LAWS, POLICIES AND REGULATIONS GOVERNING CAMPUS LIFE

University Police Department (UPD)

The quality of life on campus is critical to achieving quality education.

- The goal of the campus community is academic achievement. To realize that goal there must be a safe, secure and attractive environment with a positive social atmosphere.
- The goals and functions of the University Police Department (UPD) are service to the community, protection of life and property, prevention of crime, resolution of conflict, and enforcement of state and local laws, all of which are geared to help provide a positive social atmosphere.

As part of the academic community and charged with the responsibility of maintaining an atmosphere conducive to education, the University Police Department (UPD) strives to combine "law and order" with harmony and humaneness.

"Public education" and "community relations" are as important as "service and protection." Here at SUNY Old Westbury, we stress that all officers be aware of and appreciate the uniqueness of the College, and the diverse community that it serves.

Identification (I.D.) Cards

- A valid College I.D. card is the official College at Old Westbury identification for all students, faculty, staff and other employees. It must be carried at all times when on the campus of the College at Old Westbury. It is nontransferable and must be presented, on request, to all College officials and University Police Department (UPD) officers. It must be shown when requesting services of College Notaries Public, for entry into student activities, recreation areas, athletic contests, residence halls and when seeking access to SUNY property.
- Students are entitled to one free I.D. card during their first semester only. Any student failing to obtain an I.D. card during his or her first semester will be required to pay a fee of $10.00 for the card after the first semester.
- The College I.D. card is void upon termination, interruption of enrollment, at the end of contract obligation to the College or separation from College service, and must be surrendered to the University Police Department (UPD) as part of the exit procedure for both permanent and temporary personnel.
- Lost cards should be reported immediately to the University Police Department (UPD). A replacement fee of $10.00 is required for all lost or damaged College I.D. cards. The fee is to be paid at the Bursar's Office, a receipt obtained and presented to the University Police Department (UPD) prior to the issuance of a replacement card.
- A $10.00 fee is also required for all non-returned I.D. cards. The fee is to be paid at the Bursar's Office, a receipt obtained and presented to the Personnel Office prior to the release of an employee's final paycheck.

Vehicle Registration (Parking Permits)

All vehicles routinely parked on campus must display a registration decal. The decal can be purchased at the Office of the Bursar upon payment of the appropriate fee. If a vehicle with a pass is being repaired, a temporary pass may be obtained at the University Police Department (UPD).

The University Police Department (UPD) acknowledges and honors all handicapped parking permits issued by governmental authorities. The department issues only 14-day temporary permits to employees. Students requiring temporary handicapped permits must report to the Student Health Service located in Building 7 for approval by that office. Members of the college community who feel they require full-time handicapped parking should contact the Office of the Physically Challenged in their local community. Check the blue pages in your telephone directory for the number.

Campus Codes and Policies

Code for Student Conduct

SUNY College at Old Westbury expects that all students will conduct themselves lawfully, maturely, and responsibly. The College's Code for Student Conduct is intended to protect the rights, personal security, and property of individuals and groups within the College community as well as the College community as a whole. Further, its intent is to restrain behavior which is detrimental to learning or contrary to the goals of the College. The Code of Student Conduct informs members of the College community of the conduct expected, prohibited conduct, disciplinary procedures and sanctions applicable for violations of this Code. The Code for Student Conduct may be found in its entirety at www.oldwestbury.edu. This Code is applicable to all students of the College. Students of the College are those who are registered for classes. In addition to this Code, there are specific rules and regulations governing campus-operated housing which can be found in the Guide to Campus Living.

Drug & Alcohol Policy

The consumption and/or possession of drugs and alcohol are prohibited at SUNY College at Old Westbury. Procedures and sanctions for violation of this policy will be in accordance with The Code for Student Conduct, which can be found in its entirety at www.oldwestbury.edu.

Bias/Hate Crimes on Campus

It is a State University of New York at Old Westbury University Police mandate to protect all members of the College at Old Westbury community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics such as race, religion, ethnicity, gender, sexual orientation, or disability. Hate based crimes have received renewed attention in recent years, particularly since the passage of the **Federal Hate/Bias Crime Reporting Act of 1990** and the **New York Hate Crimes Act of 2000 (Penal Law Article 485).** Copies of the law are available in the Office of the University Police at the college.

