



THE M.S. IN ACCOUNTING



GRADUATE CATALOG 2005-2006



THE COLLEGE AT
OLD WESTBURY
STATE UNIVERSITY OF NEW YORK

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SUNY COLLEGE AT OLD WESTBURY AT A GLANCE

SUNY College at Old Westbury is a small, public college that teaches students to lead at work, in the community, and in life. In an environment that demands academic excellence and offers close interaction among students, faculty and staff, Old Westbury weaves intercultural understanding into the very fabric of its liberal arts and professional programs. Old Westbury is a beautiful place to live, learn and play. That's why F. Ambrose Clark built his estate on the 604 acres of rolling meadows and woods that are now the College's campus. Today, more than half the campus has been preserved forever to maintain the quiet, sequestered setting for which Old Westbury has come to be known.

Located on the historic North Shore of Long Island, Old Westbury sits a short drive from the region's commercial centers and is less than 20 miles from the excitement, culture and real-world educational opportunities of New York City. Local shopping malls and entertainment offerings, regional theaters and museums, the finest restaurants of Nassau County, and an array of outdoor activities - including Long Island's South Shore beaches — are all just minutes away from the Old Westbury campus.

Most of the college's 3,400 students come from New York State, yet some 22 nations are represented within the student body. In fact, Old Westbury boasts among the most diverse student bodies within the State University system. On the graduate level, the course of study leading to a Master of Science in Accounting is carefully designed to enable its graduates to lead in a financial world constantly impacted by the need for skilled professionals in assurance services, consulting services, financial planning and information systems; the evolution of information technology; and the globalization of markets. With an emphasis on both analytical and professional skill-building, the Old Westbury M.S. is the program of choice for professionals seeking the specialized preparation required in American business today.

Along with learning in the classroom, Old Westbury offers a variety of ways for students to learn as they work in their chosen field. Formal internship and research opportunities are available, and, with Old Westbury's proximity to Long Island's commercial centers and metropolitan New York City, students have the advantage of selecting the experience that best suits them.

While the College was chartered in 1965, the hub of campus life today is the Student Union building, which opened in 2003 and houses the College Bookstore, a computer lab, two quiet study lounges, game rooms, and the Panther's Den — the gathering place where all on campus come together to discuss the goings-on on campus and around the world. The College's NCAA Division III athletic program is housed in the F. Ambrose Clark Physical Education and Recreation Center. In all, Old Westbury fields 10 successful men's and women's varsity programs that have, since the year 2000, earned conference championships in soccer, baseball and basketball; postseason tournament bids in baseball and both men's and women's basketball; and all-star awards in baseball, basketball; cross country, soccer, softball, and volleyball. All graduate courses are taught in a newly renovated Graduate Studies Wing of the Campus Center building.

Approximately 800 students currently live in five residence halls that were introduced to campus in 2003. Each new hall features over-sized double-occupancy rooms with satellite television service, two DS-3 data ports, two telephone lines and independent heating and air conditioning controls in each room. The remainder of the student body lives in private accommodations off campus or commutes from home.

At Old Westbury, the cultivation of talents, acquisition of skills, and mastery of a robust core are central. With a guiding hand from a caring faculty, students pursue their studies within an atmosphere of trust and mutual respect, where each one is offered the challenge of high standards and is given the support to achieve them. It is in this environment that Old Westbury students are prepared to become the leaders of tomorrow in whatever pursuit they choose.

GRADUATE ADMISSIONS POLICIES AND PROCEDURES FALL 2004-2006

Graduate Admissions Information

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

The admission policy embodies a commitment to the principles of inclusiveness and diversity. The College does not consider just one academic criterion for admission. The policy allows the College to consider a wide range of academic achievements that may demonstrate an individual's ability to succeed at the College. An applicant who is admitted may attend on either a full-time or part-time basis.

Graduate Admission and Application Procedures

Admission to the College is granted during the fall and spring semesters.

All the documentation required for admission is described below.

- Complete Graduate Application (front & back)
- Application fee (\$50 check or money order, made payable to College at Old Westbury)
- Official transcripts from all colleges and universities attended
- Official World Education Services evaluation (for students educated outside the United States) from all colleges and universities attended
- Official GMAT scores or other standardized test scores as referred by the department
- Official TOEFL scores (international students only)
- Personal Statement/Essay
- Two letters of recommendation from employer or professor

The application for admission and all documents must be submitted by the appropriate deadline. The deadline for the fall semester is June 15 and November 15 for the spring semester. Incomplete applications will not be processed for admission. Completed applications received after the deadline will be processed on a space available basis.

Applicants who are permanent residents or U.S. citizens and have completed their education outside the U.S. must obtain an evaluation of their education documents from World Education Services, Inc.

Graduate International Students

- All applicants must also have all educational documents evaluated by the World Education Services, Inc. (WES). An official copy of the WES evaluation must be sent to the Office of Enrollment Services unless an Admission Advisor waives the specific WES evaluation (this waiver may be available for a few foreign countries only). Contact the Office of Enrollment Services for further information.
- Proof of English Proficiency must also be submitted. All applicants whose native language is other than English must take the Test of English as a Foreign Language (TOEFL) and score a minimum of 550 on the paper version or 200 on the computer-based version.
- Foreign students are also required to demonstrate financial ability to attend school and meet living expenses in order to be granted permission to visit the United States as a foreign student. All international applicants are required to complete the Financial Statement form and submit official bank statements reflecting the appropriate amount of money in US dollars prior to being issued an I-20.
- Immunization records.

There are several additional forms that must be filled out by the international student before the admission process is completed. It is recommended that applications be completed by **June 1st** for the fall semester of admission and by

October 15th for the spring semester. This timeframe will allow most applicants sufficient time to request a student visa (F-1) from the appropriate consulate office within their country.

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

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 (MMR) in accordance with standards approved by 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 30 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 when the vaccine was administered, the type, the manufacturer and lot number of the vaccine, and the signature of the person administering the vaccine. The record must be on letterhead or stamped with the name of organization. The diagnosing physician must sign the physician documentation of disease.

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 prior at the time of application before an I-20 form can be issued.

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

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

TUITION AND FEE INFORMATION

Tuition and fees related to enrollment at the College at 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 *

Full Time:	IN-STATE		Part Time In-State:	Part Time Out-of-State:
Tuition:	\$3450.00	PER CREDIT:	\$288.00	\$455.00
College Fee	12.50	PER CREDIT:	.85	.85
Student Activity Fee	63.00	PER TERM:	41.50	41.50
Health Service Fee	70.00	PER CREDIT:	6.00	6.00
Technology Fee	<u>100.00</u>	PER CREDIT:	8.00	8.00
Total for Commuter's	\$3695.50			

Residents

Add:

Room	2896.50	2896.50
Damage Deposits	75.00	75.00
Key Deposits	35.00	35.00
Meal Plan*	<u>1145.00</u>	<u>1145.00</u>
Total for Resident's	\$7847.00	\$9857.00

*Meal Plan Rates: A)\$1111.00; B)\$1126.00; C)\$1145.00 (Meal plan rates are subject to change.)

International Students: A mandatory health insurance fee of \$687.25 will be charged to all international students.

***PLEASE NOTE: ALL CHARGES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

The fees below are payable for each occurrence or request:

College Identification Card Replacement	\$ 5.00
Key Replacement	\$10.00
Late Registration Fee	\$40.00
Re-Registration Fee (following cancellation of classes)	\$40.00
Returned Check Fee	\$20.00
Late Add/Drop Fee (per transaction)	\$20.00
Transcript Fee (each official and student copy)	\$5.00
Diploma Fee	\$10.00
Late Payment Fee	\$40.00

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

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.

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 un-emancipated students), proof of financial independence, residence for personal income tax purposes, etc. An un-emancipated 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 Tuition and Fees

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

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.

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.

Office of Vocational and Educational Services for Individuals with Disabilities, Sponsored Students

The Office of Vocational and Educational Services for Individuals with Disabilities (VESID), 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 VESID.

Payment Plans

The College is authorized by SUNY to defer payment of direct college costs, up to 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 school year. 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 VESID, 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

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

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/dismissed/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.

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.

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.

Other Fees

Except as specified above, fees are nonrefundable.

