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A Brief History of Lehman College

Lehman College was established as an independent unit of The City University of New York on July 1, 1968, following a decision by the University's Board of Trustees to create a comprehensive senior college in the Bronx with its own faculty, curriculum, and administration.

The College took over the campus that, since 1931, had served as the Bronx branch of Hunter College. Adjacent to the historic Jerome Park Reservoir, the first four buildings in the plan—Gillet and Davis Halls, the Music Building, and the Gymnasium—were completed in the early 1930s during the Great Depression under the auspices of the WPA.

For a decade before the entry of the United States in the Second World War, only women students attended, taking their first two years of study at the Bronx campus and then transferring to Hunter's Manhattan campus to complete their undergraduate work.

Shortly after U.S. entry into the war, the students and faculty vacated the campus and turned over the facilities to the U.S. Navy, which used them as a training station for the newly organized WAVES (Women Accepted for Volunteer Emergency Service). In just three years, more than 86,000 women received their basic training as WAVES on this campus. To commemorate the period, the Navy installed a ship's bell from the *U.S.S. Columbia* in front of the Old Gym Building and WAVES National, in 1997, installed a stained glass window at the entrance of the Music Building.

In 1946 the campus won a niche in world history when it was made available to the United Nations at the urging of New York City officials. From March to August 1946, the first American meetings of the Security Council were held in the Old Gym Building. The UN's Economic and Social Council also established a preliminary Commission on Human Rights, headed by the former First Lady, Eleanor Roosevelt, whose office was in Gillet Hall. These early efforts in the Bronx led to the adoption of the Universal Declaration of Human Rights. During festivities marking the 40th anniversary of the United Nations in 1986, a commemorative plaque was installed outside the Old Gym Building. The College also participated in the United Nations' 50th anniversary activities in 1995–96. Among the events was an international forum of students and diplomats including the UN Secretary General at the time, Boutros Boutros Galli.



President Ricardo R. Fernández

Normal collegiate activity resumed at the campus in 1947, but, in addition to women, the Bronx branch began accepting former servicemen, who studied in separate classes. In 1951 the campus became fully coeducational and a four-year curriculum was introduced. The process of separating the Bronx campus from Hunter College began in 1967. Dr. Leonard Lief, chairman of the English Department, was named provost and made responsible for overseeing the transition. On July 1, 1968, Lehman College began an independent existence, with Dr. Lief as president.

The Board of Higher Education named the new college after Herbert H. Lehman, in recognition of the commitment to public service exemplified by the four-time governor of New York State who later became a United States Senator and was director-general of the massive post-World War II relief operation known as UNRRA (the United Nations Relief and Rehabilitation Administration). The College was formally dedicated on March 28, 1969, the 91st anniversary of Governor Lehman's birth. Each year, in the spring, the College commemorates the double anniversary by inviting a distinguished speaker to deliver the Herbert H. Lehman Memorial Lecture.

Much has occurred at the colleges of City University since 1968: open admissions, tuition (it had been free), changes in governance, and demographic shifts. As the only public senior college in the Bronx and southern Westchester County, Lehman College has adapted to meet changing conditions and is poised to respond to new needs and challenges.

Lehman's undergraduate curriculum seeks to build a strong background in the arts and sciences. It requires core courses in humanities,

social and natural sciences, origins of the modern age, and problem-solving through quantitative reasoning. Students also must complete at least one course from a list of introductory courses in six of seven areas: social science; natural science; literature; the arts; comparative cultures; historical studies; and knowledge, self, and values. Major and minor fields of study are required, as is foreign language study.

On the graduate level, the College has developed professional programs in nursing, teacher education, accounting, computer science, health services, and speech-language-hearing science. The College offers strong traditional liberal arts graduate programs in art, biology, English, history, and mathematics.

For the past two decades, Lehman has deepened its involvement with the surrounding community. The opening of the Lehman Center for the Performing Arts in 1980 and the Lehman College Art Gallery in 1984 has made the College a cultural center for the region. Together with the City and the Humanities Program, the Department of Music, and the program in Theatre, they present dozens of concerts, plays, dance performances, and exhibitions that are free or nominally priced.

The Art Gallery is housed in the Fine Arts Building, which was designed by the renowned architect Marcel Breuer, as was Shuster Hall, which houses College administrative offices. The Concert Hall, the adjacent Lehman College Library, and the two Breuer buildings offer a striking contrast to the Collegiate Gothic architecture of the four original buildings, providing an environment of considerable architectural interest.

Anchoring the campus on its northern end is the APEX, a bold design by the acclaimed architect Rafael Viñoly. Inside are sophisticated facilities for swimming, basketball, racquetball, track and field, dance, and weight training as well as new offices for security and academic departments. The latest facility to reach completion on the Lehman campus is the Information Technology Center, which opened in 1999 and features self-contained microcomputer classrooms, an open lab area with more than 100 computers of various types, and other resources for both student and faculty use.

Lehman College recognizes the importance of its role in providing education to its international students, who come from more than 80 countries, and in offering an international perspective to all students. Lehman also provides a variety of community services. The Institute for Literacy Studies sponsors classes to

teach adults fundamentals of reading and writing, while the Speech and Hearing Center offers comprehensive evaluations of hearing and speech-language disorders.

There is close collaboration between the College's teacher education programs and Bronx school districts. Lehman is a partner in four of the 19 new, small high schools in the Bronx funded by the Gates, Carnegie, and Open Society Foundations. The New York City Writing Project supports workshops for teachers of writing as well as research at all educational levels. The Center for School/College Collaboratives sponsors projects with a special focus on math, science, and technology in Bronx public schools from kindergarten through 12th grade. The College also maintains close ties with leading Bronx institutions such as the New York Botanical Garden and the Bronx Zoo.

Dr. Ricardo R. Fernández succeeded Leonard Lief, the founding president of Lehman College, on September 1, 1990. Dr. Fernández had been assistant vice chancellor for academic affairs and professor of educational policy and community studies at the University of Wisconsin at Milwaukee. Throughout his tenure, he has affirmed the College's commitment to excellence and to access to higher education by the poor and working class.

The City University of New York

The City University of New York is made up of 20 colleges located throughout the five boroughs of the city. The University's governing body, the Board of Trustees of The City University of New York, formulates bylaws and policies providing direction for the operation of the University and of its constituent colleges. In addition, the Board passes on the policy recommendations submitted by each of the autonomous colleges. Funds for CUNY are provided by the State of New York, City of New York, tuition, and fees as well as gifts and grants from public and private sources for research, special programs, and student financial aid.

Although the City University was formally established in 1961, the first college of the University dates from 1847, when New York City established by referendum the Free Academy, now City College. The University today consists of 11 senior (four-year) colleges, six community colleges, a doctoral-granting graduate school, a law school, and a medical school.

The Graduate School and University Center, located in mid-Manhattan, offers a wide

range of doctoral programs, including the Ph.D. program in plant sciences housed at Lehman College in collaboration with the New York Botanical Garden. The Graduate School also conducts urban research and administers the CUNY Baccalaureate Program, which is open to students at all City University colleges.

College Governance

In 1970 the student body and the faculty approved a system of campus governance and the establishment of the Lehman College Senate. This body, with specified responsibilities in regard to academic policy and campus life, is made up of approximately 120 representatives of the students, faculty, and administration.

College Accreditation and Affiliations

Lehman College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Degree programs are registered by the New York State Education Department. Some degree programs are also accredited by professional associations.

Nursing programs are accredited by the National League for Nursing and the social work program is accredited by the Council on Social Work Education. The College offers nutrition programs approved by the American Dietetic Association and a health services administration program approved by the Association of University Programs in Health Administration. Lehman's B.S. degrees in chemistry are certified by the American Chemical Society. The graduate program in speech-language pathology is accredited by the American Speech-Language-Hearing Association.

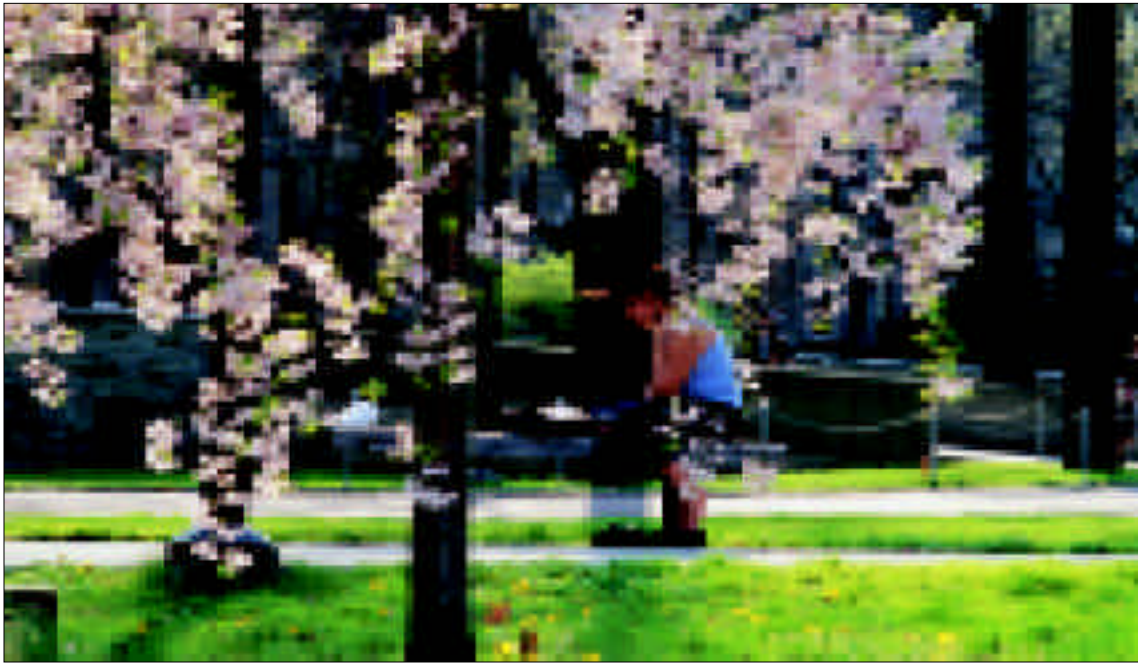
Lehman's B.S. and M.S. programs in accounting provide the educational preparation required for licensure as a Certified Public Accountant in New York State. The College offers State-approved teacher education programs that can lead to New York State provisional or permanent certification. Graduates of the undergraduate nursing program are eligible to take the Registered Nurse licensure examination.

Lehman College has chapters of Phi Beta Kappa, Sigma Xi, and the Golden Key National Honor Society. Individual disciplines have their own honor societies with national affiliations. The College is a member of the National Collegiate Athletic Association and the Eastern Collegiate Athletic Conference.

The Mission of Lehman College

The mission of Lehman College, the only public senior college in the Bronx, is to offer New York City and regional residents a liberal arts education and preparation for careers and advanced study. The college, committed to meeting the educational needs of its urban population, affirms the following objectives:

- To provide access to a common body of knowledge and opportunities to develop a lifelong love of learning;
- To promote excellence in scholarship, teaching, research, and artistic endeavors;
- To develop the ability to think analytically and creatively;
- To broaden educational opportunities through joint programs with other institutions locally, nationally, and internationally;
- To promote an understanding of and respect for such differences as gender, age, ethnicity, culture, religion, sexual orientation, and physical ability;
- To advance the understanding and use of emerging technologies;
- To serve as a center for the continuing educational and cultural needs of the region through access to the College's facilities and expertise in the academic disciplines, professional fields, and the fine and performing arts.



PETER WANG

Degree Programs

UNDERGRADUATE CURRICULUM

Lehman College offers undergraduates a wide choice of major programs in both the liberal arts and sciences and in the professions. The College offers the degrees of Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Fine Arts (B.F.A.), and Bachelor of Arts-Master of Arts (B.A.-M.A.). Majors are either departmental or interdepartmental.

GRADUATE CURRICULUM

The College offers a choice of more than 30 master's degree programs in arts and sciences, health fields, and teacher education. Advanced certificates are offered in some areas. The degrees offered are the Master of Arts (M.A.), Master of Science (M.S.), Master of Science in Education (M.S. Ed.), Master of Arts in Teaching (M.A.T.) in Music, and the Master of Fine Arts (M.F.A.) in Art. In addition, more than 50 Lehman College faculty members participate in City University doctoral programs.

Schedule of Courses

ACADEMIC YEAR

During the regular academic year, which runs from late August through the end of May, Lehman offers a full range of undergraduate and graduate courses on a day, evening and week-end schedule.

SUMMER SESSIONS

Six-week summer sessions open in June and early July. Undergraduate and graduate summer programs accept matriculants and non-degree students in both day and evening classes.

