

**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:**

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTER'S DEGREE

Master's degree candidates must complete their programs within five years from the time they become matriculated students. Absence from the College for one or more semesters does not alter or affect the five-year limit (see Interruption of Studies [below]) for earning a degree. [G]raduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for an extension in the Office of [Academic Standards and Evaluation/Graduate Studies. Extensions must be approved by the Graduate Program Adviser.]

3. **To:**

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTER'S DEGREE

Master's degree candidates must complete their programs within five years from the time they become matriculated students. Absence from the College for one or more semesters does not alter or affect the five-year limit (see Interruption of Studies) for earning a degree. Currently enrolled graduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for an extension in the Office of Graduate Studies, Shuster 275. Extension requests will be forwarded to the Academic Department offering the degree program for review and final decisions. Students who are not currently enrolled must adhere to the interruption of studies policy.

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

This update reflects the current policy administered by Graduate Admissions, the academic departments and the Office of Graduate Studies. The Office of Academic Standards and Evaluation/Graduate Studies does not exist anymore. The current office, Office of Graduate Studies works with the academic departments to evaluate current students, re-admits, and re-applicants to determine if the body of coursework is still relevant to the current degree requirements.

5. **Date of Graduate Studies Committee approval:** 09/08/11

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OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

1. **Type of Change: Update Policy and Procedure of Interruption of Studies**

2. **From:**
INTERRUPTION OF STUDIES

Although students are encouraged to make steady progress toward their master's degrees, absence for one or more semesters may be unavoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (Shuster Hall, Room 150) to complete the application [for readmission] and pay the [readmission] fee.

Matriculated graduate students returning after [an absence of two or more years] are subject to any changes made to their master's degree program in their absence and must satisfy all degree requirements. In addition, returning graduate students must consult with their program adviser to determine if any of their previous coursework is out of date and to discuss their future course of study.

Following an absence of three or more years, matriculated graduate students must [apply in the Office of Academic Standards and Evaluation/Graduate Studies for an extension of the five-year time limit for completing their degree program prior to applying for readmission.] Nonmatriculated graduate students must reapply to the College and pay the application fee following an absence from the College of any length.

3. **To:**
INTERRUPTION OF STUDIES

Although students are encouraged to make steady progress toward their master's degrees, absence for one or more semesters may be unavoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (Shuster Hall, Room 150) to complete the appropriate application and pay the application fee.

Matriculated graduate students returning after a leave of absence are subject to any changes made to their master's degree program in their absence and must satisfy all degree requirements. In addition, returning graduate students must consult with their program adviser to determine if any of their previous coursework is out of date and to discuss their future course of study.

Students seeking readmission after the absence of one or more semesters, up to three years, must file a Graduate Application for Readmission. Following an absence of three or more years, matriculated graduate students must reapply to the College by submitting a new application. Nonmatriculated graduate students must reapply to the College by submitting the Graduate Application for Non-Degree Admission and pay the application fee following an absence from the College of any length.

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

This update reflects the current policy administered by Graduate Admissions and the Office of Graduate Studies. The Office of Academic Standards and Evaluation/Graduate Studies does not exist anymore. The current office, Office of Graduate Studies, does not evaluate extensions of the five-year term limit. Academic departments evaluate the applicants to determine if their body of coursework is still relevant to the current degree requirements. A student is required to reapply after three years of absence to determine if: all information is updated, other colleges have been attended since absence, there are any extenuating circumstances regarding the student's absence, and the academic history of the student is still applicable to current degree standards.

5. Date of Graduate Studies Committee approval: 09/08/11