

# CUNY BACCALAUREATE for UNIQUE and INTERDISCIPLINARY STUDIES

## STUDENT GUIDE & WORKSHEET

### CHECKLIST

#### ADMISSIONS INTERVIEW

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- Meet your academic advisor
- Sign your degree contract
- Make sure you understand your transfer evaluation and the degree requirements

#### AFTER ADMISSION

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- Submit any missing documents to finalize your acceptance to the program
- Have official transcripts sent for all non-CUNY courses in progress
- Find faculty mentor(s)
- Register for courses
- Attend the orientation session
- Submit Area of Concentration form(s) signed by your faculty mentor(s), including AOC Narrative, to your advisor for approval by the Academic Director**
- Apply for CUNY BA scholarships
- Attend Life Experience Workshop (if applicable)
- Follow us @cunybac on social media

#### EVERY SEMESTER

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- Meet with or communicate with your faculty mentor; make any necessary changes to your AOC in consultation with them and send revised AOC form to your academic advisor. Confirm with academic advisor that course choices are appropriate, if in doubt. Meet with academic advisor (if necessary)
- Recommend the program to potential students
- Keep up-to-date by checking our website [cunyba.cuny.edu](http://cunyba.cuny.edu) and social media
- If you were admitted provisionally, earn at least a 2.50 GPA each semester with no Incomplete (INC) grades.
- Make sure your contact information is up-to-date in CUNYfirst
- Submit news of awards, promotions, etc. via website or to your academic advisor

#### AT OR APPROACHING 68 CREDITS

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- Students matriculated at a community college must transfer to a senior college by the time they reach 68 total credits: do this as early as possible at [www.cuny.edu](http://www.cuny.edu).**

#### AT BETWEEN 90 AND 100 CREDITS

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- Have an up-to-date, approved AOC form on file
- Schedule a graduation audit with your academic advisor**
- Fill out your diploma application at your graduation audit; you do not need to file for graduation at your home college**

#### FOR GRADUATION

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- Have at least 120 credits total
- Have at least 60 LAS credits (minimum for BS) or 90 LAS credits (minimum for BA)
- Complete Pathways requirements
- Have at least 8 courses/24 credits of intermediate and advanced level coursework for single AOC, or 6 courses/18 credits for each of your dual AOCs
- Have at least 30 residency credits (credits taken in CUNY while you were in CUNY BA)
- Have at least a 2.50 GPA overall (unless you were admitted provisionally) and in your area(s) of concentration; provisionally admitted students must have at least a 2.50 GPA for their CUNY BA coursework
- Clear any holds you have on your record at the college(s)
- Complete an AOC self-assessment

#### FOR COMMENCEMENT

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- Receive information by email in early-March; register and pay online by deadline
- Invite your faculty mentor(s) to attend the ceremony
- Apply for Commencement Scholarships by May deadline if you will attend the ceremony

#### AFTER GRADUATION

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- Request transcripts from the program office
- Indicate CUNY Baccalaureate for Unique and Interdisciplinary Studies (and home college if you like) on your resume, job applications and LinkedIn
- Contribute to CUNY BA financially or as a volunteer
- Visit the *Alumni* section of the website and continue to inform the program of your accomplishments
- Recommend the program to potential students

## DEGREE REQUIREMENTS

Your degree requirements are summarized here in five main parts. Consult your academic advisor when you have questions about which courses can be used to satisfy LAS and Pathways requirements. Consult your faculty mentor when you have questions about your Area(s) of Concentration.

### PATHWAYS, THE CUNY GENERAL EDUCATION REQUIREMENT

Students with Pathways coursework left to complete after admission must fulfill this requirement by selecting courses designated for Pathways at any of the CUNY colleges. Students will be able to identify pertinent courses in the CUNYfirst course catalog and schedule of classes. CUNY BA students may take a total of 12 credits on a pass/fail basis and may elect to use this option for Pathways courses. Students interested in completing Pathways requirements via credit-by-exam or with non-CUNY courses should consult their CUNY BA academic advisor in advance for guidelines. CUNY BA students are not required to complete their home college's 6-12 College Option.

