

ACADEMIC POLICIES AND PROCEDURES

Degree Requirements

To qualify for a bachelor's degree, students must:

1. Complete General Education requirements, through which students demonstrate, among other competencies, mastery of American English language skills;
2. Demonstrate mastery of computational skills;
3. Meet residency requirements;
4. Complete 45 credits in courses at or above the 3000 level;
5. Complete a minimum of 120 credits with a cumulative grade-point average (GPA) of 2.0;
6. Fulfill their major department's course, credit and GPA requirements. (Some departments require more than 120 credits and a higher GPA in the major.)

These requirements are described in the sections below.

Mastery of American English Language Skills

Recognizing the critical role of American English language skills in an undergraduate education, SUNY Old Westbury has placed its English language requirement at the center of its General Education Program requirements. All students must demonstrate proficiency in English composition in order to **graduate** from the College. Students should consult the *General Education Program* section of this catalog for detailed information regarding these requirements.

In order to register for most upper-division courses, all students must demonstrate mastery of American English language skills by completing two college-level English Composition courses (EC I and EC II or their transfer equivalents) with grades of C or better.

Placement Levels

To determine the level of American English language mastery, the College requires incoming students (excluding associate degree holders and transfers with more than 57 credits) to take the College Placement Examination (CPE).

Placements on the CPE are used to advise and register students into appropriate courses of study that will help them attain the required level of mastery. This examination is not an admissions test; students are admitted before taking this examination. Designated levels are:

English for Speakers of Other Languages (ESOL) II, III, IV

A placement of ESOL on the CPE requires the student to enroll in an English for Speakers of Other Languages course of study, especially designed to help the student acquire American English language skills.

Basic English (BE II)

A placement of BE II on the CPE requires the student to register for EL0210 along with the designated Basic Education Program courses for that level.

English Composition I and II (EC I, EC II)

A placement of English Composition (EC I or EC II) on the CPE requires the student to register for EL1000 or an EL2200-level course, respectively.

English Mastery Satisfied (EMS)

A placement of English Mastery Satisfied (EMS) on the CPE means that the student has satisfied the American English language requirement.

Placements on Departmental Course Descriptions

A placement of EMS in a departmental course description means that American English language skills must be mastered before the student may register for that course.

Placements of EC I and EC II mean that students must have reached these levels before registering for that course.

Mastery of Computational Skills

As one of the College's degree requirements, students must demonstrate proficiency in mathematics. Students are strongly urged to fulfill this requirement before they reach junior status. The mathematics requirement is satisfied by one of the following:

- Placement at proficiency level on the mathematics part of the College Placement Exam (CPE).
- Completion of MA1020 with a grade of C- or better.
- Completion of a mathematics course at the 2000 level or above, with a grade of C- or better.
- Completion of a college level course equivalent to one of the above with a grade of C- or better.

Students who have fulfilled one of the conditions listed above have demonstrated proficiency in mathematics.

Placement Levels

To determine the level of mastery in mathematics, the College administers a test of mathematical skills (CPE) to all new students after they are admitted but prior to their first enrollment. The results of this examination indicate students' math mastery levels.

Academic Policies and Standards

To be eligible for graduation, all candidates must satisfy all College and departmental requirements for the specific degree. Students must complete a *minimum* of 120 credits of satisfactory work. Some departmental requirements exceed this number. Forty-five of these credits must be earned in course work above the survey and the introductory levels (at or above the 3000 level). To fulfill graduation requirements, students must have at least a 2.0 cumulative grade point average (GPA) for all work completed at the College.

Residency Requirement

To earn a degree from SUNY College at Old Westbury, students are required to fulfill the residency requirement. This requirement can be fulfilled by completing **one** of the following:

1. A student must earn a minimum of 48* credits at Old Westbury **and** attend Old Westbury for at least 3 academic semesters (spring or fall) on a full-time or part-time basis;

OR

2. A student must earn a minimum of 48* credits at Old Westbury and attend Old Westbury for at least 2 academic semesters (spring or fall) **and** complete a minimum of 12 of the required 48* credits during summer sessions at Old Westbury.

Requests for exception to the residency requirement may be submitted to the Academic Policy Committee. Students who choose the second option to fulfill their residency requirement will, under no circumstances, be permitted a waiver of the 48*-credit requirement.

Students must verify their fulfillment of all the above requirements with the exception of those credits for which they are currently enrolled, at least one semester prior to graduation. The Registrar bears responsibility for verifying the student's fulfillment of the quantitative requirements. The department from which the student expects to be graduated reserves the right to determine that qualitative requirements have been met.

*56 credits required in Accounting; Finance; Business and Management; and Marketing.

General Departmental Requirements

All students must fulfill the degree requirements within a specific department. Students may, with departmental approval, fulfill degree requirements in two departments. The student will receive a single degree that properly identifies the major areas of study (see Dual Major). Students receive a Bachelor of Arts (B.A.), a Bachelor of Science (B.S.) or a Bachelor of Professional Studies (B.P.S.) degree based on the primary major.

At least 24 credits within the major must be completed in courses beyond the introductory or survey level (3000 level or higher).

All programs leading to the B.A. degree require **at least 90 credits** in the liberal arts, including a sequence of courses normally consisting of 30-36 credits in a major field or area from one of the traditional liberal disciplines. Normally, not more than 40 credits in any major may be applied toward a bachelor of arts degree.

All programs leading to the B.S. degree require **at least 60 credits** in liberal arts and include a sequence of courses normally consisting of 30-36 credits in a major field or area of study. Generally, not more than 54 credits in any major may be applied toward a bachelor of science degree.

Programs leading to the B.P.S. degree require **at least 30 credits** in liberal arts.

Fields of study traditionally associated with the liberal arts include humanities, mathematics, natural and physical sciences, social sciences and the arts. Programs designed to prepare persons for specific occupations or professions are not liberal arts. These include business and education.