Committee on Animal Experimentation

The College has an Institutional Animal Care and Use Committee (IACUC) whose function is to ensure animal welfare. Thus, experimentation involving animals must be approved by this group.

Committee membership is consistent with state and federal guidelines and includes a certified Doctor of Veterinary Medicine (DVM) who oversees all animal facilities.

Computer Equipment, Facilities and Data Policy

Persons wishing to use the College's information processing equipment, facilities or data must obtain and follow the procedures and guidelines for proper use. The instructions are posted in computer laboratories and on personal computers wired to the mainframe/network.

Attempts to access, acquire or modify the College's information processing equipment or data by any means other than those specifically provided and authorized by the College are prohibited. The College discourages members of the campus community from maintaining copies of legally-sensative information. In the case that this is required as part of their job, they are expected to take reasonable means to secure such information. This includes, but is not limited to keeping these copies physically secure and encrypted in such a manner as to render the information useless in the event of a theft of said copies. Examples of copies include files, reports, etc. that contain legally-sensative information and are stored on local/network drives, floppies, CD-ROMs, flashdrives, etc.

Attempts to make, acquire, use or modify copies of computer software licensed to the College in a manner that violates these license agreements, including but not limited to, copying for personal use, use for private business, or creating a computer "virus" are prohibited. Software not provided by the College may not be installed or used in the College's equipment.

WiFi a.k.a. 802.11 wireless networking. The College provides this system for the convenience of students to access educational, class related material. The 802.11 standard has many well-known security vulnerabilities. Therefore, the College makes no claims as to the security of this network or its suitability for any other purpose. Students use it at their own risk.

Institutional Review Board

The Institutional Review Board (IRB) is established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB and the Human Subjects Research Committee (HSRC) have the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by federal regulations and local institutional policy.

Students are protected as human research subjects under these guidelines. IRB Chair: Dr. Diana Papademas

Non-Discrimination / Anti-Harassment Policy

SUNY College at Old Westbury is committed to an educational and employment environment in which all individuals are treated with respect and dignity. Each individual has the right to work or study in a professional atmosphere that promotes equal treatment and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons at the College will be professional and free of bias, prejudice and harassment.

It is the policy of the College to ensure equal treatment without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, citizenship, marital status, sexual orientation or any other characteristic protected by law. The College prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment

1. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this

policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or study performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation on the campus of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, citizenship, sexual orientation, marital status or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work or study environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or study performance; or (3) otherwise adversely affects an individual's employment or learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation on the campus of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants, employees and students, and prohibit harassment, discrimination and retaliation with respect to employment, programs or activities at the College, whether engaged in by fellow employees, supervisors or managers, faculty members or students or by someone not directly connected to the College (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace/classroom and in any college-related setting outside the workplace/classroom, such as during business (college) trips, business (college) meetings and business (college)-related social events.

Retaliation is Prohibited

The College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be the subject of disciplinary action.

COMPLAINT PROCEDURE

Reporting an Incident of Harassment, Discrimination or Retaliation

The College strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the College's policy or who have concerns about such matters should file their complaints with the College's Affirmative Action Officer/Title IX Coordinator, Assistant to the President for Administration or the College President or any member of supervision or faculty member the individual feels comfortable with who is then obligated to report the complaint to the Affirmative Action Officer/Title IX Coordinator, Assistant to the President for Administration, or the College President. Individuals should not feel obligated to file their complaints with their immediate supervisor — or a member of supervision — before bringing the matter to the attention of one of the other of the College's designated representatives above.

Individuals who have experienced conduct they believe is contrary to this policy have a legal obligation to take advantage of this complaint procedure. An individual's failure to fulfill this obligation could affect his or her right to pursue legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation. The College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Individuals who have questions or concerns about these policies should talk with the College's Affirmative Action Officer/Title IX Coordinator.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, academic or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the College prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment/ education. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

CONTACT INFORMATION:

Department	Telephone #	Location
Office of the President	(516) 876-3160	Campus Center, Rm. H-400
Office of Affirmative Action/Title IX Coordinator	(516) 876-3160	Campus Center, Rm. H-400
Office of the Assistant to The President for Administration	(516) 876-3179	Campus Center, Rm. I-211

Mailing Address: State University of New York College at Old Westbury, P.O. Box 210, Old Westbury, New York 11568-0210.

