committee are completely independent of any civil or criminal proceeding and may occur simultaneously with such court action. The Student Judicial Committee is administrative, rather than criminal or civil, in nature. The standard of proof applied by the Student Judicial Committee shall be "preponderance of the evidence." Judicial Panels do not use technical rules of evidence. Committee members may take notice of any matter in the common experience of Cooper Union students.

Before calling a Judicial Panel, the dean of students shall review the list of eligible panelists for possible prejudice with the complainant and the person being accused. The dean of students shall notify the members of the Judicial Panel as to the time and date of the hearing. This does not preclude the dean of students from acting as witness, if necessary.

Representatives to the Student Judicial Committee may also serve as mediators in informal hearings.

All hearings shall be considered confidential except when applicable law mandates disclosure to the community; the complainant, however, shall have the right to be notified as to the result of the hearing.

Every student charged under *The Code of Conduct* shall be presumed not to have violated *The Code of Conduct* until the Judicial Panel arrives at its decision.

If, because of a disability, a student participating in the any stage of the hearings (or subsequent appeals process) in any capacity requires a modification to policies, practices, or procedures, and/or an auxiliary aid or service the student should submit such a request in writing to the dean of students at least five days prior to the scheduled start of the hearing so that the request can be appropriately assessed prior to the start of the hearing.



**4. Judicial Panels for Category A Violations.** For a Category A offense, the Judicial Panel shall be a subcommittee of the Student Judicial Committee drawing one representative from each student council plus any two administrative officers of The Cooper Union. The associate dean of the school in which the student charged in the complaint is registered shall ordinarily be invited to participate as one of the administrative officers on the Judicial Panel in the Category adjudication. Persons charged with a Category A offense have the right to a representative of his or her choice at his or her expense, but the representative's role will be limited to providing support to the person being charged. Cooper Union may also appoint a lawyer to such committee to serve as an adviser to the committee members.

**5. Judicial Panels for Category B Violations.** For a Category B offense, the Judicial Panel shall be a subcommittee of three from the Student Judicial Committee, generally one representative from each school.

A Judicial Panel formed under the rules of Category B has the right to stop the hearing and request that the case be heard instead under Category A Rules, so long as the parties are notified and the Category A hearing is scheduled within 7 days.

#### **Part Five: Procedures for Filing Charges**

**1.** Any member of the Cooper Union community may file a written complaint about an infraction of the Standards of Conduct by a student. Such complaint should be addressed to the Student Judicial Committee and delivered to the Office of Student Services, 29 Third Avenue, 3rd floor, New York, NY 10003, Attention: Dean of Students.

**2.** A complaint must be made within 30 days of the alleged infraction.

**3.** The complaint must set forth the basic facts of the alleged infraction, including the date, time, and place in which the incident occurred.

**4.** The dean of students will meet with the complainant to determine if the complaint can be resolved informally or through mediation. The penalties of warning, probation or loss of privileges may be meted out in these cases by the dean of students, with the agreement of all parties concerned.

**5.** Absent a successful resolution, the dean of students will schedule a hearing within 10 business days. S/he will notify the student being charged by letter of the charges, place and time of the hearing, and whether it will be conducted as a Category A or B hearing.

#### **Part Six: Procedures for Conducting Hearings**

**1.** The Judicial Panel shall elect one of its members to be chairperson and to preside over the hearing. The person presiding shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person who disrupts a hearing, including the parties to the complaint, may be excluded by the person presiding.

**2.** The failure of the student charged to appear at the stated time and place shall constitute a waiver of the right to a hearing. The complainant shall have the option of not appearing at the hearing; however, a complainant cannot selectively attend portions of the hearing but must follow the instructions of the chairperson.

**3.** Any person being charged, having appeared at the hearing, shall have the right to contest the acceptance into the record of any evidence presented in support of the charges.

**4.** Each party shall have the right to summon witnesses, provided that a list of these is presented to the dean of students 72 hours prior to the hearing. The chairperson of the hearing shall have the right to exclude witnesses who appear to offer redundant testimony.

