

## **2009-2010 SUPPLEMENT TO THE CUNY BACCALAUREATE CATALOG**

All CUNY BA/BS academic and administrative policies are detailed in the CUNY Baccalaureate 2007-2010 Catalog.

Familiarize yourself with these policies and keep that document and this one handy. If you do not have the 2007-2010 Catalog, pick one up at the CUNY BA/BS Office; it is also available online at [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu).

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

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*\*Two academic policies have changed since the publication of the 2007-2010 Catalog; those curricular changes affect students entering CUNY BA/BS for Summer 2008 and beyond only.*

## **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.

Academic advising is an essential component of CUNY BA/BS. We are committed to providing the individual advice and assistance students need at every step throughout their degree programs. CUNY BA/BS academic advisors are available to answer questions about course work, distribution requirements, mentors, life experience credits and other matters related to the degree not covered by the CUNY BA/BS Registrar or your faculty mentor. Faculty mentors will guide you specifically on your Area(s) of Concentration although they may be consulted for advice on core distribution and elective course selections if you'd like, and certainly on independent projects, internships, and graduate study. Students are responsible for scheduling, preparing for, and keeping advising appointments; for seeking out contacts and information; and for knowing the requirements of their individual degrees. Students bear the responsibility for making their own decisions based on the best information and advice available and, ultimately, their own judgment.

Access your CUNY BA/BS academic record at [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu) – “Advisement Reports.” Use your Banner ID and password (see your Student Guide & Worksheet, given to you at your admissions interview). The site requires you to change your password regularly; keep careful notes on the PINs you choose.

Check your record at least once a semester to make sure it is accurate (if it is not, contact your CUNY BA/BS academic advisor in writing). Print a copy and bring it with you when you meet with your mentor or for

## **ACADEMIC ADVISEMENT, CONTINUED**

registration matters you handle in person. If you have trouble using the site, contact the CUNY BA/BS Office (referred to hereafter as the Office). Note: After you graduate, you will no longer have access to this report.

Each student is assigned a CUNY BA/BS advisor based on their 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-F</b>	<b>Ms. Helene Brown</b>	212-817-8229	HBrown1@gc.cuny.edu
<b>G-N</b>	<b>Mr. Rafal Szczurowski</b>	212-817-8225	RSzczurowski@gc.cuny.edu
<b>O-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)**

### **ACADEMIC POLICY CHANGES**

Effective Summer 2008 and applicable only to students entering CUNY BA/BS in Summer 2008 and thereafter, the following two academic policy changes will be in effect.

1. **AREA OF CONCENTRATION GRADES:** "D-," "D," and "D+" grades may not be applied to an Area of Concentration (AOC). Since "D" grades cannot be repeated for higher grades in CUNY BA/BS, if you receive a "D" in a course planned for your AOC, that course will need to be replaced with a course in which you earn a "C-" or better. As always, AOC courses cannot be taken "P/F" or "CR/NC."
2. **CORE DISTRIBUTION:** Students may utilize courses related to their Areas of Concentration in the Core. For instance, if your AOC is Cross-Cultural Psychology, you may use Psychology courses in the Social Science category; if your AOC is Medieval History, you may use History courses in the Humanities category; etc. As always, a course cannot be used twice, both for the Core and AOC.

### **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 CUNY BA's Deputy Director, Beth Kneller (bkneller@gc.cuny.edu) about any awards or honors you receive, as well as information about your independent study, internship, study abroad, etc. Please also send samples of your creative writing, poetry, photography, etc., for possible inclusion on the CUNY BA/BS website or other CUNY/CUNY Baccalaureate publications. Photographs of you and your mentor(s) are particularly useful.

### **CAMPUS COORDINATORS and REGISTRAR CONTACTS**

CUNY BA/BS has liaisons on every campus. The Campus Coordinators monitor the operation of the program on their colleges and they are a resource for students interested in applying to CUNY BA/BS, for identifying mentors, and for helping to solve other difficulties. There is also a contact person familiar with CUNY BA/BS in every college Registrar's office. For the Campus Coordinators, see [cunyba.gc.cuny.edu/campuscoordinators](http://cunyba.gc.cuny.edu/campuscoordinators); for the Registrar Contacts: [cunyba.gc.cuny.edu/registrationcontacts](http://cunyba.gc.cuny.edu/registrationcontacts).

