



Baccalaureate
for Unique and
Interdisciplinary Studies

Student Handbook

2025-2026



for Individualized “Majors”



Welcome!

Dear CUNY BA student (“Laureate”),

Congratulations on creating an area of concentration outside of a traditional major! You are forging a truly unique path, joining over 8,000 alumni since the program was created over 50 years ago. Like our motto, *esse sui generis*, you aspire “to be of one’s own sort” or to be unique, one of a kind. You have the opportunity to craft an individualized, interdisciplinary degree to prepare you for careers that may not even exist yet! Often, this level of freedom and flexibility isn’t available until graduate school.

A brief history

Coming out of the turbulent 1960’s era, filled with social and technological change, the program was created in 1971 to give you the power to create a future-forward degree, adapted to a world that continues to be “VUCA” -- volatile, uncertain, complex, and ambiguous.

Support for you

As part of [our community network](#), you will receive additional, holistic support outlined in this guide, such as an assigned Academic Advisor, exclusive access to scholarships, and the opportunity to build relationships while working directly with faculty mentors and the CUNY BA community, which includes staff, faculty, student leaders, campus coordinators, and allies.

How to build out your “co-curriculum”

As you choose your courses to explore disciplines and develop skills, I also encourage you to build on your academics with your co-curriculum -- a slate of experiences to enhance your learning outside the classroom, such as study abroad, research, leadership and service, internships, and other activities. We think of it as a “Passport to Opportunity,” (see worksheet on page 18) where academic engagement is at the core of your education, but is strengthened by these high-impact learning experiences, which we know are activities that yield the highest



Like a set of Legos, you can build the picture on the box, or you can take those same bricks (in this case, courses) and build something entirely unique!

returns. I also encourage you to get to know your Academic Advisor, who we hope will serve as an “opportunities matchmaker,” connecting you to advantageous experiences.

Welcome to our community! If we can be of assistance, please contact us.

Warmly,

A handwritten signature in blue ink, appearing to read "Jody", is positioned above the printed name.

Jody Clark Vaisman, PhD
Academic Director

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1 Contact Us

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Office Hours

The program office is open Monday-Friday, 9am-5pm. In June, July, and August office hours vary, so please email, call, or check our website to verify hours of operation during those periods.

Accreditation

The CUNY Baccalaureate degree is conferred by the City University of New York, under the auspices of the CUNY Graduate School and University Center.

CUNY Baccalaureate is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the Board of Regents of The University of The State of New York, under the auspices of the CUNY Graduate School and University Center.

Policy on changes

CUNY Baccalaureate reserves the right to make modifications of any nature to 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.



2 About CUNY BA

The City University of New York

CUNY traces its beginnings to 1847 with the Free Academy, which later became The City College. The University's historic mission continues to this day: provide a public first-rate education to all students, regardless of means or background.

CUNY Baccalaureate Mission

The CUNY Baccalaureate for Unique and Interdisciplinary Studies, CUNY's university-wide interdisciplinary, individualized degree program, is among the first "create your own major" programs, created in 1971. CUNY BA seeks to:

- Make excellent, meaningful, flexible, and innovative education accessible to CUNY students, fostering intellectual exploration.
- Empower students to build future-forward, interdisciplinary programs of study, allowing learners to draw on different disciplinary perspectives to explore a topic that is too complex to address with a single discipline (Klein & Newell, 1996) and to prepare for fields of study and careers that don't yet exist.
- Unite a constellation of support around the student, including an academic advisor, faculty mentor, robust community of students and alumni, funding opportunities, and home campus.

CUNY BA makes
meaningful, flexible,
and innovative
education accessible

Guided by an inquiry-based approach and embedding high-impact learning experiences (Kuh, 2008), the program offers access to an opportunity not often available until much later, in doctoral study. The CUNY BA provides a rewarding degree route for highly motivated, self-directed students whose academic goals transcend traditional majors. Students admitted to the CUNY BA create their own degree plans working directly with faculty mentors and academic advisors. With over 8,000 graduates, alumnx report that the meta-learning, or learning how to learn in the process of creating their degree, is impactful.



Meaningful



Flexible



Innovative



High-Impact



**Constellation of
Support**

3 Your Home College

Overview

In addition to being a CUNY BA student, you 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,
- avails themselves of student services, such as accessibility services, and
- gains access to facilities and extracurricular activities.



For academic matters, including academic advising, students should consult with their assigned CUNY BA Academic Advisor. At the time of admission, CUNY BA requests the student's home college change their program plan ("major") to CUNY BA in CUNYFirst.

Transferring Home Colleges

If a student transfers home colleges while they are in the program, they are responsible for [notifying the CUNY BA Registrar](#) and copying their assigned CUNY BA academic advisor. CUNY BA will request the new home college update records to reflect the CUNY BA program plan ("major").

Community College

All CUNY BA students must eventually be matriculated at a CUNY senior college. A CUNY 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.

It is important that students attempting to earn their Associate's degree *en route* (while heading) to the BA/BS degree discuss their community college credit limits and options with their CUNY BA academic advisor. **No more than 68 community college credits will be applied to a student's CUNY BA degree.**

Campus Coordinators

Each CUNY campus has a designated faculty member or administrator to serve as a liaison to CUNY BA. These [campus coordinators](#):

- monitor the operation of CUNY BA at their colleges,
- share information about the CUNY BA program with active and prospective students,
- and may be able to assist with campus-related matters.

4 Degree Requirements

Introduction

Working with CUNY faculty mentors, students create specializations (referred to as Areas of Concentration, or AoCs) designed to help them achieve their academic and career goals. Once their degree requirements are fulfilled, CUNY BA students are eligible to be awarded either a Bachelor of Arts or a Bachelor of Science degree (see chapter 5 for an explanation of the differing requirements for a BA and BS).

The degree requires at least 120 credits and has three primary components:

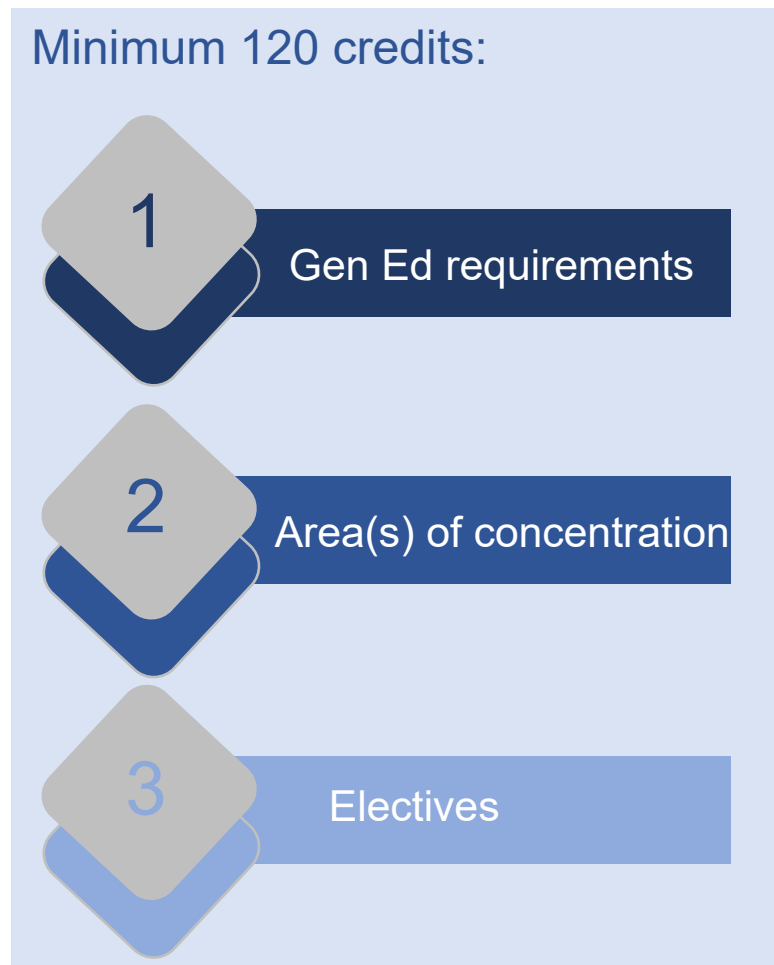
1. General Education Requirements (Pathways);
2. Area of Concentration (or two); and
3. Electives

These degree elements provide a balance between structure and flexibility that gives ample opportunity for innovation and creativity while ensuring academic rigor.

Special Courses

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 also take graduate courses for undergraduate credit at the CUNY senior colleges, the Newmark School of Journalism, the School of Public Health, and the Graduate Center.
- Independent study, internships, and independent research are other ways for students to individualize their degrees.



- Students are encouraged to build out their academic experience with a robust co-curriculum, such as study abroad, undergraduate research, internships and other high-yield activities (See Chapter 9, the “Passport to Opportunities”).

CUNY BA students are regularly among the recipients of prestigious awards and scholarships in and beyond CUNY. Routinely, more than half of our students graduate with academic honors, and many go on to graduate school.



Overview

CUNY BA offers two degrees: the Bachelor of Arts and the Bachelor of Science, requiring at least 120 credits, including a minimum number of Liberal Arts and Sciences courses. The Liberal Arts and Sciences (LAS) component includes the General Education Requirements (Pathways); the Area of Concentration; and electives.

While CUNY BA students are not bound by academic degree requirements at their home college or at the colleges where they take courses, they **must satisfy course prerequisites** unless the academic departments offering the course give them a special exemption, typically for other knowledge or experience preparing them for the work in the class.

Requirements for the degree outlined in this chapter include academic policies on GPA requirements; residency requirements; and classroom and noncollegiate credits.