GRADUATE 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 graduate education. Individual financial counseling, financial aid application workshops, debt-management counseling and scholarship 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 students, the Office of Financial Aid utilizes the maximum available federal/state aid resources to assemble a financial aid package that consists of grants, loans and scholarships 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 and scholarships) should use the online services provided at www.oldwestbury.edu/financial_aid_grad.cfm or contact the Office of Financial Aid to complete all required applications by the specified deadlines, as well as submit all necessary documentation to comply with regulatory requirements.

The Office of Financial Aid conducts financial aid application workshops to assist students in the accurate and timely completion of the application process. Students are given the opportunity to meet privately with a financial aid professional who will review the application process step by step and collect all of the required documentation. All students are urged to attend these workshops. Dates and times are printed in the campus newsletters and the College's website (<http://www.oldwestbury.edu/admissions/financial.cfm#F09>). Applicants can apply electronically at the same web site. Contact the Office of Financial Aid for additional information.

Application Documentation

The Office of Financial Aid prepares students' Financial Aid Application Packets consisting of:

- Free Application for Federal Student Aid (F.A.F.S.A.)/Renewal Application;
- Institutional Financial Aid Application (I.F.A.A.)

In addition to the applications, students are required to submit all appropriate 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 necessary documentation:

- A signed photocopy of student's previous year's federal/state income tax return (IRS 1040/1040A, IT200, etc.);
- 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

Applicants should contact the Office of Financial Aid to arrange for attendance at a financial aid application workshop. The student will be instructed regarding the date, time and place of the workshop, as well as whatever documentation the student will need to bring to the workshop. The Free Application for Federal Student Aid (FAFSA) will be mailed to the Central Processing System (CPS) (copies kept on file), to 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. The formula also 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 four to six weeks after the FAFSA is mailed, or two to three weeks if 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 the Student Information System (https://owsis.oldwestbury.edu/pls/prod/twbkwbis.P_GenMenu?name=homepage)**

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 (Fall and Spring) Costs (as of 2005-2006)*

Tuition (part-time: \$288.00/credit)-NYS residents	\$6,900.00
Tuition (part-time \$455.00/credit)-Non-residents	\$10,920.00
College Fee (part-time: \$.85/credit)	\$25.00
Student Government Activity Fee (part-time: \$83.00)	\$126.00
Health Service Fee (part-time: \$6.00/credit)	\$140.00
Technology Fee (part-time: \$8.00/credit)	\$200.00
Books and supplies	\$675.00
Room (double occupancy)	\$5,793.00
Meal Plan, residents (several plans available)	\$2,290.00
Meals and personal expenses , commuters	\$2,255.00
Personal expenses , residents	\$1,210.00
Transportation/misc.: residents	\$750.00
Transportation/misc.: commuters	\$1,675.00

*Please contact the financial aid office (FINAID@OLDWESTBURY.EDU) for graduate summer semester costs.

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

The College at 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/ 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
- 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 Family Education Loan eligibility

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

Federal Stafford Loan: (formerly Guaranteed Student Loan): subsidized and unsubsidized low interest educational loans that assist students in meeting educational costs. Applied for via the FAFSA, IFAA and the SAR's. Unsubsidized Federal Stafford Loans are available regardless of family income.

Important Note: When students apply for a Federal Stafford 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.

Anti-Drug Abuse Act Certification

Warning: As set out more fully in section 5301 of the Anti-Drug Abuse Act of 1988, if you are convicted of drug distribution or possession, the court may suspend your eligibility for Title IV financial aid. If you are convicted three or more times for drug distribution, you may become permanently ineligible to receive Title IV financial aid.

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 other 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.

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 Federal Aid (FAFSA) and ETAP Application. Students must be enrolled full-time (at least 12 credits per semester) and meet other criteria as mentioned.**

Scholarships

The Office of Financial Aid posts scholarship offerings on its scholarship board located outside the office. Students should be aware that the office can provide scholarship listings, upon request, that describe various scholarships, as well as instructions for application.

Disbursements

Financial aid funds for eligible recipients are disbursed by the Office of the Bursar usually before mid-semester.* Therefore, it is strongly recommended that each financial aid recipient have **\$300 to \$400** available (after the bill has been paid) to cover books and personal expenses, including transportation, until financial aid checks arrive.

* Federal Stafford checks may 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.

Federal Awards

To be eligible for Title IV federal aid (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 **under the heading Academic Standing**. Students who fail to meet these criteria may, through the Graduate 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 will be reinstated following a successful appeal.

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.

Financial Aid Procedures for Withdrawals

Depending upon your circumstances and the date which you leave The College at Old Westbury, there are financial implications that students need to be aware of and to take certain actions as appropriate. 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 leaves the College. Students should have an understanding of the college refund policy as it pertains to their situation. The College at Old Westbury's refund policy is printed in the Schedule of Classes each semester.

Federal Title IV Return of Federal Student Aid-Federal regulations requires 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. Stafford 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. Second, 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 The College of Old Westbury or by you, will first be applied to your federal loans. If you are entitled to a refund from The College at 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. The College at 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. The withdrawal is processed and copies of the form distributed to Financial Aid and Bursar.
- Students who have received FFEL must schedule an exit interview with the Office of Financial Aid and/or 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.**

Information in this section is accurate as of April 2005.

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 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 consists of the following units: Dean of Students, Counseling Services, Career Planning Services, Student Health Services, Residential Life and Student Activities. Many of these offices have scheduled evening hours, and all offices will arrange evening appointments by request.

The Division is also responsible for administering the official judicial codes of student conduct, overseeing and advising the Student Government Association, as well as its recognized clubs and organizations. The Division of Student Affairs is the primary information resource for students and provides both support and advocacy services.

Dean of Students

The Dean of Students functions as a member of the college's senior management team. Reporting to the Vice President of Student Affairs, the Dean of Students enforces the policies and procedures outlined in the Student Handbook while fostering a nurturing environment that encourages personal and academic growth and leadership amongst the student body. The Dean oversees the offices of Student Activities, Judicial Affairs and Interfaith Services, and works closely with the Vice President for Student Affairs in shaping and implementing the guidelines for the offices of Residential Life, Counseling Service, Careers Services and Student Health.

Student Health Service

The Student Health Service is located in Academic Village, Eleanor Roosevelt Hall, telephone (516) 876-3250. Its primary function 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 Tuition and Fee 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 Services

The Office of Career Services offers a variety of programs and services to assist students and alumni with setting career goals and seeking employment. Career Services is located in the Student Union, Room 112. For more information, call (516) 876-3010. Hours of operation are: Monday through Friday, 8:30 A.M. to 5:00 P.M.

The Career Services Library is available to all students and graduates. This library contains books, pamphlets, graduate school catalogs and other information integral to the career development process. Metropolitan area employers provide part-time and full-time job listings for students as well as internship positions in a variety of areas. These listings are posted in the office.

A credential file service is maintained allowing students to consolidate their professional references to be used in their job search.

Workshops are given in the areas of resume writing and interviewing skills. Annual employment and graduate fairs are provided to aid students and alumni in their career and graduate school searches. DISCOVER, a computerized program with different modules, helps students assess their skills and interests, make tentative career choices and research occupations. A career assessment test is available to assist students in the process of deciding on an academic major.

Counseling Center

Personal Counseling services are located in the Student Union, Room 108. Services are available and free of charge to all currently registered Old Westbury students Monday, Thursday and Friday 8:30 A.M. – 5:00 P.M. and Tuesday and Wednesday 8:30 A.M. – 9:00 P.M. Students may initiate services by visiting the Center as a "walk-in" without an appointment or they may schedule an appointment by calling (516) 876-3053. Privacy and confidentiality are protected in accordance to FERPA Law.

The Counseling Center serves the college community in assisting students in achieving mental wellness and personal success. The mission of the Center is to help students develop emotionally, intellectually and socially. Professional staff assists students in improving self-awareness, exploring personal concerns, and in making academic, career, lifestyle, and relationship decisions. This initiative is achieved through individual and group counseling, programs, workshops and crisis intervention.

Scheduling a personal counseling appointment ensures there will be ample time for the student to discuss concerns with a counselor. These appointments can be made by phone or in person. During the first visit, the student and counselor

together will make an assessment of the issue and situation to decide how to best deal with them. Often, the student will be scheduled to see a counselor on an ongoing basis for short-term therapy. At times, the best course of action will include a referral to another service, either on or off campus.

Group counseling is often beneficial to develop social or academic skills or to share experiences with others for self-development. The following group sessions are available: learning skills, gay, lesbian and bi-sexual students, coping with loss, and self-growth. Other groups can be formed based on student interest or need.