Federal and State Regulations

The Rules and Regulations for Maintenance of Public Order

The Rules and Regulations for Maintenance of Public Order of State Operated Institutions of the State University of New York were adopted by the SUNY Board of Trustees in compliance with the Educational Law of the State. These rules are applicable to all institutions of the State University system and take precedence over any local codes adopted by the individual colleges and universities in the SUNY system. These rules can be found in their entirety at www.oldwestbury.edu.

Education Law

224 a. Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that s/he is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of religious beliefs, an equivalent opportunity to make up any examinations, study or work requirements which s/he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of her/his availing herself/himself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of her/his rights under this section.

Facilities Access for Persons with Disabilities

In accordance with federal and state laws, the College is continually modifying its facilities to provide access for disabled persons. To appropriately serve handicapped persons in areas as yet unmodified, College policy is to "reach out" with services and staff in an effort

to accommodate specific needs. Students needing special services are encouraged to contact the Coordinator of Services for Students with Disabilities, Academic Village, Room D-112 at (516) 876-3009 (also see section on *Services for Students with Disabilities* under *Academic Support Services*).

Family Educational Rights and Privacy Act of 1974

Access to Student Records

The College's policy follows the spirit and letter of all federal and state laws concerning access to student records.

Within certain statutory limitations, students, upon reasonable notice, may review their "education records" containing information directly related to themselves. Students will be afforded an opportunity to challenge the accuracy of factual information in their records.

In the event a student challenges a record, the student will be offered a hearing by a College official who has no personal involvement in the matter challenged and shall receive a decision in writing within a reasonable time (not more than 45 days) after the conclusion of the hearing. Should the student fail to appear at the hearing or request an adjourned hearing date prior to the date set for the hearing, a decision shall be issued on the facts available.

Students wishing to inspect their records shall direct their requests to the office concerned with those records.

Information concerning a student, other than "directory information,"[1] will not be shared with any individual without written approval of the student, with the following exceptions:

- The College will cooperate with all legal authorities in every way appropriate, in accordance with all federal and state laws. The office receiving a request for such cooperation shall immediately seek approval for the release of the requested information from the Records Access Officer.
- Student records may circulate within the College for disclosure to those with an appropriate educational interest. This permits the sharing of student records with the College administration for purposes of academic programming, fiscal planning and related matters.

Although the following are part of the educational record, students do not have access to:

- Letters or statements of recommendation submitted in confidence for school records prior to January 1, 1975, provided these records are not used by the school for other than the original intended purpose.
- Financial records of the parents of the students or any information directly related to the parents' financial status.

Problems or issues concerning access to students' records, should be directed to the Registrar, Campus Center, Room I-102. *The Family Educational Rights and Privacy Act* is available for review on the WEB at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Public Health Law

Public Health Law (Article 21, Title VI, Section 2165) requires measles, mumps and rubella immunity for students attending colleges and universities in New York State. All registered students must address meningitis by declination or proof of vaccination within the past ten (10) years.

Students born on or after January 1, 1957, who plan to register for at least six semester hours will be required to provide proof of immunity against measles, mumps and rubella in accordance with standards approved by the New York State Department of Health.*

Limited exceptions are granted for students who hold "genuine and sincere religious beliefs" that are contrary to immunization, and for students for whom immunization would be physically detrimental or otherwise medically contra-indicated. Although students enrolled for fewer than six semester hours are exempt from these requirements, immunization is strongly encouraged by public health officials.

When the college is required to exclude a student from campus either because of noncompliance with the stated immunity requirements (or in the case of an epidemic when medically and religiously exempt students will be similarly excluded), the College will not be responsible for any effect on the excluded student's academic progress, and the student will incur tuition and, if applicable, room and board liability as stated in the SUNY Guidelines. Copies of the College's immunization policy and procedures are available in the Student Health Service, Roosevelt Hall, Academic Village.

