

The President's Message



The character of State University of New York at Old Westbury is best defined by our search for knowledge and our willingness to teach what we know to one another: knowledge that changes the way we perceive the world; knowledge that solves problems and helps make our lives better; knowledge that creates a more humane and compassionate future for us all.

This catalog is designed as a guide to your academic experience as you seek and share knowledge at SUNY Old Westbury. It provides valuable information regarding the School of Arts and Sciences, the School of Business, the School of Education, and the School of Professional Studies. Included here are details about our nearly 50 undergraduate majors, descriptions of every course offered, and material about supportive programs in place to help you succeed at the highest levels.

Like many guides, however, the success of this catalog depends on its use by you, the student, as you interact with the College around you. While here, you will come in contact with the finest faculty and support staff I have known – men and women who pride themselves on the close, personal connections they make with students. You will also find at Old Westbury many ways to engage in your academic life – from participating actively in class to making the most of the programs and services avail-

able to assist you. These programs include the Honors College, Community Action, Learning and Leadership for Change, the Academic Advising Center, the Math Learning Center, and the Writing Center.

As a student at Old Westbury, you have the opportunity to experience an invigorating, challenging academic environment offered on our serene, 604-acre campus. As you utilize the information within this catalog and advance in your respective courses of study, experience the best we have to offer by becoming a fully engaged member of the campus community. By expressing your point of view, discussing your ideas and dreams, and debating the part you and your classmates play in society, you add vital elements to the knowledge we share amongst ourselves and, in the process, elevate the dynamic learning community that is SUNY Old Westbury.

A handwritten signature in black ink, reading "Calvin O. Butts, III". The signature is fluid and cursive, with a prominent initial "C".

Calvin O. Butts, III
President

Mission Statement

SUNY College at Old Westbury is a dynamic and diverse public liberal arts college that fosters academic excellence through close interaction among students, faculty and staff. Old Westbury weaves the values of integrity, community engagement, and global citizenship into the fabric of its academic programs and campus life. In an environment that cultivates critical thinking, empathy, creativity and intercultural understanding, we endeavor to stimulate a passion for learning and a commitment to building a more just and sustainable world. The College is a community of students, teachers, staff, and alumni bound together in mutual support, respect, and dedication to the Mission.

Admissions Information

The State University of New York at Old Westbury seeks students who can profit from the educational opportunities it offers. The College is operating under competitive admission criteria and through the Office of Enrollment Services, each applicant is considered individually. Academic preparedness, critical thinking, creativity, intercultural understanding and civic involvement are all attributes the College seeks when admitting students.

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

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

Admission and Application Procedures

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

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

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

Students who have clear career objectives should indicate the major that is desired on the application. This will enable the College to direct new students to the appropriate department for advisement. Students who are undecided about their major field of interest may apply as undecided. However, all transfer students entering with more than 42 credits must declare a major upon admission to the College (prior to the first day of class).

Applicants who do not meet the criteria for one program are not advised to apply for a different program to gain admission to the College. Eligibility based on coursework taken at Old Westbury for a different major may not be sufficient for admission to the original intended major. Applicants are advised to speak with an Admission Advisor before considering such action.

Applicants have the right to appeal an admission decision by submitting a letter to the Office of Enrollment Services, explaining the exceptional circumstances that occurred and describing actions taken that demonstrate a readiness to be academically successful at the College. Once information is obtained, a decision will be made by an Admission's Committee. Be advised that an appeal does not automatically result in an admission offer and the applicant denied to the College cannot file any other type of application for admission during the same semester.

Students are encouraged to declare a major as early as possible. Failure to declare a major will result in loss of eligibility for Federal financial aid. Furthermore, failure to declare a major prior to earning 42 credits will result in loss of eligibility for state financial aid (TAP).

An official declaration of major (see the Declaration of Major section in this catalog), separate from the application, is required for majors within the School of Business. The indication of a School of Business major on the admission application does not guarantee admission to the School of Business.

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All applicants must pay a non-refundable \$50 application fee and file either the Common Application or SUNY Application. The application fee is waived for transfer students who have received an associate's degree from a State University of New York Community College or a City University of New York Community College and apply directly to a SUNY college. Freshman applicants who qualify for the SUNY Educational Opportunity Program (EOP) are also eligible for an application fee waiver. Details about the waivers are described on both applications.

Undergraduate Applications for Degree Status (Matriculated)

All undergraduate applicants to the College at Old Westbury must file a State University of New York (SUNY) Admission Application or the Common Application. Students may file these applications on-line at www.suny.edu or www.commonapp.org.

Freshman Admission

First Time to College Application Documents

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

SUNY Online Academic Record (SOAR)

Admission to the College may be based on the SUNY Self Reported Academic Record (SOAR) that is reported by the applicant using the SUNY website for admission. Applicants must enter their information accurately. Upon admission, an official high school transcript must be sent from the high school for verification. Any deliberate omission or falsification of information by applicants may result in denial of admission, revocation of admission and denial of enrollment (class registration and financial aid awards will be cancelled).

General Equivalency Diploma (GED)

Applicants receiving an Equivalency Diploma by passing the NYS GED exam must obtain a composite score of 3000. As of January 2014 applicants who have taken the new Test Assessing Secondary Completion (TASC) exam must contact the Office of Enrollment Services at (516) 876-3200 for admission information. First time to college applicants are also required to submit SAT scores directly from the College Board.

First Time to College with Advanced Standing Credits

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

First Time to College Admission Requirements (Freshman)

Admission to the College is based on an applicant's academic achievement in high school. Newly admitted freshman students accepted to the College in the Fall of 2015 had a median high school average of 87 and a median combined SAT score of 1,010. Admission is currently based on the total score of the Critical Reading and Mathematics portion of the SAT exam. Applicants taking the GED must have a minimum score of 3000 and must also meet the standardized test score requirements (minimum combined SAT score of 1,010 or Composite ACT score of 22). Additionally, the College reviews a student's academic and extracurricular activities. Applicants are required to describe these accomplishments in the *Personal Statement*, section of the SUNY application, or on the Common Application.

Applicants documents that are intended to be used for admission to SUNY Old Westbury that are not included on the SUNY SOAR or Common Applications (except international documents) must be mailed directly to SUNY Old Westbury, Admission Processing, 279 Broadway, Albany, New York 12204-2755.

Any changes to the College's admission policy made after the printing of this catalog, will appear on the Admission pages of the College's website at www.oldwestbury.edu. High school graduates are also encouraged to take a strong Regents or college preparatory program and pass the Regents exams in the following disciplines:

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

Applicants requesting an admission's decision appeal should send their request in writing to the Office of Enrollment Services and explain the reasons for the request. An Enrollment Service's Admission Committee will conduct a more extensive review of the application based on the applicant's special circumstances, the overall high school average (year to year progress), combined SAT scores, number and level of academically challenging courses, overall senior-year grades, the quality of the written essay (Supplemental Application or Autobiography)

and a personal interview. The Admission's Committee will then make a recommendation based on all available information and inform the applicant, in writing, of the decision.

High school students may obtain college credit for participating in the College Board's Advanced Placement Program with a minimum AP exam score of 3. Students following an IB high school program may also obtain college credits based upon scores received on the final exams (not coursework). For further college credit information, please contact the Office of the Registrar.

Applicants who are Permanent Residents or U.S. citizens and have completed their education outside the U.S. may need an evaluation of their education documents from Education Credential Evaluators, Inc. (ECE), or World Education Services. Applicants educated outside the USA should contact Enrollment Services to confirm the required documentation for their application. (See the credential evaluation information under the *International Application Processing* section of this catalog). In addition, all freshman applicants who are Permanent Residents must also submit an SAT score report for admission to the College. The IELTS or TOEFL exam is not required for Permanent Residents or US citizens educated in the USA.

Honors College Admission

A select group of incoming full-time freshmen are invited each year to participate as Honors College students. Admission to the Honors College at SUNY Old Westbury is based on past academic performance and the promise of an equally impressive record at our college. We value the continued pursuit of excellence and we believe that these students do as well. Eligibility for the college will be based on a variety of factors, but important selection criteria will include a review of high school average (approximately 90 or higher) and SAT scores (approximately a score of 1150 or higher).

BS/DO Accelerated 7-yr. program for Osteopathic Medicine

The College has a joint degree program with NYIT's College of Osteopathic Medicine. The program enables Old Westbury students to accelerate their Bachelors' degree and be admitted to the College of Osteopathic Medicine upon completion of the program requirements at the end of the third year at Old Westbury. Admission to this program requires high levels of academic achievement in high school; very strong SAT scores (parts I and/or II), or strong AP scores. Students are also required to achieve above the norm in the Medical College Admission Test (MCAT) that is taken during their junior year in college. For more information about admission to this program contact the Office of Enrollment Services at (516) 876-3200.

Early Action for Freshman Applicants (First Time to College)

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

Transfer Student Admission

Transfer students may file the SUNY Application or Common Application. These applications can be obtained online at www.suny.edu or www.commonapp.org. All applicants and transfer application documents (except international documents) should be sent directly to SUNY Old Westbury, Admission Processing, 279 Broadway, Albany, New York 12204-2755.

Transfer Application Documents

Official college transcripts from each institution attended must be submitted separately.

Transcripts that reflect transfer credits from a different institution are not sufficient for completing your admission. Documents from institutions outside the United States (i.e. Non-American colleges) be evaluated by Education Credential Evaluators, Inc. (ECE), or World Education Services. (See the *International Application Processing* section of this catalog). The Office of Enrollment Services may be able to evaluate the overseas transcripts for admission purposes. However, to obtain transfer credits, an original copy of the international documents (transcripts or evaluations) must be sent to the Office of Enrollment Services for admission consideration.

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

All transfer students must also submit proof of high school graduation by submitting an official final high school transcript (or bring in the original high school diploma to Admissions for validation) even if the student has obtained an Associate degree. Students will not be allowed to enroll until this proof is submitted and Financial Aid cannot be awarded until the admission requirement is met.

Transfer Admission Requirements

Most programs at the College require a minimum cumulative grade point average of 2.00. Programs within the School of Education and the School of Business currently require higher minimum grade point averages. The

specific admission requirements for these programs are as follows:

- Accounting - 3.0 cumulative GPA
- All other majors within the School of Business - 2.7 cumulative GPA
- School of Education - 3.0 cumulative GPA (all majors within the School of Education)

All applicants must have been in good academic standing at the previous college of attendance to be considered for admission. Applicants who have been academically dismissed, suspended or have a block on their record for financial reasons, are not eligible to apply for admission until these conditions have been removed.

An official declaration of major (see the Declaration of Major section in this catalog), separate from the application, is required for majors within the School of Business.

Any changes to the College's admission policy made after the printing of this catalog, will appear on the admission pages of the College's website at www.oldwestbury.edu.

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

Transfer Credits

Transfer students must submit official transcripts for review before any transfer credit can be granted. Once these are received, individual courses are evaluated for equivalency by the Office of the Registrar. Notification of course equivalencies is sent to the student as quickly as possible. Transfer students must be accepted early in the admission cycle to ensure that these reviews are completed prior to advisement and registration. For additional information about transfer credit policies, see the *Academic Policy* section of the catalog.

International Student Admission

The international student population is an integral part of the community at Old Westbury. The College is interested in providing a climate in which international students' needs are met. The diverse nature of our student population provides a welcoming environment for international students to learn about the complex nature of the American culture. International students also have the opportunity to participate in many different cultural experiences within the College. A copy of the International Students Frequently Asked Questions can be downloaded by visiting the International Student section of the website at <http://www.oldwestbury.edu/admissions/international>.

International Students (Freshman and Transfer) Application Documents

International applicants who are educated outside the United States and are applying for a foreign student visa (F-1) must file the SUNY Application or Common Application. Students who have received all their secondary education outside of the USA and are US Permanent Residents or US Citizens should contact Enrollment Services for clarification on the requirements for admission. (See *Freshman or Transfer Application* procedures.)

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

- An original copy of the secondary school transcripts and certificates (for all applicants who have never attended a post-secondary institution). Applicants utilizing the WES Verification Service do not need to include a copy of the original transcript.
- Applicants who have attended a post-secondary institution must send a copy of their post-secondary school transcripts and certificates in their original language. It is also strongly recommended that a syllabus or college catalog translated into English, be forwarded to the Office of Enrollment Services. This will facilitate the academic advisement and transfer credit evaluation process. Applicants utilizing the new WES Verification Service do not need to include a copy of the original transcript.
- All applicants must also have all educational documents evaluated by Education Credential Evaluators, Inc. (ECE), or World Education Services, Inc. (WES). An official copy of the evaluation must be sent to the Office of Enrollment Services unless an Admission Advisor waives the specific evaluation (this waiver may be available for a few foreign countries only). Contact the Office of Enrollment Services for further information.
- Proof of English Proficiency is required. All applicants whose native language is other than English must take one of the following exams: Test of English as a Foreign Language Internet Based Test (TOEFL iBT), International English Language Testing System (IELTS), the International Test of English Proficiency (ITEP) or the advanced level of ESL at either Fulton-Montgomery Community College, Mohawk Valley Community College (M-HB ESL program), Stony Brook University's Intensive English Center, (IEC) or English 112 in the ELS Educational Service's Language Center, with a passing grade. (English 112 is used for undergraduate admissions only). Students who have also passed an English composition course taken at an accredited American University with a grade of C or better are waived from taking the TOEFL or IELTS exam.
- The minimum English proficiency test scores for admission are as follows: 61 on the TOEFL iBT, 6.0 composite IELTS score, Level 3 ITEP.

- International students are also required to demonstrate sufficient financial ability to attend school and meet living expenses in order to be granted permission to visit the United States as a student. All international applicants are required to submit the Financial Statement form and official bank statements reflecting the appropriate amount of money in US dollars prior to being issued an I-20.
- Immunization records are also required for completion of an application for admission. (See section on *Requirements for Enrollment*).

There are additional forms that must be submitted before the admission process is completed. It is recommended that applications for the fall semester be completed by **March 15th** and by **October 15th** for the spring semester. Applications received after this recommended deadline will be processed on a space-available basis. This time-frame allows most applicants sufficient time to request a student visa (F-1) from the appropriate consulate office within their country. After the applicant is accepted, the I-20 form is created and sent to the applicant. The I-20 is required for requesting the student visa (F-1). Please contact the Office of Enrollment Services at (516) 876-3200 to obtain the specific forms for international applicants.

