

The cover features a vertical blue stripe on the left side. The top right corner is a light cream color. A large, dark blue curved shape separates the cream area from the main blue background. In the bottom right, there is a large black circular shape with a smaller blue circle inside it.

**COLLEGE  
HANDBOOK**

**BARUCH COLLEGE**

The City University of New York

**1972-1973**

DIRECTORY	EXT.	ROOM
<b>PRESIDENT</b>	3232	B 501
College Relations, Director	3355	B 533
<b>ADMINISTRATION, Dean</b>	3222	B 401a
Admissions Office	3158	B 213c
Advisement, Foreign Students	3158	B 214
Computer Center	3353	D 2005
Contracts and Grants	673-8263	F SOL
Personnel Office	3212	B 401c
	3014	B 406
Registrar	3078	B 204e
General Information	3133	B 203
Records	3166	B 203b
Registration	3138	B 202a
Statistics	3138	B 203a
<b>BUSINESS AFFAIRS, Associate Dean</b>	3210	B 401b
Business Manager	3218	B 402
Accounting	3044	B 437
Bookstore	3379	C BKST
Budget	3220	B 403
Bursar	3026	B 110
Payroll	3020	B 407
Purchasing and Contracts	3333	B 408
	3380	B 405
Receiving and Stores	3149	B 115
<b>CAMPUS PLANNING AND FACILITIES, Director</b>	3215	B 401d
Buildings and Grounds, Assistant Superintendent	3306	A 102
<b>DEAN OF FACULTIES</b>	3122	B 502
Associate Dean of Faculties	3124	B 502
<b>GRADUATE DIVISION, Dean</b>	3280	A 1621
Ph.D. Program	3391	E 208
<b>SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION, Dean</b>	3315	A 1621
Curricular Guidance Office	3040	B 201
<i>Departments:</i>		
Accountancy	3310	A 1608
Economics and Finance	3164	B 312
Law	3088	B 616
Management	3340	B 529
Health Care Admin. (Grad.)	3093	B 604
Marketing	3295	A 1410
Statistics	3168	B 301
<b>SCHOOL OF LIBERAL ARTS AND SCIENCES, Dean</b>	3126	B 503
Curricular Guidance Office	3228	B 509
<i>Departments:</i>		
Art	3240	A 1223
Biology	3257	A 410
Black and Hispanic Studies Programs	3326	D 1240
Chemistry	3270	A 821a
Compensatory Programs	3336	D 1204
Education	3373	D 2010
English	3271	A 907
German and Slavic Languages	3287	A 1107a
History	3266	A 822a
Mathematics	3300	A 1508
Music	3291	A 1220a
Philosophy	673-8169	F SOL
Physical and Health Education	3244	A 728
Physics	3260	A 526
Political Science	3288	A 1120
Psychology	3080	B 420
Romance Languages	3284	A 1110a
Sociology and Anthropology	3083	B 612
Speech	3184	B 337
<b>EVENING AND EXTENSION DIVISION, Dean</b>	3375	A 1610
Librarian, Chief	3032	B 709
Audio-Visual Center	3293	A 1321a
Circulation	3110	B 706
Periodicals	3112	B 6FL
Reference	3112	B 619
Technical Services	3097	B 702
Reserve Reading Room	3248	A 209
SEEK	3335	D 1204
<b>DEAN OF STUDENTS</b>	3347	C 304
Counseling	3050	B 205d
Career Counseling and Placement	3069	B 102h
Department of Student Personnel Services	3243	A 607
Financial Aid	3069	B 205h
Student Activities	3055	C 411
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COLLEGE HANDBOOK 1972-1973

## BARUCH COLLEGE

The City University of New York

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## Baruch College Bulletin

### 1972-1973 edition

Published five times a year in April, July (two), September and November, by Baruch College of the City University of New York, 17 Lexington Avenue, New York, New York 10010. The issues of the bulletin are:

*College Handbook*, one of two volumes principally for undergraduate students, describes the College and its facilities and contains a statement of undergraduate fees, information about financial aid, and copies of legal documents setting forth rights and responsibilities of students. (September)

*Undergraduate Courses of Study*, the second of the two volumes on undergraduate study, principally contains course descriptions, a complete list of faculty and administration members involved in undergraduate programs, and detailed information about programs of study for day and evening undergraduate students. (April)

*Graduate Division* sets forth requirements for admissions, fees, programs of study and descriptions of courses offered for students pursuing graduate degrees, members of the Graduate Division faculty and administration and other information of interest to graduate students. (July)

*Undergraduate Admissions Guide* gives admissions requirements and other introductory information about the College for day and evening students. (July)

*Summer Session Schedule* lists undergraduate and graduate courses offered at Baruch College in the summer, with their dates, times, locations, enrollment requirements and procedures, and fees. (November, when possible)

Publication dates are scheduled so that the largest intended audience for each bulletin receives up-to-date information. Other publications may be added to the series from time to time.

The program and requirements set forth in this bulletin and all others are necessarily subject to change without notice at any time at the discretion of the administration. Every effort has been exerted to make the material presented herein timely and accurate. This does not, however, preclude the possibility of undetected error. Critical points of fact or interpretation should therefore be considered subject to confirmation by the appropriate office or department of the College. Personnel listings generally effective July 1.

## The College

In both location and lineage Baruch College traces its roots to the Free Academy, which in 1847 launched the first institution of free public higher education in New York City. The Free Academy became the City College, which in 1919 organized a school for professional education in business and civic—now called public—administration, beginning a long and distinguished tradition as a leading center for training and research in these fields. In 1954, that school was named in honor of Bernard M. Baruch, the distinguished financier and statesman who, as an alumnus and trustee of City College, was instrumental in its establishment.

Baruch was reestablished as an independent senior college within the City University of New York in 1968. Its new mission as a separate institution was set forth by a special committee of the Board of Higher Education in a 1968 report recommending the establishment of the College, in these words:

"There is a need both in the City and in the nation for a pioneering institution concerned with the administrative sciences in their broadest sense, offering the highest quality education for the business professions and government administration, committed to a research program that will bring knowledge in all disciplines to bear on the problems of business and administration, expanding opportunities for members of minority groups, and specializing in business education within the broadest framework."

Further, the Committee stated:

"Education for administration and the business professions must be offered in close proximity to the liberal arts and within the broadest possible framework. Instruction of the highest quality in the liberal arts is as essential to the Baruch School's mission as instruction in the fields of professional specialization."

The College today offers undergraduate and graduate programs of study in liberal arts, business, public administration, and education. The range of studies offered by the College meets today's demand for high-quality education both for students in professional programs and for those pursuing more general

ized study in the liberal arts and sciences. For students in professional fields, studies in the liberal arts emphasize areas that complement business and administrative studies, such as the humanities and the behavioral sciences, which help lead to successful careers in business, public service, education, and related fields. Students concentrating on liberal arts and sciences find their programs of study are conceived with a sense of relevance to contemporary society.

### SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

In Baruch's School of Business and Public Administration, undergraduates may earn the Bachelor of Business Administration degree with specialization in accountancy, economics, finance and investments, industrial psychology, management, marketing, office management and secretarial studies, public administration, statistics, or the teaching of business subjects. Many of these programs prepare students for certification in a number of other professional fields. All students who receive a B.B.A. with a public accountancy specialization may take the New York CPA exam. Both the B.B.A. and the B.A. from Baruch are acceptable to the law schools of New York State. Appropriate courses are offered to meet the educational requirements of those students who want to take the New York State Insurance Broker's License examination.

### SCHOOL OF LIBERAL ARTS & SCIENCES

In the School of Liberal Arts and Sciences, there are undergraduate programs of study leading to the degrees of Bachelor of Arts and Bachelor of Science in Education. The Bachelor of Arts degree is offered with specialization in economics, English, history, political science, psychology, romance languages, religion and culture, sociology and anthropology, Spanish, statistics, and in interdisciplinary fields (the "ad hoc" major). The Bachelor of Science in Education degree is offered for teaching at elementary or secondary education levels with specializations in teaching academic or business subjects. These programs qualify participants for New York State certification as teachers.

### GRADUATE DIVISION

In the Graduate Division, programs of study lead to the degrees of Master of Business Administration,

Master of Public Administration, or Master of Science in Education. The latter two degrees are also offered in special programs preparing administrators for health care and educational institutions. Graduate-level study programs are fully described in the Graduate Division Bulletin.

### EVENING AND EXTENSION DIVISION

Through the Evening and Extension Division a wide range of courses is offered to matriculated and non-matriculated students. This division is currently entering a phase of expansion and improvement of offerings. In addition to programs leading to conventional college degrees, programs are planned in such specialized nondegree areas as executive development, management training, and related activities in continuing education. Its regular programs of study lead to the B.B.A., B.A., and B.S.Ed. degrees, with substantially the same specializations as those offered to day students.

### GROWTH

Since its establishment, the College has steadily expanded its faculty and staff, student enrollment, physical facilities, and course and degree offerings. Baruch is also undertaking to sponsor cultural events for students and the neighboring community, including film festivals, guest speakers, art displays, and other programs. Seminars, lectures and colloquia on a wide range of topics are conducted at the College.

For complete information on the undergraduate degree programs, see the bulletin *Undergraduate Courses of Study*.

### STUDY ABROAD

The City University Program of Study Abroad permits Baruch Students to share in the academic, social, and personal benefits of studying in another country. Student interest and ability to benefit from the program take precedence over ability to pay in determining the selection of candidates. Financial aid is available for those students who are qualified but unable to afford the total cost of the program.

Students can enroll in such fields as music, art history, mathematics, political science, linguistics, history, sociology, literature, and many of the natural sciences. While proficiency in the language of the country is important for students pursuing degrees in foreign languages, the program is currently expanding its offerings to include courses in English so that non-

linguists may also benefit from the experience of studying abroad.

Students enroll in the same courses as native students and compete without special privileges or consideration in the same year-end examinations. Currently, full-year or summer centers are operated in France, Spain, Germany, Italy, Israel, England, Ireland, Ghana, Corsica, Liberia, Puerto Rico, Greece, the Soviet Union, and Japan. Wherever possible, centers are located at universities in medium-sized cities, rather than in capital cities, in order to facilitate student participation in the life of the host country.

