

NON-DEGREE (NON-MATRIC) APPLICATION INSTRUCTIONS

1. Lehman requires a minimum **2.70 CUMULATIVE UNDERGRADUATE INDEX(higher in some departments)** for non-degree admission. Enclose a copy of your undergraduate transcript(s) indicating that you earned a BA/BS degree, the date, and that you have a 2.70 cumulative index. If you do not have an overall of 2.7 index in your undergraduate, you should talk to your program's advisor and get a written statement before you turn the application in Shuster Hall 150. Please be advised that you should meet with your program's advisor for departmental permission prior to submitting the non-degree application to the Graduate Admissions Office in Sh-150.

Please see the reverse side of this sheet for the College policy governing non-degree students who desire to transfer graduate credits toward a degree program. Students beginning studies toward a second graduate degree are especially urged to contact the Office of Academic Standards and Evaluation/Graduate Studies [(718) 960-8972] regarding transfer of credits. Attending as a non-degree student does not assure acceptance as a matriculated student. Consult your program adviser if you intend to use non-degree courses in applying for matriculated status.

2. **ACCOUNTING**: A minimum **400 GMAT SCORE** is required to register for any accounting courses. Consult with the graduate adviser **prior to** filing the application.

3. **COMPUTER SCIENCE** - Contact the graduate adviser, (718/960-8117) for written permission to file the non-degree application.

4. **SOCIAL STUDIES EDUCATION** applicants should consult with the graduate adviser **prior to** filing the non-degree application.

5. Applicants with FOREIGN TRANSCRIPTS from non-English speaking areas should enclose a TOEFL REPORT or submit it within the first semester of attendance. Required scores **vary by program** with 500 being a minimum for admission. Applicants cannot register a second semester without submitting the TOEFL report.

6. You should file a graduate application if you intend to take at least one graduate course. You can add some undergraduate courses on to your graduate program, but if you decide to register for all undergraduate courses, you **must** change your application to undergraduate non-degree. Graduate applicants who register only for undergraduate courses will have their status changed. For reinstatement to graduate status, you must file a new graduate application and pay the fee.

PLEASE ENCLOSE A \$125.00 NON REFUNDABLE APPLICATION PROCESSING FEE (check or money order) MADE PAYABLE TO LEHMAN COLLEGE.

Please see reverse



LEHMAN COLLEGE TRANSFER CREDIT POLICY

Students may transfer a total of 12 credits of graduate courses toward Lehman College master's degrees.

Within the above-mentioned total of 12 credits may be included:

- a) Graduate-level courses taken at other colleges
- b) Graduate-level courses taken while earning a previously awarded graduate degree at Lehman or elsewhere (Maximum 6 credits)
- c) Graduate-level courses taken at Lehman College in a non-degree (i.e., non-matriculated) status

So, for example, if a student applies for one of our master's programs, and already has a master's degree plus 9 credits taken at Lehman in a non-degree status (total 15), we still can accept only 12 credits, up to 6 from the previous degree and 6 from the classes taken as a non-degree student. OR 9 cr. from the non-degree classes and only 3 from the previous degree. In any event, the total cannot exceed 12.

Graduate courses applied toward *undergraduate* degrees are not normally acceptable toward a Lehman College master's degree.

ATTENTION: STUDENTS RETURNING FOR A SECOND MASTER'S DEGREE

As a second-master's-degree student, yours is a special case. If you plan to apply the maximum six (6) credits from your previous master's degree toward your current Lehman College master's program, the number of credits you may take as a non-degree student is 6.

IN THE EXPERIENCE OF THE OFFICE OF ACADEMIC STANDARDS AND EVALUATION/GRADUATE STUDIES, STUDENTS BEGINNING A SECOND MASTER'S DEGREE PROGRAM ARE WELL-ADVISED TO APPLY AS MATRICULATED STUDENTS.

If you start your second master's degree program as a non-degree student, however, you must apply for matriculation before you have completed six (6) credits as a non-degree student. In this way you will be able to apply the maximum number of credits from your previous studies toward your current Lehman master's degree program.