International Admission Requirements

Admission to the College is based on a student's successful completion of secondary school and on their academic achievement. Evaluations conducted by ECE, or WES are designed to equate the level of education in foreign countries to the level of education within the U.S. International freshman applicants should have an equivalent secondary school average of an 80 (US average) or above. In addition, all international freshman applicants whose native language is other than English must demonstrate English proficiency as explained in the *International Student Application Documents* section of this catalog.

International Transfer Requirements

Admission as a transfer student is based on the academic achievement within the post-secondary institution.

All programs in the School of Arts and Sciences require a minimum cumulative grade point average of 2.00. Programs within the School of Education and the School of Business currently require higher minimum grade point averages. The basic academic admission requirements for these program are as follows:

- Accounting - 3.0 cumulative GPA
- All other majors within the School of Business - 2.7. cumulative GPA
- School of Education - 3.0 cumulative GPA (all majors within the School of Education)

An official declaration of major (see the Declaration of Major section in this catalog), separate from the application, is required for majors within the School of Business.

The School of Business requires all students to file a "Declaration of Major" Form with the Office of the Registrar prior to enrolling in upper division courses. The School of Education also has several requirements that must be met prior to entering into the upper level Education courses. Students should contact the School of Education for specific information about these additional requirements

Any changes to the College's admission policy made after the printing of this catalog, will appear on the admission pages of the College's website at www.oldwestbury.edu.

International transfer applicants whose native language is other than English must demonstrate English proficiency for admission to the college as explained in the *International Student Application Documents* section of this catalog.

Special Admission Programs for Degree Status (Matriculated)

Educational Opportunity Programs (EOP)

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

To be eligible for admission to the Educational Opportunity Program you must be:

- A New York State resident for 12 months prior to enrollment
- Ineligible for admission under traditional standards, but demonstrate potential for completing a college program
- In need of financial assistance within established income guidelines

In selecting students for the program, priority is given to applicants from historically disadvantaged backgrounds.

For further information about eligibility, visit the SUNY website at http://www.suny.edu/student/academic_eop.cfm/

Interested applicants must file the SUNY Application for Admission as mentioned in the *Admission and Application*

Procedures section of the catalog and must specify an interest in EOP on the SUNY application where it applies. Specific information about the EOP program may also be found in the EOP section of this catalog.

Second Degree Students

Students who have received a baccalaureate degree and wish to pursue a second degree may do so by applying to the College as Degree (Matriculated) students. The College's transfer admission requirements must be met. Department degree requirements and college residency requirements for each degree must also be met. General Education requirements are usually satisfied if a student has earned the first degree at another SUNY institution. General Education requirements are evaluated on an individual basis for any first degrees from non-SUNY institutions.

Second degree students must earn a minimum of 40 credits hours* of which 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."

***48 credits are required for Accounting.**

Evening Program

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

Students may attend classes on a full-time or part-time basis during the day or evening (after 6:00 PM). Please note that non-matriculated students may take a maximum of 32 credits at Old Westbury but are not eligible for financial aid. Students who wish to pursue study beyond 32 credits must apply for matriculation and meet the appropriate academic requirements for admission.

Air Force ROTC Program

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

Army ROTC Program

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

Requirements for Enrollment Upon Admission

College Proficiency requirements for English and Mathematics

As a fundamental part of the College's requirements, proficiency in Mathematics and English Composition is required of all students. New students will be advised and placed into a Mathematics course and an English course unless an appropriate college level course or standardized examination score is deemed equivalent.

The College does not administer placement exams for new students in English or Mathematics. Students that have coursework taken at an accredited US college or have taken an advanced level examination (ex: AP, IB, etc.) must make sure that the transcripts or official examination scores are submitted to the Office of the Registrar before attending the New Student Orientation Program or registering for classes. See the Degree Requirements section in this Catalog for further information about these proficiencies.

Immunization Requirements

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

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

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

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

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

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

Housing, Tuition Deposits

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

Admission for Non-Matriculated Students (not seeking a degree)

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

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

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

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

High School Enrichment Program

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

Life Long Learner Program

High school graduates and college students who have not earned a baccalaureate degree may wish to continue their education as non-matriculated Life Long Learners. Individuals wishing to apply on this basis must submit a copy of their high school diploma, or a copy of their college transcript reflecting good academic standing, from the most recent college attended.

Life Long Learner applications are available in the Office of Enrollment Services. Please note that non-matriculated students are not eligible for financial aid. Non-matriculated students may take a maximum of 32 credits. Students who wish to pursue study beyond 32 credits must apply for matriculation and meet the appropriate academic requirements for admission.

Non-Degree Program

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

Please note that non-matriculated students are not eligible for financial aid. Non-matriculated students may take a maximum of 32 credits. Students who wish to pursue study beyond 32 credits must apply for matriculation and meet the appropriate academic requirements for admission.

Visiting Student Program

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

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

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

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

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

Summer Session Admission

The summer session is a convenient way to take college courses near your home in just a few short weeks. The College usually offers a variety of summer sessions during the summer months of May, June, July, and August. Admission is on a non-matriculated basis. However, current matriculated Old Westbury students may register for summer classes. Current Old Westbury students who need to use Financial Aid for the summer sessions should meet with a Financial Aid Advisor in advance to secure their aid of the entire academic year (including the summer session).

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

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

Audit Opportunities

"Over Sixty" (Senior Auditor) Program

The "Over 60" Program (OSP) permits persons 60 years of age and over to observe (audit) courses on a space-available, instructor permission basis without the payment of tuition. Participating observers will not receive academic credit for courses attended. Course observers/auditors with an auditor ID card are permitted the use the Library and the Clark Center (gym). The OSP program is a privilege and may be revoked by the college at anytime.

How to Enroll in the OSP Program:

- Complete a "Senior Auditor" application with the Office of Enrollment Services.
- When the application has been processed, it will be returned to you for instructor approval.
- View the course schedule at www.oldwestbury.edu to choose a course.
- On the first day of class, request permission of the instructor of the course you would like to audit. If the instructor approves, s/he may sign the application.
- Submit the completed application to the Office of the Registrar.
- After the course to be audited is recorded as such, an auditor may request an ID card and purchase a vehicle registration decal. Auditors can purchase a parking decal at the Bursar's Office. The cost is \$10.00 for the first vehicle and \$5.00 for each additional vehicle. Failure to register vehicle/s will result in ticketing and possible towing at the owner's expense.

Alumni/Alumnae Program

Graduates of the State University of New York at Old Westbury may observe (audit) courses with permission of the instructor without payment of tuition and fees. Permission to audit courses should be arranged directly with the instructor prior to the first day of classes. Interested alumni/alumnae should obtain a copy of the class schedule on the website at www.oldwestbury.edu or through the Office of the Registrar.

Veterans Benefits

When a student's tuition charge is supported by the Department of Veterans Affairs Educational Benefit, the tuition charge may be deferred if the student files a request for deferral and submits supporting documents to the Campus Veterans Certifying Officer, who is located in the Office of the Registrar. To apply for the Department of Veterans Affairs Educational Benefit, the student must complete or provide proof of the following:

1. Department of Veterans Affairs Educational Benefit Application /a claim for benefit has been filled;
2. Letter of eligibility for benefits;
3. DD-214 Member 4 copy.

Note:

- Students are responsible for full payment of all tuition and fees, which must be paid by the mid-point of a semester, even if payment is deferred based on ACCES, Veterans Benefits, or Tuition Plans.

- VA benefits will likely be considered duplicate benefits by NYSHESC and therefore will affect NYSHESC (such as TAP) award amounts. Alumni Association Program

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

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

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

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

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

Interested students are encouraged to make an appointment with an Admissions Counselor for specific information, requirements and procedures. Applicants denied admission to the College as a degree or matriculated student cannot apply as a non-degree/non-matriculated student during the same semester.

Readmission

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

If readmitted, students who have been away from the College for five years or less will be subject to the college catalog requirements that were in effect when initially admitted. If readmitted, students absent for more than five years will be subject to all requirements in the college catalog that is in effect at the time of admission (including new GPA requirements for admission). If readmitted, students with outstanding financial obligations to the institution will not be permitted to register unless all obligations have been satisfied. If readmitted, students who had been academically dismissed must be approved for reinstatement by the Academic Standing Committee.

Students that have attended another institution during their absence at Old Westbury must submit an official transcript of each institution attended. Any deliberate falsification or omission of any data constitutes grounds for denial of admission.

Tuition And Fee Information

Tuition and fees related to enrollment at the SUNY Old Westbury are based on the schedule printed below. All tuition and fee charges are established in accordance with State University of New York policies.

Charges and Fees *

	Tuition Semester	Academic Year	Semester	Academic Year
New York State Residents:				
Full-time (12 credits or more)	\$3,235.00	\$6,470.00		
Part-time (fewer than 12 credits)	\$270.00 per credit			
Nonresidents:				
Full-time (12 credits or more)	\$8,160.00	\$16,320.00		
Part-time (fewer than 12 credits)	\$680.00 per credit			
College Fee				
Full-time student	\$12.50	\$25.00		
Part-time student	\$0.85 per credit			
Student Government Activity Fee¹				
Full-time student	\$87.50	\$175.00		
Part-time student	\$51.00	\$102.00		
Intercollegiate Athletic Fee				
Full-time student	\$164.00	\$328.00		
Part-time student	\$82.00	\$164.00		
Health Service Fee				
Full-time student	\$110.00	\$220.00		
Part-time student	\$9.50 per credit			
Technology Fee				
Full-time student	\$162.50	\$325.00		
Part-time student	\$13.50 per credit			
Transportation Fee				
Full-time student	\$50.00	\$100.00		
Part-time student	\$25.00	\$50.00		
Foreign Student Health Insurance				
(applies to international students and to SUNY Old Westbury students studying abroad)		\$1301.25**		
** Fall \$542.25, Spring \$739.00				

Housing

Double Occupancy	\$3,500.00	\$7,000.00
Advance Housing Deposit ²	\$50.00	
Room Damage Deposit ³	\$50.00	
Key Deposit (includes mailbox key)	\$35.00	
Common Area Damage Deposit	\$25.00	

Board (Meals)

All dormitory residents must participate in one of the following meal plans, which includes a declining balance (d.b.) service:

All 19 meals per week/ \$300 d.b.	\$1,695.00	\$3,390.00
Any 14 meals per week/ \$350 d.b.	\$1,695.00	\$3,390.00
Any 10 meals per week/ \$400 d.b.	\$1,695.00	\$3,390.00

Meal Plan Rates are subject to change each year.

The fees below are payable for each occurrence or request:

College Identification Card Replacement	\$10.00
Key Replacement	\$10.00
Late Registration Fee	\$50.00
Re-Registration Fee (following cancellation of classes)	\$50.00
Returned Check Fee	\$20.00
Late Add/Drop Fee (per transaction)	\$20.00
Transcript Fee (each official and student copy)	\$10.00
Diploma Fee	\$10.00
Late Payment Fee	\$50.00

* The schedule above represents current tuition, fees and charges and is subject to change without notice.

¹ As a result of a student referendum, this student government activity fee is mandatory for all students. The purpose of this fee is to provide financial assistance for student conducted and/or student oriented programs, clubs and activities. Once the annual budget has been approved by the College administration, the Student Government, the recognized student government organization at the College, disburses these monies through its bonded officers according to established State University procedures (SUNY Regulations 302.14 of Title 8).

² Required of all dormitory residents for the fall semester. Required of all students seeking spring housing who did not live on campus during the fall semester.

Required of all students seeking spring housing who did not live on campus during the fall semester.

³ Deposits must be maintained throughout each semester of residence.

Residency Requirements

For tuition billing purposes, mere presence in New York State does not in itself constitute legal residence in the state. Students who are defined as New York State residents are those who, prior to the beginning of the semester, have established a permanent domicile in New York State for a period of at least one year immediately preceding the date of registration.

Students in college cannot gain residential status unless they can establish that their previous domicile has been abandoned and a new one established in New York for purposes other than attending the University. Proof of domicile is based on intention to remain in New York State. Factors relevant in determining domicile are: residence of parents (in case of unemancipated students), proof of financial independence, residence for personal income tax purposes, etc. An unemancipated student's domicile is that of the parent or legal guardian. Any student

claiming emancipation to establish a domicile in New York must submit evidence of emancipation and of the establishment of domicile. Evidence of emancipation must include the establishment of financial independence. Factors relevant to financial independence include but are not limited to: employment on a full-time or part-time basis, sources and extent of other income, place of residence during summer and school vacations, parents' prior year federal and state income tax returns as proof student was not claimed, independent filing by student of federal and state income tax returns, and utility bills in the student's name, dating back one full calendar year. Students on non-immigrant alien visa types B1, B2, C1, C2, C3, D1, F1, F2, H2, H3, J1, J2, M1 or M2 are not eligible to be considered New York State residents regardless of their length of stay. Students who are holders of A1, A2, A3, all G, H1, H4, I, all K and L1, L2 visas are probably eligible to be considered as New York State residents if domiciled in New York State. Copies of all immigration and visa information, including alien registration card must accompany the application for Residence Status. In any case, the residency application must be filed prior to the first day of classes of the term in which residency is sought. Applications for residency are available at the Office of the Bursar, Campus Center, I-104.

Payment of Fees and Charges

Tuition and other fees are payable by cash, check or money order made payable to SUNY Old Westbury. Payments may also be made using Visa, Mastercard or Discover. Payments can be made online at my.oldwestbury.edu.

A fee of \$20 will be assessed for each check returned by the bank on which it is drawn. Any student whose check is returned will be required to make all future payments by cash, money order or credit card.

Failure to make payment by the due date may result in the cancellation of classes.

NOTE: STATE DEBT COLLECTION LAWS AFFECTING ALL PAST DUE DEBTS OWED TO THE STATE OF NEW YORK

Certain State Laws that became effective on January 1, 1995 have granted additional enforcement powers to New York State agencies for collection of non-tax debts. These laws have augmented those codes and regulations that previously existed within the State University of New York. If you have a current or outstanding debt with the University, you are strongly urged to settle this matter now.

