

**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:
Lehman Undergraduates**

~~Undergraduate seniors at Lehman College who are highly qualified academically may earn credit in graduate courses. This credit may be applied to the student's undergraduate degree, or the student may enroll for graduate credit, in which case graduate fees must be paid for the course(s). The option chosen must be specified in writing, and the student must obtain the written approval of the appropriate department chair or Graduate Program Adviser and the College's Office of Graduate Studies before enrolling in a graduate course.~~

3. To:

Lehman Undergraduates

With program approval undergraduate students with a declared major who are not registered for a dual degree program, have completed at least 90 credits with a cumulative GPA of 3.0 or above and who satisfy necessary pre-requisites may enroll in a total of twelve graduate credits during their senior year.

Graduate courses may not count towards Pathways requirements or the residency requirement for the major/minor. Graduate courses will be counted towards the calculation of Dean's List, Presidential Scholars, and departmental honors.

Grading will occur on the following system: A, A-, B+, B, B-, C+, C, and F.

Tuition will be charged in accordance with the tuition and fee manual. Full-time undergraduate students who receive permission to take graduate courses will be charged the undergraduate tuition rate for graduate courses which are applicable to the student's undergraduate degree. (within the 120 credits required for graduation). If the student is part-time, the graduate rate will be charged for graduate courses and the undergraduate rate for undergraduate courses. Students receiving financial aid in the form of grants and/or loans should confirm

that the additional charges will be covered by their aid by speaking to a Financial Aid Counselor.

Students who meet the eligibility requirements must get approval from the graduate program advisor and the Office for Graduate Studies. An Authorization Form is available from any graduate program advisor. (This will need to be developed.)

4. Rationale:

This updated policy provides a pathway for undergraduate students to enroll in graduate coursework for undergraduate credit while both remaining financial aid eligible and paying undergraduate tuition. It also serves as the foundation for the proposed change to the transfer of credit policy which will allow students to transfer up to 12 credits of graduate coursework taken at the undergraduate level into a Lehman degree program.

5. Date of Graduate Studies Committee approval: March 11, 2015

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

OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

1. Type of Change: Update Transfer of Credit Policy

2. From: TRANSFER OF CREDIT INTO A LEHMAN MASTER'S DEGREE PROGRAM

~~Students who wish to have graduate credits transferred should apply during their first semester in attendance as a matriculated graduate student at Lehman using the Application for Transfer of Graduate Credit form available in the Office of Graduate Studies (Shuster Hall, Room 279). All credits to be applied toward a Lehman College master's degree are subject to the approval of the academic graduate adviser (or department chair) from the student's academic program and the Office of Graduate Studies. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated.~~

The following courses are eligible for transfer:

- Courses applied within the last five years toward a previously awarded and accredited graduate degree. (6 credits maximum)
- Graduate courses taken within the last five years at Lehman College as a non-degree student. (12 credits maximum)
- Graduate courses taken within the last five years at other accredited colleges where no degree has been awarded. (12 credits maximum)

The following transfer credit regulations apply to all matriculated Lehman College graduate students:

- With appropriate permission, a maximum of 12 credits in total may be transferred toward a Lehman master's degree.
- Only six 6 credits counted toward a previously awarded master's degree are eligible for transfer.
- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Grades of B or better in courses taken outside of Lehman College are required for eligibility.
- Courses taken five years or more prior to matriculation at Lehman are not considered for transfer.
- Theses and other culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.

- Students matriculated in Social Work may request transfer credits only toward the special topics/elective requirement.
- When students have taken more than 12 credits prior to matriculation, Lehman College courses will be given priority, provided they meet the College's requirements.

ADVANCED CERTIFICATE OR EXTENSION PROGRAM

Transferring credits from/into an advanced certificate or extension program are subject to: the approval of the academic graduate advisor and Office of Graduate Studies, the regulations of the Lehman program in which the student is matriculated, and the guidelines of the College's Residency Requirement.

The following additional limitations apply:

- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Grades of B or better in courses taken outside of Lehman College are required for eligibility.
- Courses taken five years or more prior to matriculation at Lehman are not considered for transfer.

NOTE: Students who have completed nine (9) or more credits prior to matriculation at Lehman, seek a second master's degree, or wish to apply their advanced certificate towards a master's degree are advised to fill out the application for matriculation at the earliest possible date.

3. To: TRANSFER OF GRADUATE CREDIT INTO A LEHMAN MASTER'S DEGREE PROGRAM

It is strongly encouraged that students who wish to have graduate credits transferred should apply during their first semester in attendance as a matriculated graduate student at Lehman using the Application for Transfer of Graduate Credit form available in the Office of Graduate Studies (Shuster Hall, Room 279). All credits to be applied toward a Lehman College master's degree are subject to the approval of the academic graduate adviser (or department chair) from the student's academic program and the Office of Graduate Studies. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated.

The following courses are eligible for transfer:

- Graduate courses taken within the last five years at other accredited colleges where no degree has been awarded. (12 credits maximum)
- Graduate courses taken within the last five years at Lehman College as a non-degree student. (12 credits maximum)
- Courses applied within the last five years toward a previously awarded and accredited graduate degree. (6 credits maximum)
- Graduate courses taken within the last five years at Lehman College as an approved student. (12 credits)

The following transfer credit regulations apply to all matriculated Lehman College graduate students:

- With appropriate permission, a maximum of 12 credits in total may be transferred toward a Lehman master's degree
- Only six 6 credits counted toward a previously awarded master's degree are eligible for transfer.
- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Grades of B or better in courses taken outside of Lehman College are required for eligibility.
- Courses taken more than five years prior to matriculation at Lehman will not be considered for transfer.
- Capstone clinical experiences such as student teaching, internship, or practicum in education, theses, and other, culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.
- Students matriculated in Social Work may request transfer credits only toward the special topics/elective requirement.

When students have taken more than 12 credits prior to matriculation, Lehman College courses will be given priority, provided they meet the College's requirements.

ADVANCED CERTIFICATE OR EXTENSION PROGRAM

Transferring credits from/into an advanced certificate or extension program are subject to: the approval of the academic graduate advisor and Office of Graduate Studies, the regulations of the Lehman program in which the student is matriculated, and the guidelines of the College's Residency Requirement.

The following additional limitations apply:

Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.

Grades of B or better in courses taken outside of Lehman College are required for eligibility.

Courses taken five years or more prior to matriculation at Lehman are not considered for transfer.

NOTE: Students who have completed nine (9) or more credits prior to matriculation at Lehman, seek a second master's degree, or wish to apply their advanced certificate towards a master's degree are advised to fill out the application for matriculation at the earliest possible date.

4. Rationale:

The changes to the transfer of credit policy will allow students to transfer up to 12 credits of graduate work taken at the undergraduate level to their graduate program at Lehman College for dual credit. The implementation of this program will provide graduate programs with new opportunities to develop pathways to graduate studies at the college.

Program participation in this program is voluntary.

5. **Date of Graduate Studies Committee approval:** March 11, 2015