



The City University of New York
Office of Academic Affairs

Executive Vice Chancellor and University Provost
205 East 42nd Street
New York, NY 10017
e-mail: academicaffairs@kuny.edu

CUNY WIDE “4+1” BACHELOR’S/MASTER’S PROGRAM Policy and Implementation Procedures

Abstract

In order to attract talented students to CUNY and prepare them to succeed in the increasingly complex workplace of the twenty-first century, CUNY colleges have developed policies and practices that permit qualified undergraduate students to enroll in a master’s degree program at their own institution and to count some graduate courses toward both the undergraduate and graduate degrees. The policy and procedures described in this document will enable students to leverage the strengths of our integrated university and its wide range of graduate and professional programs by allowing them, while they are undergraduates in one CUNY institution, to be admitted to another institution’s master’s program.

Institutional Opportunities

CUNY is offering its constituent colleges the opportunity to participate in this university-wide Bachelor’s/Master’s Program initiative. For reasons such as accreditation, state licensure, or existing demand for particular master’s programs, a college may participate but restrict early admissions opportunities to specific programs. For graduate programs of 30-36 credits, double counting 12 credits is recommended, based upon national norms. For larger graduate programs, the same ratio of double-counted credits to overall credits is recommended. Colleges should set minimum admissions requirements for the Bachelor’s/Master’s Program with respect to GPA, standardized test scores, recommendations, etc.

Admissions requirements

CUNY students currently enrolled in a bachelor’s degree program who are interested in applying to an existing master’s program at another CUNY institution prior to completing their undergraduate degree should consult with the designated individual at their home institution for advisement as well as approval to count the graduate credits toward the bachelor’s degree. Students should secure approval when they have accumulated approximately 75 credits and should begin the application process the following semester. Students will receive an admissions decision prior to selecting the last 30 credits toward their undergraduate degree program.

Assuming the student is admitted to the master’s program, the student will register for the advised combination of graduate and undergraduate courses to complete the requisite number of credits to complete the undergraduate degree. If graduate courses substitute for specific undergraduate degree requirements, this should be noted. If graduate courses do not substitute for specific undergraduate degree requirements, students must complete their undergraduate degree requirements using the appropriate graduate and undergraduate courses. Once the

undergraduate requirements are completed, the undergraduate degree will be conferred. All approved graduate courses taken as an undergraduate will count toward the graduate degree.

Tuition

As per the CUNY Tuition and Fee Manual, students will pay the undergraduate tuition rates up to the number of credits required to earn their baccalaureate degree. Any credits taken after that number will be charged at the appropriate graduate program level. As per the revised e-permit policy, the institution offering the graduate courses will receive seventy percent of the tuition revenue for those courses and the undergraduate institution will receive thirty percent. The graduate institution will receive 100% of the tuition once the undergraduate degree is conferred.

Student Records

CUNYFirst allows for the graduate courses taken to appear simultaneously on both the undergraduate record and the graduate record as original coursework with grades calculated into the GPA.

Implementation

Each college should assign a person or office to be responsible for working with interested undergraduate students and to be the liaison to the point person designated by the institution offering the graduate program. The undergraduate campus liaisons will work with the relevant faculty on their campus to articulate how the graduate courses will apply to the undergraduate degree, be it as substitutes for major requirement or as general electives, and will communicate that information to the student in writing. The central office will host meetings as needed to discuss and resolve issues that may arise in the future.