



Office of the University Registrar

The City University of New York
205 East 42nd Street, 8th Floor
New York, NY 10017

MEMORANDUM

Date: November 5, 2019

To: College Registrars

From: University Executive Registrar, Vivek Upadhyay 

Subject: **Coding of Undergraduate Academic Levels Effective Fall 2010**

Effective Fall 2010 the following definitions and completed credit ranges are to be used to define undergraduate academic levels and groups at all colleges:

Academic Level	Credit Range
Lower Freshman	0-14.9
Upper Freshman	15-29.9
Lower Sophomore	30-44.9
Upper Sophomore	45-59.9 (45-59.9+ for 2 year programs)
Lower Junior	60-74.9
Upper Junior	75-89.9
Lower Senior	90-104.9
Upper Senior	105-120+
Second Degree	

Second Degree level, is to be used when students have completed one degree and are pursuing a second degree at the same level (i.e. second associates or second baccalaureate).

In conjunction with the current CUNY policy for Students Satisfying Degree Requirements as stated in the CUNY Tuition Fee Manual, students who have satisfied their degree requirements, but wish to take additional credits beyond the degree, are to be charged the non-degree rate per credit unless they have filed for a second degree. If students have filed for second degrees, then they will be charged tuition based upon the same undergraduate tuition rate category as their first degree. Within the semester that the student is satisfying the degree requirements, he/she will be charged the degree undergraduate rate for all courses taken. A change from non-degree to degree status on or after the

first day of classes will not take effect until the next semester for tuition billing purposes. Thus, a student is not entitled to a refund due to the reclassification on or after the first day of classes

In order to implement these codes, in addition to using these definitions in your student term activation process, campus Registrars should be identifying students who have graduated and have not declared a second degree with the appropriate non-degree program coding in the student system for all subsequent semesters upon posting the first degree.

Please contact the Office of the University Registrar at our@cuny.edu if you have any questions.

Cc:

Executive Vice Chancellor and University Provost
Vice Chancellor for Legal Affairs & General Counsel
University Controller
Vice Presidents for Academic Affairs and Provosts
Campus Business Managers
Campus Directors of Student Financial Aid
Campus Bursars