

ADMISSIONS INFORMATION

The State University of New York College at Old Westbury seeks students who can profit from the educational opportunities it offers. The College is operating under competitive admission criteria and through the Office of Enrollment Services, each applicant is considered individually. Academic preparedness, seriousness of purpose, creativity, civic involvement and potential for success are all attributes the College seeks in its students.

The admission policy embodies a commitment to the principles of inclusiveness and diversity. The College does not consider just one academic criterion for admission. The policy allows the College to consider a wide range of academic achievements that may demonstrate an individual's ability to succeed at the College. Applicants who do not meet the standard admission criteria may apply or be considered for special admission programs, such as the Educational Opportunity Program.

Several departments including programs in the School of Education and the School of Business may have additional internal admission criteria that must be fulfilled prior to advancing to upper level courses within the department. Other departments have a minimum grade point average for continuation within the major. These departments and requirements are listed under the *admission requirements* section of the catalog.

Admission and Application Procedures

Admission to the College is granted during the fall and spring semesters. Students who are accepted early for the fall semester may begin attending classes during the summer session. An applicant who is admitted may attend classes during the day or evening.

All documentation required for the admission process is described below. After careful review of an application, Enrollment Services Advisors may need further information to make a determination about a candidate's admission. In these cases, the Office of Enrollment Services may request that applicants submit additional information, such as letters of recommendation, senior year high school grades or an updated college transcript. A personal interview may also be requested.

The review of an applicant's eligibility for admission cannot be conducted until all the appropriate documents have been received. To inquire about the status of an application and its documentation, applicants should access the College's website at www.oldwestbury.edu and click on the "Student Information System" section at the top of the homepage. Inaccurate or misleading information, submission of false records or omission of previous college attendance constitutes grounds for denial of admission.

Students who have clear career objectives should indicate the major that is desired on the application. This will enable the College to direct new students to the appropriate department for advisement. Students who are undecided about their major field of interest may apply as undecided. However, all transfer students entering with more than 56 credits must declare a major upon admission to the College (prior to the first day of class). Transfer students must also review the College Catalog to determine if an additional "Declaration of Major" form is required in order to "officially" declare the major. This form is required for majors such as those within the School of Business or for majors such as Criminology and Computer Science. The indication of a major on the admission application does not satisfy the filing of the "Declaration of Major" form for those departments. Students who do not file this form will not be eligible for state financial aid (TAP).

All applicants must pay a non-refundable \$40 SUNY application fee. The application fee is waived for transfer students who have received an associate degree from a State University Community College or a City University Community College and apply directly to a State University College. Freshman applicants who qualify for the SUNY Educational Opportunity Program (EOP) are also eligible for an application fee waiver. Details about this waiver are described on the SUNY application.

Undergraduate Applications for Degree Status (Matriculated)

All undergraduate applicants to the College at Old Westbury must file a State University of New York (SUNY) Admission Application. An Old Westbury Supplemental Application or an autobiography is strongly recommended. The SUNY application may be obtained directly from your high school guidance office; community college transfer office; or by filing on-line at the College's website at www.oldwestbury.edu. Applicants may also apply on-line by accessing SUNY's application website at <http://www.suny.edu/Student>.

Freshman Admission

First Time to College Application Documents

All students must submit a high school transcript and proof of high school graduation. High school students graduating with an IEP diploma (Individualized Education Program) must also receive a NYS General Education diploma as proof of NYS high school graduation. If students are graduating from high school during the same year that they enroll in college, a final high school transcript that reflects an actual date of graduation (not an anticipated date of graduation) or a copy of their high school diploma must also be submitted prior to the first day of classes.

The Office of Enrollment Services has an "Official High School Transcript Request" form that can be sent to the applicant in order to facilitate this process. Please be advised that applicants who do not comply with this requirement may have their class registration cancelled and their financial aid awards decertified.

