

CUNY BACCALAUREATE for UNIQUE and INTERDISCIPLINARY STUDIES

STUDENT GUIDE & WORKSHEET

CHECKLIST

ADMISSIONS INTERVIEW

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

AFTER ADMISSION

- Submit any missing documents to finalize your acceptance to the program
- Attend the orientation session
- Have official transcripts sent for all non-CUNY courses in progress
- Find mentor(s)
- Submit Area of Concentration form(s) signed by your mentor(s) to the program office for approval by the Academic Director**
- Apply for CUNY Baccalaureate scholarships
- Attend Life Experience Workshop (if applicable)

EVERY SEMESTER

- Meet with or communicate with your mentor; make any necessary changes to your AOC in consultation with them and send revised AOC form to your advisor
- Confirm with academic advisor that course choices are appropriate, if in doubt. Meet with academic advisor (if necessary)
- Read our website postings www.cunyba.cuny.edu
- If you were admitted provisionally, earn at least a 2.50 GPA each semester with no Incomplete (INC) grades.
- Send news of awards, promotions, etc. to your academic advisor
- Recommend the program to potential students

AT OR APPROACHING 68 CREDITS

- 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.**

AT 90 AND 100 CREDITS

- Have an up-to-date, approved AOC form on file
- Schedule a graduation audit with your academic advisor by calling the main office at 212.817.8221**
- Fill out your diploma application and pay \$20 fee at your graduation audit for your final student transcript and your diploma; you do not need to file for graduation at your home college

FOR GRADUATION

- 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)

FOR COMMENCEMENT

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

AFTER GRADUATION

- Request transcripts from the program office
- Indicate CUNY Baccalaureate for Unique and Interdisciplinary Studies (and home college if you like) on your resume and job applications
- 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 CUNY first 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

| Cr | College | Course | Date |
|----|---------|--------|-------|
| | 1. | _____ | _____ |
| | 1. | _____ | _____ |
| | 1. | _____ | _____ |
| | 1. | _____ | _____ |

FLEXIBLE CORE

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

| | | | |
|-------------------------------------|----|-------|-------|
| World Cultures/Global Issues | 1. | _____ | _____ |
| US Experience | 1. | _____ | _____ |
| Creative Expression | 1. | _____ | _____ |
| Individual & Society | 1. | _____ | _____ |
| Scientific World | 1. | _____ | _____ |
| Sixth Course | 1. | _____ | _____ |

LIBERAL ARTS AND SCIENCE 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 advisor to check your current total of LAS credits.

DEGREE REQUIREMENTS

AREA(S) OF CONCENTRATION

Faculty Mentors

Faculty mentors play a central role in CUNY Baccalaureate. They guide students in planning their area(s) of concentration and ensure that these specializations are coherent and academically valid. Sometimes, faculty mentors supervise and evaluate independent study or fieldwork projects and they often advise students about 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 his/her 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
 - be in a discipline directly related to your area of concentration
- If you are planning to complete two areas of concentration or an interdisciplinary area, you may require two faculty mentors.
- You should have a mentor by the end of your first semester in the program (unless another deadline has been set).

For more information about mentors and finding a mentor, visit the *Current Students* section of www.cunyba.cuny.edu.

Single Area: At least 8 courses/ 24 credits of intermediate and advanced level coursework. Up to two internships and/or independent studies may be included.

Dual Areas: At least 6 courses/ 18 credits of intermediate and advanced level coursework in each area. One internship or independent study may be included in each area.

Coursework

All courses for an area of concentration must:

- be approved by a CUNY faculty mentor and the program's Academic Director
- be completed for a letter grade of C- or better
- be completed at a senior college in a department that offers a bachelor's degree
- be completed at the intermediate or advanced level (also known as upper-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 area(s).

At least 50% of any area must be completed in CUNY as a CUNY Baccalaureate student.

Sample areas of concentration are available on the website and in the [CUNY Baccalaureate Catalog](#).

ELECTIVE CREDITS

Elective credits may be needed to satisfy the 60 credit LAS requirement or the 120 total credit requirement.

OTHER REQUIREMENTS

GPA

- Overall GPA** is at least 2.50
- AOC GPA(s)** is (are) at least 2.50
- Provisionally admitted students** must earn at least a 2.50 GPA & receive no incomplete grades during every semester they are enrolled.

Credit Requirements

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

Credit Restrictions

- Non-Collegiate Credit** Max 30 cr. [Includes 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.

CURRENT STUDENT INFORMATION

STUDENT RECORDS

Within several weeks after you have completed your admissions appointment (and any missing application items are received) the CUNY BA Registrar's Office will create a record for you in CUNYfirst. You will be able to view an unofficial student transcript in the Self Service area of CUNYfirst by selecting The Graduate Center > CUNY BA Unofficial.

CUNY BA does not presently 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 under CUNY BA.

Changes to your name, address, phone number, etc. should be made through the registrar's office at your home college.

You can request student or unofficial copies of your CUNY BA transcript through our registrar's office. Complete information, including the request form and payment information, is available on our website at cunyba.gc.cuny.edu/transcripts. Requests must be made in writing and include signatures. 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 Baccalaureate student. You will still be assigned a registration date each semester according to your class status. Shortly after your admissions appointment, we will notify your home college that you are admitted to CUNY BA and they will change your academic plan (major) and put a positive service indicator on your record that says 'CUNY BA at Home College.' This is not a hold and will not have any impact on your ability to do things in CUNYfirst (holds are 'negative service indicators').

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 Baccalaureate, and who can assist you when you are experiencing difficulty registering. An updated list of the **Registration Contacts** can be found on our website.

CAMPUS COORDINATORS

Campus Coordinators serve as general liaisons between CUNY Baccalaureate for Unique and Interdisciplinary Studies 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 solve other difficulties.

An updated list of **Campus Coordinators** can be found on our website.

WWW.CUNYBA.CUNY.EDU

The CUNY Baccalaureate website contains complete information on all program policies and requirements, as well as tools to help you complete your degree and contact information for program 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!



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