The New York State Department of Education has granted approval to SUNY College at Old Westbury to offer the following degree programs. **Enrollment in other than registered or otherwise approved programs may jeopardize student eligibility for certain student aid awards.**

Registered Degree Title	Degree	HEGIS Number	Curriculum Code
¹ Accounting	M.S.	0502	U0281
¹ Accounting	B.S.	0502	U0281
American Studies	B.A.	0313	U0304
Biochemistry	B.S.	0414	U0387
Biological Sciences	B.A., B.S.	0401	U0313
Adolescence Education-Biology	B.A., B.S.	0401.01	U0127
Business Administration	B.S.	0506	U0280
Business & Management	B.P.S.	0506	U0288
Chemistry	B.A., B.S.	1905	U0316
Adolescence Education-Chemistry	B.A., B.S.	1905.01	U0128
⁶ Comparative Humanities	B.A.	4903	U0392
⁸ Computer & Information Science	B.S.	0701	U0286
² Criminology	B.S.	2209	U0810
Childhood Education 1-6	B.S.	0802	U1557
Childhood Education 1-6 (Bilingual)	B.S.	0802	U1576
¹ Finance	B.S.	0504	U0282
³ Health & Society	B.S.	2299	U0723
⁷ Industrial and Labor Relations	B.A., B.S.	0516	U0283
⁴ Language & Literature	B.A.	1599	U1071
¹ Management Information Systems	B.S.	0702	U0858
¹ Marketing	B.S.	0509	U0285
Mathematics	B.S.	1701	U0334
Adolescence Education-Mathematics	B.S.	1701.01	U0126
⁵ Media & Communications	B.A.	0601	U1072
Middle Childhood Education-Biology	B.S.	0804.04	U1592
Middle Childhood Education-Chemistry	B.S.	0804.04	U1593
Middle Childhood Education-Mathematics	B.S.	0804.03	U0107
Middle Childhood Education-Spanish	B.S.	0804.07	U0109
⁶ Philosophy & Religion	B.A.	1599	U1065
Politics, Economics & Society	B.A.	2299	U0393
Psychology	B.A., B.S.	2001	U0347
Adolescence Education-Social Studies	B.A.	2201.01	U0125
Sociology	B.A., B.S.	2208	U0352
⁹ Spanish Language, Hispanic Literature & Culture	B.A.	1105	U0824
Adolescence Education-Spanish	B.A.	1105.01	U0124
Special Education with Bilingual Extension	B.S.	0808	U0113
Special Education and Childhood Education 1-6	B.S.	0808	U1560
Visual Arts	B.A.	1002	U0373
Visual Arts: Electronic Media	B.S.	1002	U1727
Spanish	Certificate	5611	

Degree offered by:

¹School of Business

²Sociology Department

³Biological Sciences Department

⁴English Department

⁵American Studies Department

⁶History and Philosophy Department

⁷Politics, Economics and Society Department

⁸Mathematics, Computer and Information Sciences Department

⁹Modern Languages Department

General Education Program

The Old Westbury General Education Program is structured as follows:

- Math Proficiency
- Basic Communication
- Creativity and the Arts
- Western Tradition
- The American Experience
- Major Cultures
- Foreign Languages
- Natural Sciences and Mathematics

This program fulfills the General Education knowledge areas, including Humanities and Social Science, and the critical thinking and information management competencies as mandated by the SUNY Provost. Please refer to the *College at Old Westbury General Education Bulletin* for specific course and credit requirements.

First Year Student Curriculum

Entering students with fewer than 24 college-level credits are required to enroll in a First-Year Seminar class. The courses taken during the first year will primarily fulfill general education requirements.

Academic advisors work with first-year students to guide them in selecting and enrolling in appropriate courses. Approval to register in some courses depends on students' placement on the College Placement Examination (see below for details).

Students should consult with an advisor in planning their course schedule.

Academic Advisement for First Time To College Students

The Academic Advising Center staff provides the following services:

- Administer the College's placement examinations in English and mathematics.
- Advise students in the selection of their courses.
- Explain General Education requirements to students.
- Complete the General Education Advising Form for students and forward copies to students' academic departments.
- Help students choose a major.
- Provide information on academic policies and procedures.
- Monitor the progress of students on academic jeopardy and/or probation.
- Advise students on time-management and study skills.

The Center is located in the Academic Village, Room A-201 (516) 876-3044.

Registration

Registration, which is a prerequisite to class attendance, takes place before each semester begins. Registration instructions are posted on the campus website and published in the semester class schedule. A student may register on the web or voice response, and must pay tuition and fees or make appropriate arrangements with the Bursar, to be considered officially registered.

Physical presence in class does not constitute registration in a course even when work is completed. Students who have not registered officially will not receive any credit for the course work. (Auditors in a course cannot receive retroactive credit.) All changes in students' course schedules must be made before the end of the add/drop period (the first week of the semester), as published in the College calendar.

Courses published in the semester class schedule may be cancelled for budgetary, curricular or enrollment reasons. In such cases, an effort will be made to adjust a student's registration to minimize adverse effects.

Categories of Students

Matriculated Student

A matriculated student is one who has been admitted to the college through the Office of Enrollment Services, and is working toward the completion of a degree. A matriculated student may enroll full-time (a minimum of 12 credit hours per semester), or part-time (fewer than 12 credit hours per semester).

Continuing

Students who have continued their registration directly from the immediately preceding fall or spring semester. (Summer registration is not applicable.)

Returning

Students who are registering after a break of one or more semesters including students who have graduated from SUNY Old Westbury or who have been away several years.

New

Students who have been admitted to SUNY Old Westbury, but have never registered.

Lower Division

Students with fewer than 57 credits, including transfer and SUNY Old Westbury credits.

Upper Division

Students with 57 or more credits, including transfer and SUNY Old Westbury credits.

Note: Transfer credit is awarded only after official transcripts have been received and recorded by the Office of the Registrar.

Transfer Credit

Articulation Agreements

The College has established, with regional two-year colleges, cooperative articulation agreements that specify procedures designed to encourage and facilitate transfers from these colleges into the upper-division of academic programs at the College at Old Westbury.

Old Westbury has articulation agreements with several two-year colleges. These agreements list degree programs at two-year colleges that are parallel to Old Westbury's degree programs. Associate degree holders admitted into the parallel program are granted full credit for courses completed at the two-year college and are given junior standing. Generally, these students will be able to complete the bachelor's degree in four semesters of full-time study.

Joint Agreements

Special Joint Admissions Agreements are in place with the State University College at Farmingdale, Nassau Community College and Suffolk County Community College (see *Joint Admissions* section under Admissions). There may be special arrangements and/or regulations governing these programs and other specific joint programs. For specific requirements and regulations, students are advised to consult an Admissions Counselor in the Office of Enrollment Services, Campus Center I-202 and the chairperson of the major department they expect to enter.

Policies and Procedures Regarding Transfer Credits

Credits appearing on the transcript of another accredited college that were taken at that college are evaluated by the Registrar for transfer to Old Westbury. Transfer credit for courses taken at institutions that operate on a quarter system is limited to computed equivalence in semester hours. **A maximum of 72 transfer credits will be awarded.**

Official transcripts for courses taken prior to the student's first semester at the College must be submitted to the Office of Enrollment Services as part of the admissions procedure. A preliminary evaluation of transfer credit can be made on the basis of a student copy of a transcript. However, official transfer of credit will be made only upon receipt of an official transcript. Transfer students should ensure that official transcripts of prior work are filed in the Office of the Registrar prior to initial registration, but no later than the start of classes.

