

The logo for CUNY, consisting of the letters 'CU' stacked above 'NY' in a bold, white, sans-serif font, set against a solid black rectangular background.

Baccalaureate Unique and  
Interdisciplinary  
Studies

PROGRAM HANDBOOK

2018 – 2020

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Dear CUNY Baccalaureate Student,

CUNY Baccalaureate (CUNY BA) is an exciting, versatile route to the Bachelor of Arts or Bachelor of Science degree; it has the special advantage of allowing you to design a curriculum tailored to your academic, professional, and personal interests and needs. Since it was established in 1971, CUNY Baccalaureate has facilitated over 8,000 students to complete their degrees.

There is virtually no limit to the academic possibilities in CUNY BA. Students have created and completed such specializations as: African History and Spiritual Philosophy, Applied Interactive Multi-Media Studies, Art Conservation, Artistic Traditions in Religion, Behavioral Science and Community Health, Community Development and Technology, Conservation Biology, Counseling Psychology, Creative Writing and Mythology, Culinary Journalism, Disability Studies, East Asian Studies, Environmental Chemistry, Health Reform, International Economic Relations, Law of International Trade and Commerce, Marketing Anthropology, Management and Sociology, Middle Eastern Studies, Politics and Education, Psycho-Social Research, Renewable Energy, Space Science, Sports and Nutrition, Sustainable Tourism, Theatre and Social Change, Theories of Sex and Gender, Women and Public Relations, and Zoological Photography.

Alumni have been accepted to graduate programs and professional schools in CUNY and across the country, from the University of California at Berkeley, Washington University in St. Louis, the School of International and Public Affairs at Columbia University, to Harvard and Yale Universities; others have won prestigious academic awards such as Fulbright, Marshall and Truman Scholarships, to name a few. Recent surveys of graduates indicate that over half report having earned raises or promotions, gotten new jobs or started new careers upon earning the degree, and that 80 percent are working in fields related to their Areas of Concentration.

Welcome to CUNY BA. The staff and I look forward to working with you.

Sincerely,



Dr. Kim J. Hartswick  
Academic Director

## CUNY BACCALAUREATE FOR UNIQUE AND INTERDISCIPLINARY STUDIES

### ADDRESS, WEBSITE, AND EMAIL

365 Fifth Avenue, Suite 6412  
New York, NY 10016  
212 817-8220 (phone)  
212 817-1512 (fax) [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu)  
[general@cunyba.cuny.edu](mailto:general@cunyba.cuny.edu)

### TELEPHONE NUMBERS

Main number:	212-817-8220
Admissions:	212-817-8230 or 8239
Academic Advisors:	
Students A-C and H-O	212-817-8225
Students D-G and P-Z	212-817-8237
Registrar:	212-817-8227
Scholarships:	212-817-8223

### OFFICE HOURS

The program office is open Monday-Friday, 9am-5pm. In July and August office hours vary: call to verify them. The office is sometimes closed between Christmas and New Year's; call to confirm.

### ACCREDITATION

The Bachelor of Arts and Bachelor of Science degrees, awarded by The City University of New York, are accredited by the Middle States Association of Colleges and Schools and by the Board of Regents of the University of the State of New York. The program is offered under the auspices of The CUNY Graduate School and University Center.

### RIGHT TO MAKE MODIFICATIONS

CUNY BA reserves the right to make modifications of any nature in the academic program and requirements without advance notice. CUNY tuition and fees are similarly subject to change by the Board of Trustees of The City University of New York.

## MISSION STATEMENTS

### THE CITY UNIVERSITY OF NEW YORK

CUNY traces its beginnings to the founding in 1847 of the Free Academy, which later became The City College, the first CUNY College. According to New York State Education Law, CUNY is "supported as an independent and integrated system of higher education on the assumption that

the university will continue to maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students, faculty and staff from all ethnic and racial groups and from both sexes." The law requires CUNY to "remain responsive to the needs of its urban setting and maintain its close articulation between senior and community college units."

## CUNY BACCALAUREATE

Established in 1971, the City University of New York Baccalaureate for Unique and Interdisciplinary Studies (CUNY BA) provides students with a flexible, academically challenging way to earn their degrees while giving them a major share of the responsibility for the content of those degrees.

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 eighteen undergraduate 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.

## DEGREE OVERVIEW

Working with CUNY faculty mentors, students create specializations ("Areas of Concentration") designed to help them achieve their academic and career goals.

The degree has three primary components: a General Education Requirement, an Area of Concentration (or two), and electives. These degree elements provide a balance between structure and flexibility that gives ample opportunity for innovation and creativity while ensuring that the degrees students earn have academic merit and validity.

CUNY BA students are encouraged to take advantage of the enormous range of academic opportunities offered in CUNY by completing courses at different colleges. With the appropriate permissions, qualified students may take graduate courses for undergraduate credit at the CUNY senior colleges and at The Graduate Center. Independent study and internships are another way for students to individualize their degrees.

Students can enrich their undergraduate experience by earning up to 30 credits for non-collegiate work, such as credit by examination. Of those 30 non-collegiate credits, a maximum of 15 credits can be earned for properly documented prior experiential learning (life experience credits).

CUNY BA maintains high academic standards. Students must have at least a 2.80 cumulative average to be admitted and must maintain at least a 2.50 overall and in their Area(s) of Concentration in order to remain in the program and earn their degrees. CUNY BA students are regularly among the recipients of prestigious awards and scholarships in and beyond CUNY. Over 50% graduate with academic honors and over 50% go on to graduate school.

CUNY BA has received grants from the Diamond and Ford Foundations, the CUNY Consortium for the Study of Disabilities, the CUNY Workforce Development Initiative, the International Foundation for Study Abroad, and the Council for Adult and Experiential Learning. CUNY BA has its own academic fellowship program and scholarships, and its Alumni Association gives awards annually to graduating students accepted to graduate or professional schools.

## THE HOME COLLEGE (MATRICULATION)

### OVERVIEW

In addition to being part of CUNY BA, each student must be matriculated in a CUNY college. This is the student's "home college" where a student pays tuition and fees, handles non-academic matters, such as financial aid, and takes the university entrance and placement tests.

At the beginning of each semester the CUNY BA Registrar sends each campus a list of that college's students who are enrolled in the program. From that list, the colleges change each student's program plan to CUNY BA. If that does not happen and students encounter problems with registration appointments the student should go to his/her home college registrar's office for assistance.

### MATRICULATION AT A COMMUNITY COLLEGE

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 transfer to a senior college which becomes the new home college.

Students attempting to earn their Associate's degree en route to the BA/BS degree should take extra care in discussing their community college credit options and limits with their CUNY BA academic advisor and must obtain permission from the Academic Director to continue to pursue the Associate's degree while enrolled in CUNY BA. No more than 68 community college credits, however, will be applied to a student's CUNY BA degree.

### CAMPUS COORDINATORS

Each CUNY campus has designated a faculty member or an administrator to serve as a liaison to CUNY BA. The campus coordinators monitor the operation of CUNY BA at their colleges, disseminate information, and can offer guidance and advice to enrolled and prospective students. The list of campus coordinators can be found at: <http://cunyba.gc.cuny.edu/campuscoordinators/>



## DEGREE REQUIREMENTS: AN OVERVIEW

The CUNY Baccalaureate degree requirements are:

1. a Liberal Arts and Sciences component, which includes a series of courses that make up a General Education Requirements;
2. the Area of Concentration;
3. electives

While CUNY BA students are not bound by academic requirements at their home college or at the colleges where they take courses, they are expected to satisfy course prerequisites -- unless academic departments grant them an exemption.

### THE LIBERAL ARTS AND SCIENCES REQUIREMENT

CUNY BA is a Liberal Arts and Sciences program, offering two degrees: the Bachelor of Arts and the Bachelor of Science. In accordance with the requirements of the New York State Department of Education, these degrees are distinguished by the number of credits in the Liberal Arts and Sciences required for each:

- **Bachelor of Arts:** At least 90 credits must be in the Liberal Arts and Sciences.
- **Bachelor of Science:** At least 60 credits must be in the Liberal Arts and Sciences.

### THE GENERAL EDUCATION REQUIREMENT

This Handbook details two versions of the General Education Requirement, one, called Pathways, for students who entered CUNY BA during or after Summer 2013, and one for students who entered CUNY BA prior to Summer 2013.

