What can I do with this degree? What career opportunities are available?
The online MA in Health Education and Promotion provides students with the opportunity to develop skills and competencies as health and wellness professionals. Students completing the program are eligible to sit for the national exam to be a Certified Health Education Specialist (CHES). Graduates find work as health educators in many settings including hospitals, clinics, community-based organizations, colleges, federal, state and local government offices.

This degree is also good preparation for other jobs in the health and human services sectors: health administrator, case manager, health writer/editor, patient services coordinator, program specialist, health policy, employee assistance programs etc.

Job prospects for health educators are expected to be favorable. Faster than average job growth is expected. From 2016-2026 there is projected to be a 16% increase (much faster than average) in employment for health educators with 19,200 expected new jobs (US Bureau of Labor Statistics).

How do I apply to the program?
Please contact the Lehman Graduate Admissions office directly. The office is located in Shuster Hall, Room 150. The phone number is 718-960-6990. You need to complete a Graduate Application Form and have your official college transcripts sent directly to the Graduate Admissions office. You will also need to provide a written professional goals statement and three recommendation letters. The entire application process can be done electronically.

If you wish to become a community health educator, you apply to the Online MA in Health Education and Promotion.

If you are a school teacher and you wish to become a certified health teacher and obtain New York State initial or professional certification, you apply to the MS Ed Health Teacher degree (which is not an online degree).

Note: It is the applicant’s responsibility to ensure that he/she applies to the proper degree program.

Where do I send my application and supporting documents?
You submit everything to the Graduate Admissions Office at Lehman College. Please do not send them to the Program Director (Dr. Demmer) or the Department of Health Sciences. The application process is completely online. Please contact the Graduate Admissions office directly for further details or check the college website.
When are the application deadlines?
Your complete application (including all supporting documents) must be submitted by:
- April 15 (for admission in the summer/fall).
- October 18 (for admission in the spring)

What is the minimum undergraduate GPA required in order to be admitted?
A GPA of 2.75. Please note that having the minimum GPA will not automatically grant you admission into the program. Admission is selective and based on the number and quality of applications received each semester.

What if I am in the final semester of my Bachelor’s degree and I don’t have my final grades yet. Can I still apply?
Yes. You may be provisionally accepted upon condition that you will graduate shortly before entering the graduate program. But you will need to submit your final degree transcript to the Graduate Admissions office as soon as it becomes available. If your final degree transcript shows that you had below a 2.75 GPA, you will not be able to continue in the program as a matriculated student.

I have a Bachelor’s or Master’s degree in another subject and I am not certified to teach. I would like to become a health teacher. What do I do?
In the past, you could apply for admission to the MS Ed Health Teacher degree (Sequence 2) but this option no longer exists.

What do I do once I have been accepted into the program?
You will receive an email from the Program Director with a copy of the Student Handbook which explains everything you need to know about being a student in the program. Allow about a week or so after you have been accepted into the program to be entered into the Lehman College computer system. You need to be entered into the system before you can register for courses. You can contact the Graduate Admissions office directly to see if you can proceed with registering for courses.

How do I know which courses to register for?
It will be in the Student Handbook. Once you have read through the handbook, you will know what courses you need to register for every semester based on your schedule. If you need help with planning your program, please contact the Program Director.

How do I know which courses are offered for a semester?
In the Student Handbook, you will see a list of courses typically offered every semester so you can plan accordingly. You can also check www.cunyfirst and you will see a listing of courses to be offered for the following semester. Copies of the schedule are also provided to students each semester.

Is there a special sequence that I need to follow in completing courses?
Sample curricula plans are provided in the Student Handbook. These sample plans will help you map out your program.
How do I go about registering for courses after I have been accepted as a matriculated student?
For information on how to register, please go to the Lehman College website. The link for registration information is: http://www.lehman.edu/provost/registrar/registrar.html

Do I need approval from the Program Director before I can register for courses each semester?
No. You only need approval for HEA 670 Field Experience and HEA 685 Independent Study. Please make sure you provide your EMPLID # when requesting approval. Do not wait until a week or two before the semester begins to request approval for courses.

