

• CUNY

• BACCALAUREATE PROGRAM

### Degree Requirements

Students enrolled in the CUNY Baccalaureate Program must earn a total of 120 credits to be eligible for a baccalaureate degree. A minimum of 30 credits must be completed after admission to the Program. The Board of Regents of the State of New York requires candidates for the degree of Bachelor of Arts to complete at least two-thirds of their total credits in the area of liberal arts and candidates for the degree of Bachelor of Science to complete at least one-half of their total credits in the area of liberal arts.

To apply for graduation, students must submit an academic transcript indicating the completion of a minimum of 90 credits of classroom work with an overall average of C. Courses may be taken in any branch of the City University. Transfer credits from colleges outside the City University will be counted towards the degree if they are accepted by a college of the City University. Classroom credit will not be granted for courses offered by non-degree granting institutions or for non-credit courses offered by degree granting institutions unless these credits have been accepted by a college of the City University. Credits earned under these circumstances may be applied to the non-classroom component of a student's program with the approval of the faculty committee and the Dean for University and Special Programs.

A student's classroom work must indicate a normal progression from elementary to advanced courses. Normally, a maximum of 64 credits of community college work will be accepted for the baccalaureate degree.

Students must also submit a record of the successful completion of the non-classroom portion of their program. A maximum of 30 credits may be earned for such activities. The faculty committee must approve all non-classroom activities and recommend

the granting of credits. The Dean for University and Special Programs shall approve the specific number of credits to be awarded for these activities. In special cases, a maximum of 15 credits may be granted for non-classroom activities completed prior to admission to the CUNY Baccalaureate Program. The award of these credits must be recommended by the faculty committee and approved by the Dean for University and Special Programs. Field studies or internships offered or accepted by the various units of the City University may not be counted as part of a student's non-classroom activities. They will be accepted for regular classroom credit.

Community college students who enroll in the CUNY Baccalaureate Program may earn an associate degree or proceed directly to the baccalaureate degree. Students who elect to earn an associate degree will be matriculated into the CUNY senior college of their choice on the receipt of the degree. Students who do not elect to earn an associate degree must matriculate into the CUNY senior college of their choice after the completion of 64 credits.

### The Faculty Committee

All students who plan to enroll in the CUNY Baccalaureate Program must form a faculty committee composed of at least three full-time faculty members who agree to supervise their program of study. The chairman of the committee should be selected first and the other members chosen in consultation with the chairman. The chairman of the committee must hold the rank of associate or full professor and should come from a discipline directly related to the student's area of study.

Each faculty committee must include members from at least two different disciplines related to the student's area of study, and at least 2 members must come from the faculty of the student's college of matriculation at the time of entrance into the program. After transferring to a new college of

matriculation, a student must add a full-time member of that faculty to the faculty committee within one term.

The faculty committee normally serves until the student has completed the Program. In the event of the resignation of a member of the committee, the student must select a replacement with the approval of the other committee members. Part-time faculty members may serve on faculty committees in an advisory capacity in addition to the permanent members.

The faculty committee guides the student in planning a course of study, approves the program, and ultimately recommends the student to the University for the award of a degree. The student must meet with the chairman or the full committee at least once a semester. The chairman of the committee must sign the student's registration permit forms each semester and submit a progress report on the student to the Dean for University and Special Programs at the end of each semester.

Students who wish to enroll in the Program and are having difficulty in forming a faculty committee, are urged to contact their campus coordinators or the University Coordinator for the CUNY Baccalaureate Program.

### Registration for Classroom Work

Students enrolled in the CUNY Baccalaureate Program are eligible to take courses at any unit of the City University. Special registration permit forms are available from the Office of the Registrar at each college or from the University Coordinator of the CUNY Baccalaureate Program/The Graduate School and University Center/33 West 42nd Street/New York, New York 10036. The registration permit form enables a student to enter the registration hall at any undergraduate unit of the City University.