### AREA(S) OF CONCENTRATION

Whereas the general education requirement seeks to give students a broad range of skills and information, the goals of in-depth study in an Area of Concentration include developing a particular knowledge base, encountering and integrating increasingly complex ideas, and ultimately utilizing this scholarship in further academic studies and/or in a professional capacity. This kind of learning has always been a major focus in higher education.

### CLASSROOM AND NONCOLLEGIATE CREDITS

Of the 120 credits required for the Baccalaureate degree, a minimum of 90 must be completed in the classroom. (CUNY online courses, as well as internships, independent study, and study abroad registered through a CUNY college count as CUNY classroom credit). A maximum of 30 non-collegiate credits, such as credit by examination and life experience credit, can be applied toward the degree.

### COMMUNITY COLLEGE CREDITS

A maximum of 68 credits of community college (also known as two-year college or junior college) coursework will be accepted toward the bachelor's degree.

## GRADE POINT AVERAGE

A minimum cumulative grade point average (GPA) of 2.50 overall and in the Area(s) of Concentration is required for graduation.

Students admitted provisionally, in order to remain in the program, must (1) earn at least a 2.50 GPA average every semester; (2) maintain at least a 2.50 GPA in the Area(s) of Concentration to remain in the program and, in order to graduate; (3) have an overall institutional GPA (the combined GPA of all work done in residence as a CUNY BA student) of at least 2.50.

## RESIDENCY REQUIREMENT

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

## CLASSIFICATION OF LIBERAL ARTS AND SCIENCES

Students need at least 60 Liberal Arts and Sciences credits to graduate.

Liberal Arts and Sciences courses are those in which theory is the focus and in which there are broad foundations linking course content to history, philosophy, natural, social or behavioral sciences, or mathematics. These courses are of a general or theoretical nature and are designed to develop judgment and understanding about humankind's relationship to the social, cultural and natural facets of their total environment. Liberal Arts and Sciences courses make up the foundation of a general education, are independent of specific application, and are not necessarily directed toward particular career or specific professional objectives.

Courses in Anthropology, Art/Film/Music/Theater Appreciation and/or History, Biology, Chemistry, Classics, Communications, English, Environmental Science, Ethnic and Cultural Studies, Government, History, Languages, Math, Philosophy, Political Science, Psychology, Religion, and Sociology are almost always Liberal Arts.

By contrast, non-Liberal Arts and Science courses are those where the primary intent is to give students specific vocational, professional, or technical skills. There is substantial focus on professional development, technical proficiency, and professional or business-related content. The focus is on derivative, practical, "how to," applied aspects of a field. For example, *ART 101 Introduction to the Visual Arts* at John Jay College is a Liberal Arts and Sciences course, whereas *ART 111 Introduction to Drawing: the Language of the Line*, is not.

Courses that are generally *not* Liberal Arts are: Accounting; Acting; Advertising; Architecture; Business; Computer Systems and Technology; Criminal Justice; Fine Arts; Dance Performance and Choreography; Film Production; Music Production, Performance and Theory; TV and Radio; Theater Performance and Production; Video Production; Dentistry; Education; Engineering; Finance; Forensic Science; Graphic Design; Health, Health Administration, Health Education and

Health Services; Hospitality Management/Tourism; Law/Legal Methods; Management; Marketing; Nursing; Nutrition/Dietetics; Physical Education; Public Administration; Social Work; and Speech Pathology. Internships in any academic department are also non-Liberal Arts.

## THE GENERAL EDUCATION REQUIREMENT

Students entering CUNY BA in Summer 2013 and beyond follow a CUNY-wide general education requirement called [Pathways](#). It constitutes a subset of the overall liberal arts requirement, and it has two parts, as follows:

### The Required Core, Four Courses/12 Credits

English Composition 1 and II (2 courses)

Mathematical and Quantitative Reasoning (1 course)

Life and Physical Sciences (1 course)

### The Flexible Core, Six Courses/18 Credits

*One course in each category plus an additional sixth course from any one of the categories*

World Cultures and Global Issues

U.S. Experience in Its Diversity

Creative Expression

Individual and Society

Scientific World

Students with Pathways coursework left to complete after admission to CUNY BA will be able to identify online the pertinent courses CUNY has designated for the Pathways categories. The [CUNY course catalogs](#) and [schedule of classes](#), will also indicate the courses that fulfill Pathways categories.

Note that: (1) students who enter CUNY BA as second Bachelor degree candidates or who have completed AA or AS degrees prior to CUNY BA admission are considered to have fulfilled this Pathways curriculum. (2) CUNY BA students may complete up to 12 credits Pass/Fail toward their degrees; within that limit, students with Pathways courses left to complete after admission may take those courses, if desired, on a Pass/Fail (or Credit/No Credit) basis when that option is available to them at the college. (3) upper-level courses applied to Pathways requirements may also be used, if approved, in CUNY BA Areas of Concentration. (4) CUNY BA students are not required to complete the 6-12 credit College Option courses at their home colleges.

Students who stopped out of CUNY BA and are returning are bound by these new requirements, but can appeal to the program to enter under the old general education requirements if that will expedite their graduation.

Students may check with a CUNY BA academic advisor before registering for Pathways courses, if they have any questions.

## THE GENERAL EDUCATION REQUIREMENT PRIOR TO SUMMER 2013 (FORMERLY KNOWN AS THE CUNY BA CORE DISTRIBUTION)

Students who entered CUNY BA before Summer 2013 follow this general education requirement. As mentioned above, students who stopped out of CUNY BA may appeal to the program to re-enter under these general education requirements if that will expedite their graduation.

Courses for this requirement may be introductory, intermediate, or advanced college-level courses, and each must be taken for at least two credits. They can be taken at the community college level provided the student has room for community college credits. They must be taken for letter grades (not Pass/Fail or Credit/No Credit). Students cannot complete the Humanities or Social Science categories with three courses all from the same discipline; at least one course must differ.

Students are advised to check with their CUNY BA academic advisor before registering for general education courses.

**A. TWO COURSES IN LITERATURE:** Literature courses must involve literary texts and cover literary theory and analysis. (Examples: *Introduction to Literature*, *World Literature in Translation*, *Children's Literature*, *Women's Literature*, *Dramatic Literature*, *African-American Poetry*, *Classical Literature*, *Literature of the Renaissance*, etc.)

Composition I and II and other writing courses (i.e. *Poetry Writing*, *Creative Writing*), as well as journalism courses, will not count toward the literature requirement. Students are generally required to take at least one composition course (also known as expository writing) as a pre-requisite before taking a literature course; that will count as elective Liberal Arts credits.

At least one of the two required literature courses must be taught in English (with texts and written assignments in English). The second literature course can be taught in another language.

The course *Oral Interpretation of Literature*, generally found in Speech and Theater departments, will not count toward the Literature requirement as it deals primarily with voice, diction and performance, not literary analysis.

Some film courses can satisfy the literature requirement. The following is *guidance* for determining if a film course is a literature course: if literature is in the title (*Fiction into Film*;

*Literature of Film*); and/or if literary texts, literary theory, and literary analysis are read/used extensively in the course. Consult with your academic advisor before registering for any film course with the intention of applying it to your literature requirement.

**B. THREE COURSES IN HUMANITIES:** Archaeology, Art Appreciation, History and Theory, Classics, Comparative Literature, Creative Writing (not basic Composition), Drama, English, Film Analysis, Appreciation and History, Journalism (history, writing, analysis), Upper-level Language courses (beyond the second year of study), Linguistics, Literature, Music History and Appreciation, Philosophy, Religious Studies, Dance and Theater Appreciation and History, Theology, Semantics, select upper-level Speech and Communication courses, and Media studies courses with Humanities-based content.

Non-Liberal Arts courses with a practical or applied focus such as Studio Art, Music, Dance and Theater Performance, and Film, Television and Radio Production cannot be used.

Interdisciplinary courses in topics such as Black and Latino Studies, Judaic Studies, Women's Studies, Gay and Lesbian Studies, etc., may be applied when the major themes taught include art, drama, film, history, literature, music, media, philosophy, or religion.

