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Academic Information and Advisement Center

The Academic Information and Advisement Center (Shuster Hall, Room 280) is part of the Office of Academic Standards and Evaluation. This Office carries out the academic policies of the College and provides academic information for all undergraduate students on such matters as admission requirements, curriculum, academic standards, grading practices, retention and probation requirements, transfer policies, degree requirements, requirements for academic honors, graduation requirements, and general graduate school information, including special graduate fellowships, scholarships, and examinations. In addition, the office serves as the coordinating office for academic advisement, CUNY Baccalaureate, and study-abroad programs.

Tutoring Programs

THE ACADEMIC CENTER FOR EXCELLENCE (ACE): Located in Room 205 of the Old Gym Building, the ACE provides individual and small-group tutoring in writing, reading, and in all disciplines except mathematics. Special workshops are offered on various topics throughout the semester.

ENGLISH AS A SECOND LANGUAGE: Tutoring in writing for all ESL students.

FRESHMAN YEAR INITIATIVE: Tutoring in writing for all Freshman Year Initiative students.

SEEK: Tutoring for SEEK students in virtually all academic disciplines.

THE MATH LABORATORY: Located in Gillett Hall, Room 222, the Math Lab offers tutoring, advisement, and support materials for math and math-related courses.

THE SCIENCE LEARNING CENTER: Tutoring, enrichment activities, collaborative learning sessions, and computer-based instruction in the natural sciences.

LIBRARY TUTORS: Available in the Library, Library tutors offer help with Library resources and computers.

Office of the Registrar

NEW YORK STATE RESIDENCY. To be eligible for the tuition rate of a New York State resident, a student must have had his/her principal place of residence in the State of New York for the 12 consecutive months prior to the first day of classes for the semester. Students who think they may be eligible for this rate may apply in Shuster Hall, Room 182.

GENERAL REGISTRATION INFORMATION. A "Schedule of Classes" detailing registration-related regulations and information, the class sections, days, hours, and meeting places for each course is published each semester before the start of registration. This information also appears on Lehman's website (<http://www.lehman.cuny.edu>).

TELEPHONE REGISTRATION. Continuing Lehman students, graduate and undergraduate, are eligible to register by telephone. Instructions and appointments are sent by the Office of the Registrar, Shuster Hall, Room 182, approximately ten days before telephone registration begins.

SEMESTER INFORMATION SERVICES. Students who need information or who have questions about their current semester courses and/or class standing may go to Shuster Hall, Room 114, to determine full/part-time status, withdrawal regulations, tuition refund eligibility, TAP eligibility, and grading policies.

LAST SEMESTER FREE. Generally, a student entering a CUNY college on or after June 1, 1992, as either a degree or non-degree student without prior registration or credit accumulation as a college student from any accredited postsecondary institution (first-time freshman) will be eligible for the last-semester free benefit. Eligibility may be checked in the Office of the Registrar, Shuster Hall, Room 175.

APPLICATION FOR GRADUATION. Applications for a degree should be filed in the Office of the Registrar (Shuster Hall, Room 108) one semester prior to the expected date of graduation. Forms may be obtained in that office. The responsibility for keeping a record of the fulfillment of graduation requirements rests primarily

with the student. If the situation warrants it, the Registrar's staff will assist students in reviewing records.

APPLICATIONS FOR TRANSCRIPTS AND OTHER STUDENT RECORDS. Unless the Registrar is notified to the contrary within six months of completion of a course, it will be assumed that all information on the student's record concerning that course is correct.

Applications for transcripts should (1) be addressed to the Transcript Division of the Office of the Registrar (Shuster Hall, Room 108), (2) give the name and address of the official to whom the information is to be mailed, and (3) include the \$4 Transcript-of-Record Fee (transcripts to City University schools are free). Currently enrolled students who need a statement of attendance should request one in Shuster Hall, Room 114.

Students who have not met all their financial obligations to the College will not be issued a transcript, certificate, degree, or grade until they have made all outstanding payments. Students will not be allowed to register for a new semester unless they have satisfied all previous financial obligations to the College.

VETERANS. Veterans who wish to request education benefits should bring their Bursar's Receipt and file the appropriate form in Shuster Hall, Room 114. Veterans who wish to apply for credit for military service should file the appropriate form in Shuster Hall, Room 182. A veteran may receive up to 8 elective credits for military service.

