Austin W. Marxe
School of Public and International Affairs

GRADUATE ACADEMIC ADVISEMENT
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Graduate Academic Advisement provides the following services:

- One-on-one academic advisement to discuss academic goals and program plans
- Weekly e-newsletter with program updates and information relating to academic policies and support services
- Registration and group advisement meetings
- Assistance with registration troubleshooting and course selection
- Consultation and support for students on academic probation

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<tr>
<th>ADVISOR Responsibilities</th>
<th>ADVISEE Responsibilities</th>
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<tr>
<td>Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.</td>
<td>Become knowledgeable about college resources, programs, policies and procedures.</td>
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<td>Maintain confidentiality.</td>
<td>Be an active participant in the advising process.</td>
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<td>Be accessible for meeting with advisees via office hours, telephone, or email access.</td>
<td>Schedule appointments or make regular contacts with an advisor during each semester.</td>
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<td>Assist students with selecting courses based on interest, values and skills.</td>
<td>Accept responsibility for decisions made in the advising process; be responsible for your actions (or inactions).</td>
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<td>Assist students with scheduling courses to fulfill degree requirements resulting in degree completion.</td>
<td>Use available resources to monitor your academic progress.</td>
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<td>Encourage and guide students as they define and develop realistic goals.</td>
<td>Develop realistic and attainable educational and career goals.</td>
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<td>Assist students in working closely with their professors.</td>
<td>Ask questions if you do not understand an issue or have a specific concern; stay connected with your professors.</td>
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<td>Be respectful of the student’s time and effort in reaching out to the advisor.</td>
<td>Arrive on time and prepared for the advising session with questions or material for discussion; or cancel your appointment if you won’t make it.</td>
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<td>Provide referrals to appropriate people and offices for necessary assistance.</td>
<td>Follow through on referrals made by your advisor.</td>
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Academic dishonesty is not tolerated at Baruch College. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the college’s educational mission and the students’ personal and intellectual growth. Baruch students are expected to bear individual responsibility for their work, to learn the rules and definitions that underline the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned.

To learn more about academic honesty, please visit: baruch.cuny.edu/academic/academic_honesty.html
DO’s

...take the time to get to know your professors
Visit them during their office hours. Your professors are invested in your success, and you never know when you might need a letter of recommendation from them in the future!

...talk with your peers
Start building your social and professional networks by getting to know your classmates, alumni and other Baruch students. Start building your network from day one.

...assess your current skills
Are you a strong writer? Are you detail-oriented? Are you good at quantitative courses? Start thinking about your strengths and weaknesses, and remember these when choosing electives.

...attend a Marxe School event
Check the weekly e-newsletters for events going on in the School, across Baruch, and other CUNY campuses.

...meet with your Academic Advisor!
Schedule a meeting with an advisor before registration begins; attend a speed advisement session and make sure you are on the right track to graduate as you near your last semester.

DON’Ts

...choose just one interest or passion
Try to find ways to combine all of your interests and make full use of offered courses.

...waste your summers
There are many ways you can relax and rejuvenate over your summer breaks. Internships, work, and volunteering allow you to develop your skills and interests while gaining valuable experience.

...choose classes without a purpose
You will perform better if you are genuinely interested in the course topics you choose. Try to take courses that pique your interest, especially electives, regardless of whether they comport with your final career choice.

...ignore deadlines
Almost everything at Baruch College has a deadline, whether applying for graduation, a P/NC grade, withdrawing from a course, filing an academic appeal, or applying for a scholarship. Be extra mindful of all deadlines which can be seen either on your course’s syllabi, academic calendar, or in weekly e-newsletters from the advisement team.
GRADUATE DEGREE PROGRAMS
AT THE MARXE SCHOOL

Master of Public Administration (MPA)
Concentrations (optional):
- Nonprofit Administration
- Public Management
- Health Care Policy
- Urban Development and Sustainability
- Policy Analysis and Evaluation

Executive Master of Public Administration (EMPA)

Master of International Affairs (MIA)
Choose from four concentrations:
- International Nongovernmental Organizations
- Trade Policy and Global Economic Governance
- Western Hemisphere Affairs
- Special Concentration

Master of Science in Education in Higher Education Administration (MSEd-HEA)
All graduate students must maintain a minimum cumulative GPA (grade point average) of 3.0 to be in "good academic standing" and to graduate with a master’s degree.