IMPORTANT PROVISIONS

INTEREST OR PENALTY ON OVERDUE NON-TAX DEBT – State Finance Law § 18

State agencies are authorized to assess interest or late payment penalty charges on overdue debts.

COLLECTION FEE – State Finance Law § 18

State agencies or their representatives may charge collection fees to cover the estimated costs of processing, handling and collecting delinquent debts. The amount can be as much as 22% of the outstanding debt.

AUTHORITY TO HOLD TRANSCRIPTS AND DENY REGISTRATION – Section 302.1 (j) of Chapter V, Title 8 of the Official Compilation of Codes, Rules and Regulations

No person shall receive credit or other official recognition for work completed satisfactorily, or be allowed to re-register, until all tuition, fees and all other charges authorized by State University have been paid or University student loan obligations have been satisfied.

REFERRAL OF THE DEBT TO THE TAX DEPARTMENT – State Tax Law § 171-f

State agencies are authorized to certify to the Department of Taxation and Finance that past due legally enforceable debts should be offset against any tax refunds, contracts or other State payments.

RETURNED CHECK CHARGE – State Finance Law § 19

State agencies are authorized to charge a returned check fee when a check is dishonored. If you wish to avoid these measures, you MUST make arrangements to resolve any outstanding debts as soon as possible. If you have questions regarding your debt, please contact the Bursar's Office at (516) 876-3168.

Adult Career and Continuing Education Services (ACCES)

The Adult Career and Continuing Education Services, or the New York State Education Department, will authorize the payment for the tuition, college fees, room and board for eligible (disabled) students. Inquiries regarding services authorized for vocational rehabilitation students should be addressed to a District Office of the Office of ACCES.

Payment Plans

The College is authorized by SUNY to defer payment up to one half of direct college costs, until the mid-point of a semester, for students who contract with the time payment plan. The amount of deferred payment will be based upon the contract amount. This time payment plan requires a nominal fee per semester. For further information,

please contact the Office of the Bursar at (516) 876-3168.

Veterans Benefits

When a student's tuition charge is supported by Veteran's Benefit Payment, the tuition charge may be deferred if the student files a request for deferral and submits it to the Campus Veteran's Certifying Officer, who is located in the Registrar's Office, along with proof:

1. That a claim for benefit has been filed;
2. Of eligibility for benefits;
3. Of extent of entitlement for benefit.

Note: Students are responsible for full payment of all tuition and fees, which must be paid by the mid-point of a semester, even if payment is deferred based on ACCES, Veterans Benefits, or Tuition Plans.

Refund Schedule

Tuition

A student who submits an appropriately completed drop or withdrawal form shall be liable for payment of tuition in accordance with the following schedule. A drop or withdrawal form, which is obtainable at the Registrar's Office, must be completed and returned to that office by the deadline listed in the class schedule. Refunds will be calculated based on the date of withdrawal, defined as the date the Registrar's Office receives the request.

Schedule of Tuition Liability (fall and spring semesters)

Liability During Week of Semester	Percentage of Semester's Tuition for which Student Is Liable
First Week	0%
Fifth Week	100%
Second Week	30%
Third Week	50%
Fourth Week	70%

Approval of the cancellation, as well as the date it becomes effective, must be certified by the chief administrative officer of the College or his/her duly designated representative. No money shall be refunded unless an application for a refund is made within one year after the end of the term for which the tuition requested to be refunded was paid to the State University. The first day of class sessions shall be considered the first day of the semester, and the first week of classes for purposes of this section shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

Students withdrawing from a course or courses must do so officially through the Registrar's Office. **NONATTENDANCE in a course does NOT constitute withdrawal.** Students are liable for payment of tuition and fees up to the date on which the application for withdrawal is officially approved.

All tuition and fee refunds require eight to ten weeks for processing. All refund procedures are established in accordance with SUNY policies.

Exceptions

- There shall be no tuition or fee liability established for a student who withdraws to enter military service prior to the end of an academic term. Proof must be submitted.
- A student who is dismissed for disciplinary reasons or administratively withdrawn for failure to comply with immunization requirements, prior to the end of an academic term, shall be liable for all tuition and fees due for that term.

Advance Housing Deposit (fall and spring semesters)

Each dormitory student is required to pay a housing deposit of \$50 when applying for housing. The deposit is applied against housing charges incurred by the student during the semester.

The advance housing deposit is not refundable after July 1, for fall semester reservations and December 15 for spring semester reservations. Students cancelling after these dates forfeit their deposits. If the deposits were made after these deadlines, the deposits are refundable for 30 days from the date of payment or until the first day of classes, whichever comes first. An applicant placed on a waiting list who does not receive a room is entitled to a refund of the deposit. All requests for refunds of the deposit must be made in writing to the Office of Residential Life.

Advance deposits will not be carried forward to subsequent semesters. A refund must be requested.

Room and Board

Requests for refund of room rent and/or board (meals) must be made by completing a Housing Termination form obtained from the Office of Residential Life. Room rent is payable in advance of occupancy. A student who withdraws from the residence halls any time prior to the midpoint of the semester is liable for rent as prorated based upon the week of termination. A student who withdraws after the midpoint of the semester is liable for the full semester's rent. Room rental rates are not affected by brief lapses in service. Students who are suspended/dismitted/expelled from residence halls or the College for academic or disciplinary reasons will not be given refunds of room rents and deposits.

Only those students who have withdrawn from residence halls will be entitled to a meal plan refund. Meal plan refunds will be calculated by dividing the amount the student was charged, by the number of weeks in the period and multiplying this by the number of weeks during which meals were eaten. Meals eaten during a portion of a week shall be considered as having been eaten for a full week. There shall be no refund for less than a week. The request for refund shall include the reason that the refund is sought. Residents have the option of changing from one plan to another during the first five days of each semester.

Key and Room Damage Deposits

As authorized by SUNY, a \$50 room and suite damage deposit, a \$25 common area damage deposit and a \$35 key deposit must be maintained throughout each semester a student lives on campus. These deposits are required to defray costs of repairing students' rooms, suites, common areas, key cylinders and replacing lost keys. If any damage occurs in such areas as student rooms, bathrooms, suites or common areas such as stairwells, hallways and lounges, which cannot be properly charged to an individual, all members of the suite floor, building or area community may share equal financial responsibility for the damage. Any damage or key deposits remaining upon a student's departure from residence housing will be refunded (to the student) in accordance with SUNY policy.

Student Government Fee

Requests for refund of the student activity fee must be made in writing directly to the Executive Board of the Student Government Association.

Foreign Student Health Insurance Fee

All international students, including participants in international exchange, overseas academic programs, and research programs, are required to participate in the state operated Health Insurance Program, unless they can document comparable alternative insurance coverage. The foreign student health insurance fee cannot be deferred. Payments must be made in full to the Bursar's Office. (Evidence to authenticate an alternative insurance plan held by a student must be produced before a waiver can be granted.) For additional information, students may contact the International Student Advisor, located in the Office of Enrollment Services.

Health Service Fee

Refunds of the Health Service fee will be issued in accordance with the Schedule of Tuition Liability of the State University of New York. No refunds will be given after the end of the fourth week of a semester.

For further information, students are advised to contact the Office of Student Health Services.

College Fee

The College fee is not refundable except for a student who withdraws to enter military service prior to the end of an academic term. Proof must be submitted to the Registrar's Office.

Intercollegiate Athletic Fee

Refunds of the Intercollegiate Athletic Fee will be calculated based on the date of official withdrawal in accordance with the Schedule of Tuition Liability of the State University of New York.

Technology Fee

Refunds of the Technology Fee will be calculated based on the date of official withdrawal in accordance with the Schedule of Tuition Liability of the State University of New York.

Transportation Fee

Refunds of the Transportation Fee will be calculated based on the date of official withdrawal in accordance with the Schedule of Tuition Liability of the State University of New York.

Other Fees

Except as specified above, fees are nonrefundable.

Financial Aid

The Office of Financial Aid, in addition to administering various federal/state financial aid programs, offers an extensive network of services to assist students in meeting the costs related to their education. Individual financial aid counseling, financial aid application workshops, debt-management counseling, scholarship opportunities and both on-campus and off-campus job opportunities are offered to students as a part of a comprehensive approach to assisting students in financing their college education.

Although the basic responsibilities for financing higher education rest with the students and their families, the Office of Financial Aid utilizes the maximum available federal/state aid resources to assemble a financial aid package that consists of grants, loans, scholarships and student employment opportunities for eligible students so that the burden on the students and their families will be minimal.

All financial aid at Old Westbury is administered without discrimination as to sex, race, color, religion, national or ethnic origin. Federal and state laws, regulations, guidelines and policies governing the administration of these programs are strictly followed.

Information in this section, although currently accurate, is subject to change as revisions in state and federal regulations occur and new legislation is passed.

Students are strongly encouraged to use this information in conjunction with individual communication with the Office of Financial Aid to be assured of all program requirements and updates.

Application Process

Students wishing to apply for any/all federal or state student financial assistance (grants, loans, scholarships and student employment opportunities) must complete all of the required applications by the suggested deadline of April 15th, as well as submit all necessary documentation to comply with regulatory requirements. Students/parents can meet privately with a financial aid professional who will review the application process step by step and collect all of the required documentation. Applicants can apply electronically at www.fafsa.gov. Contact the Office of Financial Aid for additional information.

Application Documentation

- Free Application for Federal Student Aid (F.A.F.S.A.)/Renewal Application; available at www.fafsa.gov.

In addition to the applications, students/parents might be required to submit additional documentation to the Office of Financial Aid prior to the determination of eligibility. All information is used strictly for the sole purpose of determining a student's eligibility for federal/state student financial assistance. The following items are examples of some of the additional documentation:

- A Verification Worksheet
- An IRS Tax Return Transcript
- Documentation of student/family previous year's benefits from public assistance, Social Security, unemployment assistance, or other programs;
- Documentation of non-tax filing status.

Application Process Overview

The Free Application for Federal Student Aid (FAFSA) will be processed through a federal formula developed by Congress. This formula, which is written in the law, allows analysis of the applicant's total family income and assets, as well as other important variables, and determines the student's eligibility for the Pell Grant. In addition to Pell eligibility determination, the formula provides an expected family contribution. This figure is used by the Office of Financial Aid, as required by law, to determine a student's need. Need, in this concept is derived by using the following formula:

Cost of Attendance

(minus) - Expected Family Contribution
(minus) - Outside Resources
(equals) = Financial Need

Students who demonstrate this financial need receive a financial aid "package" (referred to earlier), once they fulfill all the necessary requirements for being awarded federal/state student financial aid. Approximately two to three weeks after the FAFSA is submitted electronically, students will receive Student Aid Reports (SAR's) that must be checked for accuracy. At this point, the Office of Financial Aid will review students' applications, request additional documentation (if necessary), and upon completion, send an Award Letter to students advising them of the assistance they are eligible to receive. This Award Letter must be signed and returned to the Office of Financial Aid no later than ten days from the date of the letter. Accepted and registered students can view items requested and/or award offerings on-line utilizing my.oldwestbury.edu.

Responsibilities of Financial Aid Recipients

All financial aid recipients are expected to complete the application process **annually**, by the prescribed deadlines. Students must meet requirements for good academic standing and maintain normal academic progress toward a degree. Students are obligated to report changes of name and address, changes in dependency status and receipt of any additional scholarships or grants, loans or employment to the Office of Financial Aid. The College reserves the right to make adjustments in financial aid packages due to any changes in enrollment, residency, income discrepancy or financial circumstances. Students who do not meet the requirements for aid that has been awarded will be required to repay financial aid funds they have received. Students who withdraw from the College before the end of an academic term may be required to repay a portion of their financial aid.

Approximate Academic Year Costs*

Tuition (part-time: \$257.00/credit)-NYS residents	\$6,470.00	Books and supplies	\$1,000.00
Tuition (part-time \$659.00/credit)-Non-residents	\$16,320.00	Room (double occupancy)	\$7,000.00
College Fee (part-time: \$.85/credit)	\$25.00	Meal Plan, residents	\$3,390.00
Student Government Activity Fee (part-time: \$102.00)	\$175.00	Meals and personal expenses, commuters	\$3,080.00
Intercollegiate Athletic Fee (part-time: \$164.00)	\$328.00	Personal expenses, residents	\$1,210.00
Health Service Fee (part-time: \$9.50/credit)	\$220.00	Transportation/misc.: Residents	\$750.00
Technology fee (part-time: \$12.00/credit)	\$325.00	Commuters	\$2,000.00
Transportation fee (part-time: \$25.00/semester)	\$100.00		

**All charges/fees are subject to change without prior notice. See tuition/fee section for more specific cost information.*

Types of Student Financial Aid Available

SUNY Old Westbury participates in most federal and state financial aid programs. Students are urged to contact the Office of Financial Aid for specific information regarding these programs. The Office of Financial Aid also provides several publications to parents/students, such as:

- Financial Aid Brochures
- Financial Aid /The Student Guide/ USDE
- FAFSA ON THE WEB/USDE
- SUNY: How to Apply for Student Financial Aid/HESC
- SUNY: Your Student Loan/Your Rights and Responsibilities
- Old Westbury College Work Study and Off-Campus Employment Program
- SUNY: Your Student Loan/Paying Back

Federal Student Financial Aid

Applicants requesting federal assistance must meet the following minimum eligibility criteria:

- United States citizenship or non-citizen eligibility;
- Enrollment as a regular student in an eligible degree program;
- Documented "need" as described in the Application Process Overview above;
- Possession of a signed statement of Updated Information, Selective Service, Registration Status, Educational Purpose, and Refunds and Defaults;
- At least half-time enrollment for Federal Direct Loan eligibility.

Grants: Financial Aid That Need Not Be Repaid

Federal Pell Grant: applied for via the FAFSA, IFAA and SAR's (see Application Process).

Federal Supplemental Educational Opportunity Grant (FSEOG): applied for via the FAFSA, FAA and SAR's (see Application Process).

