

**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:**

**REGISTRATION IN UNDERGRADUATE COURSES**

Graduate students who are advised by their Program Adviser to register for undergraduate courses must also get permission from the Office of Graduate Studies. Upon receiving the required approval, they may register for such courses at the time of graduate registration. Graduate students may not register on the Web for undergraduate courses.

Credits earned in undergraduate courses that are not part of the graduate degree requirements do not count toward the graduate degree, and graduate students pay undergraduate nondegree tuition. [Graduate students who register in undergraduate courses and who receive graduate credit for the courses must pay the applicable graduate tuition according to residency.] A graduate student may not register in a given semester solely for undergraduate courses unless he/she obtains permission from both the Graduate Program Adviser and the Office of Graduate Studies.

3. **To:**

**REGISTRATION IN UNDERGRADUATE COURSES**

Graduate students who are advised by their Program Adviser to register for undergraduate courses must also get permission from the Office of Graduate Studies. Upon receiving the required approval, they may register for such courses at the time of graduate registration. Graduate students may not register on the Web for undergraduate courses.

Credits earned in undergraduate courses that are not part of the graduate degree requirements do not count toward the graduate degree, and graduate students pay undergraduate nondegree tuition. A graduate student may not register in a given semester solely for undergraduate courses unless he/she obtains permission from both the Graduate Program Adviser and the Office of Graduate Studies.

**4. Rationale (Please explain how this change will impact learning goal and objectives of the department and Major/Program):**

The process for allowing undergraduate courses to satisfy graduate curriculum requirements is not a valid option for our currently registered graduate programs. This is an outdated exception. If there is an undergraduate course that allows graduate students to register, the course must be cross-listed to a graduate-level section. Cross-listed graduate sections require additional coursework from the graduate students to satisfy the requirements for graduate-level work.

**5. Date of Graduate Studies Committee approval: 03/01/12**