

## **New York City College of Technology and CUNY Graduate School of Public Health and Health Policy Bachelor's/Master's Pipeline Program MOU**

### **I. Purpose**

The New York City College of Technology (City Tech) and CUNY Graduate School of Public Health and Policy agree to establish a Bachelor's/Master's pipeline program that permits eligible City Tech students (as defined below) to take graduate level courses at SPH during their junior and senior years at City Tech, with such courses counting towards both their undergraduate and graduate degrees, and secures their early admission to SPH's master's programs, to enable the completion of both the undergraduate and master's degrees in five years rather than six. Initially, the City Tech students will apply to the program in Summer 2026 for admission in the Fall 2026 session. The program will generally be known as the City Tech /SPH 4+1 Program (“**the program**”).

### **II. Term**

The term of this Memorandum of Understanding (MOU) shall be the date of execution of this MOU and will be automatically renewed for successive two-year periods. This MOU may be terminated by either party by providing written notice of such termination within thirty (30) days to the other party, in which event the program shall terminate after the last cohort of students accepted into the program has completed all graduate coursework at SPH that may be credited toward the undergraduate degree at City Tech.

### **III. Scope**

City Tech students who have completed 60 undergraduate credits or more and have maintained a cumulative GPA of 3.0 or higher will be considered eligible to apply for the program. Applicants who successfully complete the admissions process (outlined in paragraph IV below) will be informed of admittance to the program by the end of the application semester for admission to the program the following Fall, Spring, or Summer. Accepted students may earn up to 18 credits in SPH graduate courses that will apply towards both their bachelor's degree at City Tech and their master's degree at SPH, as set forth in paragraph V below. Once students have received their undergraduate degree from

City Tech and meet other requirements outlined in paragraph IV below, they will be admitted to SPH and will not be required to complete an application in SOPHAS. All other requirements applicable to SPH students generally will also apply to program students.

## **V. Admissions Process**

City Tech students who wish to apply to the program will be screened by the City Tech 4+1 Admissions Committee headed by the program coordinator/liaison, appointed by the City Tech Provost in consultation with the Chairpersons of the participating academic department. Students will be required to submit a one- to two-page personal statement to the City Tech 4+1 Admissions Committee, explaining their personal and academic rationale for joining the program. Students should demonstrate a commitment to pursuing a master's degree in public health, the health sciences, or industrial hygiene and/or a career in the field of health based upon their current program of study or work experience. The 4+1 Admissions Committee will also review the students' transcripts, may consult with the students' City Tech advisors, and may consider any other information deemed pertinent.

If recommended for admission by the City Tech 4+1 Admissions Committee, the personal statements and official transcripts will then be reviewed by an SPH pre-screening admissions committee, appointed by SPH's Chief Academic Officer. Final decision regarding provisional acceptances at SPH will be made by the SPH pre-screening admissions committee. SPH and City Tech will issue joint letters of acceptance, rejection, or waitlist status during the semester prior to attendance.

SPH will accept the City Tech undergraduate students to the SPH MPH or MS programs when the students have (1) successfully completed 12 credits of SPH graduate courses while undergraduates; (2) maintained a GPA (for both cumulative GPA and SPH coursework) of 3.0 or better as undergraduates; (3) completed their bachelor degrees at City Tech; and (4) met any additional admission criteria set by each SPH academic program. Students who have completed fewer than 12 credits of SPH courses while undergraduates will be reviewed for final acceptance on a case-by-case basis.

## **V. Programs of Study**

Graduate courses in all of the MPH and MS concentrations offered by CUNY SPH will be offered as part of the program. SPH and City Tech have agreed to create corresponding lists by discipline of the graduate courses to be offered in the program as well as their equivalencies for credit towards the City Tech undergraduate degree. Such lists may be modified from time to time by mutual agreement of the parties without the need for any further action under this MOU.

## **V. Tuition**

All SPH courses taken as City Tech undergraduates will be e-permit courses, and credits earned at SPH may be applied to their undergraduate degrees. (Note: precise transfer equivalencies will be determined when applicable by the appropriate academic departments at the students' home campuses). As specified by the CUNY Fees Manual, the SPH permit courses that are applied toward the undergraduate degree will be covered by the students' City Tech undergraduate tuition waivers (or undergraduate tuition for students who are not NY State residents). It is the parties' understanding that the University Budget and Finance Office will credit SPH with 70% of the tuition equivalency for e-permit courses taken by City Tech undergraduate students. For courses that are not applied to the undergraduate degree, students will be charged CUNY Graduate tuition rates by SPH.

## **VI. Obligations of City Tech City Tech shall:**

1. Develop and maintain written materials and an informational website about the program and provide an email point of contact for general inquiries.
2. Conduct research and provide informational sessions or seminars to educate City Tech students about the program.
3. Process applications and provide general enrollment management services.
4. Provide advisement services to students interested in the program.
5. Designate a coordinator/liaison to manage the program at City Tech and serve as the primary point of contact for the program with SPH.

## **VII. Obligations of SPH shall:**

1. Participate in outreach and informational sessions or seminars to educate City Tech students about the program.
2. Waive the application fee.
3. Process applications and provide general enrollment management services.
4. Provide advisement services to students interested in the program.
5. Monitor the progress of the students in the program.
6. Designate a liaison to serve as the primary point of contact for the program with City Tech.
7. Work with the City Tech registrar to ensure that credits associated with graduate courses taken while a student is an undergraduate transfer and are appropriately applied to the student's master's degree at SPH.

## **VIII. SPH and City Tech shall cooperatively:**

1. Draft outreach materials.
2. Create a one-page program application.
3. Conduct at least one student information session each fall and spring semester.
4. Coordinate key dates for program events, including the information session, and application deadlines.
5. Assist in processing e-permits and equivalencies to allow the undergraduate students to earn credit (as appropriate) for the graduate courses they take as undergraduates.
6. Understand and agree that each party is responsible for providing the above-allocated and enumerated responsibilities and resources to meet the needs of this program as a whole.
7. Further agree that except as set forth in this MOU, the parties are under no obligation to provide financial resources to one another.

#### **IX. Entire Agreement**

This MOU contains all of the terms of the understanding between the parties and shall not be binding until signed by SPH and City Tech. All previous communications between the parties, whether written or oral, relating to the subject matter of this MOU are superseded.