



**Herbert H. Lehman, CUNY
THE OFFICE OF GRADUATE STUDIES**

GRADUATE STUDENT HANDBOOK 2013-2014

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Graduate Bulletin

Please read, bookmark and download the most up-to-date version of the Graduate Bulletin:

ONLINE GRADUATE BULLETIN: www.lehman.edu/graduate-bulletin

DOWNLOADABLE, PRINTABLE & ARCHIVED BULLETINS:

www.lehman.edu/academics/graduate-archives.php

Contact Information

Lehman College (general information): 718-960-8000

Lehman College graduate website: www.lehman.edu/grad

The Office of Graduate Studies: 718-960-8972

The Office of the Registrar has an email address intended for registration inquiries:

E-mail: Registrar@lehman.cuny.edu.

Website: www.lehman.cuny.edu/registrar

Information Technology helpdesk (for help with accessing CUNYfirst, Lehman email accounts, and questions about Blackboard): 718-960-1111

Lehman College Certification Officer: Ruth Jordan (718-960-8401, Carman Hall B-33)

For information about how to apply for initial or professional teaching certification, please contact the New York State Education Department: <http://www.nysed.gov>

Graduation Office (for questions about how to file for graduation, deadlines for filing etc): 718-960-8608

Online Resources & Downloadable PDF Forms

There is a Current Graduate Students tab in the Graduate Studies pages of our website:

www.lehman.edu/grad.

For downloadable forms visit the Current Students section on the Graduate Studies pages:

www.lehman.edu/grad

Student Responsibilities

Once a graduate student is admitted into a program, they are expected to know what the requirements of the program are (see Graduate Bulletin).

At the beginning, middle and end of every semester, students are advised to go online and check their transcript/record to see the course registration, grades entered, and course completions. In most cases, issues that affect student records are only appealable during the current semester or semester following an issue in question.

Student Privacy & FERPA Regulations

To access information from the academic departments or administration, students must contact the offices themselves and be able to provide an EMPLID (student identification number). To communicate via e-mail, students must use their Lehman e-mail account.

The following items are considered educational records under FERPA:

Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Faculty and staff are not permitted to use the

below information unless approved by the students themselves. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA.

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Academic 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.

Academic Integrity & Plagiarism

The most common forms of academic dishonesty are cheating on examinations and plagiarism, which is the appropriation of the words or ideas of another person, whether taken from print or electronic media, which are then passed off as one's own. When academic dishonesty is suspected, the instructor will inform the student of his suspicions and the student's rights to:

- Receive any charges in writing;
- Receive from the instructor a copy of the Academic Integrity Statement; and
- Be advised of the instructor's intended sanction.

The instructor and student may resolve the situation, either by agreeing that the suspicions are unfounded or agreeing upon a sanction. Any sanction agreed upon at this point must be reported, together with the charges, in writing to the department's Chair and to the Office of Graduate Studies. The Office of Graduate Studies then forwards the report to The Office of the Vice President of Student Affairs. The student will be contacted regarding the sanction and notified of the subsequent procedures. View the Sanctions for Violations of CUNY Policy on Academic Integrity in the Graduate Bulletin for full details.

Change of Program

Graduate students may request to change their certification, subject area, and/or graduate degree program during their course of study by completing the Change in Graduate Curriculum form, located in the Office of Graduate Studies. The request must be approved first by the applicant's current department chair or advisor and then the department chair or advisor from the program offering the requested change. Upon completion by the academic programs, the original should be handed into the Office of the Registrar. Change of degree is to be used only by currently matriculated Lehman graduate students who are requesting to change their program of study.

Comprehensive Examination

Graduate students planning to take a required comprehensive examination must be matriculated and currently registered each semester as they prepare for and take their comprehensives. If registered for no other courses, graduate students must register for maintenance of matriculation or for an examination preparation course offered by their academic department.