Resident directors from the City University of New York faculty are assigned to each center to assist the student with any special difficulties he may encounter. Further information and application forms can be obtained from Baruch's representative to the Advisory Council on Foreign Study, Prof. Violet Horvath (Romance Languages).

## CONTEMPORARY PROGRAMS

Among the goals specified in the most recent revisions of the CUNY Master Plan, originally developed in 1968, are the following:

- to continue to develop the open admissions policy with appropriate compensatory programs;
- to develop career and professional programs in the critical areas of health and education;
- to further provide for student, faculty, and community participation at all levels of college governance;
- to improve faculty recruitment and retention;
- to expand academic programs in areas of greatest need.

While the consequences of these objectives have had and continue to have an impact upon all members of the Baruch College faculty, the programs developed to achieve the goals of the open admissions policy, the steps taken to meet the needs of minority youth, the developments which followed the new policies on University governance and the agreements that were made to implement the Board's commitments concerning student rights and responsibilities are particularly relevant.

## GROWING ENROLLMENT

In 1970 the City University advanced its timetable for open admissions from 1975, offering a University

program for every New York City high school graduate. Approximately 35,000 students were admitted that year to the various City University units, a 66 percent increase in enrollment in one year. At Baruch 1,500 freshmen—a 50 percent increase in the day session enrollment—were admitted. In 1971, day enrollment increased by another 1,200. The goal is to enable students, who would ordinarily be rejected, to be admitted to a college program and to help such students succeed with no diminution in the academic standards of excellence established by the College.

Despite an inadequate physical plant and notwithstanding the constraints caused by the newness of the liberal arts programs, great efforts have been made at Baruch to accommodate students admitted under the open admissions program. Special programs orient, test, and counsel students and suitable courses and compensatory programs are provided for them. As greater numbers of educationally disadvantaged students are admitted to the College, the need is being felt for increased faculty concern and imaginative teaching skills as well as for a variety of counseling and tutorial services.

## MINORITY YOUTH NEEDS

Acting under the mandate of the Board of Higher Education, Baruch has taken several important actions designed to meet the needs of minority youth. Spanish language and Black and Puerto Rican history is required for all education majors. A program of Black and Hispanic studies has been established. Any needed orientation for Black and Puerto Rican students is provided.

### SEEK

SEEK is a special program for high school graduates, or those with equivalency diplomas, who are residents of specific disadvantaged areas in New York City. Admission is by random lot among applicants from these areas. Established at City University by the New York State legislature in 1966, SEEK provides special counseling, tutoring, and intensive remedial work to help prepare students for regular academic work at the senior colleges, and provides financial support as well. While taking remedial courses, SEEK students also take regular academic work for which they are qualified. Upon acceptance into the program, they are considered to be matriculated and working toward a degree. Baruch's SEEK offices are located at 315 Park Avenue South.

### College Discovery

College Discovery is a program similar to SEEK, providing entrance into either transfer or career programs

of the community colleges, with follow-up counseling in the senior college. College Discovery students admitted to Baruch are offered special orientation, counseling, and tutorial programs, as are any other students requesting such assistance. College Discovery offices are also located at 315 Park Avenue South.

## ACADEMIC STANDARDS

Most of the academic requirements for undergraduates are set forth in the *Undergraduate Courses of Study* bulletin, and others are announced from time to time as they are adapted. All matriculated students, whether attending day or evening sessions, are required to follow the course sequence prescribed for their degree as outlined by their Dean's or the Registrar's Offices. A student who wishes to exceed any of the program limits listed must obtain the permission of the Committee on Academic Standing. Through honors courses, exemption examinations, business experience, and active military service experience, students may alter in various ways the usual program progression and number of credits required. Honors courses usually require additional hours, the other activities may reduce the course load or provide an opportunity for advanced work. Further information and application forms for the latter three may be obtained at the Registrar's Office.

## The City University of New York and its Governance

The City University of New York dates from 1847, at Baruch's Lexington Avenue and East 23rd Street site, when the first of New York's tuition-free municipal colleges was established. In 1961, all the city units that by then had developed were joined into a university complex and legally named the City University of New York (CUNY).

Today the City University is composed of senior colleges offering baccalaureate and master's degrees; community colleges offering two types of programs—the first two years of undergraduate work in preparation for transfer to a senior college, and career programs combining technical preparation and general education; a graduate division offering doctoral degrees; and an affiliated medical school.

The City University pioneers in offering programs to meet the many and diverse needs of the community. It participates in a wide variety of programs to train such vitally needed professionals as teachers, nurses and other health specialists; it undertakes projects and provides community services under special grants; it offers educational programs designed to enable disadvantaged persons to move up new career ladders in order to become productive members of society and to provide skills in great demand; and it conducts continuing education programs.

The addition of new colleges to the City University system in recent years has helped to fulfill the University's fundamental objectives.

The other units of City University are:

- Brooklyn College
- The City College
- Medgar Evers College
- Hunter College
- John Jay College of Criminal Justice
- Herbert H. Lehman College
- Queens College
- Richmond College
- York College
- University Graduate Division
- Mount Sinai School of Medicine
- Borough of Manhattan Community College
- Bronx Community College
- Eugenio Maria de Hostos Community College
- Kingsborough Community College
- Fiorello H. LaGuardia Community College
- New York City Community College
- Queensborough Community College
- Staten Island Community College

The University has also established Urban Centers to serve the unemployed and the underemployed, both of which groups include the high school dropout, the high school graduate and the mature adult. The Centers were opened under contract with the State University of New York to provide career-oriented training with supplementary academic training. A college adapter program is available for students who wish to prepare for entry into the community colleges.

## THE BOARD OF HIGHER EDUCATION

The Board of Higher Education of the City of New York is a board of trustees for the City University of New York, composed of twenty-one residents of the City appointed by the Mayor. The president of the New York City Board of Education serves as an ex

officio member. Members' names appear in the Baruch bulletins *Undergraduate Courses of Study* and *Graduate Division*.

The work of the Board is carried on by its committees which make recommendations to the entire Board for action. The committees are responsible for such areas as planning, staff, salaries, budget, site selection, curriculum, gifts, fees, and audits.

The Board's bylaws are the regulations which govern the operation of the City University. Copies of the bylaws are available in the Baruch College library for reference.

## THE CHANCELLOR

The principal administrative officer of the City University is the Chancellor, who is appointed by the Board. The Chancellor is the permanent chairman of the Council of Presidents.

## COUNCIL OF PRESIDENTS

The Council is made up of the Chancellor, the Deputy Chancellor, presidents of the several colleges, and the president of the Mt. Sinai School of Medicine. To insure unified and cooperative leadership in the City University it is the function of the Council: to advise the Chancellor with respect to the formulation and periodic revision of a coordinated Master Plan for the system of public higher education for the city of New York and to indicate for each constituent institution its specific functions in this city-wide plan of higher education; to present to the Board recommendations of scope, procedures and policies that affect more than one of the constituent colleges; to recommend to the Board plans for the development of total physical properties which will further the general educational program; and to advise the Chancellor concerning the operating and capital budgets of the entire University system. Names of the presidents and members of the Chancellor's staff appear in Baruch's bulletins.

## CUNY GOVERNANCE

In the last few years in New York, student and faculty participation have played an increasingly important role in shaping policy at Baruch and elsewhere in CUNY. Several events have recently occurred that will increase faculty and student involvement in College and University governance:

- Joint preparation of the Master Plan, the comprehensive statement of long-range institutional goals.

- Creation of a 67-member University Faculty Senate, to assure that the faculty shares policy-making authority and responsibility with regard to appropriate aspects of University-wide planning and operation, and to provide a channel of reciprocal communication between the faculty and the administration of the University. The Senate advises the Chancellor, the Council of Presidents and the Board of Higher Education. It also has primary responsibility for determining University-wide policies and procedures concerning the academic status, role, rights and freedoms of the faculty, University-level educational and instructional matters, and research and scholarly activities of University-wide import. Baruch's representative on this Senate is Prof. Angelo Dispenzieri.
- Creation of a University Student Senate of 35 members. The Student Senate is a means through which University-wide student opinion can be heard on critical issues and policies. Senate committees deal with budget and finance, the Master Plan, academic due process, and admissions, and also submit recommendations to the Chancellor and the Board of Higher Education for review and action.
- Participation by students, faculty and alumni on Presidential Search Committees.
- The drafting of new Board bylaws relating to academic due process and student rights and responsibilities, with participation by students and faculty.
- Determination by Baruch and other colleges, through joint faculty-student-administration efforts, and subject to Board approval, of patterns of student participation, with student and faculty approval and recommended by the president.
- Creation of two faculty-student-administration commissions, one on University governance and one on admissions policies, with instructions to recommend changes at the University level, suggest guidelines for University policy, and make recommendations directly to the Board.
- Encouragement of practical and innovative instruments of governance on college campuses, such as Baruch's Academic Senate and the Baruch College Community Conference. (See pp. 15-16.)

Thus the Board recognizes that the structure of the University and its colleges must be responsive to

the legitimate needs of the University community. It has permitted these new administrative structures for communication and decision-making to enable members of the academic family to feel that they can, as a matter of both right and responsibility, make their contribution to the growth and development of the University.

## STUDENT RIGHTS & RESPONSIBILITIES

The following expresses the policy of the Board:

The establishment of student-faculty-administration participatory structures is not designed or intended to stifle dissent or to eliminate the free exchange of ideas that is central to the concept of a university. Peaceful protest by students is a part of the democratic tradition. It is hoped that these processes will provide a channel for the reasoned exchange of ideas and will obviate the disruptions and violence which have taken place on campuses of the City University. While pledging its availability for peaceable discussions and solutions of problems of concern to students and other members of the academic community, the Board of Higher Education issued a policy statement in May, 1969, which made clear that the interruption of educational processes will not be tolerated. It is the Board's position that disruptions and violence have no place on the campus and that seizure, occupancy or interference in the use of college or University property will be prohibited. No negotiations will be held during occupation of University property, and, if civil authorities become involved, charges will be left to the courts with no amnesty or withdrawal of charges by the University or any of its colleges.

