

**SCHOOL OF BUSINESS**

# Undergraduate Student Handbook

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**ACCOUNTING, TAXATION, & BUSINESS LAW**

**MANAGEMENT, MARKETING, & FINANCE**



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## FOREWORD

The School of Business *Student Handbook* is intended to serve as a supplement to the College's *Catalog*. It is designed to help you during your time at Old Westbury by providing details of important procedures and regulations that each student is expected to be familiar with and follow. In addition, it contains information on School of Business programs, services, and student organizations.

We are delighted to welcome you to the School of Business and hope this *Handbook* will be of assistance to you. We welcome your comments and recommendations.

Raj Devasagayam Ph.D.  
Dean, School of Business

Joel Feiner  
Assistant Dean, School of Business

## School of Business Administration

Raj Devasagayam, Dean

Joel Feiner, Assistant Dean

Lorraine Todisco, Director of Career Services, External Relations & Administration

Cary Lange, Director of Graduate Studies

Peter Lucido, Chair, Accounting, Taxation & Business Law

Albert Murphy, Chair, Management, Marketing & Finance

## SCHOOL OF BUSINESS MISSION STATEMENT

### ***Vision***

Our vision is to be a premier public school of business in the New York metropolitan area, recognized for the quality of its faculty, reputation of its academic programs, and known for its commitment to diversity and success of its graduates.

### **Mission**

The mission of the School of Business is to provide high quality education in a supportive learning community to a diverse student population, thereby developing effective and ethical business professionals for a global environment.

### **Values**

- ***Student Centeredness:*** We provide personalized attention through small classes, continual advisement, and interaction among students, faculty, and staff.
- ***Socially Responsible Citizenship:*** We nurture a spirit of cooperation and caring by supporting a learning environment, which promotes socially responsible citizenship in the community.
- ***Professionalism:*** We are committed to promoting by our actions and behavior a true sense of professionalism, which is under-girded by ethical behavior, teamwork, scholarly achievement, and a shared purpose.
- ***Excellence:*** We are committed to excellence by promoting positive learning experiences, intellectual rigor and the sharing of knowledge with all stakeholders. We are committed to building a culture that fosters and projects an image of excellence for the School of Business.
- ***Multiculturalism:*** We are dedicated to offering access to qualified students in a positive academic environment supportive of multiculturalism.

## STUDENT HANDBOOK

### INTRODUCTION

The School of Business includes two departments: Accounting, Taxation and Law and Management, Marketing and Finance. The central goal of the School of Business is to provide all Business majors with a rigorous academic training to enable them to attain positions in their chosen careers, as well as preparation for graduate studies. Student Services include: Internships, Career Placement and Counseling, Academic Advisement and Tutoring

### ADMISSION TO THE SCHOOL OF BUSINESS

Admission to any of the academic departments within the School of Business is a separate process from that of admission to the college. The College admission process is conducted through the Office of Enrollment Services and requires that official copies of all prior transcripts be sent directly to the Registrar's Office.

Students who are seeking admission must have completed at least 32 undergraduate credits and are required to submit unofficial or student copies of transcripts of all previous study to the Assistant Dean, School of Business. Admission into any of the business degree programs will be granted to students who have earned a minimum cumulative grade-point average (GPA) of 2.70. First-time to college students who have been admitted in to the College's Honors College may be admitted directly into the School of Business without needing to satisfy the previous requirements. Students who wish to major in Accounting must have a minimum cumulative grade-point average (GPA) of 3.00. The admissions cumulative GPA will be based on courses completed at Old Westbury **and** on all transfer transcripts submitted to Registrar/Enrollment Services.

All students granted admission to the School of Business must have an entry interview with the Assistant Dean to discuss the following:

- determine which degree program within the School would be most appropriate to achieve their educational and career goals
- analyze previous academic transcripts to establish course equivalencies and waivers for departmental and college General Education requirements
- delineate all departmental and college course and credit requirements for the degree selected and provide students with a comprehensive advisement guide that will enable them to fulfill course prerequisites and degree requirements in an orderly manner.