Students will receive credit for courses taken as part of an AA, AS or AAS degree, if the courses were taken at the institution granting the AA, AS or AAS degree. Credits from an AOS or other associates degree programs are evaluated and accepted selectively. Acceptance of any credit does not imply that major or College requirements have been satisfied. Therefore, in order to graduate, students may be required to complete more than the stated minimum number of credits necessary for a particular degree program.

Transfer credit will not be awarded for courses in which a grade of D+ or below was earned, except if the courses are part of and taken at the institution granting the AA, AS or AAS degree.

Normally, courses taken at unaccredited institutions are not transferable to the College. A student may petition the Academic Policy Committee for an exception to this rule; in certain documented instances, the petition may be granted. Courses given credit under this provision may not be used to satisfy the requirements of a particular degree without the permission of the appropriate department chair.

Students who have successfully completed a three-year hospital school of nursing program that is not part of a bachelor's degree program may be granted a total of 32 credits for such study. These credits will be included as part of the 72-credit maximum which can be awarded for transfer credit.

Courses for which transfer credits have been accepted may not be repeated for credit at Old Westbury.

Other Conditions of Transfer

The College's policies governing transfer credits stipulate that all transfer students:

1. Earn a minimum of 48 credit hours at Old Westbury, and may transfer a maximum of 72 credits;
2. Fulfill the College's requirement that all candidates for graduation demonstrate mastery of computational and American English language skills and must meet the College's General Education requirements;
3. Take a minimum of 24 credit hours in courses in the major at the 3000, 4000 or 5000-level. Specific majors may require more than the minimum 24 credits;
4. Complete 45 credits in courses at the 3000, 4000 or 5000-level toward overall degree requirements;
5. Fulfill the College's residency requirement.

Credit by Examination

A maximum of 30 credits can be awarded based upon standardized external examinations such as Advanced Placement (AP), College Level Examination Program (CLEP), the New York State College Proficiency Examination program (CPE) and the United States Armed Forces Institute program (USAFI).

Credit will be awarded for a score of 3, 4 or 5 on any Advanced Placement Examination. Credit will be awarded for scores equivalent to grades of "C" or better on CLEP examinations. Specific information may be obtained at the Office of the Registrar.

Credit by examination cannot be used to fulfill the College's residency requirement. Since each academic department has its own policy for accepting credit by examination in fulfillment of departmental requirements, students should consult with the chair for further information.

Courses that are equivalent to transfer credit that has been granted as a result of external examinations may not be repeated for credit at Old Westbury. Students may not apply for life experience credit for the same courses in which they have been granted credit by examination. (see APEL section which follows).

Academic Credit for Military Training

Eight credits will be awarded for a minimum of two years of active duty in any branch of military service. However, such credits normally do not satisfy College-wide or departmental requirements. To be granted such credit, the student must submit a copy of the DD214 (Discharge) to the Registrar. (No automatic credit is given for active duty of less than two years.)

Credits awarded for military service are considered part of the 32 credits allowed under the Accreditation Program for Experiential Learning (APEL) policy. Hence, students may apply for a maximum of 24 additional APEL credits, on grounds other than military service.

Veterans may also apply for credit based on specific formal courses of instruction given by the military services. The Registrar evaluates such applications on the basis of the recommendations in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Accreditation Program for Experiential Learning (APEL)

Numerous options are available to achieve learning that is equivalent to college-level learning. These include knowledge and skills acquired through experiences that can substitute for some of the formal learning that a college requires of its graduates. The goal of APEL is to assess this learning and to translate some or all of its value into conventional college-level academic credit. The learning presented for credit need not be related to the student's academic major. It must, however, be within the academic subdivisions of knowledge and training available in institutions of higher education in the United States.

The College at Old Westbury can award credits for experiential learning. APEL credits can satisfy general requirements for the B.A., B.S. or B.P.S. degree but normally do not count toward the fulfillment of specific departmental requirements. Students should understand that while APEL credits count toward the degree, the credits **do not** fulfill residency requirements (48 credits must be earned at the College at Old Westbury). Grades are not given for credits awarded through APEL. Such credits are classified as transfer credits and are included in the 720-credit maximum associated with acceptance of transfer credit.

Any registered SUNY Old Westbury student who has earned 31 credits at the College or any other accredited college may apply for APEL by submitting a portfolio with two copies to the Academic Advisement Center (AAC). It is strongly suggested that the portfolio be submitted prior to the final semester in which the student will be enrolled at the College. The student must prepare the portfolio according to the guidelines specified by the faculty APEL Committee and available from AAC. Information concerning these guidelines may be obtained from AAC. Students must be enrolled at the College when the APEL portfolio is submitted.

Deadlines for submission of portfolios are as follows:

for the fall semester - October 1

for the spring semester - March 1

Declaration of Major

Students are encouraged to declare a major as early as possible and must complete the process before they have earned 42 credits (including transfer credits). Noting a particular department major on the Admissions Application constitutes an official declaration of major or acceptance into that department, with the exception of the School of Business and Criminology which have specific admissions requirements and criteria for continuing as a major.

Forms for declaration of major or change of major are available in the Office of the Registrar, where students must file completed forms. **Failure to declare a major by the time students have earned 42 credits will result in loss of eligibility for state financial aid (TAP).**

Once a student has declared a major, the Registrar will notify the appropriate academic department. In preparation for academic advising, students should furnish to their academic department, transcripts from all previous colleges attended. Questions concerning departmental requirements and standards should be directed to the chairperson of that department.

Dual Major

A student who officially declares and completes the requirements for two majors (a dual major) will receive one baccalaureate degree upon graduation. The primary major/degree (B.A., B.S., B.P.S.) will determine the actual degree awarded. The College does not officially recognize triple majors. Students who wish to complete two majors must obtain the approval of the two departments involved. There must be a significant difference between the two majors. Certain combinations of majors are not permitted. Students must submit to the Office of the Registrar a *Declaration/Change of Major form* to add a second major.

Academic Workload

A student achieves full-time status with a course load of 12 or more credits. The normal maximum full-time load is 18 credits. A student wishing to register for more than 18 credits must have approval on a Petition for Course Overload Form signed by an advisor and the chair of the department in which the student has declared a major. Overloads will be granted only to students who have fulfilled the American English proficiency requirement and whose academic record suggests that they are capable of handling additional work. Overloads above 20 credits must be approved by the Dean of the School which houses the student's major department, in addition to the advisor and chair. Students on probation are not eligible to take a course overload under any circumstances. Petition for Course Overload Forms may be obtained at the Office of the Registrar.