Applicants receiving a General Equivalency Diploma (GED) must submit a copy of the official score report along with an SAT score report. Both documents are required for freshman admission.

Applicants who wish to be granted college credit for college course work completed while enrolled in high school, must forward a college transcript reflecting the grade and amount of credits. AP or IB (International Baccalaureate) credit may be granted upon receipt of an official AP or IB score report from the College Board or the high school.

First Time to College Admission Requirements (new Freshman)

Admission to the College is based on an applicant's academic achievement in high school. A major percentage of entering freshmen must have an 80 high school average and a combined SAT score of 1,000 (or 22 composite ACT score). Please note that at the time of printing this catalog, the College is using the writing section of the SAT exam for research purposes only. Admission is currently based on the total score of the Critical Reasoning and Mathematics portion of the SAT exam. Future changes to this policy will appear on the admission pages of the website (www.oldwestbury.edu). Applicants taking the GED must have a minimum score of 3000 and must also meet the standardized test score requirements (SAT score of 1,000 or ACT score of 22).

High school graduates are also encouraged to take a strong Regents program and pass the Regents exams in the following disciplines:

- 4 units/years of English
- 4 units/years of Social Studies
- 3 units/years of Mathematics (including Math B)
- 3 units/years of Natural Science (with lab)
- 2 or 3 units/years of Foreign Language

A small percentage of freshman applicants who do not meet the recommended high school average and SAT combination stated above will be reviewed by Enrollment Services Advisors for admission to the College. Careful consideration will be given to the high school average and SAT combined scores, the number of academically challenging courses taken, overall senior-year grades, the quality of the written essay (Supplemental Application or Autobiography) and a personal interview.

High school students may obtain college credit for participating in the College Board's Advanced Placement Program with a minimum AP exam score of 3. For further college credit information, please contact the appropriate academic department or the Office of the Registrar.

Applicants who are permanent residents or U.S. citizens and have completed their education outside the U.S. must obtain an evaluation of their education documents from World Education Services, Inc. (see the credential evaluation information under the *International Application Processing* section of this catalog). In addition, all freshman applicants must submit an SAT score report for admission to the College. The TOEFL exam is not required for permanent residents or US citizens.

Early decision for Freshman Applicants (First Time to College)

High school students who apply for early decision must submit their SUNY application and documentation by November 1st for fall admission. Old Westbury will notify candidates of their admission by December 15th. All early decision applicants who are accepted are required to make their tuition deposit by January 15th.

Transfer Student Admission

Transfer students must file the SUNY application and are also encouraged to file an Old Westbury Supplemental Application. These applications can be obtained online at www.oldwestbury.edu.

All applicants must pay a non-refundable \$40 SUNY application fee. There is an exception for those applicants who have received an associate degree from a CUNY or SUNY community college and those who are transferring under the EOP program.

Transfer Application Documents

Official college transcripts from each institution attended must be submitted separately. Transcripts that reflect transfer credits from a different institution are not sufficient for completing your admission. Documents from institutions outside the United States must be evaluated by World Education Services, Inc. (see the *International Application Processing* section of this catalogue).

Transfer applicants who have completed fewer than 24 college credits, must meet the entrance requirements listed under freshman admission in addition to meeting the requirements for transfer applicants. All transfer applicants with fewer than 24 college credits must submit a high school transcript or GED and an SAT score for admission.

Transfer Admission Requirements

Most programs at the College require a minimum cumulative grade point average of 2.00. Programs such as Computer and Information Science and Criminology require a minimum cumulative grade point average of 2.50. The programs within the School of Education require a minimum cumulative grade point average of 2.70. Beginning Spring 2007, the Accounting program within the School of Business will require a minimum grade point average of 2.70.

The School of Education also requires an additional internal application process for students who are about to register for upper-division courses. Applicants are encouraged to contact the School of Education or the Academic Advising Center to inquire about the course curriculum for certification of teaching within New York State.