Students not successful on the first attempt at the comprehensives are urged to discuss their examination with their program advisor before taking the examination a second time. Students who are unsuccessful after two attempts will be dismissed from the College. In order to take the examination a third time, students must appeal to the Graduate Studies Appeals Committee (see Policy & Procedure Appeals) no later than the third week of the semester immediately following their second unsuccessful attempt. An appeal requesting a

third attempt at the comprehensive examination can be granted or denied. No further appeals are possible after a third unsuccessful attempt to pass the comprehensives.

Curriculum Plan/Program of Study

Curriculum program descriptions and outlines are available in the Graduate Bulletin. During the first semester in attendance, students are encouraged to contact their Lehman College program coordinator/faculty advisor and discuss the required sequence of courses that will need to be completed for degree issuance. Often course requirements can be adjusted based on individual student interests.

Credit Load

Full-time program status for graduate students requires a minimum of 12 academic credits or a combination of academic and equivalent credits for a total of 12 credits in any semester. Students may take no more than 17 credits of graduate work in any Fall or Spring semester. In summer semesters, comprising of four sessions (3 five week sessions and 1 seven week session), graduate students may take no more than 16 credits across all four sessions. Exceptions to these limits must be approved by the Office of Graduate Studies. The Graduate Studies office will not approve credit loads of more than 17 credits in the first semester of graduate study. International students admitted to the United States on student visas are required to complete at least nine (9) academic or equivalent credits each Fall and Spring semester.

Dual Degree/Dual Matriculation

Graduate students cannot be matriculated into more than one master's degree program at one time. Graduate students may pursue a certificate or extension program while completing a master's degree program if the student adheres to the admissions requirements for that certificate or extension program. If a student is already matriculated in a master's degree and would like to add a certificate program during their course of study, they must fill out a Change in Graduate Curriculum form, located in the Office of Graduate Studies.

ePermits – Graduate Courses at Senior CUNY Colleges

For directions or questions on how a student should submit an ePermit, visit:
www.lehman.cuny.edu/registrar/epermit.php

Once accurately submitted online, the ePermit gets sent to Lehman's registrar office. The registrar reviews it and sends it to the appropriate department for approval and issuance of a Lehman course equivalent. To minimize the approval time, students can type in the desired course equivalent on the CUNY ePermit Form.

When the ePermit is approved by the department it goes to the Office of Graduate Studies for review. Graduate Studies makes sure the course equivalent is present and valid, that the student has a GPA higher than 3.0, and hasn't received too many ePermit course credits or transfer credits. After approval, Lehman registrar receives the ePermit and forwards it to the appropriate college. The student is then encouraged to reach out to the college where the course is being taught and follow up with their final registration process.

Note: Graduate students cannot take a course on ePermit at a CUNY community college or if they are currently a non-degree/nonmatriculated student.

Filing for Graduation

Students must file in-person for graduation at the beginning of the semester in which they intend to graduate. Please contact the Graduation Audit Office, Shuster 105 for questions regarding graduation.

Steps for graduation:

- Be registered in, in the process of completing, or have completed all courses required under the program curriculum.
- In the last semester matriculation, complete and submit the Application for Graduation (pink card) available in the Office of the Registrar (Shuster Hall, Room 105) prior to the published deadline.
- Register and pay the fee for Maintenance of Matriculation if no courses appear in the final semester (for those completing past coursework, fieldwork, or thesis).
- Be sure to resolve any Z, INC, or FIN grades prior to the date of graduation.
- Once a record is closed for graduation it cannot be opened. Students must make sure that all issues have been resolved before graduation.

Grade Appeals

Graduate students wishing to challenge a grade:

- Students can question/appeal grades no later than the end of the semester, following the semester in which the grade was assigned.
- Consult the instructor who assigned the grade to attempt to resolve the situation. If resolution is not possible, and the student wishes to challenge the grade,
- Consult the program advisor, who will attempt to resolve the situation. If the advisor is the instructor who issued the original grade, consult the department chair. If the student still wishes to challenge the grade further,
- Submit an appeal in writing with supporting documentation to the Chair of the department. If the Chair is the instructor who issued the original grade, consult the Office of the Dean. The department will form a grade appeal committee.
- The decision of the Graduate Grade Appeal Committee is final.