Academic Class Level

The following designations specify a student's academic class level:

Upper Division:	Seniors	88 or more credits	Lower Division:	Sophomores	32-56 credits
	Juniors	57-87 credits		Freshmen	0-31 credits

Note: Senior standing does not necessarily imply eligibility for graduation. Eligibility for graduation depends on the fulfillment of all College and departmental requirements as determined by the Registrar and the department from which the student expects to be graduated.

Determination of class level is based on the Registrar's evaluation of official transcripts available in that office. Changes in academic class level occur only as students complete courses at Old Westbury, or when the Office of the Registrar receives and evaluates official transcripts from other colleges or universities.

Academic Integrity (refer to page 46)

Academic Course Level

The academic course level coding at the College is as follows:

Upper Division	3000	Lower Division	1000
	4000		2000
	5000		

The term, "courses above the introductory and survey level," refers to 3000, 4000 and 5000-level courses.

Course Coding

The College's course coding system, used to identify courses, consists of a department indicator, numerical level and a section indicator.

The discipline indicator identifies the program offering the course:

AS: American Studies	CP: Chemistry and Physics	ED: School of Education
BS: Biological Sciences	CR: Criminology	EL: English
BU: School of Business	CS: Computer Science	FY: First-Year Experience

HI: History and Philosophy	MA: Mathematics	PY: Psychology
HS: Health and Society	MD: Music and Dance	SY: Sociology
IL: Invitation to Learning	ML: Modern Languages	VA: Visual Arts
IR: Industrial and Labor Relations	PE: Politics, Economics & Society	

The four-digit number following the discipline indicator provides information about the course. The first digit represents the level of instruction:

0000 - Non-credit	3000 - Intermediate-major
1000 - Introductory-general	4000 - Advanced-major
2000 - Introductory-major	5000 - Senior level

Independent Study

All independent study must be undertaken under the guidance of a faculty member, based in an academic department, and be related to the student's course of study. Agreement to supervise independent study is the prerogative of the faculty member and must follow the guidelines of the individual department. A student should understand that undertaking an independent study is a rigorous intellectual exercise which requires more self-discipline than the ordinary course.

Credit may be earned through independent projects and research, field study, and independent course work and readings. It is expected that each of these will involve regular meetings with the faculty mentor and will require specific work assignments, readings, writing assignments and a final paper or other end-of-term project.

In order to be eligible for independent study, a student must have earned at least 30 credits, be proficient in reading and writing, and be in good academic standing. In addition, the student's prior academic record must indicate that the student is capable of independent work.

In addition to registering for an independent study, a student must file an Independent Study Contract. The contract must be filed with the Office of the Registrar at the time of registration. A student is limited to enrolling in a maximum of two independent study courses during any one semester. A maximum of 16 independent study credits may be applied to degree requirements.

A student must consult with his/her advisor before pursuing any form of independent study, and should note that individual departments may set more rigorous criteria toward completing departmental requirements.

Grading System

The grading system used on transcripts provides for 16 letter grades consisting of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR (credit), NC (no credit), I (incomplete), W (withdrawal) and NR (not reported). All students whose names remain on the official class roster, prepared at the end of the add/drop period, are assigned one of the above grades.

All grades except CR, NC, I, W and NR are calculated in the student's GPA. However, in cases where students repeat a course, the newest grade replaces the old one(s) in the GPA calculation. All grades, however, will remain on the transcript. **While students must pay for every course they take, financial aid will not pay for repeated courses unless the department/program requires a minimum grade for graduation and the previous grade was below the requirement. Courses not required to be repeated by the department will not count toward credit load for purposes of financial aid eligibility.** (This information does not apply to courses that departments designate as repeatable for credit.)

The number of credits assigned to a course cannot be changed unless the course is one in which students may earn variable credit (e.g., independent study). Credit cannot be awarded twice for the same course, unless the course is one that may be repeated for credit (e.g., certain internships, directed research, etc).

Credit/No Credit

A student may elect a credit/no credit option with the permission of the instructor. The student's request must be filed in the Office of the Registrar before the end of the third week of the semester. After the third week, this contract cannot be approved or cancelled. Courses taken for a grade of CR or NC do not affect the GPA. Specific restrictions on the credit/no credit option vary by department major. Students should consult with an academic advisor in his/her major program.

Incomplete

A grade of Incomplete (I) may be assigned by the instructor when:

- extenuating circumstances, such as accident or illness, make it impossible for the student to complete the course work by the end of the semester;
- the student has completed most of the course work at a passing level;
- the instructor expects that the student will be able to complete the remainder of the course requirements by the end of the following semester.

A grade of I remains in effect for one semester. A student must make appropriate arrangements with his/her instructor to complete the course requirements. The instructor will inform the student concerning the specific scope and nature of the work that must be completed. To certify fulfillment of course requirements, the instructor is expected to submit a letter grade by the end of the following semester. If the instructor does not submit a grade, the Registrar will automatically assign a grade of F unless the instructor submits a written request to the Registrar for an extension, or the student has filed an application for CR/NC, in which case a grade of NC would be assigned. Students who are completing an incomplete should not re-register for that course in the semester that they are completing the incomplete.

Withdrawal

W, signifying withdrawal, may not be assigned as a final grade. After the end of the add/drop period and up to the seventh week of classes, a student may withdraw from one or more courses by filing an official withdrawal form in the Office of the Registrar. The Registrar will then record a W on the student's transcript.

Please Note: Nonattendance in classes does not constitute withdrawal.

In extraordinary circumstances, the Registrar will record a W on a student's transcript after the seventh week of the semester, but prior to two weeks *before* the final day of classes, if the instructor has approved the withdrawal and the student has filed the necessary form with the Registrar.

Any student who has not withdrawn officially from a course will remain on the final grade roster and will be assigned a final grade of F from the instructor or NC if the student has filed the appropriate CR/NC contract. Withdrawals may affect a student's subsequent eligibility for financial aid awards.

See the section on *Financial Aid* in this catalog for a description of the effect of W grades on continued eligibility for student financial aid. A grade of W does not affect the GPA.

Not Reported Grades

Courses for which the instructor did not report a grade are assigned the designation "NR." "NR" designations remain in effect for one semester. If the instructor does not submit a grade within one semester, the Registrar will automatically assign a grade of "F," unless the student has filed an application for "CR/NC," in which case a grade of "NC" would be assigned.

Other Information on Grades

Once submitted to the Registrar, grades other than I cannot be changed except under extraordinary circumstances. Under no circumstances may a grade be changed after the degree has been awarded.