These forms must be filled out by the student and the chairman of the faculty committee prior to registration, and must be used for registration at all the units of the City University, including the college of matriculation. If a student plans to take courses at more than one unit of the City University in a given semester, a separate form is required for registration at each school. Students must register with their class, e.g. lower junior, at each college. It is the student's responsibility to ascertain the correct time and place of registration. No more than 18 credits may be earned for classroom work or for any combination of classroom and non-classroom work in any one semester. This requirement may be waived by the Dean for University and Special Programs.

### Non-Classroom Credits

A maximum of 30 credits may be granted for non-classroom activities. These may include independent study, creative activities, or work experience. In order to qualify for academic credit, all non-classroom activities must be performed under the guidance of the faculty committee and be directly related to the student's program of study. In special cases, a maximum of 15 credits may be granted for non-classroom activities completed prior to admission to the CUNY Baccalaureate Program.

### The Proposal

Students planning to apply for non-classroom credits must prepare a detailed outline of their program of study or work experience in consultation with the faculty committee. A copy of the proposal must be sent to the Dean for University and Special Programs.

Students planning to undertake independent study or creative activities should include in their proposals:

1. a detailed explanation of their project;
2. the name, rank, department and college of the faculty member who will sponsor the project;
3. a statement indicating how the project relates to their total program of study.

Students applying for work experience credits should include in their proposals:

1. the type of work to be performed and its location;
2. the name and title of their immediate supervisor;
3. a statement indicating how their work experience relates to their total program of study.

### The Report

On the completion of the program outlined in the proposal, the student's faculty sponsor or work supervisor must submit a report to the faculty committee and the Dean for University and Special Programs describing the student's actual studies or work experience and evaluating the student's performance. On receipt of this report, the faculty committee may recommend to the Dean for University and Special Programs that academic credits be awarded for the student's activities. The actual number of credits granted for non-classroom activities shall be approved by the Dean for University and Special Programs.

### Retroactive Work Experience Credits

Students applying for retroactive work experience credits must prepare a statement detailing the work they have completed and its relationship to their total program of study. They must submit this statement along with the report of their work supervisor to the faculty committee and the Dean for University and Special Programs. On the receipt of these documents, the faculty committee may recommend to the Dean for University and Special Programs that academic credits be awarded. The actual number of credits granted for retroactive work experience shall be approved by the Dean for University and Special Programs.

The Dean for University and Special Programs shall

The CUNY Baccalaureate Program, established by the Board of Higher Education in 1971, permits mature and highly motivated students with a clear idea of their educational and career objectives to design their own academic program. It seeks to promote sound educational innovation by allowing the participants, under the guidance of a faculty committee, to pursue a variety of educational experiences. Students are invited to study at the various branches of the City University and encouraged to pursue independent study under the direction of individual members of the faculty. Students may also earn a maximum of 30 credits for non-classroom work experiences directly related to their program of study.

All matriculated students in good standing at the City University of New York who have completed at least 15 credits at a senior or community college are eligible to apply for admission. Admission to the CUNY Baccalaureate Program is based on academic background, ability to work in an unstructured situation, the educational validity of the proposed program of study and faculty recommendations. The approval of the Dean for University and Special Programs is required for admission.

Students who successfully complete the Program are awarded the degree of Bachelor of Arts or Bachelor of Science from the City University of New York. These degrees are accredited by the Board of Regents of the State of New York.

officially notify the student, the faculty committee and the Office of the Registrar at the college of matriculation of the number of non-classroom credits awarded. All credits for non-classroom study will be awarded on a pass/fail basis. No more than 18 credits may be earned for non-classroom work or for any combination of classroom and non-classroom work in any one semester. This requirement may be waived by the Dean for University and Special Programs.

#### Transfer To Senior Colleges

All community college students must transfer to a senior college upon receipt of an associate degree or upon the completion of 64 credits. At the beginning of the semester prior to receiving the degree or achieving 64 credits, the student must file an application for transfer. Applications are available from the Office of the Registrar at all community colleges. Students must indicate on their application that they are enrolled in the CUNY Baccalaureate Program to facilitate their transfer to the senior college of their choice.

#### Transfer From The CUNY Baccalaureate Program

Students enrolled in the CUNY Baccalaureate Program who transfer out of the Program before the completion of the degree, shall be given a certified statement of the number of credits completed and approved by the faculty committee and the Dean for University and Special Programs. Students who plan to transfer are strongly advised to consult with a counselor at the college of transfer to ascertain the college's specific requirements for a baccalaureate degree.