How do I register for courses?
To register for courses each semester, go to the college website and click on the link called "CUNYfirst" and log into your account.

How much is tuition?
Please check the college website for the latest figures.

Effective Fall 2018:

<table>
<thead>
<tr>
<th></th>
<th>FULL-TIME (12-18 credits)</th>
<th>PART-TIME (Fewer than 12 Credits/Hours)</th>
</tr>
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<tbody>
<tr>
<td>Master’s Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State Resident</td>
<td>$5,385 per semester</td>
<td>$455 per credit</td>
</tr>
<tr>
<td>New York State Non-Resident</td>
<td>$9,960 per semester</td>
<td>$830 per credit</td>
</tr>
</tbody>
</table>

Maintenance of Matriculation (NY State residents): $220 per semester
Maintenance of Matriculation (Non-NY State residents): $360 per semester

How much will the degree cost overall?
Depending on how many credits you take each semester, the overall cost of the degree should range between $10,000 - $15,000. Compared to similar degrees elsewhere, this is a bargain. In many other colleges, these degrees would cost you two to three times more.

How do I find financial aid and/or scholarship opportunities?
The Lehman College Financial Aid office can help you with financial aid questions and forms. You can visit the Lehman College financial aid/scholarship office in person in Shuster Hall, Room 205 or contact them by phone at 718 960-8156 or on the web at www.lehman.cuny.edu/financialaid/ or www.lehman.cuny.edu/services/scholarships.html
If I submit my application by April 15 for fall admission and I am accepted, do I have to wait until the fall to take courses?
No. You don’t have to wait until the fall to start your studies. If any courses are offered in the summer, you are eligible to take them but be advised that summer courses fill up quickly. Once you are accepted as a matriculated student, you can register right away for courses for the following semester. Bear in mind that full-time faculty are away for summer break so they will not be able to assist you from June 1 to the end of August. If you want to register for the summer and need advisement, please make sure you contact the Program Director before the end of May.

I wish to come in as a non-matric (non-degree) student. How do I go about registering?
First, file a non-matric application together with a copy of your undergraduate transcript at the Graduate Admissions office. You must have a minimum of a 2.75 GPA to be accepted as a non-matric student. If you do not, you need to contact the Program Director. Bear in mind that being accepted as a non-matric student does not guarantee admission as a matriculated student later. Please be aware that courses fill up quickly and preference is given to matriculated students first to register for courses. There is a good chance that if you apply as a non-matric shortly before a semester begins, there may be few courses open.

How many credits can I take as a non-matriculated Student?
You may only take up to 12 credits. If you go over 12 credits, you will NOT be given credit for these extra courses.

If I cannot get into a course (whether I am a matric or non-matric student), can you put me on a waiting list for a course that I really want to get into?
Each course will have a wait-list if it is full. You will be able to add your name to the wait list on CUNYfirst.

How many credits do I take each semester?
Students who are doing the degree part-time usually register for 3-6 credits per semester and those attending full-time must register for 12 credits per semester. If you are working full-time, it is recommended that you take no more than 6 credits in the fall and 6 credits in the spring. In summer sessions of approximately four to five weeks each, students may take no more than 8 credits in total. Since all courses are 3 credits each, this means that you should take a maximum of two courses (6 credits) over the summer. Summer sessions are very intense and require a substantial amount of work in a very short period of time.

