



**Baccalaureate**  
for Unique and  
Interdisciplinary Studies

# Partners in Learning

A Guide for CUNY BA Faculty Mentors

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# A Message from the Academic Director

Dear Colleagues,

Faculty mentorship in CUNY BA is an opportunity to develop rich and enduring intellectual relationships with creative and self-motivated students, who apply their wide range of interests toward interdisciplinary academic and professional pursuits. We hope that you will find your experience working with our students as fruitful and energizing as we do.

This guide explains your role as a Faculty Mentor in developing, with your mentee, a rigorous, coherent course of study for the student's individualized area(s) of concentration. It also includes, as general information, an overview of the academic structure of CUNY BA as well as information about student opportunities and resources, which you may find of interest.

We are pleased to have you as our partner and look forward to working with you in support of our students.

If you have any questions or suggestions for the development of this guide, please let us know.

Sincerely,

(Mr.) Kim J. Hartswick, Ph.D.  
Academic Director  
CUNY Baccalaureate for Unique and Interdisciplinary Studies  
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# List of Abbreviations and Acronyms

AOC	Area of Concentration
B.A.	Bachelor of Arts
B.S.	Bachelor of Science
CUNY	City University of New York
CUNY BA	CUNY Baccalaureate for Unique and Interdisciplinary Studies
CUNY Baccalaureate	CUNY Baccalaureate for Unique and Interdisciplinary Studies
GPA	Grade Point Average

# 1 History and Mission

## Program Overview

In an effort to better integrate the various colleges comprising the City University of New York (CUNY) system, the Board of Higher Education authorized CUNY to award a University-wide Bachelor's degree in 1971. This degree program was known as the CUNY Baccalaureate Program, and in 2008 was renamed to the CUNY Baccalaureate for Unique and Interdisciplinary Studies (commonly known as CUNY BA or CUNY Baccalaureate) to better represent its specialized role within CUNY.

CUNY BA offers highly motivated, academically strong students a flexible, challenging, and individualized way to earn their degrees by granting students greater responsibility for the design of their course of study, relative to students earning traditional undergraduate degrees. The program is intended for students who have the vision and drive to design their own unique and interdisciplinary areas of concentration (AOCs) with CUNY faculty mentors. AOCs are areas of study that are not available as a major/minor in typical departments at any of the four-year CUNY colleges. Each student can pursue one or two AOCs, under the advisement of at least one and up to two faculty mentors per AOC with expertise in that field of study.

The majority of students who are attracted to CUNY BA tend to have clear career paths in mind before they enter the program. Some are seeking career advancement within an existing field of employment, or looking to make a career change. Upon graduation, more than half of students report receiving promotions or raises in their current positions, or starting new careers. Alumni surveys show that most CUNY BA students report going on to work in fields related to the AOCs they completed in the program.

## Mission Statement

The City University of New York Baccalaureate for Unique and Interdisciplinary Studies provides students with a flexible, academically challenging way to earn their degree while giving them a major share of the responsibility for the content of that degree.

The program has three goals:

- (1) to encourage students to take advantage of the extraordinary resources and learning opportunities available at the City University's 18 colleges and at The Graduate Center;
- (2) to allow self-directed, academically able students to design an individualized program of study that complements their academic, professional, and personal goals; and
- (3) to foster intellectual exploration and responsible educational innovation.

# 2 Faculty Mentors

## Faculty Mentor Role

The heart of the CUNY BA learning partnership is the relationship between students and their faculty mentors. Faculty mentors assume the key academic responsibility of ensuring that their students' AOC(s) will prepare them for graduate or professional work in their chosen field of study. Students must have at least one faculty mentor with expertise in the AOCs they choose. With the mentor's guidance, the students select the courses to be taken for the AOC. Upon completion of their course of study, faculty mentors have the formal responsibility and authority to recommend their students for their degree to the University Committee on CUNY Baccalaureate for Unique and Interdisciplinary Studies.

Typically, faculty mentors work with their students up until graduation. A student may not remove or replace a mentor unless the mentor resigns or if other extenuating circumstances arise. Under appropriate circumstances deemed to be in the best interests of the student's academic progress, the University Committee permits the CUNY BA Academic Director to change a student's faculty mentor.

