

# 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
- Attend the orientation session
- Have transcripts sent for all 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

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- Meet with or communicate with your mentor; make any necessary changes to your AOC in consultation with him/her and send to Academic Director
- Confirm with academic advisor that Pathways course choices are acceptable, if in doubt. Meet with academic advisor (if necessary)
- Send description of Internship or Independent study (if applicable)
- Subscribe to and read our website postings [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu)
- If you were admitted provisionally, earn at least a 2.50 GPA each semester with no Incomplete (INC) grades.
- Review your student advisement report at [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu)
- Make sure you update changes to your mailing address, phone number and e-mail address using our change of data form
- Send news of awards, promotions, etc. to your academic advisor
- Recommend the program to potential students

#### 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).**

#### 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 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

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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)

#### FOR COMMENCEMENT

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- Receive materials in the mail in February and return forms with payment by April deadline
- Invite your 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 and job applications
- Contribute to CUNY BA financially or as a volunteer
- Visit the *Alumni* section at [www.cunyba.cuny.edu](http://www.cunyba.cuny.edu) 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 online the pertinent courses in TIPPS (<http://tipps.cuny.edu/>) and in the college course catalogs and program schedules. 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" courses.

REQUIRED CORE	College	Course	Date	Cr
English Composition I	1.	_____		
English Composition II	1.	_____		
Math & Quantitative Reasoning	1.	_____		
Life & Physical Sciences	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. Access your student advisement report on the program website to see your current total of LAS credits.

## 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](http://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 for students who entered Summer 2008 and later)
- 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

## ADVISEMENT REPORTS

Our secure web-based service, Banner, allows you to view your CUNY BA academic advisement report (student transcript), check to see if there are any holds on your record at the program office, and view your personal information on record with the program (address and phone). **You can access this tool by visiting the CUNY Baccalaureate website, clicking on Current Students and then clicking on Advisement Reports.** For students newly admitted to the program, your account will be activated once we have received all of your official transcripts plus proof of matriculation and passing the CUNY Assessment Tests.

When logging into this tool you will be required to enter your user ID and a password.

**My Banner ID # is:** \_\_\_\_\_

Your current password is your date of birth in the following format: *mmdyy*. In other words, if your birthday is February 1, 1960, your password is 020160; if it is December 27, 1971, your password is 122771.

The first time you log on you will be required to change your password. (The system will tell you your current password has expired.) Your new password must be six characters -- use numbers and/or letters (not punctuation).

**My new password is:** \_\_\_\_\_

(Write your password here! If you forget it you will need to have it reset by the program office, 212.817.8221.)

If you have questions about the information on your advisement report, please contact your academic advisor.

## 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. At the beginning of each semester, the CUNY BA/BS Registrar mails each campus a list of CUNY Baccalaureate students enrolled at that school. Each college has a different system for tracking CUNY Baccalaureate students. If your name does not appear in your home college's system as a CUNY Baccalaureate student, ask the Registrar's Office what proof it needs in order to list you that way. Please note that the schools will not have received the roster of students prior to the registration period preceding a given semester. If you are registering for your first semester in the Program, you probably won't appear in your home college's system as a CUNY Baccalaureate student. If this causes any problems with registration, please contact the CUNY Baccalaureate Registrar's Office, 212.817.8227.

**To request permission for courses outside of your home college**, you will use the ePermit online registration system to tell the colleges you want to take a course on permit. You can access ePermit through the CUNY Portal at [www.cuny.edu](http://www.cuny.edu). Detailed 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 monitor the operation of the CUNY Baccalaureate for Unique and Interdisciplinary Studies on their campuses, provide information about the program to students, staff and faculty, and offer guidance to students. They are a resource for students interested in applying to CUNY BA, for identifying faculty mentors, 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 areas of concentration, data change (e.g., address, phone, email), leave of absence, and transcript requests. The CUNY Baccalaureate website also contains news and updates for current students. Subscribe to our RSS feed!