How much time should I put into my studies each week?
An estimate is at least 9 hours per week per course. You should allocate this amount of time to do assigned readings for class, work on assignments, and prepare for exams. It does not include time spent in class. Graduate study is rigorous and time consuming and is different to undergraduate study. If you were able to take many credits and work full-time as an undergraduate student, it does not mean that you should do so at the graduate level or that you will be successful.
Are their technology expectations for students?
Yes. Students must have a computer (equipped with a camera and speaker) and have reliable internet access. Technological competence is developed and expected for all students throughout the program, including word processing, e-mail, power-point, use of the internet, Blackboard, and the ability to learn in the online format. All students MUST have a LEHMAN student email account (first name.last name@lc.cuny.edu) and a CUNY portal account to gain access to Blackboard. Lehman email accounts and portal accounts are available free of charge for Lehman students from the Instructional Technology Center in person on the first floor of Carman Hall, via the Internet, or by phone at 718.960.7333. The Information Technology Center is open to all students and personnel are available there to provide technical assistance.

Is help available for research and using the Lehman library?
Yes. The Lehman library's hours and services may be accessed from the Lehman website (www.lehman.cuny.edu) or by calling library information at 718-960-7766. Prof. Robin Wright is the health librarian and she is available to provide assistance to health education students who need help doing research, using periodical and journal resources, how to do computer searches, how to use electronic databases, etc. She is located in Room 105 in the library and she can be reached at 718-960-8673 or robin.wright@lehman.cuny.edu

How do I stay off probation?
You must maintain an overall GPA of 3.0 or more. As soon as your GPA falls below 3.0, you will automatically be placed on academic probation. A student may be on probation only once during their course of study. 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.

If you do not bring your GPA back up to 3.0 or above after two semesters, you will be dismissed from the program. Please note that there is a strong correlation between GPA in the program and scores on the comprehensive exam at the end of the program. Students who have a low or minimum GPA in the program are much more likely to perform poorly on the comp exam. So be warned, if your grades are weak, regard this as a sign that you need to make drastic adjustments in your study habits, otherwise you risk failing the comprehensive exam and wasting all the time and money you put into your degree program.

I am a non-matric student, so how many credits can I transfer into the program?
No more than 12 graduate credits taken as a non-matric student, subject to the approval of the Program Director. You cannot transfer undergraduate credits into a graduate degree program. You can only receive credit for graduate courses that are the exact equivalent to courses offered in the graduate program. They should have a similar name and description to the ones listed in this handbook. After you have been accepted into the program, you may contact the Program Director to discuss any courses you may wish to transfer into the program. You need to provide a copy of your graduate transcript as well as copies of the course descriptions. Make sure you obtain an “Application for Transfer of Credit” form from the Graduate Studies Office.
I have a Master’s degree in another field. I understand I may be allowed to transfer up to 6 credits from another completed Master’s degree into this degree. Is that correct?
Yes. But these 6 credits need to be equivalent courses to the ones offered in our Master’s degree. You can check your degree transcript against the list of courses required for the Lehman degree in this handbook. You should be able to see whether or not any of the Lehman courses are the same as what you took in your previous Master’s degree. If you wish to receive credit, you will need to contact the Program Director and provide a copy of your Master’s degree transcript as well as a copy of course descriptions from your college bulletin.

What are the rules about transferring graduate credits?
Graduate credits can be transferred during the first semester. 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 credits 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.

Please contact the Office of Graduate Studies (718-960-8448) directly for further information about the process for transferring graduate credits.

What times are classes offered?
All courses in the Online MA in Health Education and Promotion are offered online and are asynchronous. Asynchronous means that students do not have to log into a course at a certain time or together with everyone else. You have the freedom to determine your own schedule and go in and out of a course whenever it suits you as long as you adhere to the deadlines of the course for submitting your work.

I would like to take courses over the summer. Why are certain courses not offered in the summer?
Within each academic year (Fall/Spring), we offer all of the courses needed to complete the degree so that students are able to graduate in a relatively short period of time. Typically, we do not offer core courses over the summer. We offer a couple of health elective courses during the summer.

Are any courses offered over the winter?
Yes. We currently offer 2-3 health elective courses in the winter. Winter courses run about three weeks long during the month of January. Registration for the winter session usually starts sometime in November.
If I am accepted for the spring, do I have to wait for the spring before I can start taking courses? 
No. You can begin taking courses in the winter. Winter courses fall under the spring semester.

