

**LEHMAN COLLEGE
CITY UNIVERSITY OF NEW YORK
OFFICE OF GRADUATE STUDIES**

GRADUATE PROGRAMS & POLICIES CHANGE

1. Type of Change: New Policy and Procedure

2. CHANGE IN GRADUATE PROGRAM

(To be placed under Academic Policies and Procedures Section of graduate bulletin after Degree Requirements and Policies & Dual Program Matriculation.)

Currently enrolled graduate students and non-registered active graduate students who wish to change to, or change between, master's and certificate programs, must complete a Change in Graduate Curriculum form located in the Office of Graduate Studies. This form is also used to add a second program (official joint, concurrent, certificate, or extension program).

The form must be signed by both the previous program and new program advisor(s). The Office of International Student Services must also sign for international graduate students. The completed form must arrive in the Office of the Registrar at least two weeks prior to the start of classes for which the change is requested; however, many programs have earlier admissions deadlines. Graduate students are required to understand and adhere to specific department guidelines for admission.

Students should meet with the academic advisor of the new program to discuss course curriculum, procedures, deadlines, and required credentials before submitting the completed form to the Office of the Registrar.

3. Rationale:

The student's process for changing his/her graduate curriculum or program has evolved with the recent approval of the dual graduate program matriculation policy. This new policy is needed in the graduate bulletin to clarify the official procedure for graduate students who wish to change their current degree plan or add curriculum to their graduate studies.

4. Date of Graduate Studies Committee approval: 5/1/13