Transfer Credits

Transfer students must submit official transcripts for review before any transfer credit can be granted. The transfer articulation process enables the Office of the Registrar to notify transfer students of the total number of credits that have been accepted as well as the course equivalencies at Old Westbury. With this information, students can avoid duplication of coursework and more easily plan for the completion of degree requirements. Student copies of a college transcript used for initial admission cannot be used for the official credit review. An official copy of the college transcript must be received before equivalencies are entered onto this system. (For further information about the amount and transfer credit policies, see the *Academic Policy* section of the catalog).

Students must be advised by the Academic Advising Center or the academic department prior to registration. Appointments can be made by contacting the appropriate office.

International Student Admission

The international student population is an integral part of the community at the College at Old Westbury. The College is interested in providing a climate in which international students' needs are met. The diverse nature of our student population provides a welcoming environment for international students to learn about the complex nature of the American culture. International students have the opportunity to participate in many different cultural experiences within the College.

International Students (Freshman and Transfer) Application Documents

International applicants who are educated outside the United States and are applying for a foreign student visa (F-1) must file the SUNY Foreign Student Application (FSA-1). Any applicants who have completed their education outside the United States and are permanent residents or U.S. citizens must file the standard SUNY application (see *Freshman or Transfer application procedures*).

All applicants must send a copy of the following documents to be considered for admission:

- An international application (FSA-1).
- An original copy of the secondary school transcripts and certificates (for all applicants who have never attended post-secondary education).
- Applicants who have attended a post-secondary school must send a copy of their post-secondary school transcripts and certificates in their original language. It is also strongly recommended that a syllabus or college catalog translated into English, be forwarded to the Office of the Registrar. This will facilitate the academic advisement and transfer credit evaluation process.
- All applicants must also have all educational documents evaluated by the World Education Services, Inc. (WES). An official copy of the WES evaluation must be sent to the Office of Enrollment Services unless an Admission Advisor waives the specific WES evaluation (this waiver may be available for a few foreign countries only). Contact the Office of Enrollment Services for further information.
- Proof of English Proficiency must also be submitted (FSA-3). All applicants whose native language is other than English must take the Test of English as a Foreign Language (TOEFL) and score a minimum of 513 on the paper version (183 on the Computer version or 65 on the Internet version).
- Foreign students are also required to demonstrate financial ability to attend school and meet living expenses in order to be granted permission to visit the United States as a student. All international applicants are required to submit the Financial Statement form (FSA-4) and official bank statements reflecting the appropriate amount of money in US dollars prior to being issued an I-20.
- Immunization records (see section on *Requirements for Enrollment*).

There are several additional forms that must be submitted by the international student before the admission process is completed. It is recommended that applications for the fall semester be completed by **June 1st** for the fall semester of admission and by **October 15th** for the spring semester. This timeframe will allow most applicants sufficient time to request a student visa (F-1) from the appropriate consulate office within their country.

After the applicant is accepted, the form (I-20) required for requesting the student visa (F-1) may proceed. Please contact the Office of Enrollment Services at (516) 876-3073 to obtain the specific forms for international applicants.

International Admission Requirements

Admission to the College is based on a student's successful completion of secondary school and on their academic achievement. All evaluations conducted by World Education Services are designed to equate the level of education in foreign countries to the level of education within the U.S. International freshman applicants must have an equivalent secondary school average of an 80 (US average) or

above. In addition, all international freshman applicants whose native language is other than English must score a minimum of 513 on the paper version of the TOEFL exam (183 on the Computer version or 65 on the Internet version).

International Transfer Requirements

Admission as a transfer student is based on the academic achievement within the post-secondary institution. The evaluation from the World Education Services must reflect a minimum cumulative average of a 2.0 for most programs at the College (2.70 for School of Education majors, and a 2.5 for Computer Science and Criminology majors). For programs within the School of Business a 2.5 is required. Beginning spring 2007, a minimum of 2.7 will be required for Accounting. Transfer applicants whose native language is other than English must score a minimum of 513 on the paper version of the TOEFL exam (183 on the Computer version or 65 on the Internet version).