Crisis intervention is important to any community in which some people may be troubled, leading them to extreme, perhaps self-injurious thoughts or behavior. The counselor provides immediate assessment of the crisis situation leading to an appropriate plan of action to promote resolution and well-being. The staff is required by law to warn and prevent harm when a person is behaving dangerously toward him/herself or others.

Primary prevention is a way to help people cope with any significant problems which could interfere with the achievement of their goals. Supportive discussions are offered to help students deal with the stress of entering college, managing time, and graduating from college. The staff works with students, staff, and faculty to organize workshops and programs covering topics such as understanding drug and alcohol abuse, multicultural relationships, stress management, conflict resolution, life choices, etc. The staff participates in orientation programs, classes and special programs to provide students with the knowledge and skills to maintain wellness.

Residential Life

The campus has fourteen (14) residence halls, five (5) of which are new three story structures and house approximately 800 students. The new halls feature: oversized double rooms, satellite television service, two (2) data ports per room, two (2) telephone lines per room, study-lounges and laundry and kitchenette facilities on each floor, state-of-the-art security technology, and ADA compliant amenities.

The Office of Residential Life also assists residents in building a community, in which each individual can live comfortably and safely as each grows and develops. To accomplish this, Residential Life provides staff, facilities, policies and procedures to help residents make the most of their residence hall experience. Additionally, to enhance a resident's growth and development, the Residential Life staff sponsors a series of social, cultural, and educational programs and activities while providing a host of other services.

The Office of Residential Life is located on the third floor of Campus Center, Room H-316, and can be reached by calling (516) 876-3210. The main office hours are from 8:30 A.M. to 5:00 P.M., Monday through Friday. There are also five Residential Life offices with one located in each hall, as well as the Residence Hall Area Directors' offices. These offices are staffed daily (Monday through Friday) 9:00 A.M. through 8:00 P.M. Resident Assistants are available in their hall duty offices between 8:00 P.M. and midnight, Sunday through Wednesday and between 8:00 P.M. and 2:00 A.M., Thursday through Saturday.

Office of Student Activities (OSA)

The Office of Student Activities is responsible for helping students develop programs designed to enhance their social, cultural and recreational life at the College.

The professional staff oversees and advises all recognized clubs and organizations, including sororities and fraternities, and provides all interested students with the opportunity to expand their learning experiences through discovery and experimentation.

In addition, the Office of Student Affairs is responsible for coordinating, commuter services, volunteer services, and managing all social/recreational space. The office is located in the Student Union, Room 303, and can be reached by calling (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.

Identification (I.D.) Cards

- **A valid College I.D. card is the official College at Old Westbury identification for all students, faculty, staff and other employees. It must be carried at all times when on the campus of the College at Old Westbury.** It is nontransferable and must be presented, on request, to all College officials and University Police Department (UPD) officers. It must be shown when requesting services of College Notaries Public, for entry into student activities, recreation areas, athletic contests, residence halls and when seeking access to SUNY property.
- Students are entitled to one free I.D. card during their first semester only. Any student failing to obtain an I.D. card during his or her first semester will be required to pay a fee of \$5.00 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), who will then enter this information on the computer. A replacement fee of \$5.00 is required for all lost 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 \$5.00 fee is also required for all non-returned I.D. cards. The fee is to be paid at the Bursar’s Office, a receipt obtained and presented to the Personnel Office prior to the release of an employee’s final paycheck.

Vehicle Registration (Parking Permits)

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

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

Campus Codes and Policies

Academic Integrity

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

Cheating

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

Forgery

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

Plagiarism

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

Assessment of Penalties

It is the student's responsibility to read and understand the College's policy on academic dishonesty. Faculty members in consultation with their department's/program's chair/convenor are responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism or forgery. Academic penalties may range from failure of a specific assignment or examination, or failure of the course, to suspension or dismissal. In cases where the faculty member and the chair/convenor of the department/program recommend suspension or dismissal from the college, the final decision will be determined by Procedures for Resolving Academic Dishonesty Cases. For information regarding the details of these procedures, contact the Office of Academic Affairs, Campus Center, H-410

ACADEMIC GRIEVANCE PROCEDURES

Introduction

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

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

1. Jurisdiction

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

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

2. Time Limit

At informal level – no later than the end of the third week into the following semester.

At formal level – no later than the end of the fifth week into the following semester.

3. Grievance Resolution Process

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

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

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

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

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

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

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

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

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

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

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

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

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

The decision of the AGC is final.

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

4. Committees

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

5. Confidentiality

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

Code for Student Conduct

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

Drug & Alcohol Policy

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

Bias-Related Crimes On Campus*

Since it is the policy of the College at Old Westbury to take an active role in ensuring peace and security within the campus community and to safeguard those rights guaranteed for all citizens by state laws and the U.S. Constitution, all bias related acts or threats are viewed as serious, and their investigation will be given priority, placing special emphasis on victim assistance. Such acts generate fear and concern among victims and the public and have the potential of recurring, and of provoking, and possibly escalating, counterviolence. In consultation with municipal, state and federal prosecutors, the University Police Department will seek complaints or indictments under appropriate state and federal statutes and support vigorous prosecution of persons apprehended for these crimes in an effort to deter future misconduct, secure appropriate penalties for offenders, and protect potential victims of such crimes.

***Definition:** A bias-related incident is an act or a threatened or attempted act by any person or group of persons against the person or property of another individual or group which in any way constitutes an expression of hostility toward the victim because of his/her race, religion, sexual orientation, national origin or ethnicity. This includes, but is not limited to, threatening phone calls, hate mail, physical assaults, vandalism, cross burnings, or destruction of religious symbols, and firebombing. If an incident appears to be bias related, it will be investigated as such.

Computer Equipment, Facilities and Data Policy

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

Attempts to access, acquire or modify the College's information processing equipment or data by any means other than those specifically provided and authorized by the College are prohibited.

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

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

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 in the **Student Handbook**.

Education Law

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

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

Facilities Access for Persons With Disabilities

In accordance with federal and state laws, the College is continually modifying its facilities to provide access for disabled persons. To appropriately serve handicapped persons in areas as yet unmodified, College policy is to "reach out" with services and staff in an effort to accommodate specific needs. Students needing special services are encouraged to contact the Coordinator of Services for Students with Disabilities, Academic Village, room D-112 (also see section on *Services for Students with Disabilities under Student Affairs*).

Family Educational Rights and Privacy Act of 1974

Access to Student Records

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

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

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

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

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

- On request, the student's parents will be told by the Registrar whether the student is in attendance at the College.

¹ "Directory information" includes information relating to a student's name, address, date and place of birth, major field of study, dates of attendance, grade point average, 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.

- The College will cooperate with all legal authorities in every way appropriate, in accordance with all federal and state laws. The office receiving a request for such cooperation shall immediately seek approval for the release of the requested information from the Records Access Officer.
- Student records may circulate within the College for disclosure to those with an appropriate educational interest. This permits the sharing of student records with the College administration for purposes of academic programming, fiscal planning and related matters.
- Although the following are part of the educational record, students do not have access to:
 - Letters or statements of recommendation submitted in confidence or 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.

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

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

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

***New York State Standards:** Proof of immunity to measles will be defined as two doses of measles vaccine on or after the first birthday and at least 30 days apart (preferably three months), physician-documented history of disease, or serologic evidence of immunity. Proof of rubella immunity is documented by one dose of rubella vaccine on or after the first birthday or serologic evidence of immunity. Proof of mumps immunity is documented by one dose of mumps vaccine on or after the first birthday, a physician-documented history of disease, or serologic evidence of immunity.

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

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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

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

Definitions of Harassment

1. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a

term or condition of an individual's employment or academic treatment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or study performance or creating an intimidating, hostile or offensive working or learning environment.

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

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

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

Individuals and Conduct Covered

These policies apply to all applicants, employees and students, and prohibit harassment, discrimination and retaliation 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 (university) trips, business (university) meetings and business (university)-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, 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, 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 or discrimination. Therefore, while no fixed reporting period has been established, 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. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the College believes appropriate under the circumstances.

If an individual making a complaint does not agree with its resolution, the individual may appeal to the College's Affirmative Action Grievance Committee or the College President.

Individuals who have questions or concerns about these policies should talk with the College's Affirmative Action Officer or the Assistant to the President for Administration.

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

CONTACT INFORMATION:

Department	Telephone #	Location
Office of the President	(516) 876-3160	Campus Center, Rm. H-400
Office of Affirmative Action	(516) 876-3160	Campus Center, Rm. H-400
Office of Human Resources	(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.