In a further action in June, 1969, the Board of Higher Education adopted rules and regulations for the maintenance of public order on college campuses, specifying penalties for prohibited conduct. The Board's aim is to protect the rights of faculty and students from persons who would subordinate intellectual freedom to political ends. Article XV of the Board's bylaws also covers student conduct, rights, discipline and appeal. Texts of these resolutions appear in this handbook on pages 17 to 27.

## Baruch Governance

The College is organized into the School of Business and Public Administration, the School of Liberal

Arts and Science, and two divisions: Graduate, and Evening and Extension, the programs of which were described earlier (see pp. 2-3). These units are responsible for curriculum and educational administration, and each is headed by a dean. The four deans report to the dean of faculties, whose office includes an associate dean of faculties. As a group, they are generally referred to as "the academic deans."

The nonacademic affairs of the College fall into two areas—business and student affairs. The former is under the direction of the executive vice-president. To him report (1) the dean of administration (who directs the registration, admissions, personnel, and institutional research and grants functions), (2) the associate dean of business affairs (whose responsibilities encompass budget, purchasing, accounting, and the office of the bursar), and (3) the director of campus planning. Student affairs are under the direction of the dean of students, who directs the Department of Student Personnel Services and the Student Center, which are described on pp. 29 and 42.

The executive vice-president, the dean of faculties, and the dean of students report to the president.

The president of Baruch College is responsible to the Board of Higher Education for the administration of the College. Matters requiring Board action are submitted to the chancellor for screening by the chancellor's staff and/or appropriate committees of the Board. The President's Office also includes the Office of College Relations.

## FACULTY

Each of Baruch's two schools has its own faculty; and both sit together on the College's General Faculty. Each school's faculty also includes some members of the other school. In general, they are responsible, subject to Board bylaws and guidelines, for the formulation of policy relating to the admission and retention of students, student attendance, curriculum, awarding of credit, and granting of degrees. The faculties of Baruch College have established their own bylaws and have formed committees to conduct their business. Several of these committees have student membership and there is also a provision for student representation and voting participation at General Faculty meetings. The bylaws of each faculty are available in the College Library.

Each school has a Personnel and Budget Committee responsible for preparing recommendations on appointment, reappointment, promotion, tenure and budget. These recommendations are forwarded to the College's Academic Review Committee, and then to the College-wide Personnel and Budget Committee for review and action.



## COMMITTEES

The College Committee on Personnel and Budget consists of the president, the executive vice president, the dean of faculties, the dean of administration, the dean of the School of Business and Public Administration, the dean of the School of Liberal Arts and Science, the dean of students, the dean of the evening and extension division, the dean of Graduate Studies, the chairman of the Committee on Faculty Personnel and Budget of the School of Business and Public Administration, the chairman of the Committee on Faculty Personnel and Budget of the School of Liberal Arts and Science and one additional member elected from each of the two Faculties.

Other General Faculty Committees, and those of the two schools, are listed below:

### General Faculty

*Committee on Committees:* Professors Gutmann, Hill, Kwerel, Berrol.

*Conference on Undergraduate Curriculum:* Consists of members of Undergraduate Curriculum Committees of both schools.

*Committee on Academic Standing* (from School of Business:) Assistant Dean, Professors Chernofsky, Rothman, Stone, Ulanoff, Gardner; (School of Liberal Arts:) Assistant Dean, Professors Barasch, Israel, Scharf, Storer, Lefkowitz, Mitchen; Registrar.

*Committee on Student Activities:* Professors Denne, Zweig; Mr. Smith.

*Committee on Prizes, Scholarships and Awards:* Dean Greger, Professors Bely, Reinhardt; Mr. Rosen; Senior Class Faculty Advisor.

*Committee on Research:* Professors Bernstein, Marlin, Puryear, Rosenberg, Winer (from Business); Professors Ercolano, Golland, Klein-Hutheesing, Soto, Finkelman (from Liberal Arts).

*Committee on the Library:* Professors Frazier, Grace, Rosenblum, Robison, Kellar; Mr. Oster.

*Committee on Financial Aid:* Professors Lang, Stan-  
sky, Bernstein, Halberstam; Mr. Tansey.

*Committee on the Faculty:* Professors Kwerel, Scharf, Stone, Alston, Wyschogrod; Messrs. Tansey, Wang.

*Committee on the Master Plan:* Professors Ballabon, Newhouse, Duchin, Cinquemani, Zalkind, Buder, Lang, Mr. Lirtzman.

*Committee on Collegiate Activities:* Professors Brown, Brown, Kellar, Saidel.

\**Committee on Ceremonial Occasions:* Professors Bely, Greger, Hill, Nallin, Reinhardt.

\**Committee on Social Activities:* Professors Jofen, Cinquemani; Messrs. Bixler, Pearl, Fallon; Mrs. Rosenheck; Ms. Kaminsky.

*Committee on Discipline:* Professors Arluck, Lovett, Berger, Ercolano, Parket, Grollman.

### School of Liberal Arts and Sciences

*Committee on Committees:* Professors Jofen, Klein, Levy, Wyschogrod, Zalkind; Mrs. Rosenheck.

*Committee on Faculty Personnel and Budget:* Deans Brown and Senour; Professors Saule, Winokur, Scharf, Mitchen, Halboth, Potoker, Jofen, Pessen, Eiberson, Shane, Nallin, Kahane, O'Leary, Balinsky, Horvath, Storer, Levy, Brown, all ex officio.

*Committee on Undergraduate Curriculum:* Dean Brown (ex officio), Dean Puryear, Professors Balinsky, Halboth, Jofen, Nallin, Potoker, Powell, Shane, Storer, Mr. Temares, a day session student, and an evening session student.

### School of Business and Public Administration

*Committee on Committees:* Professors Seitelman, Stone, Mellman, Sullivan, Gutmann, Balinsky.

*Committee on Faculty Personnel and Budget:*

*Committee on Undergraduate Curriculum:*

*Committee on Research:* Professors Grollman, Parket, Macchiarola, Rosenberg, Su.

*Committee on Undergraduate Honors Program:* Professors Schiffman, Wahba, Rabinowitz, Rosenblum, Ross.

*Committee on the Evaluation of Business Experience:* Professors Duchin, Rachman, Wiseman.

*Committee on Library:* Professors Lustgarten, Schachner, Pillinger, Puryear, Frankel.

### Other Committees

In addition to the committees listed above, whose members are elected by their respective faculties, the president has formed several review and advisory bodies:

*The Faculty Advisory Committee* advises him on policies and procedures from the faculty point of view. It consists of the three members elected from

\*Staff Committees

each of Baruch's schools (School of Liberal Arts and Sciences: Professors John Bauer, Andrew Lavender, and Louis Levy; School of Business and Public Administration: Professors Aaron Levenstein, and Emanuel Saxe, and a third to be elected), and three appointed by the president from each school (Liberal Arts: Professors Frank Cinquemani, Edward Pessen, and Donald H. Smith; Business: Professors Robert House, Bertha Newhouse, and David Valinsky).

*The Academic Review Committee*, which reviews all appointments, promotions, and tenure granting, makes recommendations to the president as well as reporting them to the College Personnel and Budget Committee. It consists of the dean of faculties, the deans of the two schools, and two faculty members elected by each of the School Personnel and Budget Committee members.

*The Computer Users Advisory Committee* consists of Deans William Monat, Maurice Benewitz, John Griffin, and Alvin Puryear, Professors Herbert Arkin, Lewis Dars, Ivan Flores, Leon Winer, Samuel Bernstein, Joseph Ercolano, Jay Finkelman, and Richard Bossone, Mr. Leon Rosenhand, Miss Geraldine Dana, Mrs. Adele Pappy, and Mrs. Marilyn Harris.

## DEPARTMENT ORGANIZATION

Each department has an appointments committee to consider personnel actions and may establish other committees as it deems necessary. Every department has the fullest measure of autonomy consistent with the maintenance of general educational policy. The department chairman is elected by members of the instructional staff of the department who have faculty rank, subject to the approval of the College president and the Board of Higher Education. The chairman is the executive officer of the department with responsibility for assigning courses and arranging staff programs, initiating departmental policy considerations, preparing the departmental budget and evaluating staff.

Baruch's instructional departments are: Accountancy, Economics and Finance, Law, Management, Marketing, and Statistics (all in the School of Business), and Art, Biology, Chemistry, Compensatory Programs, Education, English, German, History, Library, Mathematics, Music, Philosophy, Physical and Health Education, Physics, Political Science, Psychology, Romance Languages, Sociology, and Speech (all in the School of Liberal Arts).

## FACULTY SENATE

The Baruch College Faculty Senate is a deliberative faculty body composed of elected representatives from each unit of the College and each faculty grade. Its purposes are:

- to serve as the basic organ of faculty expression, both in those areas in which faculty has primary responsibility, and in all other areas of faculty and college interests;
- to advise the General Faculty in discharging its responsibilities under the bylaws of the Board of Higher Education and relevant regulations of the College.

The membership of the Senate is composed of 50 senators elected from several categories of representation in the following manner:

- Ten department chairmen, five each from the School of Business and the School of Liberal Arts, are elected by the department chairmen of each school.
- One delegate is elected by each department with 15 or more full-time faculty members.
- The remaining 29 are elected at large, approximately one-half from each school. Procedures are adopted to insure adequate representation for each faculty grade. Four of the 29 at-large senators are elected from the adjunct staff.

## STUDENTS' ROLE IN GOVERNANCE

As citizens of the College community, students are encouraged to participate actively in the work of their student government and student organizations. The Baruch College Student Government is composed of members elected each semester by the student body. Subject to College rules and regulations, Student Government has specific rights, privileges, responsibilities, and authority in the areas of student affairs and club activities. Student Senate is the governing body for the day students, and a similar student council is maintained for the evening session. The offices of the two student groups are located in the Student Center.

