LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DIVISION OF ENROLLMENT MANAGEMENT

CURRICULUM CHANGE

Effective Date: Spring 2028

1. **Type of Change:** Change of Admission to Graduate Degree Programs Policy

2. **From:**
Admission to Graduate Degree Programs

Degree-seeking
A degree-seeking student is one who has received formal written acceptance by the College and department for work toward a specific graduate degree or advanced certificate. Additional admissions' requirements may be offered to applicants who have deficiencies in prerequisite undergraduate coursework, or who lack the minimum Grade Point Average. Additional requirements may include, at the time of admission, 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 Degree-seeking students
To be admitted, an applicant must:

1. Possess a bachelor's degree (or its equivalent) from an accredited college or university. Submit official transcript(s) from all post-secondary institutions. Foreign transcripts must be evaluated by an international transcript evaluation agency. Approved evaluation agencies can be found on the National Association of Credential Evaluation Agencies website (www.naces.org). Official transcripts and other documents in languages other than English must be accompanied by a notarized English translation. The evaluation and translation should be completed 8-10 weeks prior to the deadline. Students in their final undergraduate semester should submit the official transcript of coursework completed to date. Upon graduation, students must present the final transcript showing the degree awarded. Lehman graduates who have attended other colleges are required to submit official transcripts from those colleges.
2. Must 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 (higher in some programs). For more specific information, see the Graduate Program Advisor.
3. In some 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 Advisor.

4. Submit a 500-word essay outlining your career goals. Some programs require additional writing samples or essay questions.
5. If applying to the program in Accounting or Business, submitting a score on the Graduate Management Aptitude Test (GMAT) is optional.
6. Submit letters of recommendation as required by the individual program.
7. If additional admissions' requirements are needed, satisfy them within the specified time.
8. Meet additional departmental admission requirements, as specified.
9. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL IBT score of at least 61 or the Academic IELTS score of at least 6, or a minimum Duolingo score of 85.

Non-degree Seeking Applicants

A non-degree 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 a degree at Lehman College, nor does coursework taken as a non-degree student guarantee admission to a degree program. If subsequently admitted to a degree program, the student can, with the approval of the Graduate Program Advisor(s), count a maximum of 12 credits earned as a non-degree student toward the degree.

Admission Requirements for Non-degree Seeking Applicants

To register for courses as a non-degree student, an applicant must:

1. Possess a bachelor's or master's degree from an accredited college or university. Submit a transcript showing the award of an undergraduate degree or master's degree.
2. Have a minimum undergraduate average of B-. (School of Education program applicants must have a minimum undergraduate average of B.)
3. Obtain the approval of the department's graduate advisor. Please note that not all programs accept non-degree seeking students.
4. If submitting academic records from a non-English speaking country, demonstrate competency in English through TOEFL IBT score of at least 61, the Academic IELTS score of at least 6, or a minimum Duolingo score of 85.

Lehman Undergraduates

Graduate Dual Credit Program

Eligible undergraduate seniors who are not enrolled in a dual degree program may take up to twelve (12) graduate-level credits, which may be applied toward both their undergraduate and future Lehman College graduate degrees, subject to the following conditions:

Eligibility Requirements

· Declared major and completion of at least 90 undergraduate credits
· Minimum cumulative GPA of 3.0
· Fulfillment of all course prerequisites
· Approval from the Undergraduate Advisor, Graduate Program Coordinator or Faculty Advisor, and the Director of Graduate Studies

Academic Guidelines

· Graduate courses may not fulfill Pathways or major/minor residency requirements

· Graduate coursework is included in eligibility for Dean's List, Presidential Scholars, and Departmental Honors
· Courses are graded on the graduate scale: A, A-, B+, B, B-, C+, C, F

Tuition and Fees
· Tuition is assessed per the University Tuition and Fee Manual
· Full-time students: Undergraduate rate applies if courses fall within the 120-credit baccalaureate degree requirement
· Part-time students: Charged graduate rates for graduate courses, undergraduate rates for undergraduate courses
· Students receiving financial aid should consult with a Financial Aid Counselor

Application Process
Eligible students must submit a completed **Graduate Dual Credit (for undergraduates) Application Form**, available through the Office of Graduate Studies. All approvals must be secured prior to final submission and course registration.