Language courses teaching vocabulary, grammar, comprehension, speaking, etc. (up to 4, the end of the second year) cannot be used – courses beyond that level can be; content courses taught in a language such as Hunter *CHIN 301 Journalistic Chinese Literature I*, Queens *SPAN 310 The Culture and Civilization of Spain* and Brooklyn's *FREN 2120 Understanding Texts in French* can be used in this category.

No basic or applied Speech course can be used to fulfill this requirement such as Public Speaking, Effective Speaking, Voice and Diction, Fundamentals of Oral Communication, and Speech Pathology. Upper level Speech courses based on an extensive study of texts, using a theoretical/analytic approach, can be used, such as Brooklyn's *SPE 1714 Oral Interpretation: Prose*. Consult with your CUNY BA academic advisor before registering for any Speech course with the intention of applying it to the Humanities requirement.

**C. THREE COURSES IN SOCIAL SCIENCE:** Anthropology, Economics, Geography, Government, Political Science, Psychology, Sociology, Urban Studies.

Interdisciplinary courses in topics such as Black and Latino Studies, Judaic Studies, Women's Studies, Gay and Lesbian Studies, etc., may be applied toward the Social Science requirement when the major themes include anthropology, economics, geography, politics, psychology, urban affairs, or social class, race and gender issues.

For B. and C., students must take courses in at least two disciplines. For example, students may not take three Sociology courses toward the Social Science requirement; their third Social Science course must be in another discipline, i.e., Anthropology or Economics.

#### **D. ONE YEAR OF A LANGUAGE OTHER THAN ENGLISH (COMPLETION OF THE SECOND SEMESTER OF THE FIRST YEAR OF A LANGUAGE)**

Students may use American Sign Language for this requirement, in addition to the traditional modern languages and ancient languages.

This requirement can be waived for students who:

- 1) successfully completed three years of a language in high school;
- 2) demonstrate equivalent proficiency by examination through an approved language program or a college language department;
- 3) attended high school or college in another country where the dominant language and instruction were not in English; or
- 4) are exempted from the language requirement by a CUNY college.

#### **E. THREE COURSES IN MATHEMATICS AND SCIENCE**

Examples: College Level Mathematics, Statistics, Astronomy, Biology, Chemistry, Environmental Science, Geology, Physical/Biological Anthropology, Physical Geography, Physics, Science Survey, Zoology. Symbolic Logic (Philosophy) may be used as a Math course as well. Lab courses are not required. Students may take interdisciplinary courses such as the *History of Math*, *Biology and Bioethics*, or *Chemistry and the Environment* to fulfill this requirement.

Students must take one Math and one Science course. The third course may be a Math or Science course, or a Computer Science course that is designated by CUNY BA as a Liberal Arts and Sciences course; there are, however, a limited number of such courses. Students are urged to consult their academic advisor about computer science courses for this requirement prior to registration.

## **AREA(S) OF CONCENTRATION**

### **OVERVIEW**

The cornerstone of CUNY BA is the opportunity it provides students to create their own unique specializations, known as Areas of Concentration.

Students develop their Concentrations under the guidance of a faculty mentor.

**The faculty mentor must be a full-time CUNY professor (not an adjunct) at one of the CUNY colleges in a discipline directly related to the student's Area of Concentration.** The mentor does not have to be at the home college or the college where the student is taking most of his or her courses, nor does the mentor need to be teaching in a department that grants a bachelor's degree.

Students planning to complete two Areas of Concentration or an interdisciplinary concentration may have two faculty mentors.

Students pursuing a single Area of Concentration complete **at least 8 intermediate or advanced level courses for letter grades, totaling at least 24 credits (both minimums must be met).**

There are no minors in CUNY BA; students who have an interest in two Areas may pursue dual Concentrations. For dual Areas of Concentration, students complete **at least 18 credits/6 intermediate or advanced courses in each Area (both minimums must be met).**

Area of Concentration courses, then, will be above and beyond any introductory or prerequisite courses the student may need to complete in order to advance to the intermediate level.

Intermediate and advanced courses (also known as upper level courses) are generally those that have at least one prerequisite course within the same discipline. Faculty mentors will help students identify and choose upper level courses for their concentrations.

### AREA OF CONCENTRATION (AOC) POLICIES AND GUIDELINES

- Single AOC: a minimum of 8 courses/24 credits (both minimums must be met). Courses must be on the intermediate and/or advanced level (those courses usually have at least one prerequisite in the same discipline). Faculty can require more than the minimum.
- A Dual AOC (like a double major): a minimum of 6 intermediate and/or advanced courses/18 credits in each AOC. Faculty can require more than the minimum.
- The title of the AOC is appropriate and accurately reflects the chosen courses.
- The courses make up a coherent plan of study that increases in complexity over time.
- The courses will prepare the student for graduate study.
- All courses are from senior college academic departments that offer a BA or BS degree. (A course from a non-degree granting department can be included if it is not available in another CUNY college department that does offer a degree.) Graduate courses can be included.
- At least half of the AOC will be completed as a CUNY BA student. (No more than half of an AOC can be made up of coursework completed prior to enrolling in CUNY BA.)
- For all AOC in psychology, *Experimental Psychology* must be included. (Statistics is a prerequisite and can be used as an elective or general education course)
- All courses are being taken for letter grades (not Pass/Fail or Credit/No Credit), unless a particular course is only offered P/F or CR/NC.
- AOC courses must be completed with grades of at least C-.
- Two mentors are typically needed for dual AOCs or interdisciplinary AOCs.
- Students can include two independent studies/internships in a single AOC or one in each of a dual AOC (6 credits total). If there is an academic reason for this limit to be exceeded, the student's mentor should consult with the Academic Director. Students must provide the independent study title.
- Non-collegiate work such as credit by examination or prior experiential learning does not satisfy requirements for an Area of Concentration.
- Co-requisite labs, usually offered for 0, 1 or 2 credits, generally do not count as one of the required 6 or 8 courses in an AOC.
- Subsequent changes made to an AOC already approved by CUNY BA must be approved by the faculty mentor(s) and resubmitted in writing to the Academic Director.

- Students must earn at least a 2.50 GPA in their AOC on to qualify for graduation.

### DECLARING THE AREA OF CONCENTRATION

With their faculty mentor's guidance and approval, students complete an [Area of Concentration form](#) listing the courses they plan to complete. This form must be submitted to the CUNY BA office for approval by the end of the student's first semester in the program unless an alternate due date has been assigned. CUNY BA reserves the right to decide whether or not a course will satisfy an Area of Concentration. Students who delay submitting the completed form or delay having their mentor approve subsequent course substitutions run the risk of finding out too late that courses taken may not be acceptable, or even dismissal from the program.

### CHANGING YOUR AREA OF CONCENTRATION

To choose substitute courses in an Area after it is approved, students should consult their mentor. Mentors can email their approval for minor changes directly (e.g., one course substitution) to the CUNY BA Academic Director. When many courses in an Area are being changed, students should submit a revised Area of Concentration form.

Students who want to change their Area of Concentration entirely (*i.e.*, switching from one concentration to another, adding or dropping a second Area, etc.) must complete the [Area of Concentration Change Form](#), which must include an explanation for the change. When the change is approved by the Academic Director, the student should schedule a credit check with their academic advisor to review their remaining degree requirements.

Students who receive permission to completely change or drop an Area that has already been approved will be asked to write a letter of thanks to their faculty mentor for his or her services.

## FACULTY MENTORS

### OVERVIEW

Faculty mentors play a central role in CUNY BA. They guide students in planning their Area(s) of Concentration and ensure that these specializations are coherent and academically valid. Sometimes, faculty mentors supervise and evaluate independent study or fieldwork projects, and they often advise students about graduate study.

CUNY BA does not assign faculty mentors. Each student selects and works with a CUNY faculty member who agrees to help design and then supervise the student's Area of Concentration. It is recommended that students begin seeking a faculty mentor as early in the program as possible. It is each student's responsibility to network, research and contact a faculty mentor with whom they wish to work, and to ask that person to serve. If that professor has questions about the program the student cannot answer, the faculty member can read about the program at [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu); they can also call the Academic Director.



The faculty mentor handbook is available at:  
<http://cunyba.gc.cuny.edu/files/mentorhandbook.pdf>.

At Orientation, students receive guidance about choosing and working with faculty mentors. Campus Coordinators can often help students identify potential mentors, as well.