#### REQUIRED CORE

Students must complete one course in each of the following categories.

English Composition I  
English Composition II  
Math & Quantitative Reasoning  
Life & Physical Sciences

#### FLEXIBLE CORE

Students must complete one course in each of the following five categories and one additional course from any category of their choosing for a total of six courses.

World Cultures and Global Issues  
US Experience and Its Diversity  
Creative Expression  
Individual & Society  
Scientific World

### LIBERAL ARTS AND SCIENCE (LAS) REQUIREMENT

Minimum LAS credits: 60  
60–89 LAS credits for a Bachelor of Science degree  
90+ LAS credits for a Bachelor of Arts degree

LAS courses are those in which theory is the focus and in which broad foundations link the course content to: history; philosophy; culture; natural, social, or behavioral sciences; or mathematics.

By contrast, non-LAS 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.

LAS credits may be earned from Pathways courses, AOC courses, and electives. Consult with your academic advisor to check your current total of LAS credits.

### AREA(S) OF CONCENTRATION

#### Faculty Mentors

Faculty mentors play a central role in CUNY BA. They guide students in planning their area(s) of concentration (AOC) and ensure that these specializations are coherent and academically valid. Sometimes, faculty mentors supervise and evaluate independent study or fieldwork projects and they often advise students about options for graduate study. Finally, mentors recommend the student for the degree. Each student selects and works with a CUNY faculty member who agrees to help design and then supervise their area of concentration. The faculty mentor must be a full-time professor at a CUNY college (hold the rank of assistant, associate, or full professor or lecturer) and be in a discipline directly related to the area of concentration.

If you are planning to complete two AOCs or an interdisciplinary area, you may require two faculty mentors. You must have a faculty mentor by the end of your first semester in the program (unless another deadline has been set).

Each CUNY BA student works with their faculty mentor to develop an area of concentration (AOC). Students can complete up to two AOCs.

## DEGREE REQUIREMENTS

### AREA(S) OF CONCENTRATION (Continued)

**Single AOC:** At least 8 courses/ 24 credits of intermediate and advanced level coursework are required for your AOC. Up to two internships and/or independent studies may be included.

**Dual AOCs:** At least 6 courses/ 18 credits of intermediate and advanced level coursework are required for each AOC. One internship or independent study may be included in each AOC.

#### Coursework

All courses for an area of concentration (AOC) must:

- be approved by a CUNY faculty mentor and the program's Academic Director
- be completed for a letter grade (C- or better; except for CUNY courses where CR was earned in Spring or Fall 2020).
- be completed at a senior college in a department that offers a bachelor's degree
- be completed at the intermediate or advanced level. The college catalogs typically indicate which courses are introductory, intermediate, or advanced. Intermediate and advanced level courses usually have at least one pre-requisite in the same discipline. Note that there are some CUNY BA exceptions to this pre-requisite rule. For example, only foreign language courses beyond the intermediate level (the first two years) may fulfill requirements for AOCs; both micro- and macro-economics, which may have pre-requisites, are considered introductory; the second course in a first-year science sequence is introductory; the second year of coursework at New York City College of Technology (the 2000 level) is also introductory. Faculty mentors will help students identify pertinent upper level courses for their AOC(s).

At least 50% of any AOC must be completed in CUNY as a CUNY BA student.

Students are required to submit an AOC Narrative along with their initial AOC form explaining how they developed their AOC and how it will contribute to their academic, professional, and personal goals. At the end of the program, students are required to submit a self-assessment form that outlines knowledge and skills that have been developed.

### ELECTIVE CREDITS

Elective credits may be needed to satisfy the 60 credit liberal arts and science (LAS) requirement or the 120 total credit requirement.