Students play a key part in many decisions at Baruch. Clear channels exist for the exchange of ideas among all members of the Baruch College community. Baruch was one of the first City University colleges to share with students the processes

of allocating resources and making decisions by means of student membership on faculties and faculty committees. Just such a committee established regulations governing elective courses.

Statutory obligations and rights of students are described on pages 17 to 27.

## BCCC

As an outgrowth of student demonstrations at Baruch College in the spring of 1970, the president of Baruch, responding to a student proposal, established a Committee of 26, equally divided between faculty and students, to consider student participation in College governance. The faculty members were appointed by the president, and the student members were chosen by established student representative bodies. The committee was parent to the Baruch College Community Conference, generally known as the "B-triple-C," founded by action of the faculty and student body in 1970 to "consider all matters relevant to improving the quality of life at Baruch College and . . . make recommendations to the appropriate person and or bodies in order to fulfill this mandate." Its members include 12 students, four each from the day session, the evening session, and the Graduate Division, elected by the students of each respective group; 12 faculty members (three each from the ranks of professor, associate professor, assistant professor, and lecturer) each elected by faculty members sharing the same rank; the president; and the four academic deans. The BCCC has functioned so far primarily as a deliberative body studying questions important to the well-being of Baruch College and its people, and making proposals for consideration by faculty and students.

*Baruch College Community Conference (BCCC)* members are Dean Senour (ex officio), Professors Jofen, Storer, Gatty, Harris, Horvath, Rothman, Cole, Lederman, Siegel; Messrs. Wang, Peden, Tawil.

## THE OMBUDSMAN

This independent office, created by the BCCC, confers on its holder (whose term lasts one year) the duty of receiving complaints and grievances from any student, faculty member, administrator, or administration staff member of the Baruch community, investigating them, and, if necessary, making recommendations to "appropriate persons or bodies." The present Ombudsman, Professor Seymour M. Kwerel,

of the Department of Statistics, was elected by the BCCC on January 31, 1972, for a second one-year term of office. The Ombudsman's office is located on the sixth floor of the 24th Street building. The Ombudsman maintains a schedule of both day and evening hours and can be reached at 725-3060.

## Student Rights and Responsibilities

The obligations that rest on Baruch and other institutions of the City University system, and on the students who attend them, have been codified by the Board of Higher Education. Article 15 of the Bylaws of the Board is as follows:

### ARTICLE XV - STUDENTS\*

#### Section 15.0 Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sex, political, and economic differentiations.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom, if these rights are to be secure, then students should exercise their freedom with responsibility.

#### Section 15.1 Conduct Standard Defined

Each student enrolled or in attendance in any college, school or unit under the control of the Board and every student organization, association, publication, club or chapter shall obey the laws of the City, State and Nation, and the published rules, regulations, and orders of the Board of Higher Education and the duly established college authorities.

The faculty and student body at each college shall share equally the responsibility and the power to establish subject to the approval of the Board more detailed rules of conduct and regulations in conformity with the general requirement of this Article.

\*For graduate students at the University Graduate Division, the President of the Graduate Division shall, insofar as practicable, establish procedures, consistent with this Article, to implement the provisions thereof.

This regulatory power is limited by the right of students to the freedoms of speech, press, assembly and petition as applied to others in the academic community and to citizens generally.

### Section 15.2 Student Organizations

a. Any group of students may form an organization, association, club or chapter by filing with the appropriately elected student government organization\* of the college or school at which they are enrolled or in attendance and with an officer to be designated by the faculty of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

However, no group or organization with a program against the religion of a particular group or against a particular race shall be permitted to organize or continue at any college or school. No organizations, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and appropriately elected student government\* and the Board.

b. Extra-curricular activities at each college or school shall be regulated by the appropriately elected student government organization\* to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in Bylaw 18.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding inter-collegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint, subject to the right of any aggrieved student or group to have any adverse action by such officer or committee reviewed, and set aside or confirmed under provisions consistent with Bylaw 15.4 either by the president or by majority vote of the appropriate elected student government under procedures consistent with the provisions set forth in Bylaw 15.3 regarding student discipline.

### Section 15.3 Student Disciplinary Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of the Dean of Students promptly by the individual, organization or department making the charge.

\*The words "appropriately elected" (faculty and students) throughout these bylaws, shall be interpreted to mean, "In which at least 30 percent of those eligible to vote shall take part. However, if less than 30 percent take part, the president of the college shall be responsible for carrying out the duties described in this article until such percentage is achieved and until such duly elected body has established regulations in conformity with the general requirements of this article."

b. Notice of the charge shall be personally delivered or sent by the Dean of Students to the student at the address appearing on the records of the college, by registered or certified mail and shall contain the following:

1. A complete and itemized statement of the charges being brought against the student including the rule, bylaw or regulation he is charged with violating, and the possible penalties for such violation.
2. The time, the date (which shall be as soon as practicable) and the place of meeting with a counselor from the Office of the Dean of Students or a qualified faculty member designated by the Dean of Students.
3. The student shall be advised of his rights in the proceeding and possible consequences. Specifically the notice shall include:
  - A. A warning that anything he may say at this meeting may be used against him at a non-college hearing; therefore, he may have legal counsel present to advise him.
  - B. A statement of his right to remain silent without assumption of guilt.
  - C. A statement that the counselor is precluded from testifying in a college hearing regarding information received during the interview.

c. At the meeting with the counselor in the Office of the Dean of Students or qualified faculty member designated by the Dean of Students, the following procedure shall be in effect:

1. An effort will be made to resolve the charges by mutual agreement and where warranted to agree on the disciplinary action to be taken.
2. The counselor, if an agreement is reached, shall report his recommendation to the Dean of Students for affirmation and the complainant shall be so notified.
3. If no agreement is reached, or if the complainant or the student so requests, or if the student fails to appear, a hearing will be scheduled before the Faculty-Student Discipline Committee.

d. The student shall be informed in writing by registered or certified mail or by personal service of the hearing with sufficient particularity of the charges and of the time and place of hearing. Notice of at least five school days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall advise the student of his right to have legal counsel and witnesses participate at the hearing.

e. At the hearing, before the Faculty-Student Discipline Committee, the following procedure shall apply:

1. The specific charges shall be read to the student. If the student admits the charges are true, he shall be given an opportunity to explain his actions before the Committee shall decide on the penalty. If the student denies the charge or is silent, the hearing must continue, the accusing party proceeding first. Both sides may introduce evidence and cross-examine witnesses.
2. The college shall make a record of each disciplinary hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript without cost.
3. The student shall have the option to a closed hearing and the right to request an open public hearing. How-

ever, a majority of the Committee shall have the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the Committee's normal operations.

f. The student shall be sent a copy of the Committee's decision which shall be final subject to the student's right of appeal.

g. The Faculty-Student Disciplinary Committee shall consist of three faculty and three student members plus a chairman. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. No member of the Committee shall serve more than two consecutive terms. The Chairman of the Committee shall be selected by the Committee from among the remaining members of the panel and shall have the power to vote in case of a tie. A quorum shall consist of at least two students and two faculty members. Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. A lawyer from the General Counsel's Office of the Board may be present to act as legal adviser to the Committee.

#### **Section 15.4 Appeals**

An appeal from the decision of the Faculty-Student Disciplinary Committee may be made to the president who may confirm or decrease the penalty but not increase it. His decision shall be final except in the case of dismissal or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate Committee of the Board. Any appeal under this Section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or Board Committee as the case may be. If the president is a party to the dispute, his functions with respect to an appeal shall be discharged by an official of the University to be appointed by the Chancellor.

#### **Section 15.5 Suspension or Dismissal**

The Board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution.

A president or full dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in Bylaw 15.3 to take place within not more than seven (7) school days.

#### **Section 15.6 The University Student Senate**

There shall be a University Student Senate responsible, subject to the Board, for the formulation of University-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the University Student Senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the University. Con-

sistent with the authority of the Board of Higher Education in accordance with the Education Law and the Bylaws of the Board of Higher Education, the University Student Senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The University Student Senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The representatives to the University Student Senate shall be elected by their respective constituencies.

#### **Section 15.7 College Governance Plans**

The provisions in a duly adopted college governance plan shall supersede any inconsistent provisions contained in this Article.

#### **Section 15.8 Student Government Activity Defined**

A Student Government activity is any activity operated by and for the students enrolled at any unit of the University provided, (1) such activity is for the sole and direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student governmental subdivision thereof, and (3) that the activity does not contravene the laws of the City, State or Nation, or the published rules, regulations, and orders of the Board of Higher Education or the duly established college authorities.

#### **Section 15.9 Student Government Activity Fee Defined**

Student Government Activity Fee is that portion of the Student Activity Fee levied by resolution of the Board of Higher Education and which has been established for the support of Student Government activities by referendum of the student body of the college or student governmental subdivision thereof, provided, however, that Student Government Activity Fees now levied shall continue until changed. Conditions and procedures for the holding of referenda shall be established by each college in accordance with the college's governance plan.

#### **Section 15.10 Student Government Activity Fee Use**

a. Student Government Activity Fees collected by a college of the University shall be deposited with and allocated by an approved college association. A college association shall be considered approved for purposes of this section if (1) its charter and bylaws are approved by the president and filed with the secretary of the Board of Higher Education, and (2) no less than one-third of the members of the Association or of its Board of Directors or of its governing board are students in good standing enrolled at the college, and (3) the student membership is elected by the student body on a basis which provides equal representation from each student governmental subdivision of the college or the student membership is selected by the respective student governments. The college and the Association and Student Governments shall employ generally accepted accounting and investment procedures in the management of the fees and shall employ such other procedures as may be necessary to insure that use of the funds is limited to the support of Student Government activities as defined in Section 15.8 of these bylaws and allocated in accordance with paragraphs B and C of this Section.

b. Student Government Activity Fees shall be allocated by the appropriately elected Student Government or other student governmental subdivision where more than one appropriately elected Student Government exists, for its own

use and for the use of student organizations, as specified in Section 15.2 of these bylaws, provided, however, that the allocation is based on a budget approved by the appropriately elected Student Government after notice and hearing.

c. Where more than one appropriately elected Student Government exists, the college or college Association shall allocate the Student Government Activity Fees to each student governmental subdivision in direct proportion to the amount collected from the members of each student governmental subdivision.