A student whose name appears on the class roster compiled at the end of the add/drop period, continues his or her registered status until the end of the semester, unless that student has **officially** withdrawn from the class. Consequently, liability for billing and eligibility for financial aid, as well as liability for probation, suspension or dismissal continues to apply to all students on this roster, unless the student has officially withdrawn at the Office of the Registrar.

Grade-Point Average (GPA)

Effective fall 1996, each letter grade carries the following quality points:

A = 4.00	A- = 3.70	C- = 1.70
B+ = 3.30	B = 3.00	D- = .70
C+ = 2.30	C = 2.00	
D+ = 1.30	D = 1.00	
F = 0.00	B- = 2.70	

Two calculations of grade point averages appear on the student's transcript: a semester grade point average and a cumulative grade point average. No quality points are assigned to CR, NC, I or W.

Courses taken prior to 1984 are not included in the calculation of the GPA on the transcript but are manually calculated by the department of major in determining a student's graduation status.

Mid-Term Grades

At the mid-point of a semester, progress grades are mailed to officially enrolled students. These grades are not reported on the student's transcript and are not calculated in the student's GPA.

Authorized mid-term grades are as follows:

- S - Satisfactory (grade of C or higher)
- U - Unsatisfactory (grade of C-, D+, D, or D-)
- F - Failing

warranted, the instructor will notify the Office of the Registrar. After changes have been recorded, the student's GPA must meet minimum College guidelines for good academic standing for reinstatement to occur; failing that, the student continues on suspension or dismissal.

Reinstatement

Students who have previously attended Old Westbury and wish to return after an absence of **one or more** semesters must file an *Application for Re-entry* at the Office of the Registrar at least one month prior to the beginning of the semester.

Students who left the College in good academic standing (2.00 or higher semester and cumulative GPA) will be routinely reinstated.

Students who were suspended and have been absent one semester will be routinely reinstated. Students who were dismissed from the College will be evaluated for reinstatement by the Academic Standing Committee. Dismissed students will be required to submit a completed *Application for Re-entry* (available at the Office of the Registrar), a written appeal for reinstatement, transcripts from any colleges attended in the interim and any relevant information which will assist the Academic Standing Committee in evaluating the student's application. In order to complete its evaluation, the Academic Standing Committee may request the student to personally appear before the committee.

Students who have been away from the College for five years or less will re-enter the College, subject to the requirements in the college catalog under which they were initially admitted. Students absent from the College for more than five years will be subject to all requirements in the College catalog that is in effect at the time of their reinstatement.

Students with outstanding financial obligations to the institution will not be reinstated until all obligations have been satisfied.

Academic Integrity

As is the policy of all SUNY institutions, students are expected to maintain the highest standards of honesty in their college work. Any act which attempts to misrepresent to an instructor or College official the academic work of the student or another student, or an act that is intended to alter any record of a student's academic performance by unauthorized means, constitutes academic dishonesty. Cheating, forgery and plagiarism are considered serious offenses and are subject to disciplinary action.

Cheating

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. Examples of cheating, although not inclusive, include: unauthorized giving or receiving of information for an examination, paper, laboratory procedure, or computer assignment (file or printout); taking an examination for another student or allowing another student to take an examination for you; altering or attempting to alter a grade either on graded work or in an instructor's records or on any College form or record.

Forgery

Forgery is defined as the alteration of college forms, documents, records, or the signing of such forms or documents by someone other than the proper authority.

Plagiarism

Plagiarism is defined as the use of material from another author whether intentional or unintentional, without referencing or identifying the source of the material. If students have any questions as to what constitutes plagiarism, it is their responsibility to get clarification by consulting with the appropriate instructor.

Assessment of Penalties

It is the student's responsibility to read and understand the College's policy on academic dishonesty. Faculty members, in consultation with their department chair are responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism or forgery. Academic penalties may range from failure of a specific assignment or examination, or failure of the course, to suspension or dismissal. In cases where the faculty member and the chair of the department recommend suspension or dismissal from the college, the final decision will be determined by an Academic Grievance Committee (AGC) drawn from the Faculty Rights and Responsibilities Committee. The AGC decision is final.

Appeal/Procedures

A student may appeal a decision by a faculty member by requesting that his/her case be heard by an Academic Grievance Committee, whose decision is final.

ACADEMIC GRIEVANCE PROCEDURES

Introduction

The procedures below pertain to alleged violations or misapplication of college and/or course academic policies and do not apply to other

areas with separate forms of redress, such as issues of sexual harassment, discrimination or discipline, which are addressed elsewhere. They are also directed at a student grievance alleging that he or she has been treated unfairly, in violation of established academic policy or practice. The procedures below reflect the college's commitment to a fair and prompt resolution of student academic grievances. Students should be aware that a review of grade procedure may result in a grade being raised, lowered, or not changed.

This procedure begins with an informal process, but includes a formal process that centers on hearings and recommended resolution of the grievance in a way that maximizes the opportunity for a full and impartial solution. Request to waive or otherwise alter college academic policies shall continue to be the province of the Academic Policy Committee.

1. Jurisdiction

A grievance shall include, but not be restricted to, a complaint by a student:

- a. That college academic regulations and/or policies have been violated or misapplied to him or her;
- b. That he or she has been treated unfairly, based upon established college academic policies.

2. Time Limit

At informal level – no later than the end of the third week into the following semester. (A student receiving a grade as a result of satisfying the course requirements of a previously received “Incomplete” grade in the semester immediately following the semester in which the “Incomplete” was received has three weeks from notification of the grade change.)

At formal level – no later than the end of the fifth week into the following semester. (A student receiving a grade as a result of satisfying the course requirements of a previously received “Incomplete” grade in the semester immediately following the semester in which the “Incomplete” was received has five weeks from notification of the grade change.)

3. Grievance Resolution Process

The process includes the possibility of hearings at two levels: the department and the College/School. Individual departments or Schools may have more detailed procedures; inquiries should be directed to the appropriate chair or dean.

- a. At the department level, a student with a complaint should first attempt to resolve the complaint *informally* with the faculty or staff member involved. A student must initiate the process no later than the end of the third week into the following semester. The assistance of the chair of the department may be sought to resolve the dispute.

The student who is not able to achieve resolution with the instructor may initiate a *formal* grievance or grade appeal process no later than the end of the fifth week into the following semester by preparing a written statement which includes:

1. A statement of the case in detail;
2. All information about the conference with the instructor;
3. A statement of the reasons the student believes he or she is aggrieved or, in the case of a grade, why it should be Reconsidered;
4. All relevant supporting materials (including, but not limited to, syllabus(i), test(s), quiz(zes), paper(s), and any graded evaluation(s)), which should be identified and listed in an index.