## STUDENT CODE OF ETHICS

### PREAMBLE

The State University of New York at Old Westbury's School of Business is a community of student and faculty scholars who seek to promote and abide by the highest legal, ethical, and professional behavior and practices. The School of Business expects and requires its undergraduate and graduate students, faculty and staff to actively participate in maintaining the highest standards of academic integrity and professional conduct.

The School of Business Student Code of Ethics is consistent with the College's mission and expands on and supports all policies, standards, rules and regulations of State University of New York at Old Westbury which are currently in effect or as amended. Specifically, this document is a complement to and not a substitute for the university's Student Code of Conduct, published in the *Student Handbook*. The goals of the School of Business Student Code of Ethics' are to promote the College's core values and to support compliance with the academic policies stipulated herein and those of State University of New York at Old Westbury.

To help ensure the success of these standards of academic conduct, the School of Business requires that all students enrolled in courses offered by the SoB read and agree to abide by the specifics of the document called "School of Business Student Code of Ethics." The College shall have the right to take such action as may be deemed academically appropriate in response to a student's failure to comply with these standards.

Upon formally registering to pursue an academic major offered by the School of Business, undergraduate students are expected to sign a pledge to uphold the School of Business Student Code of Ethics in all academic endeavors of the university. All School of Business students are responsible for familiarizing themselves with the School of Business Student Code of Ethics, value its moral and philosophical foundations and support its objectives of promoting academic integrity and professionalism.

### STANDARDS OF CONDUCT

The School of Business Student Code of Ethics rests upon the two principles by which all School of Business students must base all their academic activities. These standards are encompassed in the values of **ACADEMIC INTEGRITY** and **PROFESSIONALISM**.

- ♦ **ACADEMIC INTEGRITY** in the pursuit of academic endeavors refers to submitting/ presenting all work for credit, including but not limited to exams, assignments, quizzes, individual or group research projects, and oral presentations as the student(s)' own work unless otherwise properly acknowledged, documented or previously authorized by the professor (such as in group assignments.)

Violations of this standard of academic integrity include, but are not limited to, the following actions: copying, wholly or partially from another student's paper/exam, willingly allowing another student to copy one's work; plagiarism or copying, without proper acknowledgment or documentation, wholly or partially from a book, printed or electronic article or any other media source regardless of whether or not the item in question has been copyrighted; turning in the same work for two or more different classes in the same or in different semesters, without the authorization of the professors involved; giving false reasons for not being able to meet a course requirement (exam, assignment, report, etc.) as scheduled; taking an exam for another student or allowing somebody else to take one's exam, changing answers after a test/assignment has been graded and asking the professor to grade it again; obtaining and/or distributing copies of exams or exam materials without authorization, etc.

- ♦ **PROFESSIONALISM** in the pursuit of academic endeavors refers to conducting oneself with respect and dignity with regard to all constituents of the university, including fellow students, faculty, administrators, staff, and others during academically related activities, whether on or off campus. Students are expected to demonstrate consideration for and interact cooperatively with individuals of different races, religions, national origins, genders, sexual orientations, physical abilities or appearances, and backgrounds.

Violations of this standard of professionalism include, but are not limited to, repeatedly engaging in unruly behavior in class (arriving late or leaving early, using cell phones, talking to others, etc.), using obscenity, committing harassment, and participating in other such behavior that becomes disruptive and interferes with the educational experience.

### **ACADEMIC ADVISEMENT**

All students admitted to the School of Business will be assigned a faculty advisor in their chosen discipline who will mentor and assist them in the interpretation of College, School of Business and departmental regulations, graduation requirements and in the selection of an appropriate sequence of courses. An advisement folder will be established for students keyed to their specific degree area – Accounting, Business Administration, Finance, Marketing. This folder will contain: a Business Curriculum Advisement form indicating all the residence requirements for the degree; a General Education Advisement form indicating the domain course requirements; copies of transfer transcripts provided by the student and any other pertinent data pertaining to the student's progress towards a degree. This advisement folder will be kept in a supervised central filing area in the School of Business Office NAB 1104 and available each semester when the student meets with their faculty advisor during the registration advisement period.