Loans: Financial Aid That Must Be Repaid

Federal Loans: financial aid that must be repaid with interest.

Federal Perkins Loan: (formerly National Direct Student Loan); low interest educational loans that assist students in meeting educational costs. Applied for via the FAFSA. Students are awarded based on financial need. An Electronic Master Promissory Note must be completed if awarded.

Federal Direct Loan: (formerly Federal Stafford Student Loan); subsidized and unsubsidized low interest educational loans that assist students in meeting educational costs. Must apply for via the FAFSA. Unsubsidized Federal Stafford Loans are available regardless of family income. If a student wishes to apply, a Loan Request Form and Entrance Counseling must be completed.

Federal Direct Parent Loans for Undergraduate Students (PLUS): low interest educational loans to assist parents of undergraduates in meeting students' educational costs. Applied for via a Pre-Qualification Application and Master Promissory Note in conjunction with a FAFSA.

Important Note: When students apply for a Federal loan, and/or Federal Perkins loan, they must sign an agreement to repay it. That agreement is called a Promissory Note. Students are urged to understand that these are legally binding contracts and the loans must be repaid even if they decide not to finish school. Any student who fails to repay the loan, will go into default and the school, the lender, New York State and the federal government will take legal action against the student to recover the money. The College feels that an education is the wisest and most important investment that an individual can make; however, before students take educational loans, the College urges them to see a financial aid professional to discuss their rights and responsibilities, and issues related to repayment, debt management and loan default.

Student Employment: employment, federally and non-federally funded, that allows students to work and earn money to help pay for school.

Federal College Work Study (FCWS): federally and state-funded program that allows eligible students to work in an area of interest. Applied for via the FAFSA.

Job Location and Development (JLD): federally and state-funded program that coordinates the search and placement of students in employment off campus, usually related to their field of interest. Applied for via a JLD application.

Anti-Drug Abuse Act Certification

A conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1); (20 U.S.C. 1091 (r)(1)).

New York State Student Financial Aid

In addition to the various federal student financial aid programs, New York State residents (United States citizens, permanent residents or refugees) can apply for various student financial assistance to help meet their costs of education. Students are urged to contact the Office of Financial Aid for specific information on these programs. Students must also be aware that, as is the case with federal student financial aid, state student financial aid has specific academic requirements for determination of eligibility. Students must meet **both** the *Pursuit and Progress Standards* set forth in this catalog and are reminded that they must repay any financial assistance that they receive if they are subsequently determined to be academically ineligible. **Failure to declare a major by the time students have earned 57 credits will result in loss of eligibility for state financial aid.**

Tuition Assistance Program (TAP): A non-repayable grant available to eligible New York State residents to assist students in meeting their cost of tuition. Applied for via a Free Application for Federal Student Aid (FAFSA) and ETAP Application. Students must be enrolled full-time (at least 12 credits per semester) and meet other criteria as indicated.

Aid for Part-time Study (APTS): A non-repayable grant available to eligible New York State residents who have not exhausted their TAP eligibility and are working toward a degree on a part-time basis (fewer than 12 credits per semester). Additional information is available in the Office of Financial Aid. Applied for via an APTS Application from the Office of Financial Aid in conjunction with an IFAA (see *Application Process*).

Part-Time TAP: A non-repayable grant available to eligible New York State residents who have not exhausted their tap eligibility and are working toward a degree on a part-time basis. Additional information is available in the Office of Financial Aid.

Educational Opportunity Program (EOP): A program designed to provide higher education opportunities for academically and economically disadvantaged students. Eligibility is determined jointly by the Admissions Office, the Financial Aid Office and the EOP Office. Applied for via the Admissions Office in conjunction with the FAFSA, FAA and SAR's (see *Application Process*).

Other State Student Financial Aid: in addition to the state programs listed above, students should also contact the Office of Financial Aid regarding specific aid programs such as

AmeriCorps Education Award	Are you a New York State resident interested in high quality opportunities in community service activities in exchange for an education award?
Child of Veteran	Students whose parent(s) served in the U.S. Armed Forces during specified periods of war or national emergency.
Flight 587 Memorial Scholarship en Español	This scholarship guarantees access to a college education for the families and financial dependents of victims of the crash of American Airlines flight 587 on Nov. 12, 2001.
Memorial Scholarship	Memorial Scholarships provide financial aid to children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York. Student must establish eligibility by submitting a <i>Memorial Scholarship Supplement</i> , For study in New York State.
Military Service Recognition Scholarship (MSRS)	MSRS provides financial aid to children, spouses and financial dependents of members of the armed forces of the United States or state organized militia who, at any time on or after Aug. 2, 1990, while New York State residents, died or became severely and permanently disabled while engaged in hostilities or training for hostilities. Student must establish eligibility by submitting a <i>Military Service Recognition Scholarship Supplement</i> , For study in New York State.
NYS Scholarship for Academic Excellence	Scholarships for Academic Excellence provide up to \$1,500 per year for up to five years of undergraduate study in New York State.
New York Lottery Leaders of Tomorrow Scholarship	One student from every public and non-public school that applies will be awarded a scholarship. For study in New York State.
NYS Volunteer Recruitment Service Scholarship	New York State offers scholarships to volunteer fire and volunteer ambulance companies to use as a recruitment and retention incentive for new members. Scholarships are for study at local colleges or universities in New York State. Volunteer company officials may obtain applications by contacting the Scholarship Unit at 1 (888) 697-4372. Student should request the application from their company official.
Regents Health Care Opportunity	New York State Regents Health Care Opportunity Scholarships are awarded annually to students studying medicine or dentistry in New York State.
Regents Professional Opportunity Scholarship	Students pursuing a career in one of several professions may be eligible to apply for the New York State Regents Professional Opportunity Scholarships. For study in New York State.
Robert C. Byrd Honors Scholarship	This competitive federal honors program provides scholarships to academically talented high school seniors who are New York State residents and plan to attend any approved institution of higher education in the United States.
State Aid to Native Americans	Are you an enrolled member of a New York State tribe or the child of an enrolled member of a New York State tribe? You may be eligible for an award through the Aid to Native Americans Program. For study in New York State.
Veterans Tuition Awards	Vietnam, Persian Gulf, or Afghanistan veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State are eligible for awards for full or part-time study.
World Trade Center Memorial Scholarship	The World Trade Center Memorial Scholarship guarantees access to a college education for the families and financial dependents of innocent victims who died or were severely and permanently disabled as a result of the Sept. 11, 2001 terrorist attacks on the United States of America and rescue and recovery efforts.

Other Scholarships

The Office of Financial Aid posts scholarship offerings outside the office.

Disbursements

Financial aid funds for eligible recipients are disbursed by the Office of the Bursar usually before mid-semester.* (College Work Study checks are also disbursed by the Office of the Bursar every two weeks.) Therefore, it is strongly recommended that each financial aid recipient have \$400 to \$500 available (after the bill has been paid) to cover books and personal expenses, including transportation, until financial aid checks arrive.

*Federal Direct Loan and Direct Parent Loan checks will be reduced by the amount of an origination fee and an insurance fee.

Academic Standards for Continued Financial Aid Eligibility

All students are expected to maintain good academic standing and be making satisfactory progress at the College to receive financial aid.

New York State Awards

To be eligible for state aid, all students must fulfill the following conditions of pursuit and progress:

PURSUIT: • **Must complete the minimum number of credit hours listed in the appropriate semester:**

STATE AWARD SEMESTERS	MINIMUM CREDIT HOURS OR EQUATED CREDIT HOURS TO BE COMPLETED EACH SEMESTER
First & Second	6
Third & Fourth	9
Fifth & Beyond	12

Withdrawals (grades of W) are not considered course completions.

PROGRESS: State Award semesters¹

Standards for First-Time to College Students Who are First-Time TAP Recipients and Enter College During or After Fall 2006

Before being certified for this payment:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least this many credits:	0	3	9	21	33	45	60	75	90	105
With at least this GPA:	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Standards for Students Who Entered College Prior to Fall 2006

Before being certified for this payment:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least this many credits:	0	3	9	18	30	45	60	75	90	105
With at least this GPA:	0	.5	.75	1.20	2.0	2.0	2.0	2.0	2.0	2.0

¹Refers only to semesters for which a student has received state aid.

Noncredit remedial instruction (equated credits) can be counted toward a full-time academic load, but the number of credits in this chart refers to work completed toward the degree.

Financial Aid Ineligibility Waiver Policy

Students who are notified that they have lost eligibility for state financial aid for failure to meet pursuit and/or progress standards outlined on the accompanying chart may request a waiver. Only one waiver may be granted during the student's entire undergraduate education. In addition, students who do not maintain a minimum semester grade point average of 2.00 ("C" average) beginning in their fifth TAP semester will lose eligibility for TAP as well as other state aid. A "C" average waiver may be granted if a student meets the following waiver application criteria.

Waiver applications will be considered by the Office of Academic Affairs if the student can document one of the following reasons for not having met minimum standards:

1. Illness or death in family
2. Personal illness
3. Personal problems
4. Financial problems
5. Family problems
6. Other extenuating circumstances (must be specified)

Waiver applications are available in the Office of Financial Aid. Completed applications must be accompanied by appropriate documentation, e.g., medical records, letters from community agencies or College officials.

Federal Awards

To be eligible for *Title IV federal aid* (Pell, FSEOG, CWSP, Perkins, Stafford), students must meet the College's criteria for good academic standing and maintain satisfactory progress toward a degree. The criteria for good academic standing and satisfactory progress toward a degree are outlined in this catalog in the *Academic Policies and Procedures* section under the heading *Academic Standing*. Students who fail to meet these criteria may, through the Academic Standing Committee, appeal for reinstatement to the College. If students are successful in their appeal for reinstatement, they must provide documentation to the Office of Financial Aid. All federal aid, except the Perkins loan, will be reinstated following a successful appeal. Students who are placed on probation are not eligible for a federal Perkins loan.

A particular course can count toward a degree only once. Students who repeat courses will be using up full-time equivalent semesters without a corresponding incremental increase in credit accumulation. Therefore, students who frequently repeat courses risk falling below the standard.

Students enrolled at the College must be making satisfactory progress before federal funds will be disbursed, whether or not aid was received for prior semesters. At the end of each semester, students are evaluated for financial aid eligibility for the following semester.

Transfer students are assumed to be in good academic standing and making satisfactory progress during their first semester at the College. They will be evaluated for aid eligibility after completion of their first semester at Old Westbury.

The academic records of readmitted students will be evaluated for financial aid eligibility based upon their previous academic performance.

Continued Financial Aid Eligibility for Part Time Students

Completion of courses and the number of earned credits is prorated accordingly for part-time students receiving Aid for Part-time Study and Vietnam Veteran's Tuition awards.

Financial Aid Procedures for Withdrawals

Depending upon individual circumstances and the date that they withdraw from SUNY Old Westbury, students need to be aware of financial implications and take appropriate action. Specific items students need to be concerned about are as follows:

College Refund Policy – Tuition, fees, room, and meal plan charges are assessed over time each semester. Reductions in charges, or refunds if appropriate, will be processed automatically by the College based upon the date the student officially withdraws from the College. Students should have an understanding of college refund policy as it pertains to their situation. SUNY Old Westbury's refund policy is printed in the Schedule of Classes each semester.

Federal Title IV Return of Federal Student Aid - Federal regulations require aid recipients to "earn" most of the aid they receive by staying enrolled in college at least half time. Students who withdraw prior to completing 60 percent of the semester for which they received federal student aid may be required to return some of the aid they were awarded. Federal regulation assumes that you used your Title IV student aid (e.g. Pell, Stafford or Perkins Loans) to pay your institutional charges – tuition, fees, residence hall room and board, and certain other institutional charges – whether you did or not. If you withdraw prior to completing 60 percent of the semester for which you were awarded aid, the unearned portion of that aid must be returned to the federal government.

The College at Old Westbury will restore to the appropriate federal fund source its required share of institutional charges that you have paid. If the amount returned by the College is not enough to repay the entire amount that you haven't "earned" by the length of your enrollment, you will be required to return portions of amounts that you received to pay for indirect expenses.

Amounts that must be returned to federal aid sources, whether by SUNY Old Westbury or by you, will first be applied to your federal loans. If you are entitled to a refund from SUNY Old Westbury of amounts you paid to cover institutional charges, any refund due you will first be applied to your obligation to return "unearned" aid before you receive money back.

This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended. SUNY Old Westbury uses a recognized calculation procedure to abide by this regulation.

Official Withdrawals

Deferred aid is considered payment against charges and if sufficient, may hold courses which would otherwise be cancelled for nonpayment. You must formally withdraw if you do not plan to attend classes. Students must complete the official withdrawal process so as not to jeopardize their continued eligibility for financial aid.

- Student obtains Withdrawal Form from the Office of the Registrar, completes it, obtains appropriate signatures and returns it to Office of the Registrar.
- Students who have received federal loans must schedule an exit interview with the Office of Financial Aid. Perkins loan recipients must also schedule an exit interview with the Bursar.
- The Office of Financial Aid calculates indirect costs according to 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended and a recognized calculation procedure.

Student Affairs

The central purpose of the Division of Student Affairs is to complement and enhance the academic mission of the College by developing and implementing diverse programs and activities that support the academic enterprise. As a catalyst in the student development process, Student Affairs addresses the various interpersonal and affective issues associated with learning inside and outside the classroom. Toward this end, the Division of Student Affairs provides a full spectrum of services aimed at enriching the student's total Old Westbury experience. The College encourages student participation in the greater campus community and promotes opportunities that enable students to grow personally, socially, physically and culturally.

The highly qualified and diverse Student Affairs staff helps students in achieving their personal and professional best by encouraging involvement in athletics, social and cultural activities, career exploration and leadership opportunities. Given the diversity at Old Westbury, the Division is committed to creating an environment in which students feel valued, respected, and appreciated. The goal of the Student Affairs staff is to inspire students to pursue activities both inside and outside of the classroom that will ensure their full and responsible participation in campus life and in the greater community.

