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## MEMORANDUM

To: Presidents, Deans, and Chief Academic Officers  
From: Jane P. Bowers, Interim Executive Vice Chancellor and University Provost JB  
Subject: 4+1 Bachelor's/Master's Programs across the University  
Date: June 25, 2018

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The New York State Department of Education, Office of College and University Evaluation, recently announced that it would no longer register any dual/joint programs from either the same or multiple institutions. The only way for us to leverage the breadth of programmatic strengths across the system in the best interest of our students is now through our own policies and practices.

Fortunately, independent of this action by the State, the Central Office of Academic Affairs was working on a procedural initiative to address this matter in the case of 4+1 Bachelor's/Master's programs. We are pleased to present a set of implementation guidelines for permitting our strongest students to be admitted early to Master's programs and to enroll in graduate courses at participating colleges and graduate programs across the system while they are still undergraduates. The graduate credits earned will count toward both the graduate and undergraduate degrees. The attached document describes these *Policy and Implementation Procedures*. Please share it with the appropriate parties on your campus.

While no institution or individual master's program is required to participate, we believe participation is desirable in that it will:

- Improve employment prospects for our undergraduate students
- Increase enrollments and revenue in existing graduate programs that are not at full capacity
- Save students time and money
- Generate interest in the university from prospective students
- Highlight the creativity of our students and faculty through interesting combinations of programs

If you have any questions please contact Ken Norz [Kenneth.Norz@cuny.edu](mailto:Kenneth.Norz@cuny.edu) at the Central Office of Academic Affairs. These procedures are effective immediately.