Academic Organization

The College's academic departments are divided into four divisions:

DIVISION OF ARTS AND HUMANITIES

- Art
- Black Studies
- CORE/Writing Lab
- English
- ESL Program
- Freshman Year Initiative
- History
- Languages & Literatures
- Latin American, Caribbean, & Puerto Rican Studies
- Music
- Philosophy
- Speech-Language-Hearing

DIVISION OF EDUCATION

- Bronx Educational Alliance
- Bronx Institute

- Center for School/College Collaboratives
- Early Childhood & Childhood Education
- Institute for Literacy Studies
- Middle & High School Education
- Specialized Services in Education

DIVISION OF NATURAL AND SOCIAL SCIENCES

- Anthropology
- Biological Sciences
- Chemistry
- Economics & Accounting
- Geology & Geography
- Health Services
- Mathematics & Computer Science
- Nursing
- Physics & Astronomy
- Political Science
- Psychology
- Sociology & Social Work

DIVISION OF INDIVIDUALIZED AND CONTINUING EDUCATION

- Adult Degree Program
- Continuing Education
- CUNY on the Concourse
- Institute for Irish American Studies
- Small Business Development Center
- Weekend Advantage

Research Institutes and Community Resources

BRONX DATA CENTER

The Bronx Data Center collects and analyzes demographic material related to the Bronx and adjacent areas, in order to provide service to the Lehman community as well as to cultural, social service, civic, media, and other organizations. The Center focuses on data for small geographic units (down to the city block) as well as the Bronx as a whole. Historical data going back several decades complements the latest census information. The Center specializes in the graphic presentation of data through computer-generated maps.

BRONX EDUCATIONAL ALLIANCE

The Bronx Educational Alliance (BEA) is a collaborative among the three CUNY colleges and Fordham University and eight school districts in the Bronx, community-based organizations, healthcare agencies, and hospitals. Its mission is to act as a catalyst for systemic change by creating partnerships among its collaborators to strengthen the quality, continuity, and articulation of K-16 student access to college and achievement of the baccalaureate degree.

Currently, in the BEA GEAR UP program, the BEA is scaling up its K-16 Corridor to College" in each Bronx district that articulates curriculum aligned with standards from middle school to high school and college. Participation by families in planning and educational decision-making is furthered through the BEA Parent Outreach Center and BEA's Saturday Parent Academy, funded by the National Science Foundation, where parents learn to help their children with math, science, and technology homework.

The BEA develops collaborative communities and facilitates coordination and communication among educational institutions, social service agencies, businesses, families, and community-based groups as they implement systemic reform efforts, such as "Bronx Bridges to College Now," among the three CUNY colleges and the Bronx High School Superintendency. A major part of the BEA's work is to utilize technology to disseminate the processes of implementation and the outcomes of these endeavors to those who want to replicate them. See www.lehman.cuny.edu/bronxed.

THE BRONX INSTITUTE

The mission of the Bronx Institute at Lehman College is to foster faculty research relevant to the improvement of education and the quality of life in the Bronx; to provide a forum to discuss, analyze, and identify potential solutions to contemporary educational, social, political, cultural, and economic challenges facing the Bronx and other urban areas; and to disseminate relevant research information.

As a community resource, the Institute acts in cooperation with other academic institutions, community groups, and organizations to develop joint projects. Lehman faculty whose research interests converge with the Institute's mission are encouraged to use the resources of the Bronx Institute. The Institute houses the Latino Urban Policy Initiative, which seeks to inform and enrich regional and national discussions regarding the educational needs of Latino students.

THE CENTER FOR SCHOOL/ COLLEGE COLLABORATIVES

The Center for School/College Collaboratives designs and implements programs, in partnership with Bronx schools, to enrich student learning and ensure student readiness and motivation to graduate from high school and enter college. Programs offered by the Center primarily emphasize student outcomes and achievement. These programs encompass: student and teacher enrichment in mathematics, science, and technology; recruitment of middle and high school students for careers in teaching; intensive work with at-risk students to prepare them for educational transitions from middle to high school and from high school to college; pre-service teacher preparation for bilingual students and paraprofessionals; in-service professional development in technology and interdisciplinary teaching; and close working relationships with over 20 Bronx schools. Programs focus on working intensively with students and teachers from particular schools and on building pipelines for students since these efforts have been shown to have greater potential for success than programs that draw students from a wide range of schools.

The Center subscribes to these Principles of Collaboration: (a) all partners are equal, (b) planning and implementation involve school administrators, teachers, staff, students, and parents, (c) broadening student/teacher contact through informal, hands-on, project-based settings, (d) activating parent and family involvement, (e) focusing on integration of stu-

dent learning experiences, (f) developing a plan of action, (g) establishing linkages among projects, and (h) encouraging high school students to qualify for, and take, college-credit courses while still in high school.

Funding for Center programs has been provided by the New York City Board of Education, U.S. Department of Education, National Aeronautics and Space Agency, New York State Education Department, The City University of New York, Fund for Improvement of Post-Secondary Education, Aaron Diamond Foundation, and others. For more information on the Center and its individual programs, visit www.lehman.cuny.edu/education/center/center.htm

THE INSTITUTE FOR LITERACY STUDIES

The Institute for Literacy Studies, founded in 1984, is a research unit of The City University of New York. The Institute's mission—to reform and improve urban education—has deep significance in its home borough of the Bronx as well as throughout New York City and the nation. The Institute defines urban education in its broadest, most inclusive meaning to comprise the complex web of systems, settings, and relationships that foster learning. It works to advance research, articulate theory, and implement effective practice in literacy and mathematics education through initiatives in a variety of educational settings, including schools, community-based after-school programs, and adult literacy programs.

Through summer and school-year forums, the Institute supports school and program staff in developing their capacities to help students of all ages use language and mathematics effectively. Through its Adult Learning Center, the Institute offers basic education, English language instruction, and GED preparation to members of the community who are not enrolled in school or college.

THE CUNY INSTITUTE FOR IRISH AMERICAN STUDIES

The CUNY Institute for Irish American Studies was established in 2000 by the CUNY Board of Trustees to focus on the Irish American diaspora and its impact on American culture and society. Guided by an Advisory Board composed of CUNY faculty as well as representatives of several cultural and community-based organizations, the Institute sponsors CUNY-wide programs and other collaborative academic activities, in addition to a variety of cultural events.



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Graduate Programs and Policies

Graduate Programs

*Inventory of Graduate Programs
Registered with New York State*

Academic Policies and Procedures

Registration Policies and Procedures

Degree Requirements and Policies

Grading System

Graduate Programs

Through its graduate programs, Lehman College offers qualified students the opportunity to pursue the advanced study of academic disciplines in breadth as well as in depth. Emphasis is placed on scholarship, original work, and training in research.

The College offers over 30 master's degree programs in arts and sciences and in professional studies. Graduate enrollment is approximately 1,800 students of a total Lehman student body of more than 9,000. Most graduate students attend part-time, combining graduate study with a regular job or career. Graduate courses are generally scheduled late in the day to facilitate attendance.

The degrees offered are the Master of Arts (M.A.), Master of Science (M.S.), Master of Science in Education (M.S. Ed.), Master of Arts in Teaching (M.A.T.), and the Master of Fine Arts (M.F.A.). Lehman also offers advanced certificates. Lehman faculty participate in most City University doctoral programs. In association with the New York Botanical Garden, a plant sciences concentration in the University doctoral program in biology is based at Lehman College.

OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies (Shuster Hall, Room 275, 718-960-8972), a branch of the Office of Academic Standards and Evaluation, coordinates all graduate programs, policies, and procedures. The Graduate Studies Adviser supervises the office and is available to answer questions regarding graduate study and College-wide policies pertaining to graduate study at Lehman. Questions about specific academic programs or program requirements should be directed to the appropriate Graduate Program Adviser.

DEPARTMENTS OFFERING GRADUATE PROGRAMS

Graduate programs leading to a master's degree or advanced certificate are offered by the following departments: Art; Biological Sciences; Early Childhood and Childhood Education; Economics and Accounting; English; Health Services; History; Mathematics and Computer Science; Middle and High School Education; Music; Nursing; Languages and Literatures; Specialized Services in Education; and Speech/Language and Hearing Sciences.

A detailed inventory of degrees, programs, and specializations is listed on page 17.

DOCTORAL PROGRAMS WITH CUNY

Lehman College, in conjunction with the Graduate School and University Center, contributes faculty and in some cases facilities for the following doctoral programs of The City University of New York:

Anthropology
Art History
Biochemistry
Biology (*Plant Science doctoral program at Lehman College*)
Chemistry
Classics
Comparative Literature
Computer Science
Earth and Environmental Sciences
English
French
Hispanic and Luso-Brazilian Literatures
History
Linguistics
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Sociology
Speech & Hearing Sciences
Theatre

EDUCATION PROGRAMS

Designed primarily for students who have completed an undergraduate teacher-preparation program—including general education, academic specialization, and professional foundations—Lehman College's graduate programs in education extend the competence of the classroom teacher, provide training for specialized school personnel, and promote the role of research for all school personnel. The programs focus on the mastery of academic disciplines, the development of education theory and practice, and research into issues of particular relevance to teachers and other educators.

Graduate programs in education are designed to develop school personnel able to serve the particular needs of the central city and its suburbs. In addition to advanced training for the teacher of special or academic subjects, the education program allows the prospective professional to specialize in such fields as early childhood education, elementary education, reading, English as a second language, school counseling, and the education of the emotionally handicapped, the learning disabled, and the

mentally retarded, as well as early special education and bilingual special education.

A special program, designed for professional musicians, leads to the Master of Arts in Teaching (M.A.T.) music degree and permanent New York State certification as teacher of music.

Graduate matriculants also have the opportunity to participate in ongoing research projects and to enroll in special summer institutes. Collaborative efforts between the College and the New York City public schools provide centers for research, teacher preparation, and curriculum development.

With the exception of the M.S.Ed. program in Literacy Studies, which leads to provisional certification, the academic and education programs described in this bulletin are designed to fulfill the courses of study requirements for New York State permanent teacher certification. The State certificate is now also being phased in as the accepted credential for teaching and other positions in the New York City public schools, in partial replacement of licensure requirements. Emphasizing competency-based and field-centered preparation, each program leads to institutional recommendation for certification, or, where appropriate, to the opportunity for individual certificate application.

TEACHER CERTIFICATION REQUIREMENTS FOR EDUCATION MATRICULANTS

Matriculants who successfully complete graduate education programs at Lehman are eligible to receive New York State teacher certification. Application forms and information about requirements for specific certificates may be obtained from the Division of Education, Office of Teacher Certification/Student Support Services, Room B33, Carman Hall.

Candidates for permanent certification must have previously earned provisional (base) certification. In certain M.S.Ed. programs, provisional certification may be earned after admission to the program. In other programs, provisional certification is an admission requirement. Candidates who enter graduate studies without provisional certification are advised to complete provisional certification requirements in a timely way, so that the graduate degree and the permanent certificate may be earned simultaneously.

Since certificate requirements are subject to change, candidates should consult with graduate advisers and the Division Certification Officer regarding particulars for the certificate sought.

Generally, the requirements for permanent certification are as follows:

- Provisional certification;
- Master's degree in the field of the provisional certificate, or an allied field;
- Practicum or internship teaching or teaching experience;
- Qualifying score on the NYSTCE Content Specialty Test (CST); and
- Qualifying score on the NYSTCE Assessment of Teaching Skills—Performance (ATS-P).

Matriculants should file for certification at the start of their final semester of graduate study. Applications and filing instructions for both institutional recommendation and alternative route (individual) filing may be obtained from the Division office, Room B33, Carman Hall.

The certification process is as follows:

1. The candidate completes the graduate education program and obtains the degree.
2. He or she files a completed application for certification with the Division of Education and applies to the Office of the Registrar (transcript section) to have the final transcript of graduate record, showing the date of graduation, forwarded to the Division Certification Officer.
3. The Division Certification Officer reviews the transcript and recommends the applicant for certification.
4. The Division Certification Officer signs the certification application and forwards it to the New York State Education Department.
5. The State Education Department forwards the teaching certificate directly to the applicant in two to three months.

With the exception of the M.S.Ed. degree in Reading, completion of graduate programs in education at Lehman leads to permanent state certification. Students who wish to obtain provisional certification in Guidance and Counseling, Special Education, Secondary Education, or Elementary Education prior to completion of the graduate program must apply to the New York State Education Department on their own. Application forms and information on requirements for provisional certification are available from the Division of Education.

Lehman College may recommend a student for permanent certification only in the area of his/her master's degree. Students, however, may apply on their own for permanent certification in an area outside their master's degree specialization. For example, students who hold provisional certification in Elementary Education

Continued on page 18...

Inventory of Graduate Programs as Registered with The New York State Education Department

The following list gives the titles of Lehman College programs that have been registered with the New York State Education Department. The list may include programs not currently offered by the College; it is the responsibility of each student to determine which programs are currently being offered. Students are cautioned that enrollment in other than registered or otherwise approved programs may jeopardize eligibility for certain student financial aid awards.