Degree Components (min 120 cr)	
Liberal Arts Requirements from Pathways, AoC courses, & electives <ul style="list-style-type: none"> • BA (90 cr min) • BS (60 cr min) 	Pathways General Education <ul style="list-style-type: none"> • Common Core (12 cr) • Flex Core (18 cr) • College Option (6-12 cr)
	Area(s) of Concentration (AoC) <ul style="list-style-type: none"> • 8 courses (single); 6 courses each (dual) • Intermediate & advanced courses

Liberal Arts and Sciences Requirement

Purpose and definitions:

- Liberal arts (LAS) courses focus on theory and link foundations in the course content broadly to history; philosophy; culture; natural, social, or behavioral sciences; or mathematics.
- By contrast, non-liberal arts courses are those in which the primary intent is to give students a specific vocational, professional, or technical skill; there is substantial focus on professional development, technical proficiency, and professional or business-related content; or the focus of the course is on derivative, practical, or applied aspects of the field.
- The colleges determine LAS course designations.

LAS Course Requirements (BS or BA):

- Liberal arts credits may be earned from:
 - Pathways courses
 - Area of Concentration (AoC) courses, and
 - Electives
- In accordance with the requirements of the New York State Department of Education, 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 (60-89 credits).

Students should consult with their assigned CUNY BA academic advisor to check their current total of LAS credits.

The General Education Requirement (Pathways)

General education requirements give students a broad range of skills and information, while the in-depth study in an Area of Concentration (AoC) includes developing an interdisciplinary knowledge base, encountering and integrating increasingly complex ideas, and ultimately utilizing this scholarship in graduate studies and/or in a professional capacity. See Chapter 6 for details.

The CUNY-wide current General Education Requirement, called Pathways, is for students who entered CUNY BA Summer 2013 or after. (Students who entered CUNY BA prior to Summer 2013 should refer to Appendix A.) General Education courses contribute to the larger Liberal Arts and Sciences requirement.

Components

Pathways constitutes a subset of the overall liberal arts requirement, in two parts, the Common Core and College Option:

Common Core

Required Core, Four Courses / 12 Credits

- English Composition I and II (2 courses) - Note that Writing Intensive courses in any subject area may be used to fulfill this requirement
- Mathematical and Quantitative Reasoning (1 course)
- Life and Physical Sciences (1 course)

Flexible Core, Six Courses / 18 Credits

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

- World Cultures and Global Issues
- U.S. Experience in Its Diversity
- Creative Expression
- Individual and Society
- Scientific World



The College Option

In addition to the 30-credit Common Core, students must fulfill the CUNY BA 6-12 credit College Option requirement; CUNY BA students are not required to complete the specified College Option courses at their home colleges. The number of College Option credits (6 to 12) is determined based on how many credits the student has at the time they begin the program. CUNY BA determines which elective courses are appropriate for this requirement and applies them accordingly. Students are not required to track this requirement. Students who have questions about the College Option for CUNY BA should speak with their assigned CUNY BA Academic Advisor.

Finding Pathways Courses and their categories

If you still need Pathways courses after admission to CUNY BA, the [schedule of classes](#) will indicate which Pathways categories a course fulfills.

Completion of Pathways with AA, AS, or prior bachelor's degree

If you have completed an AA, AS, or already hold a bachelor's degree prior to CUNY BA admission, you are exempt from the Pathways curriculum.

Resuming Students

Students who entered the program prior to Summer 2013, stopped out of CUNY BA, and are readmitted, are bound by the current requirements but can appeal to the program to enter under the old general education requirements (see Appendix A) if that will expedite their graduation.

Taking Pathways courses Pass/Fail

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 Credit/No Credit basis when that option is available to them at the college.

Students should consult with their assigned CUNY BA Academic Advisor before registering for Pathways courses if they have any questions.

Other requirements for graduation

Grade Point Average

A minimum grade point average (GPA) of **2.5 is required for graduation:**

- Cumulative GPA (overall) and
- in the Area(s) of Concentration

See below for GPA requirements for provisionally admitted students

Residency Requirement

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

Classroom and Non-collegiate Credits

Of the 120 credits required for the Baccalaureate degree, a minimum of 90 must be completed in the classroom. (Note that CUNY online courses, as well as internships, independent study, and study abroad registered through a CUNY college count as CUNY classroom credit.)

Community College Credits

A maximum of 68 credits of community college coursework can be accepted toward the bachelor's degree.

Requirements for Good Standing in the Program

Students are reviewed for good standing in the program. See Chapter 14 for a complete explanation of good standing in CUNY BA.

Provisional Admission

Students admitted provisionally, in order to remain in the program, must:

- earn at least a 2.50 GPA every semester
- maintain at least a 2.50 GPA in their AoC(s)
- have no INC grades; and
- in order to graduate, have an overall institutional GPA of at least 2.50 (the GPA of all work done in residence as a CUNY BA student).

5 Creating your “Major” -- The Area of Concentration

Overview

The primary goal of CUNY BA is to give students the ability to create their own unique specialization, known as an Area of Concentration (AoC). There are no minors in CUNY BA, so students who have an interest in two areas may pursue a dual Concentration.



The Narrative Assignment: Your Roadmap

Students are required to write a narrative explaining their rationale and framework for their concentration. In addition to serving as a roadmap, the assignment helps students prepare to discuss their plans with prospective faculty mentors.



The Faculty Mentor

Students develop their curricula 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 (including graduate schools, senior and community colleges)
- in a discipline directly related to the student's AoC

The mentor does not have to be at the home college or the college where the student is taking most of their courses, nor does the mentor need to be teaching in a department that grants a bachelor's degree.

Students planning to complete two AoCs or an interdisciplinary concentration may have two faculty mentors.

Appropriate Level Courses

Courses used in the Concentration plan must be **intermediate- to advanced-level**, i.e., above and beyond any introductory courses. 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. Students can check with their CUNY BA academic advisor when they have questions about course level.

Area of Concentration (AoC) Minimum Requirements

The Concentration plan of courses should prepare you for graduate study or professional work in your chosen field. It cannot be created to meet a certification, for example, for teaching.

Requirements for a quality concentration:

- Courses must be intermediate- or advanced- level (i.e., have prerequisites)
- Students must complete the minimum number of courses and credits.
- Faculty mentors may require that more than the minimum number of courses or credits be completed to fulfill an AoC. Prerequisite courses could, potentially, serve as elective credits or fulfill Pathways requirements, when appropriate.
- Courses must be for letter grades of 'C-' or better (i.e., not pass/fail)
- Requires Faculty Mentor and CUNY BA approval

Number of courses and credits

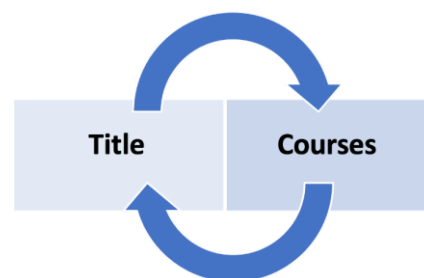
- Students pursuing a **single AoC** complete at least 8 intermediate- or advanced- level courses, totaling at least 24 credits (both the class and credit minimums must be met).
- Students pursuing two AoCs (the **dual AoC** track) complete at least 6 intermediate- or advanced- level courses, totaling at least 18 credits (both the class and credit minimums must be met), in each area.

Area(s) of Concentration		
	Single	Dual
Minimum Courses	8	6
Minimum Credits	24	18
Maximum internship or independent study	1	1

Components of a Concentration proposal

Every AoC must meet the following requirements:

Title: AoC should be appropriate and accurately reflect the chosen courses. The courses should likewise align with the AoC title. For example, for a major titled “International Entrepreneurship,” the courses should reflect international entrepreneurship, or entrepreneurship more generally, and multiple courses that reflect global learning.



Coherent: The courses should form a coherent plan of study that maintains an adequate level of academic rigor for an undergraduate degree and increases in complexity over time.

Advanced Course Levels

- Each course should be from a senior college department that offers a bachelor's-level (or higher) program. Graduate courses may be included, with special permission.
- Each course is intermediate- or advanced-level and no introductory courses are included.
- In some cases, the title of an intermediate course might include "Introductory" or "Introduction to". In general, if the course has at least one prerequisite in the same discipline or is considered to be at an appropriate intermediate level, CUNY BA will consider it an intermediate course. CUNY BA academic advisors can provide guidance to determine the course level.
- Students are encouraged to incorporate integrating experiences, such as research (e.g., a thesis or independent study), internships, or applicable capstone courses. Students are also encouraged to incorporate research methods courses and courses that provide historical and cultural context to their area of study.

In Residence

- At least 50% of the minimum required credits listed for the AoC are to be completed in residence.

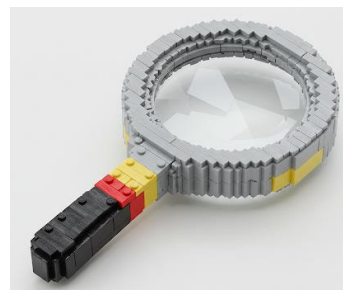
50%

Taken for Letter Grades, with grade of 'C-' or above

- Students must earn at least a 2.50 GPA in their AoC to qualify for graduation.
- The courses must be taken for letter grades (not Pass/Fail or Credit/No Credit, unless the course is only offered P/F or CR/NC or for CUNY courses where CR was earned in Spring 2020 or Fall 2020). See Appendix B for the Spring 2020 and Fall 2020 CR/NC policy.)
- The courses must be completed with grades of at least 'C-' (for students who entered CUNY BA after Summer 2008).
- Non-collegiate work such as credit by examination or prior experiential learning does not satisfy requirements for an AoC.
- Two independent studies/internships in a single AoC or one in each of a dual AoC (6 credits total) can be included, if appropriate. If there is an academic reason for this limit to be exceeded, the student's faculty mentor should consult with the CUNY BA Academic Director. The student must provide information on the independent study.

Research Methodology Courses Recommended or Required

- For all AoCs in psychology, Experimental Psychology must be included. (Statistics is a prerequisite and can be used as an elective or Pathways course, if appropriate.)



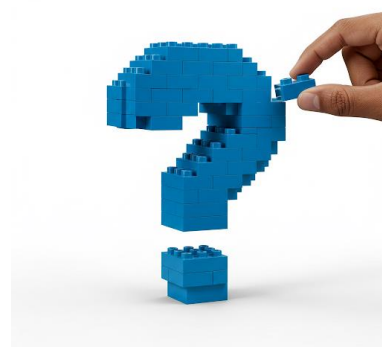
Declaring the Area of Concentration

Course Planning

Students are encouraged to use the course planning worksheet when planning their studies. This allows you to track courses of interest, helps you write your Concentration Narrative, and helps your discussions with your Faculty Mentor. See Appendix A.