If a student’s cumulative GPA falls below a 3.0, the student is automatically placed on academic probation. It is highly recommended that students meet with their academic advisor to review their probationary terms and to create an academic plan that will help them succeed in the program.

NOTE THE FOLLOWING:

Students should take their core courses before elective courses.

The Marxe School does not maintain waitlists or overtally closed courses.

Students are allowed a maximum of 12 credits transferred towards their degree.

Students should not attend school full-time (9 or more credits) while working full-time.

Students are responsible for checking their Baruch College student email since it is the main form of official communication from the College. This is important to stay abreast and informed of any policy or academic updates such as schedule changes, scholarship information, advisement newsletters, new courses, etc.
HOW DO I MAKE AN APPOINTMENT WITH A MARXE GRADUATE ACADEMIC ADVISOR?

You can set up an appointment with an advisor by emailing us: mspia.advisement@baruch.cuny.edu. Include your full name, CUNYFirst EMPL ID, graduate program, email address, phone number and specific question(s). If inquiring about certain courses in the schedule of classes, we’ll also need to know the semester you are referring to (fall, spring, summer, winter/January) AND the course section, course title, name of professor, and registration code.

ARE THERE WALK-IN HOURS?

Yes, from 9:00am - 5:00pm Monday to Friday, but an appointment is highly recommended to ensure that an advisor is available.

WHERE IS MARXE GRADUATE ACADEMIC ADVISEMENT?

Marxe Graduate Academic Advisement is located in the Austin W. Marxe School of Public and International Affairs building (also known as the “Administrative Building”) at 135 East 22nd Street (corner of Lexington Avenue and 22nd street).

HOW DO I REMOVE A REGISTRATION HOLD?

Students should contact the office responsible for the hold. For example, if it is a financial hold, contact the Bursar’s office; if it’s a library hold, contact the Library; if it’s a financial aid hold, contact the Office of Financial Aid, etc.

IF I WANT TO TAKE A SEMESTER OFF, WHAT DO I NEED TO DO?

Students who intend to skip a semester (fall or spring) should email mspia.advisement@baruch.cuny.edu to let an advisor know.

HOW DO I RETURN AFTER TAKING A FALL OR SPRING SEMESTER OFF?

You must submit a re-entry form on the Registrar’s website to the Registrar’s office by the re-entry deadline which is on the academic calendar. Note that the deadline precedes the start of the semester in which you want to return by several weeks.

WHAT IS ACADEMIC PROBATION?

Graduate students are placed on academic probation when their GPA falls below a 3.0. Contact a graduate advisor at mspia.advisement@baruch.cuny.edu if you are below a 3.0 or at risk of falling below a 3.0.

HOW CAN I CHANGE MY STATUS AS A PART-TIME STUDENT TO A FULL-TIME STUDENT?

Contact Marxe Graduate Academic Advisement at mspia.advisement@baruch.cuny.edu. 9 credits is full-time and fewer than 9 credits is part-time.
WHERE DO I FIND THE COURSE LISTINGS FOR ANY GIVEN SEMESTER (JANUARY INTERSESSION/WINTER/SPRING/SUMMER/FALL)?

On the schedule of classes, you can filter the term below the “Institution” field to spring, summer or fall. To view just the January intersession/winter courses, select “winter” under “additional search criteria.”

Courses offered during summer sessions are listed on CUNYFirst. Marxe Graduate Academic Advisement will notify you through Baruch email when they become available to view on CUNYFirst.

IS IT POSSIBLE TO SWITCH OR REGISTER FOR A CAPSTONE SECTION AFTER THE LATE REGISTRATION DEADLINE?

Unfortunately, it is not possible to switch into a different capstone section or register for a capstone after the late registration deadline. Students nearing the end of their degree should calculate when they expect to take their capstone and consult with an advisor to make sure that they are on the right track to graduate. Students should also attend a Capstone Workshop before their last semester. They should make it a priority to register for their capstone as soon as their registration for their last semester opens up.

HOW SOON CAN I ENROLL IN A CAPSTONE?

As soon as you finish all required core courses and complete a total of 33 credits you can enroll in a Capstone class.