Hegis Number	Degree/Certificate	Title
0502	MS	Accounting
1002	MA	Art
0831	MA	Art N-12 Teacher
1002	MFA	Art
0899	Adv. Cert.	Bilingual Extension for Secondary Teachers
0401	MA	Biology
0401.01	MA	Biology "7-12"
0838	MS Ed	Business Ed./Secondary & Adult Ed.
0701	MS	Computer Science
0823	MS Ed	Early Childhood Education
0802	MS Ed	Childhood Education
1501	MA	English
1501	MS Ed	English Education
1501.01	MA	English "7-12"
0826.01	MS Ed	Guidance and Counseling
0837	MS Ed	Health N-12 Teacher
0837	MA	Health Education & Promotion
2205	MA	History
4901	MA	Liberal Studies
1701	MA	Mathematics
1701	BA-MA	Mathematics (Dual)
1701.01	MA/MS ED	Mathematics Education
0832	MAT	Music
1203.10	MS	Parent-Child Nursing
1203.10	MS	Adult Health Nursing
1203.10	MS	Nursing of Older Adults
1203.10	MS /Adv. Cert.	Pediatric Nurse Practitioner
1306	MS	Nutrition
0830	MS Ed	Literacy Studies
0835.01	MA/MS Ed	Recreation Education
0826.01	MA	School Counselor
0834	MS Ed	Science Education
2201.01	MA	Social Studies Education
1105.01	MA	Spanish "7-12"
1506.01	MA	Speech and Hearing Sciences
1506	MA	Speech and Theatre
1220	MA	Speech-Language Pathology and Audiology
0808	MS Ed	Teachers of Special Education
1508	MS Ed	Teaching English to Speakers of Other Languages

NOTE: Lehman College programs leading to New York State teacher certification have been changed to meet new State requirements. Additional changes may also be pending in some programs. Consult the Division of Education (Room B33, Carman Hall) to determine the most current registered program requirements.

According to the new changes in certification requirements, the current State teaching certificates ("Provisional" and "Permanent") will no longer be issued to students applying for their first teaching certificate on or after February 2, 2004. The new certificates will be titled "Initial" and "Professional" and will correspond to new certification areas. The option to apply for certification on an independent basis may no longer be available as of February 2, 2004.

(N-6) may be recommended for permanent certification in N-6 if their master's degree is in Early Childhood or Elementary Education. If the degree is in another area, such as special education, the College may only recommend those students for permanent certification in special education. Individually, however, students may apply directly to the State Education Department for permanent certification in Elementary Education (N-6).

Academic Policies and Procedures

DEGREE REQUIREMENTS AND POLICIES

To earn a Master of Arts, Master of Science, Master of Science in Education, Master of Arts in Teaching, or Master of Fine Arts degree, a student must:

1. Be formally admitted to a degree program, i.e., be matriculated. (*Students cannot be matriculated simultaneously in more than one master's degree program at Lehman College.*)
2. Complete no fewer than 30 credits of graduate courses that are acceptable to the department of specialization.
3. Maintain a minimum grade point average of 3.0.
4. In most programs, write a thesis based on independent research, complete an appropriate special project, and/or pass a comprehensive examination. Departmental requirements are outlined elsewhere in this bulletin.
5. Complete all requirements for the degree within five years following matriculation.
6. Complete all departmental requirements for the degree.

COMPREHENSIVE EXAMINATION

In many master's degree programs at Lehman College, candidates are required to pass a comprehensive examination as part of their degree requirements. Students should consult the Graduate Program Adviser in the program in which they are enrolled to determine the precise requirements for the degree in that program.

Students not successful on the first attempt at the comprehensives are urged to discuss their examination with their Program Adviser before taking the examination a second time. Students unsuccessful after two attempts are dropped from the College. In order to take the examination a third time, students must appeal to the

Graduate Studies Committee no later than the third week of the semester immediately following their second unsuccessful attempt. If their appeal is successful, students then should apply for readmission through the Office of Graduate Admissions (Shuster Hall, Room 150). Filing an appeal does not in itself guarantee that any student will be granted a third attempt at the comprehensive examination. No further appeals are possible after a third unsuccessful attempt to pass the comprehensives.

Graduate students planning to take the comprehensive examination must be matriculated and currently registered. Students taking no courses in the semester in which they take their comprehensives must register for *maintenance of matriculation* and pay the appropriate fee.

THESIS OR PROJECT REPORT

In curricula requiring a thesis or project report, the thesis or report must be presented to the department chair or adviser in sufficient time to enable the work to be evaluated, corrected, emended, and the grade to be recorded before the date on which classes for that semester end. A candidate permitted to offer a thesis or project report must consult the adviser for departmental requirements for preparation of the thesis or report. The student must file with the thesis adviser the number of approved copies of the thesis or project report required by the program in which he/she is matriculated, along with a copy of the bursar's receipt for the binding fee.

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTER'S DEGREE

Master's degree candidates must complete their programs within five years from the time they become matriculated students. Absence from the College for one or more semesters does not alter or affect the five-year limit (see Interruption of Studies below) for earning a degree. Graduate students who, due to unusual circumstances, are unable to complete their degrees within the five-year period may apply for an extension in the Office of Graduate Studies. Extensions must be approved by the Graduate Program Adviser.

INTERRUPTION OF STUDIES

Although students are encouraged to make steady progress toward their master's degrees, absence for one or more semesters may be un-

avoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (150 Shuster Hall) to complete the application for readmission and pay the readmission fee.

Matriculated graduate students returning after an absence of *two or more years* are subject to any changes made to their master's degree program in their absence and must satisfy all degree requirements. In addition, returning graduate students must consult with their program adviser to determine if any of their previous course work has gone out of date and to discuss their future course of study.

Following an absence of *three or more years*, matriculated graduate students must apply in the Office of Graduate Studies for an extension of the five-year time limit for completing their degree program prior to applying for readmission. Nonmatriculated graduate students must reapply to the College and pay the application fee following an absence from the College of any length.

GRADUATION PROCEDURE

A student who expects to graduate at the end of a semester must file a formal application for graduation in the Office of the Registrar, Shuster Hall, Room 105, by the deadline published each semester in the Schedule of Classes. If the student does not graduate, he/she must refile for graduation in any subsequent semester in which graduation is anticipated.

Any incomplete grades (INC) on the graduate student's transcript must be resolved prior to the date of graduation. To resolve incomplete grades, students must either complete and hand in the missing work or, if the courses in question are not required for the degree, indicate to the Office of the Registrar that they do not intend to complete the work. Students who choose not to make up the missing work are required to sign a statement in the Registrar's Office indicating their awareness that INC grades remaining on the transcript can never be changed to letter grades.

This policy applies even if the course in question is not applicable toward the degree being awarded, and even if the one-year time limit for finishing incomplete grades has not expired. The transcripts of graduated students are sealed at the time of graduation, and no changes can be made after the graduation date.

Students cannot graduate if the indication "Z" appears in place of a grade on their transcript. The "Z" indicates that the faculty mem-

ber teaching that particular course did not submit a grade to the Office of the Registrar. The student is responsible for contacting either the faculty member or the department chair to ensure that a grade is submitted.

MAINTENANCE OF MATRICULATION FEE

Students not enrolled in courses in any semester, who need to maintain matriculation, are required to register for maintenance of matriculation in the Office of the Registrar (Shuster 114) and pay the appropriate fee in the Bursar's Office (Shuster Hall 031). Students should register and pay this fee during the semester of absence. In the semester in which the degree is to be awarded, students must be either registered in courses or maintaining matriculation. Maintenance of matriculation is paid in summer sessions only when the student expects to receive the master's degree in the following September. Students who have paid maintenance of matriculation do not have to pay the student activity fee or the consolidated service fee. The maintenance of matriculation fee cannot be waived.

Registration Policies and Procedures

ACADEMIC ADVISING

For graduate students, academic advising occurs at two levels:

- ▶ Each graduate program at Lehman College has at least one academic adviser to help in planning students' programs. Graduate students should consult frequently with their Program Adviser for information regarding their specific master's degree program, and they **MUST** see their **program adviser** before registering each semester. Frequent advisement is critical for acquiring up-to-date information and for monitoring progress toward the master's degree.
- ▶ The Office of Graduate Studies (Shuster Hall, Room 275), managed by the **Graduate Studies Adviser**, provides information and advisement regarding College-wide academic policies and procedures. Among the matters addressed by this office are appeals (except grade appeals), changes of grade, academic retention and probation, acceptance with conditions, academic standards, and transfer credit policies.

REGISTRATION MATERIALS

Information for both telephone and Web registrations are mailed by the Office of the Registrar prior to the end of the current semester to all continuing graduate students who were registered at Lehman that semester. New graduate students or returning students who did not receive materials should obtain them from the Office of Admissions (Shuster Hall, Room 150) before the registration period.

REGISTRATION FOR GRADUATE COURSES

Electronic course permission of the Graduate Program Adviser is required to register for any graduate course. Consult the department for registration advising hours.

BURSAR'S RECEIPT

The bursar's receipt is the only valid proof of registration in courses. Students are responsible for checking registration materials for any errors before submitting them to the Registrar for processing. For students registering by telephone, the system will repeat their course requests for verification. Report any error on the bursar's receipt to the Business Office immediately, accompanied by a request for a corrected receipt. Keep all bursar's receipts in case questions regarding registration arise at a later date.

REGISTRATION IN UNDERGRADUATE COURSES

Graduate students who are advised by their Program Adviser to register for undergraduate courses must also get permission from the Office of Graduate Studies. Upon receiving the required approval, they may register for such courses at the time of graduate registration in the arena. *Graduate students may not register by telephone for undergraduate courses.*

Credits earned in undergraduate courses that are not part of the graduate degree requirements do not count toward the graduate degree, and graduate students pay *undergraduate* non-degree tuition. Graduate students who register in undergraduate courses and who receive *graduate credit* for the courses must pay the applicable graduate tuition according to residency. A graduate student may not register in a given semester solely for undergraduate courses unless he/she obtains permission from both the Graduate Program Adviser and the Office of Graduate Studies.

REGISTRATION IN OUT-OF-PROGRAM COURSES

A student who has been admitted to a specific graduate program, or has been given permission to take certain specific graduate courses, may not automatically register for other courses in other programs. Students may do so only if they obtain written permission from the graduate adviser in the second program and receive permission from the Graduate Studies Adviser.

REGISTRATION IN COURSES AT OTHER CUNY COLLEGES

Matriculated graduate students may take courses at other CUNY colleges with the permission of the Graduate Program Adviser or department chair and from the Office of Graduate Studies. (*See Courses Taken on Permit.*) Permits and details regarding their use may be obtained from the Office of the Registrar, Shuster Hall, Room 106. Students must also contact the host college with regard to registration requirements. Graduate students from other CUNY colleges who wish to register at Lehman must file a nonmatriculant application with the *Office of Graduate Admissions* (Shuster Hall, Room 150) and submit a permit from the registrar of the home college.

The admission fee is waived for students attending Lehman College on permit.

Credit Policies

RESIDENCY REQUIREMENT

At least 18 of the graduate-level credits required to complete any Lehman College master's degree program must be taken as a matriculated student. This minimum 18 credits is known as the Residency Requirement.

Six (6) credits of the Residency Requirement may be taken as permit classes at other CUNY colleges offering appropriate master's-level courses (see Permit Courses).

Courses taken at non-CUNY institutions will not be counted toward the Residency Requirement.

No part of the Residency Requirement may be satisfied using courses taken prior to matriculation at Lehman College or courses taken as part of a previously awarded master's degree program.

Exception:

Master's degree candidates from the Graduate School and University Center of The City University of New York (CUNY Graduate Center). Students at the Graduate Center may transfer

to a senior college and complete the requirements for a master's degree, receiving credit for all graduate work satisfactorily completed at the Center.

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 degree should apply for this transfer of credit during their first or second semester in attendance as a matriculant, using the transfer credit form available in the Office of Graduate Studies (Shuster Hall, Room 275). All credit to be applied toward Lehman master's degree requirements is subject to the approval of the graduate adviser (or department chair) of the student's particular academic program and of the Office of Graduate Studies. Such credit must conform to the regulations for the program and the curriculum in which the student is matriculated. Grades of B or better are required in order for courses to be eligible for transfer.

The following regulations apply to all matriculated graduate students who applied and were accepted into master's degree or advanced certificate programs in the Fall 1999 semester or later. Students who matriculated before that date should consult the Office of Graduate Studies to determine the regulations that apply to them.

With appropriate permission, matriculated graduate students may apply toward their master's programs a total of 12 credits of graduate courses completed prior to matriculation in their current master's degree program at Lehman College.