Submitting the Concentration Narrative

The first time you propose your concentration, you will submit your signed AoC form and AoC narrative outlining your goals and explaining your course selections and aligned enrichment activities (optional for students who entered CUNY BA prior to Spring 2020.) Send your signed AoC form and your AoC narrative to your CUNY BA academic advisor. The AoC narrative is only required with the submission of a new, initial AoC form, not for any revisions, but you may want to include it with substantial revisions.



Due by End of First Semester

Students submit the AoC form with their faculty mentor's guidance and approval, specifying the AoC title and listing the courses they plan to complete. It is important to work on your Area of Concentration early in your tenure in the program. Therefore, the form must be submitted to the CUNY BA office for approval by the end of your first semester in the program unless an alternate due date has been assigned. Students admitted to the program for the summer or fall terms are assigned a deadline of **December 1st**. Students entering the program for the spring term are assigned a deadline of **May 1st**.

Adding an Independent Study

Independent study courses are an opportunity to co-create a course with a faculty member. Submit a description if you wish to include it in your AoC.

Campus	Course number	Course Title	Course Description from Catalog (cut and paste), include prereqs*	Course Description link	Intermed or Advanced level?	Rationale for including this course
					Y/N	

Value of Independent Study

Independent study allows students to:

- fill in gaps in their knowledge or experience and develop skills;
- integrate learning, connecting ideas between disciplines, courses, and practice such as research experiences, internships or capstone courses from a discipline;
- create a culminating signature work, either in lieu of or in addition to a thesis and capstone course
- practice self-directed learning, by creating a course not available within CUNY

Eligibility

- An independent study must meet the same standards as other courses, with clearly stated learning goals, including the final project (such as a report or presentation) and assessment criteria. Of course, the work needs to be relevant to your concentration, if you want to include it.
- The work needs to align to the level of the course and the number of credits assigned (typically 45 hours of study per credit hour).
- Note that generally, no more than two independent studies or internships can be used in a Concentration (or one in each of a dual Concentration; 6 credits total).
- If there is an academic reason for more than two to be used, the student and Faculty Mentor should request an exception from the Academic Director.

How to Propose to Include an Independent Study Course in your Concentration

Independent studies and internships can be applied to the AoC with prior approval of the faculty mentor and CUNY BA Academic Director. Generally, no more than two independent studies or internships can be used in an AoC (or one in each of a dual AoC; 6 credits total). If there is an academic reason for more than two to be used, the student and faculty mentor should submit that explanation in writing to the Academic Director.

If you wish your Area of Concentration to include an Independent Study course, submit the following components prior to registering for the course:

1. **Overview and goals (including learning outcomes):** Introduce the area of study and explain your goals in examining the topic. See CUNY's resources on developing [learning outcomes](#).
2. **"Syllabus" or Work Outline:** Describe how you plan to reach these goals. Similar to a syllabus, this would include:
 - a preliminary list of readings and sources, or bibliography, that you intend to use in the project. This is a beginning point, to help frame the project; your readings may evolve as you read more and refine your topic.
 - a description of how the project will be conducted, e.g., library research, interviews, data analysis.
3. **Supervising Faculty Member Information:** (Note that most departments allow only full-time faculty members to mentor an independent study course.)
 - Name, Department, and Title
 - Contact information
 - Alignment of your project with this faculty member's expertise
 - Planned schedule of meetings
4. **Description of Final Project(s)/Deliverables:** Describe the format of the completed project (such as exams, presentations, a 15–20-page research paper, multiple shorter writing assignments, a design portfolio, etc.) and how they will be evaluated.

Submit your proposal with the above information to your assigned Academic Advisor for their screening. When the request is complete, they will forward it to the Academic Director. We recommend you wait for approval prior to registering for the course.

Recommendations to get the most out of your Degree

We encourage you to engage in as many ways as you can, such as undergraduate research (either for credit or for pay), study abroad, internships, and student leadership and service. These all enhance—and connect to—your learning.

Submitting your Concentration (AoC) Form

CUNY BA may request changes to the AoC form before approving it. Students who delay submitting the completed form or delay having their faculty mentor approve subsequent course substitutions run the risk of finding out too late that courses taken may not be acceptable or even dismissed from the program.

Internships

Many college departments arrange internships as part of their regular offerings. Most CUNY colleges also have offices of career services that can assist with internship placement. CUNY has a University-wide internship program called the Edward T. Rogowsky Internship Program in Government & Public Affairs. Be sure to follow the CUNY BA Linked In to connect with alumni of the program and find opportunities.

Changing the Area of Concentration

Minor Revisions

You are able to make changes to your concentration, in the same way you initially proposed it. Like the original concentration, any changes made must be approved by the Faculty Mentor(s) and resubmitted in writing to the Academic Director via your Academic Advisor. So, consult your faculty mentor and submit a revised AoC form.

Complete Revision

Students who want to change their AoC entirely (such as switch from one AoC to another, add or drop a second Concentration, etc.) must complete the AoC Change Form and include an explanation for the change. If the change is approved by the CUNY BA Academic Director, schedule a credit check with your CUNY BA Academic Advisor to review their remaining degree requirements. Don't forget to send a thank you note to your prior Faculty Mentor, if you change your program and mentor!



6 Faculty Mentors – Your Experts

Importance of Faculty Mentors

Faculty mentors play a central role in CUNY BA. 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 per semester (more, if they are working together on an independent study or fieldwork project). The mentors:

- guide students in planning their Area(s) of Concentration (AoCs),
- ensure that these specializations are coherent and academically rigorous
- sometimes supervise and evaluate independent study or fieldwork projects
- often advise students about graduate study



[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 typically remove or replace a mentor, except in extenuating circumstances, with approval of the CUNY BA.



Finding a Faculty Mentor(s)

Finding a faculty mentor and building an academic relationship is an important skill. Each student is responsible for finding and working with a full-time CUNY faculty member who agrees to help design and then supervise the student's concentration. CUNY BA does not assign faculty mentors. Finding a mentor includes networking, researching, and contacting a faculty member and asking them serve as their faculty mentor. If the professor has questions about the program that the student cannot answer, the faculty member can read about the program [online](#) and/or contact the program's Academic Director.

Faculty Mentors for Dual Concentrations or Interdisciplinary Areas of Study

Students pursuing two AoCs must have at least two faculty mentors, except where the fields of study are similar enough that the same faculty member has the appropriate background to

advise on both. The same holds true for a student pursuing an interdisciplinary AoC (e.g., *Environmental Biology*, where an Environmental Science professor and a Biology professor, typically, would be required).

Criteria to Serve as a Faculty Mentor

- A faculty mentor must be:
- a full-time professor
- at one of the CUNY colleges
- in a discipline directly related to the student's AoC.



Although adjunct (part-time) faculty cannot be official mentors, they can still give guidance in an unofficial capacity as a subject matter expert. For example, adjunct faculty may also be excellent sources of referrals to full-time faculty members with similar academic interests and often have connections at multiple CUNY campuses or in the field.

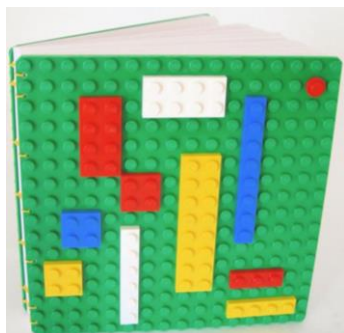
The mentor does not have to be at the student's home college or at a CUNY college where the student is taking most of their courses (although that does usually make the most sense), nor does the mentor need to be teaching in a college or department that grants a bachelor's degree.

When to Find a Faculty Mentor

It is recommended that students begin seeking a faculty mentor **within their first few weeks** in the program. At Orientation, CUNY BA students receive guidance about choosing and working with faculty mentors and we offer multiple workshops on finding a faculty mentor.

Students are expected to secure a faculty mentor within their first semester; students entering the program in summer/fall by December 1st and those entering in spring by May 1st.

Additional details about the role of the CUNY BA faculty mentor and guidelines for serving in this capacity can be found in the [faculty mentor handbook](#). Join us for a workshop on finding a faculty mentor or [view a recorded one](#).



7 Finding Your Way - Academic Advisement

Overview

Academic advisement is an essential component of CUNY BA. The program is committed to providing the assistance students need at every step throughout their degree program. CUNY BA academic advisors are available to answer questions about:

- coursework
- general education requirements
- faculty mentors
- credit for prior learning
- and other matters related to the degree not in the purview of the CUNY BA Registrar or the Faculty Mentor.



Assigned Advisor

Each student is assigned a CUNY BA academic advisor based on the student's last name.

Advisors conduct admissions appointments, credit checks, and graduation audits by

appointment. Students should contact their assigned advisor to schedule an appointment.

” Academic Advisors serve as “**opportunities matchmakers**”, helping students connect to high-impact learning experiences. ”

CUNY BA Academic Advisors serve as “opportunities matchmakers”, helping students connect to high-impact learning opportunities, such as study abroad, undergraduate research, and enriching experiences. For more details on CUNY BA Academic Advising visit our [website](#).

Faculty Mentors guide students specifically on their Area(s) of Concentration, although they may also be consulted for advice on general education and elective course selections if the student chooses, and on independent projects, internships, and graduate study.

8 Building Out Your Education “Co-curriculum”

Essential Education: Passport to Opportunities

As a CUNY BA student, you’ve taken a strong first step in actively engaging in your education. However, building a unique major and getting good grades is just the beginning! Add a “co-curriculum” of experiences to complement your coursework in important ways.

It is important to build out your college experience with “bang for the buck” educational activities such as study abroad, undergraduate research, leadership and service, and work experiences. Research shows they give the greatest gains to students, academically, personally, and professionally. See examples below and use this “passport” to set goals in these areas.