DECLARATION OF MAJOR/MINOR OR CHANGE OF MAJOR/MINOR. An application form for these purposes may be obtained in the Office of the Registrar. The completed form, signed by the chair of the department or the coordinator of the interdisciplinary program in which the student wishes to major/minor, should be returned to the Office of the Registrar (Shuster Hall, Room 106).

CERTIFICATION. Students who are required to have a statement of attendance for Social Security, bank loans, employers, the Mayor's Scholarship Program, and other purposes should file their forms in Shuster Hall, Room 114.

RECORDING CHANGES OF ADDRESS. All students in attendance at the College must report home address changes by filing the proper form in the Office of the Registrar (Shuster Hall, Rooms 106 or 114).

RECORDING CHANGE OF NAME. A student's change of name can be entered in the official record by filing the proper form in the Office of the Registrar (Shuster Hall, Room 106) accompanied by the appropriate legal document—that is, court order, marriage certificate, or annulment/divorce papers. A female student who marries while attending the College has the choice of using her maiden name or her married name.

Teacher Education Services of the Division of Education

The Office of Teacher Certification/Student Support Services (Carman Hall, Room B33) supports the programs in early childhood, childhood, and middle and high school education in the following manner:

- The office coordinates student teaching and other field experiences necessary to the development of prospective elementary and secondary school teachers.
- The office assists in the securing of teacher certification for qualified candidates who have completed one of the College's registered education sequences. Assistance for applying is also extended to those candidates who seek teacher certification through the alternative (individual) completion of requirements.
- The office maintains resources on teacher credentialing and provides information on New York State certificate regulations. Information for the New York State Teacher Certification Examinations (NYSTCE) is also provided.
- The office, in cooperation with the Office of Career Services, assists Lehman College students and alumni in securing teaching positions by providing information on job opportunities and by maintaining a permanent repository of teacher placement credentials, evaluations, and recommendations most often requested by prospective employers.

APPLYING FOR STUDENT TEACHING

Prospective student teachers are urged to plan their course of study so that they

may devote a semester (or in some cases, two semesters) exclusively to their student teaching internship. Student teaching candidates should have fulfilled their other education course requirements, including special methods courses, before applying for student teaching, and should be prepared to practice teach every day for the duration of the college semester. Further requirements are detailed in the respective department's course descriptions. Application to student teach is made the semester prior to the semester internship, at a meeting held in March for fall semester internship, and in October for spring semester internship. Notification of the meeting for student teaching applicants is posted outside both departmental and divisional offices.

TEACHER CERTIFICATION

Teacher certification and licensure is carried out by the New York State Education Department. The public schools of the City of New York have separate licensure procedures and requirements. At both the State and City levels, certification requirements are subject to change without notice. *Note: All programs at Lehman College that lead to New York State teacher certification are in the process of being changed to meet new State requirements. Students are advised to consult the office of the Division of Education (Carman Hall, Room B33) to determine the most current approved requirements for those programs.* The information about certification contained in this Bulletin is therefore the most up-to-date available at press time, but may become obsolete after publication. It is the responsibility of the student or graduate to consult periodically with a departmental adviser to keep himself/herself informed about the latest certification requirements.

EXAMINATION REQUIREMENTS FOR INITIAL CERTIFICATION

The New York State Teacher Certification Examination (NYSTCE) program for initial certification consists of two separate examinations:

- The Test of the Liberal Arts and Sciences (LAST); and
- The Written Assessment of Teaching Skills (ATS-W).

Candidates taking the LAST will be asked to demonstrate conceptual and analytical abilities, critical thinking and communication skills, and multicultural awareness in a four-hour written test (multiple-choice and essay) covering historical and social scientific consciousness, scientific and mathematical processes, artistic expression, and the humanities.

The ATS-W will ask the candidate to demonstrate:

- knowledge of the learner
- knowledge of instructional planning and assessment
- knowledge of instructional delivery
- understanding of the professional environment.

Both essay and multiple-choice items will be used. The LAST and ATS-W are required for provisional certification as Teacher of Elementary Education (PreK-6); as secondary teacher of academic subjects (English, foreign language, mathematics, science, or social studies); and as teacher of special subjects (PreK-12 art, music, physical education, and others). During 1999-2000, the overall pass rate on the LAST for students completing certification programs at Lehman was 94 percent, as compared with a Statewide pass rate of 96 percent. The pass rate on the ATS-W was 92 percent; the Statewide pass rate was 97 percent.