Administered by the Vice President for Student Affairs, the Division of Student Affairs consists of the following units: Dean of Students, Athletics, Career Planning & Development, Center for Student Leadership & Involvement, Counseling & Psychological Wellness Services, Commuter Programs & Services, Student Conduct, Orientation & Special Events, Residential Life and Student Health Services. Many of these offices have scheduled evening hours and all offices will arrange evening appointments by request.

The Division of Student Affairs oversees and advises the Student Government Association and its recognized clubs and organizations. The Division is also responsible for administering the College's Code for Student Conduct which can be found in its entirety at www.oldwestbury.edu.)

Vice President for Student Affairs

The Vice President for Student Affairs provides executive-level leadership and vision in the administration of a comprehensive range of services, policies and procedures related to student affairs programming, planning and strategically-related functions. As a member of the President's senior leadership cabinet, the VPSA assists in creating a campus culture that promotes the academic achievement and personal development of all students, assists with crisis response and institutional initiatives, advocates on behalf of students; and fosters collaborative relationships among students, faculty, and staff. The Vice President for Student Affairs participates in all aspects of institution-wide planning in support of the College's mission and goals, including meeting the needs of a diverse student population and creating a learning environment where all students have the opportunity to succeed.

The Office of the Vice President for Student Affairs is located in Campus Center, Suite H-418. Tel: (516) 876-3175.

Dean of Students

The Dean of Students functions as a member of the College's senior management team. Reporting to the Vice President for Student Affairs, the Dean of Students seeks to facilitate the integration of the academic experience of students with all aspects of the College and student life. The Dean of Students facilitates interactions among students, faculty and staff to promote a campus climate which supports students' academic success and their personal and professional development. The Dean of Students works to educate the entire College community, including faculty and staff, about relevant policies and ways of responding to student-related matters. The Dean of Students serves as a point of reference for students who have concerns about their campus experience. The services and practice of the office are broadly characterized as advocacy, support, programming, and administration. The Dean of Students oversees Career Planning & Development, the Center for Student Leadership & Involvement, Commuter Programs & Services and Student Conduct, and works closely with the Vice President for Student Affairs in shaping and implementing the guidelines for the offices of Career Planning & Development, Counseling & Psychological Wellness Services, Residential Life and the Student Health Center.

The Office of the Dean of Students is located in the Student Union, Suite 303. Tel: (516) 876-3067.

Athletics

The goal of the Athletic Department is to provide students with the opportunity to compete successfully in NCAA Division III sports as an integral part of their educational experience. Through athletic competition, student-athletes will acquire personal achievement, social responsibility and academic excellence. Old Westbury's athletic teams include: baseball, softball, men's and women's basketball, men's and women's swimming, men's and women's cross country, men's and women's soccer, women's volleyball, men's golf and women's lacrosse. The close relationships, mentoring by excellent coaches and participation in athletic competition in our Skyline Athletic Conference is a character-building and enriching opportunity for our student-athletes.

The Athletic Department also seeks to establish a campus community characterized by physical wellness. The Clark Athletic Center includes a full array of free weights and fitness machines. Fitness classes such as zumba, ab workouts, etc, are offered every term. Additionally, the Athletic Department responds to student interest in intramural sports by sponsoring a variety of intramural sports competition opportunities.

Clark Center hours are very flexible, ensuring night and weekend availability for those who seek to use the recreation facilities to work out or to participate in intramural sports. For more information, call (516) 876-3241 or check us out on the Athletics website: <http://www.oldwestburypanthers.com>.

Student Health Services

The Student Health Center is located in Campus Center, I-Wing, first floor. Tel: (516) 876-3250. The primary function of Student Health Services is to maintain each student's health and promote healthful habits enabling Old Westbury students to achieve their academic and life goals.

All currently enrolled students (full-time/part-time, residents/commuters) are eligible to use the service. **Students under 18 years old must have parent/guardian consent on file.** The service provides diagnosis and treatment of common student health problems and referrals for problems requiring more specialized care. In addition, students are guided toward an understanding of the role they play in determining their own health and how they can attain a high level of well-being.

It is recommended that all accepted students submit a record of a medical examination and a health history prior to attendance. These records provide the Student Health Service with the information needed in planning to meet the health care needs of individual students and the campus community as a whole.

The New York State Public Health Law (Section 2165) requires all enrolled college students to comply with laws regarding meningitis, measles, mumps, and rubella. (For more information, see the section on Public Health Law in this catalog under Laws, Policies, and Regulations Governing Campus Life.)

The SUNY Board of Trustees requires that all students partially fund, through a health fee, the campus Student Health Service. A Student Health Advisory Committee composed of students, faculty, and staff members acts in an advisory capacity and makes recommendations to the President regarding improvements or changes in the programs, policies, and procedures. When the College is in session, Student Health Services generally has a nurse in attendance five days a week. Physicians, nurses, and nurse practitioners are available Monday through Friday to provide primary care in the event of illness or injury. **Schedules are available upon request and are subject to change.** Students who must be referred to off-campus facilities such as hospitals, medical specialists, and laboratories are responsible for any charges incurred. Gynecological counseling and basic care is also available.

Additional health and dental plans are available to students. Students who have no other coverage are urged to purchase membership. International students are advised to contact the College's International Student Advisor, located in the Office of Enrollment Services, for information about mandatory health insurance coverage (see also the *Tuition and Fee Information* section of this catalog).

The Student Health Service also offers screening for various illnesses. Students may call (516) 876-3250 for further information. **Confidentiality:** Medical records are not released without the student's permission except as required by law.

Career Planning & Development

Career Planning & Development serves to educate and promote professional growth and skill development. Through one-on-one counseling, participation in educational, informational and recruiting events and the utilization of career related resources, students will gain an understanding of their career goals.

Individual Career Counseling: Career counselors are available to see students one-on-one in order to discuss and explore concerns regarding a student's major and career options, graduate school advisement, job search or other topics related to career matters.

Career Assessments: If you are confused or uncertain about the major you would like to declare, a career counselor will meet with you and, if necessary, will administer a career assessment. Assessments point out an individual's skills, interests and personality type in relation to various occupations.

Workshops: Throughout the semester, career workshops are offered in order to provide students with essential tips and advice needed as they transition from student to budding professional. The Backpack to Briefcase series includes resume and cover letter writing, interview preparation and skills, business etiquette and networking. Other workshops include job search strategies and professional dress.

Career Planning & Development Events: During the academic year, there are several events that take place, including the Fall Graduate School Preparation Program, the Spring Career Fair, employer information sessions, guest speaker workshop and recruitment events.

Resources: There are a variety of resources available when you visit the Office of Career Planning & Development. In our Career Center, you will find career exploration books, brochures pertaining to graduate school admission and testing as well as employment, volunteer and internship postings. There are additional computer work stations in the Career Center for students to work on their resumes and other career related projects or research.

The Center for Career Planning & Development is located in the Student Union, Suite 301. Tel: (516) 876-3158.

Center for Student Leadership & Involvement (CSLI)

The Center for Student Leadership and Involvement (CSLI) is the central hub for all of SUNY College at Old Westbury's student clubs and organizations. There are over 60 clubs and organizations to choose from such as Student

Government Association (SGA), Active Minds, Haitian Student Organization, UNICEF and many more. CSLI is also home to leadership development and the new leadership certificate program, LEAD. CSLI provides an enriched and quality experience for all of our students while helping to develop strong leaders that will take this experience and translate it to their future careers.

Student Clubs/Organizations: Student led clubs are the heart of the Center for Student Leadership and Involvement. We welcome over 50 student clubs - both returning and newly created - each year. Ranging from academic, cultural, spiritual, and many other groups, there is certainly something for everyone! Students are encouraged to join various clubs as well as take on leadership roles to learn more about facilitating group dynamics, conducting meetings, and many other "real world" applicable skills and experience.

Fraternity/Sorority Life (FSL): Our fraternities and sororities pride themselves on making the Old Westbury community flourish by striving for excellence through academic achievement, leadership development, philanthropic and community service, and programming. Fraternity and Sorority Life at Old Westbury is governed by the GPC (Greek Presidents Council) which consists of an executive board of organization members of the Greek community.

Student Government Association (SGA): The SUNY College at Old Westbury Student Government Association is a student-run representative body for the College. Composed of the Student Senate, Student Court and Executive Board, this organization exists to advocate for the needs of the students in their academic pursuits, professional development and social outlets. Students are strongly encouraged to meet their academic senator and their class representative to learn more about what SGA can do to enhance their experience at SUNY Old Westbury.

The Center for Student Leadership & Involvement is located in the Student Union, Suite 309. Tel: (516) 876-6975.

Commuter Programs & Services

Commuter Programs & Services (CPS) is dedicated to enriching the experience of commuter students at SUNY College at Old Westbury by acting as a resource for commuter students on the opportunities and services available to them, as well as advocating for their unique needs and challenges. Programming is provided to enhance the knowledge and experience of commuter students, on and off campus, while encouraging co-curricular involvement and leadership.

The office offers leadership opportunities that include Commuter Assistants, the Commuter Student Organization, and the Commuter Advisory Board. In addition to these opportunities, Commuter Appreciation Week, a week of various events and off campus trips, occurs once a semester. Additionally, the CPS office allows access to mass transit schedules, leadership opportunities, lounging areas, and a microwave.

Commuter Programs & Services is located in the Student Union, Suite 309. Tel: (516) 876-3079.

Counseling & Psychological Wellness Services

Counseling and Psychological Wellness Services supports the academic mission of the College in educating the whole student by promoting the psychological and emotional well-being of individuals and the campus community in provision of high quality counseling, consultation and crisis intervention services. Direct services offered include individual, group and couples counseling and psychotherapy, family counseling, and psychiatry services for a wide range of mental health and personal concerns. Our confidential services are free of charge and are provided in a safe environment where students may explore emotional, developmental and psychological factors that affect their mental wellness, personal happiness and academic achievement. Counseling and Psychological Wellness Services takes a flexible, individualized approach to addressing each student's needs. Counselors assist students in developing the healthy minds and skills necessary for optimal growth, achievement and quality of life. All students are treated with respect and are seen as individuals with unique strengths.

Crisis intervention: In situations of psychological emergency during regular business hours (9:00-5:00 Mon.-Fri), our skilled, licensed counselors will provide immediate crisis intervention support, assessment and management. In the event of an after-hours emergency on campus, students should immediately call University Police at (516) 876-3333. In the event of an after hours emergency off campus, students should call 911 or go to the nearest emergency room for assistance.

Consultation and Outreach: These services include planning and presenting psycho-educational and wellness programs in collaboration with the campus Wellness Committee, consulting with resident and commuter groups and organizations, and co-sponsoring programs with other departments on campus. Consultations are available for faculty, staff or administrators to address a range of issues including awareness of services available at our center, how to recognize students who need help, employing strategies for helping connect a student with counseling services or other support services. Counseling center staffers are available to consult with concerned family members, friends or roommates of students experiencing emotional distress.

The Office of Counseling & Psychological Wellness Services is located in the Student Union, Lower Level. Tel: (516) 876-3053.

Orientation & Special Events

The Old Westbury Orientation Office strives to provide programs that will ease the transition of our first year (freshman) and transfer student populations, as well as their families. In an effort to ensure a seamless integration into our campus community, our programs are designed to educate our students and their families about:

- Services offered to all Old Westbury students.
- Academic life and expectations.
- University policies and procedures.

Students who attend New Student Orientation and Transfer Orientation are more apt to do well academically and persist to graduation.

The Orientation Office is located in the Student Union, Suite 303. Tel: (516) 628-5022.

Residential Life

The Office of Residential Life houses approximately 1,050 residents on campus. The Residence Halls offer varied housing options in two (2) distinct communities. The Woodlands Halls house first year and upper class students, Freshman Honors Program, a 24 hour quiet residence hall and Career Development Hall. The Academic Village Halls (suite style) are designed for our upper-class residents only.

The residence halls are a place where the students transform their living environment: they study, make friends, hang out, celebrate each other and much more. In addition, there are trained Resident Assistants (RA's) supervised by Master's level Residence Hall Directors (RHD's), whose job is to provide our students with information, support and advice. The RA staff works to provide educational and social activities through which students are able to meet new people and to create a sense of community. The residence halls afford students the opportunity to grow both personally and academically.

The Office of Residential Life is located in the Campus Center, Room K100. Tel: (516) 876-3210.

Additionally, there are six community offices with one located in each hall, along with the Residence Hall Directors' offices. These offices are staffed (staffing schedule is posted at each individual office) Monday through Friday 9:00 am through 8:00 pm. Resident Assistants are available in their hall duty offices between 8:00 pm and 10 pm, Friday through Wednesday, and between 12:00 am and 3:00 am on Thursday. The hall duty offices are also staffed by Desk Attendants between 10 pm and 2 am, Friday through Wednesday and between 10 pm and 3 am on Thursday.

*To be eligible for campus housing, a student must be enrolled full-time (at least 12 credit hours), and maintain a cumulative GPA of at least 2.0.

Student Conduct

All SUNY Old Westbury students commit to upholding community values defined in the *Code for Student Conduct*. The Office of Student Conduct promotes personal responsibility and integrity throughout the student conduct process. As an integral part of the educational mission of Student Affairs, the office practices and remains committed to an educational approach when working with our student community. College students make good decisions and on occasion may make a poor decision or two. A collaborative environment exists whereby students have an opportunity to be accountable for personal choices, learn from those poor decisions, move forward, and continue their education as a productive member of the College community.

Housed within the Office of Student Conduct, Holistic Student Development Services provides assistance for students who may struggle personally or academically during their time on campus. Our services assess and treat mandated students regarding drug and alcohol usage, anger management and conflict resolution. Additionally, we provide assistance in the area of identifying housing and other services for homeless students that reside within New York City, Nassau and Suffolk Counties. A staff of graduate interns and trained student Peer Educators assist with the planning and facilitation of health education programs, and facilitation of drug and alcohol programming and awareness.

The Office for Student Conduct is located in the Student Union, Suite 303. Tel: (516) 876-3067.

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.

- The UPD Headquarters building is located in the Northern area of the Student Union parking lot.

Identification (I.D.) Cards

- A valid College I.D. card is the official SUNY Old Westbury identification for all students, faculty, staff and other employees. It must be carried at all times when on the campus of SUNY Old Westbury. It is non-transferable 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.
- College ID cards are available in Room H-140 in the Campus Center.