To be eligible to serve as CUNY BA faculty mentors, faculty must have professorial rank or be lecturers with a full-time teaching position at any one of the CUNY colleges. A successful mentor ensures that the student's AOC is academically sound, monitors the student's academic progress, and contacts CUNY BA's Academic Director with any questions or concerns. The relationship of mentors and students varies as greatly as the individuals involved, allowing students and faculty mentors to forge rapport as individualized as the concentrations they develop.

## Assessing CUNY BA Candidates

When a CUNY BA student asks you to consider serving as their faculty mentor, you may wish to reflect on the following questions:

- Is the student self-directed, motivated, and academically able? Keep in mind that a 2.80 GPA is the minimum required for admission to the CUNY BA program, and for graduation; the median GPA of recently admitted students is 3.30.
- Does the student have clearly defined, viable academic and professional goals?
- Has the student thought carefully about the AOC(s) they wish to pursue?
- Can the student work independently, solve problems, handle obstacles, and benefit from the CUNY BA experience?

## Area of Concentration Documents

Students applying to CUNY BA are required to submit their proposed AOC(s) and an outline of relevant courses they would complete with their application. Upon admission to the program,

students are asked to complete: (1) the AOC Form; and, (2) the AOC Narrative. The student should work with their faculty mentor to complete these two documents and submit them to CUNY BA's Academic Director before the end of their first semester in the program. Both documents require approval from the faculty mentor before they can be submitted to CUNY BA. Once submitted, the CUNY BA Academic Director will review the documents and provide feedback to the student if any changes are needed. Otherwise, the CUNY BA Academic Director will approve and sign the documents.

- (1) In the [AOC Form](#), the student refines (as needed) the AOC(s) they proposed when they applied to CUNY BA, and lists the coursework they will complete to earn their degree. This document formalizes the student's program requirements. The AOC Checklist provided later in this section lists relevant requirements that faculty mentors should take into account when reviewing the AOC Form with their mentee(s). Students who have two AOCs should complete one AOC Form for each. Students who have two faculty mentors for one AOC should complete a separate AOC Form for each.
- (2) In the AOC Narrative, the student explains the reasoning behind the selection and design of their AOC(s) and courses, the selection of their faculty mentor, and their goals for the program. Students who have two AOCs should complete one AOC Narrative for each.

Students approaching graduation are asked to complete one final AOC document during their last semester in the program: (3) the AOC Self-Assessment. Although this document must be submitted to the CUNY BA Academic Director, it does not require review or approval from the student's faculty mentor, and is described here for informational purposes only.

- (3) In the AOC Self-Assessment, the student evaluates their level of proficiency in different knowledge and skill areas relevant to their AOC, such as their ability to communicate their AOC effectively to others, and their knowledge on topics their AOC comprises. The student is also asked to describe the path they ultimately took to complete the program, and to reflect on how it is similar to or different from what they outlined in their AOC Narrative.

## Area of Concentration Checklist

By allowing students to design their own AOC(s) with guidance from a faculty mentor, and granting them the opportunity to take courses across multiple CUNY campuses, CUNY BA promotes academic creativity and innovation (visit the [CUNY BA website for AOC examples](#)).

The following are the [major points to consider](#) when reviewing an AOC Form with your mentee:

- Single AOC: a minimum of 8 courses / 24 credits is required.  
Dual AOCs: a minimum of 6 courses / 18 credits in each area is required.  
Both the course and credit minimums must be met. Mentors can require more. When listing more than 8 (or 6) courses on an AOC Form, there is a place on the form for the mentor to indicate whether the student must complete *all* courses listed; students are otherwise just required to complete the minimum. Courses must be on an intermediate or advanced level (generally these have at least one prerequisite in the same discipline).
- The title of the AOC should be appropriate and accurately reflect the chosen courses.
- The courses should make up a coherent plan of study that increases in complexity over time.
- The courses should prepare the student for graduate study or for professional work in their chosen field.
- Each course should be from a department at a senior college that offers a B.A. or B.S. in a related field. Graduate courses can be included.
- If there are prior-to-CUNY BA courses being used in the area, including courses taken outside of CUNY, at least 50% of the AOC must be completed as a CUNY BA student. Also, no more than 50% of the AOC courses can be applied if taken outside of CUNY.
- For all AOCs in Psychology, Experimental Psychology must be included.
- All AOC courses must be taken for letter grades (not Pass/Fail or Credit/No Credit, unless a particular course is only offered P/F or CR/NC). Also, all AOC courses must be completed with grades of at least C-.
- Students pursuing interdisciplinary or dual AOCs may, in some circumstances, find one faculty mentor whose expertise encompasses both disciplines; otherwise, two mentors are required.
- Two independent studies/internships can be used. If there is an academic reason to include more than two, this should be justified to the CUNY BA Academic Director. Upon completion of the independent studies and internships, the student must provide their mentor and the CUNY BA Academic Director with a 1-2 paragraph description of each learning experience.

