Lehman College and CUNY Graduate School of Public Health and Health Policy
Bachelor's/Master's Pipeline Program MOU

I. Purpose

This Memorandum of Understanding (MOU) between The City University of New York campuses at Lehman College (Lehman) and CUNY Graduate School of Public Health and Health Policy (SPH) supersedes the parties' MOU dated October 24, 2023, to pilot a Bachelor of Science/Master of Public Health pipeline program.

Under this MOU, the parties will expand the Bachelor of Science/Master of Public Health pipeline program to that of a Bachelor's to Master's pipeline program that permits eligible Lehman students to take graduate level courses at SPH during their junior and senior years at Lehman, with such courses counting towards both their undergraduate and graduate degrees, and secures their early admission to SPH's Master's, to enable the completion of both the undergraduate and MPH degrees in five years rather than six. The program will generally be known as the Lehman/SPH 4+1 Program ("the program").

II. Term

The term of this Memorandum of Understanding (MOU) shall be for the period beginning with the last date of execution of this MOU and will be automatically renewed unless terminated by either party. This MOU may be terminated by either party by providing written notice of such termination within thirty (30) days to the other, in which event the program shall terminate after the last cohort of students accepted into the program has completed all graduate coursework at SPH that may be credited toward the undergraduate degree at Lehman.

III. Scope

Lehman students who have completed 60 undergraduate credits or more and who have maintained a GPA at Lehman of 3.0 or higher will be considered eligible to participate in the program. Applicants who successfully complete the admissions process (outlined below) will be informed of provisional admittance to the program by the end of the application semester for admission to the program the following Spring, Summer, or Fall.

Accepted students may earn up to 12 credits in SPH graduate courses that will apply towards both their Bachelor's degree at Lehman and their Master's degree at SPH, as set forth in paragraph V below. Accepted students will be provisionally admitted to SPH pending successful completion of their Lehman Bachelor's degree.

Once students have received their undergraduate degree from Lehman, they will be admitted to SPH the following Summer or semester, and will not be required to complete an application in SOPHAS. All other requirements applicable to SPH students generally will also apply to program students.

IV. Admissions Process

Lehman students who wish to apply to the program will be screened by the Lehman 4+1 Admissions Committee headed by the program coordinator/liaison, appointed by the Lehman Dean in consultation with the Chairpersons of the participating academic departments. Students will be required to submit a one- to two-page personal statement explaining their personal and academic rationale for joining the program. Students should demonstrate a commitment to pursuing a Master's degree in public health, the health sciences, or industrial hygiene and/or a career in the field of health based upon their current program of study or work experience. The Lehman 4+1 Admissions Committee will also review the students' transcripts, may consult with the students' Lehman advisors, and may consider any other information deemed pertinent.

If recommended by the Lehman 4+1 Admissions Committee, the personal statements and official transcripts will then be reviewed by an SPH pre-screening admissions committee, appointed by SPH's Chief Academic Officer. Final decisions regarding provisional acceptances at SPH will be made by the pre-screening admissions committee.

SPH and Lehman will jointly issue letters of acceptance, rejection, or waitlist status during the semester prior to attendance.

SPH will accept the Lehman undergraduate students to the SPH MPH or MS program provisionally, with final acceptance to the SPH MPH or MS program granted when the

students have successfully completed the SPH courses taken while they are undergraduates, maintained an undergraduate GPA (for both cumulative GPA and SPH coursework) of 3.0 or better as undergraduates, completed their bachelor degrees at Lehman, and met any additional admission criteria set by each SPH academic program. Students who have completed fewer than 12 credits of SPH courses while undergraduates will be reviewed for final acceptance on a case-by-case basis.

V. Programs of Study

Select graduate courses in the following specializations leading to a Master of Public Health degree or Master of Science degree will be offered as part of the program: community health; environmental and occupational health sciences (also Master of Science); epidemiology and biostatistics; health policy and management; public health nutrition; population health informatics; global and migrant health policy; and health communication for social change. SPH and Lehman have agreed to create corresponding lists of the graduate courses to be offered in the program as well as their equivalencies for credit towards the Lehman undergraduate degree. Such lists may be modified from time to time by mutual agreement of the parties without the need for any further action under this MOU.

VI. Tuition

All SPH courses taken while the students are undergraduates will be e-permit courses, with credits that may be applied to their undergraduate degrees (Note: precise transfer equivalencies will be determined when applicable by the appropriate academic departments at the students' home campuses). As specified by the CUNY Fees Manual, the SPH graduate courses that are applied toward the undergraduate degree will be covered by the students' Lehman undergraduate tuition waivers (or undergraduate tuition for students who are not NY State residents).It is the parties' understanding that the University Budget and Finance Office will credit SPH with 70% of the tuition equivalency for e-permit courses taken by Lehman undergraduate students For courses that are not applied to the undergraduate degree, students will be charged CUNY Graduate tuition rates by SPH. Students who take graduate courses in excess of 12 credits will be charged CUNY Graduate tuition rates by SPH.

VII. Obligations of Lehman College

<u>Lehman College shall:</u>

1. Develop and maintain written materials and an informational website about the program and provide an email point of contact for general inquiries.

2. Conduct outreach and information seminars to educate Lehman students about the program.
3. Process applications and provide general enrollment management services
4. Provide advisement services to students interested in the program
5. Designate a coordinator/liaison to manage the program at Lehman and serve as the primary point of contact for the program with SPH.

VIII. Obligations of SPH

SPH shall:

1. Participate in outreach and conduct information sessions to educate Lehman students about the program.
2. Waive the application fee.
3. Process applications and provide general enrollment management services.
4. Obtain permission under FERPA from students allowing Lehman to share students' academic records
5. Provide advisement services to students participating in the program.
6. Monitor the progress of the students in the program.
7. Designate a liaison to serve as the primary point of contact for the program with Lehman.
8. Work with the Lehman registrar to ensure that credits associated with graduate courses taken while a students is an undergraduate transfer and are appropriately applied to the student's Master's degree requirements at SPH.

IX. Joint Obligations of SPH and Lehman

SPH and Lehman shall cooperatively:

1. Draft outreach materials
2. Create a one-page program application
3. Conduct at least one student information session in Fall 2023
4. Coordinate key dates for program events, including the information session, and application deadlines
5. Assist in processing e-permits and equivalencies to allow the undergraduate students to earn credit (as appropriate) for the graduate courses they take as undergraduates.
6. Understand and agree that each party is responsible for providing the above-allocated and enumerated responsibilities and resources to meet the needs of this program as a whole
7. Further agree that except as set forth in this MOU, the parties are under no

obligation to provide financial resources to one another

X. Entire Agreement

This MOU contains all of the terms and understanding between the parties and shall not be binding until signed by SPH and Lehman. All previous communications between the parties, whether written or oral, relating to the subject matter of this MOU are superseded.



04/04/25

For CUNY Graduate School of Public Health and Health Policy

Date



4/1/25

For Lehman College Date
Provost and Senior VP for Academic Affairs