#### Fees and Financial Aid

Students enrolled in the CUNY Baccalaureate Program must pay all consolidated and special fees required by their college of matriculation. Students in need of financial assistance may apply for aid through their college of matriculation.

#### Academic Probation and Dismissal

Students enrolled in the CUNY Baccalaureate Program are required to meet the academic standards maintained by their college of matriculation. In the event that a student fails to maintain these standards, the student shall be placed on probation or dismissed in accordance with the rules of the college.

#### Academic Honors

General commencement honors for the CUNY Baccalaureate degrees--summa cum laude, magna cum laude and cum laude--may be conferred by the City University on the recommendation of the faculty members of the University Committee. Nominations for academic honors must be made by the members of the faculty committee in accordance with the academic standards in effect at the student's college of matriculation.

#### Applications

Applications for the CUNY Baccalaureate Program are available from the campus coordinator at each college or from the University Coordinator of the CUNY Baccalaureate Program/The Graduate School and University Center/33 West 42nd Street/New York, New York 10036. Application deadlines are May 1 for the fall semester and November 15 for the spring semester.

#### The University Committee

The University Committee is responsible for approving, auditing and certifying the programs of all students enrolled in the CUNY Baccalaureate Program. The Committee also approves the policies and procedures governing the operation of the Program. The faculty members of the University Committee are empowered by the Board of Higher Education to recommend candidates for degrees.

The University Committee has no immediate jurisdiction over the programs of individual students. If the validity of any portion of a student's program is challenged by the Dean for University and Special Programs, the student may appeal to the University Committee. The Committee also serves as an appeal body if a faculty committee fails to recommend a student for a degree. In both cases, the decision of the University Committee shall be final and binding on all parties.

The University Committee is composed of five faculty members from different disciplines chosen by the Faculty Senate; five students chosen by the University Student Senate; two presidents of colleges appointed by the Council of Presidents; and the Vice-Chancellor for Academic Affairs or his designee. The Dean for University and Special Programs serves *ex officio*. Appointed members of the University Committee serve for one year and their terms of office are renewable.

#### The Dean for University and Special Programs

The Dean for University and Special Programs is responsible for the overall administration of the CUNY Baccalaureate Program and for the development of policies and procedures governing its operation.

#### The University Coordinator of The CUNY Baccalaureate Program

The University Coordinator of the CUNY Baccalaureate Program is responsible for the detailed administration of the Program subject to the approval of the Dean for University and Special Programs.

#### Campus Coordinators

Campus coordinators for the CUNY Baccalaureate Program have been appointed at all the undergraduate units of the City University. The campus coordinators function as a source of information and guidance for the program.

#### University Administrative Officers CUNY Baccalaureate Program

Dr. Mary Jane Kingkade, Dean for University and Special Programs, Tel. No. 790-4558  
Miss Sheila Kaplan, University Coordinator, CUNY Baccalaureate Program, Tel. No. 790-4559

#### Campus Coordinators

Baruch College	Dean Arthur Brown 725-3126
Borough of Manhattan Community College	Dr. Bernard Stambler 262-2198
Bronx Community College	Dean Morton Rosenstock 960-8838
Brooklyn College	Dean Clyde Dillard 780-2530
City College	Prof. Arthur Bierman 621-2517
Hostos Community College	Prof. E. Gizis 993-8000
Hunter College	Dr. Chang Moon Sohn 360-2388
John Jay College	Prof. William Tortorella 533-7800
Kingsborough Community College	Dr. Julio Miyares 969-9200
La Guardia Community College	Janet Liberman
Lehman College	Prof. Robert Johnson 960-8104
Medgar Evers College	Office of The President
New York City Community College	Prof. John Hudesman 643-8445
Queens College	Prof. Mark Miksie 445-7500
Queensborough Community College	Dr. Sylvia Cline 631-6336
Richmond College	Dean Thomas Prapas 448-8424
Staten Island Community College	Prof. Alison Bernstein 390-7667
York College	Office of The President

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