#### Section 15.11 Disclosure

a. The college president shall be responsible for the full disclosure to each of the Student Governments of the college of all financial information with respect to Student Activity Fees.

b. The Student Governments shall be responsible for the full disclosure to its constituents of all financial information with respect to Student Government Activity Fees.

c. The college Association shall be responsible for full disclosure of all financial information to its membership, to the college and to the Student Governments with respect to all of its activities, including auxiliary enterprises.

d. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to Student Activity Fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds and independent audits.

e. Each college shall establish a Study Activity Fee Review Committee in consultation with the various Student Governments. The Student Activity Fee Review Committee shall have the authority to hear and resolve any dispute or complaint which may arise within the college community with respect to this Section of the bylaws or to Student Activity Fees in general.

#### STATEMENT BY THE BOARD OF HIGHER EDUCATION ON THE MAINTENANCE OF CAMPUS ORDER

Adopted by the Board of Higher Education at its meeting held November 23, 1970.

In adopting the "student due process bylaws" (Article XV) it was the intention of this Board to provide the means to enable the administration, faculty, and students of each college of the University to administer a system of student conduct and discipline designed to maintain campus order and protect the rights of members of the college community.

The legislation creating the Board of Higher Education granted to the Board the power and the responsibility to govern and administer the college system under its jurisdiction and to prescribe the conditions of student admission, attendance and discharge. Accordingly, the Board, mindful of this responsibility provided in the Bylaws (Section 15.5) that "The Board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution."

The Board believes that in situations involving the enforcement of its Rules and Regulations for the maintenance of Public Order pursuant to Article 129A of the Education Law (popularly known as the "Henderson Rules"), the procedures outlined in Article XV will be inadequate to the protection of individual rights and the maintenance of order

at a particular campus and that in such cases the Board has the responsibility to exercise the powers reserved in Section 15.5.

Accordingly, the Board now serves notice that it will exercise its powers under Section 15.5 when the Chancellor determines, on his own motion or when a president so certifies to the Chancellor, that a violation of the Henderson Rules exists, and that such violation constitutes conduct which impedes, obstructs, or interferes with the orderly and continuous administration of a unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution and requests the Chancellor to constitute a hearing panel as hereinafter described. In such cases the Board will invoke the following procedures:

1. Written charges signed by the president, the acting president or a full dean shall be personally delivered or sent to the student at the address appearing on the records of the college by registered or certified mail. The charges shall contain a complete and itemized statement of the charges being brought against the student including the rule which he is charged with violating and the possible penalties for such violation.
2. Along with the charges, there shall be served upon the student involved a written direction to appear at a time and place to be designated by the chairman of the hearing panel for a hearing upon such charges and statement of the student's rights in the proceeding and possible consequence. The student shall be notified that anything he may say at the hearing may be used against him at a non-University hearing, that he may remain silent at the hearing without assumption of guilt, and that he has a right to have legal counsel and witnesses participate at the hearing.
3. The student shall be notified of the time, place and date of the hearing at least five school days prior thereto unless the student consents to an earlier hearing. The notice may be personally delivered or sent to the student by first-class mail to the address appearing on the college records. In the event the student has been temporarily suspended by the president or a full dean the hearing shall be scheduled for a date not later than seven school days after the effective date of the suspension.
4. At the hearing the proof in support of the charges will be adduced and the student, with such adviser as he deems appropriate, shall have the opportunity to controvert the charges or to make such explanation as he deems appropriate. Both sides may introduce evidence and cross-examine witnesses. In the event the student does not appear the hearing nevertheless shall proceed.
5. A record of each such hearing by some means such as a stenographic transcript, a tape recording or the equivalent shall be made. The student involved is entitled upon request to a copy of such a transcript without cost.
6. The hearing shall be public or private as the hearing panel as hereinafter provided shall determine, except that the hearing shall be private if the student so requests.
7. As soon after the conclusion of the hearing as may be practical the hearing panel shall make a decision

and shall communicate it to the president and to each student involved. The decision shall be that the charges or any of them are sustained or dismissed. If the charges or any of them are sustained, the hearing panel shall state the penalty therefor. The penalty may consist of censure, disciplinary probation, restitution, suspension for a period of time or expulsion. The decision of the hearing panel shall be final except that a suspension for a year or longer or expulsion shall be appealable to a committee designated by the Board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the hearing panel's decision. This requirement may be waived in a particular case for good cause by the Board Committee.

8. The hearing panel shall consist of such persons as the Chancellor may designate. One such person shall be designated by the Chancellor as the presiding officer. One person shall be a student selected from a roster submitted by the University Student Senate, but such student shall not be from the college attended by the student under charges. One person shall be a member of the permanent instructional staff selected from a roster submitted by the University Faculty Senate, but such faculty member shall not be from the college attended by the student under charges. In the event that no roster has been submitted by the University Student Senate or by the University Faculty Senate, or in the event that no person on one or the other rosters is available or willing to serve in a particular case, the Chancellor shall designate a student or a member of the permanent instructional staff, as the case may be, to serve on the hearing panel. The presiding officer shall be in charge of the hearing and shall make such rulings in the course of the hearing as he deems appropriate for a fair hearing. The presiding officer shall be empowered to proceed in the absence of the faculty or student member, or both.
9. A request by the president that a hearing panel be constituted under the provisions of this statement shall not affect the power of a president or full dean temporarily to suspend a student or temporarily suspend the privileges of a student organization as provided in Section 15.5 of the bylaws.
10. In the event that a student is suspended or expelled under these procedures or the procedures of Section 15.3 of the bylaws and the suspension or expulsion is subsequently vacated on appeal or by the courts, the college will provide at no cost to the student the academic services lost as a result and will delete the suspension or expulsion from the student's academic record.

#### **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW OF NEW YORK STATE**

*The following resolution (sometimes called the "Henderson Rules") was adopted for all units of the City University by the Board of Higher Education on June 23, 1969.*

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to ex-

press their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his educational unit, shall:

- "a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
- "b. Be the adviser and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
- "c. Exercise general superintendence over the concerns, officers, employees and students of his educational unit. . . ."

#### **I. RULES**

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.
4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or

otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or -controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

## II. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

## APPENDIX

### SANCTIONS DEFINED:

- A. **Admonition.** An oral statement to the offender that he has violated University rules.
- B. **Warning.** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful con-

duct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

- C. **Censure.** Written reprimand for violation of specified regulation including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. **Disciplinary Probation.** Exclusion from participation in privileges or extra-curricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. **Restitution.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. **Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. **Expulsion.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion, expulsion.

### H. Complaint to Civil Authorities.

### I. Ejection.

**Resolved,** That a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education.

**Resolved,** That these rules and regulations be incorporated in each college bulletin.

## POLICY STATEMENT ON DRUGS

Baruch College is an educational institution primarily interested in the adoption of policies which promote and improve the likelihood of scholastic achievement and academic success. The College recognizes that the legislature of the State of New York and federal statutes have made the sale, purchase, use or possession of certain drugs without proper authorization a crime. Furthermore, the College believes that the use, possession, and distribution of drugs on its premises do not favor the educative program but distract, disturb, disrupt, and diminish the educative process to the detriment and frustration of all concerned.

The proliferating illegal drug involvement by individuals requires that our College community be alerted that our premises cannot lawfully be a privileged sanctuary for illegal conduct. Moreover, in addition to the risk of arrests and the criminal penalties imposed upon all individuals who violate the law, the College policy is that any student involved in the sale, purchase, use, or possession of unlawful drugs on our premises is also subject to College disciplinary action subject to the rules and regulations set forth in Article XV of the Bylaws of the Board of Higher Education as amended April 30, 1970. Everyone in the



College community is urged to read Article XV, which appears on pages 17-22 of this bulletin which sets forth Board of Higher Education policy regarding disciplinary action when College rules, regulations and policies are violated. Thus, drug involvement on our campus violates Baruch College policy and the Bylaws of the Board of Higher Education regarding student behavior.

One of our primary objectives as a college is to provide the best educational environment for our College community. Since illegal drug involvement on our premises adversely affects all of us, we will conduct information, educational and therapeutic programs which will include: alerting students, staff, and faculty to the personal, social, and legal consequences of drug involvement; working with members of the College community to clarify and diminish the harmful effects of drug use through counseling and other essential services; and increasing administrative efforts to prevent the incidence of drug involvement at Baruch College.

## **Baruch's Campus and Services**

Baruch's campus is thoroughly integrated with the New York business community which surrounds it. The main building is on Lexington Avenue at 23rd Street. The Annex at 155 East 24th Street contains additional classrooms and administrative offices, and other classrooms and administrative space are in buildings at 257 Park Avenue South, 360 Park Avenue South, and at other nearby locations. The Student Center is at 137 East 22nd Street. (A diagram of the area appears inside the front cover.)

### **CURRICULAR GUIDANCE**

Curricular Guidance is offered under the direction of the deans of the School of Liberal Arts and Sciences and the School of Business and Public Administration. Both Curricular Guidance Offices are located at 155 E. 24th Street; the Liberal Arts and Sciences Office in Room 509 and the Business and Public Administration Office in Room 201. Their service is designed to familiarize the student with curricular requirements and general registration procedures, and the various requirements that must be met to qualify for graduation.

Once a student is ready to designate his major, he should consult a representative of the appropriate department in order to discuss his major and to complete his specialization forms. He should return to the same Curricular Guidance Office for a graduation check when he enters his senior year. In addition, each department of study offering a specialization program has designated a representative to advise students on related curricular matters.

Beginning in the lower freshman term, students are scheduled for conferences with the general advisers. Transfer students are given copies of the Baruch evaluation of their credits by the Admission Office, Room 69 of the 24th Street building. The transfer student should then consult a curricular guidance adviser for confirmation as to the degree program he has decided to pursue, designation of his major area, and general discussion of his course of study and future planning.

