

Memorandum

To: College Provosts and Enrollment Management Vice Presidents/Senior Officers

From: Jim Murphy, University Dean for Enrollment  
Ekaterina Sukhanova, University Associate Dean of Academic Affairs

Date: June 15, 2017

RE: Full-time graduate enrollment

As you know, full-time enrollment in graduate programs is 12 credits. Over the years, a few colleges have taken action to establish full-time enrollment at a lower number, usually nine (9) credits, in some programs.

We would like to give all colleges an opportunity to redefine full-time status as nine credits for the programs that they deem appropriate. Keep in mind that all students (domestic and international) must have the same credit requirement for full-time enrollment, regardless of the credit requirement. To request a redefinition of full-time status in specific programs, colleges should:

- 1) Follow any applicable internal procedures for approval at your college.
- 2) Once the college establishes internal approval for nine credits, the college submits a justification memo for each program, listing reasons for requesting an exception to the 12-credit policy, to both the University Registrar Vivek Upadhyay at [Vivek.Upadhyay@cuny.edu](mailto:Vivek.Upadhyay@cuny.edu) and Dr. Ekaterina Sukhanova, University Associate Dean of Academic Affairs at [Ekaterina.Sukhanova@cuny.edu](mailto:Ekaterina.Sukhanova@cuny.edu). The college justification memo should include a statement about the financial impact of any changes, and if there is a projected loss of revenue, a statement about how that loss will be covered.
- 3) We will respond as quickly as possible to each request. All requests received before July 14, 2017 will receive a response by August 11, 2017.
- 4) For all approved requests, note that all college catalogs/bulletins will need to be updated to reflect these changes.
- 5) Please forward to the offices named above any documentation you have on file for previous requests for exceptions to 12 credits for full-time status. Note that programs must have explicit approval to certify graduate students as full-time with nine credits; the mere fact of having included a "sample schedule" of nine graduate credits in a program proposal does not amount to such an approval.

Finally, consider any billing implications and student fee charges when adjusting full-time definition requirements, since the credits necessary for the full-time flat tuition rate for New York State residents remains 12 credits at this time.

During the 2017/2018 academic year, CUNY will work with academic and enrollment councils to reconsider the full-time 12-credit policy.