Special Admission Programs for Degree Status (Matriculated)

Educational Opportunity Programs (EOP)

The EOP program is designed to provide educational opportunities for academically and economically disadvantaged students. This program provides additional academic and administrative support to assist EOP students with their academic success at the College. All applicants to the EOP Program must submit the same documentation as other applicants to the College. This is identified in the *Application Processing* section of the catalog. The Office of Enrollment Services, the Office of Financial Aid and the EOP Office jointly determine eligibility. Individual grants are determined by the Office of Financial Aid and vary based on need.

Interested applicants must file the SUNY Application for Admission as mentioned in the *Admission and Application Procedures* section of the catalog and must specify an interest in the EOP program on the SUNY application where it applies. Specific information about the EOP program may be found in the *EOP* section.

Second Degree Students

Students who have received a baccalaureate degree and wish to pursue a second degree may do so by applying to the College as Degree (Matriculated) students. The College's transfer admission requirements must be met. The courses required for department majors must also be fulfilled. The second degree student must take a minimum of 48* credits at the College and a minimum of 30 credits must be taken in a field that is significantly different from the first baccalaureate degree. A "significant difference" normally will be interpreted as meaning "in a different discipline or subject matter area."

***56 credits are required for Accounting, Finance, Business and Management and Marketing.**

Evening Program

The College does not make a distinction between daytime and evening students, curricula or faculty. Applicants interested in applying as matriculated students must follow the procedures mentioned in the previous section (see *Freshman or Transfer Admission*). The academic departments of the College arrange courses and schedule the faculty for the evening program of study. Students should read the *Evening Students Statement* for each academic department to determine the feasibility of pursuing a degree as an evening student.

An applicant who is admitted as a Degree (Matriculated) student may attend classes on a full-time or part-time basis during the day or evening (after 6:00 PM). An applicant who is admitted as Non-Degree (Non-Matriculated) student may attend day or evening classes on a part-time basis only (maximum of 8 credits per semester).

Air Force ROTC Program

The Air Force ROTC Program (AFROTC) enables students at SUNY College at Old Westbury to participate in Air Force ROTC at Manhattan College. It allows the Air Force, indirectly through Manhattan College, the host institution, to reimburse SUNY College at Old Westbury for tuition and scholarship fees of contracted ROTC students who participate in this AFROTC program. For additional information, contact (718) 862-7201.

Army ROTC Program

The Army ROTC Program is available in participation with Hofstra University. This program qualifies students for appointment as an officer of the United States Army, Army Reserve or Army National Guard. Students have the option of enrolling in two- or four-year programs and may qualify for scholarships based on merit. For additional information, contact (516) 463-5648.

Requirements for Enrollment Upon Admission

College Placement Exams

All incoming freshman students are required to take a college placement exam in writing and mathematics. The examination is used for advisement into the appropriate English and Mathematics courses. Freshman students who have taken an Advanced Placement exam in English Language and Composition and score a 3 or higher are exempt from the English Placement exam. Transfer students who have completed one English Composition course and have earned a C or better are also exempt from the English placement exam.

Freshman students who have scored a minimum of a 75 on the New York State Regents exam in Math B (or Sequential 3) are exempt from taking the College's placement exam in Mathematics. In addition, freshman students who have taken an Advanced Placement exam in Calculus and score 3 or higher are exempt from taking the Math placement exam. Transfer students who have completed college level algebra with a C- or better are also exempt from the Math placement exam.

The exemptions stated above (Math B, Sequential 3) will enable students to register for the next higher level course in Mathematics such as Pre-Calculus or Quantitative Reasoning. An exemption for the placement exam does not translate into an exemption for a course requirement needed for graduation from the College. In order to graduate, all students must complete the minimum number of college credits as stated in the Catalog.