Vehicle Registration (Parking Permits)

All vehicles routinely parked on campus must display a registration decal. The decal can be purchased online at a location identified on the College's website. If a vehicle with a pass is being repaired, a temporary pass may be obtained at the University Police Department (UPD). All vehicles utilized on campus must be properly registered, inspected, and insured pursuant to the vehicle and traffic laws of New York State.

The University Police Department (UPD) acknowledges and honors all handicapped parking permits issued by governmental authorities. The department issues only 14-day temporary handicapped permits to employees. Students and staff requiring temporary handicapped permits must report to the Student Health Service located in the Campus Center 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.

College Campus Safety Report

Each year SUNY Old Westbury prepares a College Annual Security and Fire Report that addresses issues of safety and security at the College. This annual report includes crime reporting, drug and alcohol policies, daily crime log, crime prevention, disciplinary process, resident hall security, sexual assault and harassment policies, victim's rights, crime identification, campus crime statistics, fire safety and other topics pertaining to campus safety. The document is available by October 1 of each year in hard copy at University Police Headquarters and from many

other offices throughout the campus. It can also be accessed through the College's Web Site at www.oldwestbury.edu, by going to the home page, clicking on Student Life - go to Services and click on University Police and then click on Safety Reports.

Campus Codes and Policies

Code for Student Conduct

SUNY 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 for resident students 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 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.

Acceptable Use of College Technology Resources

This policy is applicable to all persons accessing College-based electronic information and services and/ or using College computing facilities, and networks. Users of College Technology Resources must comply with federal and state laws, College rules and policies, and the terms of applicable contracts including software licenses.

The Acceptable Use of College Technology Resources details the various measures the College employs to protect the security of its computing resources and its user's accounts; outlines the restrictions and prohibitions that are, or may, be put in place to ensure the capacity and security of College resources; and details the methods of enforcement that are applied in those instances where users violate the policy.

The policy is available on the campus website, www.oldwestbury.edu, and upon request from the ITS division. All campus users should review the policy in its entirety.

Email as Official Means of Communication

The College provides students with an email account upon the student's matriculation to the institution. This account is free of charge and is active as long as the student is actively pursuing a degree at the College. A College-assigned student email account is the College's official means of communication with all students. The College has established these accounts with the full expectation that students will receive, read and respond (as necessary) timely to emails. Students are responsible for all information sent to them via their College-assigned email account. Students who choose to have their email forwarded to a private (unofficial) email address outside the official College network address, do so at their own risk.

Institutional Review Board

The Institutional Review Board (IRB) is the College's federally registered body that monitors and approves research involving human subjects. The mission of the IRB is to facilitate ethical research involving human subjects, and has final authority on whether activities are exempt from IRB review, eligible for expedited review, require full IRB review, require modification, are approved or disapproved. Any member of the Old Westbury community who is conducting research involving human subjects must obtain IRB approval before beginning the activity; IRB approval is also necessary for any research activity that uses Old Westbury students as research subjects, regardless of researcher affiliation. Please note: retroactive approval is prohibited by Health and Human Services federal regulations.

Visit the IRB web pages (<http://www.oldwestbury.edu/irb>) for more information and for application materials. IRB Chair: Dr. Rahwa Haile (hailef@oldwestbury.edu)

Consent to Use of Images for Publicity/Promotional Uses

Registration as a student and attendance at or participation in classes and other campus and College activities constitutes an agreement by the student to the College's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, online and social media, electronic reproductions, or audiotapes of such classes and other campus and College activities. Questions related to this policy should be directed to the Office of Public and Media Relations. This statement reflects the complete College policy on this subject.

Non-Discrimination / Anti-Harassment Policy

SUNY 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:

<u>Department</u>	<u>Telephone #</u>	<u>Location</u>
Office of the President	(516) 876-3160	Campus Center, Rm. H-400
Office of Affirmative Action/Title IX Coordinator	(516) 876-3179	Campus Center, Rm. I-211
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, New Academic Building, Room 2064. 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 (FERPA)

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 based on the facts available.

Students wishing to inspect their records shall direct their requests to the office responsible for those records.

Student information, other than directory information¹, will not be released to a third party without the notarized consent of the student to the office housing the requested records, 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.
- The University discloses education records without a student's prior written consent under the Family Educational Rights and Privacy Act of 1974 FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff or a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials); a person serving on the Board of Trustees; SUNY System Administration employees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

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 Center which is located in the Campus Center, I-Wing, first floor.

* 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 e stamped with their address and title.

¹ "Directory information" includes information relating to a student's name, address, e-mail address, date and place of birth, major field 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 Writing Diagnostic Exam (WDE).

Placements on the WDE 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.

Contact Dean Hillery

Proficiency in Mathematics

For students at the College, Math Proficiency may be satisfied by completing MA1020 College Algebra, MA2000 Applied Statistics, or MA2050 Quantitative Decision Making with a grade of C or better.

Students who transfer in a course equivalent to one of the above, or a statistics course, with a grade of C or better will be proficient (but not eligible to take Precalculus if the course is Statistics or Quantitative Decision Making).

Students graduating from High School who have scored 85 or above on Algebra2/Trig Regents exam (or equivalent) will be proficient, but not necessarily eligible to register for courses above College Algebra MA1020.

Students who score a grade of 3 or better on an AP exam are proficient. (For AP exams in Calculus AB or BC, students who score 3 or better may go into Calculus II.

Placement Above Proficiency

Students move into courses above proficiency based on the College placement exam or Algebra2/Trig Regents exam, or by getting a grade of C in the lower course. Students should consult the Mathematics/CIS Department for detailed information about the course prerequisites.

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 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 40* 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 40* 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 40* 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 40*-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.

**48 credits required in Accounting*

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 Fine Arts (B.F.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. and B.F.A. degrees 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 or bachelor of fine 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	B.S.	0502	U0281
¹ Accounting/Accounting	*B.S./M.S.	0502	U0281
¹ Accounting/Taxation	*B.S./M.S.	0502.10	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
⁵ Comparative Humanities	B.A.	4903	U0392
⁷ 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
English	B.A.	1599	U0323
¹ Finance	B.S.	0504	U0282
³ Health & Society	B.S.	2299	U0723
History	B.A.	2205	U0329
⁴ Industrial and Labor Relations	B.A., B.S.	0516	U0283
⁷ 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
⁴ 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
⁵ Philosophy & Religion	B.A.	1599	U1065
Politics, Economics & Law	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
⁸ 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.,B.F.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 American Studies Department

⁵ History and Philosophy Department

⁶ Politics, Economics and Law Department

⁷ Mathematics, Computer and Information Science Department

⁸ Modern Languages Department

⁹ Combined degree program

Liberal Education Curriculum

The core of academic study at Old Westbury is a Liberal Education Curriculum. It is designed to provide students with a broad, multidisciplinary education that serves as a foundation for further study, career preparation, and participation in our increasingly complex society. Old Westbury's Liberal Education Curriculum maintains the College's commitment to Diversity, interdisciplinary education, and critical inquiry, and incorporates SUNY-wide General Education requirements.

Diversity. All students will complete a course in the College's mission-defined "Diversity/Social Justice" domain. Students entering in their first year will complete this requirement through a two-semester sequence, *FY1000 Ethics of Engagement* and *CL2000 Community Learning*. Transfer students may select from a list of approved Diversity courses.

College Proficiencies. Beyond the SUNY General Education domain learning outcomes, Old Westbury requires students to fulfill local College proficiencies in Mathematics and English.

- **Mathematics proficiency** may be satisfied by earning a grade of C or higher in *MA1020 College Algebra*, *MA2000 Applied Statistics*, *MA2010 Foundations of Mathematics I*, *MA2020 Foundations of Math-*

ematics II, MA2050 Quantitative Decision-making, MA2080 Precalculus for Business and Economics, or MA2090 Precalculus. Students may also satisfy the mathematics proficiency requirement by transfer of an equivalent course to the above, by earning a score of 3 or higher on the Calculus AB, Calculus BC, or Statistics AP exams, or by earning a score of 85 or higher on the Algebra II/Trigonometry Regent's exam. *Mathematics proficiency requirements can also be met by a satisfactory score on a placement examination evaluated by the Mathematics Department.*

- As a demonstration of proficiency in writing, students must achieve a grade of C or higher in both the EL 1000 English Composition I course (the GE Basic Communication course) and an EL 2200-2299 course in Argumentation/Literary Perspectives. Writing proficiency requirements can be met by transfer of courses with a grade of C or higher that are equivalent to EL1000 and EL 2200-2299 or by a satisfactory score on a writing placement examination evaluated by the English Department. Students who earn a 3 or higher on the AP English exam are exempt from taking EL 1000 English Composition I.

SUNY General Education. Students will complete a course in each of the following domains: Mathematics, Basic Communication, Creativity and the Arts, Western Tradition, American Experience, Major Cultures, Foreign Language, Natural Science, Humanities and Social Science. In some cases, an individual course may satisfy more than one domain, but all students must complete a minimum of 30 GE credits, as mandated by the SUNY Board of Trustees. The curriculum incorporates competencies in Critical Thinking and Information Management. *Effective Spring 2015, students transferring into Old Westbury with an AA or AS degree from a SUNY or CUNY institution are deemed to have met Old Westbury's General Education requirements.*

(More details about the Liberal Education Curriculum, and a list of courses included in the program, can be found at <https://www.oldwestbury.edu/academics/liberal-education>)

First Year Program

The goal of the First-Year Program is to promote student academic success and engagement in the Old Westbury campus community. Beginning in the fall of 2007, the First-Year Experience Program was expanded and restructured to include a common first semester seminar, The Ethics of Engagement: Educating Leaders for a Just World (FY1000, 4 credits) and a required course-embedded community engagement experience (CL General Education Course, 4 credits linked to CL2000, 2 credits).

The First-Year curriculum, required of all students who enter with fewer than 24 college credits, introduces students to the ethical, civic and academic ideals that define an Old Westbury education, creating a common intellectual foundation for students and fostering their active engagement in the College's richly diverse learning community. It promotes academic success by helping students to become intentional learners and develop the intellectual and social skills required to tackle the challenges of college learning and campus living-- critical thinking, problem-solving, intellectual analysis, time-management, teamwork, financial literacy and self-reflection.

In their first semester, students enroll in a common 4 credit first-year seminar, The Ethics of Engagement: Educating Leaders for a Just World (FY1000) that emphasizes the themes of self-discovery, the meaning of a liberal education, the relationship of the individual to society and the nature of values and of personal and social responsibility.

In their second semester, all first-year students participate in Old Westbury's mandated Community Action, Learning and Leadership Program which integrates traditional academic study and course-embedded community-based learning and action. The CALL program is rooted in the College's historic social justice mission, challenging students to confront the big questions facing the world today by participating in and reflecting upon civic engagement activities. Students enroll in a CL General Education course of their choice (4 credits), linked to CL2000: Community Engagement Field Placement (2 credits). Students in CL 2000 are assigned to work in a college or community placement for 4 hours a week (approximately 50 hours a semester) that relates to the particular course content of the CL General Education course in which they are enrolled.

Academic Advisers assist all first-year students and guide them in selecting appropriate courses. Students must satisfy any prerequisites before registering for courses.

Honors College Program

A select group of incoming full-time freshmen, transfer students and continuing students are invited each year to become Honors College students. Students who are selected to join the Honors College will have enriched educational opportunities and take a series of intellectually rigorous and stimulating courses that are a part of the required credits needed to complete a Bachelor's degree at Old Westbury.

Graduate schools, professional programs and employers all look with strong favor on applicants who have participated in an Honors College. The students receive benefits including internship and research opportunities, book scholarship funds each semester, priority registration, exclusive use of the Honors College study and reserved parking. In addition, the Honors College offers a variety of free academic, cultural and social activities. Admission to the Honors College is based on past academic performance.

Dr. Anthony DeLuca, Director of the Honors College is available at NAB 1021 by calling (516) 876-3177 or emailing delucaa@oldwestbury.edu.

- The Honors College accepts freshmen with at least a 90 high school average and a combined math and reading SAT score of 1150 and above.
- Continuing Old Westbury students must have at least a 3.5 GPA to apply for admission to the Honors College.

Academic Advisement for First Time To College Students

The Academic Advising Center staff provides the following services:

- Assist students as they plan their course work.
- Explain General Education requirements to students
- Assist transfer students in understanding how their previous coursework was evaluated.
- Help students make an informed choice of major.
- Provide information on academic policies and procedures.
- Monitor the progress of students on academic jeopardy and/or probation.
- Administer the College's placement examinations in English and mathematics.
- Advise students on time-management and study skills.

The Center is located in the New Academic Building, 1118A, (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, 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.

Course Prerequisites

Students should meet the prerequisites to a course before taking the course. Prerequisites indicate through specific coursework the type of knowledge, the level of academic maturity, or the acceptance to a specific program that a student should have achieved before taking a course. Completion of the prerequisites may be in progress at the time the student advance registers for the following semester. The course instructor has the option to instruct any student not meeting the prerequisites to a course to drop the course by the end of the first week of classes. In addition, some courses enforce prerequisites at the time of registration. Students who believe they have satisfied the prerequisite to a course through transfer work or through other study or experience should seek permission of the instructor before registering. Permission of the instructor supersedes stated prerequisites. Certain courses may be taken only with the permission of the instructor or of the department; this is listed as a course comment.

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

Joint Agreements

Any joint agreements we have with other colleges or universities should be listed under Admissions.

Policies and Procedures Regarding Transfer Credits

Credits appearing on the transcript of another regionally 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 80 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 institutions without regional accreditation 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.

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 40 credit hours (48 for Accounting majors) at Old Westbury, and fulfill the college residency requirement.
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;

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 Regents College Examinations, and the Defense Activity for Non-Traditional Support (DANTES) program, and International Baccalaureate Programme Credit.

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.

Credit will be awarded for a score of 3 or higher on any Advanced Placement Examination. Credit for CLEP examinations will be awarded for scores meeting or exceeding the minimum credit granting score as determined by the American Council on Education (ACE) and indicated on an official CLEP transcript.