Academic Engagement: create a unique degree, reflect, connect courses and experiences; challenge yourself. Find special courses (such as grad courses or special professors). Create a portfolio of academic and professional work samples. Work on your “CUNY BA story” to explain the value of your degree.



Study or work abroad: Spend a full semester, year, or short-term (winter/summer abroad. Apply for special Scholarships and Fellowships for opportunities (including post-grad, like the Fulbright).



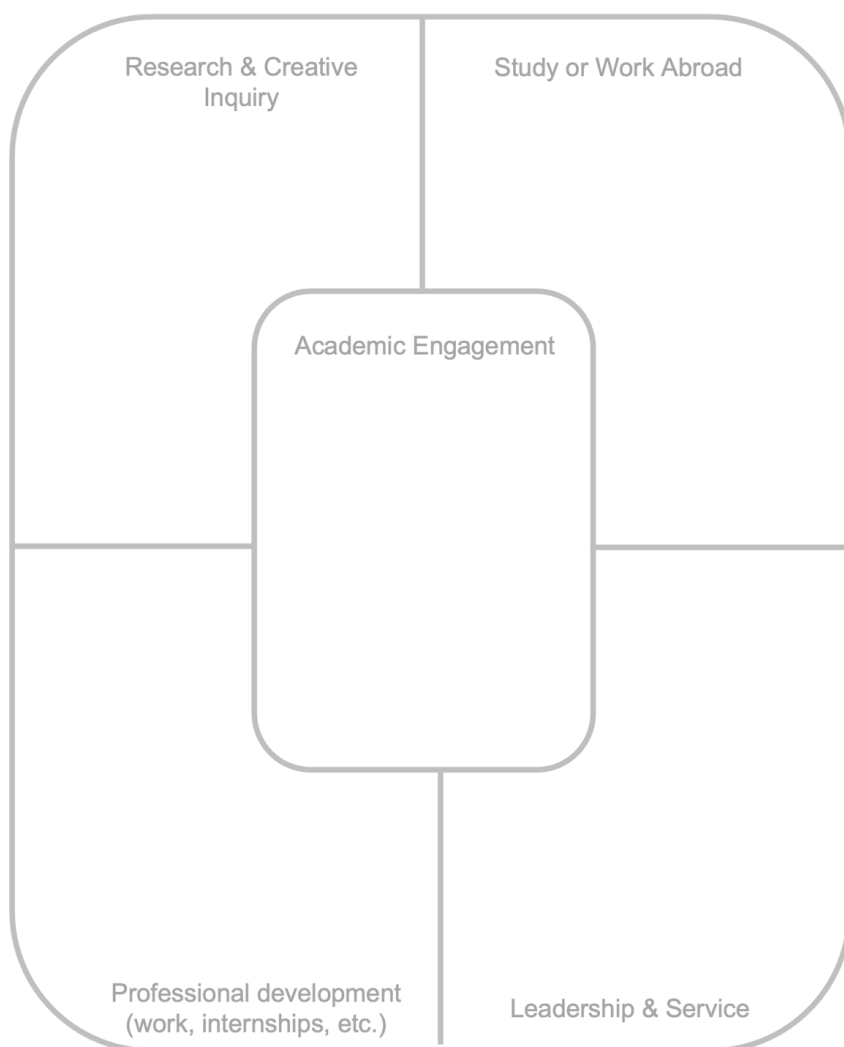
Research & Creative Inquiry: Write a thesis and/or create an Independent Study; work in lab for credit or pay. Create a culminating project.



Leadership & service: Volunteer in campus clubs and organizations to get leadership experience, make friends, and learn new skills.



Professional development: Pursue work and internships. Participate in skills workshops.



9 Special Academic Opportunities

4+1 Pipelines: Accelerating Your Graduate Degree

Dual Enrollment Master's Programs for CUNY BA Students

Get ahead on your graduate coursework by applying for a dual enrollment (“plus one year” or a “pipeline”) Master’s program. These programs offer a special admission process and 12-18 credits of graduate work which can count towards *both* your CUNY BA/BS and Master’s degree! If you have fewer than 120 credits, you would pay the undergraduate tuition rate. Currently, CUNY BA has three dual enrollment programs:

- M.A. program in Liberal Studies (MALS)
- Master's in Public Health (MPH or MS)
- Master's at the Craig Newmark Graduate School of Journalism.



See an overview, below, and visit the respective webpages for complete information. Attend an information session, available in conjunction with CUNY BA or directly from the Master’s program.

	Liberal Studies	Public Health	Journalism
Degrees offered	Master of Arts (MA) Degree in 17 Interdisciplinary Concentrations	Master of Public Health (MPH) Degrees in Community Health, Environmental and Occupational Health, Epidemiology and Biostatistics, Health Policy and Management, and Public Health Nutrition Master of Science (MS) Degrees in Environmental and Occupational Health, Health Communication for Social Change, and Population Health Informatics	Master of Arts (MA) Degree with available concentrations in Arts & Culture, Local Accountability Reporting, International Reporting, Health & Science, Business & Economics, and Bilingual Journalism in Spanish and English.
Max credits counted towards both degrees	12	18	12
Entry semesters	Spring, Fall	Spring, Summer, Fall	Fall
How to apply	Apply to MALS Pipeline	Apply to SPH Pipeline	Apply to Newmark Pipeline

Graduate Level Courses

Why take graduate courses?

- **The challenge:** Individualized study is an opportunity not often available until graduate school (Wonham & Derby-Talbot, 2023). As an academic benefit of being a CUNY BA student, which is located at the Graduate Center, taking graduate courses can enhance your learning through more advanced graduate coursework, offering greater depth and a potentially broader range of course choices.
- **The faculty:** Graduate coursework allows you to develop closer relationships with full-time faculty and to explore graduate school
- **The head start:** Students are encouraged to consider one of CUNY BA's offers pathways to graduate programs (dual/concurrent enrollment/joint degrees or "4+1" programs), allowing you to earn a limited number of credits for both your undergraduate and graduate degree.

Am I Eligible?

Qualified students may take some graduate-level courses as part of their CUNY BA undergraduate program. Policies about admission of undergraduates into graduate-level courses vary from campus to campus and from discipline to discipline; students must comply with those policies. Interested students should speak to their CUNY BA academic advisor.

Student Eligibility:

- Requests to take graduate courses are approved on a case-by-case basis (student-by-student *and* course-by-course), but minimum eligibility requirements include:
 - Advanced preparation:
 - Need to be academically prepared, e.g., substantial foundation in the relevant discipline
 - A minimum GPA 3.0, with no INC grades
 - Have an approved Area of Concentration
 - Instructor and department approval
 - May not have any Incomplete ('INC') grades
- CUNY BA students are limited to a maximum total number of 15 credits of graduate coursework, unless accepted in a dual enrollment program that allows more than 15 credits.

Course Eligibility:

- Should be in your concentration, thus already approved by your Faculty Mentor and CUNY BA Academic Director
- Requires an academic justification (why you are not taking the course at the undergraduate level, such as filling a particular gap not available at the undergraduate level; supports interdisciplinary work)
- Instructor and department grant approval

Important notes on taking graduate courses:

- Student must commit to completing the course; Students will be unable to graduate from CUNY BA with an incomplete grade

- While most students will pay the undergraduate tuition rate for these courses, students who will exceed 120 credits may be billed at the higher graduate tuition rate
- Transfer credit towards a graduate degree is not guaranteed unless enrolled in a CUNY BA dual enrollment (4+1 “pipeline”) graduate program. Transfer credit policies vary by graduate program.
- Students requesting a graduate course in their Area of Concentration will need to acknowledge this using the statement below.

Study Abroad

International education is an excellent opportunity for CUNY Baccalaureate students. Students should consult with their academic advisors as they [begin the planning process](#) and continue to work closely with their advisor to ensure that their plans for studying abroad are reasonable, that they are registered correctly, and that their credits will be transferable.

Requirements

Any student studying abroad independently or on a non-CUNY program must work with CUNY Baccalaureate staff to ensure that they are in compliance with the [CUNY International Travel Guidelines](#). As part of those requirements, students must be:

- [appropriately insured](#),
- registered in the CUNY Travel Registry,
- and must verify that their chosen destination is [allowable under CUNY guidelines](#).

In addition, all students planning to study abroad are required to complete the [CUNY BA Study Abroad Participation Form](#) as soon as they have been accepted into a study abroad program; this is critical in ensuring that credits will be transferred and applied to your degree.

Funding and support for study abroad

There are a variety of scholarships available to support students in studying abroad, including the [Barbara Price Opportunity Fund](#). Ask your academic and study abroad advisors for more information. If you have any questions about the process of studying abroad as a CUNY BA student, please contact Senior Academic Advisor and International Education Liaison, [Kate McPherson](#).



10 Other Academic Policies, A – Z Guide

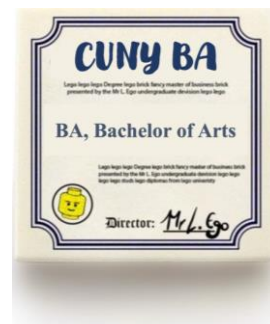
Conferring the Degree

Students may earn one degree—a Bachelor of Arts degree or a Bachelor of Science degree—through CUNY BA. When students have a graduation audit (file for graduation) and complete the CUNY BA degree requirements, they will be graduated from CUNY BA.

Course Load Limits

Students may register for up to 18 credits per semester. These limits may be exceeded only with prior written permission of the CUNY BA Academic Director. The minimum eligibility requirements for this permission include:

- having a 3.00 GPA and
- no open grades



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. Students should note that Hunter College limits students to 17.5 credits per semester, however, permission to take more may be obtained through their petition process. Students must also adhere to the credit limits in place at their home college for the winter and summer sessions.

Course Repeat Policies

CUNY BA follows the University policy on 'F' grades which states: 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 (per the 5/22/21 CUNY Memorandum).

