



Graduate Dual Credit (for Undergraduates)

Students: 1) Complete the Student Information and Enrollment Request sections below. 2) Review your official transcripts and degree audit with your Program Coordinator/Advisor (or) Department Chairperson to obtain approval for elective courses. 3) TURN FORM OVER, READ POLICY, PRINT, SIGN & DATE.

STUDENT INFORMATION

Form fields for Student Information: EMPLID, FIRST NAME, LAST NAME, PHONE, Preferred EMAIL, PLAN (Program), SUB-PLAN (Concentration/Sequence/Specialization/Track)

ENROLLMENT REQUEST

I request permission to enroll for the graduate course(s) below. I understand that I will pay undergraduate tuition and remain eligible for undergraduate financial aid as long as the graduate coursework is in fulfillment of my current undergraduate degree and I remain in full-time status. I also understand that I will still need to apply to be admitted for graduate programs at Lehman.

Table with 6 columns: TERM, DISCIPLINE, NUMBER, SECTION, CREDIT, Course Name

Program Coordinators/Advisors/Department Chairs: Select applicable boxes below and indicate your approval by signing below.

ELIGIBILITY CRITERIA

- Checkboxes for eligibility criteria: Cumulative GPA = 3.0, Completed at least (90cr.), Not currently registered for a dual degree program, Satisfied necessary course pre-requisites, Courses will apply towards current undergraduate degree, Exception

Anticipated Graduate Program

Anticipated Entry Term

Advisor Signature (Undergraduate)

Date

Advisor Signature (Graduate)

Date

Graduate Studies Office Use Only

- Checkboxes for office use: APPROVED, Term; DENIED, Reason

Director (or) Deputy Director Signature

Date





**POLICY**

**Graduate Courses for Undergraduate Credit**

***In Short:** Manner in which an undergraduate student may utilize graduate coursework.*

Seniors may take graduate courses for undergraduate credit under the same tuition conditions as those of their undergraduate courses, provided that they have a (3.0) cumulative index and a (3.0) index in the area in which they wish to take the course. Courses may not count towards Pathways requirements or the residency requirement for the major/minor. Courses will be counted towards the calculation of Dean's List, Presidential Scholars, and departmental honors. Students must secure a recommendation and authorization from both the academic undergraduate and graduate advisors.

Full-time undergraduate students who receive permission to take graduate courses will be charged the undergraduate tuition rate for graduate courses which are applicable to the student's undergraduate degree, (within 120 credits required for graduation). If the student is part-time, the graduate rate will be charged for graduate courses and the undergraduate rate for undergraduate courses.

**RELATED POLICY**

**Transfer of Credit**

***In Short:** Manner in which a degree-seeking graduate student may transfer graduate coursework completed during their undergraduate career.*

Students who wish to have graduate credits transferred should apply during their first semester in attendance as a matriculated graduate student at Lehman. The Application for Transfer of Graduate Credit form is available in the Office of Graduate Studies and online. All credits to be applied toward a Lehman College master's degree are subject to the approval of the Graduate Program Advisor and the Office of Graduate Studies. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated.

**With my signature below, I affirm that I have read and understand the Lehman College policy Graduate Courses for Undergraduate Credit.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*You may leave this field blank if submitting electronically via @lc.cuny.edu*

Printed Name \_\_\_\_\_

Return completed form to the *Office of Graduate Studies* located in *Shuster Hall, Room 279*. If submitting electronically do so from your school email and send attachment to [graduate.studies@lehman.cuny.edu](mailto:graduate.studies@lehman.cuny.edu)