Within the total of 12 credits may be included:

- Courses applied toward a previously awarded graduate degree at Lehman or elsewhere (*maximum six (6) credits*);
- Courses taken at Lehman College in a nonmatriculated status; and
- Courses taken at other colleges where no degree has been awarded.

Transfer credits are subject to the following limitations:

- Courses taken five years or more prior to matriculation at Lehman are not considered for

transfer. Exceptions 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 Office of Graduate Studies.

- Only six (6) credits counted toward a previously awarded master's degree can be applied to the master's earned at Lehman College.
- Graduate courses previously applied toward an *undergraduate* degree are not acceptable toward Lehman master's degree programs.
- Where students have taken more than 12 credits prior to matriculation, courses taken at Lehman will be given priority in counting toward the maximum 12 credits transferable, provided they meet the College's requirements.
- Students who have earned more than the maximum allowable number of credits as a nonmatriculated graduate student must consult with their Graduate Program Adviser to determine which of those credits will count toward the degree. The program adviser will notify the Office of Graduate Studies of this decision using the transfer credit form.
- Graduate courses taken at any other institution after matriculation into a graduate program at Lehman College must receive prior approval from the Graduate Program Adviser.

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.

COURSES TAKEN ON PERMIT AT OTHER CUNY INSTITUTIONS

With appropriate permission, matriculated graduate students may take master's-level courses on permit at other colleges of The City University of New York and apply the credit toward the Lehman master's degree. Grades earned in these courses are treated the same as grades earned at Lehman College and are subject to the same restrictions. Grades in courses taken on permit will be recorded on the Lehman College transcript and will count in the computation of the Grade Point Average. No more than six (6) credits taken as permit classes may be counted toward the Residency Requirement.

Permits and details regarding their use are available from the *Office of the Registrar*, Shuster Hall, Room 106. All courses taken on permit must be approved by the Graduate Program Adviser or the department chair and the Office of Graduate Studies.

CREDIT LOADS

A full-time program of coursework for gradu-

ate students is 12 credits in any semester. Students may take no more than 16 credits of graduate work in any Fall or Spring semester and no more than eight (8) credits of graduate work during summer sessions. Exceptions to these limits must be approved by the Graduate Program Adviser and the Office of Graduate Studies. The Office of Graduate Studies will not approve credit loads of more than 16 credits in the first semester of graduate studies. Students admitted to the United States on a student visa are required to carry a full-time program of study each Fall and Spring semester.

WITHDRAWAL FROM COURSES

The grade of W (withdrawal without penalty) is assigned only when a graduate student *officially* withdraws from a course. Students must complete the withdrawal process themselves, since the procedure requires a signature. No faculty member or program adviser can withdraw a student from a course. Graduate students can officially withdraw by reporting with their bursar's receipt to the Office of the Registrar (Shuster Hall, Room 114) before the deadline published each semester in the Schedule of Classes. If in-person withdrawal is impossible, students can mail a signed letter to the registrar including their name, Social Security number, the department that teaches the course(s) from which they wish to withdraw, the course number(s), and the section number(s). This letter must be accompanied by a photocopy of their bursar's receipt. The postmark determines whether or not the student has met the deadline. This procedure applies to courses taught on- and off-campus.

After the published deadline, students wishing to withdraw from a course without penalty can do so only by appealing successfully to the Office of Graduate Studies, Shuster Hall, Room 275 (see *Appeals* on page 22). When students withdraw *unofficially*, i.e., the student simply stops attending class without completing the withdrawal procedure, the grade of WU is assigned for the course. This grade counts as a failure in computing the cumulative Grade Point Average.

Grading Policies

Grades as submitted to and recorded in the Office of the Registrar are the sole judgment of the instructor. Grade changes resulting from personal appeals to the instructor and hardship claims are never honored. Students may not raise their grades by completing extra work after the final grade has been recorded. Occasional grading errors do occur, and these are always

Grading System

The following academic grades are given in Lehman graduate programs: **A, A-, B+, B, B-, C+, C, C-, and F.** **AUD:** Attendance credit. **W:** The grade in any course from which a student officially withdraws prior to the published deadline, indicating that the withdrawal was without prejudice. Official withdrawal is accomplished by filing a withdrawal application in the Office of the Registrar. **WU:** Any unofficial withdrawal from a course and any official withdrawal after the published deadline, unless the grade of W is recommended by the Office of Graduate Studies. A WU counts as an F in computing the Grade Point Average. **INC:** The instructor may, at his/her discretion, assign the grade INC, meaning incomplete course work. INC grades must be removed by completion of course requirements within one year of assignment of the grade. If not removed within one year, the grade INC remains permanently. **WA:** Administrative withdrawal (e.g., failure to comply with the state law on immunization). **Z:** Grade not submitted by the instructor. Z grades must be resolved prior to graduation.

GRADE POINT AVERAGE (GPA) COMPUTATION FORMULA

Quality points (QP) are calculated by multiplying the credit value of each course by the numerical value of the grade received, 4.0 to 1.7 for grades A through C-, and 0 for F or WU. (See the following table.)

	2 CR	3 CR	4 CR
A (4.0)	8.0 QP	12.0 QP	16.0 QP
A- (3.7)	7.4 QP	11.1 QP	14.8 QP
B+ (3.3)	6.6 QP	9.9 QP	13.2 QP
B (3.0)	6.0 QP	9.0 QP	12.0 QP
B- (2.7)	5.4 QP	8.1 QP	10.8 QP
C+ (2.3)	4.6 QP	6.9 QP	9.2 QP
C (2.0)	4.0 QP	6.0 QP	8.0 QP
C- (1.7)	3.4 QP	5.1 QP	6.8 QP
F (0.0)	0.0 QP	0.0 QP	0.0 QP
WU (0.0)	0.0 QP	0.0 QP	0.0 QP

- Add the number of credits taken, including those with F or WU grades.
- Divide the total number of quality points by the total number of credits attempted. This final figure is the GPA.

Both matriculated and nonmatriculated graduate students must maintain a minimum GPA of 3.0 to remain in good standing at Lehman College. Matriculants require a minimum GPA of 3.0 for graduation. *Undergraduate-level courses and courses transferred from other institutions are not included in computing the GPA.*

SAMPLE GPA COMPUTATION

Grade	Quality Points	Credits Attempted	Total Quality Points
A	4.0	x 6	= 24.0
A-	3.7	x 4	= 14.8
B+	3.3	x 3	= 9.9
B	3.0	x 2	= 6.0
B-	2.7	x 5	= 13.5
C+	2.3	x 3	= 6.9
C	2.0	x 2	= 4.0
C-	1.7	x 4	= 6.8
F, WU	0	x 2	= 0
TOTAL		31	85.9

*Number of credits taken = 31
Division of 85.9 (sum of quality points) by 31 = 2.77 GPA*

corrected promptly when properly certified to the Office of Graduate Studies. Students who believe a grade is unfair may file a departmental grade appeal (see *Appeals on page 22*).

ATTENDANCE POLICY

Students are expected to attend classes regularly. Instructors, as well as departments or degree programs, may establish specific attendance requirements. It is the student's responsibility to ascertain the effect attendance may have on the grade in a course. Students receiving financial aid must be certified as attending classes regularly to maintain their eligibility.

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 on page 19).

CUMULATIVE INDEX

In order to be awarded a master's degree, a graduate student must finish his/her program with a cumulative index of 3.0 (B) or better. The cumulative index is computed on the basis of grades earned in graduate courses that satisfy the requirements of the program in which the student is currently matriculated. Grades counted in the cumulative index must be earned at Lehman College or in courses taken on permit at other CUNY institutions.

Excluded from the computation of the cumulative index are:

- Grades earned in courses given by departments or programs other than the one in which the student is currently matriculated, unless such courses are approved by the program adviser for use toward the degree.
- Grades earned in courses taken more than five years prior to the current matriculation, unless such courses are approved by the program adviser and the Office of Graduate Studies for use toward the degree.
- Grades earned in courses given by other institutions for which transfer credit has been allowed.

- Grades earned in undergraduate courses.

All grades earned as a graduate student at Lehman at any time will be included on the graduate transcript and may be considered in making admission and matriculation decisions, even if the grades are excluded from the computation of the cumulative index that is used to determine eligibility for the master's degree.

ACADEMIC PROBATION

Graduate students whose cumulative Grade Point Average (GPA) falls below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their GPA to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. Any student whose Grade Point Average remains below 3.0 at the end of the probationary semester will be dropped from the College. To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Office of Graduate Studies.

Students matriculated with conditions may be subject to more stringent academic requirements, including (but not limited to) the denial of the probationary period and the need to maintain a Grade Point Average higher than 3.0. Applicable conditions are set forth in the student's acceptance letter.

APPEALS

Appeals fall into two categories. A *General Appeal* is submitted to the Office of Graduate Studies (Shuster Hall, Room 275) and applies to any of the College-wide Academic Policies and Procedures as outlined in this bulletin. A *Grade Appeal* is made to the academic department when a student challenges a grade received in a particular course.

GENERAL APPEALS

For a waiver of any of the College's regulations pertaining to graduate study, a student may petition the Office of Graduate Studies. Appeals are granted only for compelling reasons. To launch an appeal, students must submit a completed appeal form, available from the Office of Graduate Studies, including a complete explanation of the issues involved and any relevant supporting documents. Supporting documents may include birth certificates, death certificates, letters from physicians, letters of support from faculty, and any documents that bear upon the case in question.

GRADE APPEALS

A graduate student dissatisfied with his/her course grade should first discuss the situation with the instructor who assigned the grade. If the student is still not satisfied that the grade is fair, he/she should then consult the Graduate Program Adviser for the department in which the course was offered. The Graduate Program Adviser will then attempt to resolve the disagreement.

If the student is still dissatisfied, or if the program adviser was the instructor who assigned the grade originally, the student should appeal in writing to the department chair. If the chair is the instructor of the course in question, the senior member of the department Personnel and Budget Committee will act for the chair.

The chair will appoint a Graduate Grade Appeal Committee consisting of three faculty members from the department, all of whom have taught graduate courses. The Graduate Program Adviser may not serve on this committee.

The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change.

The chair will notify the student, the instructor, and the Office of Graduate Studies of the committee's decision. If the committee recommends a grade change, the chair will forward that recommendation (A-1) with the decision.

Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be changed after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

ACADEMIC INTEGRITY

The most common but not the only forms of academic dishonesty are cheating on examinations and plagiarism, which is the appropriation of the words or ideas of another person, whether taken from print or electronic media, which are then passed off as one's own.

When academic dishonesty is suspected, the instructor will inform the student of his suspicions and the student's rights to:

- Receive any charges in writing;
- Remain silent without assumption of guilt;
- Receive from the instructor a copy of the Academic Integrity Statement; and
- Be advised of the instructor's intended sanction.

The instructor and student may resolve the situation, either by agreeing that the suspicions are unfounded or agreeing upon a sanction. Any sanction agreed upon at this point must be reported, together with the charges, to the department chair and to the Office of Graduate Studies. The instructor must report these facts in writing.

If no agreement is reached between the student and the instructor, the instructor must report in writing his intended sanction to the department chair and to the student as soon as possible. Then:

- The student may appeal in writing to the department chair within three weeks of receiving notice of the intended sanction. If the chair is the instructor in question, the senior member of the department's Personnel and Budget Committee will act for the chair.

- The chair will appoint a committee of three Lehman faculty members from his/her department to adjudicate the matter within three weeks by majority vote.

- The Committee will send a written notification of its decision to the department chair, the student, the instructor, and the Office of Graduate Studies.

- Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the department decision in writing to the Senate Committee on Graduate Studies. The decision of this committee is final. No further appeals are permitted. The committee will notify the department chair, the student, the instructor, and the Office of Graduate Studies of its decision. If any part of the three-week period falls outside the regular semester, the first three weeks of the next regular semester shall apply.

- The Office of Graduate Studies will keep all records of such proceedings on file until the student's graduation, at which time the records will be destroyed.

If the charge of academic dishonesty is upheld, disciplinary penalties may be recommended by the Vice President of Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees' Bylaws (Article 15.3). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to: 1) suspension from the College or 2) expulsion from the College.



Admissions

Tuition and Fees

Financial Aid

Admission to Graduate Degree Programs

Tuition and Fees

Payment Procedures and Refund Policies

Financial Aid Programs and Requirements

Admission to Graduate Degree Programs

The Lehman College graduate programs accept applicants who meet the College and departmental standards for admission to matriculated (degree) and nonmatriculated (nondegree) status.