Students take the Capstone in their final semester. It is highly recommended that students nearing the end of their degree attend a Capstone Workshop which is offered every semester by the Marxe Graduate Academic Advisement office. Check your Baruch email for workshop dates.

IS IT POSSIBLE TO BE PUT ON A WAITLIST FOR A CLOSED SECTION?

There are NO waitlists for closed sections.

HOW DO I APPLY FOR A PASS/NO CREDIT GRADE?

You must complete the Pass/No Credit (P/NC) form found on the Registrar’s website and submit it to the Registrar’s office before the deadline listed on the academic calendar. The P/NC option can only be used one time for one elective in your program.

IS THERE A TIME LIMIT TO COMPLETING MY DEGREE?

You must complete your coursework within six years of your initial entry.

WHICH ELECTIVES CAN I TAKE AND WHEN CAN I BEGIN TAKING THEM?

You may start taking electives after completing your program’s core classes.

HOW WILL I KNOW IF I AM EXEMPT FROM DOING A 3-CREDIT INTERNSHIP?

Applicants admitted to the MPA, MIA, or MSEd-HEA program who do not have at least one year of relevant experience will be required to complete an internship and an additional 3-credit internship class as part of their program. The internship requirement will be explicitly stated in the acceptance letter. Students should speak to an academic advisor early on in their program to fully understand what the requirement involves or to request a review of the requirement if the one-year of relevant experience may have been met.

HOW DO I DECLARE A CONCENTRATION IN MY MPA, MIA OR HEA PROGRAM?

Complete a program plan with your academic advisor or email mspa.advisement@baruch.cuny.edu.
WHAT COURSES ARE OFFERED IN THE JANUARY/WINTER INTERSESSION AND SUMMER SESSIONS?

A few core requirements and electives are offered in the winter and summer sessions. Check the online schedule of classes for current offerings.

ARE THERE GRADUATE CLASSES OFFERED DURING THE AFTERNOON AND DAY TIME?

There are few courses offered during the day time (prior to 6:00pm), but most courses begin at 6:05pm. Check the schedule of classes to see class times and availability.

AS A GRADUATE STUDENT, CAN I TAKE AN UNDERGRADUATE CLASS FOR MY ELECTIVE?

As a graduate student, you CANNOT take an undergraduate course as one of your electives.

CAN I TAKE COURSES AT OTHER CUNY COLLEGES AND PUT THEM TOWARDS MY DEGREE?

You can take courses at other CUNY campuses. In order to take classes at other CUNY campuses, you are required to send course descriptions or syllabi to Marxe Graduate Academic Advisement. Once it is pre-approved, you can request an ePermit through the CUNY portal.

AS A MARXE STUDENT, CAN I TAKE GRADUATE COURSES FROM THE OTHER TWO SCHOOLS AT BARUCH COLLEGE (ZICKLIN OR WEISSMAN)?

It is possible to take courses at other schools within Baruch College; however, you must receive permission from Marxe and the respective department in the other school in order to be able to register for the class.

HOW CAN I FIND OUT IF MY CREDITS ARE TRANSFERABLE FROM ANOTHER GRADUATE PROGRAM?

You must speak with an academic advisor and be able to provide syllabi and transcripts of the graduate-level courses you would like transferred. Graduate courses that are already counted towards a graduate degree cannot be used towards Marxe graduate degree.

ARE THERE SCHOLARSHIPS AVAILABLE FOR MARXE SCHOOL GRADUATE STUDENTS?

Yes, there are scholarships for new graduate students and for continuing graduate students. Each scholarship has its own application requirements and deadlines. Information is sent to your Baruch email. Also, regularly check the Marxe website under “Student Opportunity-Scholarships”.

HOW DO I APPLY FOR GRADUATION?

Graduation is not automatic. Attending a graduation ceremony does not mean a student has graduated. Students must apply for graduation through CUNYFirst. Search for “Application for Graduation” on the Registrar’s website.

Students are strongly encouraged to attend a graduation workshop before they apply for graduation. Check your Baruch email for scheduled workshops.

WHERE CAN I PICK UP MY DIPLOMA?