The opportunity to work one-on-one with a full-time faculty member is one of the major benefits of CUNY BA. Students are expected to stay in close contact with their mentors, checking in with them at least once a semester (more, if they are working together on an independent study or fieldwork project).

Faculty mentors normally serve until the student graduates. In the event of the resignation of a mentor, the student must select a replacement. Mentors who retire from the University may continue to serve as mentors if they so desire. Except in the case of resignation or retirement, a student may not remove or replace a mentor.

For more about faculty mentors: <http://cunyba.gc.cuny.edu/facultymentors/>

#### CRITERIA TO SERVE AS A FACULTY MENTOR

The faculty mentor must be a full-time professor at one of the CUNY colleges in a discipline directly related to the student's Area of Concentration. While adjunct (part-time) faculty cannot be official mentors, they can serve as unofficial mentors: CUNY BA encourages students to continue their good working relationships with those professors. Adjuncts may also be excellent sources of referrals to full-time faculty members with similar academic interests.

Students pursuing two distinct Areas of Concentration must have at least two faculty mentors; the same holds true for a student pursuing an interdisciplinary Area of Concentration (*e.g., Environmental Biology*, where an Environmental Science professor and a Biology professor, typically, would be required), except where the fields of study are similar enough that the same faculty member has the appropriate background to advise on both.

The mentor does not have to be at the college where the student is taking most of his or her courses (although that does usually make the most sense), nor does the mentor need to be teaching in a department that grants a bachelor's degree.

## ACADEMIC ADVISING

### OVERVIEW

Academic advising is an essential component of CUNY BA. We are committed to providing the individual advice and assistance students need at every step throughout their degree programs. CUNY BA academic advisors are available to answer questions about course work, general education requirements, mentors, life experience credits and other matters related to the degree not covered by the CUNY BA Registrar or your faculty mentor. Faculty mentors will

guide you specifically on your Area(s) of Concentration, although they may be consulted for advice on general education and elective course selections if you'd like, and certainly on independent projects, internships, and graduate study. Students are responsible for: scheduling, preparing for, and keeping advising appointments; seeking out contacts and information; and knowing the requirements of their individual degrees. Students bear the responsibility for making their own decisions based on the best information and advice available and, ultimately, their own judgment.

Each student is assigned a CUNY BA academic advisor based on the student's last name. Academic advisors are available in the program office to answer students' questions about course work, Areas of Concentration and general education requirements, mentors, and other matters related to earning the degree that are not covered by the program's Registrar or the faculty mentor. The advisors conduct admissions appointments, credit checks, and graduation audits by appointment. To schedule an appointment to see an advisor, contact the program office.

For more details on Academic Advising: <http://cunyba.gc.cuny.edu/advising/>

### ACCESSING YOUR CUNY BA ACADEMIC RECORD

All enrolled students have access to their CUNY BA academic record in CUNYfirst. Details regarding CUNY BA degree requirements are tracked individually with the assigned CUNY BA academic advisor.

Students should not rely on their home college record in CUNYfirst for the purpose of tracking their degree requirements and progress in CUNY BA. Similarly, the Degree Works system at the home college is not a reliable tool for CUNY BA students.

## OTHER ACADEMIC POLICIES

### CONFERRING THE DEGREE

When students complete the CUNY BA degree requirements, and have a graduation audit, they will be graduated from CUNY BA.

### COURSE LOAD

Students may register for up to 18 classroom credits per semester and up to 2 courses per summer session. These limits may be exceeded only with prior written permission of the Academic Director and require payment of an additional fee to the home college. To request permission for excess credits students should write to the Academic Director stating the reason for the request and the exact number of credits they wish to take. The minimum eligibility requirements for this permission include having a 3.00 GPA and no open grades. Please note that Hunter College limits students to 17.5 credits per semester, however, permission to take more may be obtained through their permission process.

## CREDIT BY EXAMINATION

There are a number of opportunities for students to receive credit by examination, including the New York University Language Proficiency Exam (offered in over 40 languages), CLEP (College-Level Examination Program, administered by The College Board), the DANTES program (Defense Activity for Non-Traditional Education Support), Excelsior College Examinations.

CLEP is the most common credit-by-exam program. Three credits will be awarded per exam when the earned score is at least 50, the equivalent of a C grade; 6 credits will be awarded for the College Composition exam. For each of the world languages, there's only one exam covering both Level 1 and 2 content. Six credits will be awarded for Level 1 (a score of 50) and a total of nine credits will be awarded for both Levels 1 and 2 (a score of 59 on French Language, 60 on German Language, and 63 on Spanish Language). Students who have already earned credit in a foreign language are not eligible to receive exam credit for that language.

On the day of the exam, students should select 'CUNY Graduate Center' as their institution to have their score report sent to CUNY BA. Any requests for score reports after that should use

### **College-Level Examination Program (CLEP)**

The College Board  
PO Box 6600  
Princeton, NJ 08541-6600  
(609) 771-7865 (phone)  
(609) 771-7835 (fax)  
1-800-323-7155 (for study guides)  
Clep@info.collegeboard.org  
[www.collegeboard.com/clep](http://www.collegeboard.com/clep)

### **DANTES**

[www.getcollegecredit.com](http://www.getcollegecredit.com)

### **Excelsior College**

the code 7188 for CUNY BA. See the CUNY BA website for full details on CLEP and other exams: <http://cunyba.gc.cuny.edu/clep/>

Exams in Liberal Arts subjects can be applied toward the CUNY BA Liberal Arts and Sciences requirement. The below chart shows which Pathways General Education requirements relevant exams can be applied to.

Students should consult their academic advisor prior to taking any examination for credit to confirm what degree requirements that particular exam may fulfill.

[www.excelsior.edu](http://www.excelsior.edu)

**New York University Proficiency Testing in Foreign Languages**  
School of Continuing Education

Foreign Language Department  
10 Astor Place, Room 505  
New York, NY 10003  
(212) 998-7030 (phone)  
(212) 995-4139 (fax)  
[SCPSinfo@nyu.edu](mailto:SCPSinfo@nyu.edu)  
[www.scps.nyu.edu](http://www.scps.nyu.edu)

## F GRADE POLICY AND REPEATING D GRADES

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, FIN, or WU, 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 full "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. CUNY BA is not a party to variations on the University policy approved for individual campuses. Also, while some colleges allow D grades to be repeated, CUNY BA does not.

## GRADE CHANGES

Students are responsible for notifying their CUNY BA advisor when grade changes are made at the campus level. College registrars do not transmit this information. No grade changes will be made after CUNY BA grants a degree.

## GRADUATE COURSES FOR UNDERGRADUATE CREDIT

Qualified students may take some graduate courses as part of their undergraduate program. Policies about admission of undergraduates into graduate courses vary from campus to campus and from discipline to discipline. Students must comply with those policies. To be eligible to take graduate level courses, you must have a GPA of at least 3.00, no open grades, and your Area of Concentration approved by your mentor and the program's Academic Director.

When you apply for a graduate course via e-permit, the program's approval of the ePermit serves as the program's approval to take the course. If you are applying for graduate level courses at your home college, you will not use the ePermit system; use this form instead: [http://cunyba.gc.cuny.edu/files/graduate\\_course\\_permission.pdf](http://cunyba.gc.cuny.edu/files/graduate_course_permission.pdf)

Students cannot graduate with INC grades from graduate courses on their records: students are responsible for completing all graduate courses in order to graduate. Also note: Most graduate schools will not apply graduate courses taken for undergraduate studies to a graduate degree.

Attention students taking courses at the Graduate Center: Once you register for courses, you must get proof of registration and be issued a Graduate Center ID card so you can obtain a computer account and have access to the library.

## LIFE EXPERIENCE CREDITS

Although most experience involves some learning, not all learning can or should be credited towards a college degree. The purpose of the life experience assessment process is to provide a mechanism for recognizing appropriate non-collegiate learning experiences that have taken place prior to a student's entry into college or during a hiatus of at least one year in the college career. In CUNY BA, that mechanism consists of attendance at a workshop followed by the preparation of an outline and a portfolio. The determination for the awarding of credits for life experience is based on evaluation of the student's portfolio documenting the experience and its equivalence to college course content.