***New York State Standards:** Proof of immunity to measles will be defined as two doses of 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 rubella immunity is documented by one dose of rubella vaccine on or after the first birthday or serologic evidence of immunity. Proof of mumps immunity is documented by one dose of mumps vaccine on or after the first birthday, a physician-documented history of disease, or serologic evidence of immunity.

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

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[1] *"Directory information" includes information relating to a student's name, address, date and place of birth, major field of study, dates of attendance, honors designation and earned degrees. The parent of a dependent student or an eligible student who wishes to restrict access to "directory information" with respect to that student must inform the Office of the Registrar in writing, within 15 days after the start of each semester.*

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:

[1]School of Business
[2]Sociology Department
[3]Biological Sciences Department
[4]English Department
[5]American Studies Department
[6]History and Philosophy Department
[7]Politics, Economics and Society Department
[8]Mathematics, Computer and Information Sciences Department
[9]Modern 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

Dean's List

Any full time student who completes 12 credits or any part time student who completes 8 credits in courses which are graded using the normal grading system (A through F), and achieves at least a 3.50 grade point average will be included on the Dean's List.

Auditing

Auditing is defined as attending a course for informational instruction only. No credit is granted for such work, nor does the College keep any record of the student's participation in the audited course.

A student who wishes to audit a course must first obtain the instructor's permission.

Transcripts

A transcript of a student's academic work may be obtained upon payment of $5.00. The fee for every copy requested must be paid at the Bursar's Office before the Office of the Registrar will prepare the transcript copy. The fee is charged for both official and student copies. Official copies are mailed directly to other institutions of higher education, government agencies or employers. The transcript is always sent in its entirety; it is not possible to prepare edited transcripts.

Academic Standing

All students are expected to maintain good academic standing at the College. Academic standing is determined by the student's semester and cumulative grade point averages.

Minimum Grade-Point Average (GPA) Requirements

Students must maintain minimum semester **and** cumulative grade point averages of at least 2.00 to remain in good academic standing. Students who fail to obtain a minimum *semester* grade point average of 2.00 in any particular semester (including summer and minisemester) will automatically be placed on academic probation, which is a warning that their good academic standing is in jeopardy. Students who are on probation twice in succession and have attempted at least 32 credits are subject to suspension or dismissal (described below) at the point at which their **cumulative** GPA falls below 2.00.

Probation:	Minimum semester GPA less than 2.00	**-OR-**	Minimum Cumulative GPA less than 2.00

Criteria for Academic Probation, Suspension, Dismissal

Academic Probation applies automatically to students who fail for the first time to meet minimum GPA requirements in a given semester. The student is placed on probation for the subsequent semester. The student must achieve a semester **and** cumulative GPA of at least 2.00 in order to be removed from probation. A student on probation is ineligible to participate on College committees or in intercollegiate athletics. Academic probation, including any accompanying constraints upon a student's activities, is intended as a support measure designed to encourage students to focus on their studies in order that they may satisfy academic standards.

Academic Suspension applies only to students who have attempted a minimum of 32 credits. Students are automatically suspended from the College if already on probation and they fail to meet the minimum semester and cumulative GPA requirements. The suspended student may not re-register until one semester has elapsed.

Academic Dismissal applies automatically to those students who were previously suspended, have returned, and again fail to meet the minimum semester and cumulative GPA requirements. These students may not apply for reinstatement until two semesters have elapsed from the semester of their last registration at the College.

It should be noted that individual degree programs may require a higher GPA for courses in the major (see the sections on each academic program included in the catalog). Students should consult with their advisors regarding specific program requirements.

Reinstatement Methods

Students who wish to be reinstated after suspension or dismissal and who have observed the time periods specified above should complete an *Application for Re-entry*, available at the Office of the Registrar. (Refer below to the section on *Reinstatement*.)

As an alternative to observing the time periods specified above, students may:

1. Appeal suspension or dismissal by contacting the Office of the Registrar to schedule an appointment for a hearing with the Academic Standing Committee. At the hearing students should provide documentation of their reasons for appeal. The decision of the committee is final.

2. Complete those courses for which incomplete (I) grade(s) had been recorded. When the grade change(s) for completed course(s) has/have been recorded by the Office of the Registrar, 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.

3. Speak to their instructor(s) to correct grades they believe have been miscalculated or erroneously recorded. If changes are

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