MATRICULANTS

A matriculant (degree student) is one who has received formal written acceptance by the College and department for work toward a specific graduate degree. Candidates for a Lehman graduate degree will be admitted unconditionally if they have no deficiencies in prerequisite undergraduate course work and meet all other College and departmental entrance requirements. Conditional admission to matriculated status may be offered to applicants who have deficiencies in prerequisite undergraduate course work, or who lack the minimum grade point average. "Conditions" are defined, at the time of admission, as a limited number of specific undergraduate courses (normally, either a maximum of 6 credits that must be completed within one year or a maximum of 12 credits that must be completed in three semesters), or a Grade Point Average that must be maintained during either the first or the first two semesters of matriculation.

GENERAL ADMISSION REQUIREMENTS FOR MATRICULANTS

To be admitted, an applicant must:

1. Possess a bachelor's degree (or its equivalent) from an accredited college or university. Submit an official transcript.
2. Have demonstrated the potential to successfully pursue graduate study, that is, have attained a minimum undergraduate grade average of B in the field selected for the graduate major and a minimum grade average of B- in the undergraduate record as a whole. *For more specific information, see the Program Graduate Adviser.*
3. In all but education programs, have taken a minimum of 18 credits of previous work acceptable to the appropriate department in the proposed graduate major. *For education programs, consult the departmental Graduate Program Adviser.*
4. If applying to the program in accounting, submit an acceptable score on the Graduate Management Aptitude Test (GMAT).

5. Submit letters of recommendation as required by the individual program.
6. If conditionally admitted, satisfy the conditions within the specified time period.
7. Meet additional departmental admission requirements, as specified.
8. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL scores of at least 500 (higher for some programs).

NONMATRICULANTS

A nonmatriculant (nondegree student) is one who may take courses for credit but has not been formally admitted to a degree program. Under this status, students are not eligible for any degree at Lehman College, nor does course work taken as a nonmatriculant guarantee admission to a degree program. If subsequently admitted to a degree program, the student can, with the approval of the Graduate Program Adviser(s), count a maximum of 12 credits earned as a nonmatriculated student toward the degree.

ADMISSION REQUIREMENTS FOR NONMATRICULANTS

To register for courses as a nonmatriculant, an applicant must:

1. Possess a bachelor's degree from an accredited college or university.
2. Have a minimum undergraduate average of B-.
3. For the program in accounting, submit the Graduate Management Aptitude Test (GMAT) score.
4. Obtain the approval of the department's graduate adviser.
5. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL scores of at least 500 (higher for most programs).

STUDENTS WITHOUT BACHELOR'S DEGREES AND SPECIAL STUDENTS

Professionals of exceptional ability may be admitted to graduate courses in the arts, even though they have not earned a bachelor's degree. The admission of a special student requires approval of the appropriate department chair and the College's Office of Graduate Studies. Special students are not eligible for any degree.

Lehman Undergraduates

Undergraduate seniors at Lehman College who are highly qualified academically may earn credit in graduate courses. This credit may be applied to the student's undergraduate degree, or the student may enroll for graduate credit, in which case graduate fees must be paid for the course(s). The option chosen must be specified in writing, and the student must obtain the written approval of the appropriate department chair or Graduate Program Adviser and the College's Office of Graduate Studies before enrolling in a graduate course.

Applying for Admission

An application form for admission may be obtained from: **Office of Graduate Admissions**, Shuster Hall, Room 150, 718-960-8702 or the **Office of Recruitment**, 718-960-8713. Students can also download the matric and nonmatric graduate applications by logging on to the Lehman College home page at www.lehman.cuny.edu. Once on the Lehman College home page do the following:

- Click on the Admissions link "Admissions & Student Services."
- Then click on "Admissions Information", which will get you to the graduate matric and non-matric application forms.
- Prospective students will need to have Adobe Acrobat Reader or ability to download it before they can download the application desired.

Matriculants

A completed application for applicants seeking matriculation consists of the application form, official college transcripts, letters of recommendation as required by the individual department, and, in some instances, test scores, i.e., the GMAT, TOEFL, or New York State Liberal Arts and Sciences Test (L.A.S.T. is required for education programs), and/or an interview or audition. The number of recommendations required, the particular test required, and whether or not a personal interview or audition is required can be determined by referring to the portions of this bulletin that describe the individual graduate programs.

Completed applications must be on file in the Admissions Office by April 1 (Speech-Language Pathology, March 1) for the Fall semester; November 1 for the Spring semester. The Speech-Language Pathology and Counselor Education Programs accept applications only for Fall Admissions. Spring Admissions for Speech-Language Pathology depends on avail-

ability of seats for students, call the department at 718-960-8038 or the Graduate Admissions Office at 718-960-8702 for more information.

Completed applications should be on file in the Admissions Office by April 1 for the Fall semester and by November 1 for the Spring semester. Admission to matriculated status requires review by the department the applicant wishes to enter. Only completed applications are put forward for faculty review.

NONMATRICULANTS

For applicants wishing to enter the College as nonmatriculants, a completed application consists of the application form and college transcripts that show completion of an undergraduate degree and test scores (GMAT/TOEFL) if required. Applications from prospective nonmatriculants may be accepted through the registration period only, subject to available space in the desired program.

DEPARTMENTAL APPROVAL FOR REGISTRATION IN COURSES

All applicants for graduate work at Lehman College, whether degree candidates or not, must meet with the program's graduate adviser before registering for any courses in order to plan an academic program. Registration is not possible without department approval. Telephone numbers of individual departments and program advisers can be obtained from the Office of Graduate Studies (718-960-8972).

INTERNATIONAL STUDENTS

Lehman College is authorized under federal law to admit nonimmigrant-alien students. At Lehman, an "international student" is defined as any person studying in the United States on a nonimmigrant visa. The Test of English as a Foreign Language (TOEFL) is required for admission of international students, except for nationals of English-speaking countries. The required minimum TOEFL score is 500 for admission to Lehman and is higher in most fields. Information may be obtained from TOEFL/Educational Testing Service, Princeton, NJ 08541-6151, U.S.A. Residents of English-speaking countries are exempted from taking the test.

All students on F-1 or J-1 visas must be full-time students every semester, carrying a course load of at least 9 credits, to qualify for and maintain this visa status. Form I-20 or IAP-66 will be issued to full-time students who have provided the required financial documentation to

the Office of Admissions and have been admitted to the College. Qualified nonimmigrant aliens holding B (visitor) visas who wish to attend or have started attending Lehman College must apply through the international student adviser for a change of status to F (student) visa two months before their current B visa expires. The international student certification officer can provide necessary documentation of the student's status at Lehman.

The College will not be responsible for any interruption and/or termination of studies and will not refund tuition or fees should the student be unable to obtain the required student visa or transfer and be required to leave the country before the end of a term. Students concerned about their status may consult with the international student certification officer as soon as possible.

All prospective or new international students with student visas must consult the international student certification officer before registration. The officer will inform students about immigration regulations and procedures, currency exchange, off-campus housing, and related matters of special concern to international students.

HEALTH

Students accepted for Lehman degree programs must have the physical and mental health that enables them to conform to all the College's academic requirements, including completion of the degree within a reasonable period.

Physical examinations are required by the College for programs and activities that may require certification of physical health.

IMMUNIZATION REQUIREMENT

Under the New York State Public Health Law, Section 2165, all students born on or after January 1, 1957, must show proof of immunity against measles, mumps, and rubella prior to their first registration. There are no exceptions. Students must bring copies of their immunization records to the Student Health Center, Room 118, T-3 Building, before registration. Acceptable proof of immunity includes immunization cards from childhood, immunization records from high school or other schools attended, or records from a doctor or clinic. Otherwise, the student must be immunized again or have a blood (titer) test to show immunity to all three diseases. Immunizations are available at no charge at the Student Health Center.

Please call 718-60-8900 for further information. (*Conditions are subject to change.*)

Tuition & Fees

GRADUATE TUITION

Tuition and fee charges are set by the Board of Trustees of The City University of New York. To find out the current tuition and fee rates, please call the Bursar's Office (718-960-8573).

BOARD OF TRUSTEES GUIDELINES

All fees and tuition charges listed in this bulletin and in any registration material issued by the College are subject to change by action of the Trustees of The City University of New York without prior notice.

In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method of payment.

A resident student is a U.S. citizen who has had his or her principal place of abode in the State of New York for a period of at least 12 consecutive months immediately preceding the first day of classes for the semester for which the residency determination is made and who states his or her intention to permanently live and maintain his or her principal place of abode in New York State.

A full-time graduate student is one who is enrolled for at least 12 credits or equivalent. A part-time graduate student is one who is enrolled for fewer than 12 credits or the equivalent.

For each student, the tuition and fees due depend on whether he/she will attend full- or part-time, whether or not he/she resides in New York State, and whether he/she is or is not matriculated.

All fees, tuition charges, credits, and course hours listed are subject to correction in the event of error. All fees, calculations, and repeat billings are subject to correction in the event of error. Students will be obligated to pay the correct amount.

The schedule of tuition fees shall apply to all scheduled semesters, regardless of duration, subject to such special tuition fee rates as may be established by the Board of Trustees of The City University of New York. The same policy applies to summer session, except that there is no maximum tuition. Summer session students must pay for all credits or credit equivalents taken.

A child of a member of the permanent staff of The City University of New York, or a child of a deceased or retired member of such staff who had served for more than five years on an annual salary, or a child of an employee of the City of New York or of a city agency who is required to live outside the State of New York in the performance of his or her official duties shall be charged resident rates. The resident rate shall be applicable to a student of another college or university which grants, in exchange, resident rates to a student of a college within The City University of New York. Evidence of satisfactory educational qualifications must be presented, and the approval of the president of such college within the City University is required.

All recipients of financial aid should be aware that this aid is based upon the personal and financial information that the student provides to Lehman College. In the event that a student is determined not to be eligible, in whole or in part, for any expected financial aid for which he or she has applied, he or she will be held fully responsible for payment of any monies that are due the College for registration. If students withdraw, either officially (by filling out a withdrawal form in the registrar's office) or unofficially (by not attending classes), from any course or courses for which they have registered and a reduction in aid occurs, the student will be held personally responsible for payment of any monies due to the College.

All students who register for a course or courses must sign the statement of student liability and will be held responsible for all tuition and fees associated with their registration. All graduate students are required to pay a *Student Activity Fee* and *Consolidated Fee* for each semester that they are registered.

DEFINITION OF RESIDENCY

A resident student is one who has had her/his principal place of abode in the State of New York for a period of at least 12 consecutive months immediately preceding the first day of classes for the semester for which the residency determination is made and who states his or her intention permanently to live and maintain his or her principal place of abode in New York State.

A person who is not a U.S. citizen but meets the residency requirements stated above must provide proof of his/her current immigration status.

Graduate Tuition

NEW YORK STATE RESIDENTS:

Matriculated full-time students	\$ 2,175.00 per semester
plus	\$ 55.00 (Student Activity Fee) per semester
	\$ 5.00 (Consolidated Fee) per semester
and	\$ 75.00 (Technology Fee) per semester
Matriculated part-time students:	\$ 185.00 per credit
plus	\$ 35.00 (Student Activity Fee) per semester
	\$ 5.00 (Consolidated Fee) per semester
and	\$ 37.50 (Technology Fee) per semester

NON-NEW YORK STATE RESIDENTS, INCLUDING FOREIGN STUDENTS

Matriculated full-time students:	\$ 3,800.00 per semester
plus	\$ 55.00 (Student Activity Fee) per semester
	\$ 5.00 (Consolidated Fee) per semester
and	\$ 75.00 (Technology Fee) per semester
Matriculated part-time students:	\$ 320.00 per credit
plus	\$ 35.00 (Student Activity Fee) per semester
	\$ 5.00 (Consolidated Fee) per semester
and	\$ 37.50 (Technology Fee) per semester

ADDITIONAL FEES PAYABLE BY STUDENTS (APPLICABLE ONLY TO PART-TIME STUDENTS)

New York State Residents	\$ 65.00 per contact hour
Non-New York State Residents	\$ 85.00 per contact hour

Payment Procedures and Refund Policies

Students may pay their tuition and fees with:

- ▶ Cash, money order, bank check, traveler's check, and personal check. Students paying by check should make the check payable to Lehman College. The College will not accept second-party checks. The College will not accept a personal check from any student who has previously tendered a check that was returned by his/her bank.
- ▶ Financial Aid. Matriculated students who are recipients of aid from the Tuition Assistance Program (TAP) must present proof of their award at the time of registration. They will be required to pay any difference. All recipients of TAP should be aware that a student whose enrollment falls below full-time because

of his/her withdrawal from, or the College's cancellation of, a course or courses will not be entitled to his/her financial aid. Students should consult with the Financial Aid Office as to what impact their action may have on their current semester's entitlement and future semesters' awards.

- ▶ Employer Voucher. Students who anticipate using an employer voucher for payment of their registration should verify with the Bursar's Office the acceptability of the voucher prior to registration. Vouchers must provide for immediate payment when billed and cannot be dependent on grades received for the term in question.