# 3 Academic Structure and Standards

## Degrees Conferred

CUNY Baccalaureate degrees are awarded by The City University of New York. The program is accredited by the Middle States Association of Colleges and Schools and by the New York State Education Department. Students can earn a Bachelor of Science (B.S.) or a Bachelor of Arts (B.A.) degree through CUNY Baccalaureate.

## Applications and Admissions Criteria

Prospective students should consider attending a CUNY BA information session. For the session schedule, contact the CUNY BA office at 212.817.8220, or visit [cunyba.cuny.edu](http://cunyba.cuny.edu).

CUNY BA maintains high academic standards. To be eligible for admission, students must be matriculated at a CUNY college, have passed (or been exempted from) all the required CUNY entrance exams, and have earned at least 12 credits with a minimum grade point average (GPA) of 2.80 overall (the average GPA upon admission is above 3.30). Students must also have a valid academic reason for applying, such as a desire to complete an interdisciplinary or otherwise unique AOC, or to complete an area of specialization not available at a CUNY college. These are the minimum criteria only and do not guarantee admission to the program.

All prospective students must complete and submit a CUNY BA application. Those not yet matriculated in CUNY must also apply for admission to a CUNY college (referred to as the Home College, described later in this section). Only students matriculated in a CUNY college are eligible for acceptance into CUNY BA. The CUNY BA application requires a 1-2 page statement of purpose, and an outline of courses for the proposed AOC(s). In order to review an application, CUNY BA must have official transcripts of all previous college work. Although applications are continuously reviewed, students are encouraged to apply as early as possible before the start of the semester in which they intend to begin in the program.

When all documents have been evaluated, qualified applicants are invited for an admission appointment, at which time a CUNY BA advisor will explain the transfer credits accepted and the remaining credits to meet requirements for a degree. For further details about applying to CUNY BA visit: <https://cunyba.cuny.edu/apply/>

## Home College

CUNY BA students must be matriculated at one of the CUNY colleges. This home college is where the student pays all tuition and fees, registers for classes, and handles all nonacademic matters, such as financial aid and obtaining a college ID card. A community college may be the home college until a student has earned an associate's degree or accumulated 68 credits, whichever comes first. At that point, the student must officially transfer to a senior college, which

becomes the new home college. Academic advisors, campus coordinators, and contacts in the Registrar offices of each home campus collaborate to ensure that students are given the necessary permissions to register for courses across CUNY to fulfill the needs of their individualized program of study.

Most students matriculate into CUNY BA from within CUNY; however, at least 25% arrive each semester from outside of the CUNY system. Regardless, every CUNY BA student must be (or become before entry into CUNY BA) matriculated in a CUNY college. The student's college of matriculation receives the tuition, fees and headcount; the college(s) the student attends receives the Full Time Enrollment credit. The student's first senior college of matriculation receives the graduation credit. Students graduate with a degree from CUNY BA.

## Degree Contract

Upon admission to the program, CUNY BA students receive a Degree Contract that they review with their CUNY BA Academic Advisor (see Section 5 for a list of the academic advisors). This document lists the transfer courses and credits being accepted by the program, the student's (estimated) remaining degree requirements, and any additional documents required of the student. Students are asked to sign the degree contract to verify that they understand and accept the conditions and requirements of the program that must be satisfied in order for their degree to be conferred. The CUNY BA staff is responsible for ensuring that students satisfy the program's degree requirements, including completion of the courses approved by the faculty mentors for the AOC (see Section 3 for additional information).

## Credit Requirements

Students can earn either a B.S. or a B.A. degree when they graduate from the program. They take a minimum of 60 credits in the liberal arts and sciences for the B.S., at least 90 credits in the liberal arts and sciences for the B.A., and within those credits they must satisfy the [CUNY Pathways](#) curriculum. 30 credits can be earned through non-collegiate work (further details about non-collegiate work, including life experience credits, are provided later in this section). Students may complete one or two AOCs (similar to a single or double major). The AOC credit requirements are described next.