Grade Point Average (GPA) Computation

The GPA is calculated first by multiplying the credit amount of each course by the Quality Points (QP) earned. All the QP's for a semester/year/career are then added up and divided by the total credits attempted for the semester/year/career.

Below is a chart of the Quality Points awarded for a single graduate course, broken down by credits earned:

	2 CR	3 CR	4 CR
A (4.0)	8.0 QP	12.0 QP	16.0 QP
A- (3.7)	7.4 QP	11.1 QP	14.8 QP
B+ (3.3)	6.6 QP	9.9 QP	13.2 QP
B (3.0)	6.0 QP	9.0 QP	12.0 QP
B- (2.7)	5.4 QP	8.1 QP	10.8 QP
C+ (2.3)	4.6 QP	6.9 QP	9.2 QP
C (2.0)	4.0 QP	6.0 QP	8.0 QP

Grades of F, FIN, WN, & WU are calculated as 0.0 quality points.

Semester GPA = Total of QP in semester ÷ Credits Attempted in that semester

Cumulative GPA = Total QP for all courses ÷ Total Credits Attempted

Example of GPA computation:

Grade	Quality Points		Credits Attempted	Total Quality Points
A	4.0	x	6	24.0
A-	3.7	x	4	14.8
B+	3.3	x	3	9.9
B	3.0	x	2	6.0

This student took 4 courses and received a total of 54.7 QP (total of all QP in right column). Divide 54.7 by 15 (total of credits attempted) and the GPA is 3.65.

Grades, Good Academic Standing & Probation

Non-degree graduate students and degree-seeking graduate students 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 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 service indicator is placed by the Office of Graduate Studies. The 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 remove the indicator temporarily so that the student may register for the immediate term/session. 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 the grades dropped the GPA below 3.0 and the following two full academic 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 with a cumulative GPA below 3.0 are not issued a graduate degree or advanced certificate.

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

Immunization

Students who do not submit proof of measles, mumps, and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory grace period shall be prohibited from attending the institution. A service indicator will be placed on the student's record preventing registration. For additional information, contact the Health Services Center located in Room 188 of the T-3 Building at 718-960-8900.

Incomplete Coursework (INC grade)

The grade of incomplete is awarded only when the course requirement has not been completed for documented sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course. Students have one year from the end of the semester the INC was issued to complete the coursework, earn a grade, and have it reflected on their record. After one year the INC will turn into an FIN and remain on the record permanently. FIN grades are equated as failure to complete (F grade). Students must register for the course again and obtain a satisfactory grade. After the satisfactory grade is obtained, the FIN grade will remain on the record but will then be omitted from the GPA calculation.

Interruption of Studies

Candidates for graduate degrees are expected to maintain continuous attendance in the program to which they have been admitted until they have completed it. The Interruption of Studies policy obligates the student to pay for readmission or reapplication fees. When students resume study, they must apply for readmission. If a student has been absent for over 3 years, the previous academic plan, professional, and financial arrangement will be voided. The student will be held to the new standards of the degree and must reapply to the program and submit a new graduate application.

Late Registration

Students who register during the first weeks of classes (the late registration period) are financially committing themselves to the College. Full tuition is requested upon registration and refunds are not honored during the late registration period if courses are dropped. Check the Registrar's Academic Events Calendar (www.lehman.edu/registrar/calendars.php) for a list of late registration dates and tuition percentage refunds.

Students cannot submit ePermit requests during the late registration period.

Leave of Absence

Students have two options when seeking a leave of absence. One option is to register for and pay a "Maintenance of Matriculation Fee" which keeps the student's record open and active and enables the continued use of resources on campus (e.g., the library) during the semester not in classes. The other option is to not register for anything and the record will close. When the student is ready to return, they will need to adhere to the Interruption of Studies policy.