Contact the Academic Advising Center at (516) 876-3044 for information about the schedule of placement exams.

Immunization Requirements

All students born after January 1, 1957, who plan to register for at least six semester hours will be required to provide adequate proof of immunization against measles, mumps and rubella in accordance with standards approved by the New York State Department of Health. Students must also show proof of meningococcal meningitis immunization or sign a statement of declination.

Proof of immunity to measles is defined as two doses of live measles vaccine on or after the first birthday and at least 28 days apart (preferably three months), physician documented history of disease, or serologic evidence of immunity. Proof of the mumps vaccination is defined as one dose of live mumps vaccine on or after the first birthday, a physician-documented history of disease or a serologic evidence of immunity.

Records should include the date the vaccine was administered, the type, the manufacturer and lot number of the vaccine, and the signature of persons administering the vaccine stamped with their address and title.

All documentation should be submitted to the College's Office of Student Health Services prior to registration. Please note: international students must submit proof of immunization at the time of application in order for an I-20 form to be issued.

Although students enrolled for fewer than six semester credit/hours are exempt from these requirements, immunization is strongly encouraged by public health officials. College courses that are offered at other locations are not exempt from this regulation.

In the event of an outbreak, the College may be required to exclude all susceptible students from attendance until danger of transmission has passed or until the required documentation is submitted. This exclusion will affect those who have medical, religious, or temporary exemptions.

Housing, Tuition Deposits

To confirm your acceptance to the College and to reserve a room in the Residence Halls, a tuition and housing deposit is required by May 1st (fall semester) or November 1st (spring semester). Please note that housing deposits and applications received after this date are processed on a space available basis. Refer to the *Tuition and Fee Information* section of the catalog for detailed information.

Admission for Non-Matriculated Students (Non-Degree Status)

Students who wish to continue their education and enrich their lives by taking credit-bearing courses or students who wish to maintain their matriculated status at their home institution, may attend the College as non-matriculated students.

Non-matriculated students can earn a maximum of 32 credits. Students who wish to pursue study beyond 32 credits must apply to the College as a matriculated student and meet the appropriate academic requirements for admission. While the College's placement exam is not a requirement, students are expected to meet all course prerequisites.

Generally, students who participate in non-matriculated programs are not eligible for financial aid, except for programs that have parent college participation agreements. (See *Visiting or Cross Registration* sections.). Applicants who wish to apply for financial aid for part-time study must be admitted to the college as a degree or matriculated student (see section on *Freshman or Transfer Admission*).

Non-matriculated students register during the final registration periods and must submit immunization documents if registering for more than one course per semester.

High School Enrichment Program

A new program has been created to enable high school juniors and seniors to enroll in a maximum of 8 credits per semester while they are still in high school. To qualify for this program, high school students must have achieved junior status or higher in high school (completed at least two years of high school) and must have a cumulative high school average of an 80. Students interested in this program must submit a copy of their high school transcript along with a SUNY Old Westbury High School Enrichment Application to the Office of Enrollment Services. Students may earn a maximum of 32 credits as a non-matriculated student. Students are not eligible for financial aid while attending the college under this program.

Life Long Learner Program

High school graduates and college students who have not earned a baccalaureate degree may wish to continue their education as Non-matriculated Life Long Learners. Individuals wishing to apply on this basis must submit a copy of their high school diploma, or a

copy of their college transcript reflecting good academic standing, from the most recent college attended.

Life Long Learner applications are available in the Office of Enrollment Services. Please note that non-matriculated students are not eligible for financial aid and can only register for 8 credits per semester.

Non-Degree Program

Students who currently hold a baccalaureate degree may apply to the College as a non-matriculated student through the Non-degree program. Individuals who wish to apply for this program must submit a copy of their college degree and file a Non-Degree Application at the Office of Enrollment Services.