Requirements:

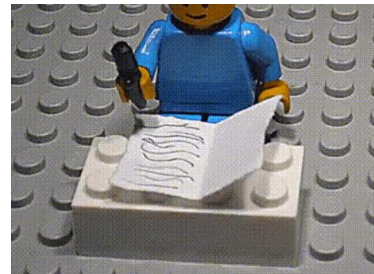
- The course (same number and title) must be repeated at the college where it was originally taken.
- The student must earn a full 'C' or better in the repeated course to have only the second grade count in the index (although both courses will continue to appear on the transcript).
- While some colleges allow 'D' grades to be repeated, CUNY BA does not.

CUNY BA follows the University policy, not those variations approved for individual campuses. Effective Fall 2021, WU grade will not have punitive impact on student's GPA. WU grade will continue to be used to denote Unofficial Withdrawal. This Policy shall supersede and override all undergraduate and graduate program-level grading change policies currently in effect at CUNY colleges and schools.

Credit for Prior Learning

CUNY BA accepts up to 30 credits of [Credit for Prior Learning \(CPL\)](#).

- Advanced Placement (AP) Exams, International Baccalaureate (IB) Exams and Military Training and Occupations credits, such as those from the Joint Services Transcripts (JST) are evaluated at the time of application to CUNY BA, as covered in our [Transfer Credit Policy](#).
- Credit opportunities on this page can be evaluated at the time of application (if already completed) or completed and evaluated while active in the program.
- Students should consult their assigned academic advisor prior to taking any examination for credit to confirm what degree requirements that particular exam may fulfill.



Credit-by-Exam

CUNY BA awards credit for the following standardized examinations. See below for information on qualifying scores and other policy details.

Assessment and Learning in Knowledge Spaces (ALEKS)

Students can receive college credit for [American Council on Education \(ACE\)](#) credit-recommended [ALEKS courses](#). To receive credit, a student must assess at 70% or greater on the course material for an ACE credit-recommended ALEKS course.

CLEP (College-Level Examination Program)

The nationally recognized [CLEP \(College-Level Examination Program\)](#) was developed by the College Board to provide students the opportunity to earn college credit for learning acquired outside the traditional classroom. It is the most widely accepted credit-by-examination program in the United States. Credits shall be awarded for minimum score of 50. The number of credits awarded varies by exam and score. Students who receive the minimum score or better on a CLEP exam are eligible to receive credit for prior learning. Please see the [chart on our website](#) for minimum credit-granting score and credits awarded for each exam. Students are not eligible to receive credit for exams which duplicate already completed coursework.

Exams in Liberal Arts subjects can be applied toward the CUNY BA Liberal Arts and Sciences requirement. Students are not eligible to receive credit for exams which duplicate already completed coursework.

The CUNY BA code for CLEP is 7188.

DANTES Subject Standardized Tests (DSST)

The nationally recognized [DANTES Subject Standardized Tests \(DSST\) Credit-by-Exam Program](#) gives students the opportunity to receive college credit for learning acquired outside the traditional classroom. For DSST exams, credits shall be awarded for minimum score of 400 on Criterion Referenced test or 45 on Norm Referenced test.

Defense Language Proficiency Tests (DLPT)

As part of the Army Training and Doctrine Command, the [Defense Language Institute Foreign Language Center](#) provides resident instruction at the Presidio of Monterey in two dozen languages, five days a week, seven hours per day, with two to three hours of homework each night. Courses last from 26 to 64 weeks, depending on the difficulty of the language. DLIFLC is a multi-service school for active and reserve

components, foreign military students, and civilian personnel working in the federal government and various law enforcement agencies.



CUNY Policy: Credits shall be awarded for minimum score of 3 on DLPT exams.

Eligibility: U.S. military service members who took a Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) may be eligible for DLPT American Council on Education (ACE) Credit Recommendations. ACE college credit recommendations are only available for some languages tested with a DLPT III, DLPT IV, or DLPT 5 format after October 1, 1990.

New York University (NYU) Language Proficiency Exams

[NYU Foreign Language Proficiency Exams](#) are available in over 30 languages for a maximum of either 12 credits or 16 credits. For Pathways, these exams can be applied to the World Cultures and Global Issues requirement.

Sophia

Online course platform [Sophia](#) offers low-cost subscription-based access to self-paced courses that can be complete for ACE credit.

Credit/No Credit Option

CUNY BA students may take up to 12 credits on a Credit/No Credit (Pass/Fail) basis. This applies only to courses for which the college offers this option. Courses for the AoC may not be taken on a Credit/No Credit basis. In Spring 2020 and Fall 2020, CUNY implemented a University-wide CR/NC policy during the COVID-19 pandemic. See [Appendix B](#) for more information.

Grade Changes

Students are responsible for notifying their CUNY BA academic advisor when grade changes are made at the campus level. College Registrars do not transmit this information to CUNY BA. No grade changes can be made on CUNY BA transcripts after CUNY BA grants a degree

Macaulay Honors College Requirements

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.

Non-CUNY Courses

Students may take courses at colleges outside of CUNY toward their CUNY BA degree. To do so requires that:

- Those colleges must be either regionally accredited or accredited by the New York State Department of Education.
- Courses taken at non-CUNY colleges for an Area of Concentration must be approved in advance by the faculty mentor and the CUNY BA 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', meaning "credit".
- The student knows that these credits do not count towards residency in CUNY BA.

Students are responsible for registering at the non-CUNY school, paying tuition there, submitting the course information to their CUNY BA academic advisor and arranging to have official transcripts sent to CUNY BA 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 does not satisfy the residency requirement.

Online Courses

CUNY BA students can use online courses in their degree.

Students should visit the Schedule of Classes for listings of CUNY's online offerings.

Definitions

- Some courses with an online component are called hybrid courses and require some in-class sessions.
- Online "synchronous" (live) or "asynchronous" (work at your own pace) courses are conducted completely online with no in-person classroom meetings.



Courses taken online 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 online courses count toward the residency requirement; non-CUNY online courses do not.

Open/Incomplete Grades need to be resolved

An Incomplete grade (INC) is an open, unresolved credit designation that converts to 'FIN,' generally **after one semester**, although students should be aware of the college's INC policy. 'FIN' grades are calculated as an 'F' grade in your GPA. 'Z' grades, posted when a professor does not submit a grade, must also be resolved. INC grades at the graduate level did not convert to FIN prior to Fall 2021 and thus must be resolved. Students cannot graduate from CUNY BA with unresolved grades on their records. Work with the faculty member to complete the course as soon as possible.

Developmental & English-as-a-Second Language (ESL) Courses

No credits earned in developmental courses or ESL courses are accepted toward the CUNY BA degree. These courses, however, appear on your 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. Students should not retake the course. The second course and grade will appear on the transcript but will not be counted in the GPA.

Note, also, that if an individual CUNY college gives a student transfer credits, students should **not** take those courses; the equivalent course is considered to have been completed and should not be taken again. Students are responsible for not taking courses for which they have already received credit. CUNY's Transfer Explorer tool is the best way to compare course equivalencies.

Second Degree

Students who have earned a bachelor's degree from a program other than CUNY BA may apply to the program for a second degree. Students who have earned their bachelor's degree through CUNY BA may not re-apply to the program to earn a second degree.

Withdrawal from Courses

Students who drop a course during the semester must:

- follow the withdrawal procedure in place at the college where the course was to be taken to ensure that, if done before the deadline, no academic penalty is imposed.
- 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 academic advisor informing the program of the course that was dropped.

11 Academic Honors and Awards

Graduating with Latin 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 the CUNY BA transcript.



The required GPA for graduation honors must be met in both cases. The lowest of the two GPAs determines the honors. Note that students' non-CUNY grades are not posted to their CUNY BA transcript but are entered as "CR," and therefore are not reflected on the transcript GPA.

Latin Honors	
Honor	GPA
summa cum laude	3.8
magna cum laude	3.5
cum laude	3.2

Examples of Latin Honors based on overall GPA:

Overall GPA (CUNY & Non- CUNY)	CUNY BA Transcript GPA	Latin Honor
3.20	3.90	<i>cum laude</i>
3.51	3.60	<i>magna cum laude</i>
3.19	3.25	<i>No Latin Honors</i>

How to Calculate Your GPA

The number of credits is multiplied by the assigned Quality Points for each letter grade. In other words, the grade is weighted based on the number of credits. If you use an online grade calculator, be sure to check the number of quality points given to each letter grade to see that it matches the below.

Quality Points					=	GPA
Letter Grade	Quality Points	Letter Grade Quality Points	X	Number of credits		
A+	4.00					
A	4.00					
A-	3.70					
B+	3.30					
B	3.00					
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					

Total number of all credits

Open grades such as 'INC' and 'Z' are not computed in the GPA. The index is computed to three decimal places and is not rounded off.

Example calculation

Letter Grade		Quality Points		Credits Attempted		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
TOTAL				13	/	30.00



Dean's Certificate for Academic Excellence

This award recognizes those graduates who do outstanding academic work while they are enrolled in CUNY BA (an overall GPA of 3.50 or higher) but who are not eligible for graduation honors. See example, below.

Overall GPA (CUNY & Non-CUNY)	CUNY BA Transcript GPA (in-residence)	Recognition
3.00	4.00	Dean's Certificate

The Dean's List

The requirements to be placed on the Dean's list are:

- maintain a 3.50 average for 30 consecutive graded credits
- no open grades

For each subsequent 12 consecutive credits earned with a 3.50 average, the student is placed on 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, and college and national honor societies, can be obtained at your home college.