Academic Policies and Procedures

Academic Policies and Standards

To be eligible for graduation, all candidates must satisfy all College and departmental requirements for the specific degree.

Residency Requirement

To earn a degree from SUNY College at Old Westbury, students are required to fulfill the residency requirement, which may be found in department sections.

Students must verify their fulfillment of all the requirements with the exception of those credits for which they are currently enrolled, at least one semester prior to graduation.

Curriculum Codes:

Registered Degree Title	Degree	HEGIS Number	Curriculum Code
Accounting	M.S.	0502	U0281

Registration

Registration takes place before each semester begins. Completion of registration, in accordance with instructions issued by the Registrar, is a prerequisite to class attendance. These instructions are published in the semester graduate bulletin. A student must register on the WEB, or in person, and 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. 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 graduate bulletin 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.

Transfer Credit

Policies and Procedures Regarding Transfer Credits

Credits appearing on the transcript of another accredited college that were taken at that college are evaluated by the Graduate Admissions Committee and 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.

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 credit will not be awarded for courses in which a grade of C- or below was earned.

Normally, courses taken at unaccredited institutions are not transferable to the College. A student may petition the Graduate Admissions 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.

Academic Workload

SUNY defines full time graduate study. For billing and financial aid purposes full-time status is considered 12 credits. A student wishing to register for more than 12 credits must have approval on a Petition for Course Overload Form signed by the chair of the department in which the student has declared a major.

Course Coding and Level

The course coding system consists of a department letter indicator, a numerical indicator, and a section indicator as follows: Department indicators (consists of the initials that identify the department offering the course): BU = School of Business

Numerical Indicator (consists of a four-digit number that provides information about the course): The first digit represents the level of instruction: 6 or 7 = Graduate Course.

The following three digits represent the specific course.

Example- (the digits or letters after the dash indicate the section.) BU7320-G01 means a course in School of Business on the graduate level; 320 stands for the specific course; G01 indicates this is section one of the graduate course.

Class levels 6000 and 7000 designate graduate level courses.

Grading System

The grading system used on a graduate transcript provides for letter grades consisting of A, B+, B, C+, C, F, I (incomplete) and W (withdrawal). 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 I and W 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.)

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).

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. Students who are completing an incomplete should not re-register for that course in the semester that they are completing the incomplete.

Withdrawal

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

Please Note: Nonattendance in classes does not constitute withdrawal.

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

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

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

Other Information on Grades

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

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

Grade-Point Average (GPA)

Each letter grade carries the following quality points:

<u>GRADE</u>	<u>QUALITY POINTS</u>
A	4
B+	3.5
B	3.0
C+	2.5
C	2.0
F	0
W	0
I	0

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 I (Incomplete), W (Withdrawal), WN (Withdrawn Never Attended) or NR (Not Reported).

Transcripts

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

Academic Standing

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

See individual department requirements for academic standing.

Time Limit for Completion of Program

A matriculated student will have five (5) years from the date of matriculation (exclusive of armed services obligations) to complete all requirements for the master's degree.

Reinstatement

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

Students who are absent for **three** or **more** semesters must reapply for admission. The Graduate Admissions Committee will determine whether readmission is appropriate based on the submissions by the applicant.

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

Veterans

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

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

Academic Support Services

Student Computing

Student computing at Old Westbury consists of computer labs utilized by different disciplines as well as a large number of public access computers for student use. In the D Wing of the Academic Village complex, there are three general use computer labs available to such disciplines as business and languages, as well as computing and methods courses across mathematics and the social sciences. Each lab is equipped with LCD projectors, multimedia capabilities, business, accounting, language and multimedia applications, as well as statistical and mathematic software packages. These computer labs provide students access to the Internet and include printing privileges in black and white as well as color.

The College also features a number of dedicated labs in the disciplines of Business, the Natural Sciences, Teacher Education, Computer Science and Visual Arts. These labs feature a broad array of the most up to date software applications and peripheral devices required by these different disciplines. Students have Internet and printing privileges in these labs as well.

The Library is equipped with public access computing workstations that are available for student use weekdays and weekends. The new Student Union also includes computing workstations for general student use. Public access workstations have Internet access, printing privileges and Microsoft Office applications as well as many of the software applications used in the dedicated computer labs to assist students with their academic assignments and projects. The approximately 100 public access workstations provide students computing access from early morning to late evening.

The College also has wireless access to the Internet available to students with laptops in the computer lounge, student union, library and campus center.

Students receive e-mail accounts upon registration and are encouraged to utilize the web related activities integrated into many of the College's courses.

Academic Support Facilities

The Campus Buildings

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

- **The Academic Village** complex consists of a central building containing four classroom wings plus nine residence halls clustered in a semi-circle.
- **The Campus Center** includes classrooms, offices, the Duane Jones Recital Hall, the Maguire Theater, the Amelie A. Wallace Gallery, and the Library. The student dining hall, the campus Print Shop and the post office are also located in the building.
- **The Natural Science Building** contains a greenhouse, lecture hall, classrooms, and laboratories.
- **The F. Ambrose Clark Physical Education and Recreation Center** contains a gymnasium, swimming pool, courts, and other facilities.
- **The Student Union** contains the Bookstore, the Panthers Den, student lounges, Student Activity offices and meeting rooms.
- The President's home is located on the campus, as are the Long Island branch of Empire State College, various service buildings and garages, a heating plant and several parking lots which provide convenient and ample parking.

The Library

The Library today is a process as well as a place. The campus network and the Internet deliver library services far from the physical library, which is located in the L wing of Campus Center. The catalog to our 200,000 volumes is available online throughout the Internet. Links to libraries worldwide make it possible to locate and request material through interlibrary loan. The 900 periodical subscriptions are complemented by an even greater number of online, full-text periodicals accessible throughout the network. Online indexes direct the user to additional articles. The Media Services Department has 4,600 audiovisual items, private viewing booths and presentation classrooms, and it also provides media services around the campus. The Library has strong collections in Women's Studies and African American Studies. The Tamiment Library Radical Pamphlet Literature, Slavery Source Material, and Women's History Research Center Library are rich collections of microfilm for American history.

Quality access to quality material is not enough, especially in the rapidly changing electronic world. Librarians are available to assist students with printed materials and one-on-one tutorials at the computer. Librarians also provide a formal instruction component to many courses and offer voluntary workshops for the College community. The logic of search construction and the evaluation of electronic sources are taught along with specific techniques. To learn more, point your browser to www.oldwestbury.edu/library.cfm.

Amelie A. Wallace Gallery

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

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

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

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

The F. Ambrose Clark Physical Education and Recreation Center, a multipurpose sports complex and outdoor athletic facility, is the headquarters for all athletic programs at the College. These programs are intended to promote the physical and emotional well-being of students by encouraging active participation in recreational, intercollegiate, intramural and recreational sports.

Our N.C.A.A. Division III Athletic program competes in thirteen different sports; Men's Baseball, Women's Volleyball, Men's and Women's Basketball, Men's and Women's Tennis, Men's and Women's Cross-country, Women's Softball, Cheerleading,

Men's and Women's Swimming, Men's Soccer. Our intramural program encompasses several activities during the year. Co-ed volleyball, 3 on 3 basketball, and co-ed softball are our most popular. Our recreation programs offer exciting lifetime activities such as yoga, jazzercise, and Martial Arts.

Other features of this outstanding facility include: a six-lane swimming pool, a 2,500-seat basketball arena, a cardio-vascular exercise room, a free weight room, racquetball and squash courts, locker rooms, sauna and shower facilities, tennis courts and miles of beautiful jogging trails.

The Clark Center Director can be reached at 516-876-3241/3244.

Other Services and Facilities

College at Old Westbury Alumni/Alumnae Association

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

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

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

Administrative Computing Services

The SUNY College at Old Westbury Administrative Computing Services Department is equipped with a Digital Equipment Corporation VAX6000 Model 620, an Alphaservert 4100 and an Alphaservert 2100 that support the College's administrative computing requirements. Interactive terminals and microprocessors connect to the VAX computers through a campus local area network. The campus network is based on a system comprised of a multi-fiber, fiber optic backbone and fiber optic riser cables which provide network access points throughout the campus buildings. The College uses the BANNER college administrative software system, customized for Old Westbury, and the ORACLE relational database management system to satisfy most of its administrative computing services requirements. Institutional research needs for statistical analysis are met through the use of SPSS-X while off campus data communications needs are met through a connection to the statewide network SUNYNET.

