Academic Policy and Procedure

Grade Index and Retention:

Students will be placed on grade point average probation at the end of the Spring semester if their cumulative GPA falls below the minimum level indicated bellow:

- For Undergraduate students: 2.0
- For Graduate students: 3.0

Students will have one full academic year (Fall and Spring semesters) in which to raise their cumulative GPA. Failure to raise their cumulative GPA will result in academic dismissal from the College.

N.B.: Students who reenter the College on probation in the Spring semester must meet the terms of probation in that semester or they will be dismissed.

While on probation, students are restricted to no more than 4 courses (12 equated credits) each semester.

The following are violations of probation:

- Grades of FIN, FAB, FPN, WU, WF, or F in any course that have not been removed from the cumulative GPA by the repetition of the course with a grade of C or better;
- Students on probation are urged to take advantage of the Student Academic Consulting Center. SACC is located in Room 02-116 in the Vertical Campus. The telephone number is (646) 312-4830.

Students who are on probation may not hold office in student government or on publications, sit on College committees, or engage in varsity sports; they are also advised to limit club activities.

Make-up of ABS and INC Grades:

Permission to take a make-up examination is given only under special circumstances and must be obtained only from the Department in which you earned the ABS grade. Failure to resolve an incomplete or absence grade within the designated time will result in the grade being computed as an F.

INC is given only at the discretion of an instructor to allow a student who has been doing passing work additional time to complete a project or a report.

ABS is assigned if the student is doing passing work and is absent with cause from the final examination.

Students with either ABS or INC are not permitted to register for the same course in the semester immediately following the receipt of the INC or ABS grade.

How to Proceed if you are given an INC:

1. Contact your instructor to determine the coursework missed.
2. Turn in the work early enough to allow the instructor to submit a grade by the end of the succeeding semester.

How to Proceed if you are given an ABS:

1. Present documentary evidence (medical or legal) for your absence to the department in which you earned the ABS before November 1 (Spring) or April 1 (Fall) and request to take a make-up examination.
2. If your request is approved, take the form to the Bursar’s Office and have them record receipt of the $15 fee to take the examination. The form is then to be returned to the department.
3. You must then report to the department to find out the date of the examination, and you will take the examination on the date so designated.
4. The department will report the grade to the Registrar’s Office to enter the change of grade.
Repeating Failing Grades:

Undergraduate students may replace a maximum of 16 credits of failing grades if the same courses are repeated with a minimum grade of C. The cumulative GPA will be recomputed to reflect only the passing grade; the semester GPA will not be changed. The following points should be noted:

- A maximum of 16 credits of failing grades (F, FIN, FAB, FPN, WU, or WF) may be deleted from the calculation of the cumulative GPA during an undergraduate’s enrollment in CUNY. Whether students remain at a single college or transfer from one CUNY College to another, no more than 16 credits of failing grades can be replaced in the calculation of the cumulative GPA. Should the 16 credit limit be reached at a college other than Baruch, a student will not be permitted to replace failing credits.
- The course(s) used to replace failing grades must have been taken in the Fall’90 semester or later;
- For a grade of C or better to replace a grade of F in the calculation of the cumulative GPA, the failing grade must have been received at Baruch; it may not have been received at another college. Courses taken at another college may not be used to replace a failing grade at Baruch;
- If a course for which a student wants the failing grade to be replaced by a grade of C or better was taken prior to September 1, 1984, the student must receive the approval of the appropriate committee on academic standing.
- A failing grade may not be partially replaced; if a student has replaced 14 credits of failing grades and subsequently receives a grade of C or better in another 3 credit course which was previously failed, the failing grade cannot be replaced;
- If a student has received more than one failing grade for the same course and subsequently earns a grade of C or better in the course, the initial failing grades will be deleted from the calculation of the cumulative GPA, subject to the 16 credit limit;
- If a student fails a course which was taken on a pass/fail basis and subsequently retakes the course, the grade of C or better must be earned in order for the failing grade to be replaced;
- If the course number or title of a course was changed in the period between the receipt of the failing grade and the repetition of the course but the content remained the same, the failing grade will be replaced if a grade of C or better was received in the repeated course;
- If the content of the course was changed in the period between the receipt of the failing grade and the repetition of the course, or when a student has been allowed to substitute one course for another, the declaration of course equivalency for the purpose of deleting the failing grade from the calculation of the cumulative GPA will be at the discretion of the appropriate committee on academic standing;
- The cumulative GPA calculated on the basis of this policy is to be used for purposes of retention and graduation from the College and the admission to and continuance in a major or specialization. It will not be used to calculate graduation honors, the deans list, or departmental honors at graduation.

