

**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:**

TRANSFER OF CREDIT

- [• Courses applied toward a previously awarded graduate degree.
- Courses taken at Lehman College in a nonmatriculated status.
- Courses taken at other colleges where no degree has been awarded.]

Students who wish to have graduate credits [earned prior to matriculation at Lehman counted toward their master's degree should apply for transfer of credit during their first or second semester in attendance as a matriculated student, using the transfer credit form available in the Office of Graduate Studies (Shuster Hall, Room 275).] All credits to be applied toward Lehman College master's degree [requirements] are subject to the approval of the graduate adviser (or department chair) from the student's [particular] academic program. [Transfer of credit must also be approved by the Graduate Studies office.] Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated. [Grades of B or better in courses taken outside of Lehman College are required in order for courses to be eligible for transfer.]

The following [regulations apply to all matriculated Lehman College graduate students who applied and were accepted into master's degree or advanced certificate programs in the Fall 2007 semester or later. Students who matriculated before that date should consult the Graduate Studies office to determine the regulations that apply to them.

With appropriate permission, matriculated graduate students may apply as transfer credit toward their master's degree a total of 12 credits of graduate courses. Students matriculated in Social Work may request transfer credits only toward the special topics/elective requirement. Students matriculated in advanced certificate programs may transfer previously completed graduate credits totaling the lesser of nine (9) credits or one-half of the total credits required for their certificate.

The credits transferred may include:

- Courses applied toward a previously awarded master's degree program at Lehman or at another accredited college (maximum 6 credits),
- Courses taken at Lehman in a nonmatriculated status; and
- Courses taken at other accredited colleges where no degree has been awarded.

Transfer credits are subject to the following limitations:

- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Courses taken five years or more prior to matriculation at Lehman are not considered for transfer. Exceptions to this time limit may be made only for compelling educational reasons. In such cases, the transfer of credit must be approved by the student's Graduate Program Adviser and the Graduate Studies Office.
- Only six (6) credits counted toward a previously awarded master's degree can be applied to any master's degree or advanced certificate earned at Lehman College.
- Graduate courses previously applied toward an undergraduate degree are not acceptable toward Lehman College master's degree programs.
- Where students have taken more than 12 credits prior to matriculation, courses taken at Lehman College will be given priority in counting toward the 12 credits transferable, provided they meet the College's requirements.
- Students who have taken more than the maximum allowable credits (12 credits) while in a nonmatriculated status must consult with their Graduate Program Adviser to determine which of those credits will count toward the degree. The program adviser will notify the Graduate Studies Office of this decision, using the transfer credit form.
- Graduate courses taken at any non-CUNY institution after matriculation into a graduate program at Lehman College are included in the 12-credit maximum allowable and must receive prior approval from the Graduate Program Adviser and the Graduate Studies Office. (See also Courses Taken on Permit at Other CUNY Institutions.)]
- Theses and other culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.

NOTE: Students who have completed nine (9) or more credits prior to matriculation at Lehman, as well as students seeking a second master's, are advised to fill out the application for matriculation at the earliest possible date.

3. To:

TRANSFER OF CREDIT INTO A LEHMAN MASTER'S DEGREE PROGRAM

Students who wish to have graduate credits transferred should apply during their first semester in attendance as a matriculated graduate student at Lehman using the Application for Transfer of Graduate Credit form available in the Office of Graduate Studies (Shuster Hall, Room 279). All credits to be applied toward a

Lehman College master's degree are subject to the approval of the academic graduate adviser (or department chair) from the student's academic program 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.

The following courses are eligible for transfer:

- Courses applied within the last five years toward a previously awarded and accredited graduate degree. (6 credits maximum)
- Graduate courses taken within the last five years at Lehman College as a non-degree student. (12 credits maximum)
- Graduate courses taken within the last five years at other accredited colleges where no degree has been awarded. (12 credits maximum)

The following transfer credit regulations apply to all matriculated Lehman College graduate students:

- With appropriate permission, a maximum of 12 credits in total may be transferred toward a Lehman master's degree.
- Grades of B or better in courses taken outside of Lehman College are required for eligibility.
- Theses and other culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.
- Students matriculated in Social Work may request transfer credits only toward the special topics/elective requirement.