APPLYING FOR TEACHER CERTIFICATION

Students who successfully complete an undergraduate sequence in education at Lehman are eligible for provisional certification by the NYS Education Department. The certification process is as follows:

1. The candidate completes requirements specified by the NYS Education Department.
2. The candidate 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 the student's record, showing date of graduation, forwarded to the Division Certification Officer, Carman Hall, Room B33.
3. In collaboration with the appropriate department advisor, the Division Certification Officer will review the tran-

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scripts and related documents and determine whether the student can be recommended for certification.

4. The Division Certification Officer will sign the certification application and forward it to the New York State Education Department.

5. The NYS Education Department forwards the teaching certificate directly to the applicant in two to three months. Lehman College can recommend a student for certification only if he/she has completed a registered sequence leading to the certificate requested. Students, however, may apply on their own for certification in an area for which they have fulfilled state certification requirements. *Note: According to current changes taking place in New York State certification requirements, the option to apply for certification on an independent basis will no longer be available as of February 2, 2004.*

Application forms and information about specific requirements for certification in particular fields of study may be obtained from the Division of Education.

Academic Honors

DEAN'S LIST*

At the end of each academic year, the Office of the Provost and Vice President for Academic Affairs publishes a list of matriculated students who meet the qualifications for placement on the Dean's List. To qualify for the Dean's List, a student must have completed a minimum of 61 credits with a 3.5 cumulative index and with a minimum of 24 indexable credits at Lehman College. Students will be placed on the Dean's List only once.

PRESIDENTIAL SCHOLAR*

This designation is bestowed upon Dean's List students who have earned 3.9 cumulative indices.

DEPARTMENTAL HONORS*

Graduation with departmental honors requires that, in addition to any other departmental specification, a student achieve a cumulative index of 3.2 and an

index of 3.5 in the major or in an interdisciplinary program for a minimum of 24 credits.

COLLEGE HONORS*

Students shall be eligible for college honors at graduation if they have completed at least 60 credits in residence at Lehman College, of which at least 42 are indexable, with a minimum cumulative index of 3.4. (See definition of credits in residence under the heading "Credit Requirements" on page 43 of this Bulletin.) The following honors may be awarded:

Cum laude Index of 3.4–3.59
Magna cum laude Index of 3.6–3.79
Summa cum laude Index of 3.8–4.0

Election to Honor Societies

PHI BETA KAPPA

Phi Beta Kappa, the nation's oldest liberal arts honor society founded in 1776, granted a charter that established Chi Chapter of New York at Lehman College in 1970. Membership in Phi Beta Kappa is an honor conferred by invitation in recognition of scholarly achievement in the liberal arts and sciences. Election to the Chapter is based on high scholarship in a broad liberal arts curriculum as distinct from a vocationally oriented course of study. To be eligible for election, a stu-

dent must have completed a year of college-level study in mathematics or a natural science, have completed two years of foreign language at the college level or its equivalent, and have a minimum 3.6 GPA with 90 credits in liberal arts courses.

SIGMA XI

Sigma Xi, the national honor society in scientific research founded in 1886, granted a charter to establish a chapter at Lehman College on November 2, 1974. The Lehman Chapter can elect to membership students who have demonstrated outstanding ability in the field of scientific research. The chapter provides an opportunity for the presentation of undergraduate and graduate student research papers.

GOLDEN KEY INTERNATIONAL HONOR SOCIETY

Golden Key, an international academic honors organization founded in 1977, granted Lehman College a charter on May 8, 1986, with 175 initial charter members. The society is interdisciplinary, and its members are juniors and seniors who are in the top 15 percent of their class, scholastically. Part-time as well as full-time students are eligible for membership.

OTHER HONOR SOCIETIES

The following societies encourage students to take an active interest in independent and advanced study: Kappa Pi (art), Beta Beta Beta (biology), Iota Sigma Delta Pi (chemistry, for undergraduate and graduate women), The English Honors Society for Scholarship and Creative Writing, Omicron Nu (family and consumer studies), Pi Delta Phi (French), Delta Phi Alpha (German), Eta Beta Rho (Hebrew), Phi Alpha Theta (history), Pi Mu Epsilon (mathematics), Kappa Mu Epsilon (music), Pi Sigma Alpha (political science), Alpha Kappa Delta (sociology), Psi Chi (psychology), Sigma Delta Pi (Spanish), Sigma Theta Tau (nursing), and the Epsilon Eta Chapter of Sigma Alpha Eta (speech and theatre).