***How do I find out who is my advisor and how can I contact him/her?***

If you are a newly declared major or are not aware of the name and office hours of your assigned faculty advisor, you must consult the **DECLARED MAJORS ADVISEMENT LIST** which is posted at the beginning of each semester – Oct 1<sup>st</sup> & March 1<sup>st</sup> on the window outside room NAB Rm 1104. There is an **ADVISEMENT PROCEDURES** sheet posted on the window, which will explain how to determine the office hours and room assignment of your assigned faculty advisor and the steps in the advisement and registration processes. The most effective means to contact your advisor is to sign your name at a convenient time slot on the **REGISTRATION ADVISEMENT SCHEDULE** which many faculty post on their office doors. If your advisor does not post such a schedule then you can assume that you will be advised on a "first come basis" during the faculty's normal office hours.

***What happens if my schedule and those of my advisor are not compatible?***

If you need assistance in course selection but a time conflict prevents you from meeting your assigned advisor during their scheduled advisement period, you can contact that faculty directly, during his/her office hours and discuss whether an alternative time can be made available. If a mutually convenient time cannot be established then you can request that we can review your records and indicate the appropriate courses on a **REGISTRATION ADVISEMENT COURSE LIST**. We will notify you by email when this list of courses has been completed and then it can be retrieved from our office (NAB Rm 1104). You can register directly on the OW website by following the directions specified on the **REGISTRATION ADVISEMENT COURSE LIST**.

***If I know what courses I need to take must I see my advisor in order to register?***

If you **do not** require the advisement services of the faculty advisor you can register directly on the OW website. If you would like us to review your course selection prior to registering you can complete a **REQUEST FOR COURSE REVIEW** indicating the course, which you wish to enroll in. Your selections will be reviewed to determine if you have satisfied the prerequisites for the course(s) and/or if your choices will allow normal academic progress. If your course selection is satisfactory we will indicate such in an email to you or if not we will make appropriate suggestions.

***How do I register for courses?***

**Internet Registration** is the preferred form of registration and is available to any student who wishes to register for 18 credits or less. Once you know that courses you wish to take you can register on your designated date which is based on the total number of credits earned (transfer + OW).

***What if I have a problem?***

If you have any problems concerning the advisement and registration processes, please contact Joel Feiner, Assistant Dean (NAB Rm 1059, tel.516/876-3331/3309) as soon as possible. For your convenience, the Assistant Dean is available Monday through Thursday 10:30 - 7:30 PM or via e-mail (feinerj@oldwestbury.edu)

## **INTERNSHIPS**

To help students gain practical experience and explore career possibilities, the School of Business offers an optional Internship Program for academic credit to those students who meet its eligibility requirements, as well as non-credit internship opportunities.

Details concerning internships are posted on the School of Business Internship and Placement bulletin board. Students interested in either the for-credit Business Internship Program or non-credit internship opportunities should contact Ms. Lorraine Todisco, Director of Career Services, External Relations and Administration, in room NAB 1065.

### **BUSINESS INTERNSHIP PROGRAM (for credit)**

The Business Internship Program is specifically designed to integrate classroom theories and techniques with their practical application in the work environment. Internships, which are available to full-time students having the required minimum GPA for the Program, are generally restricted to students who have attained senior status, although there may sporadically be exceptions based upon employers' requests. All internships are for four (4) credits, are graded on a CR/NC basis only, and require that the student be available to work a specified number of hours per week for an entire semester. To participate in the Internship Program, students must apply early in the semester prior to the semester they wish to begin.