GRADUATE DEPARTMENTS

SCHOOL OF BUSINESS

The School of Business is committed to providing a high quality business education to its students through its curriculum, its teaching, its academic support services, and its placement and internship program. The curriculum is continually updated to reflect the impact of information technology on the globalization of markets, production methods, and job qualifications. All business faculty place a high emphasis on teaching effectiveness and student accessibility. Faculty are encouraged to experiment with a diversity of approaches in transmitting information and ensuring that the classroom is a participatory learning environment. The School of Business realizes the importance of academic advisement as a key component in a student's college education. Academic support services are intended to complement the curriculum and teaching aspect of a student's business education. Students are encouraged to speak with academic advisors and develop their own plan for success.

Program Design

The School of Business offers a **Master of Science degree in Accounting**. Beginning in August 2009, students who wish to sit for the Certified Public Accounting (CPA) Examination in New York State will be required to have completed a 150-credit hour program. The MS in Accounting degree, including specified prerequisites, is recognized and registered by the New York State Education Department as satisfying the 150-credit hour requirement. It will also qualify students for a one-year work experience requirement relating to CPA licensure.

The dual track in the MS in Accounting enables Accounting and non-Accounting undergraduate majors to obtain the MS degree. It contains a common "Analytical Core" of six courses (18 credits) and a common "Professional Core" of six courses (18 credits).

The thirty six (36) credit track is configured for Accounting majors who will have completed the requirements for the B.S. in Accounting which includes undergraduate courses in Accounting (21 credits), Commercial Law (6 credits), Business Statistics (3 credits), Calculus (3 credits), Finance (3 credits), Computer Applications (3 credits), Economics (6 credits), Business Communications (2 credits), and Business Electives (6 credits) as well as the usual complement of general education and liberal arts courses.

The "Analytical Core" (18 credits) is comprised of six (6) courses in the functional areas of business such as Marketing, Management, Quantitative Analysis, Finance, and Statistics and is fashioned to significantly increase students' skills and knowledge beyond the undergraduate level while also broadening the educational training of Accountants.

The "Professional Core" (18 credits) includes courses in Taxation, International Accounting, Accounting Information Systems, Financial Reporting, Analysis, & Ethics, and Auditing and Assurance Services which respond directly to some of the changes in the Accounting profession and the need for Accounting professionals to expand their fields of expertise. The last course required in the thirty-six (36) credit track is an integrative course in Accounting Research which will compel students to engage in the study of a subject area which not only closely replicates some real-world situation but will obligate students to draw on the functional areas of business and their developed expertise in Accounting.

The fifty-eight (58) credit track in Accounting is designed for non-Accounting majors who hold a Bachelor's degree from an accredited institution and includes a set of prerequisite undergraduate courses: Finance (3 credits), Economic Principles (6 credits), Business Statistics (3 credits), Computer Applications (3 credits), an Accounting Principles class (3 credits) which includes the double entry bookkeeping system, Calculus (3 credits), Business Communications (2 credits), and Business Electives (8 credits). Since these students do not have the depth of Accounting preparation needed for study at the graduate level the following courses are required at the graduate level: Financial Accounting (3 credits), Cost Accounting and Management Applications (3 credits), Legal Environment of Business (4 credits), Financial Accounting Theory (3 credits), Tax Accounting for Individuals (3 credits), Advanced, Government and Not-for-Profit Accounting (3 credits), and Auditing for Public Accounting (3 credits). The fifty-eight (58) credit track includes the same six course (18 credits) "Analytical Core" and the same six course (18 credits) "Professional Core" as in the Accounting major track.

The curriculum for both tracks under the MS in Accounting meet the requirements for qualification to sit for the CPA examination.

Curriculum

The MS in Accounting includes two tracks – one for Accounting majors and the other for non-Accounting majors, prescribes a set of prerequisite courses for which no graduate credit is earned, contains an “Analytical Core” incorporating courses in the functional areas of business, and includes a “Professional Core” devised to significantly increase the Accounting training of graduates. An integrative course entitled *Accounting Research* requires all majors to engage in independent study and research before completion of the degree.

Because of the limited scope of the program, the only courses permitted to be waived by substitution include non-graduate level prerequisite courses such as Calculus, Computer Applications, Finance, Economics, Business Statistics, Business electives, and the Accounting Principles course and 6000-level graduate courses. Courses from the “Analytical or Professional Core” may be waived by demonstrating in writing to the Graduate Business Academic Standing Committee that substitution was reasonable and no dilution of standards would result. Course substitutions will be granted only after careful evaluation. The curriculum for the MS in Accounting is as follows:

Masters of Science in Accounting Curriculum

Course	Accounting Majors Track	Non- Accounting Majors Track
<u>ANALYTICAL CORE</u>		
BU 6510 Financial Accounting		3
BU 6530 Cost Accounting and Management Applications		3
BU 6610 Legal Environment of Business		4
BU 7110 Organizational Behavior & Ethics	3	3
BU 7210 Statistics for Financial Analysis and Planning	3	3
BU 7220 Quantitative Methods for Financial Decision Making	3	3
BU 7320 Marketing Strategies & Information Technology	3	3
BU 7740 Financial Management for Planning and Analysis	3	3
BU 7750 Money, Credit, and Capital Markets	3	3
	18 cr	28 cr
<u>PROFESSIONAL CORE</u>		
BU 6520 Financial Accounting Theory		3
BU 6540 Advanced, Gov't & Not-for-Profit Accounting		3
BU 6550 Auditing for Public Accounting		3
BU 6570 Tax Accounting for Individuals		3
BU 7545 Financial Reporting, Analysis & Ethics	3	3
BU 7547 International Accounting & Taxation	3	3
BU 7555 Accounting Information Systems	3	3
BU 7556 Advanced Auditing and Assurance Services	3	3
BU 7570 Taxation for Corporate Managers	3	3
BU 7590 Accounting Research: Cases & Analysis	3	3
	18 cr	30 cr
TOTAL Credits Required	36 cr	58 cr

Schedule of Courses

The MS in Accounting operates on a three-semester-per-year basis: the Fall semester begins the first week of September and ends in mid-December; the Spring semester begins mid-January and ends mid-May; and the Summer semester begins mid-May and ends in early August. Classes are held one evening (either Tuesday or Thursday) a week, with the first class beginning at 5:40 pm and ending at 8:10 pm and the second class beginning at 8:25 pm and ending at 10:55 pm. A full-time student (4 classes per semester) who is an Accounting major will be able to complete the thirty-six (36) credit program in one year. Part-time students may take courses in the program as their schedule permits.

Academic Advising

All students admitted to the MS in Accounting will be advised. This process will entail: full discussion of student goals; explanation of all degree requirements; clarification of requirements for the CPA exam; description of the course schedule and frequency of course offerings over the relevant period; information about internships, placement, and job market.

Graduate Assistants

Contingent upon funding, a small number of graduate assistantships may be available to aid faculty with research and teaching activities. Graduate assistants will be under the supervision of the Director of the Graduate Business Program and the performance of graduate assistants will be reviewed on an annual basis.

Admissions Criteria

Students who have earned a baccalaureate degree from an accredited college or university will be eligible to apply for admission. Specifically, the applicant must meet the following criteria:

An applicant must have an acceptable record in undergraduate and graduate studies (if applicable) as reflected in all official transcripts. Overall grade point averages (GPA), trends in GPA, courses completed (e.g. Calculus, Statistics), and undergraduate major will be carefully considered.

A minimum score of 500 on the GMAT is required of all applicants.

The formula of $[(200 \times \text{undergraduate GPA}) + \text{GMAT score}]$ should be equal to or greater than 1,100.

An applicant must submit two letters of recommendation: one from a former professor and an additional letter from a business associate or a current employer.

No more than two undergraduate prerequisites may be outstanding when graduate studies begin.

A student will be considered as a matriculant when all criteria for admission have been successfully completed. No course work may be started before acceptance and matriculated status has been achieved.

Academic Standing

Probation

Any student who receives an "F" or any student whose cumulative GPA is less than 3.0 will automatically have his or her record reviewed by the Graduate Business Academic Standing Committee. Based on the facts of the case, the Committee may issue a letter of warning, may place the student on probation until a certain target level of academic performance has been met, or may deny continuance in the MS program. Students may be denied continuance if they do not in the next semester makeup a failed course or for some reason cannot bring their cumulative GPA to 3.0.