## Areas of Concentration Requirements

The cornerstone of CUNY BA is the opportunity it provides students to create their own unique specialization by taking courses across disciplines with the guidance of their faculty mentors. The courses in an AOC must have some relation to one another and prepare the student for graduate-level work and/or a professional trajectory in their field. All courses for an AOC must be approved by a CUNY faculty mentor (see Section 3 for additional information). At least 50 percent of the work for an AOC must be completed at CUNY as a CUNY BA student. Students may have up to two AOCs and must maintain at least a 2.50 average in each of their AOCs. Students are required to achieve grades of C- or better in all AOC courses.

Students must take introductory courses in new fields and must take prerequisites for advanced

courses, where applicable. They must complete at least eight intermediate and upper level courses (at least 24 credits) for a single AOC. For dual AOCs, students must take six courses (at least 18 credits) in each area. Which courses qualify as intermediate and upper level can vary across disciplines. As a general rule, a course is typically considered intermediate if it has a prerequisite. Students and faculty mentors should consult the CUNY BA Academic Advisors to ensure that students are registering for the correct number and level of courses to complete their degree requirements. The courses must be taken for a letter grade at a senior college in a department that offers a bachelor's-level major. If, in the faculty mentor's judgment, these minimum requirements will not give the student a solid grounding in the discipline, they should require the student to complete more coursework.

For a single AOC, two internships/independent studies may be included (i.e., two internships or two independent studies, or one internship and one independent study); for a dual AOC, one for each concentration may be included. Graduate-level courses can also be included. Credits by examination, life experience credits, and courses taken on a Pass/Fail basis cannot be applied to the AOCs.

## Classroom Credits

At least 90 credits of the 120 minimum required for the degree must be earned in regular course work (as differentiated from internships and life experience credits).

## Credit Load/Credit Limits

Students may not register for more than 18 credits per semester (12 credits in the summer) unless they obtain prior written permission from the CUNY BA Academic Director. Approval is given only to students who have no grades outstanding and who consistently deliver high-quality work.

## Grade Point Average

Once admitted to the program, students must maintain at least a 2.50 GPA overall and a 2.50 average in their AOCs for all coursework done in CUNY.

## Repeating Courses

If a student repeats a course for which *any* passing grade has been received (D- or better), only the first passing grade will be counted toward the CUNY BA degree. The second course and grade will appear on the transcript, but will not be counted in the GPA. CUNY BA follows the University policy on F grades which states that effective fall 1990, students may re-take up to 16 credits of F earned in courses taken in CUNY after September 1984. The course (same number and title) must be repeated at the college where it was originally taken. The student must earn a C or better in the repeated course to have only the second grade count in the index, although both courses will continue to appear on the transcript.

## Pass/Fail Option

Students may take up to 12 credits on a Pass/Fail basis, provided that the course is not part of the area of concentration and that the department giving the course offers this option.

## Graduate Courses for Undergraduate Credit

With permission from the appropriate graduate departments and CUNY BA's Academic Director, students may take graduate courses for undergraduate credit at CUNY senior colleges, School of Professional Studies, School of Labor and Urban Studies, Macaulay Honors College, School of Public Health, School of Journalism, and at The Graduate Center. Approval is given only to students who have no pending grades, who consistently deliver high-quality work, who have an approved area of concentration form on file with the CUNY BA office, and who have a minimum cumulative GPA of 3.00.

## Community College Credits

No more than 68 community college credits are accepted toward the CUNY BA degree.

## Non-Collegiate Credits

Students may earn up to 30 credits for non-collegiate work such as courses completed through the National Program on Non-collegiate Sponsored Instruction (NPONSI; administered by The University of the State of New York), the American Council on Education (ACE), and credit by examination (e.g., CLEP). Non-collegiate credits do not apply toward CUNY BA's 30-credit residency requirement. Up to 15 of the 30 non-collegiate credits may be awarded for prior experiential learning. About 15% of CUNY BA students earn some credit for non-collegiate work. Life experience credits for non-collegiate work may be earned by examination (the evaluation of a portfolio that documents what the student has learned) and through military credits.

## Remedial and English-as-a-Second Language (ESL) Credits

No credits earned in remedial or ESL courses apply toward the degree, though such courses do appear on the student's transcript if they were taken in CUNY.

## Residency

A minimum of 30 CUNY classroom credits must be completed as a CUNY BA student. Credits awarded for life experience and credits by examination are not counted toward residency.