## **STUDENT ACTIVITIES & SERVICES**

*Except where noted contact the School of Business Office (NAB Rm 1104) for details.*

### **ACCOUNTING SOCIETY**

The Accounting Society is a professional organization open to all students interested in public, private, and governmental accounting. It sponsors guest speakers and hosts networking events.  
Faculty Advisor – Dr R. Mayer

### **ACADEMIC TUTORING SERVICES**

The School of Business provides free tutoring in accounting and quantitative areas of business for any student who wishes to obtain such extra assistance in their Accounting or Operations Management courses. Location, days, and time of tutoring are announced at the start of each semester

### **BUSINESS & COMPUTER CLUB**

The Business and Computer club is an organization designed to promote an understanding of the interrelationship of computer and information technology within the changing environment of business. Business executives, scholars and professionals in the field of computer and information systems will be invited to discuss relevant issue in their field. Faculty advisor – Dr A. Ebrahimi

### **BUSINESS CLUB**

The Business Club is an organization that represents all the major disciplines of business; Accounting, Management, Marketing and Finance. The club's goal is to promote the overall knowledge of business. The organization offers opportunities for professional development through collaboration with professional practitioners and Alumni who share similar business interests. The organization bridges the many academic elements learned in the classroom with the practical experiences of outside Industry. All students enrolled in the School of Business are welcome to participate in the Business Club. Faculty advisor – Dr M. Onorato

### **NATIONAL ASSOCIATION OF BLACK ACCOUNTANT**

NABA is organization dedicated to the professional needs to its members and committed to build leaders that shape the future of the accounting and finance profession. Faculty advisor - Dr D. Glodstein.

### **CSTEP FOR THE LICENSED PROFESSIONS PROGRAM**

The CSTEP (Collegiate Science & Technology Entry Program) for the Licensed Professions Program is funded by grants from the New York State Education Department and designed to encourage entry into specific employment fields by targeted student groups. Full-time students who are New York State residents and academically eligible, and who are either members of a targeted minority group (i.e. African-American, Hispanic, or Native American) **or** economically disadvantaged qualify for financial assistance, including textbook reimbursement and discounts on LSAT and GMAT test preparation review courses. To qualify for this Program, students must be Accounting majors or intend to apply to law school.

### **INTERNSHIP & PLACEMENT BULLETIN BOARD**

The School of Business maintains an Internship & Placement Bulletin Board outside its main office. Throughout the year information regarding available internships, part-time and full-time job openings, networking events, resume preparation, interviewing skills, and job search procedures is posted on the Bulletin Board. The college also has a Career Services Office, located in the Student Union Building (SU-108). It maintains a more extensive, much broader listing of full-time and part-time job openings and can also provide additional assistance during your job search.

### **SCHOLARSHIP BULLETIN BOARD**

The School of Business maintains a Scholarship Bulletin Board. Throughout the year information regarding scholarships offered by the college and by outside organizations is posted on the board.

### **VOLUNTEER INCOME TAX ASSISTANCE PROGRAM (VITA)**

The VITA program, sponsored by the Internal Revenue Service, is designed to provide free tax help to low-income individuals, senior citizens, the disabled and student taxpayers at local public libraries from the beginning of February through April 15. Near the end of each Fall semester students who have completed Federal Income Tax I or who have prior income tax preparation experience may volunteer to participate in the program.

### **SCHOOL OF BUSINESS CAREER EVENT INFORMATION**

All information about School of Business career events is posted on the SUNY Old Westbury website on the School of Business [Events](#) page at <http://www.oldwestbury.edu/schools/business/events>. Please visit the [Events](#) page often throughout the semester to view event information and updates.