Portfolios may only be submitted by students who have completed at least 45 and not more than 90 credits. Students are strongly advised not to wait until their last semester to submit their portfolio, expecting to earn life experience credits to graduate. A maximum of 15 credits can be awarded. Credit cannot be granted for work that duplicates courses that have been or will be taken. The portfolio can cover work related to the student's Area of Concentration only if it can be verified that no duplication of course work exists. The credits awarded are noncollegiate, elective credits, and cannot be used to satisfy Area of Concentration, general education or Liberal Arts and Sciences requirements.

Dates and times for the Life Experience Seminars can be found at:

<http://cunyba.gc.cuny.edu/life-experience/>

### MACAULAY HONORS COLLEGE

CUNY BA students enrolled in the Macaulay Honors College fulfill the Macaulay degree requirements in addition to the CUNY BA degree requirements; they graduate with a jointly conferred CUNY BA-Macaulay degree.

### NONCOLLEGIATE CREDITS

Students may earn up to 30 credits for non-collegiate work (college-level work completed outside a college or university). Examples include credits recommended by NCCRS (the National College Credit Recommendation Service) and ACE (the American Council of Education), as well as credit by examination (*i.e.*, High School Advanced Placement and CLEP exams). Up to 15 of the 30 non-collegiate credits may be awarded for life experience. Non-collegiate credits do not count toward the program's 30-credit residency requirement.

### NON-CUNY COURSES

Students may take courses at colleges outside of CUNY toward their CUNY BA degree. Those colleges must be either regionally accredited or accredited by the New York State Department of Education. Courses taken at non-CUNY colleges for Areas of Concentration must be approved in advance by the faculty mentor and the program's Academic Director. Students must attain grades of "C" or better to transfer non-CUNY courses into the program. Non-CUNY courses will appear on the CUNY BA transcript as "Non-CUNY College" and with grades of "CR" ("credit"). Students are responsible for registering at the non-CUNY school, paying tuition there, submitting the course information on the CUNY BA registration form, and arranging to have official transcripts sent to the program at the end of the semester. (Students must also remember that they are responsible for satisfying their 30 CUNY credit residency requirement and that non-CUNY college credit obviously does not satisfy any part of the residency requirement.)

### ONLINE COURSES

CUNY BA students can use online courses (distance learning) in their degree. Visit the Schedule of Classes for listings of CUNY's online offerings. Note that some are called "hybrid courses" -- those require some in-class sessions; "asynchronous" courses are conducted completely on line

with no classroom meetings. Courses taken on-line from outside CUNY must be from undergraduate or graduate programs at regionally accredited or New York State Department of Education accredited colleges. Students can contact their CUNY BA academic advisor with the specific course information to confirm the status of the courses they wish to take before registering. CUNY on-line courses count toward the residency requirement; non-CUNY on-line courses do not.

### OPEN GRADES

INC are open (unresolved) credit designations that convert to FIN, generally after one semester, although students should be aware of the college's INC policy. Z grades, posted when a professor does not submit a grade, must also be resolved. INC grades at the graduate level do not convert to FIN, thus must be resolved. Students cannot graduate from CUNY BA with unresolved grades on their records.

### PASS/FAIL OPTION

CUNY BA encourages students to explore topics of inquiry with which they have little or no prior experience by permitting them to take up to 12 credits on a Pass/Fail (or Credit/No Credit) basis (assuming the college offers this option for the course the student wishes to take).

Courses for the Area of Concentration may not be taken Pass/Fail.

### REMEDIAL/DEVELOPMENTAL AND ENGLISH-AS-A-SECOND LANGUAGE (ESL) COURSES

No credits earned in remedial courses or ESL courses are accepted toward the CUNY BA degree. Such courses do, however, appear on the student's transcript when taken within CUNY --with the grades earned, but without any credits.

### REPEATED 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 it will not be counted in the GPA.

Note also that if an individual CUNY college gives you its college credits for any course in transfer, you should not take that particular course again. For example, Borough of Manhattan College's *ENG 201 English Composition II* transfers in to Hunter College as *ENG 220 Introduction to Literature*. If Hunter has transcribed BMCC 201 as ENG 220 on your record, you will not be able to then earn credits for ENG 220 at Hunter.

### STUDY ABROAD

CUNY BA students can take advantage of study abroad programs. Most CUNY campuses have their own study abroad programs and many of those are available university-wide. Visit [www.cuny.edu/studyabroad](http://www.cuny.edu/studyabroad) for details.

If you do a study abroad program through CUNY, CUNY BA can accept the credits directly from the CUNY transcript and they will be part of the residency requirement.

Study abroad credits from accredited non-CUNY colleges in the United States can be accepted from those U.S. colleges' transcripts.

Students who enroll directly at a foreign university will need to have their credits evaluated through their home college or can have their foreign transcript evaluated by [WES](#).

Students who will earn CUNY credit or who will receive any type of funding through CUNY must comply with the [CUNY International Travel Guidelines](#). This requires that students sign a liability waiver and purchase [CISI travel insurance under CUNY's policy](#).

There are many details to consider when undertaking study abroad so students should consult with their CUNY BA advisor and also follow all of the procedures in place at their home college.

### WITHDRAWAL FROM COURSES

Students who drop a course during the semester must file the necessary paperwork at the college where the course was to be taken to ensure that the withdrawal is handled properly and that, if done before the deadline, no academic penalty is imposed (*e.g.*, a "WU" grade). If the course was taken on permit, the student must also officially notify the home college. Finally, the student must write to the CUNY BA Registrar informing the program of the course that was dropped.

## ACADEMIC HONORS

### GRADUATION HONORS

Graduation honors are determined by calculating the grade point average (GPA) for all grades the student has received (CUNY and non-CUNY, including those grades that were not transferable) and separately calculating the GPA of CUNY courses which appear on our transcript. The required GPA for graduation honors must be met in both cases. The **lowest** of the two GPAs determines the honors. (This is the same approach taken by several of the CUNY senior colleges.) Note that your non-CUNY grades are not posted to your CUNY BA transcript but are entered as "CR," and therefore are not reflected on the transcript GPA.

Honor	Required GPA
<i>cum laude</i>	3.20
<i>magna cum laude</i>	3.50
<i>summa cum laude</i>	3.80

Examples:

Overall GPA (CUNY & Non-CUNY)	CUNY BA Transcript GPA	Honors
3.20	3.90	<i>cum laude</i>
3.51	3.60	<i>magna cum laude</i>

3.19

3.25

none

### COMPUTING A GPA

The number of credits is multiplied by the appropriate Quality Points, as shown here:

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.30
B	3
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F, FIN, FAB	0.00

Open grades such as INC and Z are not computed in the GPA.

Example:

Grade		Quality Points	Credits	Total Quality Points
A-	=	3.70	x	3:11.10
B	=	3.00	x	4:12.00
C+	=	2.30	x	3:6.90
F	=	0.00	x	3:0.00
			13	30.00

Divide the total quality points (30.00 in this example) by the total credits attempted (here, 13) to get the cumulative GPA (2.30 in this case). This index is computed to two decimal places and is not rounded off.

### DEAN'S CERTIFICATE FOR ACADEMIC EXCELLENCE

This award recognizes those graduates who do outstanding academic work while they are enrolled in CUNY BA (a 3.5 GPA or higher) but who are not eligible for graduation honors.

Example:

Overall GPA (CUNY & Non-CUNY)	CUNY BA Transcript GPA (After entry to CUNY BA)	Recognition
3.00	4.00	Dean's Certificate

### THE DEAN'S LIST



Students who maintain a 3.5 average for 30 consecutive credits (with no open grades) while in CUNY BA are placed on the Dean's List. For each subsequent 12 consecutive credits earned with a 3.5 average, the student is placed on the CUNY BA's Dean's List again. The Dean's List recognition will appear on the transcript.

### COLLEGE HONORS

Departmental honors are awarded directly by individual programs at the colleges. Information about departmental honors, college and national honor societies can be obtained at the home college.

## SCHOLARSHIPS AND AWARDS

### CUNY BACCALAUREATE SCHOLARSHIPS

The program is pleased to be able to offer several scholarships, subject to the availability of funding. Full details about each scholarship as well as the application process can be found at: <http://cunyba.gc.cuny.edu/scholarships/>

### ALUMNI FUND AWARDS

The CUNY Baccalaureate Alumni Association Awards support outstanding graduates who will be continuing their studies in graduate or professional programs. Several awards are made each year and range from \$250 to \$1,000 each. Graduating students receive application details in March as part of the materials related to the commencement ceremony; the application deadline is in mid-May, and the awards are presented at Commencement.