* Second-degree candidates who meet the qualifications are eligible for the Dean's List, Presidential Scholar designation, departmental and College honors.

Academic Policies

Student Classification

Group	Credits Completed
8 Graduating Senior	106–120
7 Lower Senior	91–105
6 Upper Junior	76–90
5 Lower Junior	61–75
4 Upper Sophomore	46–60
3 Lower Sophomore	31–45
2 Upper Freshman	16–30
1 Lower Freshman	0–15

CREDIT AND COURSE LOADS

In general, 1 credit represents 15 hours classroom work or 30 hours laboratory work, plus supplementary assignments, or the equivalent thereof. One credit of clinical laboratory in the Department of Nursing represents 45 clock hours of work. Unless otherwise stated, the number of credits assigned to a course is the number counted toward a Lehman College baccalaureate degree.

FULL-TIME MATRICULANTS

Courses and credit loads for full-time matriculants are as follows:

- To be a full-time student, he/she must attempt a minimum of 12 credits or credit equivalents per semester.
- A student may attempt a maximum of 18 credits per semester.
- A student on full-time academic probation may attempt no more than four courses per semester and no more than two courses during a summer session.

PART-TIME MATRICULANTS

Courses and credit loads for part-time matriculants are as follows:

- In order to make progress toward the degree, a part-time matriculated student is expected to carry each semester a minimum of two courses totaling 5 to 7 credits or one course totaling at least 5 contact hours.
- For purposes of normal academic progress and continuity, a part-time matriculated student must complete the baccalaureate degree in no more than 20 semesters of attendance (or a number of semesters prorated for students with transfer credits), exclusive of summer

sessions, but inclusive of semesters spent as a non-matriculated or non-degree student. Exceptions must be approved by the Office of Academic Standards and Evaluation (Shuster Hall, Room 280).

- Students on part-time academic probation may take no more than two courses each semester.
- Part-time matriculants, other than those on part-time probation, may carry a maximum of 11 credits.

NON-DEGREE STUDENTS

Non-degree students may take no more than the maximum credits allowed matriculated (degree) students.

SUMMER SESSION

In summer session, students may earn credit in proportion to the amount of credit they may earn in a regular semester. For example, in one six-week summer session a student may carry no more than 8 credits or two courses, whichever is higher. A student with a minimum cumulative index of 3.0 or a student who is graduating from the summer session may carry an additional 3 credits.

If a student attends two summer sessions, at Lehman and/or elsewhere, and there is any overlap between the two sessions, credits representing the number of weeks of overlap must be subtracted from the total number of credits allowed. Students should consult with the Office of Academic Standards and Evaluation (Shuster Hall, Room 280).

EXCESS CREDIT

A student with a minimum cumulative index of 3.0 who has also completed the College Writing requirement and whose previous semester grades include no INCs, Ws, WUs, Rs, or NCs, or a student who is a graduating senior, may, with the permission of the Office of Academic Standards and Evaluation (Shuster Hall, Room 280), attempt up to 21 credits. Students who meet all the requirements stated above and who have successfully completed 21 credits in a prior semester may request permission in the Office of Academic Standards and Evaluation to attempt up to 24 credits. A student who wishes to request permission to register

for more than 24 credits must submit a written appeal to the Committee on Admission, Evaluation, and Academic Standards, detailing the reason for the request and a justification for each course planned in the schedule. This appeal should be submitted to the Committee through the Office of Academic Standards and Evaluation. The Committee will determine whether the appeal should be granted or denied during the late registration and drop/add period.

In no case may a student preregister for more than 18 credits. Students who register for more than 18 credits must pay the CUNY Accelerated Study Fee (see page 29 of this Bulletin).

WITHDRAWAL FROM COURSES

Drop/Add Period. Students may adjust their programs during the Drop/Add period at the beginning of each semester, provided there is space in a newly selected course and they maintain the minimum credit load for their status.

Withdrawals after Drop/Add. The grade of W, withdrawal without penalty, is awarded only when it is clear that a student has a good and sufficient reason for withdrawing from a course and is doing so at a time when he or she is doing passing work in the course. Applications for withdrawal are accepted through the seventh week of each semester.

Students desiring to drop a course in their major must obtain a recommendation from the chair or the adviser of the appropriate department program. No faculty member or counselor may withdraw a student from a course.

The following grades govern official and unofficial withdrawals after the Drop/Add period. The deadline dates are published each semester by the Office of Academic Standards and Evaluation.