When students have taken more than 12 credits prior to matriculation, Lehman College courses will be given priority, provided they meet the College's requirements.

TRANSFER OF CREDIT INTO A LEHMAN ADVANCED CERTIFICATE OR EXTENSION PROGRAM

Transferring credits into an advanced certificate or extension program are subject to: the approval of the academic graduate advisor and Office of Graduate Studies, the regulations of the Lehman program in which the student is matriculated, and the guidelines of the College's Residency Requirement.

Restrictions on approval of credit, including restrictions on the maximum number of credits allowed from non-matriculated to matriculated status, vary from one graduate certificate program to another. Therefore, consultation from the appropriate department is required to clarify the specific program requirements.

The following additional limitations apply:

- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Grades of B or better in courses taken outside of Lehman College are required for eligibility.
- Courses taken five years or more prior to matriculation at Lehman are not considered for transfer unless special circumstances are approved after

consultation with both the Office of Graduate Studies and the academic department offering the advanced certificate or extension.

NOTE: Students who have completed nine (9) or more credits prior to matriculation at Lehman, as well as students seeking a second master's, are advised to fill out the application for matriculation at the earliest possible date.

4. Rationale:

There has been some confusion with the transfer of credit policy regarding transferring credits into a graduate certificate or extension programs. Each certificate/extension has its own set of guidelines and situations because of state certification and post master's curriculum. Students need to work within their academic department, the stipulations set by the accrediting bodies of professional certifications, and the policies and procedures of Lehman College. The proposed changes better outlines the current process for students looking to transfer graduate credits into a certificate or extension program. There are no policy changes to the transfer of credit into a Lehman master's degree, rather, simplification and clarification of the current procedures.

5. Date of Graduate Studies Committee approval: 12/14/2011

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2. **From:**
INC GRADES

A graduate student who receives a grade of INC (incomplete coursework) has one year from the time the [grade] was entered on the transcript to [make up] the work [and have a change of grade submitted by the instructor]. An INC grade entered in a fall semester, for example, must be completed before the end of the next fall semester. [INC grades that are not made up within one year remain permanently on the record as INCs. They may not be made up at any later date unless the student successfully appeals for permission to do so. Permanent incompletes do not count in the Grade Point Average.] INC grades cannot be made up after the student graduates (see also "Graduation Procedure" [in this chapter of the bulletin]).

3. **To:**
INC GRADES

The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course. The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average.

A graduate student who receives a grade of INC (incomplete coursework) has a maximum of one year from the time the INC was entered on the transcript to collaborate with the instructor and complete the work. An INC grade entered in a fall semester, for example, must be completed before the end of the next fall semester. An INC grade that has not been made up within one year will change to a FIN grade (failure to complete coursework), remains permanently on the record, and counts as an F in computing the Grade Point Average.

A graduate student who receives a failing grade as a result of a FIN has the option to retake that course at Lehman College and have the FIN grade calculation excluded from the GPA if a grade of C or higher is earned. The original FIN grade remains on the transcript with an indication that the course grade is not included in the computation of the GPA.

A graduate student will receive a stop, issued by the Office of Graduate Studies, that will prevent registration for insufficient progress towards degree completion if two or more INC and FIN grades are acquired. Stops are removed once the student satisfies incomplete coursework.

INC grades cannot be made up after the student graduates (see also "Graduation Procedure").

4. Rationale:

The suggested policy changes better align with the policies of Lehman's undergraduate programs and the policies of other CUNY graduate schools. The suggested modifications are meant to clearly define when incomplete grade issuance is appropriate and to encourage coursework completion in a timely manner. The registration stop is meant to serve as an additional advisement stopping point for when it appears a student needs the additional support. The goal of the policy change is to have less incomplete grades on graduate student records and higher completion rates.

This policy is not a solution for thesis, capstone, and fieldwork courses that are in progress and are satisfactorily being completed by students. Upon approval of this policy change, a proposal will be submitted to offer a new grade of SP (Satisfactory Progress) for thesis, capstone, and fieldwork courses.

5. Date of Office of Graduate Studies approval: 12/14/2011