Students interested in teaching should consult a member of the Education Advisory Committee, 20th Floor, 315 Park Avenue South (24th Street).

Students may be referred to other services, such as Counseling and Testing for free assistance or to take tests to facilitate making a decision regarding a major. (See page 30.) A student may also be referred to a departmental adviser for special help.

### **COMPENSATORY PROGRAMS**

The Department of Compensatory Programs provides services to freshmen who require special assistance in order to be successful at Baruch. It includes the SEEK program. The department offers compensatory instruction in reading, English and mathematics; information on financial assistance; and academic and personal counseling. Freshmen who need these services may call the department at 725-3335.

### **STUDENT PERSONNEL SERVICES**

The Department of Student Personnel Services, located in the 24th Street building, is responsible for all matters relating to student welfare and is the educational unit which implements and administers the College's student personnel program. In cooperation with other members of the faculty, the department implements college and school policies for the promotion and guidance of student development.

The Department of Student Personnel Services serves as a vehicle for communications between faculty, students, and students' families. It also maintains the personnel records of all students. The department seeks to enrich and personalize campus life for stu-

dents through counseling and testing, financial aid and armed services counseling, freshman and transfer orientation, career counseling and placement services, health services, student activities and organizations, and the administration of the Student Center.

#### **Division of Counseling**

Personal counseling and the administration of testing programs are available to any student having problems of an academic, personal, or vocational nature. Efforts are made to assist students to overcome handicaps which prevent success in their college studies. Both individual and group counseling programs are available. The office is open Monday through Friday.

#### **Financial Aid Office**

Students are strongly urged to avail themselves of the financial aid counseling services offered through this office, which is open during the day and evening.

The Financial Aid Office is also the liaison between students and government agencies (Selective Service, Veterans Administration) on matters relating to certification, scholastic status, and veterans' benefits.

#### **Orientation Programs**

The department conducts the College's Freshman Seminar and transfer orientation programs, including the freshman Orientation Day, Parents' Day, the orientation and the organization of the freshman class.

#### **Freshman Seminar**

Freshman Seminar (formerly known as Freshman Orientation) is a requirement at Baruch College. It is supervised by the Department of Student Personnel Services and is conducted by faculty and students. The philosophy of the program is that students can teach other students how to function here and that faculty can interact in nontraditional roles.

Freshman Seminar at Baruch uses the small group process as a structure for a series of weekly meetings. Each student has a chance to speak as an individual. He has the benefit of a group of peers and a skilled leader to help clarify his feelings about himself, the College and his relation to the wider community. Each freshman can both question and make statements as to who he is, where he is and why he chooses to be there, and in this way, be in a better position to make it through college successfully.

The content and structure of Freshman Seminar has changed over the last several years and will probably continue to do so. As it becomes more struc-

ture, it should also become more relevant and helpful in the direction of solidifying skills and attitudes that are necessary for a productive and meaningful college career.

Upperclass students who work with small groups of freshmen are known as Student Leaders. They are specially trained for this work and can be invaluable sources of help with club affiliations, curricular guidance, registration procedures and in facilitating liaison with faculty. They help to humanize an institutional atmosphere and because of their skill in creating helpful relationships they have much to offer; it is up to the freshman to take advantage of what they have to share.

A similar program of orientation is provided for students attending the evening session.

#### **Career Counseling and Placement**

This office canvasses employment possibilities and endeavors to assist students and graduates with their employment needs. A program for graduating seniors offers preparation in the technique of job-seeking and attempts to place graduates in career positions for which their training is appropriate. This office also assists undergraduates in securing part-time employment.

The Department of Education maintains an Office of Teacher Placement and there is an Education Advisory Committee to assist students and graduates in securing teaching and other educational positions in either out-of-town or local school systems. Further information may be obtained in Room 1109 at 157 East 24th Street on the fifth floor.

#### **Health Services**

Emergency first aid treatment for illness or injury is provided by the Medical Office, located in Room 607 of the Main Building (tel. 3243). Individual instruction in health is provided by physicians and other health advisers to whom the student reports at least once each year. Medical consultation is available to all students, as is information on personal health matters, such as pregnancy, venereal disease, or drug addiction.

A yearly medical examination is required of every student. Students found to have communicable diseases are excluded from classes until it is shown that they are free from contagion. A medical examination is also required of students before admission to athletic training and is repeated at intervals during the training session.

Students found to have remediable physical or hygienic defects are required to give the College physician evidence that the abnormal condition has

been brought to the attention of the parent, guardian, or family physician. Students failing to report as directed may be denied admission to all classes.

Students who become pregnant should inform the Medical Office in accordance with regulations of the Board of Higher Education. Granting and duration of a leave of absence will be determined on the basis of the medical evidence.

## COMPUTER FACILITIES

The use of Baruch's various computer facilities in connection with course work and thesis or independent research is encouraged by the College. An IBM 360/40 is located at 315 Park Avenue South on the 20th floor. This system, with 131,072 characters (bytes) of memory, has five disk drives, four tapes, a high-speed card-reader/punch and printer, and supports Cobol, Fortran, PL/I, and Assembler languages. Its communications capability includes 15 typewriter terminals that are used by students for computer-assisted instruction. Unit record equipment, including key-punch machines, are also available. The center's staff develops and processes various data for campus administrative units and assists educational program and faculty research users.

At 155 East 24th Street, computer facilities used for instructional and research purposes in both the graduate and undergraduate programs are housed. An IBM 1620 and an IBM 360/22 system are at this location, as is other equipment. Three time-sharing terminals connected to a General Electric Mark I system are available to students in the open statistics laboratory. This system includes a vast program library, so that no knowledge of programming is necessary in order to use the terminals.

## TELEPHONE SERVICE

A College Directory is available in each department office. Because of the limitation of equipment and personnel, faculty and staff members are requested not to make personal calls through College facilities. The College "switchboard" (Centrex) is open from 9 a.m. to 9 p.m. Monday through Thursday, and from 9 a.m. to 5 p.m. on Friday; it is closed on weekends and College holidays. Important phone numbers are listed on the inside front cover.

## GYMNASIUM AND SWIMMING POOL

College gyms are located on the 6th and 7th floors at 17 Lexington Avenue. The pool is in the basement there. Athletic programs supported by these facilities are described on page 47.

## DINING FACILITIES

Public restaurants in the neighborhood offer a wide range of foods. A College Snack Bar is located on the 10th floor of the main building and is open from 7 a.m. to 8 p.m. Monday through Thursday, and on Friday from 7 a.m. to 3 p.m. There is also a small snack bar in the Student Center, 137 East 22nd Street, and another on the ground floor of the 24th St. Annex.

## EATING AND SMOKING

Eating and smoking are not permitted in classrooms or in any other areas except those especially set aside for such purposes. Smoking is permitted in college cafeterias and snack bars, the Student Center, all lavatories, faculty and administrative offices, and all corridors. In public high schools utilized by the evening session, smoking must be confined to lavatories.

## LOST AND FOUND OFFICE

The College maintains a lost and found office in the Student Center. Inquiries should be made at the reception desk in the main lobby.

## COLLEGE PUBLICATIONS

*Baruch Today*, the faculty-staff newsletter, is published every other Tuesday. It contains articles on topics of current interest at Baruch, notes of faculty/staff activities and a weekly calendar of events.

*Happenings* is a monthly bulletin of the CUNY Office of University Relations listing events open to the public at the various campuses of the City University.

*Courier* carries news of the University and is published monthly by the Office of University Relations.

Student publications are described on pp. 47-48.

## LIBRARY

### Resources and Services

The main College Library occupies new quarters at 155 East 24th Street on the entire 7th floor and on most of the 6th floor. (A direct entrance to the Library elevator is at 156 East 25th Street.)

The resources of the College Library include over 110,000 books, some 20,000 bound volumes of periodicals, and 1,200 current subscriptions to scholarly journals, popular magazines, and newspapers. The Library has also a collection of over 100,000 microforms, including ERIC documents, a sizable collection of government documents, such as congressional hearings, and a broad selection of business, financial, and law reports.

The chief aims of the Library are to support the academic program of the College by providing resources for study and research. This may range from assisting students in the completion of class assignments to providing bibliographical aid for master's and doctoral candidates. Support is provided, as far as possible, for faculty research projects.

#### Use of Other Libraries

In addition to the Bernard M. Baruch College Library, the collections of nineteen other City University libraries are available for use by the faculty, staff and students. Access to these libraries is provided either through suitable identification, e.g., a College ID card or Bursar's receipt, or through a Library Introduction Card which may be obtained from the Periodicals Desk in the 6th Floor library. In all cases where material is to be borrowed for home use, a Library Introduction Card must be obtained beforehand. This borrowing privilege is restricted to faculty members and graduate students. A Union List of Periodicals, combining the records of periodical holdings of the University colleges, is available at the Reference Desk of the 6th Floor library. All CUNY libraries provide low-cost facilities for duplication of library materials.

Also available are the rich resources of other New York City libraries, including the main building of the New York Public Library opposite the Graduate Center at 42nd Street and 5th Avenue, housing one of the largest reference and research collections in the nation, and the new Mid-Manhattan Library at East 40th Street, housing half a million volumes especially oriented to the needs of undergraduate students. In addition, the holdings of other specialized libraries, which are listed in the *Directory of Special Libraries of Greater New York*, may be of particular value. For information about using these libraries, inquire at the Reference Desk.

Faculty and graduate students may request interlibrary loans for materials that cannot be obtained in the Baruch library. All requests for such loans must be submitted on special forms obtainable from the Circulation Librarian or the Reference Librarian.

