

**LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

1. Type of Change: Update Policy and Procedure

2. From:

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTER'S DEGREE

Master's degree candidates must complete their programs within five years from the time they become matriculated students. Absence from the College for one or more semesters does not alter or affect the five-year limit (see Interruption of Studies) for earning a degree. Currently enrolled graduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for a[n] extension in the Office of Graduate Studies, Shuster 27[5]. Extension requests will be forwarded to the Academic Department offering the degree program for review and final decisions. Students who are not currently enrolled must adhere to the interruption of studies policy.

3. To:

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTER'S DEGREE

Master's degree candidates must complete their programs within five years from the time they begin their program and become degree-seeking graduate students. Absence from the College for one or more semesters does not alter or affect the five year limit (see Interruption of Studies) for earning a degree. Currently enrolled graduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for a two-year extension in the Office of Graduate Studies, Shuster 279. Extension requests will be reviewed by the Graduate Studies appeals committee and the Academic Department offering the degree program for review and final decisions.

Extensions may only be granted once. In total, upon granting an extension, there will be seven permitted years to complete a graduate program. Failure to file an extension or to complete the degree within the granted timeline will result in the closing of the student record. Students with closed records will not be permitted to continue their studies in the incomplete graduate program.

Students who are not currently enrolled must adhere to the interruption of studies policy to be readmitted into the College.

4. Rationale:

The time limit policy states the rule for the completion period for a grad degree but does not address what happens if a student is approaching the five year limit or exceeds the timeframe. This policy will be supported by additional advisement from the Office of Graduate Studies. At the four-year mark for incomplete degrees, the Office of Graduate Studies will place a positive service indicator on student records. This positive indicator will not prohibit registration but will remind the student that they have five years to complete their degree, discuss a timeline, and notify students of the extension option. At five years, the Office of Graduate Studies will place a negative service indicator on student records. The negative indicator will prohibit registration and direct the students to be advised by the Office of Graduate Studies. During advisement, in the Office of Graduate Studies, students will be asked to submit an extension request. The request will ask for a written statement from the student and also for the student to meet with their academic advisor and create an outline of the coursework remaining and a timeframe for completion. Requests will not be accepted by the Office of Graduate Studies without a written statement and academic outline. Upon approval of the extension, a contract will be formed in partnership with the academic department. The student will be asked to sign the contract. At six years, a student will be notified in writing that they are in danger of having their records closed. Students at seven plus years will have a negative service indicator placed on their record for "insufficient progress" that will prevent registration and future completion of the degree.

Students may not submit a second extension. For the student's record and situation to be reviewed by a committee, an appeal will need to be submitted.

Approximately 80 percent of graduate students complete their degree within four years. This policy will identify and advise the 20 percent that need the extra reinforcement. These procedures are intended to support student success and advisement and also are intended to increase retention and completion rates for graduate studies.

Fall 2014 will be the first semester of enacting the Time Limit policy.

5. Date of Graduate Studies Committee approval: April 2, 2014

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OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

1. Type of Change: Update Policy and Procedure of Interruption of Studies

2. From:

INTERRUPTION OF STUDIES

Although students are encouraged to make steady progress toward their master's degrees, absence for one or more semesters may be unavoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (Shuster Hall, Room 150) to complete the appropriate application and pay the application fee.

Matriculated graduate students returning after a leave of absence are subject to any changes made to their master's degree program in their absence and must satisfy all degree requirements. In addition, returning graduate students must consult with their program adviser to determine if any of their previous coursework is out of date and to discuss their future course of study.

Students seeking readmission after the absence of one or more semesters, up to three years, must file a Graduate Application for Readmission. Following an absence of three or more years, matriculated graduate students must reapply to the College by submitting a new application. Non-matriculated graduate students must reapply to the College by submitting the Graduate Application for Non-Degree Admission and pay the application fee following an absence from the College of any length.

3. To:

INTERRUPTION OF STUDIES

Although students are encouraged to make steady progress toward their master's degrees, absence for one or more semesters may be unavoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (Shuster Hall, Room 150) to complete the appropriate application and pay the application fee.

Matriculated graduate students returning after a leave of absence are subject to any changes made to their master's degree program in their absence and must satisfy all degree requirements. In addition, returning graduate students must consult with their program adviser to determine if any of their previous coursework is out of date and to discuss their future course of study.

Students seeking readmission after the absence of one or more semesters, up to three years, must file a Graduate Application for Readmission.

Following an absence of three or more years, previously matriculated graduate students must reapply to the College by submitting a new application. Upon re-acceptance into the program, the curriculum year and time limit for earning a master's degree will be reset and updated to the current semester. Students must then adhere to the current curriculum plan and policy standards. Any coursework older than seven years from the current term of re-acceptance into the master's degree program will not count towards the degree curriculum.

Students who have been absent for over seven years may not reapply to an incomplete program. See *Seven Year Inactivity* policy.

Non-matriculated graduate students must reapply to the College by submitting the Graduate Application for Non-Degree Admission and pay the application fee following an absence from the College of any length.

4. Rationale:

Upon approval of the updated Time Limit policy, the description for re-admission and interruption of studies needs to be updated for clarification on entrance and re-entrance procedures.

5. Date of Graduate Studies Committee approval: April 2, 2014

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OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

1. **Type of Change:** New Policy and Procedure

2. **To:**

SEVEN YEAR INACTIVITY

Any graduate student with seven years of inactivity from the College will have his/her record closed. Students may not use coursework from a closed graduate record, and the courses may not be applied towards future graduate programs.

3. **Rationale:**

This rule aligns with policies on outdated curriculum. Courses older than five years are not eligible for transfer and in many cases not applicable when students return and re-apply to an incomplete program.

4. **Date of Graduate Studies Committee approval:** April 2, 2014