



Lehman College *Fast 4 Business* (BBA) Degree Guarantee

Lehman College is a senior college of the City University of New York, the nation's largest public urban university. Lehman College offers 51 undergraduate majors and programs in Arts & Humanities, Continuing and Professional Studies, Education, Health Sciences, Human Services, Nursing, and Natural and Social Sciences.

Lehman College recognizes the need to facilitate Baccalaureate degree completion by providing flexible curriculum delivery modes and credit accumulation for our primarily first-generation, Pell grant recipients and working student population.

The Lehman College *Fast 4 Business* (BBA) Degree Guarantee program is designed to encourage and promote student completion (and graduation) of a 120 credits baccalaureate degree within 4 years for freshmen, and within 2 years for transfer students.

Students who elect to participate in the *Fast 4 Business* (BBA) Degree Guarantee program agree to the following Agreement:

THE AGREEMENT

By signing below, I agree to participate in the *Fast 4 Business* (BBA) Degree Guarantee program. Lehman College will ensure that graduation in the four-year time span will not be delayed by the unavailability of courses. (You may choose to cancel this agreement with Lehman College at any time. There is no penalty for doing so, however you will no longer receive the benefits described below.

I agree to satisfy the following terms:

1. Enter Lehman College as a freshman or transfer student in any term (Spring, Summer, Fall) *and* make an application to be accepted in the *Fast 4 Business* (BBA) Degree Guarantee program by July 31 of the Fall term, January 1st of Spring term, or May 1st of the Summer term in which I intend to matriculate.
2. Meet at least once per semester prior to start of registration with the designated department academic adviser.
3. Choose BBA major for the *Fast 4 Business* (BBA) Degree Guarantee program and be academically qualified to begin my degree when I matriculate at Lehman College (i.e., have completed appropriate prerequisites in order to enroll in required first-year courses, math placement, etc.).

4. Switch majors only if I meet all requirements for the new major without altering my four-year graduation date.
5. Monitor my own progress by using my BUSINESS (BBA) CURRICULUM MAP, the DegreeWorks degree audit system, and seek advice from my designated department academic adviser. This will help me to stay on track toward graduation in four years (for freshmen) or two years (for transfer students).
6. Register within seven days of my assigned registration date each semester. Enroll in courses specified by my BUSINESS (BBA) CURRICULUM MAP, recognizing that specific courses may not be available at the times or in the terms in which I would like to take them.
7. Complete 30 credits each calendar year as identified in my BUSINESS (BBA) CURRICULUM MAP at Lehman College.
8. Maintain good academic standing as determined by the City University of New York, Lehman College and the Department of Economics and Business.
9. Notify my assigned department academic adviser within seven business days of my assigned registration date if I am unable to register for a course required as stated in the BUSINESS (BBA) CURRICULUM MAP.
10. Submit my graduation application by the deadline stated in the Academic Calendar.
11. Where applicable, make timely annual application for necessary financial assistance and any others as required.

Lehman College will make good faith effort to provide the following for a student in good standing and participating in the *Fast 4 Business* (BBA) Degree Guarantee program:

1. Registration priority in each term.
2. One book voucher up to \$75 (total book vouchers to not exceed \$225 per academic year) and one monthly MetroCard for each of the three terms, not to exceed 3 monthly MetroCards per academic year. The request for the book voucher and or the MetroCard must be made on or before the attendance verification dates for the subject term as determined by Lehman College Registrar.
3. Substitute course(s) upon approval of the assigned department advisor in the event of unavailability of any course(s), which is not due to a course being fully registered.

Note:

These procedures will constitute the exclusive remedy for the ***Fast 4 Business*** (BBA) Degree Guarantee program. The City University of New York, Lehman College or Department of Economics and Business are under no obligation to provide these adjustments unless I submit a written request for accommodation to my assigned department academic adviser within seven business days of my assigned registration date in which I must enroll for the course(s) in question.

By submitting the *Fast 4 Business* (BBA) Degree Guarantee program agreement form, I acknowledge that I accept and understand the conditions of the guarantee and my responsibilities as described above.

Sign and date the form below and submit to an academic advisor in Carman Hall Room 381.

Name: _____

Date: _____

Signature: _____