The diplomas for graduate students are available approximately 6 to 10 weeks after the degree conferral date. Once ready for pickup, the Registrar’s office will send you an email to your Baruch email account, instructing you on proper procedures for picking up your diploma.
Any Marxe graduate student who wants to take more than 9 credits (full-time) in a given semester must consult with an academic advisor and get permission to do so.

Please email your advisor or mspia.advisement@baruch.cuny.edu.

The Schedule of Classes is available prior to each registration period for the upcoming semester for students to search for classes, instructor names, and course information. Students may add courses to their shopping cart prior to their registration time. To register for classes and be assured of a seat, click “Enroll” and “Finish Enrolling”. Neither instructors nor advisors can add seats to a closed class.

Courses with section codes XMP and NUF are not open for registration by traditional MPA, MIA, or MSEd-HEA students. A course with a NET section code indicates it is taught fully online or in a hybrid mode. Hybrid classes meet for some sessions in a classroom and at other times fully online.

**MODES OF INSTRUCTION**

baruch.cuny.edu/provost/modes_of_instruction.htm

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<th>CUNYFirst</th>
<th>CUNYFirst Definition</th>
<th>Simplification</th>
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<tr>
<td><strong>P</strong></td>
<td>In-Person. No course assignments and no required activities delivered online.</td>
<td>In-Person. 100% of scheduled class meetings are in traditional physical classrooms.</td>
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<tr>
<td><strong>W</strong></td>
<td>Web-Enhanced. No scheduled class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are online.</td>
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<tr>
<td><strong>PO</strong></td>
<td>Partially online. Up to 32% of scheduled class meetings are replaced with online activities or virtual meetings.</td>
<td>Web-Enhanced. Some scheduled class meetings, but less than 100% are replaced with online activities or virtual meetings.</td>
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<tr>
<td><strong>H</strong></td>
<td>Hybrid (Blended). Between 33% and 80% of scheduled class meetings are replaced with online activities or virtual meetings.</td>
<td></td>
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<tr>
<td><strong>O</strong></td>
<td>Online. More than 80% but less than 100% of scheduled class meetings are replaced with online activities or virtual meetings.</td>
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<tr>
<td><strong>FO</strong></td>
<td>Fully-Online. 100% of scheduled class meetings are replaced with online activities or virtual meetings. All of the class work, including exams, is online.</td>
<td>Fully-Online. See the CUNY first definition to the left.</td>
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Useful Links

Academic Calendar and Registrar’s Office
baruch.cuny.edu/registrar

Baruch Computing and Technology Center (BCTC) / BCTC Helpdesk
baruch.cuny.edu/bctc or call 646-312-1010

Bursar’s Office
baruch.cuny.edu/bursar

Career Services
baruch.cuny.edu/mspia/career-services

CUNYFirst
baruch.cuny.edu/cunyfirst

Disability Services
baruch.cuny.edu/studentaffairs/disabilityServices.htm

Financial Aid Office
baruch.cuny.edu/financialaid

Graduate Bulletin
baruch.cuny.edu/bulletin

ID Center
baruch.cuny.edu/psafety

International Student Services
baruch.cuny.edu/studentaffairs/issc

Newman Library
newman.baruch.cuny.edu

Veterans Integration to Academic Leadership
nyharbor.va.gov/services/vital.asp

Writing Center
writingcenter.baruch.cuny.edu

National and Prestigious Fellowships
blogs.baruch.cuny.edu/fellowships

Study Abroad Information
baruch.cuny.edu/mspia/global-initiatives
A. The Lawrence and Eris Field Building at 17 Lexington Avenue (at 23rd St.)

B. The William and Anita Newman Vertical Campus
   One Bernard Baruch Way (55 Lexington Avenue)

C. Newman Real Estate Institute
   137 East 22nd Street

D. Austin W. Marxe School of Public and International Affairs
   (Administrative Building)
   135 East 22nd Street

H. Information and Technology Building
   151 East 25th Street

J. Welcome Center
   137 East 25th Street

For directions visit: baruch.cuny.edu/map.html
The mission of the Marxe Graduate Academic Advisement team is to provide students with quality academic advisement. We are committed to creating an inclusive atmosphere of respect and professionalism through shared accountability between student and advisor. We will guide and support graduate students throughout their academic career and beyond, to ensure that they receive the best possible services to enhance their overall graduate experience.