### OTHER REQUIREMENTS

#### GPA

- **Overall GPA:** at least 2.50
- **AOC GPA(s):** at least 2.50
- **Provisionally admitted students** earned at least a 2.50 GPA & received no incomplete grades during every semester of enrollment.

#### Credit Requirements

- **Minimum total credits:** 120
- **Residency requirement:** 30 CUNY cr. completed after admission to CUNY BA, excluding life experience and credit by exam.

#### Credit Restrictions

- **Non-Collegiate Credit** Max 30 cr. [Incl. up to 15 cr. for life experience.]
- **Community College Credit:** Max 68 cr.
- **Credit Load:** Up to 18 cr. per semester; must follow campus restrictions for summer/winter sessions.

### GRADUATION HONORS

Graduation honors are determined by calculating the lifetime cumulative grade point average (GPA) for all grades the student has received (CUNY and non-CUNY, including those grades that were not transferable), including all coursework undertaken both prior to entry and during the program. The cutoff points for Latin honors are as follows:

Cum laude	3.20
Magna cum laude	3.50
Summa cum laude	3.80

### DEAN'S LIST

Students who maintain a 3.5 average for 30 consecutive credits (with no open grades) while in the program are placed on the dean's list. For each subsequent 12 consecutive credits earned with a 3.5 average, the student is placed on the CUNY Baccalaureate Dean's List again. This is calculated retroactively and added to the transcript in the student's final semester.

## CURRENT STUDENT INFORMATION

### STUDENT RECORDS

After your admissions appointment has been completed and any missing application items have been received, the CUNY BA registrar's office will create a record for you in CUNYfirst. Subsequently, you will be able to view an unofficial student transcript through your Student Center in CUNYfirst by selecting Transcript: View Unofficial from the main dropdown menu and then selecting Graduate Center > CUNY BA Unofficial.

CUNY BA does not use Degree Works, so once you enter the program the system at your home college will no longer reflect your degree requirements. You should work closely with your CUNY BA academic advisor to keep track of your degree requirements.

Changes to your name, address, phone number, etc. should be made through the registrar's office at your home college or self-managed in CUNYfirst.

You can request student or unofficial copies of your CUNY BA transcript through our registrar's office. Complete information, including request and payment information, is available on our website. This will be the only transcript you have that reflects the titles of your area(s) of concentration and, ultimately, your degree information upon graduation.

### REGISTRATION

The registration process at your home college will remain the same once you become a CUNY BA student. You will still be assigned a registration date each semester according to your class status. Shortly after your admission, we will notify your home college that you are admitted to CUNY BA and they will change your academic plan (major).

To request permission for courses outside of your home college, you will submit an ePermit for each course via the ePermit system in CUNYfirst. Once a permit is approved, it is sent to the host college which will set you up with an enrollment date. Step-by-step instructions are available on the CUNY BA website.

CUNY BA maintains a relationship with a contact person in the registrar's office at each campus. These are people who work in the registrar's offices, who are familiar with CUNY BA, and who can assist you when you are experiencing difficulty registering. A list of the Registration Contacts can be found on our website.

### CAMPUS COORDINATORS

Campus Coordinators serve as general liaisons between CUNY BA and their campuses, providing general information about the program to students, staff, and faculty. They are a resource for students interested in applying to CUNY BA and for helping to troubleshoot other issues. A list of Campus Coordinators can be found on our website.

### CUNY BA FELLOWS

The CUNY BA Fellows Program employs doctoral candidates from across the CUNY system to develop and manage initiatives that support CUNY BA students, staff, faculty mentors, and other members of the CUNY BA community. Information about the CUNY BA Fellows can be found on our website.

### CUNYBA.CUNY.EDU

The CUNY BA website contains information about our policies and requirements, as well as tools to help you complete your degree and contact information for our staff, registration contacts, and campus coordinators. All program forms are available for download, including area of concentration and leave of absence.

### SOCIAL MEDIA

One of the primary ways we communicate with our community about events, opportunities, awards, etc. is through our social media channels, so be sure to follow us everywhere!