CREDIT CARDS: Lehman College does not at present accept credit cards for the payment of student tuition or fees. **Subject to change*

Noninstructional Fees

Graduate Application Fee	\$40 Nonrefundable
Student Activity Fee	\$55 Full-time (Fall and Spring)
	\$35 Part-time (Fall and Spring)
	\$30 Summer Session
Consolidated Service Fee (all students without exception)	\$5
Maintenance-of-Matriculation Fee (required to maintain academic status):	
NYS residents	\$250
Out-of-state residents	\$403
Special Examination Fee: When make-up final exam for one course is taken after scheduled final class exam	\$15
Each additional makeup exam taken during that semester	\$5
Transcript-of-Record Fee	\$4
(NOTE: No fee is charged for transcripts sent between City University units.)	
Duplicate Bursar Receipt	\$5
Duplicate CUNY Card	\$10
Duplicate diploma or certificate in lieu of a duplicate diploma	\$15
Qualifying Examination Fee (for granting credit for courses taken outside CUNY or for pre- or corequisites waived for required courses, per exam)	\$15
Cooperating Teachers Fee	\$25
Change-of-Program Fee (for students who change their schedule of classes after it has been approved and recorded)	\$10
Late-Registration Fee	\$15
Nonpayment Service Fee (for students who are delinquent in making payment of any amount due after the scheduled due date)	\$15
Readmission Fee	\$10
(NOTE: Students who apply to return to the College after an absence of one semester or more (exclusive of summer session) are required to pay this fee to be readmitted to the same unit. The charge is applicable whether or not a student has taken a formal leave of absence. Not applicable to students who have paid graduate Maintenance-of-Matriculation fees for semesters during which they did not take courses.)	
Payment Reprocessing Fee	\$15

(Charge for those students who have previously submitted checks payable to the College that were not honored by their banks: students who do not make a check good by a given date will be required to satisfy their obligations and pay the applicable reprocessing fee plus a nonpayment service fee.)

Cooperating teachers may be granted tuition waivers of up to 6 credits (two valid certificates) per semester, limited to a maximum of 18 credits. For courses for which tuition is waived, charges for excess contact hours are also waived. Tuition waivers may be granted to residents and nonresidents and are applicable to graduate courses and undergraduate courses. *(They are exempt from payment of the Student Activity Fee, but must pay the Consolidated Service Fee).*

Cooperating teachers who take credits in excess of those waived are required to pay tuition at applicable regular rates for the additional credits.

SPECIAL REQUIREMENTS ON PAYMENTS

All graduate matriculants and nonmatriculants must pay their tuition, Student Activity Fee, and Consolidated Fee at the time they register. The amounts per credit and per excess contact hour also apply to undergraduates taking courses for graduate credit. Graduate students taking an undergraduate course pay nondegree undergraduate tuition for that course.

MISCELLANEOUS COLLEGE CHARGES

Parking Fees

Cars/Motorcycles:

Day or Evening Session \$35 per semester
Summer Session \$15
Purchase permit in 080 Shuster Hall.

Breakage: As per damage

Loss of Key: \$1.50 (*Shuster 031*)

Loss of Equipment/Supplies: List Price

Library Fines

Overdue Books:*

General Circulation: 10¢ per day
Subject to change

Reserve: 17¢ per minute with a maximum fine of \$5.00

Study Rooms: after initial two-hour period, fines accrue at 17¢ per minute thereafter

Damaged Books:

Based on amount of damage, not to exceed replacement cost plus \$5 processing charge.

Lost Books:

Replacement cost plus a maximum of \$15 processing charge

** Overdue charges are not applicable for days on which the Library is closed. Overdue charges are applicable to lost or damaged books.*

REFUNDS

By action of the Board of Trustees of The City University of New York, the following regulations govern remission of tuition and fees:

Refunds of Fees

The Student Activity Fee or any part thereof is not refundable at any time except when the student's registration is canceled because of withdrawal of a course or courses by the College or the student totally withdraws prior to the start of classes and is granted a 100% refund of tuition. No portion of any special fee, parking fee, and any fine or pen Graduate



PETER WANG

REFUNDS OF TUITION

Withdrawal and refund forms should be filed in the Office of the Registrar (Shuster Hall, Room 114) accompanied by the applicant's Bursar's receipt. *The date on which this form is completed and filed, not the student's last day in class, is the official date of withdrawal that serves as the basis for computing a refund.*

Non-attendance in classes does not waive the tuition liability a student incurs at registration. *Any student who is unable to file for withdrawal from a course in person may do so by mail. The official date of withdrawal will be the date the letter is postmarked.*

The interval between a properly executed application for a refund and receipt of a refund check is usually five weeks. Students dropping courses will be refunded according to the dates within this schedule. Students may receive a 100% of tuition refund for voluntarily withdrawing from a class up to, and not including, the first day of classes. The first day of classes is not the first day of THE STUDENT'S class but, rather, the college's opening day of classes for the semester or session.

As a result of the Higher Education Reauthorization Act, students who are recipients of Federal financial aid are subject to one of the

following Federal Refund Policies (*subject to change*):

TITLE IV REFUNDS

Effective Fall 2000, CUNY will be following the new Federal regulations on the return of Title IV funds. Federal ProRata refunds will no longer be applicable for first-time and continuing students. The College will calculate how much Title IV aid has been earned by the student based upon period of attendance. The unearned portion of the Title IV funds must be returned to the Department of Education by the college and the student.

All other students are subject to the following refund schedule approved by the Board of Trustees:

<i>Withdrawal (Fall/Spring/Summer)</i>	<i>Refund</i>
Before first day of classes	100%
Withdrawal to register at another CUNY college	100%
Through first week of classes	75%
Through second week of classes	50%
Through third week of classes	25%
After the end of the third week of classes	None

REFUNDS OF TUITION AND FEES TO MILITARY INDUCTEES

Students requesting refunds because of induction into the armed forces must accompany their refund application with a copy of induction or military orders.

An enlistee receiving a course grade or grades will not be given a refund. To qualify for a grade, the student must have attended the College about 13 calendar weeks of a given semester (five weeks of a summer session). An enlistee not receiving a course grade or grades because of limited attendance based on induction date, but attending classes up to two weeks prior to induction, will receive a refund of all tuition and fees (except application fee) as follows:

- Refund Withdrawal before the beginning of the fifth calendar week (third week of the summer session): 100%
- Withdrawal thereafter: 50%
- An enlistee not receiving a course grade or grades because of limited attendance based on induction date will receive a full refund of all tuition and fees (*except application fee*).

REFUND OF TUITION AND FEES TO TAP AND OTHER FINANCIAL AID RECIPIENTS

Students who withdraw during the refund period and have been awarded a full New York State Tuition Assistance Program (TAP) entitlement may elect to use their entitlement as credit toward their current financial liability and, consequently, will forfeit one semester of TAP eligibility; or they may elect to return their TAP award to the Corporation (advantageous only if a small liability is incurred), retain the semester's TAP eligibility, and reimburse the College for any money due.

- ▶ Students who withdraw during the refund period with partial TAP entitlements that are not large enough to cover their tuition liability will be required to pay the difference.
- ▶ Students awarded financial aid who change their status from full-time to part-time and vice versa must visit the Financial Aid Office, which will adjust their award.
- ▶ Students who withdraw after the refund period may relinquish their TAP entitlement and remaining financial aid award for the withdrawn semester.

COURSES WITH CREDIT EQUIVALENT HOURS

Lehman College courses generally carry a credit value equal to the number of weekly contact hours. In certain courses—generally developmental or compensatory in nature—the number of weekly contact hours may exceed the credit value. These additional contact hours are designated “credit equivalents” or “equated credits.” For courses with credit equivalents, tuition is charged on the basis of contact hours and not of credits. Even if a course offers no credit, it is nevertheless billed according to contact hours. The maximum semester rate applies to these courses alone or in combination with credit-bearing courses.

Financial Aid Programs and Requirements

Information on financial aid is available from the Financial Aid Office (Shuster Hall, Room 136). Both full-time and part-time matriculated graduate students are eligible for a limited number of financial aid programs. Full-time graduate students are those registered for at least 12 credits (or the equivalent) per semester. Part-time students are those registered for at least 6

graduate credits per semester.

All financial assistance awards are subject to student compliance with federal, state, and/or College regulations concerning satisfactory academic progress and academic standing.

NEW YORK STATE PROGRAMS

Tuition Assistance Program (TAP). Only full-time (12 or more credits) graduate matriculants are eligible for this program. To apply for TAP, students should complete a *Free Application for Federal Financial Aid (FAFSA)* and the CUNY TAP Supplement Form. Applications are required annually. Applications and information may be obtained in the Financial Aid Office, Shuster Hall, Room 136, or at www.fafsa.ed.gov.

The Federal Direct Loan Program provides loans for graduate students who are enrolled for courses totaling at least 6 credits per semester. The maximum amount granted per year is \$8,500. Students must first file a FAFSA Form. An application and information may be obtained in the Financial Aid Office or at www.fafsa.ed.gov.

City University Graduate Tuition Waiver. Graduate matriculants (6 or more graduate credits) may have part of their tuition waived. Eligibility for the waiver is based on financial need and acceptance of some form of self-help, such as Federal Direct loan, Perkins loan, or the Federal Work Study program. Students who are interested in this program may apply by filing a FAFSA Application. These funds are limited and may be exhausted by early applicants. The forms may be obtained in the Financial Aid Office, Shuster Hall, Room 136, or at www.fafsa.ed.gov.

Graduate Assistantships are awarded on the basis of academic ability and achievement. The duties of graduate assistants may include teaching, research, laboratory work, and similar assignments as specified by the student's academic department. Students who are interested in an assistantship should consult the appropriate department chair.

FEDERAL PROGRAMS

Federal Perkins Loan Program: Application is made through the Financial Aid Office by filing a FAFSA Application. Loans are available to students enrolled with at least 6 or more graduate degree credits. Repayment is at 5% interest and begins six months after graduation or departure from school, and may extend over a period of

ten years. NOTE: Students whose Perkins loans have been discharged in bankruptcy are not eligible to receive any further Perkins loans.

Federal Work-Study Program (FWSP): Application is made through the Financial Aid Office by filing a Free Application for Federal Aid (FAFSA) or at www.fafsa.gov. The applicant must be enrolled in courses totaling at least 6 graduate degree credits. Students may work up to 20 hours per week when classes are in session.

Veterans Administration (VA) Educational Benefits: Application Procedures. Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office. In New York City, the Department of Veteran Affairs is located at 245 W. Houston Street, New York, NY 10001.

Educational Programs: The most important categories of Department of Veterans Affairs educational assistance programs are as follows: (a) Montgomery G.I. Bill—Active Duty (Chapter 30), (b) Montgomery G.I. Bill—Selected Reserve (Chapter 106), (c) Veterans' Educational Assistance Program (Chapter 32), (d) Survivors' and Dependents' Educational Assistance Program (Chapter 35), and (e) Rehabilitation (Chapter 31).

Eligibility requirements, entitlements, time limits, and programs of education vary somewhat among the programs identified above. Veterans with questions may consult the Office of the Registrar, Shuster Hall, Room 114.

Supplemental Education Benefits: Tutorial assistance, work-study benefits, VA educational loans, and emergency loans are available to eligible veterans. Applications should be secured from the VA. The Veterans Affairs Office is located in the Office of Student Affairs, Shuster Hall, Room 205.

Merit-Based Awards: The Minority Access to Research Careers (MARC) program provides paid laboratory research positions for qualified honors juniors and seniors who plan to attend graduate school in the biomedical fields. The program is supported by a grant from the National Institutes of Health. Awards include a stipend of \$9,492 per year, tuition payments, and travel funds to attend scientific meetings. Direct inquiries to the Division of Natural and Social Sciences, 302 Shuster Hall or 718-960-8346.



KEN REGAN



Campus Facilities and Resources

Academic Facilities

Fine and Performing Arts Facilities

Student Life Facilities, Programs, and Services

Academic Facilities

THE LIBRARY

The Lehman College Library is housed in a modern, four-story building, with an online book catalogue and circulation system (CUNY+), a CD-ROM LAN, and access to 50 networked electronic periodical indexes and full-text databases. More than 125 state-of-the-art computer workstations are available for student use, most with full Internet access using the latest version of Netscape and T-1 telecommunications lines. The Library's home page (www.lehman.cuny.edu/library/library2.htm) provides links to CUNY+, licensed electronic resources, and Web Sites of interest to researchers. PCs are available for word processing.

The open-stacks book collection of 556,274 volumes is supplemented by 620,658 microforms and a growing collection of 1,832 videotapes. The Library subscribes to 1,513 periodicals and is a designated depository for state and federal government documents. The Library maintains a collection of sufficient size and currency to support classwork on undergraduate and graduate levels. Interlibrary loan and electronic document delivery are available to support research by graduate students and faculty.