### OTHER AWARDS

Information about other scholarships is provided to CUNY BA students as it becomes available. Students should also inquire about scholarships at their home college. The program maintains a list of non-CUNY scholarships you may wish to consider: <http://cunyba.gc.cuny.edu/scholarships-other/>

## OTHER PROGRAM INFORMATION

### CREDIT CHECK

Students may arrange to visit the program office to have their academic advisor review their academic record with them to clarify which degree requirements have been completed and which remain to be fulfilled. To schedule a credit check appointment, call 212-817-8221.

### DEGREE VERIFICATION

Employers who need to confirm the degree was awarded must contact the CUNY BA Registrar's office, 212-817-8227; they should *not* contact the home college.

### DIPLOMAS

Diplomas contain either the degree name *Bachelor of Arts* or *Bachelor of Science*, your name, your graduation date, and graduation honors, if any (*cum laude*, *magna cum laude*, *summa cum laude*). The name on your diploma must be the same as your name on your official CUNY BA record (you can add a middle name or initial). Students who have had their name legally changed must officially make changes to their student record at their home college and alert CUNY BA to those changes at least one month prior to graduating.

The title of the Area of Concentration will not appear on the diploma; CUNY BA Areas of Concentration are unique and are therefore not registered with the New York State Department of Education in the same way that traditional majors are. This practice is fairly consistent within CUNY: many of the four year colleges do not include majors on the diploma. The Area of Concentration title(s) and the name(s) of the mentors are on the final transcript. Diplomas are not presented at commencement; students receive information regarding when diplomas can be picked up at the CUNY BA office. The diploma is awarded by the City University of New York, not the home college.

### E-PERMIT (ELECTRONIC PERMIT SYSTEM)

Instructions on how to use the ePermit system to request a registration date for courses on permit (that is, at a CUNY college other than the home college) can be found at <http://cunyba.gc.cuny.edu/epermit/>.

CUNY BA does not administer or control the ePermit system. Students who encounter difficulties (e.g., logon trouble or incorrect personal information) must contact their home college's Help Desk.

It is your responsibility to pay the full tuition for permit and home college courses at the home college when it is due, otherwise you will not receive credit for the courses. Remember to cancel any ePermits that you will not be using, or you will be billed and will receive failing grades.

When CUNY BA approves your ePermit, we are confirming only your CUNY BA enrollment and your class status, **not** the appropriateness of the specific course for your degree. Students should work with their CUNY BA academic advisor to determine appropriateness.

### FINANCIAL AID

Students apply for financial aid through their home college. When students transfer, they should contact their new college's financial aid office to be sure their records have been transferred. Students who encounter any difficulty with financial aid based on their academic standing should contact their CUNY BA advisor immediately. CUNY BA works with TAP coordinators to verify whether or not students are meeting TAP eligible degree requirements.

### GRADUATION AUDIT

Students with Area(s) of Concentration form approved by the Academic Director and 90 credits must make an appointment to meet with their academic advisor for an audit. The audit informs

students of exactly what they need to do in order to graduate. Students will be asked to pay a \$20 fee for their diploma and final transcript at the time of the audit. To schedule a graduation audit appointment, call 212-817-8221 or email [general@cunyba.cuny.edu](mailto:general@cunyba.cuny.edu). Please note that students may file no later than the first day of classes of their final semester. Degrees are issued three times a year: on January 31 for students completing degree requirements in the fall semester, June 30 for students completing degree requirements in the spring semester and September 1 for students completing degree requirements during the summer session. Students who wish to complete their degree requirements during the winter session will receive their degree on June 30.

### **COMMENCEMENT (GRADUATION CEREMONY)**

Commencement is held in early June for all September, January, and June degree recipients. Students who are eligible to participate receive information about the ceremony in March. Rosters and mailing labels of graduates are mailed in March to all senior colleges. Students are eligible to participate in their home college commencement as well as the CUNY BA commencement. Note that while the program allows students graduating at the end of the summer – September -- to participate in the June ceremony, some of the CUNY colleges do not.

### **GRADUATE STUDY**

Students planning to continue their education at the graduate level should check catalogs of graduate schools for admission and course prerequisites for the program(s) that interest them, so they can take courses required by graduate schools while still enrolled. They are also urged to discuss future plans with their faculty mentor and with departmental advisers in their fields of interest. CUNY BA can help identify additional resource staff on the CUNY college campuses and can provide additional information, such as special preparation programs for admission to graduate schools and the GREs (Graduate Record Examination). Students can find additional information about applying to graduate school on [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu) and [www.phdinfofind.org](http://www.phdinfofind.org), and should look in and outside of CUNY for graduate school preparatory programs, such as the CUNY Pipeline Program at the CUNY Graduate Center.

CUNY BA has its own code number for the GRE (2479). CUNY BA's CEEB code for graduate school applications is 004765. For the LSAT, the program is listed under the CUNY Graduate School and University Center and the code number is 2113. For the MCAT, the program is listed as the CUNY Baccalaureate Program.

### **Graduate Record Examinations (GRE)**

Educational Testing Service

P.O. Box 6000

Princeton, NJ 08541-6000

1-800-GRE-CALL (scheduling for computer-based testing) 1-800-537-3160 (test preparation material) [www.gre.org](http://www.gre.org) (website)

[GRE-info@ets.org](mailto:GRE-info@ets.org) (E-mail)

## INDEPENDENT STUDIES AND INTERNSHIPS

CUNY BA students are encouraged to branch out of traditional classroom study and embark upon independent studies or research, and participate in internships and/or internship programs.

A student who has an idea for an independent study should discuss it with a faculty member and come to an agreement about the academic scope and nature of what the independent study will cover. Most college departments have registration codes for independent study; in some departments, the number of credits is standard and in some they are flexible. The student should follow the department's procedures for registration. CUNY BA faculty mentors often do independent research with CUNY BA students, but these can also be done with professors who are not faculty mentors.

Independent studies can be applied to the Area of Concentration with prior approval of the faculty mentor and Academic Director. Generally, no more than two independent studies or internships can be used in an Area of Concentration, but if there is an academic reason for more than two to be used, the student and faculty mentor can put that explanation in writing to the Academic Director. Sometimes, students arrange to do an actual CUNY course as an independent study with a professor, if that course is not being offered in the semester in which the student needs to take it. Finally, independent study in Liberal Arts subjects can be used to fulfill the program's Liberal Arts requirements.

Internships are another way to earn academic credit (and sometimes pay), and they offer valuable pre-professional work experience as well. Many college departments arrange internships as part of their regular offerings. Most CUNY colleges also have offices of career or student services that provide internships (which may or may not be credit-bearing). Several CUNY colleges have large internship programs in a number of areas (such as health, computer information systems, business, and media), and CUNY has a University-wide internship program called the [Edward T. Rogowsky Internship Program In Government & Public Affairs](#).

Note that internships (and fieldwork) are never applied as Liberal Arts credits since they are always applied learning.

## REGISTRATION

Students register and pay for all credits (including credits being taken on permit) at their home colleges. Course changes (adds, drops or withdrawals) must be reported in writing to the CUNY BA Registrar. Students must be sure to take care of changes to permit courses at both the host and the home college.

CUNY BA automatically receives registration and grade information for each student unless you are taking courses outside of the CUNY system, in which case you must complete and submit a

CUNY BA registration form, which can be found at: <http://cunyba.gc.cuny.edu/files/registration.pdf>.

Each College Registrar's Office has at least one person familiar with CUNY BA who can help resolve problems; registration contacts can be found at: <http://cunyba.gc.cuny.edu/registrationcontacts/>

### RÉSUMÉS AND JOB APPLICATIONS

Students should list *Bachelor of Arts* (B.A.) or *Bachelor of Science* (B.S.) from the *City University of New York Baccalaureate for Unique and Interdisciplinary Studies*, their graduation term, the name of their Area(s) of Concentration and any honors they received on their résumé and on job applications. They may also include the name of their home college. Employers who need to confirm their degree must contact the CUNY BA Registrar's office, not the home college.