Commencement Awards

The CUNY Baccalaureate Alumni Fund supports outstanding graduates who will be continuing their studies in graduate or professional programs. Several awards are made each year, based on available funds, and have ranged from \$250 to \$1,000 each. Graduating students receive application details in March as part of the materials related to the commencement ceremony 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 available through their home college.

$$\begin{array}{c}
 \text{30} \\
 \left(\begin{array}{c} \text{Letter Grade} \\ \text{Quality Points} \end{array} \times \begin{array}{c} \text{Number of} \\ \text{credits} \end{array} \right) \\
 \hline
 \begin{array}{c} \text{Total number} \\ \text{attempted credits} \end{array} \\
 \text{13}
 \end{array}
 = \begin{array}{c} \text{GPA} \\ \text{2.307} \end{array}$$

12 Scholarships

CUNY Baccalaureate Scholarships

The program is pleased to offer several scholarships, subject to the availability of funding. Full details about each scholarship as well as the application process can be found on our [Opportunities page](#) of the website. Scholarships include those based on academic merit, awards based on area of study, and grants for high-impact experiences, such as study abroad, research and unpaid internship. Example scholarships include:



Academic Excellence

The Thomas W. Smith Academic Fellowship

Celebrating over 1,000 recipients over 30 years, the Thomas W. Smith Academic Fellowship recognizes academic excellence. Awards are renewable, subject to maintenance of good academic standing and availability of funds, until the recipient completes minimum degree requirements. Academic excellence includes GPA and scholarly robustness of academic interests and plans.

Exclusive CUNY BA
Scholarship Funds (annually)
\$340K+

One-time Awards

- Barbara Price Scholarship for first-semester students
- Anne Duncan Somsen Memorial Fund for first-generation students

Field of Study Scholarships (one-time awards)

- Memorial Scholarship for Students in Social Work, Human Services, Health or Education
- Barbara Sproul Scholarship for students pursuing religious studies directly or an interdisciplinary field that includes religious studies

Barbara Price Opportunity Fund for Study Abroad, Research, and Unpaid Internship

Opportunity grants for CUNY BA students that support three types of high-impact experiential learning opportunities: study abroad (up to \$3,000), undergraduate research (\$500), and unpaid for-credit full semester internships (\$1,000).

Students are encouraged to attend workshops and apply early. Awards are competitive.

13 Registration and Records

CUNY BA codes

CLEP: 7188
GRE: 2479
School code CUNY BA's for graduate school applications: 004765
LSAT: (listed under the CUNY Graduate School and University Center): 2113
MCAT: the program is listed as the CUNY Baccalaureate Program.



ePermit (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 on our website. When a permit is initiated, it is reviewed for approval at three levels between the home college and CUNY BA registrars' offices. Once approved, a permit is sent to the host college so that the student's enrollment appointment can be set up. Because CUNYfirst can't read pre-requisites completed at other campuses, students may also need to contact an academic department to have a pre-requisite overridden or permission entered so that they can register.

It is the student's responsibility to pay the full tuition for permit and home college courses at the home college when it is due. Students must remember to cancel any ePermits that they will not be using, or they will be billed.

IMPORTANT:
Remember to cancel
any unused ePermits
to avoid getting
charged!

When CUNY BA approves a student's ePermit request, the program is confirming only the student's CUNY BA enrollment and their class status, not the appropriateness of the specific course for their degree. Students should work with their CUNY BA academic advisor to determine appropriateness and ensure the course will fulfill requirements.

Financial Aid

Students apply for financial aid through their home college. Students who transfer to a different home college should update their FAFSA profile to include the new campus so that their new home college can access their records. Students who encounter any difficulty with financial aid based on their academic standing should contact their CUNY BA academic advisor immediately.

Home College Change

- CUNY BA students who have a community college as their home college 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.
 - The transfer process can be completed online at www.cuny.edu.

Registration and Course Changes

Registration while a CUNY BA student is unique.

- Students register and pay for all credits (including credits being taken on permit) at their home colleges.
- 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 (except for grade changes) for each student unless a student is taking courses outside of the CUNY system, in which case they must inform their CUNY BA academic advisor in writing.
- Each College Registrar's Office has at least one person familiar with CUNY BA who can help resolve issues. Registration contacts can be found on our [Registration Contacts by Campus](#) website.

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.

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.
- Name of the student's AoC(s)
- Name of the faculty mentor(s)
- Home college
- Cumulative GPA

- The program's Dean's List and graduation honors.

The transcript 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 most graduate 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 CUNY BA, even though those credits may be reflected on the CUNY BA transcript. If applying, we encourage you to find out exactly what documents graduate schools need for admission.

Official and Unofficial Transcripts

Official transcripts must be [requested online using Parchment](#) by the student. To view your unofficial transcript (initiated after your admissions appointment has been completed and any missing application items have been received). In CUNYfirst, you have access to view and download a PDF copy of your unofficial transcript.



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
Students who withdrew or were dropped from the program can complete the online [application for readmission](#). Students readmitted to the program must satisfy the [degree requirements](#) in effect at the time of their readmission.

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.

Students' Rights Concerning Education Records (FERPA protections)

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 their 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 their tasks.

A school official has a legitimate educational interest if access is reasonably necessary in order to perform their 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, AoC, 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.

14 Graduation: Before and After

Preparing to Graduate

Degree requirements for CUNY BA students are administered by CUNY BA and tracked by CUNY BA academic advisors. Students should not use Degree Works for the purpose of tracking CUNY BA requirements as the system is not programmed with them. Whenever a student wishes to check on degree requirements or file for graduation they should contact their CUNY BA academic advisor for assistance.

Credit Check

Students may arrange to meet with their CUNY BA academic advisor to review their academic record and receive clarification regarding which degree requirements have been completed, and which remain to be fulfilled. To schedule a credit check appointment, students should contact their assigned academic advisor to make an appointment.

Graduation Audit at 90 Credits

Students with AoC form(s) approved by the CUNY BA Academic Director and 90 or more credits must make an appointment to meet with their assigned CUNY BA academic advisor for a graduation audit. The audit informs students of exactly what they need to do in order to graduate. CUNY BA students must complete a graduation audit to be eligible to graduate. To schedule a graduation audit appointment, students contact their academic advisor.

Graduation Application

Students may file for graduation **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 winter term or spring semester, and September 1 for students completing degree requirements in the summer term.

Final Semester

When a student enters their final semester in CUNY BA (the semester leading up to the graduation date they applied for) the CUNY BA Registrar conducts an audit of the student's record to ensure that they are on track for graduation. If students have outstanding requirements that need to be addressed, they will be informed in writing and given a deadline to resolve them. Revisions to AoC forms must be submitted for review no later than December 1st (for potential graduates for January) or May 1st (for potential graduates for June).

Graduation Ceremony (Commencement)

Join us for Commencement! Check our commencement page for full information. In summary:

- A unique CUNY BA Commencement is held in early June for all September, January, and June degree recipients at the CUNY Graduate Center.
- Students who are eligible to participate receive information about the ceremony in early March.
- 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—in September—to participate in the June ceremony, some of the CUNY colleges do not.



After Graduation

Degree Verification

Employers who need to confirm that a degree was awarded through the program must contact the CUNY BA Registrar's office at Registrar@cunyba.cuny.edu or (212) 817-8227. Employers should *not* contact the student's home college.

Diplomas

Diplomas contain the following information:

- degree name, i.e., *Bachelor of Arts* or *Bachelor of Science*
- student's legal name (The name on the diploma must be the student's legal name; students 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.)
- graduation date, and
- graduation honors, if any (*cum laude*, *magna cum laude*, *summa cum laude*).
- Granting institution; the diploma is awarded by the City University of New York, not the home college.



CUNY BA AoCs are unique and are therefore not registered with the New York State Department of Education in the same way that traditional majors are. Therefore, the title of the Area of Concentration (AoC) will not appear on the diploma. This practice is consistent within CUNY; many of the four-year colleges do not include majors on the diploma. Instead, the AoC title(s) and the name(s) of the faculty mentors appear on the transcript.

Diplomas are not presented at commencement. Students receive a digital diploma via email shortly after their degree is conferred and a printed copy by mail a few months later. Students who graduated before January 2021 can arrange to pick up their diploma at the CUNY BA office or to have it mailed to them.

Tips for Continuing on to 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 undergraduate courses required by graduate schools while still enrolled in CUNY BA.
- Discuss your goals and 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 about, for example, special preparation programs for admission to graduate schools and the GREs (Graduate Record Examination).
- Students can find additional information about applying to graduate school through the office of [Graduate Studies](#) and should look in and outside of CUNY for graduate school preparatory programs, such as the CUNY Pipeline Program at The Graduate Center, CUNY.

Noting CUNY BA on Résumés and Job Applications

For your résumé and on job applications, you may specify:

*Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) from the City University of New York
Baccalaureate for Unique and Interdisciplinary Studies*

Graduation term

Name of Concentration(s), and

Any honors received

You may also include the name of your home college.

Employers who need to confirm their degree must contact the CUNY BA Registrar's office, not the home college.

15 Good Academic Standing & Progress toward Degree



Students are reviewed for good standing at the end of each fall and spring semester (and potentially summer and winter sessions) for review of academic progress. The goal of this process is to support student success. Advisors will reach out about items of concern, such as incomplete grades, CUNY BA deadlines to file your AoC paperwork, or for an audit, etc.

Good Academic Standing

Under the Board of Trustees' policy, all CUNY students are required to make progress toward their degree. The CUNY BA Academic Director is responsible for certifying that CUNY BA students are in compliance 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 (AoC) form on time.

Requirements for Good Standing in CUNY BA

CUNY BA maintains high academic standards. Students must:

- have at least a 2.80 cumulative GPA to be admitted and
- maintain at least a 2.50 GPA overall and in their Area(s) of Concentration in order to remain in the program and earn degrees.
- Make academic progress towards their degree, resolving incomplete grades and contacting their academic advisor when withdrawing from a course.
- Meet deadlines (or other non-academic requirements), such as submitting area of concentration materials, degree audits, and attend requested advisor meetings.
- Students admitted provisionally, in order to remain in the program, must earn at least a 2.50 GPA average every semester; maintain at least a 2.50 GPA in their AOC coursework; have no INC grades; and, in order to graduate, have an overall institutional GPA* of at least 2.50.

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 AOC(s) drops below the program's minimum requirements (2.50) are placed on “In Academic Recovery” status. Students on review who are unable to improve their academic performance to at least a cumulative 2.50 during the following semester are subject to dismissal from CUNY BA.