In addition to general and specialized noncirculating reference collections, the Library has a well-used reserve collection that includes current textbooks. Specialized service areas include a periodicals room, classrooms equipped with VCRs and computer equipment, and Bronx history archives. The Fine Arts Room contains book and journal holdings in art, architecture, music, and dance. The room contains an extensive collection of records, music, and multimedia CDs, audiotapes and videotapes that can be studied and enjoyed at individual carrels equipped with headphones and video monitors. Students also have access to eight Internet workstations, a printer, and four word-processing workstations equipped with Microsoft Word software. The Education Room contains K-12 curriculum materials, the ERIC microfiche collection, a special teaching collection of children's books, and computer workstations.

Reference librarians and student tutors are available to assist students during library hours. Librarians offer, by appointment and on a drop-in basis, class orientations and bibliographic instruction covering the most important research tools in all areas of the curriculum. Specialized instruction is given in the use of Lexis/Nexis and the Internet.

The Library can seat 1,200 people; attrac-

tive lounge areas are scattered throughout the building. A limited number of private study rooms are available for small groups of students who wish to study together. For Library hours, call 718-960-7766.

COMPUTER AND INSTRUCTIONAL TECHNOLOGY FACILITIES

The Department of Information Technology Resources (ITR) provides access to computing and related technologies in support of the College's instructional, research, and administrative activities. Lehman's Information Technology Center is located on the plaza level of Carman Hall. The facility houses eight microcomputer classrooms; an additional classroom with high-end graphics workstations, an open lab area with over 100 microcomputers, printing facilities, a help desk, a small auditorium, and a faculty development lab.

The entire facility is networked on a high-speed backbone providing access to the Internet and campus network services, including electronic mail, the World Wide Web, and remote library and specialized departmental resources. The facility also supports two-way interactive video distribution. Dial-up access from off-campus is available for many of these resources, either directly to the campus communications server, or through the Web.

Facilities for video conferencing and distance learning are expanding. They include multimedia computer-equipped classrooms; a distance learning satellite broadcast and reception studio/classroom under the auspices of HETS (the Hispanic Educational Telecommunications System, of which Lehman College is a founding member); a high-speed video distance learning classroom connected to EdNet (part of New York City's institutional network) and the three public high schools adjacent to Lehman; a distance-learning classroom with smart whiteboard presentation and video conferencing capabilities (created under the University's Media Distribution System). Lehman's role as the central hub of the Bronx Information Network (BIN) also affords Lehman students an opportunity to take advantage of the resources of other educational, medical and artistic institutions in the Bronx.

ITR also makes available specialized equipment for disabled students. All rooms are accessible for persons with disabilities, and specialized software for visually impaired persons is provided. Students and staff may also use the facilities of the Assistive Technology Center, located in the Library.

Other specialized services and facilities include graphic and scanning services, and the

media conversion lab to assist faculty in developing electronic-based course materials. ITR staff provide consulting, documentation, and educational services to the Lehman community.

The Media Technology Office of ITR, also housed in Carman Hall, provides equipment and technical aids for the production of media presentations using photography, graphics, films, and slides. Video and multi-media facilities augment traditional audiovisual services.

In addition to the centralized facility, individual academic departments operate computer labs to support discipline-specific applications. The Library also has significant computer resources available. Students may request information, including hours of operation, and assistance by phoning ITR at 718-960-7333.

THE LANGUAGE LABORATORY

The Department of Languages and Literatures has three multimedia language laboratories. The computers in all of these laboratories have a high-speed connection to the Internet, sound cards, headsets, and microphones. The laboratory in Carman Hall, Room 249, has 18 computers with audio headsets, as well as software programs that correspond to the texts used to study the languages taught at Lehman. The Macintosh laboratory (Carman Hall, Room 247) is used principally by the Multilingual Journalism and Mass Communication Program, for students who speak a foreign language this laboratory has language and desktop-publishing software installed. Opened in Spring 2002, the Multimedia laboratory in Carman Hall, Room B-37, includes a radio station and offices for the program in Multilingual Journalism and Mass Communications Program. The main student area of this laboratory has 30 multimedia stations and an instructor's station. The computers are linked to a digital video server; students can study from the language software stored on the server, and digitally record their voices for practice.

ADVANCED IMAGING LABS

The Department of Art, in conjunction with Lehman's Department of Mathematics and Computer Science, has established three Advanced Imaging Labs in the Fine Arts Building. One lab (in Fine Arts, Room 047) contains Mac 8500 Power PC computers, external storage devices, film and flat reflection scanners, laser printers, and other peripherals, which allow students to learn digital imaging, desktop publishing, Webpage design, and multimedia animation. The second lab (in Fine Arts, Room 006), containing high-end work stations (Silicon

Graphics Indigo 02's), a color laser printer, and large format plotters, gives students the opportunity to work with advanced 3D modeling, animation software, and VRML/computer graphics applications. The third lab (in Fine Arts, Room 004) contains additional high-end digital imaging equipment for advanced creative work by students and faculty.

Student interns in this innovative collaborative program have set up web-pages for the Guggenheim Museum and the online art journal *Talkback* and are preparing sites for scientists at the Wildlife Conservation Society/New York Zoological Society, the New York Botanical Garden, and elsewhere. The labs will also use high-speed networking provided by the Bronx Information Network to work with researchers at the Wildlife Conservation Society and the Guggenheim Museum's artist/designer collaborative.

SCIENCE LABORATORIES

Significant research and training facilities are available in the Lehman science departments.

In the Department of Biological Sciences, the Phytochemistry Laboratory is a newly renovated facility in Davis Hall (Room 119). It is fully equipped with instruments used for the identification and purification of natural products, including a gas chromatograph, high-performance liquid chromatographs, and an LC-MS. The Molecular Biology Research Facility contains sophisticated instrumentation for molecular biology, cellular biology, and biochemical research. The equipment includes a DNA Synthesizer, high pressure networked liquid chromatography (HPLC) systems, Ultracentrifuges, high speed centrifuges, phosphorimager, scanning spectrophotometers, electrophoresis systems for a protein and nucleic acid analysis and DNA sequencing, and computers for integration with the instrumentation. Bioimaging facilities include a confocal microscope, fluorescence microscopes, and scanning and transmission microscopes. There is a recently built research greenhouse, as well as an older greenhouse, and an animal care facility.

There are several laboratories dedicated to research in the neurosciences. Topics of research include a morphological investigation of schizo-

phrenia, neurodevelopmental gene regulation, and elements of neuroregulated hypertension, as well as research in Alzheimer's disease and cognition.

The department also has a newly renovated laboratory (La Mer) dedicated to marine, estuarine research and urban aquatic ecology.

Noteworthy research equipment and facilities in the Department of Chemistry include nuclear, magnetic, and electron paramagnetic resonance spectrometers, uv-visible and Fourier transform infrared spectrophotometers, gas and high-pressure liquid mass-spectrometer-interfaced chromatographs, teaching and research labs, and a student computing facility.

The Department of Physics and Astronomy has received National Science Foundation grant support for the modernization of its student laboratories. Theoretical research, using the College's computer facilities, is carried out in areas of condensed matter physics, elementary particles, quantum optics, and astrophysics.



KEN REGAN

The Department of Anthropology houses extensive human and primate osteologic and fossil cast collections. A computer graphics-based student laboratory, established with a National Science Foundation grant, lets students access these collections for virtual study and research. The Department also houses the Metropolitan Forensic Anthropology Team, made up of anthropologists and archaeologists from the department, whose work with regional medical examiners, forensic dentists, and other forensic scientists on ongoing forensic cases. The team has experience investigating forensic cases involving missing persons and homicides from the metropolitan area, other states, and foreign countries.

All these departments and researchers have easy access to the academic computing facili-

ties at the College as well as the mainframe computer at the City University Computer Center.

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)

ACE: The Academic Support Center for Excellence (ACE), located in the Old Gym Building, Room 205, offers both graduate and undergraduate students a range of activities designed to support their academic work. Students at any skill level can participate in individual, small group, and/or workshop sessions to improve their proficiency in writing and research, reading speed and comprehension, and particular academic subject areas. Computer-assisted writing/language tutorial programs are available.

NEW YORK BOTANICAL GARDEN

Under an agreement with CUNY, a number of staff members of the New York Botanical Garden offer courses in Lehman's Department of Biological Sciences. This arrangement makes specialized material, equipment, and collections available to Lehman students and provides facilities for research under exceptionally favorable conditions. The Museum of the Botanical Garden contains a library of about 65,000 volumes; a herbarium with some 3 million specimens, which provides excellent opportunities for research in taxonomy, ecology, and phytogeography; and special rooms for the cryptogamic collections. The collection of living plants on the grounds and in the greenhouses provides a wealth of material, with approximately 12,000 species represented.

THE BOOKSTORE

The Bookstore, located on campus between Davis and Carman Halls, provides the required faculty-chosen textbooks and related course materials. It also carries a large line of academic software, a comprehensive trade section of general interest books, and school supplies. The College community may shop for compact discs, select remainder books on sale at up to 70 percent off list price, and purchase Lehman apparel and other products, including snacks, candies, sundries, and soda. Items in the Bookstore are also available for purchase online at www.lehmanbookstore.com.

Fine and Performing Arts Facilities

LEHMAN CENTER FOR THE PERFORMING ARTS

Lehman Center for the Performing Arts' 2,310-seat Concert Hall is the borough's premier performance space. Critics have called it "acoustically perfect." With a modern 2,400-square foot stage and an hydraulic orchestra pit, the Center presents outstanding classical, popular, and folk/ethnic dance, music, and theatre companies from around the world. The Young People's Series offers a free introduction to the performing arts for area school children. Local, emerging artists are showcased in the Bronx On Stage Series. Special Community Celebrations and Family Fun events enhance the Center's offerings. The Center has also served as the site of numerous public programs and debates of national interest. Lehman students are offered discounted tickets for most events, as well as opportunities to work as ushers and apprentice stagehands. Artists who have recently performed at the Center include: Ray Charles, Moiseyev Dance Co., Mark Black, Ballet Gran Folklorico de Mexico, Little Richard, Chinese Fold Dance Co., Pat Coper, and Zacarias Ferreira. For more information, contact the Box Office at (718) 960-8833.

THE MONROE AND ROSE D. LOVINGER THEATRE

The 500-seat Lovinger Theatre, located in the Speech and Theatre Building, has been recently renovated and presents performances in theatre, dance, and music by Lehman College students, faculty, and professional guest artists. The Lovinger Theatre has enhanced recent seasons by producing the Bronx Opera Company, Bronx Chamber Orchestra, Bronx Symphony, and the "Broadway in the Bronx" Premiere Theatre Series.

Arts-in-education initiatives have included the Young Bronx Playwrights' Festival, high school matinees of Theatre Department productions, arts residencies for schools, and collaboration with The Lincoln Center Institute. These connect the creative process with teacher training and community outreach.

The adjacent 200-seat Studio Theatre provides students with a flexible space for innovative productions. Performances are supported with full technical capabilities including a well-equipped and spacious scene shop, costume shop, and electric room; projection, light and sound systems; Green Room, makeup room, and multiple dressing rooms.

RECITAL HALL

The Music Building houses the 150-seat Recital Hall, which is used by music students and faculty members throughout the academic year. There are also individual practice rooms for music students, as well as larger rehearsal halls for groups such as the Community Band, Lehman College Chorus, and Lehman College Community Chorus. Many recitals are given at noontime in the Recital Hall and attended by the public during lunch hour. The Lehman College Players, the Lehman College Jazz Ensemble, Lehman College Brass Ensemble, and the Lehman College Woodwind Ensemble are among the groups performing at noontime concerts.

LEHMAN COLLEGE ART GALLERY

The Lehman College Art Department and the Lehman College Art Gallery are located in the Fine Arts Building, which was designed by renowned architect Marcel Breuer. The Gallery conducts an ambitious arts education program in cooperation with Bronx public schools and also presents 20-century art in two striking exhibition spaces on the first floor of the Fine Arts Building. Education is an integral component of exhibition programming and provides the basis for the Gallery's outreach—from young students to senior citizens. The Gallery pursues new technologies as a means of reaching audiences internationally as well as locally, presenting works by leading figures in contemporary art, promising emerging artists, and significant theme shows. The Gallery is open free of charge to the public.

Student Life Facilities and Programs/Services

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS

The Office of the Vice President of Student Affairs (Shuster Hall, Room 206, 718-960-8241) is concerned with all aspects of student life and provides numerous services for Lehman undergraduates, from orientation for new students to arranging the College's annual commencement.

The Office of the Vice President of Student Affairs is available to assist students with academic and personal issues, as well as to advise student organizations and extracurricular groups. Specialized counselors advise students on questions regarding financial aid (136 Shuster Hall, phone 960-8545); veterans affairs (175 Shuster Hall, phone 960-8156); personal issues (Old Gym Building, Room 114, phone 960-8761); and job placement, part-time work

opportunities, and other career-related matters (254 Shuster Hall, phone 960-8366).