### STUDENT CONDUCT

Students are bound by the University's Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129 of the Education Law, which can be found in the Bulletin of The Graduate Center as well as in the bulletins of the respective CUNY colleges. In addition, students are bound by the CUNY campus rules and codes regarding behavior and conduct and should familiarize themselves with these rules, which are detailed in the respective CUNY college catalogs and student handbooks. CUNY BA abides by the same conduct rules and codes as the colleges. Students found to be involved in unlawful activity, such as theft, gambling, and use of drugs or weapons; academic dishonesty; or other prohibited, dangerous, disruptive, or inappropriate behavior, will be subject to disciplinary charges by the college. Penalties may include dismissal from CUNY BA, the college, and the University.

### STUDENTS' RIGHTS CONCERNING EDUCATION RECORDS

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Registrar, the Academic Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Pursuant to the guidelines issued by the Board of Trustees of The City University of New York, all requests shall be granted or denied in writing within 15 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 15 days, the student may appeal. Additional information regarding appeal procedures will be provided to the student if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if access is reasonably necessary in order to perform his or her instructional, research, administrative, or other duties and responsibilities.

Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirement of FERPA.

The items listed below are considered to be CUNY BA directory information and may be released to a third party without written consent of the student: name, address, Area of Concentration, dates of attendance, verification of degrees, and awards received.

The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education. 600 Independence Avenue, SW, Washington, DC 20202-4605.

### **STUDENT RECORDS AND DEGREE TRANSCRIPT**

An official transcript is maintained by the CUNY BA Registrar and shows all courses taken within and outside CUNY and all noncollegiate credits counting toward the CUNY Baccalaureate degree. The transcript also indicates the name of the student's Area(s) of Concentration, name of the faculty mentor(s), the home college, the cumulative GPA, the program's Dean's List, and

graduation honors. It constitutes the student's official academic record which should be requested when application is made to graduate schools or to other institutions requiring transcripts. Please note that some graduate schools, especially the professional schools (i.e., medical and law schools), require students to submit not only the CUNY BA transcript showing completion of the degree, but also original transcripts from every CUNY and non-CUNY college attended before and during CUNY BA, even though those credits are reflected on the CUNY BA transcript. Students are expected to find out exactly what documents graduate schools require for admission.

Official transcripts must be requested by the student in writing. Forms are available in the CUNY BA office and at <http://cunyba.gc.cuny.edu/transcripts/> -- or, a letter can be sent to the attention of the CUNY BA Registrar. Students can receive student copies of their transcripts only; official transcripts go directly to the institution or employer requesting them. Students must provide detailed information regarding to whom the transcript is to be sent and the complete mailing address. Please note that CUNY BA does not issue electronic transcripts.

There is a \$7.00 processing fee involved (no charge for transcripts within CUNY), payable by cash, check or money order in person or check or money order by mail, and it takes approximately 5-7 business days to process a request.

#### **TRANSFER FROM COMMUNITY COLLEGES TO SENIOR COLLEGES (OR FROM ONE SENIOR COLLEGE TO ANOTHER)**

Community college students must transfer to a senior college upon receipt of an associate's degree or upon completion of 68 total credits, whichever comes first. Students also have the option of transferring from one senior college to another if they so desire. Upon transfer, students must send a copy of the letter of acceptance from their new home college to the CUNY BA Registrar's Office. Complete the transfer process online at [www.cuny.edu](http://www.cuny.edu).

#### **TRANSFER OR WITHDRAWAL FROM CUNY BACCALAUREATE**

CUNY BA students who wish to withdraw from the program are strongly advised to consult first with their CUNY BA academic advisor. Those who plan to transfer out of CUNY BA and enroll in another degree program are advised to first consult with a counselor at that program to understand the degree requirements. Students who make the decision to leave the program must do so in writing. Students can re-apply by contacting the CUNY BA Admissions office at 212-817-8230.

#### **TUITION AND FEES**

Tuition and fees schedules are available and payable at the home college. They are subject to change without notice upon action of The City University of New York. In the event of any increase in the fees or tuition charges, payments already made will be treated as a partial payment and notification will be given of the additional amount due and the time and method of payment. Fees are payable to CUNY BA for official transcripts (\$7.00), the graduation audit

(\$20.00), the life experience portfolio (\$50.00, for those who submit one) and replacement diplomas (\$30, when requested).

## MAKING PROGRESS TOWARD THE DEGREE

### UNIVERSITY POLICY

Under the Board of Trustees' policy, all CUNY students are required to make progress toward their degree. The Academic Director is responsible for certifying that CUNY BA students are in conformity with this policy. Students may be dropped from the program for:

- Poor academic performance;
- Excessive withdrawals or incomplete grades;
- Failure to make progress toward the degree;
- Persistent failure to observe program regulations, including failure to submit an Area of Concentration form on time.

### ACADEMIC PROBATION

Students admitted to the program with overall GPAs of 2.80 or higher (that is, not admitted “provisionally”) whose cumulative grade point average overall or in the Area(s) of Concentration drops below the program's minimum requirements (2.50) are placed on academic probation. Students on probation who are unable to improve their academic performance to at least a cumulative 2.50 during the following semester will be dismissed from CUNY BA.

### ACADEMIC DISMISSAL

Students admitted to the program provisionally (with cumulative GPAs below 2.50) will be academically dismissed immediately following any term in which their semester GPAs fall below 2.50 or immediately following any term in which they receive any incomplete grades (unless the student experienced extenuating circumstances for which he/she received an incomplete grade and can provide supporting documentation).

Students admitted under the regular admissions policy who do not maintain the minimum cumulative grade point averages required by the program, or who consistently fail to observe other program or CUNY requirements or regulations, will be dismissed.

### LEAVE OF ABSENCE

Students who require a leave of absence for fall or spring must inform both the home college and the CUNY BA Registrar in writing. Leaves are granted for one semester only; normally, no more than two leaves of absence will be granted during a student's enrollment in the program. Before resuming studies, students must complete a re-admission application at their home college in order to reinstate their matriculation status.



## READMISSION

Students who withdrew or were dropped from the program and wish to reapply can print the reapplication form at <http://cunyba.gc.cuny.edu/readmission/> or contact the program Office to request a copy. Readmitted students must satisfy the degree requirements in effect at the time of their readmission. There is no fee to reapply to CUNY BA, however students no longer matriculated in a CUNY college must re-apply and pay the reapplication fee required by that college.

## PROGRAM GOVERNANCE

### THE GRADUATE SCHOOL AND UNIVERSITY CENTER (GC)

CUNY BA is administered by the Graduate School and University Center. Its degrees are awarded by the University, not by individual colleges.

### THE UNIVERSITY COMMITTEE

The University Committee on the CUNY Baccalaureate is the governing body of CUNY BA. It advises the Academic Director of CUNY BA on the administration, coordination and development of the program. The faculty members of the CUNY BA University Committee are responsible for recommending 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 the CUNY BA. The Committee also serves as an appeal body for CUNY BA matters, policies, and procedures (you cannot appeal a local home college matter such as a grade to this Committee). All appeals to the University Committee must be filed in writing through the office of the Academic Director. In all cases, the decision of the University Committee shall be final and binding on all parties.

The University Committee on the CUNY Baccalaureate is composed of faculty, students, and administrators. Students interested in serving on this Committee should contact the program's Academic Director. The specific membership of the Committee is fourteen (14) members and two (2) alternates as follows: the President of The Graduate School and University Center or his/her designee, the Executive Vice Chancellor for Academic Affairs or his/her designee, a CUNY college president chosen by the Council of Presidents for a one-year term, or his/her designee, six (6) faculty members and two (2) alternates from different colleges and different disciplines chosen by the University Faculty Senate for staggered (two) three-year terms, and five (5) CUNY BA students nominated by the Academic Director and approved by the University Student Senate for one-year terms. Each academic year, the University Committee elects a chairperson from among the Committee's faculty members.