*Institutional GPA: the combined GPA of all work done in residence as a CUNY BA student

Progress Review

As part of efforts to support holistic student success, each fall and spring semester students are reviewed for academic progress and important administrative tasks, such as a need for approval of Area of Concentration plans or a graduation audit. The goal of progress review is to support students by intervening early, if necessary, and to offer support such as advisement meetings or referrals to academic services, such as tutoring, writing centers, or other support services.

Provisionally Admitted Students

Students who were admitted provisionally need to meet the required GPA or other conditions of provisional admission or are subject to dismissal.

Students in Academic Recovery

Students who have achieved a 2.5 semester GPA and are making academic progress will be considered in good standing. Students with a semester GPA below 2.5 may be placed on warning, called "academic recovery" status, previously known as probation.

In cases of students in academic recovery, CUNY BA will give students goals for the following semester, for example, to achieve a 2.5 semester GPA, to complete incomplete courses, or to retake courses with an 'F' or 'FIN' grade. Requirements and recommendations may include:

- Monthly meetings with the assigned CUNY BA Academic Advisor
- Referrals to campus support services such as tutoring, writing, mental health, or other support services
- Timely completion of 'INC' grades and retaking courses with an 'F' or 'FIN' grade

Academic Advisors will check-in with students when there are concerns. Students are encouraged to share relevant information, such as course difficulties and plans to complete an 'INC' grade. Students are encouraged to keep in touch with their Academic Advisor in timely fashion, particularly when encountering problems.

Dismissal from CUNY BA

If students do not meet the requirements of provisional admission or the requirements of good standing, they are subject to dismissal from CUNY BA. Dismissal from CUNY BA does not mean the student is dismissed from their home campus. Students may opt to withdraw from the program, returning to a traditional major on their home campus, if eligible.

Appeal Process

Students may appeal dismissal from CUNY BA by submitting an appeal letter to CUNY BA for a review by a faculty appeals committee. It is important to appeal as soon as possible, since faculty committee members are unlikely unavailable over summer and winter breaks. Students

will be reviewed with the eye toward student success, considering the appeal from a holistic perspective. Contact your assigned academic advisor for information to include in your appeal and the timeline for review. See Chapter 16 for more information.

Academic Dismissal

Students admitted to the program provisionally (with cumulative GPAs below 2.80) will be subject to academic dismissal 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 they 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, are subject to dismissal. Dismissal is from the CUNY BA program and not the student's home campus.

Leave of Absence

Students who require a leave of absence for fall or spring may [apply for a one-semester leave of absence](#).

Note that 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 can complete the online [application for readmission](#). 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 reapply and pay the reapplication fee required by that college.

16 Program Governance

The Graduate School and University Center (GSUC)

CUNY BA is administered by The Graduate School and University Center (GSUC). 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 (students 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.

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 on our [University Committee website](#).

17 Dismissal Appeals

CUNY BA Dismissal Appeals Policy

CUNY BA students are reviewed at the end of each semester to evaluate academic progress, such as GPA, degree progress, and any necessary paperwork, such as a graduation audit, course audit, or approved Area of Concentration form. In cases of dismissal (or if an application for readmission is denied), you have the option to appeal to the CUNY BA Faculty Appeals Committee. Students will be reviewed with the goal of supporting student success, taking a holistic approach to the whole student.

Appeals Policy and Process

To appeal, email your Academic Advisor a letter explaining your plan for improvement. For example, include:

- an explanation of your plans to improve your academic situation if allowed to return, for example, plans to complete incomplete courses or to retake courses in which you received an 'F'.
- Strong appeals will explain how your academic progress would be different, such as life changes (e.g., working less), study strategies, resolved challenges, etc.

As an option, students may also send in:

- Supporting documentation
- A letter of support from a faculty member

You do not need to send in a transcript.

Review Process

An ad hoc appeals committee, consisting of the CUNY BA Academic Director and two to three faculty members from the CUNY BA University Committee, will review the appeal. Potential decisions of the committee include:

- *Appeal accepted, with provisional status.* The committee will outline conditions to remain in the program, for example, required GPA target, biweekly meetings with advisor, and resolution of incomplete or 'F' grades. Recommendations may also be included, such as utilizing campus support services (e.g., tutoring, campus writing centers, counseling services, etc.) After reentering, students' progress will be reviewed each semester to evaluate progress toward good standing. Students who have not met the conditions of provisional status will be dismissed from the program.
- *Appeal denied, but student can appeal later.* While not reinstated, the committee will set conditions under which a student would be allowed a second appeal at a later date, e.g., required GPA, resolving incomplete grades, taking one course to raise GPA, etc.
- *Appeal denied, final decision.* In this case, students may not appeal again.

If you have questions, you may speak with your Academic Advisor.

Appendix A

Area of Concentration Resources



Building my Concentration: course planning worksheet



	Campus	Course number	Course Title	Course Description from Catalog (cut and paste), include prereqs*	Course Description link	Intermed or Advanced level?	Rationale for including this course
1)						No ▼	
2)						No ▼	
3)						No ▼	
4)						No ▼	
5)						No ▼	
6)						No ▼	
7)						No ▼	
8)						No ▼	
9)						No ▼	
10)						No ▼	

*For independent study, include proposal/preliminary plan for studies and deliverables with description; include alternative courses

CUNY BACCALAUREATE FOR UNIQUE AND INTERDISCIPLINARY STUDIES AREA OF CONCENTRATION (AOC)

This form is an agreement among students, faculty mentors, and the Academic Director. Revised versions may be submitted if changes are needed.

TO BE COMPLETED BY STUDENT

If you have two AOCs, please use a separate form for each. If you have two faculty mentors for one AOC, please have each fill out a separate form.

Name _____ EMPLID _____
Email _____
Term Admitted _____

- ☐ This is a revised AOC form
☐ This is one of two AOCs

TO BE COMPLETED BY FACULTY MENTOR

I AM A FULL-TIME FACULTY MEMBER at a CUNY college, and I agree to serve as the faculty mentor for this student.

Name _____
Email _____
College _____ Department _____

TO BE COMPLETED BY STUDENT AND FACULTY MENTOR

An Area of Concentration (AOC) is meant to be a unique endeavor. Students and faculty mentors collaborate to develop an AOC that aligns with the student's academic and professional goals. AOCs are often interdisciplinary in nature, containing courses offered through different departments and CUNY colleges. Below are points to help guide the development of the AOC. Changes to the AOC may be requested by the CUNY Baccalaureate program to ensure it conforms to program policies. CUNY Baccalaureate Academic Advisors can assist with questions about AOC requirements.

Please use the checklist as a guide to ensure base requirements are met:

- ☐ AOC title is appropriate and reflects the chosen courses; courses likewise align with the title.
- ☐ Courses form a coherent plan of study that maintains an adequate level of academic rigor for an undergraduate degree area.
- ☐ Courses are at an *intermediate or advanced* level (usually having at least one pre-req. in the same discipline, though other criteria may apply). Each course is at a senior college in a department that grants a bachelor's degree (courses leading only to an associate's cannot be applied).
- ☐ Both the course and credit minimums are met (note that more courses may be listed, and faculty may require more than the minimum):
For a student with *one* AOC (single AOC): This AOC includes a minimum of 8 courses *and* 24 credits.
For a student with *two* AOCs (dual AOC): This AOC includes a minimum of 6 courses *and* 18 credits.

Please also note that:

- At least 50% of any AOC must be completed in CUNY as a CUNY Baccalaureate student.
- Courses must be completed for a letter grade (C- or better; except for CUNY courses where CR was earned in Spring or Fall 2020).
- Independent studies or internships can be included (up to two in a single AOC or one in each of a dual AOC; maximum total 6 credits).
- Graduate-level courses can be included if the faculty mentor believes the student is adequately prepared. Students are responsible for obtaining any necessary permissions from the faculty and department offering the courses and cannot have any unresolved grades.
- For all AOCs in Psychology, Experimental Psychology must be included.

List Area of Concentration (AOC) courses completed, in progress, and to be taken. For completed courses, indicate semester taken and grade earned. For an independent study, indicate topic (if known). For an internship, indicate subject/field and location (if known).

Area of Concentration (AOC) Title: _____

College Eg: Brooklyn	Course PSYC 2100	Course Title Social Psychology	Credits/Term/Grade 3 / Spring 2019 / A	OFFICE USE PTE GLC IIS
1. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. _____				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

MENTOR: ☐ Check here if student must complete *all* courses listed

Student and Faculty Mentor: We agree to the AOC title and courses listed above. We have also reviewed the AOC narrative (if the AOC is being submitted for the first time).

FOR OFFICE USE ONLY

- ☐ Approved
☐ Not Approved

Student's Signature _____ Date _____

Faculty Mentor's Signature _____ Date _____

Academic Director's Signature _____ Date _____

Appendix B

Narrative Assignment

Your Unique Concentration Narrative:

Crafting Your Purpose-Driven Roadmap

The *Concentration Narrative* is more than just an assignment—it’s an opportunity to reflect deeply on your educational journey, articulate your academic vision, and shape the story of your self-designed major. Unlike traditional degree programs with predetermined structures, your major is a reflection of your intellectual curiosity, career ambitions, and the impact you want to have on the world. The *Concentration Narrative* helps you bring clarity to that vision.

**“Think of us as opportunity matchmakers—
the clearer your vision, the better we can connect you with
courses, resources, and experiences”**

You will not be confined to the ideas and goals that you include in your narrative. As you complete courses in your field, you will learn things that may change your mind or shift your focus. This is great! This narrative is not meant to set anything in stone; rather, it is a snapshot of your thinking at the very outset of your path of study. It will help CUNY BA and your Faculty Mentors understand your goals. Share this with your Faculty Mentor early in your process.

Think of us as *opportunity matchmakers*—the clearer your vision, the CUNY BA and Faculty Mentors can help connect you with courses, resources, and experiences that align with your goals.

