

**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:

Good Academic Standing and Probation

All graduate students, regardless of matriculation status, are expected to make appropriate academic progress and maintain a 3.0 (B) cumulative average or better in their courses. Grades of B-, C+, and C, while considered meeting course completion requirements, are considered marginal progress outcomes. Students earning a marginal progress grade in selected courses may be required to repeat and achieve a satisfactory progress grade in these select courses to continue in the program of study. (See specific program course descriptions for requirement details.) Students may also be asked by their academic adviser to take ~~fewer courses~~ until the GPA is improved.

Matriculated and non-matriculated students in special funded programs need to contact the program coordinators for details regarding their eligibility and continuation requirements.

~~Graduate students enrolled in a degree program will be placed on academic probation when the overall GPA falls below 3.0. Students, with 9 or more graduate credits completed, whose G.P.A. falls to or below a 2.50 (2.70 or lower in some programs) will not get granted a probation period. Continuation in the program is granted only upon successful appeal to the Office of Graduate Studies. A letter of support from the academic department must accompany such appeals.~~

When a student is on academic probation, a probation indicator is placed by the Office of Graduate Studies. The probation indicator prevents the student from registration until appropriate academic advisement takes place. Once an appropriate plan is in place, the Office of Graduate Studies will lift the probation indicator temporarily so that the student may register for the current term. The probationary indicator will be replaced for future registration(s) until the cumulative GPA is raised to 3.0 or above.

~~A student may be on probation only once during their course of study. A probationary period consists of up to three registered academic terms; the semester in which low grades were earned and the following two semesters of enrollment. A graduate student placed on probation must raise their GPA to 3.0 or above during the next two semesters of enrollment and must take courses that satisfy the degree curriculum.~~

~~Students on academic probation may not take the comprehensive examination, or submit a thesis unless specific approval is granted by the academic department. Students may not improve their GPA by taking courses outside of the program, unless these courses are approved by the academic department in writing and count toward the degree curriculum. Graduate students on academic probation are not issued a graduate degree or advanced certificate.~~

CONTINUATION AND DISMISSAL

If the cumulative GPA remains below 3.0 at the end of the probation period, the student will be dismissed from the College. The decision to dismiss is not taken lightly and involves discussion between the academic department and the Office of Graduate Studies. Once a decision to dismiss is made, notification of dismissal is sent by the Office of Graduate Studies. Graduate students who have been dismissed at the end of the probationary period will be allowed to continue in their program only upon successful appeal to the Office of Graduate Studies. The appeal must contain a written letter of support from the program advisor or Chair in the academic department.

3. To:

Good Academic Standing and Probation

All graduate students, regardless of matriculation status, are expected to make appropriate academic progress and maintain a 3.0 (B) cumulative average or better in their courses. Grades of B-, C+, and C, while considered meeting course completion requirements, are considered marginal progress outcomes. Students earning a marginal progress grade in selected courses may be required to repeat and achieve a satisfactory progress grade in these select courses to continue in the program of study. (See specific program course descriptions for requirement details.) Students may also be asked by their academic adviser to take a lighter course load until the GPA is improved.

Matriculated and non-matriculated students in special funded programs need to contact the program coordinators for details regarding their eligibility and continuation requirements.

After attempting 9 or more graduate credits, graduate students will be placed on academic probation when their cumulative GPA falls below 3.0. After attempting 9 or more graduate credits, those whose G.P.A. falls to or below a 2.50 (2.70 or lower in some programs) will not be granted an automatic probation period. Continuation in the program is granted only upon successful appeal to the Office of Graduate Studies. A letter of support from the academic department must accompany such appeals.

When a student is on academic probation, a probation indicator is placed by the Office of Graduate Studies. The probation indicator prevents affected students from registering until appropriate academic advisement takes place. Once an appropriate academic plan is agreed upon, the Office of Graduate Studies will lift the probation indicator so that the student may register for the current term. The probationary indicator will be replaced for future registration(s) or until the cumulative GPA is raised to 3.0 or above.

During the probation period, students may only enroll in courses that satisfy the degree curriculum.

A student may be on probation only once during their course of study. Students on probation, who achieve a semester index of at least 3.2 for each semester of probation and earn 100% of all credits attempted, will be permitted to extend his/her probationary period for a maximum of three registered terms.

Students who have met all graduation requirements except the possession of an earned cumulative GPA of 3.0 will be permitted to file an appeal for an additional semester of eligibility.

Graduate students on academic probation are not issued a graduate degree or advanced certificate.

Furthermore, students on academic probation may not take the comprehensive examination, or submit a thesis unless specific approval is granted by the academic department.

CONTINUATION AND DISMISSAL

If the cumulative GPA remains below 3.0 at the end of the probation period, the student will be dismissed from the College. The decision to dismiss is not taken lightly and involves discussion between the academic department and the Office of Graduate Studies. Once a decision to dismiss is made, notification of dismissal is sent by the Office of Graduate Studies. Graduate students who have been dismissed at the end of the probationary period will be allowed to continue in their program only upon successful appeal to the Office of Graduate Studies. The appeal must contain a written letter of support from the program advisor or Chair in the academic department.

4. Rationale:

This updated policy clearly defines the parameters that a student needs achieve to be considered making Satisfactory Academic Progress while on Probation.

5. Date of Graduate Studies Committee approval: April 1, 2015

**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: Unsatisfactory Academic Progress

~~A graduate student is deemed not to be making satisfactory academic progress if he or she has accumulated more than two open grades (INC). Students identified for unsatisfactory progress because of incomplete coursework will be given a strict deadline for completing the open grades on their transcript. They also may be limited as to the number of credits for which they can register or may be prevented entirely from registering in any semester until letter grades are entered on their transcripts for the courses involved. See INC GRADES policy.~~

~~Note: In order to receive Title IV Federal Financial Aid, a graduate student must at least meet the GPA required for good academic standing at the institution (3.0 at Lehman) and with the Office of Financial Aid, and:~~

- ~~▪ Not have attempted more than 150% of the credits normally required for completion of the degree.~~
- ~~▪ Accumulate credits toward the degree equal to or greater than two-thirds of the cumulative credits attempted at the institution.~~

~~Students whose financial aid is denied for reasons of insufficient academic progress may file a written appeal with the Office of Financial Aid.~~

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

Satisfactory Academic Progress

For Financial aid purposes a student is considered to have achieved Satisfactory Academic Progress (SAP) when they possess:

- A cumulative GPA of 3.0 or higher,
- Have earned credits toward graduation from 67% of all course work attempted,
- and have attempted no more than 150% of the credits required graduation.

In order to receive Title IV Federal Financial Aid, a graduate student must be making Satisfactory Academic Progress as previously defined. Students whose financial aid is

denied for reasons of insufficient academic progress may file a written appeal with the Office of Graduate Studies.

4. Rationale:

The existing Unsatisfactory Academic Progress text is redundant. The proposed eliminates redundant text from the Graduate Bulletin and clearly defines Good Academic Standing.

5. Date of Graduate Studies Committee approval: April 1, 2015