THE APEX

The APEX is a \$57 million recreation and sports facility that provides 165,000 square feet of multidimensional, multipurpose space. It houses the College's intercollegiate and intramural athletics program, as well as classrooms and dance studios for the academic program in dance theatre.

The chief attraction of the APEX, a 50-meter, eight-lane swimming pool, has provided a new level of opportunity for the sport of competitive swimming in the metropolitan area. It is used for both national and international athletic competitions, while also supporting Lehman's academic, recreation, intramural, and community outreach activities.

The APEX has two gymnasiums, one for intercollegiate athletics with a seating capacity of 1,000, and the other for recreational and intramural use. Other key features of the building include: four racquetball courts, free weight room, cardiovascular fitness center, training room, equipment room with laundry facilities, saunas, locker rooms, aerobics, dance and ballet studios, and an indoor running track.

The College also has five outdoor tennis courts and soccer, softball, and baseball fields. Alumni, College staff, and community members as well as Lehman students may use athletic facilities in accordance with College rules and regulations.

INTERCOLLEGIATE ATHLETICS

Lehman College is a member of the National Collegiate Athletic Association Division III, the City University of New York Athletic Conference, the Knickerbocker Baseball Conference, the North East Collegiate Volleyball Association, the Metropolitan Collegiate Swimming Association, and the Eastern Collegiate Athletic Conference.

Students are encouraged to join athletic teams, many of which participate in local league competition. Standards for participation and rules governing the sports are those of the National Collegiate Athletic Association Division III and various local and district conferences.

The eligibility requirements for Lehman College are as follows:

- ▶ Athletes must be full-time matriculated students, i.e., carrying twelve (12) credits.
- ▶ Athletes must have and maintain a 2.0 index. A student with under a 2.0 may appeal to the committee on athletic eligibility through the Office of Academic Advisement.

Competition is held in the following: baseball, basketball, cheerleading, cross-country, softball, swimming, tennis, indoor and outdoor track and field, volleyball. In addition there is conference, regional, and national championship competition in all intercollegiate programs. City University championship tournaments are conducted in baseball, basketball, cross country, soccer, softball, swimming, tennis, indoor and outdoor track and field, and volleyball.

INTRAMURAL ATHLETICS

The intramural program provides a variety of activities of a competitive and recreational nature in which students, staff, and faculty may participate. Organized activities are scheduled throughout the year in men's, women's, and co-educational teams. These are conducted during free hours on Wednesdays from 3 to 5 p.m. and on Fridays from 2 to 4 p.m. Supervised recreational facilities are made available as often as possible for informal use by the Lehman College community.

The following intramural activities are available: basketball, softball, swimming, tennis, and volleyball.

The Intramural-Recreation Office is located in Room 253 of the APEX.

RECREATION OPPORTUNITIES

Supervised hours for recreation within the APEX pool, fitness center, auxiliary gym, aerobics room, and racquetball courts are provided as often as possible for informal use by faculty, staff, and students. The schedule for these facilities varies somewhat from semester to semester and may be obtained in Room 251, APEX. The APEX is open Mondays through Fridays during the academic year from 7 a.m. until 10 p.m. On Saturday, the building is open from 8 a.m. until 5 p.m., and on Sunday from 9 a.m. until 2 p.m. Students may use the APEX free of charge; for others a yearly membership fee is required. Additional information and use schedules are available in Room 251 or by calling 718-960-1117.

THE OFFICE OF CAMPUS LIFE

The Office of Campus Life, located in the Student Life Building, implements a comprehensive student development program that complements the academic experience. Programs include an annual Leadership Development Retreat for student officers, a Community Service Fair, and special interest seminars and receptions.

The Office of Campus Life also serves as a resource for all student clubs funded through the student activity fee. In association with CASA (Campus Association for Student Activities) and the Programming Board, the office promotes thematic programs such as Black History Month, Women's History Month, and Orientation Month. Activities within these programs range from concerts to poetry readings. Staff of the office are available to all matriculated students who might be interested in existing or new student clubs.

The Student Life Building is a two-story facility that contains 32 student club offices, the campus radio station WHLC, and other facilities. Adjacent to the south baseball field, the building is open from 9:00 a.m. until 10:00 p.m. Monday through Thursdays and from 9:00 a.m. until 5:00 p.m. on Fridays. Matriculating students are welcome to use the game room, TV room, student lounge, or conference rooms. On the upper level, a copying/fax service is available to all members of the Lehman community. Student club members are also free to use the computer resources for creating club posters, announcements, and access to the Internet.

THE CAFETERIA

The Student Cafeteria's contract operator offers food and catering services to the Lehman College community. Hot and cold dishes are available at moderate prices from 8 a.m. to 7 p.m. Monday through Thursday and from 8 a.m. to 2 p.m. on Friday. Schedules vary when class is not in session. Current schedules may be obtained by calling 718-960-1175.

The main student cafeteria, in the lower level of the Music Building, has a seating capacity of 800. A café is located in Carman Hall and serves fast food and casual meal items. The hours of operation for the café are the same as those of the student cafeteria. For the convenience of students, a varied selection of vending machines is also available both in the Carman Hall Café and the Student Cafeteria.

THE OFFICE OF CAREER SERVICES

The Career Services Center (254 Shuster Hall, 718-960-8366) assists students in preparing for the realities of the workplace and acquiring employment after graduation. Through its computerized online listings and postings, students have access to full-time positions in private, public, and non-profit organizations. The Center also provides students with expanded services through its state-of-the-art computer

lab, which includes interactive career assessment programs and online information systems.

The Career Services Center offers individual career counseling, job readiness workshops (résumé writing, interviewing, job search strategies), job referrals, internship opportunities, and on-campus recruitment activities with various employers.

THE SPEECH AND HEARING CENTER

The Speech and Hearing Center provides diagnostic and therapeutic services to members of the Lehman community and the surrounding region who have hearing or speech-language problems. Services are delivered by graduate-student clinicians under the close supervision of speech-language pathologists and audiologists who are certified by A.S.H.A. (the American Speech-Language-Hearing Association) and licensed by New York State.

Located in the Speech and Theatre Building, the center is well equipped to deliver a wide range of diagnostic and therapeutic services. The clinic operates during the academic year. Students test hypotheses on the patient population, as well as develop diagnostic and therapeutic skills. The clinic has units for individual and group therapy, and facilities for student research. Devices for assisting the communication impaired are available for evaluative purposes.

THE STUDENT HEALTH CENTER

The Student Health Center is located in the T-3 Building, Room 118. The center offers a wide range of services, including: primary and acute care and treatment, urgent care, women's health services, required and elective immunizations, and annual, athletic, and job physicals. Basic laboratory services and pharmaceuticals are also available. Health awareness outreach is a key focus.

The Student Health Center is supported by the student activity fee and, therefore, most services are free or are offered at a significantly reduced cost.

Office hours during the academic year are Monday, Wednesday, and Friday from 9 a.m. until 5 p.m., and Tuesday and Thursday from 9 a.m. until 6:30 p.m. A mid-level practitioner is available at all times. Students with valid IDs may use the services of the center on an appointment basis. Sick walk-in patients are accommodated. For additional information and appointments, call 718-960-8900.



THE COUNSELING CENTER

Individual counseling services and group workshops are available to all undergraduate and graduate students. Trained professionals offer confidential assistance with personal obstacles to growth, including difficulties with academic performance, anxiety, time and stress management, depression, family and relationship problems, disordered eating, substance abuse and alcoholism, and other issues of everyday life. Day or evening appointments may be arranged by contacting the Counseling Center at 718-960-8761 or by visiting the Center (Old Gym Building, Room 114).

THE CHILD CARE CENTER

The Lehman College Child Care Center is located in the T-3 Building, Room 115. It has spacious classrooms and a well-designed, enclosed outdoor play area. The Center is licensed by the New York City Department of Health, Bureau of Day Care, and accredited for the last ten years by the National Association for the Education of Young Children. Day-time services are provided to three- and four-year-old children and are in the process of expanding to include two-year-olds and a kindergarten class. Evening pro-

grams for children aged five to nine are available to parents attending evening classes at Lehman. Students enrolled in Saturday classes may enroll their four- to nine-year-old child in the Center's Saturday program. Enrollment is based on available spaces and dated applications from a waiting list.

Services are provided for a fee. Students interested in additional information about the Center, including current rates for full-time and part-time child care, as well as for the After School and Saturday programs, should call 718-960-8746.

SPECIAL STUDENT SERVICES

Services are available to Lehman students who provide documentation of a disability. The services include, but are not limited to: advocacy and advisement, assistance during registration, individual test administration, library assistance, tutoring and note-taking, provision of technical equipment, and referrals to outside agencies. In providing these services, the office arranges for the hiring of trained specialists, such as sign language interpreters, note-takers, tutors, scribes, readers, proctors, and a learning disability specialist.

In addition, specialized technical equipment is available for students who are deaf, hard of hearing, or visually impaired, or have learning disabilities. This equipment includes the following assistive technology: computers, special software such as JAWS, ZOOM TEXT, LP-Windows (enhances print on the screen), Windows Eyes (vocalizes typed material), tape recorders, talking calculators, text magnifiers, and reading machines. The Office of Special Student Services is located in Shuster Hall, Room 238, 718-960-8441, TTY 718-960-8931.

INTERNATIONAL STUDENT SERVICES

The International Student Adviser's office is located in Shuster Hall, Room 210 (718-960-7274). The office provides assistance with immigration matters as they apply to international students. International students must meet all admission requirements and document the ability to meet their financial obligations before an I-20 can be issued. The I-20 form is needed to obtain an F-1 student visa in the home country.



Academic Departments and Programs

Course Offerings, Levels and Codes

Listing of Courses

Division of Education

Division of Arts and Humanities

Division of Natural and Social Sciences

Curricula and Course Offerings

Lehman College courses are identified by a three-letter abbreviation (known as an “Alpha Code”), followed by a three-digit number. The letters designate the subject area.

Courses in the Biological Sciences may have decimals after the three-digit number.

Doctoral courses in the Biological Sciences carry the four-letter designation “BIO U.”

CROSS-LISTED COURSES

A cross-listed course is one that is administered and offered jointly by two (or more) departments. There is only one syllabus for the course.

An example of how these courses are listed by the two (or more) departments is the following:

- ▶ **HEA 625 (FCS 674): Seminar in Human Sexuality**
- ▶ **FCS 674 (HEA 625): Seminar in Human Sexuality**

The department in which the course is to be credited for each particular student is decided at the time of registration for the course and is so indicated on the student’s record. This designation may not be changed subsequently.

COURSE LEVELS

—**500 level:** Courses on this level are graduate courses for students with undergraduate majors in a different discipline.

—**600, 700, and 800 levels:** Courses on these three levels are graduate courses for students who have completed at least 18 credits of undergraduate work in the area of graduate specialization.

The levels are distinguished as follows:

—**600 level:** Graduate courses open to qualified undergraduates.

—**700 level:** Graduate courses intended primarily for master’s degree candidates.

—**800 level:** Courses intended primarily for doctoral candidates. The letter “U” preceding an 800-level course indicates that that course has been approved as part of City University’s doctoral curriculum.

Index of Course Abbreviations (Alpha Codes) and Corresponding Page Numbers

COURSE ABBREVIATION	PROGRAM	PAGE
ANT	Anthropology	39
ART	Art	41
ARH	Art History	42
AST	Astronomy	
BIO	Biological Sciences	44
BIOCHEM	Biochemistry	47
BIO U	Biological Sciences (Doctoral Level)	44
CHE	Chemistry	47
CLA	Classics	74
CMP	Computer Science	80
DFN	Nutrition	65
EBS	Bilingual Special Education	104
ECO	Economics & Accounting	54
EDC	Early Childhood Education	49
EDE	Elementary Education	50
EDG	Guidance & Counseling	101
EDI	Educational Media	101
EDR	Reading (Teacher Education)	100
EDS	Special Education	102
ENG	English	58
ESC	Middle & High School Education	89
ESS	Special Subjects (Teacher Education)	99
FCS	Family & Consumer Studies	105
GEH	Human Geography	60
GEO	Geology	60
GEP	Physical Geography	61
HEA	Health Education	64
HIS	History	68
ITA	Italian	73
MAT	Mathematics	78
MLS	Liberal Studies	76
MSH	Music History	90
MSP	Music Performance	90
MST	Music Theory	90
NUR	Nursing	92
PHY	Physics	94
POL	Political Science	94
PRS	Puerto Rican Studies	74
PSY	Psychology	95
REC	Recreation	66
SOC	Sociology	95
SPA	Spanish	72
SPE	Speech	108
THE	Theatre	110