Grade
Official withdrawal without penalty W
Unofficial withdrawal with penalty.....WU
Official withdrawal with penalty if failing or as indicated belowWF

NOTE: Although Ws carry no index penalty, they are credits attempted for the purpose of measuring satisfactory academic progress.

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After the eighth week of each semester, students may appeal for withdrawals to the Committee on Admission and Standing, but only for documented reasons of serious illness or serious personal emergency. After the tenth week of classes, only total withdrawals will be granted. Students should submit their appeals to the Office of Academic Standards and Evaluation (Shuster Hall, Room 280).

Students receiving financial aid should discuss in advance with the Office of Financial Aid the consequences of withdrawing from a course.

TOTAL WITHDRAWALS

Students in good standing may apply for a total withdrawal from the College with the intention of applying for readmission at a later date.

Students withdrawing from the College should first consult with the Office of the Vice President of Student Affairs. If withdrawal is indicated, the student should apply in the Office of the Registrar, return all books belonging to the Library, and all other materials and property to the appropriate office.

There is no category at the College entitled "leave of absence." After students have withdrawn, they may neither consider nor identify themselves as "students on leave" from the College; they may only describe themselves as "former students." Official discharge for medical reasons provides no exception to this rule.

A student whose cumulative index at the time of official discharge from the College is below the minimum required for continued matriculation shall be considered dropped for poor scholarship.

Lehman College Credit for Attendance at Other Institutions

The following regulations apply to Lehman College matriculants who wish to attend other colleges or universities for Lehman College credit:

- A student must have completed one semester of 12 credits at Lehman. To be assured full transfer credit, a student must (a) obtain a permit from the Office of the Registrar and (b) follow the procedures outlined on the permit, includ-

ing obtaining departmental approval. No student will be given a permit for more than one semester of full-time study elsewhere, except in specified programs.

- If a student does not obtain permission in advance, including departmental approval, transfer credit may be withheld. Grades of D earned outside The City University of New York are not transferable.
- A student may not be enrolled simultaneously at Lehman College and another institution for more than the maximum number of credits under Lehman College rules.
- A student who has completed half or more of the number of credits required for the Lehman College bachelor's degree may not receive credit for courses taken at a community college.
 - Work completed during summer sessions will not be credited beyond the established rate of work at Lehman College summer sessions.
 - To earn a Lehman College degree, a student must complete at least 30 credits in residence at Lehman College and at least half of the credits in the major and in the minor or in an interdisciplinary program. (See definition of credits in residence on page 43 of this Bulletin under the heading "Credit Requirements.")
 - A student is responsible for having transmitted to the College a record of all courses taken elsewhere for Lehman credit while a matriculated student at the College.
 - With special permission, a student who has satisfied Lehman College residence requirements may attempt the final 21 credits at another accredited senior college or university, provided that all other requirements for graduation will have been satisfied. Students wishing to graduate in absentia must obtain permission from the Office of Academic Standards and Evaluation (Shuster 280).

TRANSFER CREDIT

The following rules govern the evaluation of transfer credit:

- Credit is usually granted for a course from a college or university accredited by one of the following accrediting bodies if the description of that course matches that of a similar course offered by Lehman College: Middle States Association of Colleges and Schools/Commission on Higher Education; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools/Commission on Colleges; Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges; and Accrediting Commission for Community and Junior Colleges.
- Credit for a course at a postsecondary institution not accredited by one of the above-mentioned accrediting bodies, whose description matches that of a similar course offered by Lehman College, is usually granted after a student has completed a minimum of 30 Lehman College credits with a 2.0 cumulative index. The maximum number of credits allowed from such nonaccredited institutions is 32.
- Courses passed outside The City University system with a grade of D (below 70 percent) will not be credited by Lehman College. They will, however, be included in the cumulative index to determine an applicant's eligibility for admission.
- In accordance with the policy of the Board of Trustees, holders of associate degrees from The City University are granted 60 earned community college credits on transfer to a senior college, provided that they have not earned senior college credits prior to attending the community college.
- Holders of A.A., A.S., and A.A.S. degrees earned outside The City University may be granted up to 60 earned community college credits upon transfer, provided that they have not earned senior college credits prior to attending the community college. A.A.S. degree students' eligibility for admission is based on the index in liberal arts courses.

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- All community college transfer students who transfer without the associate degree may be granted up to 60 earned community college credits upon transfer, provided that they have not earned senior college credits prior to attending the community college.