**5.** Each party may question the other party's witnesses, under the supervision of the chairperson.

**6.** The chairperson shall summon witnesses into the hearing room and ask them to withdraw once they finish testifying.

**7.** Hearings shall be taped on an audio recorder. Tapes shall be destroyed at the expiration of the appeal process.

**8.** After testimony is concluded, the panel shall come to a decision and present the decision in writing to the person being charged, either by hand or by mail to the last address given by the student.

**9.** In the event of a disciplinary dismissal, the president shall review the recommendation before it is put into effect.

### Part Seven: Disciplinary Sanctions

By majority vote, the Judicial Panel may impose any of the following sanctions. The Student Judicial Committee will retain a written copy of the sanction in its file until the student permanently separates from The Cooper Union.

- 1. Warning.** A warning in writing, in the case of a minor infraction, that further violation of the Standards of Conduct may result in a more severe disciplinary sanction.
- 2. Loss of Privilege.** In cases that involve breaking the rules of a specific facility, students may lose the privilege of using that facility on a temporary or permanent basis or have the hours of their use restricted.

A student who loses privileges may also be issued a warning or higher penalty.

- 3. Behavioral Probation.** A letter of censure given in instances of more serious violations of the Standards of Conduct. Behavioral probation is a trial period in which a student who has been in difficulty has the opportunity to demonstrate that he or she can be a responsible member of the community. The terms of the probation may be varied to fit the individual circumstances.
- 4. Suspension.** Given in cases where it is judged that the student should be removed from the college community. This penalty is for a stated period of time, either one semester or one year. A suspended student is prohibited from being on any Cooper Union premises during the period of the suspension without written authorization from the Office of the President. A notification of the suspension will be sent to the Office of Admission and Records, the Office of the President, and the Office of Buildings and Grounds as well as to the student's academic dean.
- 5. Dismissal.** Subject to the approval of the president of the college before taking effect, a disciplinary dismissal involves involuntary and permanent dismissal from the college. The president shall have the right to accept, reject or modify the proposed dismissal. The dismissal will be a permanent part of the student's file and will be noted on his or her transcript.
- 6. Other Actions.** The Judicial Panel may impose other penalties that it deems appropriate to the infraction. Examples of such penalties are: financial restitution for damages or for medical expenses, letters of apology, community service work, etc.
- 7. Legal Action.** The above listed penalties shall be in addition to any penalties or liabilities pursuant to the laws of the State of New York, both civil and criminal. Cooper Union or its designee may, at its discretion, depending on the gravity of the violation, file a criminal or civil complaint. Filing an action under this Code does not preclude the complainant from also filing a civil or criminal complaint.

### Part Eight: Appeal Process

- 1. Filing an Appeal.** Any student found to have violated any of the Standards of Conduct may appeal the decision of the Judicial Panel within 4 business days by writing a letter to his or her academic dean setting forth the reasons why the appeal is being made. The dean will convene an Appeal Board within 5 days of receiving the appeal letter.
- 2. Composition of the Appeal Board.** The board will consist of two students and one academic dean. Ordinarily, the academic dean and one of the students shall come from the same school as the appellant. The remaining student shall be from one of the other schools. Alternates may replace student representatives and have full rights to vote on the appeal board.
- 3. Limitations of the Authority of the Appeal Board.** The Appeal Board shall limit its review to these issues:
  - does the record show that the party had a full and fair opportunity to present his or her case?
  - was the sanction imposed fair and proper in light of the infraction proved?
- 4. Decision of the Appeal Board.** After considering the record and the letter of appeal, the Appeal Board may:
  - a.** Accept the decision of the Judicial Panel;
  - b.** Return the case to the Student Judicial Committee for a further hearing in keeping with the Appeal Board's instructions;
  - c.** Reverse the Judicial Panel's decision and dismiss the case;
  - d.** Accept the Judicial Panel's decision but reduce the sanction. The sanction may not be increased.

If the Appeal Board accepts the decision of the Judicial Panel, whether or not it reduces the sanction, the matter shall be deemed final.