# 4 Student Opportunities and Resources

## Beyond the Class Requirements

CUNY BA students are actively encouraged to take advantage of the enormous range of opportunities offered within and beyond the CUNY system. This includes complementing their regular classroom experiences with [internships](#), [independent study](#), [study abroad](#), online courses, and honors and capstone seminars.

Faculty mentors may wish to keep student mentees abreast of any additional opportunities they come across through professional listservs, academic society websites, and their departments.

## Funding Opportunities

There are a number of [funding opportunities](#) to which CUNY BA students may apply. For example, they are regularly recipients of the:

- Benjamin A. Gilman International Scholarship
- Critical Language Scholarship
- CUNY Chancellor's Global Scholarship for Study Abroad
- Melon Mays Undergraduate Fellowship
- The Point Foundation Scholarship
- Women's Forum Education Fund Scholarship
- Fulbright Study/Research and English Teaching Assistantship Awards

CUNY BA students have also been awarded the Truman Scholarship, Marshall Scholarship, National Science Foundation Pre-Doctoral Fellowship, and more. Faculty mentors should encourage their students to consider applying for any funding for which they may be eligible. For additional information, please visit the [CUNY BA website](#).

## Thomas W. Smith Academic Fellowships

The Thomas W. Smith Academic Fellowships are made possible by the generosity of Mr. Thomas W. Smith. Awards of \$2,715 per semester are made to full-time students (minimum 12 credits per semester) and \$1,380-\$2,070 per semester to part-time students (6-11 credits per semester) every term until they complete their degree requirements subject to the availability of funds and maintenance of good academic standing. As of Spring 2019, more than 900 students have been named Smith Academic Fellows since the inception of the awards in 1994. These Fellowships are competitive; award decisions are based primarily on academic performance, the applicant's essay, and a letter of recommendation, typically from the faculty mentor. CUNY BA students are notified by email of the opening of the application cycle at the start of the fall and spring semesters. All applications are reviewed by a scholarships sub-committee of the University Committee on CUNY Baccalaureate for Unique and Interdisciplinary Studies, and the final decision, based on

its recommendation, is made by the entire Committee.

## Other CUNY BA Scholarships

Other scholarships have also been established for CUNY BA, including:

- Dina Arjani Scholarship for Students Planning Careers in Teaching/Education
- Memorial Scholarship for Students in Social Work, Education, Health or Human Services
- Sheila and Helena O'Donoghue Award
- S. Suthiana Impact Award
- Anne Duncan Somsen Memorial Fund
- Barbara Sproul Scholarship
- Dora and Seymour Rosen Memorial Scholarship
- Barbara Price Fellowship
- Hearst Opportunities Fund

For graduating students, the CUNY Baccalaureate Alumni Association Fund supports outstanding graduates who will be continuing their studies in graduate programs. Between 5 and 7 awards are presented at commencement each year.

# 5 Administration and Staff

## CUNY BA Team

The [team of staff at CUNY BA](#) includes:

- Academic Director's Office
  - Academic Director: Kim J. Hartswick
  - Assistant Program Officer: Analie Cruz
  - Office Assistant: Nicholas Rios
- Office of the Dean for Academic Initiatives and Strategic Innovation
  - Dean: Brian Peterson
- Coordinator of Admissions and Recruitment: Peter Altman
- Advising Office
  - Senior Academic Advisor: Kate McPherson
  - Academic Advisor: Rafal Szczurowski
- Registrar's Office
  - Senior Registrar: Karen Miller
  - Associate Registrar: Ann Marie Doering
  - Registrar's Office Assistant: Samuel Hellmann
- Coordinator of Alumni Affairs, Scholarships, and Special Events: Regina Matthews
- Bard Liaison: Nikko Vaughn
- CUNY BA Fellows Program
- Campus Coordinators and Registrar Contacts
- The University Committee on the CUNY Baccalaureate for Unique and Interdisciplinary Studies Program

Contact information for the CUNY BA Staff is provided later in this section.

## Academic Director's Office

Kim J. Hartswick oversees all aspects of the program with the assistance of the Assistant Program Officer Analie Cruz and Office Assistant Nicholas Rios. Dr. Hartswick was an Associate Professor of Art History and Archeology at The George Washington University for 22 years before assuming the duties of Academic Director for CUNY BA in the summer of 2006. He gives final approvals to the area(s) of concentration (AOC) developed by student and faculty mentors and, when approval is not granted, consults with students and mentors to develop programs of study that meet CUNY BA requirements. Students and faculty mentors should contact the Academic Director if any issues relevant to the AOC(s) arise, and should apprise him of any concerns that could affect the student's academic progress. The Academic Director reports to the Graduate School and University Center's Dean for Academic Initiatives and Strategic Innovation.