Beginning in Fall 2015, all School of Business students will be **required to attend 2 of 4 career-related events that are offered each semester** (Resume Writing / Interviewing / Networking Workshops and Mock Interview Day) in order to attend the **Accounting Networking Reception** (in the fall) and/or the **Business Networking Reception** (in the spring)—the major career-related events sponsored by the School of Business that provide students an opportunity to meet company representatives face-to-face to discuss job, internship and career possibilities. Once you have attended 2 events, you will have satisfied the requirement to be eligible to go to either or both Networking Receptions and you will not have to attend these career-related events again in future semesters unless you want to. Prior registration and sign-in will be required for all events, which will be used to determine your eligibility to attend the Networking Receptions. If you have already attended 2 of these events prior to fall 2015, please inform Ms Lorraine Todisco in person in NAB Room 1065 or via email at [TodiscoL@oldwestbury.edu](mailto:TodiscoL@oldwestbury.edu) and she will check her attendance records to confirm your past participation.

## ACADEMIC POLICIES AND REGULATIONS OF THE SCHOOL OF BUSINESS

- **TRANSFER CREDITS:**

The College allows a **maximum** of 80 credits to be transferred towards your degree requirements in the School of Business. These 80 credits include any combination of:

- a) credit courses from accredited academic institutions
- b) APEL or life experience credits (see below)
- c) academic credit for military training (see College Catalog)
- d) CLEP or Advanced Placement (AP) credits

According to College policy, students may transfer credits from courses in which a minimum grade of C- was earned. Courses in which a grade of **LESS** than C- was earned but which were incorporated as part of an Associate's degree (AA, AS, AAS) will be accepted. Please note that ***Students who have been formally admitted to the School of Business with less than the transfer maximum, are only permitted to transfer additional business curriculum courses from approved four-year SUNY/CUNY colleges. Additional liberal arts or elective credits (up to a maximum of 80 credits) are permitted from other accredited colleges***

- DEGREE AUDIT – DGW (Degree Works)**

This software program is available to all students and faculty advisors on the SUNY Old Westbury website [www.oldwestbury.edu](http://www.oldwestbury.edu) . It provides students with a comprehensive analysis of the curriculum requirements - General Education and Business curriculum courses that you have completed – either through transfer or taken at OW and indicates the courses that still need to be completed in order to graduate. The report effectively summarizes the student's progress toward degree completion by evaluating the student's academic data against requirements of the specific degree program. Its major limitation as an advisement tool is that it does *not* indicate if you need to take any additional liberal arts or free electives. If you need to take such courses they will be indicated on Business Curriculum Advisement form in your advisement folder in room - - NAB Rm1104. **Students are recommended to perform a graduation degree audit after they have registered for the courses for their final semester. If any areas remain unsatisfied then students must meet with the Assistant Dean to determine the cause of the problem.**
- RESIDENCY REQUIREMENTS**

The degree programs have a college **MINIMUM** residency requirement of 46 credits for the Accounting degree and 40 credits for the Business Administration, Marketing or Finance degrees, including at least 50% of the major curriculum courses taken within the School of Business. Business Administration, Finance and Marketing majors will also have a 16 credit minimum residency requirements within their specialization area of study. The College requires a three semester minimum residence. One may, however, substitute a minimum of 12 credits during the summer sessions - for one of the required semesters.
- ACADEMIC STANDING**

All students in the School of Business are expected to maintain a minimum 2.50 cumulative grade point average (GPA) in their overall OW courses in order to continue in any major within the School of Business. If a student's GPA falls below this level they will be placed on academic probation within the School of Business. Two (2) successive semesters with a cumulative GPA below 2.50 may lead to dismissal from the School of Business. In such cases a student can appeal such dismissal by submitting a written appeal to the School of Business Academic Review Committee. Students who have been dismissed and have registered for business courses in the subsequent semester will have those courses dropped from their program of study by the Office of the Registrar. Please note that when your classes are dropped due to academic dismissal, even though you may be subsequently reinstated through the School of Business Appeals process you they may not be able to re-register for the same course/section if it is closed. **Students are required to maintain a 2.50 minimum GPA in BOTH cumulative and business curriculum courses in order to graduate from the School of Business**