- No transfer student may be granted more than 90 credits toward the degree. Students must satisfy the requirement that 30 credits as well as one-half the credits in the major and half in the minor or half the credits in an interdisciplinary program be completed in residence at Lehman. (See definition of credits in residence under the heading "Credit Requirements" on page 43 of this Bulletin.)

Credit by Examination

EXTERNAL EXAMINATION PROGRAMS (AP, CLEP, CPEP)

Students who have participated in any one of the three external examination programs approved by the College—the Advanced Placement Program (AP), the College Level Examination Program (CLEP), and the College Proficiency Examinations Program (CPEP)—may receive advanced placement depending on the scores achieved and criteria set by the College. Sophomore standing will be awarded to those who have earned four full Advanced Placement course credits.

CREDIT BY DEPARTMENTAL EXAMINATION

All departments at Lehman College may offer credits by means of a departmental examination, provided the individual departments are convinced that the student, through previous study and/or work, is qualified to take the examination in a specific course. The department may assign either credit (representing a grade of C or better) or no credit to the examination. Students who fail this examination may not repeat it. Students requesting credit by departmental examination must pay the Qualifying Examination Fee as listed in the section on "Noninstructional Fees" on page 29 of this Bulletin.

The maximum number of credits students may earn through external exami-

nations and life-experience credit (awarded through the Adult Degree Program), exclusive of Advanced Placement examinations, is 30. (For further information, consult the Office of Academic Standards and Evaluation, Shuster Hall, Room 280.)

GRADUATE COURSES FOR UNDERGRADUATE CREDIT

Seniors may take graduate courses for undergraduate credit under the same tuition conditions as those of their undergraduate courses, provided that they have a 3.0 cumulative index and a 3.0 index in the area in which they wish to take the course. They must secure a recommendation from the department and approval of the Office of Academic Standards and Evaluation (Shuster Hall, Room 280). Graduate courses taken for undergraduate credit cannot be used toward a graduate program.

AUDITED COURSES

All students, matriculant and non-degree, may audit any course other than a laboratory, provided attendance in the course does not involve the use of consumable material and/or equipment. Auditors will be charged regular tuition. Audited courses cannot be used to qualify for full-time or part-time status, financial aid, or veteran's benefits.

AUD-graded courses carry no credits, but auditors must fulfill the instructor's requirements for auditors. AUD-graded courses should not be confused with courses graded "No Credit." To register as an auditor, prior written permission of the instructor and the appropriate department chair is required. No change from regular registration to auditing, nor from auditing to regular registration, will be permitted after the regular registration period has ended.

Undergraduate Grading Systems and Related Policies

GRADING SYSTEM I

The grading system for remedial and developmental courses consists of A through C and R. The grading system for compensatory courses and courses of the College Requirement in English (ENG

099, 101, and 102) and foreign language courses numbered 101, 103, and 105 consists of A through C and NC.

GRADING SYSTEM II

The grading system for other courses consists of A through F. Other grading symbols may be used when appropriate.

PASS/FAIL OPTION

Students may elect P/F grades for a maximum of 18 credits in their degree program under the following conditions:

- The course for P/F must be outside (a) the College degree requirements and the major, minor, or interdisciplinary program and (b) the courses offered by Lehman's teacher education departments, except for those education courses that may be taken only on a Pass/Fail or Pass/No Credit basis.
- Only one P/F course may be elected in any semester, except for those courses that are always graded P/F.
- The P/F choice may not be changed after the College registration period has ended.
- The credits taken on a P/F basis may not be counted toward the number of credits required in the major and minor when that area represents a change from a previous choice.

CUMULATIVE INDEX

A student's overall level of scholarship is reflected in the cumulative index. Each student is expected to compute the index from the instructions and table that follow on the next page and to recompute it each subsequent semester for a cumulative total. A cumulative index may not be computed by averaging the semester indices. Students should check their computation against their official transcripts.

Grades and Credits to Be Included in the Cumulative Index: To be included are (1) all grades earned at the College, including Fs, FINs, WFs, WUs, and Js (no longer used) and those earned in a Lehman summer session and (2) all grades earned in courses taken at Lehman or City University study-abroad programs, provided that the students have received prior departmental approval.