#### Library Hours

##### Regular academic year

Monday through Friday	9:00 A.M. to 10:00 P.M.
Saturday	10:00 A.M. to 5:00 P.M.
(Reserved Book Room	10:00 A.M. to 4:00 P.M.)
Sunday	CLOSED

*Intersessions* (between semester, winter and spring vacations)

Monday through Friday	9:00 A.M. to 5:00 P.M.
Saturday and Sunday	CLOSED

#### Summer Session

Monday through Thursday	10:00 A.M. to 9:00 P.M.
Friday	10:00 A.M. to 5:00 P.M.
Saturday and Sunday	CLOSED

#### Holidays

Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Easter Sunday, Independence Day	CLOSED
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Other holidays	Hours will be posted in advance
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#### Location of Library Divisions

Acquisitions	24 St., 7 fl. (ext. 3097)
Audio-Visual Center	
Studio	24 St., 1 fl.
Office	17 Lex., Rm. 1305B (3293)
Cataloging	24 St., 7 fl. (3097)
Circulation	24 St., 7 fl. (3110)
Chief Librarian	24 St., 7 fl. (3032)
Periodicals & Serials	24 St., 6 fl. (3114)
Reference	24 St., 6 fl. (3112)
Reserve Book Rm.	17 Lex., Rm. 209 (3248)

#### Organization

The Library is an instructional department of the College. The chairman, who is also the Chief Librarian, reports to the dean of faculties. It is organized on a divisional basis. Technical Services deals with the acquisition and cataloging of library materials. Circulation stores and lends books for home use. Serials acquires and services such items as periodicals and annuals. The Reserved Book Room provides library materials assigned for course readings. The Reference Division assists in the use of the library, and in storing and servicing reference items and special collections of library materials. The Audio-Visual Center acquires, houses and services films, film-strips, slides and tape recordings.

#### Library Instruction

The Library Department is now offering two courses as part of the core curriculum of Communicating Arts in the School of Liberal Arts:

Library I: Basic Library Skills and Techniques (2 hours, 2 credits), and

Library 10: Information Science and Research Methods (3 hours, 2 credits).

(The latter is divided into three modules which may be taken separately: Social Science and Humanities, Business and Finance, and Interdisciplinary Sciences.)

At the request of instructors, library orientation

lectures are provided. These requests may be directed to the Reference Division (725-3112).

### Acquisition of Materials

The Library collection is kept current and enriched primarily through the joint efforts of the Library staff and the faculty. At the request of the Library Committee of the General Faculty, various instructional departments have designated a bibliographer who acts as liaison between the department and the Library. The Library also welcomes student recommendations for new titles.

A request for the purchase of a book or a subscription to a periodical may be initiated by any member of the College community. A special Book Order Recommendation form may be obtained from the chairman of your department or at any library desk and sent directly to the Acquisitions Division of the Library.

When recommended material is received, the faculty member who requested it is notified and the book is held for him at the Circulation Desk. Requests for books intended for use in the Reserved Book Room should be submitted as far in advance of need as possible, to permit the books to be ordered, cataloged and processed. This procedure, on the average, takes about six weeks.

The Library strongly encourages all students to take an active interest in building the Library collection. All recommendations and suggestions may be given to any librarian or placed in the Suggestion Box located on top of the Circulation Desk.

### Location of Materials

Until 1968 the College Library employed the Dewey Decimal System of classification; after that date all new books have been classified according to the Library of Congress method. The older materials are being reclassified from Dewey to the Library of Congress notation as time, money and personnel permit, but meanwhile both classifications exist throughout the entire collection.

An easy way to distinguish between the two systems of classification is to remember that the Dewey Decimal System begins always with a number. An example follows:

#### DEWEY DECIMAL

378.13 **National University Extension Association.**  
N3 Expanding horizons ... continuing education. Foreword by John W. Gardner. Edited by Stanley J. Drazek and others. Minneapolis, 1965.  
xiii, 271 p. illus., map, ports. 26 cm.  
At head of title: The golden anniversary publication of the National University Extension Association, 1915-1965.

#### LIBRARY OF CONGRESS

BF Skinner, Burrhus Frederic, 1904-  
698 Beyond freedom and dignity, by, B. F. Skinner. 1st  
.9 ed., New York, Knopf, 1971.  
C8 225 p. 22 cm. \$6.95  
S57 Includes bibliographical references.

The following is a brief summary of the two classification systems:

#### Dewey Decimal Classification

000-029	Bibliography and Library Science
030-079	Encyclopedias, General Works, Journalism
080-099	Collected Works, Manuscripts, Rare Books
100-199	Philosophy and Psychology
200-299	Religion
300-399	Social Sciences
(except 370-379)	
370-379	Education
400-499	Language
500-599	Science
600-699	Technology
(except 650-659)	
650	Business and Business Methods
651	Office Management
657	Accounting
658	Business and Industrial Management
658.8	Marketing
659.1	Advertising
660-680	Manufacturing
700-799	Fine Arts and Recreation
800-899	Literature
900-999	History and Geography

#### Library of Congress Classification

AC-AZ	General works
B-BX (except BF)	Philosophy, Religion
BF	Psychology
CB-CT	History: Auxiliary Sciences
D-DX	History: General and Old World
E-F	History: American
G-GV	Geography, Anthropology, Recreation
H-HX	Social Sciences
HA	Statistics
HB	Economic Theory
HD2321-4730	Industry
HD4801-8940	Labor

HF	Commerce
HG	Finance
HJ	Public Finance
J-JX	Political Science
K	Law
L-LT	Education
M-MT	Music
N-NX	Fine Arts
P-PZ	Language and Literature
Q-QR	Science
R-RZ	Medicine
S-SK	Agriculture
T-TX	Technology
U-V	Military and Naval Science
Z	Bibliography and Library Science

## SAMPLE CATALOG CARDS FOR THE SAME BOOK

1.	HG 4026	Baker, James Calvin, 1935- Financing international business operations (by) James
2.	HG 4026	Financing international business operations. Baker, James Calvin, 1935- Financing international business operations (by) James
3.	HG 4026	Bates, Thomas H. Baker, James Calvin, 1935- Financing international business operations (by) James
5.	HG 4026 B23	4. → International business enterprises - Finance. Baker, James Calvin, 1935- Financing international business operations (by) James C. Baker (and) Thomas H. Bates. Scranton, Pa., Intext 7. → Educational Publishers, (1971), ← 11. 6. 8. → xvii, 156 p. illus. 23 cm. (The Intext series in Finance) \$5.00 9. → Includes bibliographies. 12.
10.	HG4026.B23 ISBN 0-7042-2334-7 Library of Congress	1. Bates, Thomas H., joint author. II. Title. 658.15904 77-143620 MAR 7 13.

- |                                       |  |
|---------------------------------------|--|
| 1. AUTHOR CARD                        | 8. Number of pages   |
| 2. TITLE CARD                         | 9. Note  |
| 3. JOINT AUTHOR CARD                  | 10. A list of headings under which<br>this same card will be found |
| 4. SUBJECT CARD                       | 11. Date of publication  |
| Subject heading in<br>red or capitals | 12. Illustration and height<br>in centimeters                      |
| 5. Call no.                           | 13. Information below this line<br>can be disregarded              |
| 6. Place of publication               |  |
| 7. Publisher                          |  |

entries for all books no matter where they are located, and is arranged in dictionary order, that is, in one alphabet. The call number is found in the upper left hand corner of the catalog card. Cards with plastic overlays marked "reserve" indicate that the volume is located in the Reserved Book Room (Rm. 209 in the main building.)

Special catalogs of Master's Theses written by Baruch students and another, listing books and articles on reserve, are located in the Reserved Book Room.

Additional catalogs of reference books and periodicals are located on the 6th floor of the library.

The Library catalog is an alphabetical index in card form to books and other publications in the Library. The majority of books are cataloged by author, title and subject. Following are examples of catalog cards for the same book and the information they contain. The library staff will answer any questions concerning the use of the card catalog.

## Circulation Services

The greater part of Library's collection is kept on open shelves on the 7th floor so that readers may browse as they wish

## Main Catalog

All library materials that are classified are found in the public catalog located on the 7th floor of the Library. The catalog contains author, title and subject

### Reference Services

The Reference Division is located on the 6th floor. Its collection comprises encyclopedias, dictionaries, atlases, handbooks, directories, biographies, bibliographies, indexes to books, book reviews, plays, speeches and magazine articles, law sets, census data, statistical materials, government documents, congressional hearings, corporate and institutional reports, current industrial reports, college catalogs, ERIC documents, a wide selection of financial and business services, and an extensive collection of various pamphlets. All materials in the Reference Room are for room use only and cannot be taken out of the library. However, copiers are available on the floor for duplicating any material needed. The charge is five cents a copy.

Students are encouraged to ask for assistance at the Reference Desk on any library or research problem they may encounter.

The Reference Division publishes specialized lists of new Library additions, e.g., Black studies, business, history, philosophy, marketing, and finding a job. These lists are available from the Reference Desk.

### Periodicals

The Periodicals Division of the Library is located on the 6th floor of the 24th Street building.

are allocated to the Reserve Division are so labelled in the main card catalog. In addition there is a separate catalog maintained in the Reserved Book Room (main entries only, no subject or title entries) which lists all materials, including uncataloged items, reprints, etc., that are available in the Reserved Book Room. Some, but not all, of these may be borrowed for home use on an overnight or weekend basis.

Theses submitted for the degrees of Master of Business Administration and Master of Public Administration at Baruch College are also kept in the Reserved Book Room. These are listed by author, subject and distinctive title in the Thesis Catalog located in this division. All theses, most of which are on microfilm, are limited to room use only.

### Audio-Visual Center

The main office of the Audio-Visual Center is located in Rm. 1320B at 17 Lexington Avenue building. The Studio is located on the first floor of the 24th Street building.

The A-V Center maintains a specialized library of films, filmstrips, slides and tapes on business-oriented and other subjects, and issues a frequently updated "Catalog of Audio-Visual Materials" which may be obtained on application from its office. The A-V Catalog has both a subject listing of all films and filmstrips housed in the A-V Center and a listing of each title with a brief synopsis of its contents. In addition the A-V Catalog contains detailed instruction on the procedures regarding ordering audio-visual materials, use of films, tapes and A-V equipment, and the many services it offers to faculty and student clubs and groups. Please consult it before making any arrangements.