The student shall submit complete copies of the written statement and attachments to the chair of the department and the faculty member identified in the grievance. The chair shall carefully review the statement, confer with the student and instructor, and attempt to reach a resolution of the dispute. The chair may ask members of the department to serve as a committee to review the materials and assist him or her in reaching a decision. The chair's decision must be made in writing to the student and the instructor within ten academic days of the date of the request from the student.

In conformance with state regulations, the department shall maintain adequate documentation about each formal complaint and its disposition for a period of at least six years after final disposition of the complaint.

If the department chair is the party against whom the grievance is brought, the student should initiate a review at the level which follows.

- b. If the department chair's decision does not resolve the matter to the student's satisfaction, he or she may request a hearing at the College/School level by writing to the Executive Committee of the Faculty Senate/School Dean and forwarding the documentation to that office. This request must be made within twenty academic days of the filing, by the student, of the formal grievance to the department chair.

The Executive Committee/School Dean or designee shall convene a three-person Academic Grievance Committee (AGC) drawn from the Faculty Rights and Responsibilities Committee, within ten academic days, if a standing committee for such purposes does not already exist. The AGC shall include one faculty member from the department (or a related one) in which the instructor resides. If the Faculty Rights and Responsibilities Committee does not contain such a member, the Executive Committee/School Dean shall name such a person to the AGC. It shall meet and review the materials presented and solicit a response from the instructor for each count in the student's case. The AGC's decision must be made in writing to the student, the instructor, and the Executive Committee/School Dean within ten academic days of the date of the establishment of the AGC. In the case of a grade appeal, the AGC will familiarize itself with the standards and objectives of the course and evaluative material presented. Its concerns shall be limited to consideration of the fair application of standards and objectives,

and whether the standards and objectives were made known to the student in a reasonable manner. The difficulty of the standards shall not be an issue.

The burden of proof shall be on the student, who may be asked to appear before the AGC.

In the case of a grade appeal, if the majority of the AGC feels no case can be made, the original grade will remain. If it finds that the standards and objectives were not reasonably known to the student or were unfairly applied, it may recommend a higher or lower grade and give its reasons for so recommending.

If the AGC determines that a different grade is appropriate, the Executive Committee/School Dean shall have ten academic days from receipt of the AGC's decision to change the grade. A change of grade shall not be interpreted as an admission of unfairness in grading.

In the case of a grievance, if the majority of the AGC adjudges the grievance to be without foundation, the student's appeal shall be denied. If, in the judgment of the AGC, there is a basis for the grievance, the written decision must include specific recommendations for redress.

The decision of the AGC is final.

In conformance with state regulations, the Executive Committee's/School Dean's office shall maintain adequate documentation about each formal complaint and its disposition for a period of at least six years after final disposition of the complaint.

4. Committees

Committee (AGC) members shall be drawn from the Faculty Rights and Responsibilities Committee, augmented, if need be, by a member from the department of the instructor involved (or a related one). In naming the AGC to hear a grievance, the Executive Committee/School Dean shall take care to insure that no member has an interest in the case being heard.

5. Confidentiality

Once the AGC has been convened to hear a complaint, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials presented to review proceedings.

Leave of Absence

Normally, a student requests a leave of absence when temporary activities, circumstances or conditions in the student's life are likely to have a significant adverse affect on the student's academic success. A student wishing to take a leave of absence should consult with his/her academic advisor.

A student may take a leave of absence from the College by applying at the Office of the Registrar. Taking a leave of absence does not exempt a student from financial obligations. A student who is approved for a leave of absence after the add/drop period will receive grades of W, signifying withdrawal, in all courses for that semester. A student who wishes to return following a leave of absence is not required to apply for readmission; however, the student must complete an *Application for Re-Entry*, available at the Office of the Registrar. (See *Reinstatement Procedures*.) A leave of absence does not guarantee subsequent renewal or continuation of financial aid.

Graduation Statistics

Of the students who entered the College in the fall of 1999 as full-time, first time freshmen, 25.9% graduated within five years, 31.0% graduated within six years, and 4.6% maintained enrollment status after six years. Of those full-time upper-division transfer students who entered in 1999, 63.5% graduated within four years.

Second Degrees

The College will award a second degree to students who have already received a bachelor's degree either from the College at Old Westbury or from another institution. Department degree requirements and college residency requirements must be met. Of the minimum 48 credit hours* that must be earned, a minimum of 30 must be taken in a field that is significantly different in academic content from the first baccalaureate degree. A "significant difference" normally will be interpreted as meaning "in a different discipline or subject matter area."

*56 credits required in Accounting; Finance; Business and Management; and Marketing.

Veterans

Students expecting to receive Veterans Administration benefits must be certified by the Office of the Registrar after registration. To receive certification by the Registrar, the student must submit appropriate documentation, including:

- V.A. Certificate of Eligibility and
- Discharge papers, certified by the County Clerk

ACADEMIC SUPPORT SERVICES

Basic Education Program (BEP)

The BEP is designed to enable students to acquire and refine fundamental academic skills in reading, writing, and mathematics while developing the knowledge to complete college-level courses successfully.

Students who place at Basic English II on the CPE are required to enroll in the BEP sequence listed below. Students are required to complete courses in the liberal arts, mathematics, and orientation to campus life.

After completing the BEP sequence, students are eligible to enroll in the courses that will fulfill the College-wide degree requirements (listed under *Academic Policies and Procedures* in this catalog) as well as the specific requirements for a selected major.

Basic Education II Program

Contact			*Equated
Hours	Course	Credits	Credits
4	EL0210 Basic English	0	4
4	MA0500** Intro to Algebra & Lab	0	4
4	FY1000 First Year Seminar	4	4
4	A 4-credit course linked to FY1000	4	4

* Equated credits are used for billing/financial aid purposes and for determining full-time or part-time enrollment status. They do not count toward the minimum 120 credits needed for graduation.

** Students who are proficient in Math may substitute a course that requires a BE II placement.

Educational Opportunity Program

The Educational Opportunity Program (EOP) is funded by the State of New York and implemented through the State University. The program's purpose is to provide a chance for students who are high school graduates or hold high school equivalency certificates to be admitted to college and receive support services. The program is especially designed for students who normally would not be admitted into institutions of higher education through the regular admissions process, but who, nevertheless, have potential for college in terms of motivation, ability, and discipline. The program admits students who meet the specific educational and financial eligibility requirements.