Length/Time to Complete Degree

Graduate students don't apply for part-time or full-time study, rather, they can choose to study at their own pace. Graduate programs must be completed within five years following matriculation. On average, part-time graduate students at Lehman College complete the degree in 3.5 years, full-time in 2 years. Usually, students take 6 credits in the fall and spring semesters and 3-6 credits each summer. Financial aid is subject to credit load.

Medical Appeals

Medical appeals requesting full academic withdrawal and tuition reimbursement are submitted to the Office of the Vice President of Student Affairs, Shuster Hall 206.

Policy & Procedure Appeals

The Office of Graduate Studies accepts appeals from students who have a grievance against an academic policy or procedure of Lehman College. Students need to explain clearly and in detail the situation that has led to an appeal of the policies and procedures.

To file an appeal, students need to get an appeal cover letter from the Office of Graduate Studies. With the filled out appeal cover letter, students are asked to type a statement and submit all supporting documentation. Include exact course, section numbers, semester information, academic department statements, professor(s) statements, certificates of death, notes from employers, etc., when applicable. In most cases photocopies are acceptable. Appeals should be submitted as one file that includes the cover letter, typed statement and supporting documents must be together.

Appeals can be granted or denied. An appeals committee meets twice a semester and is comprised of faculty and staff. The student awaits the decision of the Graduate Studies Committee and a letter is mailed with the final decision. The Committee's decision is final and cannot be appealed.

Registering for Graduate Courses

To register for any graduate course as a degree-seeking or non-degree seeking student, permission must be granted from the academic department offering the course. Most graduate-level courses have the prerequisite of department approval before a student can go online or in-person to register.

Graduate students have secured their seats in their courses once they have registered and paid in full before the next payment deadline. Payment deadlines are posted at www.lehman.cuny.edu/registrar/calendars.php. Courses must be paid in full before the semester begins. Students do not receive paper invoices. Visit Bursar's Office website: www.lehman.edu/administration/business-office and click on the "Bursar Office" link on the left for a full description & instructions on payment options.

Registering for Graduate Courses After Registration Closes

Registering for courses the first time after the registration period has closed is not permitted.

Students, who have proof of previous registration and payment, should see the courses listed on their record in CUNYfirst. If the courses are not appearing, bring all proof of registration, payment, and written verification of attendance from the instructor(s) on department letterhead to the Office of the Vice President of Student Affairs. A formal appeal will need to be submitted and evaluated. The appeal must show proof of registration and payment in accordance with the registration deadlines. Appeals of this nature are only accepted within the first three weeks of the beginning of the semester.

Registering for Undergraduate Courses (Prerequisites)

Graduate students needing to take undergraduate courses must get registration permission from the department(s) offering the course(s). Graduate students must be enrolled in graduate courses while completing an undergraduate prerequisite. If several undergraduate prerequisites need to be completed before the beginning of the graduate program, students

should first be enrolled as undergraduate non-degree students.

Credits earned for undergraduate courses do not count toward the graduate degree (or GPA), and graduate students pay undergraduate tuition. Most undergraduate courses taken by degree-seeking graduate student are not covered by financial aid.

Registration

The calendar for registration, schedule of courses, and registration instructions can be found at www.lehman.cuny.edu/registrar. Students must register online using the CUNYfirst service. If students are experience registration issues or need access to register online, they have the option to visit the Office of the Registrar in-person, Shuster Hall 114.

Repeating Courses

Graduate students cannot retake courses for a higher grade if they have already received a passing grade in the course.

If a student receives a WN, WU, or F, the grade is equated to an F/0.0. The 0.0 grade is averaged into the cumulative GPA. The 0.0 grade will remain on the record and is not removed upon repeating and satisfactory completion of the course.

Satisfactory Progress Grade (SP)

SP is a graduate-level grade option restricted to certain department approved graduate-level fieldwork, thesis, or research courses requiring more than one semester for completion.

An SP grade is only valid for one year. Within the one year period a student is expected to continue making progress and complete the coursework for a grade. When the work is completed the instructor will submit a Change of Grade form indicating the letter grade earned. If a student fails to complete the coursework within the year, the SP grade will change to a grade of INC. From that point a student must comply with incomplete coursework policy.