Names of the members of the University Committee on the CUNY Baccalaureate can be found here: <http://cunyba.gc.cuny.edu/universitycommittee/>

## CUNY BACCALAUREATE FOR UNIQUE AND INTERDISCIPLINARY STUDIES

## STAFF

Brian Peterson, Dean for Academic Initiatives and Strategic Innovation, CUNY Graduate Center  
Kim J. Hartswick, B.A., M.A., M.A., Ph.D., M.S.Ed., Academic Director  
Karen A. Miller, B.A., M.A., M.Ed., Senior Registrar  
Peter Altman, B.A., Coordinator of Admissions and Recruitment  
Ann Marie Doering, B.B.A., M.S.Ed., Associate Registrar  
Kate McPherson, B.A., Senior Academic Advisor  
Rafal Szczurowski, B.A., M.A., Academic Advisor  
Regina Matthews, B.A., Scholarships, Alumni and Special Events Coordinator  
Analie Cruz, B.A., Office Assistant

## THE CITY UNIVERSITY OF NEW YORK CAMPUSES

Where courses may be completed for CUNY BA degree. Consult [www.cuny.edu](http://www.cuny.edu) for general CUNY information and the colleges specifically.

Baruch College  
17 Lexington Avenue  
New York, NY 10010  
[www.baruch.cuny.edu](http://www.baruch.cuny.edu)

Borough of Manhattan Community College  
199 Chambers Street  
New York, NY 10007  
[www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Bronx Community College  
2155 University Ave  
Bronx, NY 10453  
[www.bcc.cuny.edu](http://www.bcc.cuny.edu)

Brooklyn College  
2900 Bedford Avenue  
Brooklyn, NY 11210  
[www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu)

The City College of New York  
160 Convent Avenue  
New York, NY 10031  
[www.ccny.cuny.edu](http://www.ccny.cuny.edu)

The Graduate Center

365 Fifth Avenue  
New York, NY 10016  
<http://www.gc.cuny.edu>

CUNY School of Journalism  
219 West 40th Street  
New York, NY 10018  
[www.journalism.cuny.edu](http://www.journalism.cuny.edu)

Guttman Community College  
50 W 40th Street,  
New York, NY 10018  
[www.guttman.cuny.edu](http://www.guttman.cuny.edu)

Hostos Community College  
475 Grand Concourse  
Bronx, NY 10451  
[www.hostos.cuny.edu](http://www.hostos.cuny.edu)

Hunter College  
695 Park Avenue (68th Street)  
New York, NY 10021  
[www.hunter.cuny.edu](http://www.hunter.cuny.edu)

John Jay College of Criminal Justice  
524 West 59th Street  
New York, NY 10019  
[www.jjay.cuny.edu](http://www.jjay.cuny.edu)

Kingsborough Community College  
2001 Oriental Boulevard  
Brooklyn, N.Y. 11235  
[www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

LaGuardia Community College  
31-10 Thomson Avenue  
Long Island City, N.Y. 11101  
[www.lagcc.cuny.edu](http://www.lagcc.cuny.edu)

Lehman College  
250 Bedford Park Boulevard West  
Bronx, N.Y. 10468  
[www.lehman.cuny.edu](http://www.lehman.cuny.edu)

Macaulay Honors College  
35 W 67th Street  
New York, NY 10023  
[www.macaulay.cuny.edu](http://www.macaulay.cuny.edu)

Medgar Evers College  
1150 Carroll Street  
Brooklyn, N.Y. 11225  
[www.mec.cuny.edu](http://www.mec.cuny.edu)

New York City College of Technology  
300 Jay Street  
Brooklyn, N.Y. 11201  
[www.citytech.cuny.edu](http://www.citytech.cuny.edu)

Queens College  
65-30 Kissena Boulevard  
Flushing, N.Y. 11367  
[www.qc.cuny.edu](http://www.qc.cuny.edu)

Queensborough Community College  
222-05 56 Avenue  
Bayside, N.Y. 11364  
[www.qcc.cuny.edu](http://www.qcc.cuny.edu)

CUNY School of Professional Studies  
119 W 31st Street  
New York, NY 10001  
[www.sps.cuny.edu](http://www.sps.cuny.edu)

The College of Staten Island  
2800 Victory Boulevard  
Staten Island, N.Y. 10314  
[www.csi.cuny.edu](http://www.csi.cuny.edu)

York College  
94-20 Guy R Brewer Blvd  
Jamaica, N.Y. 11451  
[www.york.cuny.edu](http://www.york.cuny.edu)

## GLOSSARY OF CUNY BACCALAUREATE TERMS

**Academic Advisor:** Academic Advisors are CUNY BA staff members who advise students about the program's degree requirements, rules, and regulations.

**ACE:** The American Council on Education, which is the accrediting body for nontraditional coursework, such as military courses.

**Area of Concentration:** A set of related intermediate and/or advanced courses planned in consultation with the faculty mentor (similar to a major).

**Area of Concentration Form:** A form listing the courses in the Area of Concentration, to be signed by the faculty mentor and sent to the CUNY BA Office for review and approval of the program's Academic Director. This completed form is due at the end of the student's first semester, unless another deadline has been set.

**Campus Coordinator:** Designated staff or faculty member at each CUNY college who are liaisons for CUNY BA on their campus.

**CLEP:** The College Level Examination Program, run by the College Board, that offers academic exams for recommended college credit.

**Credit Check:** An appointment with a CUNY BA academic advisor to review a student's record and clarify remaining degree requirements.

**CUNY Assessment Tests:** Entrance examinations in reading, writing, and mathematics. Your home college informs you of whether or not you must take these tests or if you are exempted. These same tests are used for placement purposes, as well.

**CUNYfirst:** City University of New York's fully integrated resources and services tool, a university-wide information platform serving students, faculty and staff.

**Dean's Certificate for Academic Excellence:** A recognition of graduates who do outstanding academic work in CUNY BA but who are not eligible for graduation honors.

**Degree Requirements:** An umbrella term for various types of categories (*i.e.*, residency, general education, Area of Concentration, GPA, total credits, etc.) that must be fulfilled to earn the CUNY Baccalaureate degree.

**Elective:** A course not required for, or being used to fulfill, any specific course requirement in the general education requirement or Area(s) of Concentration, but rather being used simply to reach the minimum number of total credits required for the degree (120).

**ePermit:** The online process by which a student requests an appointment to register for courses on permit (at a CUNY college other than their home college).

**Faculty Mentors:** Full-time faculty members at CUNY colleges who advise students in their Areas of Concentration.

**General Education Requirement:** A series of Liberal Arts and Sciences courses designed to ensure a well-rounded education.

**Graduation Audit:** An appointment at the program office with an Academic Advisor to review remaining degree requirements that must be held when the student reaches 100 credits (and has a faculty mentor approved Area of Concentration form on file with the program office).

**Graduation Honors:** *Cum Laude*, *Magna Cum Laude* and *Summa Cum Laude* are the graduation honors for students whose GPA's prior to the program and in the program at or above 3.2, 3.5, or 3.8, respectively. These distinctions are recorded on the student's transcript and diploma. *Summa Cum Laude* means "with the highest praise" and is the highest distinction awarded at graduation; *Magna Cum Laude* means "with great praise" and is the second highest distinction awarded at graduation; *Cum Laude*, meaning "with praise," is the third distinction awarded at graduation

**Home College:** The student's CUNY college of matriculation.

**Liberal Arts and Sciences:** Those courses in which broad theory is the focus, as opposed to courses that focus on applied, vocational, professional or technical skills.

**Life Experience Credits:** Non-collegiate learning experiences awarded academic credit by portfolio evaluation.

**NCCRS:** The National College Credit Recommendation Service which is the accrediting agency for nontraditional courses such as those offered by businesses and organizations.

**Non-collegiate Credits:** Credit by examination, military credits, ACE and NCCRS credits, and prior experiential learning credits.

**Pathways:** A CUNY-wide general education requirement, beginning in Summer 2013, consisting of 10 courses/30 credits.

**Permit Courses:** Courses taken at CUNY colleges other than the student's home college (also known as E-Permit courses).

**Provisional Status:** A condition of admission in which a student was admitted under the program's admissions academic forgiveness clause (a cumulative GPA below 2.80 but demonstrating promise for this degree program). Provisional students must maintain a 2.50 grade point average for every semester in CUNY BA (in addition to maintaining a 2.50 GPA in the Area of Concentration).

**Registration Forms:** This form is only needed in certain circumstances; please refer to the Registration entry in the Handbook.

**Residency Credits:** Course work completed in CUNY while the student is actively enrolled in CUNY BA.

Revised October 2018