Time Limit for Completion of Program

A matriculated student will have five (5) years from the date of matriculation (exclusive of armed services obligations) to complete all requirements for the degree. The Graduate Business Academic Standing Committee may grant extensions of time and appropriate leaves based on the merits of the applicant's case.

Absence from Program

Students who are absent for one year, that is, take no course for a period of three (3) semesters in the MS program, must reapply for admission. The Graduate Business Admissions Committee will determine whether readmission is appropriate based on the submissions by the applicant.

Residence

A degree candidate must complete at least thirty (30) credits at the College at Old Westbury to meet the residency requirements of the Accounting majors track (36 credits) in the MS program. For students enrolled in the fifty-eight (58) credit program, the residency requirement is forty-six (46) credits. Permission to take any course in the graduate program elsewhere must be granted by the Director of the Program in consultation with the Graduate Business Academic Standing Committee and such approval would be considered the exception.

Graduation Requirement

To graduate a student must have a cumulative GPA of 3.0 or better for Old Westbury graduate course work.

Application for Degree

In the last semester of attendance, a degree candidate is required to file an application for graduation at the Registrar's Office.

The School of Business Administration:

Anthony Barbera, Interim Dean of the School of Business

James Fornaro, Director of the Graduate Business Program

Maureen Keefe, Director of Career Services

Joel Feiner, Director of Academic Support Services

John Biondo, Chair, Accounting and Business Law

Sirousse Tabriztchi, Chair, Finance and Business Economics

Barry Armandi, Acting Chair, Management, Marketing, and Information Systems

The School of Business Faculty:

Distinguished Teaching Professor: Barry Armandi

Professors: Annette Forti, Patrick O'Sullivan

Associate Professors: John Biondo, Rita Buttermilch, Madeline Crocitto, Alireza Ebrahimi, Barbara Olsen, Sirousse Tabriztchi, Lynn Walsh.

Assistant Professors: Anthony Barbera, Nina Dorata, James Fornaro, Alan Jiang, Peter Lucido, Doocheol Moon, Albert Murphy, Zhihong Shi, Ken Winkelman

Visiting Instructors: David Glodstein, Marita Herbold, Maureen Keefe, Christina Schweikert

Listings in this section may not reflect changes in personnel made after submission of catalog material.

THE COLLEGE AT OLD WESTBURY

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B.A., Marist College

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B.A., University of Illinois-Chicago ; M.U.P.P., University of Illinois-
Chicago

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President

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Vice President for Enrollment Services

Delores James, A.A.S., B.S.
Director of Financial Aid

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Assistant to the President for Advancement

Carolyn Bennett, B.S.
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Penny Chin, B.S.
Director of Alumni Affairs

Karon Williams, B.A., M.P.A.
Director of Corporate and Foundation Relations

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Director of Residential Life (Acting)

Tardis Johnson, B.A.
Director of Student Activities

Susan Mundy, R.N.
Director of Student Health Services

UNIVERSITY POLICE DEPARTMENT

Michael C. Yanniello, B.A.
Chief, University Police

STATE UNIVERSITY OF NEW YORK

State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. When founded in 1948, the University consolidated 29 state-operated but unaffiliated institutions whose varied histories of service dated as far back as 1816.

Today, nearly 410,000 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace, through such innovative institutions as the SUNY Learning Network and Empire State College. The State University enrolls 40 percent of all New York State high school graduates. The distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world. Their efforts are regularly recognized in numerous prestigious awards and honors, including the Nobel Prize. The State University's research contributions are helping to solve some of today's most urgent problems. State University researchers pioneered nuclear magnetic resonance imaging and the supermarket bar code scanner, introduced time-lapse photography of forestry subjects and isolated the bacteria that causes Lyme disease.

The University's program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs and Educational Opportunity Centers, has become a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education. The 30 locally-sponsored two-year community colleges offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus.

In 1998, the Governor and the Legislature approved a multi-year, \$2 billion capital construction program for the University. This investment in critical maintenance will protect the University's infrastructure, valued at nearly \$11 billion, and enable the University to keep pace with modern technology for the benefit of students and faculty. In 1995, the Board of Trustees developed the document Rethinking SUNY, in response to a call from the Legislature for a "multi-year, comprehensive system wide plan to increase cost efficiency." Underlying Rethinking SUNY is the theme of increasing efficiency by empowering campuses to manage directly more of their academic and financial affairs and by eliminating disincentives to the prudent use of campus and system resources.

The State University's involvement in the health science education is extensive. Hundreds of thousands of New York's citizens are served each year by faculty and students in University hospitals, clinics or affiliated hospitals. The University's economic development services programs provide research, training and technical assistance to the state's business and industrial community. State University libraries, which support teaching and research activities, are an important community resource.

The State University of New York is governed by a Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the State University Board is defined by law.

The University's motto is: "To Learn — To Search — To Serve."

State University of New York Board of Trustees

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SUNY UNITS

University Centers

State University of New York at Albany
State University of New York at Binghamton
State University of New York at Buffalo¹
State University of New York at Stony Brook¹

University Colleges

State University College at Brockport
State University College at Buffalo
State University College at Cortland
State University Empire State
State University College at Fredonia
State University College at Geneseo
State University College at New Paltz
State University College at Old Westbury
State University College at Oneonta
State University College at Oswego
State University College at Plattsburgh
State University College at Potsdam
State University College at Purchase

Health Science Centers

State University Health Science Center at Brooklyn
State University Health Science Center at Syracuse

Colleges of Technology

State University College of Technology at Alfred
State University College of Technology at Canton
State University College of Agriculture &
Technology at Cobleskill
State University College of Technology at Delhi
State University College of Technology at Farmingdale²
State University of New York College of Agriculture
& Technology at Morrisville

Specialized Colleges

State University College of Environmental Science and Forestry
State University Maritime College
State University College of Optometry
State University Institute of Technology at Utica/Rome³

Statutory Colleges⁴

New York State College of Agriculture and Life Sciences at
Cornell University
New York State College of Ceramics at Alfred University
New York State College of Human Ecology at Cornell University
New York State School of Industrial and Labor Relations
at Cornell University
New York State College of Veterinary Medicine
at Cornell University

Community Colleges

Adirondack Community College
Broome Community College
Cayuga County Community College
Clinton Community College
Columbia-Greene Community College
Corning Community College
Dutchess Community College
Erie Community College
Fashion Institute of Technology⁵
Finger Lakes Community College
Fulton-Montgomery Community College
Genesee Community College
Herkimer County Community College
Hudson Valley Community College
Jamestown Community College
Jefferson Community College
Mohawk Valley Community College
Monroe Community College
Nassau Community College
Niagara County Community College
North Country Community College
Onondaga Community College
Orange County Community College
Rockland Community College
Schenectady County Community College
Suffolk County Community College
Sullivan County Community College
Tompkins Cortland Community College
Ulster County Community College
Westchester Community College

¹ The Health Science Centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.

² Authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associates degree.

³ This is an upper division institution authorized to offer baccalaureate and master's degree programs.

⁴ These operate as "contract colleges" on the campuses of independent universities.

⁵ While authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associates degree, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.

DIRECTIONS TO THE CAMPUS

BY CAR:

The College at Old Westbury is located immediately north of the Long Island Expressway (495) in the village of Old Westbury, Long Island, approximately 30 miles east of New York City. The main entrance to the college is located on the west side of Rte. 107 approximately one-half mile north of Jericho Turnpike (Rte. 25).

From the South Shore of Nassau County, take either Meadowbrook Parkway or the Wantagh State Parkway to Northern State Parkway eastbound. Exit Northern State Parkway at Exit 35 North (Broadway/Rte. 107). Proceed north to campus entrance on Rte. 107.

From the North Shore of Nassau County, take either Northern State Parkway or the L. I. E. (495) eastbound to Rte. 107 (Northern State Exit 35N; L. I. E. Exit 41N) and proceed north to campus entrance on Rte. 107.

From the South Shore of Suffolk County, take the most convenient north-south road to the L. I. E. (495) westbound. Exit at Exit 41N (Broadway/Rte. 107) and proceed north to main campus entrance.

From the North Shore of Suffolk County, take L. I. Expressway (495) westbound and proceed as indicated above for the South Shore of Suffolk County.

