

**2011-12 SUPPLEMENT TO THE  
CUNY BACCALAUREATE CATALOG**

All CUNY BA/BS academic and administrative policies are detailed in the CUNY Baccalaureate 2010-2012 Catalog, available online under CURRENT STUDENTS at [cunyba.cuny.edu](http://cunyba.cuny.edu).

**Students are responsible for knowing and understanding the information in the Catalog and this updated Supplement.**

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**ACADEMIC ADVISEMENT**

As a CUNY BA/BS student, you'll work closely with two advisors who will help you develop your individualized degree: an academic advisor assigned to you from CUNY BA/BS and a full-time CUNY faculty mentor of your choosing (at least one for each Area of Concentration) who will guide you in your area of academic focus. Your advisor and mentor(s) will review your interests and goals and will work with you, at your pace, throughout your program.

Each student is assigned a CUNY BA/BS advisor based on his/her last name as follows:

**Students by**

<b><u>Last Name</u></b>	<b><u>Academic Advisor</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
<b>A-C &amp; H-O</b>	<b>Mr. Rafal Szczurowski</b>	212-817-8225	RSzczurowski@gc.cuny.edu
<b>D-G &amp; P-Z</b>	<b>Ms. Kate McPherson</b>	212-817-8237	KMcpherson@gc.cuny.edu

**OTHER IMPORTANT CUNY BA/BS CONTACT INFORMATION**

**Main Office: 1-212-817-8220**

**Fax: 1-212-817-1512**

**Registrar's Office: 1-212-817-8227**

**Scholarships, Commencement, Alumni: 1-212-817-8223**

**Website: [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu)**

### **ADDRESS/TELEPHONE NUMBER CHANGE**

If you move or change your phone number or e-mail, contact CUNY BA/BS in writing with your signature (we cannot accept this information by phone or email); you may use the Change of Data form on our website.

### **AWARDS AND OTHER NEWSWORTHY INFORMATION**

Notify Deputy Director, Beth Kneller (bkneller@gc.cuny.edu) about any awards or honors you receive, plus information about your independent study, internship, study abroad, etc. You may also send samples of your creative writing, photography, etc., for possible inclusion on the Website or other CUNY/CUNY BA publications. Photographs of you and your mentor are particularly useful.

### **DIPLOMAS**

Diplomas are not handed out at commencement; you will receive a letter telling you when yours is ready for pick-up (usually 3 months after you graduate). See additional details in the Catalog.

### **GRADUATION AUDITS AND COMMENCEMENT**

What is the difference between Commencement and Graduation? *Commencement* is a ceremony. For CUNY BA/BS, it takes place once a year, in June, to which the prior September, January, June and upcoming September graduating students are invited. *Graduation* indicates the completion of all degree requirements and the conferral of your degree.

**Make an appointment for a graduation audit when you have between 90 and 100 credits and an Area of Concentration form approved by both your faculty mentor and the Academic Director (call 212-817-8220 or 8221).** There is a **\$20.00** charge due at the time of the audit (check, money order or exact cash; we are unable to accept credit card payments for graduation audits).

**IF YOU EXPECT TO GRADUATE IN JANUARY 2012, IT IS YOUR RESPONSIBILITY TO SCHEDULE A GRADUATION AUDIT BEFORE THE END OF AUGUST 2011.**

**IF YOU EXPECT TO GRADUATE IN JUNE 2012 OR SEPT. 2012, YOUR RESPONSIBILITY IS TO SCHEDULE AN AUDIT BEFORE THE END OF JANUARY 2012.**

If you do not have an audit by the dates above, you will not receive the commencement invitation. If you believe you are eligible to march but do not receive the mailing by early March, contact your advisor.

All students wishing to march in the CUNY BA/BS commencement must complete and return the paperwork mailed to you, and pay the commencement fee by the April deadline indicated.

### **LIFE EXPERIENCE SEMINARS**

Attendance at a 90-minute seminar is a required part of the process for applying for Life Experience Credits. **You must have room in your program for elective credits (see your degree contract or consult your CUNY BA/BS advisor), and the work for which you are seeking credit must have occurred at a time when you were not in college.** Please read the full details in the CUNY BA/BS Catalog. The seminars are held at the Office; to reserve a seat, call 212-817-8220, register directly at <http://cunyba.gc.cuny.edu/lifeexperienceseminars/> or email [cunyba@cuny.edu](mailto:cunyba@cuny.edu).

#### **Fall 2011:**

Thursday, October 6, 5:45 pm  
Tuesday, October 11, Noon  
Wednesday, October 19, Noon

#### **Spring 2012:**

Thursday, February 2, 5:45 pm  
Wednesday, February 8, Noon  
Tuesday, April 3, 5:45 pm

## **STUDENTS' RIGHTS CONCERNING EDUCATION RECORDS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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