Application Deadlines
Click on the following link and scroll down to the schools listed under the "Application Deadline" header. **Admissions and Application Process | Lehman College**

Non-degree Seeking Applicants
For applicants wishing to enter the College as non-degree students, a completed application consists of the on-line application and college transcript(s) that show completion of an undergraduate degree if required. Applications from prospective non-degree students may be accepted through the registration period only, subject to available space in the desired program.
Applicants educated outside of the United States are required to submit transcript evaluation(s) and translation(s) for each post-secondary school attended, and Test of English as a Foreign Language (TOEFL), Duolingo, or International English Language Testing System (IELTS) scores.

Departmental Approval for Course Registration
All graduate students at Lehman College, should meet with their Graduate Program Advisor to ensure proper course selection, program planning, and to secure departmental approval. In most cases registration is not possible without department approval.

Admissions Requirements for Students Educated Outside the United States
Applicants educated outside of the United States are required to submit transcript evaluation(s) and translation(s) for each post-secondary school attended, and Test of English as a Foreign Language (TOEFL), Duolingo, or International English Language Testing System (IELTS) scores. Click on the following link for additional information. **International Students | Lehman College**

Immunization Registration Requirement
Students who do not submit proof of measles, mumps, and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory

grace period shall be prohibited from attending the institution. For additional information, contact the Student Health Center located in the Old Gym Building, Room 008, at 718-960-2415 or by email at **med.requirements@lehman.cuny.edu**.

Public Health Law 2165 requires that postsecondary students be immunized against measles, mumps, and rubella (MMR). All registered students born on or after January 1, 1957 who are enrolled for at least six credits per semester in an approved degree program or registered certificate program must submit proof of MMR immunization. Students may be exempt from the required MMR immunizations for religious or medical reasons. To qualify for a religious exception, students must submit a signed statement, or in the event the student is a minor (under 18), a signed statement from their parent or guardian, that they hold sincere and genuine religious beliefs that prohibit immunization. To qualify for a medical exception, students must submit a written statement from a licensed physician or nurse practitioner indicating that such immunization may be detrimental to their health.

Public Health Law 2167 requires that postsecondary institutions provide written information about meningococcal meningitis to its students and that students complete, sign, and return a meningococcal meningitis response form. Public Health Law 2167 does not require that students be immunized against meningitis.
Public Health Law 2167 requires colleges to distribute written information about meningococcal meningitis disease and vaccination and students to complete, sign, and return to the college, a meningococcal meningitis response form that: (a) confirms that the college has provided the information about meningococcal meningitis; and (b) indicates that either: (1) the student has received immunization against meningococcal meningitis within the ten years preceding the date of the response form; or (2) the student has decided against receiving the vaccination. This law applies to students who are enrolled in at least six semester hours (or the equivalent) per semester. No student may be exempt from receiving information or returning the response form.

Prohibition on Submission of Fraudulent Admission Documents
The submission of documents in support of applications for admission, such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive is prohibited and is punishable by a five-year ban on applying for admission or five-year suspension from CUNY. A second violation is punishable by a lifetime ban on applying for admission or expulsion from CUNY.

Admission of Students Who May Pose a Risk to the College
The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the college community. That judgment will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus. In addition, the College may consider factors such as the amount of time since the crime was committed; the amount of jail time served by the student; the number of years the student was on probation or parole; whether the student has satisfied probation or

parole requirements at the time of the student's application; whether the student has completed drug, alcohol, sex offender or other treatment; and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.

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Students who have been denied admission to the same graduate or doctoral program two or more times are ineligible to apply to that program for a period of three years without written permission from the graduate program director.

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have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.

4.**Rationale**:
The College has experienced a significant increase in applicants who repeatedly apply to the same graduate program across multiple consecutive semesters despite being denied admission each time. This policy establishes reasonable limits on consecutive applications while preserving flexibility for exceptional circumstances through program director approval. Additionally, applicants will remain eligible to reapply after a three-year period, providing sufficient time to strengthen their academic credentials, gain relevant experience, and demonstrate improved readiness for successful admission and participation in the program.

5. **Date of Graduate Studies Committee approval:** October 7, 2026