Credits for AP and CLEP will only be awarded when an official AP or CLEP transcript, sent directly by the College Board is received by the Office of the Registrar. Credits cannot be granted on the basis of a high school transcript or college transcript even if they have been granted at those schools. For more information or to order transcripts go to www.collegeboard.org

Credits may also be granted for students who have participated in the International Baccalaureate Programme. Courses in which a score of 4 or higher is achieved may be considered for transfer credit and will be evaluated on a course by course basis. An official IBP transcript must be submitted to the Office of the Registrar for consideration before credits can be granted.

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).

International Baccalaureate Programme Credit

Credits may also be granted for students who have participated in the International Baccalaureate Programme. Courses in which a score of 4 or higher may be considered for transfer credit and will be evaluated on a course by course basis. An official IBP transcript must be submitted to the Office of the Registrar for consideration before credits can be granted.

Academic Credit for Military Training

A maximum of eight credits will be awarded for a minimum of two years of active duty in any branch of military service. However, such credits 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 Veterans Affairs Coordinator in the Office of the Registrar. (No automatic credit is given for active duty of less than two years.)

Veterans may also apply for credit based on specific formal courses of instruction given by the military services. The Office of the Registrar evaluates such applications based upon a Joint Services Transcript (JST) and the recommendations provided by the American Council on Education (ACE).

Appeal of Transfer Credit Evaluation

If you do not agree with the evaluation of your transfer credits you may appeal to the Transfer Articulation Manager in the Office of the Registrar. The appeal must be made in writing in the form of a letter or e-mail along with supporting documentation. The appeal letter must outline the reasons for the appeal and be submitted with a syllabus of the course(s) in question and any other documents that may support the appeal. You will receive a response to your appeal within 10 business days of the receipt of the appeal.

If the courses in question were taken at a SUNY school **you may refer to the SUNY website for further information.**

Appeal letters and documents must be submitted to:

Transfer Articulation Manager
Office of the Registrar
SUNY Old Westbury
PO Box 210
Old Westbury, NY 11568

Accreditation Program for Experiential Learning (APEL)

APEL has been designed to award college credit to students who have acquired college-level learning from their life experiences. The APEL Committee does not grant credit for the experience itself, but rather for the college-level learning that is related to the experience.

To earn APEL credits, the student must describe and document this learning, and what college subject or area the experience is the equivalent of. A maximum of 32 APEL credits can be earned. These credits will not satisfy departmental requirements for the major, nor may they be used to satisfy General Education requirements. APEL credits do not satisfy the College's residency requirements;

40 credits must be earned at the College. Grades are not assigned to APEL credits. APEL credits may not duplicate credits earned in coursework. Military Service is not eligible for APEL credit.

Learning languages is not considered for APEL credit. Students may not request an APEL appeal after graduation. Students are not charged for APEL credits nor for the evaluation of their portfolios. APEL credits are non-transferable. To apply for APEL credits, students must have at least 31 credits recorded on the transcript, and must be currently registered at the College. Deadlines for portfolio submission are October 1st for the fall semester, and March 1st for the spring semester.

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, which has specific admissions requirements and criteria for continuing as a major.

Details regarding declaring a major may be requested at DECMAJR@oldwestbury.edu.

Failure to declare a major will result in loss of eligibility for Federal financial aid. Furthermore, failure to declare a major by the time students have earned 42 credits will result in loss of eligibility for state financial aid (TAP).

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.

Second Degrees

The College will award a second degree to students who have already received a bachelor's degree either from Old Westbury or from another U.S. institution. Department degree requirements, and college residency requirements for each degree must be met. General Education requirements are usually satisfied if a student has earned the first degree at another SUNY institution. General Education requirements are evaluated on an individual basis for any first degrees from non-SUNY institutions. Of the minimum 40 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."

*48 credits required in Accounting.

Policy on Credit Hours and Course Expectations

Colleges, universities and accrediting bodies use the credit hour as the standard measure of academic rigor. In order to fulfill our mission, to meet our regulatory obligations and to help students understand the typical demands of our courses, these policies define a credit hour for all credit-bearing courses offered at SUNY College at Old Westbury.

Specifically, this policy:

- provides a summary table of students' course-related work expectations for a 4-credit course in various course configurations
- provides information about the way credit hours and related academic expectations are formulated in state, federal, and accreditation regulations.

Course Expectations for a 4-credit Course (in minutes, where 1 credit hour = 50 minutes)

Student workload expectation for 4-credit courses (ratios shall be pro-rated for alternative course credit loads)	In-class per week	Outside-of-class per week	Total per week	Total per course
Fall/Spring semester <i>traditional</i> courses meeting 3 hours per week for lecture/discussion (15 weeks)	180	420	600	9000
Fall/Spring semester <i>hybrid</i> courses (15 weeks)	90	510	600	9000
Fall/Spring semester <i>blended</i> courses (15 weeks)	1-179	599-421	600	9000
Fall/Spring semester <i>online</i> courses (15 weeks)	0	600	600	9000
Summer session (5 weeks) <i>traditional</i> courses	560	1240	1800	9000
Summer session (5 weeks) <i>online</i> courses	0	1800	1800	9000
Winter session (3 weeks) <i>traditional</i> courses	900	2100	3000	9000
Winter session (3 weeks) <i>online</i> courses	0	3000	3000	9000

Relevant Definitions and Policy Statement Summaries

a) United States Department of Education – Credit Hour Definition

(<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.1.1.23.2>)

The U.S. Department of Education defines a credit hour as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out- of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

b) Middle States Commission on Higher Education Policy

(<http://www.msche.org/documents/CreditHourPolicyRev112012.pdf>)

The Commission recognizes that institutions may use one or both of the options identified in the [US DoE] definition of credit hours when assigning credit hours.

Institutions must provide the following information to the Commission's evaluators at appropriate points of accreditation review so they can verify compliance with the credit hour regulations:

1. Written policies and procedures used to assign credit hours;
2. Evidence and analyses demonstrating that these policies and procedures are consistently applied across programs and courses, regardless of delivery mode or teaching/learning format;
3. An explanation of how the institution's assignment of credit hours conforms to commonly accepted standards of higher education.

c) New York State Education Department:

(<http://www.highered.nysed.gov/ocue/50.1.htm>)

§ 50.1 Definitions

(o) Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

(Revised Fall 2015)

Academic Workload

A student achieves full-time status with a course load of 12 or more credits. The maximum credit load for fall or spring semesters for undergraduate students is 18 credits. Students wishing to add courses, which will give them an academic load over 18 credits (overload), are required to petition for a course overload with the chair of the department in which the student is majoring. If approved, the chair will e-mail the approved request to the Dean for final approval. The Dean will e-mail the authorization to the Office of the Registrar. The Office of the Registrar will inform all parties via campus e-mail of completion of the overload process. Mastery of reading and writing skills is required. Students on probation are not eligible to take a course overload under any circumstances.

Academic Class Level

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

Upper Division: Seniors 88 or more credits
Juniors 57-87 credits

Lower Division: Sophomores 32-56 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 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	IR: Industrial and Labor Relations
BS: Biological Sciences	MA: Mathematics
BU: School of Business	MD: Music and Dance
CE: Community Engagement	ML: Modern Languages
CL: Community Learning	PE: Politics, Economics & Law
CP: Chemistry and Physics	PH: Public Health
CR: Criminology	PY: Psychology
CS: Computer Science	SY: Sociology
ED: School of Education	VA: Visual Arts
EL: English	WS: Women's Studies
HL: History and Philosophy	FY: First-Year Experience

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.

Registration for an independent study is subject to all normal registration deadlines.

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 approximately two weeks before the final day of classes, if the instructor and the Office of Financial Aid have approved the withdrawal and the student has filed the necessary form with the Registrar by the deadline.

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. Grades are final as submitted.

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.

Repeated Courses

If a student repeats a course, which may not be repeated for credit more than once, only the latest grade will be used in calculating the grade point average (GPA). However, all courses and corresponding grades will remain on the transcript. For purposes of state aid, courses not deemed necessary to repeat according to department policy (as stated in the college catalog) will not satisfy full time status requirements.

Other Information on Grades/Time Limit

Grades submitted at the end of the semester are considered final and may only be changed in the case of instructor error or as the result of an Academic Grievance Committee decision. Faculty must submit grade change petitions to their academic dean on the official grade change form, which includes a detailed justification. Grade changes will not be accepted for courses that were completed more than one year after the original grade was assigned. 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	B- = 2.70	D+ = 1.30
A- = 3.70	C+ = 2.30	D = 1.00
B+ = 3.30	C = 2.00	D- = .70
B = 3.00	C- = 1.70	F = 0.00

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 assigned 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 all courses for which they registered, which are graded using the normal grading system (A through F) and achieves a 3.50 grade point average will be included on the Dean's List. Any part time student enrolled for at least 8 credits, who completes all courses for which they are registered, 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.

Undergraduate Latin Honors Policy

Latin Honors recognize the achievement of the overall academic record of outstanding students graduating with a Bachelor's degree. They will be awarded to graduating seniors based on the following criteria:

- A. Compliance with the College's academic integrity policies (i.e., Policy on Academic Integrity)
- B. Completion of a minimum of 60 credits of NORMAL graded courses (EXCLUDING CR, NC, NR, and W) taken at Old Westbury. IF A STUDENT HAS AN INCOMPLETE AT THE TIME LATIN HONORS IS CALCULATED, THAT STUDENT IS INELIGIBLE FOR LATIN HONORS.
- C. Achievement of a minimum grade point average of 3.6;
 1. For summa cum laude, a grade point average from 3.9 to 4.0;
 2. For magna cum laude, a grade point average from 3.75 to 3.89; and
 3. For cum laude, a grade point average of 3.6 to 3.74; and
- D. Successful completion of all College-wide and Departmental graduation requirements.

Students who are eligible for Latin Honors will have "Latin Honors" pending next to their names on the Commencement program, and they will also wear different color cords to distinguish the three levels of distinction at the May Commencement ceremony: Gold :summa cum laude, Silver: magna cum laude, Bronze: cum laude. Upon completion of their final semester at Old Westbury, they will officially earn the Latin Honors distinction which will appear on their college transcript and diploma.

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.

Transcript Requests

A transcript of a student's academic work may be ordered in person, by mail or on the WEB at a cost of \$10.00 per copy. The fee is charged for both official and student copies.

In person: Photo ID is required to order academic transcripts in person at the Office of the Registrar.

Mail: A student may order academic transcripts by mailing a signed, written request to: The Office of the Registrar, SUNY Old Westbury, P.O. Box 210, Old Westbury, New York 11568. The request should include the student's name, social security number, address, and the exact address of the institution for which the transcript has been requested. The student must also enclose a check or money order payable to SUNY Old Westbury.

WEB: If paying by VISA, MasterCard, Discover or e-check, a student must request the academic transcript on the WEB at https://owsis.oldwestbury.edu/pls/prod/twbkwbis.P_WWWLogin

- Login
- Select Student Services
- Select Student Records
- Select Printed Transcript

For more information, contact the Office of the Registrar at Registrar@oldwestbury.edu. A student copy may be obtained at no charge at the same sites.

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 may receive grades of W, signifying withdrawal, in all courses for that semester. A student who is approved for a leave of absence after the add/drop period may receive grades of W, signifying withdrawal, in all courses for that semester.

Application for Graduation and Commencement

Graduation is the process of awarding a degree upon meeting all degree requirements as verified by the Office of the Registrar.

Commencement is a ceremony in which December and January graduates and candidates for May and August may participate. Degrees are not awarded at the commencement ceremony.

To become a candidate for graduation and to participate in commencement, a student must file for graduation via the OW e-mail account with the Office of the Registrar. Students are urged to review their CAPP (degree audit) reports often to make sure they are making progress toward their degree. If the CAPP report displays missing requirements, a student cannot apply for graduation unless the student can provide proof that the missing degree requirements will be completed the summer following May graduation or the winter following December graduation.

- There are four graduation terms -December, January , May and August- but only one commencement ceremony in May. December and January graduates and candidates for May and August may participate in the commencement ceremony.

Example: Fall 2016 and Winter 2017 graduates, and Spring 2017 and Summer 2017 candidates may participate in the May 2017 commencement ceremony.

- Participating in the commencement ceremony does not denote degree completion for graduation.

- The graduation filing deadlines are typically early October for December and January candidates and early March for May and August candidates. The exact dates are listed in the college academic calendar and the semester Important Dates, Deadlines and General Information, which are posted on the campus WEB site. Names of candidates for whom applications are accepted after the application deadline will not appear in the commencement program.

Graduation Statistics

Of the students who entered the College in the fall of 2009 as full-time, first time freshmen, 34.1% graduated within five years, 39.8% graduated within six years, and 3.19% maintained enrollment status after six years. Of those full-time upper-division transfer students who entered in 2009, 68.2% graduated within four years.

Veterans

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

- V.A. Certificate of Eligibility and
- Discharge papers (DD214), certified by the County Clerk

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 -OR- Minimum Cumulative
 GPA less than 2.00 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.

Readmission

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

If readmitted, students who have been away from the College for five years or less will be subject to the college catalog requirements that were in effect when initially admitted. If readmitted, students absent for more than five years will be subject to all requirements in the college catalog that is in effect at the time of readmission. If readmitted, students with outstanding financial obligations to the institution will not be permitted to register unless all obligations have been satisfied. If readmitted, students who had been academically dismissed must be approved for reinstatement by the Academic Standing Committee.

Academic Integrity

Plagiarism and cheating are condemned at all institutions of higher learning. These acts detract from the student's intellectual and personal growth by undermining the processes of studying, reading, note-taking and struggling with one's own expression of ideas and information. Moreover, cheating inevitably involves secrecy and exploitation of others.

Plagiarizing means “presenting somebody else’s words or ideas without acknowledging where those words and ideas come from” (Ann Raimes, *Keys for Writers*, 5th ed., p.188). Examples include:

- copying material from the Internet or other sources and presenting it as your own
- using any author’s words without quotation marks; using any quotation without credit
- changing any author’s words slightly and presenting them as your own
- using ideas from any published sources (even in your own words) without exact credit. Note: This includes all material from the Internet or electronic databases.
- using long passages in a paper that have been written or rewritten by a friend or tutor turning in any assignment written by someone else

However, using quotations or borrowed ideas while giving exact credit is good academic procedure.

