

LEHMAN COLLEGE
CITY UNIVERSITY OF NEW YORK
OFFICE OF GRADUATE STUDIES

GRADUATE PROGRAMS & POLICIES CHANGE

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

2. **From:**

DUAL GRADUATE PROGRAM MATRICULATION

Graduate students cannot be simultaneously matriculated in: Master of Arts, Master of Science, Master of Science in Education, Master of Social Work, Master of Public Health, Master of Arts in Teaching, or Master of Fine Arts degree programs. After completion of a first master's degree at Lehman, students must contact the Office of Graduate Admissions if they wish to begin a second master's degree program.

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.

3. **To:**

DUAL GRADUATE PROGRAM MATRICULATION

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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.

Graduate students matriculated in both a master's degree and an advanced certificate simultaneously may have course curriculum that overlaps. In this instance, courses may be used to satisfy both programs.

4. **Rationale:**

The dual matriculation policy has recently been accepted and there is a need for clarification on how to allocate credits when students are enrolled in two programs with overlapping curriculum. This policy applies to situations where a student has been approved to dually matriculate into a corresponding master's and advanced certificate and does not apply to advanced certificates that require completion of a master's degree first.

5. **Date of Graduate Studies Committee approval: December 11, 2013**

**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 g]raduate 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.

3. **To:**

REGISTRATION IN UNDERGRADUATE COURSES

Graduate students who are advised by their Program Adviser to register for undergraduate courses must get permission from the department offering the undergraduate course. Upon receiving the required approval, they may register for such courses at the time of graduate registration.

Credits earned in undergraduate courses are not part of the graduate degree requirements and do not count toward the graduate degree. 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:**

CUNY first changed the policy for obtaining permission to take undergraduate courses as a graduate student. Students no longer come to the Office of Graduate Studies, rather, the academic department offering the course. The academic department checks to see if the graduate student adheres to course

prerequisites, then gives electronic permission to take the course as a graduate student.

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GRADUATE PROGRAMS & POLICIES CHANGE

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

2. **From:**

REGISTRATION FOR GRADUATE COURSES

[E]lectronic course permission [of] the Graduate Program Adviser [is required] to register for any graduate course. Consult the department for registration advising hours.

3. **To:**

REGISTRATION FOR GRADUATE COURSES

Most graduate programs require electronic course permission from the Graduate Program Adviser to register for any graduate course. Consult the department for registration advising hours and registration procedures.

4. **Rationale:**

Some departments are working with CUNYfirst and the Office of the Registrar to program the system with prerequisite courses and co-requisite courses. This will facilitate easier registration for the graduate students by not requiring course permission for every course taken at the graduate level. Some program curriculum has more flexibility with scheduling and does not require academic advisement for every single course. For the departments to be allowed to request a waiver of academic permission, the policy needs to be updated.

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