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GRADE SYMBOLS		QUALITY POINTS
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+*	Poor	1.3
D*		1.0
F*	Failure	0.0
P	Pass	-
NC**	No Credit	-
R**	Course must be repeated until minimum level of proficiency is attained	-
INC***	Incomplete	-
FIN	An incomplete that has been turned to an F	0.0
W	Withdrawal Without Penalty	-
WU	Unofficial Withdrawal	0
WF	Withdrawal with Penalty	0
AUD	Audited Course	
Y	Year Course of Study; grade is indexed, but credit will be withheld if the year course is not completed according to grade A to D	
Z	Registrar's grade when a grade sheet has not been submitted by the instructor	
#	Repeat for better grade, removed from index	
&	Repeat for better grade, remains in index	
*	Repeat/Repeat of transfer credit/No credit when credit earned in XXX999	

* Students, if they wish, may repeat one time only courses in which they have earned D grades. The D grade will stand, and the new grade will be averaged in the cumulative index, but the course will be credited only once. Undergraduate students may remove up to 16 credits worth of F penalty grades from their grade point average by repeating the course in which the penalty grade was received and earning a grade of C or better as long as the original penalty grade was earned in the Fall of 1984 or thereafter and the course was repeated in the Fall of 1990 or thereafter. The original F penalty grade remains on the transcript. Students should consult with the Office of Academic Standards and Evaluation regarding University guidelines affecting the repetition of courses in which a penalty grade has been received. If students repeat courses in which they have received grades higher than D, the repeated courses will neither be credited nor counted either in the students' semester or cumulative indices.

** The NC and the R are earned academic grades for courses in which the use of NC or R has been approved; the NC or the R is given when a student has completed a course, but has not earned a minimum grade of C; NCs and Rs are counted as credits attempted in determining the rate of satisfactory progress toward the degree. In order to receive credit for a course in which an NC or an R has been earned, a student must retake and satisfactorily complete the course.

*** An Incomplete grade is turned to an F (FIN) when the work has not been satisfactorily completed within the established deadline.

Grade	Quality Points		Credits Attempted		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
D+	1.3	x	3	=	3.9
D	1.0	x	3	=	3.0
F, WF, or WU	0.0	x	6	=	0.0
			41		92.8

Number of credits taken = 41
Division of 92.8 (sum of quality points) by 41 = 2.26 (index)

Grades and Credits to be Excluded from the Cumulative Index: To be excluded are those grades earned in any previous institution or program not listed in the preceding section and all Ps, NCs, INCs, Rs, PENs, and Ws.

INDEX COMPUTATION FORMULA

To learn to compute the cumulative index, assume that the accompanying table represents grades earned and proceed as follows:

1. Multiply the total number of credits for each grade by the quality points assigned to that grade and total the product obtained.
2. Total the number of credits attempted.
3. Divide the results obtained in Item One by the result obtained in Item Two. This number becomes the Lehman College cumulative index. The index must be computed to two decimal places.

GRADE APPEALS

Students dissatisfied with a grade received in a course should first consult the instructor involved. It is the instructor's sole judgment that determines the grade recorded in the Office of the Registrar. The instructor's first judgment is always taken. Second and later judgments resulting from personal appeals and hardship claims are never honored. Occasional errors do occur, and these are always corrected promptly when properly certified by the instructor to the Office of Academic Standards and Evaluation. When a student considers a grade unjust, he/she should first confer with the instructor. Students are required to initiate grade appeals before the end of the eighth week of a semester following the entry of a permanent grade. Second judgments and additional work are not permitted. If a student is not satisfied that justice has been done, he/she may appeal in writing to the department chair. If the chair is the instructor in question, the senior member of the department Personnel and Budget Committee will act for the chair.

- a) The chair will appoint a review committee of at least two department members who, with the chair, will

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review the appeal. 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.

- b) The chair will notify the student, the instructor, and the Office of Academic Standards and Evaluation of the committee's decision. If the committee recommends a grade change, the chair will forward that recommendation (A-1) with the decision.
- c) The decision of the review committee will be binding on both parties.

ATTENDANCE

Students in basic skills courses are required to attend classes. Students in all other courses are expected to attend classes regularly, and instructors are required to record attendance for grading and counseling purposes. Individual instructors, as well as departments or degree programs, may establish specific attendance requirements. Instructors have the right to weigh attendance and class participation in determining grades. 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 or attending classes regularly for continuing eligibility.

FINAL EXAMINATIONS

A written final classroom examination is required in every course and must be held at the same time scheduled by the registrar's office. A graduating senior may be exempted from a final examination if the policy of the department or program is to exempt graduating seniors from final examinations. Exemptions are never automatic.

A graduating senior who has failed the final examination in only one course required for graduation is entitled to a special examination, provided that the student has a passing grade average in the course.