The EOP provides all students enrolled in the program with a variety of support services, including tutoring, personal counseling, academic advisement, career planning, financial aid, workshops on study skills and, for some students, a summer school preparatory experience.

All participants in the program are expected to meet the minimum academic standards of the College at Old Westbury.

To assist enrolled students in meeting their college costs, financial aid packages are provided on an individual basis. The financial aid package for each student is determined by the Office of Financial Aid based on need and financial background. Students enrolled in EOP must apply for both the Tuition Assistance Program (TAP) and Pell Grant funding, with the balance of the student's college costs met through EOP funds, work study, and/or loans.

To request admission into the EOP at Old Westbury, applicants must complete the standard *State University of New York Application*, checking the appropriate boxes on the forms to indicate a desire to be considered for EOP admission.

For additional information, refer to the *Admissions* and *Financial Aid* sections of the catalog. All inquiries should be directed to: Enrollment Services/EOP, SUNY/College at Old Westbury, Old Westbury, New York 11568-0307; (516) 876-3073; TDD number for hearing impaired (516) 876-3083.

Services for Students with Disabilities:

Learning Disabilities, Physical Disabilities and Mental Health Issues

Some Old Westbury students live with learning, psychiatric and/or physical disabilities. These issues can present unique challenges.

The Americans with Disabilities Act (ADA) is the legislation that ensures equal opportunities for college students with disabilities.

The Office of Services for Students with Disabilities (OSSD) provides students with "reasonable accommodations" such as testing modification, adaptive technology and a supportive environment. We focus on student's strengths and resources to assist them to achieve their academic and personal goals. We also help students participate fully in activities on campus.

If you want to receive services or obtain information about the services we provide, call (516) 876-3009; TDD (516) 876-3083, Fax (516) 876-3005. Our office is located in Academic Village, Room D-112. It is accessible and welcoming to all students.

Student Computing

Student computing at Old Westbury presents a broad mix of resources. The College provides general access computing facilities, dedicated departmental labs, wireless access in most enclosed public spaces, high speed Internet access in our new dorms, and video conferencing. In addition, just over a third of our classrooms are equipped as presentation rooms with permanently mounted LCD projectors, Internet access and DVD/VHS players. General access labs are equipped with both black and white and color printers. All students are issued computer and e-mail accounts once they register. This includes centralized storage space that can be accessed from all computers on campus. E-mail is Web based and can be accessed from anywhere in the world. Students also receive accounts on the College's course management system (currently Blackboard) which can be accessed from on or off campus.

Discipline specific computer labs include Visual Arts, Computer Science, Education, Graduate Accounting Program, and Natural Sciences. These labs are under the control of their respective departments and have specialized software as required for each major.

The Library is the principal general access computing facility on campus. These machines are available on nights and weekends as well as during normal school hours. This is supplanted by additional machines in the student union building.

International Study

The opportunity to participate in an overseas program is an important part of the academic offering at the State University College at Old Westbury. Students may include in their degree programs, 2-3 week intensive courses, a summer, semester, or academic year of study in a foreign county. International study programs are sponsored by the various State University campuses. SUNY College at Old Westbury students may apply for admission to more than 412 overseas study programs in 50 different countries: in North and South America, Africa, Asia, Western and Eastern Europe, Australia and New Zealand. Courses are available in over 100 subjects, ranging from aboriginal studies and aerospace engineering to western philosophy and women's studies. While many programs focus on language learning and are conducted in the language of the host country, many others are conducted wholly or partly in English. Program structures vary from total immersion in a foreign university, to course instruction by foreign faculty, to courses taught by the SUNY faculty with expertise in a given subject area, to a combination of these structures.

SUNY College at Old Westbury also offers its own international study programs, including:

1. A student and faculty exchange program with Kangnung National University, South Korea;
2. A student and faculty exchange program with four (4) different universities in China (Jinan University; Central University for the Nationalities; Shandong Finance Institute; and Wuyi University);
3. A student exchange program with the University of Puerto Rico;
4. Summer programs in Valencia, Spain; China and South Korea;
5. Winter programs in Mexico and Cuba.

Various types of financial aid, for which a SUNY Old Westbury student is eligible, may be applied to the cost of foreign study. Program deadlines vary, but six months' lead time is usually required to investigate and apply for foreign study programs. Information may be obtained from the Office of Academic Affairs, CC Room H-410. Students must consult with their academic advisor before undertaking overseas study.

The Office of International Education at SUNY Old Westbury is planning additional overseas programs. For more information, please call (516) 876-3135.

LEARNING CENTERS

Language House Writing Center

A-124 - Academic Village

Under the supervision of faculty in the Department of English, **LANGUAGE HOUSE WRITING CENTER** provides tutoring in the language arts for students enrolled in English classes and for the college-wide student population. Faculty and peer tutors are available to assist students in the areas of grammar, reading and writing skills, and the preparation of papers. For extended assistance, students may work with the same tutor throughout the semester. All students must sign in at each visit.

LANGUAGE HOUSE WRITING CENTER is open Monday through Thursday from 10:00 a.m. to 7:00 p.m. For further information call (516) 876-3093.

Math Learning Center

The Math Learning Center provides tutoring and advising for students taking mathematics and computer science courses, and encourages students to develop a deeper appreciation and interest in mathematics. Staffed by professional educators and peer tutors, the Mathematics Learning Center welcomes all students. It is located in A-118, (516) 876-3338. Specific hours are announced each semester.

ACADEMIC SUPPORT FACILITIES

The Campus Buildings

The State University College at Old Westbury has a 605-acre campus with several complexes:

- *The Academic Village* complex consists of a central building containing four classroom wings plus nine residence halls clustered in a semi-circle.
- *The Campus Center* includes classrooms, offices, the Duane L. Jones Recital Hall, the John and Lillian Maguire Theater, the Amelie A. Wallace Gallery, and the Library. The student dining hall, the campus Print Shop and the post office are also located in the building.
- *The Natural Science Building* contains a greenhouse, lecture hall, classrooms, and laboratories.
- *The F. Ambrose Clark Physical Education and Recreation Center* contains a gymnasium, swimming pool, courts, and other facilities.

Additionally, a new state-of-the-art Student Center and five Residence Halls were recently completed.

The President's home is located on the campus, as are the Long Island branch of Empire State College, various service buildings and garages, a heating plant and several parking lots which provide convenient and ample parking.