Please note that non-matriculated students are not eligible for financial aid and can only register for 8 credits per semester.

Visiting Student Program

SUNY Old Westbury participates in the Visiting Student Program for colleges and universities in the State of New York. A student attending a college or university in New York State is eligible to study at another participating institution within the state for one semester or one year, while still maintaining matriculated status at the parent institution.

Visiting students must pay tuition and fees to the College at Old Westbury for the semester or year of enrollment. Students applying for financial aid must apply at the parent institution. The appropriate financial aid awards will be credited to the participating college on behalf of the visiting student.

To register at Old Westbury as a Visiting Student, the applicant must:

- Obtain a Visiting Student Application and Data Entry Form from the Office of Enrollment Services;
- Include a letter from the parent institution granting permission to take courses at the College at Old Westbury. If there are specific courses required, these should be identified in the letter;
- A copy of a current transcript must also be attached to the application.

Visiting students must register during the appropriate scheduled time that is reflected in the class schedule.

Summer Session Admission

The summer session is a convenient way to take college courses near your home in just a few short weeks. The College usually offers two 5-week sessions; one in May/June and one in July/August; and one 10-week session from May through the first week of August. Admission is on a non-matriculated basis. However, current matriculated Old Westbury students may register for summer classes. Current Old Westbury students who wish to use part of their fall financial aid awards during the summer must meet with a Financial Aid Advisor in the spring semester.

Interested high school and college students may take summer session classes at the College by filing a Quick Admit form at the Office of the Registrar during the spring semester. Students enrolling in more than one class during the summer must meet New York State Immunization requirements before the first day of classes.

For detailed information and the schedule of classes, visit the College's website at www.oldwestbury.edu. Registration information is made available during the spring semester.

Audit Opportunities

"Over Sixty" Program

This program permits persons 60 years of age and over to observe (audit) courses on a space-available basis without payment of tuition or fees. Participating observers will not receive academic credit for courses attended.

To enter this program, applicants should obtain the registration form and the current class schedule from the Office of the Registrar during the first week of classes. To attend the specific course, the student must also obtain permission from the instructor prior to the first day of classes.

The Audit Registration form will enable the College to issue a Student Identification card for use of the Library and Clark Center facilities.

Alumni/Alumnae Association Program

Graduates of the State University of New York College at Old Westbury who are members of the Old Westbury Alumni Association may also observe (audit) courses with permission of the instructor without payment of tuition and fees. Permission to audit courses should be arranged directly with the instructor prior to the first day of classes. The Alumni Association ID card will enable all Alumni Association members to use the College's facilities.

Interested alumni/alumnae should obtain a copy of the class schedule on the website at www.oldwestbury.edu or through the Office of the Registrar.

Application procedure for Matriculation (Degree status) from a Non-Degree (Non-Matriculated) Status

Presently enrolled non-matriculated students may apply for matriculation for the following semester of attendance. Applications filed during the fall semester will be considered for spring admission and applications filed in the spring will be considered for fall admission. A student status cannot be changed during the current semester. Students who wish to file for financial aid should apply to the College as a matriculated student.

Applicants for matriculation must meet the admission criteria at the time the application is submitted (see *Freshman or Transfer Application and Admission Procedures* section of the catalog). Applicants must also meet the College's lower-division mastery requirements. All college credit course work will be evaluated for completion of degree requirements.

Interested students are encouraged to make an appointment with an Admissions Counselor for specific information, requirements and procedures.

Reinstatement (Re-Entry)

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 in good academic standing will be routinely reinstated. Students who were suspended and have been absent for one semester will also be routinely reinstated. Students who have been dismissed will be required to submit a completed *Application for Re-entry* to the Office of the Registrar, with a written appeal for reinstatement, transcripts from any colleges attended in the interim and any relevant information that will assist the Academic Standing Committee in evaluating the student's application.

The Academic Standing Committee requires the student to personally appear before the Committee.

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

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