- **APEL - LIFE EXPERIENCE CREDITS**

Students may petition for college credit based upon the knowledge and skills obtained through a variety of life experiences. The APEL Committee will review a portfolio prepared by the student, assess the learning content of the work experience, and translate its value into college credits. These credits constitute free electives and are not the equivalent or substitute for any course within the college. Students who have completed 31 college credits and would like to apply for APEL credits should contact the Office of Enrollment Services in CC Rm. I-202 (516-876-3073). **Business students may utilize a maximum of four (4) "life-experience" credits towards their degree, but not as a substitute for any required Business courses or credits.**

- **GENERAL EDUCATION REQUIREMENTS:**

***WHAT ARE THE GENERAL EDUCATION REQUIREMENTS?***

This program is designed to provide business students with a broad disciplinary liberal arts education in Mathematics, seven (7) Domain groups and three (2) Knowledge Areas. A maximum of two (2) courses may be taken on a credit/no-credit basis in the General Education Program. In some cases, an individual course may satisfy more than one domain, but all students must complete a minimum of 30 General Education credits.

As of Spring 2015, students who are admitted to the college with an earned AA or AS degree from either a SUNY or CUNY institution will be waived from any additional Old Westbury General Education requirements. Such students will still be required to satisfy the college's writing, mathematics and diversity curriculum requirements.

***WHAT COURSES ARE REQUIRED TO FULFILL GENERAL EDUCATION?***

During your initial interview with the Assistant Dean your transcript(s) were evaluated and based upon this assessment, you were provided with a **BUSINESS GENERAL EDUCATION ADVISMENT FORM** indicating the domains and knowledge areas that have been satisfied through transfer credits and those that remain outstanding and need to be completed at Old Westbury. A copy of this form is included in your advisement folder. For a comprehensive overview of the curriculum requirements and specific courses at the College which satisfy a particular domain/knowledge area you can consult "**SCHOOL OF BUSINESS GENERAL EDUCATION BULLETIN**". For a listing, by domain, of the courses that will be offered each semester consult the "Course Schedule" link, on the SUNY Old Westbury website [www.oldwestbury.edu](http://www.oldwestbury.edu) prior to the advisement/registration period.

- **READMISSION**

Students who previously attended the College and wish to return after an absence of one semester or more **MUST** apply at the Registrar's Office at prior to the beginning of the semester. If a student leaves the institution in good academic standing and returns **within** a five (5) year period, they will re-enter under the academic requirements in place at the time of their initial admission. If you have not attended the college for **AT LEAST** five (5) years will be subject to the requirements found in the Catalog at the time of their readmission.

- **CLOSED COURSES & OVERTALLIES**

Once a course has been closed, a student will be admitted only under extraordinary circumstances. **ADMITTANCE TO A CLOSED COURSE WILL BE AUTHORIZED ONLY TO STUDENTS WHO REQUIRE THE COURSE FOR GRADUATION AT THE END OF THE CURRENT SEMESTER.** Students who satisfy this condition must e-mail the Dean and request an “overtally”. If approved the Dean will notify the Registrar and the Registrar will e-mail the student that s/he has been granted the “overtally”. The last day to add a new class is the end of the add/drop period

- **INDEPENDENT STUDY**

Business majors can apply for a maximum of 8 credits (2 credits for Accounting majors) of independent study toward satisfying the *elective credit* portion of the BS degree. A student may take only one independent study per semester. Students wishing to undertake an independent study must have earned at least 90 credits and have attained a minimum 3.00 GPA. To register for an independent study, the student must consult their academic advisor and obtain the approval of a full-time faculty member who will serve as a "mentor" for the activity. An independent study is meant to facilitate the study of a topic not available in the regular curriculum and should aim to improve the student’s skills in undertaking independent research. **It does not substitute for a course not offered in a particular semester.** To register for an independent study the student must file an "**Independent Study Contract**" no later than the end of the add/drop period of the semester. If a contract is not filed with the Registrar's Office by that time the registration will be cancelled.