BY TRAIN:

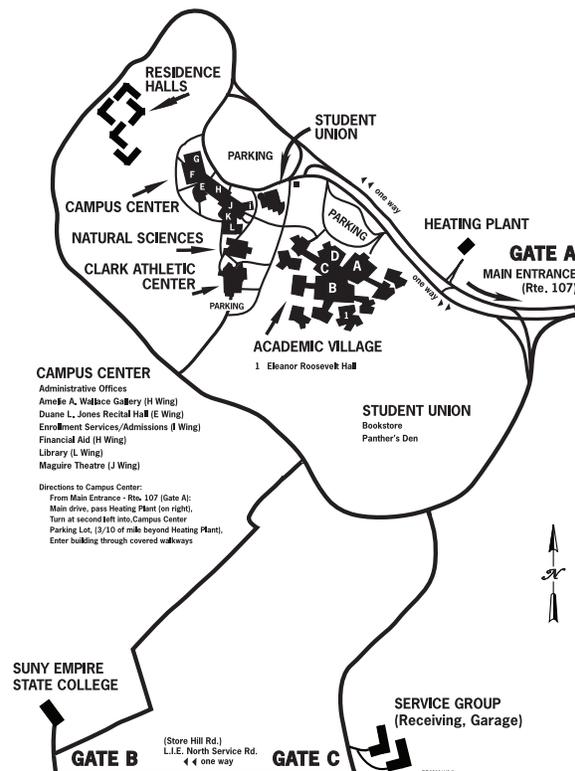
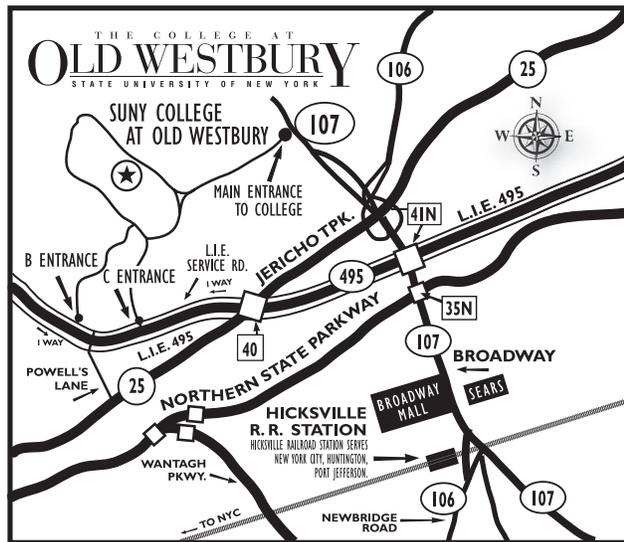
The Long Island Railroad stops at the Hicksville station. Train schedule and route information are available from the LIRR, (516) 822-LIRR. Bus service is available to and from the Hicksville station Monday through Friday. Bus schedule information may be obtained from the MTA Information Center, (516) 766-6722. Taxi service is also available at the station.

BY BUS:

The College is accessible by bus via MTA route N-20, which travels between Main Street, Flushing, and the Hicksville railroad station along Northern Boulevard and Route 107. The bus connects with other MTA buses at various connecting points along Northern Boulevard and elsewhere. Call the MTA Information Center, (516) 766-6722, for schedule and additional route information. A college shuttle bus meets MTA buses at the main gate during the school year and registration periods, at certain hours. Bus fares subject to change without notice.

OFFICE OF ENROLLMENT SERVICES:

The College's Office of Enrollment Services is located in Campus Center, Room 1-202. The telephone number is (516) 876-3073. Other College offices may be reached through the central switchboard, (516) 876-3000, (TDD (516) 876-3083).



Course List

BU6510 Financial Accounting

3 cr.

This course introduces students to accounting theory and principles as it relates to accounting concepts, standard setting, financial statements, cash, receivables, inventories, property, plant and equipment, depreciation, intangible assets, current liabilities and long term liabilities.

Prerequisite: BU3502 or equivalent.

BU6520 Financial Accounting Theory

3 cr.

This course continues the student's exposure to accounting theory and principles as it relates to stockholders equity, earnings per share, investments, revenue recognition, income taxes, pensions, leases, accounting changes, cash flows and disclosure.

Prerequisite: BU6510 or equivalent.

BU6530 Cost Accounting and Management Applications

3 cr.

A comprehensive study of cost accounting as a major component of management processes. Managers must be able to obtain and understand cost accounting information to make decisions. The course examines the design and implementation of effective cost accounting systems and the managerial use of the information provided by such systems including the decision-making implications.

Prerequisite: BU6510 or equivalent.

BU6540 Advanced, Government and Not-for-Profit Accounting

3 cr.

This course is a study of advanced accounting problems such as consolidations, corporate merger and acquisitions, partnership operations and liquidations, fund accounting, government accounting and non-government not-for-profit accounting.

Prerequisite: BU6520 or equivalent.

BU6550 Auditing for Public Accounting

3 cr.

Examination of current auditing theory and practice, including generally accepted auditing standards, assurance services, ethical and legal environment, role of internal control, consideration of fraud, uses of sampling, implications of information technology, and the various reports issued by independent accountants. Includes the application of audit procedures to specific financial statement accounts. Topics are covered using text material, case studies, current articles, and the Internet, as well as an audit practice case to provide experiential exposure.

Prerequisite: BU6520 or equivalent.

BU6570 Tax Accounting for Individuals

3 cr.

An extensive examination of federal tax laws affecting individuals. Topics include: gross income, deductions, gains & losses, tax computations, tax credits, passive activities, taxation of securities, investments in flow through entities, taxation of corporate distributions, and an introduction to the estate & gift taxes and a decedent's final return.

Prerequisite: BU6510 or equivalent

BU6610 Legal Environment of Business

4 cr.

The legal aspects of contracts, personal property and bailments, agency and employment, business organizations, property and estates.

continued on next page

BU7110 Organizational Behavior and Ethics **3 cr.**

This course focuses on the interweaving of behavioral management and ethics. Through cases and experiential exercises, theory is bridged with practice. Topics include Personality, Perception, Motivation, Group Dynamics, Leadership, Decision Making, Culture, Whistle-Blowing, Conflict of Interest, Privacy, Discrimination, and Health and Safety. The student will be required to research and develop a case on an organization experiencing behavioral or ethical problems.

BU7210 Statistics for Financial Analysis and Planning **3 cr.**

This course is concerned with statistical methods for the analysis of business problems. Students will learn statistical techniques such as correlation, regression, and survey sampling. The course deals with three main subject areas: (a) descriptive statistics are developed as a means of summarizing sample data and conveying information as well as a basis for understanding statistical inference, (b) probability is presented as the connection between populations and samples, and (c) statistical inference, the greatest part of the course, builds upon the concepts in descriptive statistics and probability and allows broad statements about a population of interest based on a small amount of information. Excel and/or a statistical software program will be used for problems that are large or complex. The course focuses on practical statistical applications that are relevant to management analysis in the business environment. It provides a basis for further academic work in production, finance, and marketing.

Prerequisites: BU3201 and MA2300, or equivalents.

BU7220 Quantitative Methods for Financial Decision Making **3 cr.**

The course introduces students to quantitative concepts, techniques, and software with which all successful managers should be familiar. The course has three major topics: optimization, simulation, and project management. An important part of the course is learning the basic features of software "tools," such as MS Excel's built-in Solver for performing optimization, Crystal Ball (an add-in to Excel) for performing certain types of simulation, and MS Project for managing projects. This course has a managerial orientation and does NOT rely on complex mathematics.

Prerequisite: MA2300 or equivalent.

BU7320 Marketing Strategies and Information Technology **3 cr.**

This course is designed to provide both practical and theoretical aspects of Internet commerce. Students will gain an appreciation of the advantages of the Internet as a marketing tool with regard to traditional marketing applications. Using text, case history readings and assigned articles, students will develop, implement, and analyze Internet strategies in business-to-business and business-to-consumer contexts. Special focus will address such relevant e-commerce topics as web site analyses, advertising decisions, service quality, social responsibility, ethics privacy issues, and consumer buying behavior in domestic and global arenas. Students will also develop, evaluate and present their own Integrated Internet Marketing Plan based on an original e-commerce concept.

Prerequisite: CS1500 or equivalent.

BU7441 Economic Analysis & Applications for Managers **3 cr.**

This course conveys an understanding of the basic principles of economics applied to business decision-making. It does not replicate or follow a set of topics from any one textbook. Specific topics include: Economic environment of business, inclusive of global aspects; Business and economic indicators of the business cycle; Industrial factors of competitiveness; Markets - supply and demand; Elasticity; Demand Theory applied; Production and costs of production; Competition under differing market structures; Comparative advantage; Outsourcing; Global interdependence; and the Economics of Information and Externalities. Intensive readings are required.