Any student who does not want a repeated course to replace a previously recorded failing grade should notify the Registrar so that the replacement does not take place. This request may be made at any time after the second enrollment provided the student is enrolled in the College.

Note: Students may not repeat courses where a passing grade has been earned.
Readmission Policy

Students who have been absent from the college for a term must apply for readmission at the Registrar’s Office.

Students who complete the term in which they are currently enrolled but do not register for the following term must file an application for Readmission at the Registrar’s Office prior to the semester they wish to return. Students who withdraw from all courses during the first three weeks of the semester must apply for readmission prior to the semester they wish to return. When students are readmitted to the College, they are subject to any new curriculum requirements in effect at the date of their return.

How to Proceed: Application for readmission is available at the Registrar’s Office as well as www.baruch.cuny.edu/registrar. Submit the application along with a $10.00 check or money order payable to Baruch College at the Registrar’s Office by the due date posted on the website.

Application and Registration for Credit Overload

Fall/Spring Semester:
A student’s initial program load in either the Fall or Spring semester may not exceed 18 equated credits. Permission to register for credit overload to exceed 18 credits (maximum 21 credits) must be obtained in advance of registration from the Center for Advisement and Orientation.

Summer Sessions:
The program load for the summer sessions is a maximum of two (2) courses in summer sessions which begin in June and two (2) courses in summer sessions that begin in July for a maximum of four courses. Permission to register for a credit overload to exceed two (2) courses in one summer session must be obtained in advance from the Center for Advisement and Orientation. Students may not take more than three (3) courses in one summer session. The maximum course load for the summer semester is five (5) courses.

Additional Requirements/Restrictions:

1. The minimum grade point average required for approval of a credit overload is 3.5 in the Zicklin School of Business. The Weissman School and the School of Public Affairs require a 3.0 GPA.
2. First semester transfer students and first semester freshmen are not permitted to register for a credit overload.
3. Students enrolled in CSTM; or CSTE are not permitted to register for a credit overload.
4. Applications must be submitted to the Center for Advisement and Orientation, One Bernard Baruch Way, Vertical Campus, Room 5-215, prior to registration.
5. Students who receive permission for a credit overload and register for excess credits may not drop any of their courses during the semester.
6. Students who receive permission to register for more than 18 credits will be charged the CUNY Accelerated Study Fee listed in this schedule.
Late Registration

If you do not register during the scheduled registration period, you may register in-person during the Late Registration Period. A $25.00 fee will be charged for Late Registration. If you are altering an existing program during the Late Registration period, you will incur a $18.00 Change of Program fee.

If you need to alter an existing program by dropping, adding, and/or substituting courses, you may do so via eSIMS during the regular registration period or in-person during late registration. When substituting courses it is important that you use the ADD/REPLACE option of e-SIMS, otherwise erroneous charges are incurred.

Please note that a change of program is any change of a prior approved registration involving the addition of a course or a substitution of a section. A change of program fee may be waived if the change is made due to a cancelled course. The confirmation/bill must be adjusted at the Registrar’s Office.

As a convenience, instructors’ names are listed in this Schedule of Classes. These are subject to change. A Change of Program fee will not be waived because of a change of instructor.

If, as a result of a program change, tuition is due, you are required to pay additional tuition at the Bursar’s Office. Even if the “balance due” indicates zero, your confirmation/bill must be processed at the cashier’s window. Contact the Bursar’s office if a refund is due.

CUNYCard

Once you have paid your tuition and fees, bring your CUNY Card and Bursar’s receipt to the lobby of 151 E 25 Street. New students need to bring their Bursar’s receipt to the ID center, room 137, 151E 25 Street to have their ID photo taken. Continuing students who must obtain a replacement ID card should go to the ID center. There is a $10.00 fee (cash only) for the replacement. Obtaining a validated ID card is of the utmost importance. The library building at 151 E 25 Street and the new Vertical Campus require a validated ID card to gain access.

International Students

International students must register and complete 12 credits per semester (excluding summer). A student who drops below a full-time course of study has violated their F-1/J-1 immigration status even if the academic advisor recommends the drop, unless the drop is permissible under strict Immigration And Naturalization Service (INS) and Department of State regulations. If you need additional information contact International Student Office, Room 880, 151 East 25 St.

- A local address must be on file with the Registrar at all times for all International students.
- Change of major must be noted on your I-20
- Whenever traveling outside of the United States, all International students must contact the ISSC in person two weeks prior to departure.