- **COURSE OVERLOADS**

Any student requesting an overload (i.e., more than 18 credits in a semester) must obtain approval from the Assistant Dean. Approval will be granted only where a student has demonstrated an ability to handle excess credits by maintaining at least a 3.0 cumulative grade point average (GPA) and having made good academic progress ie no grades of “W” or “I” in previous semesters. A student seeking to take 22 credits or more must have earned at least a 3.50 cumulative GPA and the approval of the Dean. **Student who meet the requirements for an overload will be allowed to register for the additional course (s) one week prior to the start of the semester.**

- **CREDIT/NO CREDIT GRADE OPTION**

Students may take a maximum of eight (8) credits of General Education or free electives on a credit/no credit (CR/NC) basis. A grade of CR/NC has no effect on the grade point average but does appear on your transcript. All business courses must be taken on a letter grade basis with the exception of internship electives, which are only offered on a CR/NC basis. To take a course on a CR/NC basis, you must complete the "Application for Credit/No Credit", have it signed by the instructor of the course and submit it to the Registrar's office before the end of the third week of classes. Unless this procedure is followed, a grade of credit/no credit will not be allowed at final grading.

- **BUSINESS COURSE SUBSTITUTION**

Substitutions for required Business courses may only be made by the Chair of the student's academic department and approved by the Dean of the School of Business. Course substitutions can only be applied for in the student's *final semester*. The completed **Course Substitution Form** will be sent to the Office of the Registrar and this course substitution information will be included in our web based degree audit – DGW. A hard copy of the completed form is also placed in the student's advisement folder.

- **COURSE REPETITION**

When students repeat courses both courses will appear on the official record but only the second grade will be computed in the cumulative GPA. ***Students who wish to repeat a course, in which they earned a passing grade and want to improve the grade in that class, must do so in the subsequent semester in which the course is being taught.*** The Chairs of the student's major department may only grant exceptions to the above policy. **Note that repeating a course in which a passing grade was earned may impact any financial aid you are receiving.**

- **COURSE WITHDRAWALS**

If you do not wish to attend a class for which you have registered, you must officially withdraw from that class by completing the withdrawal form available in the Registrar's Office. **It is the student's responsibility to withdraw within the stipulated period.** If you do stop attending the class without officially withdrawing, you will receive a failing grade. The deadline for unilateral withdrawals is the seventh week of the semester. After that, the instructor must approve any withdrawal. Dean's approval will be required for any withdrawal during the last two (2) weeks of the semester.

- **INCOMPLETE COURSES**

A grade of I (Incomplete) may only be given to students who are passing their course but have not completed all of the course requirements, for example a term project or final examination. If you received an Incomplete in any semester, the required work and/or examination must be completed, and a grade submitted by the instructor giving the incomplete, prior to the last day of the next semester. If a grade is not submitted by this deadline, a grade of "I" will automatically convert to an "F", except for those students who are on record as having taken the course on a credit/no credit basis, in which case the "I" will convert to a "NC". ***When you receive an incomplete in a course, you should not register for the same course in the following semester***

- **EXAMINATION POLICY**

The examination policy of each faculty member should be clearly indicated on the syllabus for the course. It should indicate the relative weights for each component of the final grade. Faculty are not required to provide make-up examinations during the semester. Such examinations will only be provided for final examinations to students who are otherwise satisfactorily passing the course and have a compelling reason for having missed the original examination.

- **COURSE ATTENDANCE POLICY**

Course attendance is **mandatory** for all courses within the curriculum. The School of Business policy is that a student is permitted a maximum of four (4) **unexcused** absences. Penalties for exceeding this amount are specified on the course syllabus. If you have any medical problems you must inform the instructor at the beginning of the semester of such difficulties. If you become ill during the semester and are absent from class you should contact the instructor as soon as possible and on your return submit medical evidence of your illness.