BU7545 Financial Reporting, Analysis, and Ethics **3 cr.**

An extensive examination of Generally Accepted Accounting Principles (GAAP) underlying financial statement preparation and disclosure, with an emphasis on analysis, and use of financial information in making business decisions. The course seeks to provide students with the technical underpinnings of GAAP and its relationship to decision making, as well as an understanding of the ethical responsibilities created by the reliance of various sectors of society upon financial statements. Topics include: the income statement, balance sheet, and cash flows statements, receivables, inventory, bonds, leases, pensions, taxes, and investments.

Prerequisite: BU6520 or equivalent.

BU7547 International Accounting and Taxation **3 cr.**

This course familiarizes students with international accounting and taxation, including external reporting in international accounting, governmental reporting in international taxation, how standards have developed historically, and how standards differ among types of countries, including those of developed versus emerging countries. Problems arising from international transactions such as foreign currency translation, accounting for changing prices, the harmonization of international accounting standards and taxation laws, analyzing international financial statements, and planning, budgeting, control, taxation and transfer pricing issues in international firms are also discussed.

Prerequisites: BU6520 and BU6570 or equivalents.

BU7555 Accounting Information Systems **3 cr.**

The course provides an overview of the interaction of accounting professionals with computer-based information systems (CBIS) and the use of information technology (IT). Developments such as the Internet, e-commerce, databases, and artificial intelligence have transformed the way business organizations conduct their activities. The course stresses the necessity for accountants to participate in the design of information systems, to be able to measure and evaluate the performance of information systems, and to assess the quality of information processing.

Prerequisite: BU6510 or equivalent.

BU7556 Advanced Auditing and Assurance Services **3 cr.**

Building on the foundation created in an introductory course, this course enhances the understanding of fundamental concepts of auditing and provides in-depth exposure to the auditor's legal liability and professional responsibilities and to specific topics within the auditing process (e.g., analytical review procedures, internal control issues, fraud detection, statistical and non-statistical sampling methods, and the use of computers in auditing). It also provides exposure to the emerging value-added assurance services decision makers are increasingly demanding in the information age. Topics are covered using text material, real-world case studies, current articles, a research project, and interactive assurance service projects utilizing a CD-ROM incorporating Internet links.

Prerequisite: BU6550 or equivalent.

BU7570 Taxation for Corporate Managers **3 cr.**

The course addresses the issues of taxation relevant to the business manager, controller, and CFO. The tax implications to national and multinational businesses are stressed. Topics include forms of business entities, employee compensation strategies, retirement plans, consolidated tax returns, multi-state taxation, and international taxation.

Prerequisite: BU6570 or equivalent.

BU7571 Tax Ethics, Practice, & Procedures **3 cr.**

A study of the rules, practices and ethical behavior associated with practicing before the Internal Revenue Service. Ethical behavior and regulations governing tax practice, as set forth in Circular 230 will be emphasized. Other topics include: an introduction to tax research, tax examinations, access to IRS information, settlement of tax disputes, the tax appeals process, and tax penalties.

Prerequisite: BU6570 or equivalent.

BU7572 Taxation of S Corps., Partnerships, and LLC's **3 cr.**

Students will analyze the income tax implications of doing business as a pass-through entity and selecting the appropriate business entity in differing circumstances. The laws and regulations dealing with the formation, operation, and termination of S Corporations, partnerships, and LLC's will be studied, as well as distributions to owners.

Prerequisites: BU7570 and BU7571.

BU7573 Multi-State Taxation **3 cr.**

An introduction to multi-state taxation of business profits and transactions. Emphasis will be on the corporate income tax and sales tax. Related topics include nexus issues and U.S. Supreme Court cases that have shaped the ability of states to tax foreign corporations. Apportionment of income using the 3 and 4 factor formulas will also be examined. Where applicable, New York rules will be emphasized.

Prerequisites: BU7570 and BU7571.

BU7574 Taxation of Estates, Gifts, and Trusts **3 cr.**

An examination of the estate and gift tax, and the income taxation of estates and trusts. Topics include: the gross estate, valuation issues, deductions from the gross estate, estate planning considerations, and taxable gifts and the annual exclusion. Income tax topics include the decedent's final return, income and deductions of estates and trusts.

Prerequisite: BU6570 or equivalent.

BU7575 Taxation of Reorganizations and Liquidations **3 cr.**

An examination of advanced corporate tax transactions. Students will examine the effects upon corporations and shareholders as a result of stock redemptions and liquidations, mergers, and reorganizations. Other specific topics include: tax-free reorganizations, mergers and the carryover of tax attributes, and consolidated income tax returns.

Prerequisites: BU7570, BU7571 and BU7572.

BU7579 Tax Research & Current Developments **3 cr.**

A research oriented course examining current tax developments. Students will be required to keep abreast of recent court decisions, regulations, and legislation, as well as proposed legislation and temporary regulations. Research, written assignments, and group projects will be selected each semester from the prevailing key tax issues before Congress and the courts. Note: Must be taken in student's last semester. This is the capstone course for the Master of Science in Taxation.

BU7590 Accounting Research: Cases & Analysis **3 cr.**

This is the capstone course for the Master of Science in Accounting. It surveys topics and controversies in accounting, auditing, and tax literature to help students appreciate the development of generally accepted accounting principles, generally accepted auditing standards, and case tax law. This course will emphasize the process of professional research and not necessarily the final result. The course achieves these objectives through development of research skills for use in case materials and a project. Note: Must be taken in student's last semester.

BU7740 Financial Management for Planning and Analysis **3 cr.**

This course discusses basic principles of corporate finance and provides practical tools for financial decisions and valuation, including: Capital Budgeting Decisions - shows optimal project acceptance criteria consistent with the objective of maximizing the market value of the firm; CAPM-based Valuation Techniques - utilizing factor models, a "fundamental beta" approach, the WACC and the APV valuation methods; Alternative Valuation Techniques - develops other valuation methods used in practice, including multiples and real options; Capital Structure and other Corporate Financial Policies - shows how capital structure, dividend and hedging decisions affect firm value and surveys industry practice; and Investment Banking - develops key principles and practices for raising capital, performing mergers and acquisitions, and modern restructuring techniques. There will be outside speakers during the course.

Prerequisite: BU4762 or equivalent.

BU7745 Financial Management for Multinational Business **3 cr.**

This course develops principles applied in managing currency and political risk for the MNC (Multinational Corporation). Specific topics include currency regimes; global markets; hedging principles and instruments; IRP; PPP; IFE; Capital budgeting; Borrowing and investing short-term; and Measuring and managing foreign exchange risk.

Prerequisite: BU7740.

BU7750 Money, Credit, and Capital Markets **3 cr.**

This course focuses on the importance of money and credit in today's globally interdependent markets and economies. Topics include: Federal Reserve Monetary Policy, Business Cycle impact, term structure of interest rates, interest rate determination theories, domestic and international financial markets, equity and debt markets, monetary theory, financial theory, and financial regulation.

Prerequisites: BU2420 and 2430, or equivalents.

BU7760 Portfolio Management and Analysis **3 cr.**

This course examines portfolio goals relative to investment risks and strategies. Topics include: asset allocation; equity portfolio adjustment; fixed income management; risk-return and performance evaluation. Discussion of optimization techniques and related software are included. Investment vehicles, strategies, and analysis are discussed as key components of portfolio management.

Prerequisites: BU7210 and BU7740.

BU7775 Mergers & Acquisitions**3 cr.**

The course focuses on takeover targeting, structuring deals, and the long-term goals of stakeholders. Discusses risks, benefits, and philosophies of investing by acquiring businesses. Growing a business by acquisitions is evaluated using different points of view.

Prerequisite: BU7740.

BU7780 Futures, Options, and Swaps**3 cr.**

A complete discussion of the mechanics of options, futures, and swaps with regard to pricing, hedging, and arbitraging strategies. Instruments are applied in currency, equity, and fixed-income hedging as well as risk-return strategies based on market volatility. Swaps are discussed as risk reduction instruments.

Prerequisites: BU7210 and BU7740.

BU7790 Research and Cases in Finance**3 cr.**

This is a capstone course requiring either a research thesis or a series of finance cases. Cases will be determined by instructor. Note: Must be taken in student's last semester.

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