The Library

The Library, which overlooks expansive lawns from the L wing of Campus Center, is a process as well as a place, with librarians engaging faculty and students throughout the campus and with the internet delivering library services far from the physical library. The catalog to more than 200,000 volumes includes 11,000 electronic books which can be used anywhere, anytime. The hundreds of printed periodical subscriptions are complemented by a far larger number of online, full-text periodicals accessible worldwide. The Media Services Department has 4,600 audiovisual items, private viewing booths and presentation classrooms, and it also provides media services around the campus. The library has strong collections in Women's Studies and African American Studies. The Tamiment Library Radical Pamphlet Literature, Slavery Source Material, and Women's History Research Center Library are rich collections of microfilm for American history. Important databases in all our fields of study are available to students and faculty wherever they may be. Databases for research in business and accounting are especially strong. The library has a rapidly expanding Curriculum Materials Center for School of Education. There are more than 60 workstations and there is wireless internet throughout the building.

Quality access to quality material is not enough, especially in the rapidly changing electronic world. Librarians help students with generous, one-on-one consultations, as well as with phone, e-mail and instant messaging assistance, in order to enhance research and computer skills. The librarians also provide a formal instruction component to many courses in which professor, librarian and students work together.

The John and Lillian Maguire Theater

The Theater, which opened in fall 1983, is an intimate 400-seat proscenium house with a hydraulically operated orchestra lift, complete with a trapped stage, an associated 30-line fly house opening to 40-feet wide, and a 28 foot-high, curtained opening. The stage depth of 28 feet can be doubled by opening 30-foot-high doors to a 4,000 square foot backstage assembly area. Dressing rooms, offices, and shop and costume facilities surround the stage. There is also a black-box rehearsal/studio theater. Sophisticated light and sound controls are housed above the rear of the auditorium. The Maguire Theater is in the J-wing of Campus Center.

The Maguire Theater has afforded students the opportunity to learn from experienced professional guest artists and to hone their talents before supportive, involved audiences. The Theater's unbroken sightlines, vivid acoustics and instructional support facilities for scenic and costume design provide an inspiring showcase for drama students and other theater professional hopefuls.

In addition to mounting an interesting melange of well-known and little-known productions, the Maguire Theater has hosted several internationally known jazz musicians, and presented seasons by: The Charles Moore Dance Company, The Sea Cliff Chamber Players, The Dance Theater of Long Island, and Eleo Pomare Dance Company.

The Duane L. Jones Recital Hall

The 336-seat Duane L. Jones Recital Hall is equipped with theatrical lighting, a large podium, excellent acoustics, and four dressing rooms.

Science Laboratories

The College at Old Westbury's Natural Science Building contains classrooms, faculty offices and a multipurpose teaching laboratory with 104 student stations and several research laboratories, an x-ray lab, and an NMR-spectroscopy lab, among others.

Studios

The Visual Arts Department is supported by the following class laboratory areas: drawing, sculpture and painting studio, electronic media: digital design studio and photography lab. The Amelie A. Wallace Gallery (described below) provides co-curricular support for the visual arts.

Amelie A. Wallace Gallery

The Amelie A. Wallace Gallery in the College's Campus Center exhibits paintings, sculpture, photographs, and mixed media by professional artists (including faculty) and students in the Visual Arts Department. Discussions with the exhibiting artists often are scheduled in conjunction with the opening of shows in the Gallery.

The Gallery's three levels, connected by ramps, feature nearly three thousand square feet of exhibit space, plus track lighting that can be adjusted to highlight the displays. The center level opens onto an outdoor sculpture court that can be used to house outdoor displays. The entire facility is supported by two adjacent rooms for preparation and storage of exhibit materials.

The Gallery was formally dedicated to Amelie A. Wallace of Garden City on May 22, 1979. The late Mrs. Wallace, a member of the Old Westbury College Council from 1974 to 1980, was honored for her unflagging interest in the College and the State University as well as support of the arts at Old Westbury.

F. Ambrose Clark Physical Education and Recreation Center (Clark Center)

The F. Ambrose Clark Physical Education and Recreation Center, named for industrialist and College at Old Westbury benefactor F. Ambrose Clark, is the headquarters for all athletic programs and activities at this institution. These include intercollegiate, intramural, and recreational athletics along with facilities needed to ensure that the college community is served accordingly.

Old Westbury's NCAA Division III athletic program competes in 10 intercollegiate sports including Men's Soccer, Women's Volleyball, Men's and Women's Cross Country, Men's and Women's Basketball, Men's and Women's Swimming, Baseball and Softball. Our intramural program encompasses popular activities available during the year including racquetball, basketball and co-ed volleyball.

Other Clark Athletic Center features include an Olympic-quality, six-lane swimming pool, a 2,500-seat arena for basketball, volleyball or other programs, a fully equipped cardio room (w/ treadmills, stationery cycles, stair climbers and rowing machines), a weight room, locker room, sauna and shower facilities. Baseball and softball facilities, two soccer fields, tennis, outdoor basketball and handball courts and miles of trails and roadway suitable for jogging are also included.

Schedules for facility use are available at the Clark Athletic Center or information is available by calling (516) 876-3241.

Other Services and Facilities

College at Old Westbury Alumni/Alumnae Association

The College at Old Westbury Alumni/Alumnae Association is a nonprofit service organization with more than 600 members. The Association is self-governing, operating through an elected board of directors and officers. The president of the Association is a member of the Old Westbury College Council and the Old Westbury College Foundation, Inc.

To assist current students, the Association sponsors such activities and awards as career information panels, the annual Dr. Martin Luther King, Jr. Community Service Award to a graduating senior, four scholarships for undergraduate studies, and two student scholarships for graduate study. In addition, Association members lend their time and talents to many College-wide committees, and participate in Parent/Family Alumni/Alumnae Homecoming activities, job fairs, open houses, international festivals, new student orientations, convocations, and commencements. The Association also holds an annual awards dinner, which honors alumni/alumnae of the College and Long Island community.

Members of the Association are entitled to audit courses without charge, (with instructor permission), use the College Library and, at a reduced rate, the F. Ambrose Clark Physical Education and Recreation Center. For information, call the Alumni Association Office at (516) 876-3140 or write the College at Old Westbury Alumni Association at SUNY College at Old Westbury, P.O. Box 210, Old Westbury, NY 11568-0210. The Association office is located in Campus Center, H-410.

Administrative Computing Services

Computing Services is the centralized umbrella group for technology on campus. The division directly maintains the general access computer facilities and provides secondary support to the departmental labs. It also maintains the administrative systems that support day to day College operations including desktops, the network infrastructure that provides Inter/Intranet access and the telephones. The Web based student registration system, E-mail, the course management system, campus wide computer accounts, network shared file space, web servers, are all maintained by this division. A state of the art operations center permits the staff to oversee most of the campus systems from a single location facilitating quick trouble shooting and fault isolation.