If I am accepted for the fall, do I have to wait for the fall before I can start taking courses? 
No. You can begin taking courses in the summer if there are seats available.

Can I do HEA 685 Independent Study instead of a required course? 
No

Can I do HEA 685 Independent Study instead of an elective? 
Yes, but you need to have completed 24 credits in the graduate program and have a minimum of a 3.7 GPA. Permission from the Program Director is required. The purpose of the Independent Study is to explore a health topic in depth under the supervision of the Graduate Program Director. The student is responsible for writing a high-quality review article on a topic that is suitable for submission to a peer-review journal at the end of the semester. There are no class meetings but the student will communicate via email, virtual meetings and phone with the adviser on a regular basis. Please note that it is extremely rare that a student enrolls in HEA 685.

Do I have to do HEA 670 (Field Experience)? 
It is a required course for this degree. However, if you have several years’ experience working in the health field (preferably in health education and promotion), there is the possibility that you can do a health elective course in place of HEA 670 but you will need to discuss this with the Program Director beforehand. In most instances, we strongly recommend that students do HEA 670 even if they have professional experience as it is a valuable opportunity to apply what you have learned in a new work setting and it could also lead to future job opportunities. If you do not have prior professional experience in health education and promotion, you must do HEA 670.

I work full-time so how do I complete the field experience? 
Since most organizations offering internships are only open during regular business hours (Monday to Friday) you will not be able to complete your internship/field experience in the evenings or on weekends. If you work full-time, you will need to make arrangements with your job to get time off to do your internship. If taking time off from your job to do your internship is not an option, you will be responsible for locating an internship site on your own that may allow you to complete your hours in the evenings or weekends.

I have been working in the health field for many years. Is there a way I can get academic credit for my professional experience? 
No.
I have been told I have a stop on my record and I cannot register for courses.  What do I do?
There could be several reasons why you have a stop on your record including the following: unpaid tuition bill, missing medical documentation, an incomplete application folder (e.g., you are missing documents such as test scores or letters of recommendation), or a GPA below 3.0. You need to contact the Registrar’s office to find out what you need to do or you may contact the Graduate Studies office.

Do I have to take the Comprehensive exam?
Yes.

What is the Comprehensive exam?
Students must successfully complete a Comprehensive Examination in addition to their coursework in order to graduate. The comprehensive examination is given each Spring and Fall (April and November each year). It is not offered in the winter or summer. Students can only sit for the comprehensive exam after completing all the required courses (or if all required courses will be completed at the end of the semester in which you take the exam). It is a take-home exam and students will have several weeks to work on it. Students may not sit for the exam more than twice. If you fail the exam the second time, you will be dismissed from the program. We do not recommend that you register for more than one course during the semester in which you take the exam (if you are a part-time student). For those students who intend to take the comp exam in a particular semester, it is the student’s responsibility to contact the Program Director within the first week of that semester to find out details about the upcoming comp exam for that semester and to obtain a copy of the exam. You will be sent detailed information about the exam when you contact the Program Director at the beginning of the semester. To be eligible to take the exam you need to have completed all of the required courses by the end of the semester that you will be taking the exam and you need to have a GPA of at least 3.0.

Do I have to pay a fee to take the Comprehensive exam?
No. However, if you are not registered for any courses during the semester in which you wish to take the comp exam, you will need to pay a “Maintenance of matriculation fee” in order to stay enrolled in the degree program and to be able to take the comp exam. You can contact the Registrar’s office for details.

How do I stay active in the program?
You must take at least 6 credits during an academic year. You must be registered for at least 3 credits in the fall semester and 3 credits in the spring semester.

What if I have other questions?
Feel free to contact Dr. Demmer (Monday through Friday, 9:00AM-5:00PM).
Phone: 718-960-7313
Email: craig.demmer@lehman.cuny.edu