This assignment serves several key purposes:

- **Defining Your Uniqueness:** Your concentration is not a conventional, run-of-the-mill major—it’s uniquely yours. The *Concentration Narrative* allows you to explain what sets it apart from traditional programs and why your chosen path is the best way to achieve your goals.
- **Clarifying Your Goals:** The narrative is an opportunity to reflect on what you want to get out of your degree. Where do you see yourself after graduation? Whether you're considering graduate school, a specific profession, or a broader impact on society, writing this narrative will help you define your aspirations and refine your ability to articulate them. You can begin with your personal statement from your application if it’s relevant, and expand it, adding your rationale, course choices, learning style, and enriching experiences.
- **Making Connections:** As an interdisciplinary student, you are weaving together knowledge from multiple fields. This is your chance to explain *why* you’ve chosen these areas of study, how they relate to one another, and how they connect to the real-world and your future



plans. You'll reflect on each course you are including and explain why it is important and what it contributes.

- **Meaning-making:** This assignment is not just about fulfilling a requirement—it's about refining your sense of purpose and ensuring that your education is as meaningful and impactful as possible. By crafting your *Concentration Narrative*, you are not only shaping your own path but also giving your faculty mentors the tools they need to support and guide you.
- **Including Experiences:** This assignment encourages you to plan vital experiences, outlined in the Passport to Opportunity, such as study abroad, research, and internships.
- **Enhancing Your Storytelling:** Think of this as your intellectual autobiography—your declaration of uniqueness. Writing your Concentration Narrative will help you develop a clear and compelling way to talk about your degree, whether in job interviews, graduate school applications, or networking opportunities. (Join us also for the workshop “Telling my CUNY BA Story” to help you distill your narrative into a pithy, engaging pitch that describes your concentration succinctly and persuasively.)

“Use your authentic voice in this narrative. This isn't just an academic exercise — it's your story. And your story matters.”

What to Include in Your Concentration Narrative

To guide your writing, first reflect on the following questions:

- **Your Learning Style & Academic Growth:** How do you learn best? What are your strengths and weaknesses as a learner, and how do you hope to grow throughout your studies?
- **Course Selection & Interdisciplinary Connections:** Which fields make up your Area of Concentration (AoC), and why have you chosen them? How do your courses complement each other and contribute to your academic and professional goals?
- **The Bigger Picture:** What do you want to do with your education? How does your major prepare you for your career, graduate school, or the impact you want to have on the world? Identify at least two or three specific ways your Concentration connects to your future plans.
- **Beyond the Classroom:** How do your academic interests extend into co-curricular activities, such as research, internships, study abroad and creative projects? What experiences will help you grow outside of your coursework?
- **Your Evolving Story:** Revisit your original application essay—how has your vision evolved since then? What new insights have shaped your academic journey?

Your Framework: Connecting your Courses and Goals

Use your authentic voice in this narrative. While well-researched and well-informed, it doesn't have to be in academic or more formal language. In fact, more impactful narratives showcase your unique voice. (Plus, it will also be helpful for writing personal statements). This isn't just an academic exercise—it's your story. And your story matters.

You will respond to each of the following questions:

1. What fields comprise your Concentration, and what sets your Concentration apart from these individual fields? What makes your Concentration different from existing majors?
2. Explain your course choices for your Concentration. How is each course relevant to your field, and how do they, collectively, help you achieve your academic and professional goals?
3. After graduation, how do you intend to use the knowledge and skills you acquire from pursuing your Concentration? How does your Concentration prepare you for the world beyond the classroom? Make 2-3 concrete connections between your Concentration and the path that you wish to pursue when you graduate.
4. What are your current academic and extracurricular goals? For example, looking at the Passport to Opportunities (below), do you want to:
 - conduct research in an area of interest
 - produce and display your artwork
 - engage in volunteer work
 - join a student organization or club
 - participate in study groups
 - attend conferences
 - perform for an audience
 - find an internship
 - and/or apply for scholarships?
5. What are your current strengths and weaknesses as a learner? Do you learn better in some contexts than others? What would you like to improve on during your course of study in CUNY BA? Be specific and set some goals for yourself.

Passport to Opportunities

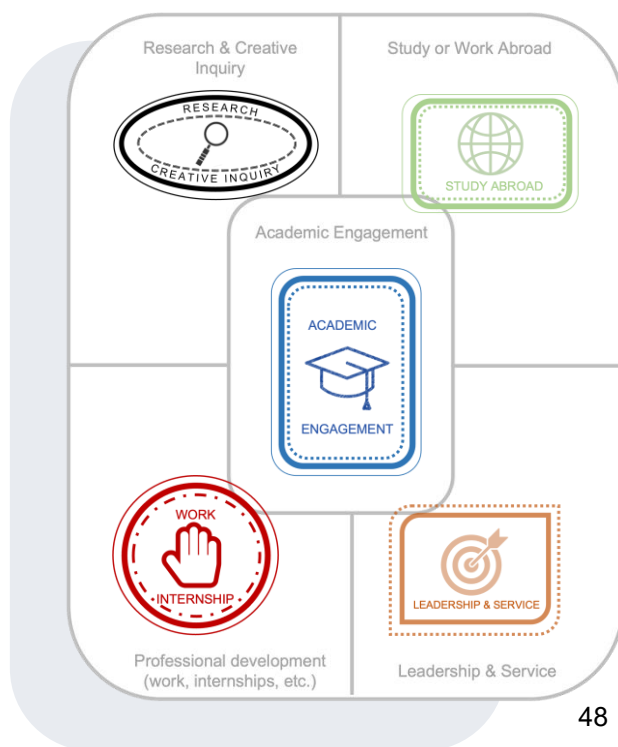
Academic Engagement: create a unique degree, reflect, connect courses and experiences; challenge yourself. Find special courses (such as grad courses or special professors). Create a portfolio of academic and professional work samples. Work on your “CUNY BA story” to explain the value of your

Study or work abroad: Spend a full semester, year, or short-term (winter/summer abroad. Apply for special Scholarships and Fellowships for opportunities (including post-grad, like the Fulbright).

Research & Creative Inquiry: Write a thesis and/or create an Independent Study; work in lab for credit or pay. Create a culminating project.

Leadership & service: Volunteer in campus clubs and organizations to get leadership experience, make friends, and learn new skills.

Professional development: Pursue work and internships. Participate in skills workshops.



Appendix C

General Education Requirements for Pre-Summer 2013 Admits

(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. Students should consult with their academic advisor before registering for any film course with the intention of applying it to their 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*. Students should consult with their 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.

Appendix D

Special COVID-19 Flexible Grading Policy for the Spring 2020 Semester

The following memo was issued by CUNY in the Spring 2020 semester:

As part of The City University of New York's response to the COVID-19 pandemic, all students shall have the option to convert any or all of the ('A'-'F') letter grades they earn in their classes, during the spring 2020, to Credit/No Credit grading.

- Before choosing this grading option for one or more of their classes, students will consult with their academic and financial aid advisors regarding potential impact to their financial aid, licensure requirements, and graduate school admissions.
- Students will be able to make this decision up to 20 business days after the University's final grade submission deadline or the date of actual grade posting, whichever is later.
- A passing letter grade will convert to 'CR' with credit for the class being awarded, while a failing grade will convert to 'NC', with no credit awarded. Credit/No Credit grades will not impact the student's GPA.
- Students with Credit/No Credit grades will be able to transfer those courses across colleges within CUNY, per current policy.
- This policy will override all program-level grading policies currently in effect at CUNY institutions, including those related to courses within the major, pre-requisite courses, honors courses and maximum number of credits that a student can earn with Credit/No Credit grades.

Pending approval by the CUNY Board of Trustees, this policy is effective April 1, 2020 and applies to all CUNY institutions except the School of Law and the School of Medicine, which will implement their own Pass/Fail policies to conform to norms in legal and medical education. The University Provost has discretion to extend this policy to future terms if indicated.

Special COVID-19 Flexible Grading Policy for the Fall 2020 Semester

The following memo was issued by CUNY in the Fall 2020 semester:

At the December 2020 Board of Trustees meeting, Chancellor Matos Rodríguez announced that the University would extend the [Spring 2020 Special COVID-19 Flexible Grading Policy](#) (Spring 2020 CR/NC Policy) to the **Fall 2020** term, providing colleges the opportunity to localize the policy.

Most colleges (25) opted to allow the use of CR/NC grades for Fall 2020. A total of 19 colleges chose to do so with designated course exceptions. Campus liaisons indicated that course exclusions generally included: important prerequisite courses for specific sequences, courses

considered to be vital to future academic success, and courses related to programs that require professional licensure. Six colleges allowed the use of CR/NC for all Fall 2020 courses as in the Spring 2020 term. The School of Medicine at City College did not allow the use of CR/NC grades in Fall 2020.

The CR/NC opt-in window opened on December 24, 2020, and will close on January 12, 2021. Colleges with an additional fall term are working with the University Registrar to ensure that the CR/NC policy will be available for students who took courses in the later fall term.

The Office of Academic Affairs has been working closely with campus liaisons regarding implementation: updating a range of communication materials, including the CR/NC FAQ document; supporting the development of and creating a central repository for locally customized communications; and creating grading dashboards that colleges can access and analyze. The colleges themselves have also been working tirelessly to roll out their policies, including conducting aggressive outreach campaigns to eligible students.

CUNY does not intend to use any iteration of Credit/No Credit during the winter or spring terms, though 12/6 colleges will be able to extend CR/NC to students in their second fall (winter) session. Instead, colleges have been invited to take this opportunity to reflect on their local grading policies and consider whether or not they wish to create or revise their local Pass/No Credit grading policies. Any policy updates that are submitted by colleges this semester or beyond will come through the CAPPR dashboard.

Glossary of CUNY BA Terms

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

Academic Recovery: Students who have achieved a 2.5 semester GPA and are making academic progress will be considered in good standing. Students with a semester GPA below 2.5 may be placed on warning, called "academic recovery" status, previously known as probation.

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

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

Area of Concentration (AoC) Form: A form listing the planned 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 with the student's CUNY BA academic advisor to review remaining degree requirements that must be held when the student reaches 90 credits (and has a faculty mentor approved Area of Concentration form on file with the program office).

Graduation Honors/Latin 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 3.20, 3.50, or 3.80, 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.

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