

**The Faculty Senate  
The City College of New York**



Proposed: April 18, 2019  
Adopted: April 18, 2019  
Vote: **Unanimous**  
**Attendance = 41**

**Resolution to Adopt**

**GUIDELINES AND ENROLLMENT PROCESS FOR ACCELERATED MASTER'S  
DEGREE OPTIONS AT  
CITY COLLEGE**

**GUIDELINES FOR OFFERING AN ACCELERATED MASTER'S OPTION**

CUNY Guidelines for "4+1" / accelerated graduate program options were established by Interim Executive Vice Chancellor Bowers's 6/25/2018 Memorandum on Bachelor's/Master's Programs Across the University and the accompanying "Four + One Procedures."

A 4+1 program can be viewed as an articulation agreement between an existing Bachelor's program and an existing Master's program. The program can be in the same department, but they need not be. The goal is to accelerate a student's progress to the Master's degree.

It is recommended that a CCNY department that wishes to implement an Accelerated Option begin by writing a short, Accelerated Master's Option proposal with the following information:

- Rationale for an Accelerated Option
- Description of option
  - Brief overview
  - Maximum number of credits that may be applied to both the bachelor's and master's degree
  - Examples of courses that could be applied to both degrees
  - List any specific UG classes required for the major that can be substituted with Master's level classes.
  - Point to rules for the Master's degree that may influence the choice of Master's classes that are taken as part of the accelerate program.
  - Any additional information, including specifying classes that should not be admissions requirements.

Executive Committee (2018-2019):

David Jeruzalmi (Chair), Ellen Handy, Anu Janakiraman, Anne Kornhauser, Fred Moshary, Thomas Peele, Richard Steinberg

Each program will establish its own Admissions criteria, but the following minimum requirements are strongly suggested as best practices and consistent with CCNY Graduate Admissions requirements:

- Minimum of 60 credits completed at the time of application
  - Minimum GPA of 3.0
  - Two faculty letters of recommendation
  - A personal statement
- Academic requirements needed to remain in good standing within the program.
  - Administration and personnel who will oversee the program.
  - Contact information for prospective students to use.
  - Date(s) of faculty governance approvals as per division/school requirements

Each school determines the faculty approvals needed for Accelerated Master's Option within that school. It is recommended that programs also consult with the CCNY Registrar prior to implementing a new AMO to verify that the anticipated transfer of credits is consistent with CCNY and NYSED policy.

If the Bachelor's and Master's degrees are in a single department:

- If there is no change in the UG or master's major requirements, then the program should be accepted by the department and by the division council. This allows making a master's class able to substitute for an UG requirement; or adding specific Masters classes to the list of UG electives (noting that UG can take these more advanced classes 'with the permission of the department').

- If the 4+1 program leads to changes in UG major requirements beyond a 1 to 1 substitution of a Master's class for an advanced UG class the program should be approved by the department, the division council, CLAS-EC and CLAS council.

If the Bachelor's and Master's degrees are in different departments or in different divisions:

- The program should be approved by the departments, the division council(s), CLAS-EC and CLAS council

Please send a copy of approved proposals to: [mrstrzeszewski@ccny.cuny.edu](mailto:mrstrzeszewski@ccny.cuny.edu)

- Examples of CCNY Accelerated Master's Option proposals may be requested from the Provost's Office.

## **ADMISSION TO AN ACCELERATED OPTION**

The admission of undergraduate students into an Accelerated Master's Option is administered entirely by the academic programs. No documents are submitted to the CCNY Graduate Admissions Office or the Registrar until the student is at the point of graduation from the undergraduate degree program (see "Enrollment in the Master's Degree" below).

- Undergraduate students wishing to apply to an Accelerated Master's Option should submit a completed one-page application form to the Accelerated Option Administrator in the intended Graduate Program. The completed form should be maintained by the graduate program. A basic application form is available from the Office of the Provost and may be customized by the program.
- When a student is accepted to an Accelerated Master's Option, the graduate program administrator will add the student group **ACLM** to the student's record in CUNYfirst. Permission to manage the **ACLM** student group may be requested from the Registrar.
- The Program Administrator will coordinate with the appropriate DegreeWorks liaison to ensure that any necessary DegreeWorks exceptions for the application of graduate course work toward undergraduate degree requirements are made.
- The Accelerated Option Administrator is responsible for ensuring that the student applies for graduation as soon as the undergraduate degree requirements are met.

## **ENROLLMENT IN THE MASTER'S DEGREE**

When a student in an Accelerated Master's Option graduates from the undergraduate degree program, the Program Administrator will:

- Provide the City College Office of Admissions with all materials (or copies thereof) used for initial admission to the option, including the completed one-page application form. The Office of Graduate Admissions will admit the student into the graduate program. No additional application on the part of the student will be required and no Graduate Admissions fee will be charged. Please contact Associate Director of Graduate Admissions, Pauline Pabon, with any questions about this process.
- Inform the City College Registrar of the student's graduation and the specific graduate courses taken as an undergraduate that should be transferred to the student's graduate record. Please contact the Senior Registrar, Thomas Castiglione, for more information about this process.

The student group **ACLM** should remain on the student's record for tracking purposes.

The above guidelines and enrollment processes are in effect on July 1, 2019.