- **GRADE DISPUTES**

Students who have any questions regarding the determination of their final grades should initially contact the faculty member directly with their concerns about the grade in question. The student must initiate this **process no later than the end of the third week into the following semester**. If no satisfaction is obtained through this meeting, then the student may file a written appeal - **no later than the end of the fifth week into the following semester** - with the Chair of their department giving the reasons for the appeal and any supporting documentation. The Chair will forward this appeal to the faculty member and request a written response. The Chair will hold a joint consultation with the faculty member and the student to try to resolve the matter. **The Chair's decision will be made in writing within two weeks of the date of the request from the student.**

If the student is still unable to obtain an acceptable solution to his/her grade review request, then the student may request a hearing before the Academic Review Committee. **This request must be made within two weeks of the receipt of the decision of the departmental Chair.** This committee will review the submitted documentation and if necessary request additional documentation from the faculty and/or student. The committee will report its decision in writing to the student, the instructor and the Dean of the School of Business. The decision of the committee is final.

- **SECOND BACCALAURATE DEGREES**

The College may award a second degree to students who have received a bachelor's degree, either from Old Westbury or another institution. To obtain the second degree the student must satisfy all College and program requirements and must complete **at least** thirty (30) credits "in a field that is significantly different in academic content from the first baccalaureate degree".

In addition students who are seeking a second Old Westbury undergraduate degree must satisfy the college and program residence requirements for the second degree. **Courses/Credits applied to the first degree cannot be applied towards satisfying the residence requirements for the second degree.** This interpretation of the college policy applies to students who initially earned a bachelor's degree in a business field and wish to pursue a second undergraduate degree in Accounting. Any questions concerning such degrees should be addressed to the Assistant Dean.

- **COURSE AUDITING**  
Auditing is defined as attending a course for informational purposes only - no credit is granted for such a course. A student who wishes to audit a course must first obtain the instructor's permission.
- **NON-MATRICULATED STUDENTS**  
Students who wish to continue their education by taking credit courses, without pursuing a degree, may elect to attend the college under a non-matriculated status. This option may be used by students who currently hold a bachelor's degree in a field of business and wish to take the courses that are required as prerequisites in the Master's degree program or courses mandated by the State Education Department to sit for the CPA examination. Such students should meet with the Assistant Dean to have their previous academic records evaluated and to determine what course/credit requirements need to be satisfied.
- **SUMMER SESSIONS**  
The maximum course load at Old Westbury during the summer sessions is 16 credits. Students wishing to register for more than 16 credits must obtain the written permission of the Assistant Dean for the additional credits. ***Please consult restriction on additional transfer credits once a student has declared a major in the School of Business on page 8.***
- **PLAGIARISM & CHEATING**  
Plagiarism and cheating are condemned by the college and the School of Business as acts that detract from the student's intellectual and personal growth and may result in suspension, dismissal or expulsion from the college or the School of Business.

#### **GRADUATION REVIEW PROCESS**

Students planning to graduate in May or December must comply with the following steps.

- **After** registering for your final courses that are necessary to graduate, all students are strongly recommended to use the DGW report as a degree audit to determine if all course requirements for graduation will be satisfied.
- In addition to the curriculum requirements all students must achieve a minimum 2.50 GPA in both their cumulative and business curriculum courses. Both the cumulative and the business curriculum GPA's are indicated on the DGW report.
- After following the college's procedures for applying for graduation, students applying for a BS/MS degree must notify Assistant Dean Feiner of their intent to graduate and request a graduation review

**APPLICATIONS FOR THE CPA EXAMINATION**

As of August 1<sup>st</sup> 2009, the 150-hour education requirement to be licensed as a CPA becomes effective. You can sit for the CPA examination upon completion of your undergraduate degree in Accounting. Applications may be obtained by calling **212-687-5280** or **1-800-CPA-EXAM**.