Service Indicators (“Stops” preventing registration)

There could be several reasons why students are prevented from registration including the following: unpaid tuition bill, missing medical documentation, library fine, an incomplete application folder (e.g., missing documents such as test scores), or a GPA below 3.0. For information, students must sign into their CUNYfirst accounts and view the service indicator(s) information and follow up with the issuing office(s).

Thesis Submission

The procedure for submitting theses/final papers to the library is:

- When a student is complete with their thesis and ready to submit, they must print out the library’s guidelines.
- Students can get the guidelines from either their advisor or the Library website at <http://lehman.edu/library/master-thesis-database.php>
- The printed guidelines include a Cover Page, License Agreement, Checklist, and Acknowledgment Receipt.
- A student must fill out all appropriate sections in the guidelines, save their final work in PDF form on a CD, and bring everything to their advisor.
- The advisor (or thesis advisor) checks to make sure everything is complete and signs the Cover Page & Checklist.

- The materials are then submitted to the library by one of three ways:
 1. The department delivers a batch of submitted work each semester
 2. The department sends an inter-office envelope containing the work(s) of students as individual submittals or small batches
 3. The student goes to the library in-person and submits a large envelope with the advisor's signature over the seal. The envelope is addressed to Wayne Halliday, Leonard Lief Library - Room 119A. (This will be the only way that the library will accept students submitting in-person)

Transfer of Credits

Graduate credits can be transferred the first semester a student matriculates. The student must be matriculated and enrolled in at least one graduate course at the time the request is submitted.

- Maximum amount in total accepted for transfer is 12 graduate credits.
- 6 credit maximum for courses from a previously awarded master's degree
- Courses transferred must be graduate level and cannot be courses that satisfied an undergraduate degree.
- Courses cannot be more than five years old.

Process of transferring credits:

- 1) Completely fill out the Application to Transfer Graduate Credit available in the Office of Graduate Studies with the program advisor.
- 2) Bring a copy of the other school's transcripts to the advisor. The academic advisor equates courses taken at other schools to the Lehman course equivalent on the application. The Lehman course equivalent must be an approved course listed in the graduate bulletin and satisfy the program curriculum.
- 3) The application is delivered to the Office of Graduate Studies, Shuster 279. The form is then checked for accuracy, authenticity, and adherence to the transfer credit policy.
- 4) The form is processed in the Office of Graduate Studies and is reflected on the student's record.
- 5) A letter is sent to the student notifying them that the transfer has been completed

Withdrawal from Courses

Graduate students must formally withdraw from courses in the Office of the Registrar if they wish to stop attending classes before the semester withdrawal deadline. Successful withdrawal results in a W on the transcript. W's are not factored into the cumulative GPA. Failure to do so will result in a grade of WU (Unofficial Withdrawal) appearing on the transcript. WU grades are the equivalent of failing grades and are counted in the GPA. Students do not receive tuition refunds for official or unofficial withdrawals.

Check with the Registrar's office for the withdrawal deadlines for each semester.

Be sure to check with your program advisor and the Office of Financial Aid before withdrawing from a course. Check student record after approximately one week to confirm that the withdrawal has been processed. To withdraw from courses:

In person:

- Go to the Office of the Registrar (Shuster Hall, Room 114) prior to the published withdrawal deadline.
- Fill out the appropriate forms.
- Be sure to check your record after approximately one week to see that your withdrawal has been processed.

By mail:

- Prior to the published deadline, write a letter to the Registrar stating your name, I.D. number, and the course(s) from which you want to withdraw (e.g. BIO 722), with the section number. You must sign your letter.
- Enclose a copy of your bursar's receipt (do not send originals).
- Send your letter and bursar's receipt (copy) to the following address:

Lehman College
Office of the Registrar
250 Bedford Park Boulevard West
Shuster Hall 114
Bronx, NY 10468