## **CLEP EXAM CHANGE**

Effective Fall 2009, to be eligible to receive credit for the "English Composition" CLEP test, you must take the version with the essay ("English Composition with Essay").

## **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](#).

## **E-PERMIT**

It is your responsibility to pay the full tuition for Permit courses and home college courses at your home college when it is due, otherwise you will not receive credit for the courses. Remember to cancel any E-Permits you will not be using, otherwise you will be billed and you will receive failing grades for the course(s).

When CUNY BA/BS approves your E-permit, we are confirming only your CUNY BA/BS enrollment and your class status, NOT the appropriateness of the specific course for your degree. Additional E-Permit details are on the CUNY BA/BS website.

## **GRADUATE LEVEL COURSES**

If you are registering for a graduate course in person and you need to show written permission, complete the grad course form on our Website (Current Students > Forms); we also recommend you bring your CUNY BA/BS advisement report. See the [Catalog](#) for further details.

Be aware that students cannot graduate from with INC grades from graduate courses on their records; students are responsible for completing graduate courses OR having INCs converted to F, FIN, W, WU, etc. in order to graduate.

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

## **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, current 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 \$15.00 charge due at the time of the audit (check, money order or exact cash, please).

**If you expect to graduate in JANUARY 2010, it is your responsibility to schedule a graduation audit before the end of August 2009.**

**If you expect to graduate in JUNE 2010 or SEPT. 2010, your responsibility is to schedule an audit before the end of January 2010.**

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.

Names of graduates are mailed in March to all senior campuses. You are eligible to participate in your home college commencement as well as the CUNY BA/BS commencement. (Note: Some colleges do not allow upcoming September graduates to march in June because they will not have finished their final courses; the CUNY BA/BS *does* allow September graduates to march.)

### **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 or email [cunyba@cuny.edu](mailto:cunyba@cuny.edu).

#### **Fall 2009:**

Thursday, October 1, Noon  
Tuesday, October 13, 5:45 pm  
Wednesday, October 28, Noon

#### **Spring 2010:**

Wednesday, February 3, Noon  
Tuesday, February 9, 5:45 pm  
Tuesday, May 4, 5:45 pm

### **MAJORS, HOME COLLEGE, REGISTRATION**

Each semester, the CUNY BA/BS Registrar mails each campus a list of the students we have enrolled. Colleges then change your major code to CUNY BA/BS. If your college has not and you find that you are having problems with registration, financial aid, departmental requirements, etc., go to your home college Registrar's office and declare CUNY BA/BS as your major. Also, if you change home colleges, inform CUNY BA/BS [in writing](#).

### **OFFICE SCHEDULE**

The Office is open Mon.-Fri., 9am-5pm with later hours by appointment. CUNY is usually closed for 6 Fridays from late June to mid-August; for those dates, contact your college or check the Calendar on our website.

### **PROGRAM NAME CHANGE**

Effective June 2008, the name of the CUNY Baccalaureate Program has been changed to *CUNY Baccalaureate for Unique and Interdisciplinary Studies*.

### **SCHOLARSHIPS**

In November, students will receive an announcement of the process for all CUNY BA/BS scholarships. If you do not receive the announcement, it is your responsibility to contact the Office (OR simply print the application from the website, but make sure we have your correct email and mailing addresses).

### **TRANSCRIPT REQUESTS**

**It takes at least 5 working days to process a request; do not leave your transcript requests for the last minute.**

Transcripts must be requested by the student **in writing**. A transcript request form is available on our website. Students can receive student copies of their transcripts; official transcripts go directly to the institution or employer requesting them. For official transcripts, you must provide details about exactly where the transcript is to be mailed. If you require an official transcript in a sealed envelope to be delivered by you to a college or agency, explain that on the request form and indicate the name of the college or agency. We can call you when the transcript is ready if you wish to pick it up. A \$7.00 processing fee, payable to CUNY BA/BS, is required (there is no charge for transcripts being sent within CUNY). Some graduate schools, especially professional schools (i.e., medical and law schools), will require you to submit not only the CUNY BA/BS transcript, but also original transcripts from every CUNY and non-CUNY college you attended before and during the CUNY BA/BS, even when those credits are reflected on the CUNY BA/BS transcript.

## **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.

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