

MEMORANDUM

May 25, 2010

TO: Campus Registrars

FROM: Annamarie Bianco, University Registrar

RE: 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:

SIMS Group	Level	Credit Range
1	Lower Freshman	0-14.9
2	Upper Freshman	15 – 29.9
3	Lower Sophomore	30 – 44.9
4	Upper Sophomore	45 – 59.9 (45- 59.9+ for 2yr programs)
5	Lower Junior	60 – 74.9
6	Upper Junior	75 – 89.9
7	Lower Senior	90 – 104.9
8	Upper Senior	105 – 120+
9	Second Degree	
0	Non-Degree	

Group 9, Second Degree, 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). Additionally, in SIMS, second degree students are coded with a Group Type to indicate the type of second degree; the codes used are 2YR or 4YR.

In conjunction with the current CUNY policy for Students Satisfying Degree Requirements as stated in the CUNY Tuition Fee Manual according to page 23.1 item 4, 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 roll-over programs, campus Registrars should be identifying students who have graduated and have not

declared a second degree with the appropriate non-degree curriculum, billing, and group codes in the student system for all subsequent semesters upon posting the first degree.

Please feel free to contact me should you have any questions or need more information at (212)290-5719 or annamarie.bianco@mail.cuny.edu .

Cc: Executive Vice Chancellor and University Provost Lexa Logue
Vice Chancellor for Legal Affairs & General Counsel Frederick Schaffer
University Dean Robert Ptachik
University Dean David Crook
University Controller Barry Kaufman
Vice Presidents for Academic Affairs and Provosts
Campus Business Managers
Campus Directors of Student Financial Aid
Campus Bursars