## Office of the Dean for Academic Initiatives and Strategic Innovation

Brian Peterson is the Interim Vice President of administration and finance and the Dean for Academic Initiatives and Strategic Innovation at The Graduate Center. As dean for academic initiatives, his priorities include leading new academic programming opportunities, such as certificates, hybrid and online courses, and non-degree offerings; advancing and strengthening global partnerships; raising the profile of the CUNY Baccalaureate for Unique and Interdisciplinary Studies; and supporting The Graduate Center's strategic planning and implementation.

## Coordinator of Admissions and Recruitment

Peter Altman is responsible for recruiting new CUNY BA students, facilitating information sessions for the program, and processing students' applications for admission to the program.

## Academic Advising Office

Senior Academic Advisor Kate McPherson and Academic Advisor Rafal Szczurowski help students understand and track their degree requirements, navigate the ePermit process and registration, and prepare for successful completion of the program.

## Registrar's Office

Senior Registrar Karen Miller and Associate Registrar Ann Marie Doering manage registration-related activities for CUNY BA with assistance from the Registrar's Office Assistant Samuel Hellmann. CUNY BA maintains its own academic records and issues transcripts for its students. Each student record is created and maintained manually in CUNYfirst. In addition, the registrar's office processes ePermit requests and assists with registration-related issues.

## Campus Coordinators and Registrar Contacts

Each undergraduate campus has a designated CUNY BA Coordinator who serves as a link between the program's staff and the home campus. On some campuses, that role is filled by a faculty member, and on others it is filled by an administrator. The Coordinators provide information to students, publicize the program, and help solve problems. The Registrar's office at each home campus also has at least one contact person to assist CUNY BA students with registration procedures. CUNY BA [Campus Coordinators](#) and [Registrar Contacts](#) are available as a resource to CUNY BA students and their faculty mentors.

## University Committee on the CUNY BA Program

The [University Committee on the CUNY BA program](#) is the governing body of the program and is composed of faculty, students, and administrators from across the University. The entire Committee advises the Academic Director on the administration, coordination, and development

of the program, and its faculty members officially recommend the awarding of degrees to the CUNY Board of Trustees. This committee is responsible for approving, auditing, and certifying the academic policies and procedures governing CUNY BA and serves as an appeal body for programmatic matters, policies, and procedures. The Committee meets twice each semester.

The membership of the Committee numbers at least fourteen, not including two alternates:

- Six faculty and two alternates from different disciplines chosen by the University Faculty Senate for staggered three-year terms
- Five CUNY BA students nominated by the Academic Director and confirmed by the University Student Senate for one-year terms
- The Executive Vice Chancellor for Academic Affairs (or his/her designee), ex officio
- The President of The Graduate Center (or his/her designee), ex officio
- A CUNY college president chosen by the Council of Presidents for a one-year term (or his/her designee)

Each academic year, the University Committee elects a chairperson from among the Committee's faculty members. Faculty who are interested in serving on this committee should contact the CUNY BA Academic Director.

## CUNY BA Fellows

The CUNY BA Fellows program began in 2019 as a pilot that has since evolved into a program that selects exceptional doctoral students from The Graduate Center, CUNY to serve as liaisons between CUNY BA students, faculty mentors, campus coordinators, and administrators. Their responsibilities include but are not limited to:

- Collecting data to track the evolving needs of CUNY BA students and faculty
- Organizing programming to cultivate support networks among students
- Supporting students in finding and maintaining strong relationships with faculty mentors
- Collaborating with campus coordinators to address student challenges
- Creating and facilitating writing and professional development workshops for students
- Fielding student questions about class registration, faculty mentors, and other matters
- Producing and circulating regular communications and announcements for the CUNY BA community

## CUNY BA Office Contact Information

### **Main Office**

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The office is open Monday-Friday, 9am-5pm.  
In July and August office hours vary (call to verify them).

### **Academic Director**

Mr. Kim J. Hartswick, PhD

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### **Coordinator of Admissions and Recruitment**

Peter Altman

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### **Academic Advisors**

For students with last names D-F, P-Z:

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212.817.8237

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