A student who misses a final examination for valid reasons may, after consultation with his/her instructor, be given a makeup final examination. The instruc-

tor must report the student's final grade in the course to the Office of the Registrar no later than the last day of classes of the following semester. Students taking one or more makeup final examinations must pay the special examination fee as scheduled under "Noninstructional Fees" (on page 29 of this Bulletin) and present the bursar's receipt for the fee to the instructor.

INCOMPLETE COURSES

The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course.

The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average. The student must complete the missing work within the first ten weeks of the following semester. If the instructor is not available, the student must consult with the department chair. A grade replacing the INC may not be entered by the instructor or department chair later than the last day of classes of the following semester. INC grades not completed by the deadline will become Fs (or the equivalent under Grading System I).

Academic Integrity

While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a

test: for example, using unauthorized books, papers, or notes during an examination; or procuring, distributing, or using unauthorized copies of examinations. Plagiarism means the failure to give credit for the source of another's words or ideas, or—as in the use of borrowed or purchased papers—passing off another person's work as one's own. (Section 213-b of the New York State Education Law prohibits the sale of term papers, essays, and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student's rights:

- To receive any charges in writing;
- To remain silent without assumption of guilt;
- To receive from the instructor a copy of the Academic Integrity Statement; and
- To be advised of the instructor's intended sanction. Such sanctions may include but are not limited to the following: a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading; b) a grade of F on the paper or examination, as above, but with no option to submit additional work; c) a grade of F for the course.

Should the instructor become convinced that the suspicions are unfounded, no further action will be taken. If the suspicions are founded and if both the student and the instructor are willing, they may agree upon a resolution. Subsequently, the charges and resolution must be reported to the department chair and filed by the instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.

- If no agreement is reached and the student is charged with cheating, the instructor will hold the intended sanction in abeyance and refer the matter to

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the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed include but are not limited to: 1) suspension from the College or 2) expulsion from the College.

• If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the chair of the appropriate department within a three-week period after the instructor has informed the student and the chair of the intended sanction. The chair will appoint a committee of three Lehman College faculty members, which will adjudicate the matter within three weeks by majority vote and send a written notification of its decision to the department chair, the student, the instructor, the Office of Admissions, Evaluation, and Academic Standards, and the Office of the Vice President for Student Affairs. If the chair is the instructor in question, the senior member of the department Personnel and Budget Committee will act for the chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Academic Standards and Evaluation, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the

first three weeks of the next regular semester shall apply.

• The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student's graduation, at which time they will be destroyed.

• As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for 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). 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.

Academic Standards

Students must have the retention indices of 1.5 for the first four courses or 12 attempted credits, of 1.75 for the first eight courses or 24 attempted credits, and of 2.0 for 25 or more attempted credits, and a 2.0 semester index thereafter.

TOTAL CREDITS ATTEMPTED	MINIMUM LEHMAN COLLEGE CUMULATIVE INDICES
0-12 (or first four courses)	1.5
13-24 (or first eight courses).....	1.75
25 or more.....	2.00

Total number of credits attempted include Lehman College Fs, FINs, Js, Ws, WFs, WUs, PENS, ABSs, Ps, NCs, Ys, Rs, or their equivalents, and all transfer credits.

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation. During this probationary period, a student maintains his/her academic standing with the College. After one semester of probation, a student who still does not meet the minimum requirements will be dropped from the College and is required to remain out at least one semester. Students may appeal to the Committee on Admission and Standing if they have not previously done so.

PROBATION REQUIREMENTS

1. Students on full-time probation are expected to have a 2.0 cumulative index at the end of the academic year.
2. Students on part-time probation must satisfy the following academic requirements:
 - a) each semester of the academic year, achieve a semester index of at least 2.3 in a maximum of two courses from among the College degree requirements, and
 - b) make satisfactory progress toward a 2.0 cumulative index in all Lehman College work.

GRADUATION REQUIREMENTS

To qualify for graduation with a Lehman College baccalaureate degree, students must complete the following requirements:

1. completion of at least 120 credits, including all degree requirements;
2. completion of at least 30 credits in coursework at Lehman, including at least half the number of credits in the student's major and half in the minor or half of the credits in an interdisciplinary program;
3. a minimum Lehman College cumulative index of 2.0; and
4. either a minimum grade of C or an overall index of 2.0 in all courses taken in the major and minor departments or in an interdisciplinary program.