Other types of academic dishonesty include unauthorized collaboration or copying of students' work (cheating); falsifying grades, evaluations or other documents; and others. They are treated as equivalent to plagiarism.

When detected and verified, plagiarism and other academic dishonesty will be punished severely. Normally, the first offense will result in a failure on the specific assignment; a second offense or a particularly flagrant first offense will result in failing the course. A second verified instance of plagiarism, after report of a first verified instance, will normally result in failing the course in which the second instance occurs. In cases of multiple reports, where the faculty member, Chair, and Dean 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.

Know what plagiarism is and how to avoid it; for guidance see Raimes or any other college writing handbook. Please note: in this matter, ignorance is never an acceptable excuse.

ACADEMIC GRIEVANCE PROCEDURES

Introduction

The procedures below pertain to alleged violations or misapplications 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 recommends a 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 Practices Committee.

1. Jurisdiction

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

- a. That the College’s 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.

The review of grievances or appeals shall usually be limited to the following considerations:

- a. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
- b. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
- c. Given the proper facts, criteria and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?

2. Deadlines

At the informal level: An academic grievance may be initiated 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 to initiate an academic grievance.)

At the formal level: An academic grievance may be initiated 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 to initiate an academic grievance.) A formal grievance involves submission of written documentation as discussed below.

3. Grievance Resolution Process

The process includes the possibility of review at two levels: the department and the School/College. Individual departments or schools may have more detailed procedures at those levels; inquiries about such policies 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.
- b. The student who is not able to achieve resolution with the instructor may initiate a formal grievance no later than the end of the fifth week into the following semester by preparing a written statement which includes:
 1. A account 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. The statement should also include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.
 4. A description of the remedy sought.
 5. 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. The chair shall carefully review the statement, confer with the student and instructor, and attempt to reach a resolution of the dispute. The department 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.

If the department chair is the party against whom the grievance is brought, the student should initiate a review with the Dean of the school.

- c. If the department chair's decision does not resolve the matter to the student's satisfaction, or dean's decision, if the department chair is the party against whom the grievance is brought, the student may appeal by writing to the Chair of the Faculty Senate and forwarding the documentation to the appropriate office. This request must be made by the student within **twenty academic days** of filing the formal grievance to the department chair or dean.
- d. The Chair of the Faculty Senate shall forward the documentation to the Chair of the Faculty Rights and Responsibilities Committee.
- e. When the Faculty Rights and Responsibility Committee receives a formal grievance complaint, the committee shall convene a three-person Academic Grievance Committee (AGC) within three weeks.
- f. 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. In naming the AGC to hear a grievance, the Faculty Rights and Responsibilities Committee shall take care to insure that no member has an interest in the case being heard. 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, the Executive Committee and the School Dean within three weeks of the date of the establishment of the AGC.

In the Case of a Grade Appeal

- a. 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.
- b. The burden of proof shall be on the student, who **may** be asked to appear before the AGC.
- c. 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.
- d. If the AGC determines that a different grade is appropriate, the Executive Committee shall have ten academic days from receipt of the AGC's decision to change the grade.
- e. A change of grade shall not be interpreted as an admission of unfairness in grading.

In the Case of a Grievance

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. Under normal circumstances, the issue is to be brought to a conclusion within two months of the establishment of the Committee.

4. 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.

5. Record Keeping

In conformance with state regulations, all parties 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. Copies shall go to the Provost, Dean and department chairs.

Academic Support Services

Educational Opportunity Program

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

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

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

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

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

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

Services for Students with Disabilities:

Learning, Medical/Physical and Mental Health Disabilities

Some Old Westbury students live with learning, medical/physical disabilities and/or mental health issues. These issues can present unique challenges. The Americans with Disabilities Act (ADA, 1990) and Section 504 of the Rehabilitation Act of 1973 are the two pieces of legislation that ensure equal opportunities for college students with disabilities. The Office of Services for Students with Disabilities (OSSD) coordinates students' reasonable accommodations, which include, but are not limited to, extended time on examinations, assistive technology, and note takers. We focus on students' strengths and resources, and students' full participation in extracurricular activities.

Students who need to receive services must self-identify and provide appropriate documentation of their disability. Ideally, students will arrange an appointment before the start of their first semester. For additional information, please call Dr. Lisa Whitten, Director, OSSD at (516) 876-3009 (voice), (516) 876-3083 (TDD), (516) 876-3005 (fax) or whittenl@oldwestbury.edu. Our office is located in the New Academic Building, Room 2064.

Student Computing

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

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

The Library is the principal general access computing facility on campus. These work stations are available on nights and weekends as well as during normal school hours. Additional work stations are available in the student union building.

International Study Abroad

The opportunity to participate in an overseas program is an important part of the academic offering at SUNY Old Westbury. Students may include in their degree programs, 2-3 week intensive courses, a summer, semester, or academic year of study in a foreign country. International study programs are sponsored by the various State University campuses. SUNY Old Westbury students may apply for admission to more than 500 overseas study programs in 50 different countries: in North and South America, Africa, Asia, Western and Eastern Europe, Australia and New Zealand. Courses are available in over 100 subjects, ranging from aboriginal studies and aerospace engineering to western philosophy and women's studies. While many programs focus on language learning and are conducted in the language of the host country, many others are conducted wholly or partly in English. Program structures vary from total immersion in a foreign university, to course instruction by foreign faculty, to courses taught by the SUNY faculty with expertise in a given subject area, to a combination of these structures.

SUNY Old Westbury currently offers international study abroad programs with the following overseas institutions:

- Austria - University of Applied Science Upper Austria in Steyr
- Barbados - University of the West Indies at the Cave Hill Campus
- China - Jinan University, Minzu University of China, Shandong University of Finance and Economics, Wuyi University
- France - Institute De Gestion Sociale in Paris
- Russia - State University of Management in Moscow
- South Korea - Gangneung - Wonju National University
- Spain - Universidad de Santiago De Compostela
- Taiwan - National Taiwan University of Science and Technology

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

The Office of Enrollment Services at SUNY Old Westbury is always planning additional overseas programs. For more information, please stop by the Campus Center, Room I-210 or call (516) 876-3906. Emails are welcome at overseas@oldwestbury.edu.

LEARNING CENTERS

Math Learning Center

The Math Learning Center provides tutoring and advising for students taking mathematics courses, and encourages students to develop a deeper appreciation and interest in mathematics. Staffed by professional educators, the Mathematics Learning Center welcomes all students. It is located in Campus Center, Library, (516) 628-5622. Specific hours are announced each semester.

Writing Center

Campus Library, Room L-242

(516) 876-3093

<http://oldwestbury.mywconline.com>

The Writing Center offers free writing assistance and non-credit writing workshops for Old Westbury students, faculty, staff, and alumni. Students can walk-in or make advanced appointments to discuss their work in progress with a writing consultant. We help with writing for any course or academic occasion and welcome students from all disciplines and academic levels. We assist with all aspects of the writing process including understanding assignments and generating ideas, developing thesis statements, organizing, paragraphing, and communicating clearly at the sentence level. Both face-to-face and online assistance is available. In conjunction with academic departments and the Writing Across the Curriculum Program, the Writing Center promotes excellence in writing.

Women's Center

Student Union, Room 301K

(516) 628-5025

Director: Linda Camarasana, American Studies (516) 876-5024

The Women's Center is a resource center and safe space for the students, staff, faculty, and administration of Old Westbury. It has three main goals:

- To educate and empower women and men about issues of gender and sexuality, health and well-being, and achievement
- To raise awareness of and to reduce gender and sexual discrimination and violence
- To champion diversity, to advocate for equity, to build community, and to promote social justice

The Center sponsors presentations, workshops, and film series as well as housing a small lending library on such topics as sexual harassment, sexual assault, dating and domestic violence, stalking, equal pay, equal job opportunities, equal sports opportunities, general women's health and wellness, sexual health, stereotypes of gender and sexuality, LGBT issues, eating disorders, poverty, pregnancy, contraception and abortion, parenting, etc. It offers opportunities for student internships, service learning, volunteering and work study, and also provides resources and referrals on all of the above issues.

The Women's Center also works closely with Student Affairs, Counseling and Psychological Wellness Services, Career Planning and Development, Student Health Services, the First Year Experience Program, Residential Life, University Police, and the Nassau County Coalition Against Domestic Violence, to promote health and well-being.

Academic Support Facilities

The Campus Buildings

SUNY Old Westbury has a 604-acre campus with a variety of buildings and spaces to support the academic and personal growth of its students.

Academic & Administrative facilities:

- **Campus Center:** Academically, the Campus Center is home to the Visual Arts Department, a host of classrooms used by multiple departments across campus, the campus' television studios, and the Math Learning Center. Administratively, the building houses functions such as Admissions, Bursar, Educational Opportunity Program, Financial Aid, Information Technology, Registrar, and Residential Life. Along with the campus post office, the main Campus Dining Center is also located here, as is the Atrium Café.
- **Campus Library:** The Library, which overlooks expansive lawns from the L wing of Campus Center, is a process as well as a place, with librarians engaging faculty and students throughout the campus and with the internet delivering library services far from the physical library. The Library has more than 150,000 volumes, as well as over 130,000 electronic books which can be used anywhere, anytime. Online, full-text periodicals now number in the tens of thousands. There are over 2,000 DVDs, etc., as well as viewing facilities and presentation classrooms. The library has strong collections in Women's Studies and African American Studies. The Tamiment Library Radical Pamphlet Literature, Slavery Source Material, and Women's History Research Center Library are rich collections of microfilm for American history. Important databases in all our fields of study are available to students and faculty wherever they may be. Databases for research in business and accounting are especially strong. The library has a rapidly expanding Curriculum Materials Center for Teacher Education. There are more than 60 workstations and there is wireless internet throughout the building.

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

- **Natural Science Building:** Home to the Biological Sciences Department, Chemistry & Physics Department, and Public Health Department, the Natural Science building features a greenhouse, lecture hall, classrooms, and a multipurpose teaching laboratory. The building also houses several research laboratories used by faculty and student researchers. Available instrumentation includes GC, GC/MS, LC/MS, UV-VIS, FTIR, and NMR. The Natural Science Building is also home to the College's green roof project, an experiment in sustainable energy management.
- **New Academic Building:** When it opened in 2012, the NAB became the first college or university building in the local community to earn Gold status under the prestigious LEED program. The NAB serves as the main classroom building on campus, housing the School of Business, School of Education and a majority of the departments within the School of Arts and Sciences. Also located in the NAB are the Academic Advising Center, the Honors College and the Office of Services for Students with Disabilities. The NAB also includes computer labs for both classroom and general purpose uses.
- **Visual Arts Studios:** The Visual Arts Department is supported by the following class laboratory areas: drawing, sculpture and painting studio, electronic media: digital design studio and photography lab. The Amelie A. Wallace Gallery (described below) provides co-curricular support for the visual arts.

Arts & Athletic amenities:

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

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

- **Duane L. Jones Recital Hall:** The 336-seat Duane L. Jones Recital Hall is equipped with theatrical lighting, a large podium, excellent acoustics, and four dressing rooms. The Jones Recital Hall is located in the Campus Center.
- **F. Ambrose Clark Physical Education and Recreation Center:** The F. Ambrose Clark Physical Education and Recreation Center, named for industrialist and College at Old Westbury benefactor F. Ambrose Clark, is the headquarters for all athletic programs and activities at this institution. These include intercollegiate, intramural, and recreational athletics along with facilities needed to ensure that the college community is served accordingly.

Old Westbury's NCAA Division III athletic program competes in 13 intercollegiate sports including Men's Soccer, Women's Volleyball, Men's and Women's Cross Country, Men's and Women's Basketball, Men's and Women's Swimming, Baseball, Softball and Women's Lacrosse. Our intramural program encompasses popular activities available during the year including racquetball, basketball, co-ed volleyball, and dodgeball.

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

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

- **Jackie Robinson Athletic Complex:** Named with the permission of the Robinson family after the legendary baseball figure, the complex includes both baseball and softball facilities.
- **John & Lillian Maguire Theater:** The Theater, which opened in fall 1983, is an intimate 400-seat proscenium house with a hydraulically operated orchestra lift, complete with a trapped stage, an associated 30-line fly house opening to 40-feet wide, and a 28 foot-high, curtained opening. The stage depth of 28 feet can be doubled by opening 30-foot-high doors to a 4,000 square foot backstage assembly area. Dressing rooms, offices, and shop and costume facilities surround the stage. There is also a black-box rehearsal/studio theater. Sophisticated light and sound controls are housed above the rear of the auditorium. The Maguire Theater is in the J-wing of Campus Center.
- **Panther Park:** Home to the Panther men's soccer, women's soccer and women's lacrosse teams, Panther Park is located in the center of campus, offering a natural turf field that puts student-athletes in the center of the action.

Campus Life & Residence Halls:

- **Student Union:** The hub of extracurricular activities is the Student Union, which features large meeting spaces, the College's Cyber Café, and offices for student government, clubs and organizations. Among the services found in the Union are the Office of Career Planning & Development, the Center for Student Leadership and Involvement, and the Office of Counseling and Psychological Wellness. Campus media outlets The Catalyst and OWWR web radio are also housed here. Dining options include the Panther's Den and the Campus Coffee Shop.
- **Woodlands Residence Halls:** Comprised of five residence halls, the Woodlands house approximately 900 students. Located just west of the NAB and Campus Center, the three-story structures offer oversized double-occupancy rooms that come complete with cable television service and internet access. Study-lounges are located on each floor of each building. Located within the Woodlands is the campus's Shop24 automated convenience store.

Other Services and Facilities

College at Old Westbury Alumni Association

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

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

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

Alumni Class Auditing Program

Graduates of the State University of New York at Old Westbury may observe (audit) courses with permission of the instructor without payment of tuition and fees other than the parking fee. Permission to audit courses should be arranged directly with the instructor prior to the first day of classes. Interested alumni should obtain a copy of the class schedule on the website at www.oldwestbury.edu or through the Office of the Registrar.

Information Technology Services (ITS)

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