Recently the Audio-Visual Center acquired a videotape recording system which permits photographing and recording classroom activities in its 24th Street Studio. Information on the use of the studio, and on all other services offered by the A-V Center that are available may be had by contacting the office. All requests must be submitted in writing, preferably not later than the first week of each semester, so as to allow for the best use of available facilities and assignment of trained personnel. No telephone requests are accepted.

Catalogs of other educational, governmental and business organizations and institutions are kept on file in Rm. 1305B and are available for consultations, as is an interlibrary service for films and tapes. The faculty, staff and students are encouraged to submit requests and suggestions for new acquisitions directly to the A-V Librarian.

## Student Organizations and Activities

The Department of Student Personnel Services, under the jurisdiction of the Dean of Students, serves as the agent of the Baruch College faculty in all matters of extracurricular student affairs except athletics. Students should contact the Office of the Coordinator of Student Activities for additional information regarding clubs and student organizations. Students are always invited to consult with the student activities staff to create new organizations to meet current interests and needs. The office is located in Room 411 of the Student Center, Section 15.2 of the bylaws adopted by the Board on April 13, 1970, states the procedures and regulations for forming student organizations. (See pp. 48-49.)

### STUDENT CENTER

The Student Center, located at 137 East 22nd Street, immediately adjacent to the main building of the College, is the hub of student activities. Lounges, located on the second floor of the Center, are public areas that may be used for studying, relaxing, or talking with friends. Punch and cookies are often served and there is usually an art exhibit in the lounges. An information desk is located on the main floor. It supplies, besides information, discount theater tickets for many shows and is also the lost and found spot for misplaced articles. There is also a small snack bar in the Center.

The Baruch College Bookstore, located in the Main Building sells textbooks, stationery, athletic supplies, and other articles for students. At the beginning of each semester students may buy and sell used books at the Used Book Exchange, located on the ground floor of the 24th St. Annex and operated by Sigma Alpha honor society.

### ACADEMIC ORGANIZATIONS

Among the student organizations chartered by the student government, the following have been recognized by the various departments as supplementing their instructional programs.

*Accountancy*: Accounting Society; *Economics and Finance*: Economics and Finance Society (evening session), Finance Society; *Education*: Education Society (see additional information below); *German*: German Club; *History*: History Club; *Law*: Law Society; *Management*: Society for Advancement of Management, American Society for Personnel Administration; *Marketing*: Alpha Delta Sigma (National Advertising Fraternity), American Marketing Association (day session), Foreign Trade Society – Propellor Club, Marketing Society (evening session), Pi Sigma Epsilon (National Sales Management Fraternity), Retailing Society; *Physical and Health Education*: Athletic Association, Intramural Board; *Political Science*: Public Administration Society; *Psychology*: Psi Chi, Psychology Society; *Romance Languages*: French Club, Hispanic Society; *Sociology*: Sociology Society; *Speech*: Debating Society; *Statistics*: Statistics Association.

### HONOR SOCIETIES

*Beta Alpha Psi* is the national professional fraternity for honor students concentrating in accounting. Election to membership is highly regarded by the accounting profession and is recognized as one of the highest academic honors conferred on students of accounting. The chapter at Baruch, Alpha Gamma Chapter, was installed to encourage and give recognition to professional excellence, to foster high moral and ethical standards in its members, to promote the collegiate study of accountancy, and to provide opportunities for association among its members and practicing accountants.

*Beta Gamma Sigma* is the officially designated national honorary fraternity of the American Association of Collegiate Schools of Business. A national society with over 40,000 members in eighty-six chapters, Epsilon of New York, the chapter at Baruch College, was installed in 1935. Election to membership is recognized as the highest academic honor conferred on students of business in American colleges and universities. Superior scholarship, integrity and character, and promise of professional development are requisite factors for election.

*Kappa Delta Pi* is the national honor society in education.

*Mu Gamma Tau* is the national honorary and professional management fraternity. The chapter of this fraternity at Baruch College, Beta Chapter, was installed in the spring of 1960. Superior scholarship, particularly in management courses, and promise of future success in the management profession are essential requirements for election to the fraternity.



Election to membership is recognized as one of the highest academic honors conferred on students of business management in American colleges and universities, both on the undergraduate and graduate levels of study.

*Sigma Alpha* (day session) and *Sigma Alpha Delta* (evening session) are undergraduate honorary service organizations that accept into membership students in the junior class who have distinguished themselves by high scholastic attainment and participation in extracurricular activities. They are designed to promote closer relations between students and faculty, express and execute constructive proposals for students and the College, and, as a service organization, provide free tutoring.

*Pi Beta Epsilon* is the national honorary trade fraternity.

## RELIGIOUS ORGANIZATIONS

Serving the religious needs and interests of the students are four organizations: B'nai B'rith Hillel Foundation (Jewish), Inter-Varsity Christian Fellowship (Protestant), the Newman Club (Catholic), and Sunni Muslim Students Associated. Each of these has a local chapter at the College.

## SOCIAL AND SERVICE ORGANIZATIONS

*The Boosters*. This womens' service organization provides official "hostesses" for Baruch College.

*House Plan Association*. Small friendship groups (houses) are formed by members of the incoming class each semester. The freshman house, with the help of a qualified student adviser, develops its own programs and identity. Through the house, each member participates in the social, citizenship and service programs of the House Plan Association.

*The Lampport Leaders Society*. This society helps train students in group dynamics.

*Sigma Alpha* provides tutoring in all academic areas.

## SOCIAL FRATERNITIES & SORORITIES

Each of these groups, which foster friendship, is represented on Inter-Fraternity Council, which supervises and regulates their activities and is responsible to the Student Government. Included are Alpha Epsilon Pi, Epsilon Phi Alpha, Phi Epsilon Pi, Phi Delta Pi, Phi Kappa Theta, Phi Sigma Delta, Pi Lambda Phi, Sigma Alpha Mu, Tau Delta Phi, and Tau Epsilon Phi, fraternities; and Delta Phi Epsilon and Iota Alpha Pi, sororities. The John Carolan Society is a fraternal organization for ROTC cadets and also acts as a service

organization when called upon by the student government or the faculty.

## SPECIAL INTEREST ORGANIZATIONS

*African Action Association* is a black student group interested in expressing the ideas and concepts of black people, enhancing their self-esteem through black awareness, and encouraging black students to take greater advantage of business and professional opportunities.

*Asian Students Association* is interested in stimulating and developing a better understanding of Asian culture and heritage among Baruch students.

The *Baruch Band* is open to wind instrumentalists who wish to broaden their performance abilities by studying a diverse repertoire of excellent pieces. Students who have performed in high school groups are urged to participate in this organization.

The *Baruch Chamber Orchestra* is open to members of the faculty, the community and students. Works from all periods are performed by the ensemble, and selected musicians have an opportunity to perform solo concertos.

The *Baruch Chorus* is a choral society for men and women that studies and performs a wide literature of vocal material.

*Black* is an evening session organization dedicated to the liberation of oppressed peoples on the campus and in the community.

*Bowling Club* is open to male undergraduates and represents Baruch in the Eastern Intercollegiate Bowling Conference competition.

*Bridge Club* offers all students an opportunity to improve their bridge-playing techniques and abilities.

*Contemporary Music Club* for the College community focuses on contemporary sounds and lyrics.

*Education Society* is an organization of undergraduate students interested in the teaching fields. Its meetings include discussions of crucial issues facing educators and potential educators, information regarding credential requirements, and lectures given by distinguished guests. The society hopes this year to develop an education publication as well. All interested students are encouraged to attend meetings, which are announced in Ticker.

*Italian Society* is dedicated to stimulating and improving an understanding of Italian culture and heritage among College students.

*Jazz Society* members perform, practice, and teach jazz music and its history within the College community. The group also sponsors concerts and speakers and maintains a library of jazz recordings and literature.

The *Jazz Workshop* is concerned with study of

jazz-oriented classics. This organization is open to aficionados—performers and listeners—who wish to broaden their knowledge of this specialized field.

*Jewish Defense League* is concerned with Jewish community affairs and promoting pride in Jewishness through various activities within and outside the club.

*Martial Arts Club* instructs, demonstrates, and competes in intercollegiate and intervarsity judo, karate, and kung-fu/kempo.

*Meditation Club* instructs students in Zen meditation, yoga, and other mental relaxation techniques.

The *Musical Theatre Workshop*, a joint venture of the music and drama departments, welcomes singers, composers and performers who wish to help on musico-dramatic productions for the Baruch College community.

*Photography Club* serves students interested in photography. It sponsors exhibits for its members and maintains a darkroom on campus.

*Playrads*, an organization for students interested in the theater, presents informal and major productions and provides opportunities in drama for students with or without experience.

*P.R.I.D.E.* is concerned with Puerto Rican community affairs, the development of identity and pride of individuals of Puerto Rican descent and the edification of the College community in the history and culture of Puerto Rico and other Spanish-speaking regions. Autonomous units are maintained for the day and evening sessions.

Radio Station *WBMB* is chartered as a committee of the student councils (day and evening sessions) to broadcast over the facilities of the Student Center.

The *Student-Faculty String Quartet* is an exceptional group in which musical excellence in study and performance is the goal. String instrumentalists are invited to audition.

*Student Mobilization Committee* centers on building and organizing anti-war sentiment and advocacy of immediate and unconditional withdrawal of all United States troops from Southeast Asia. Their goals are achieved through educational means and peaceful mass demonstrations.

*Young Americans for Freedom* (day and evening groups) seriously study the philosophical foundation of politics through the sponsorship of speakers, seminars, forums, and films.

*Young Democrats* is established to advance the ideology and candidates of the Democratic Party.

*Young Republicans* is established to advance the ideology of Republicans and the Republican Party.

In response to the interests of students, clubs and organizations are continually being discussed and established on campus. Some of those in an embryon-

ic stage at the moment are a Bicycle Club, Chess Club, Ecology Club, History Club, Law Club, Math Club, Mountain Climbing Club, New Star Organization, Philosophy Club, Real Estate Club, and Ski Club.

## ATHLETICS

The Department of Physical and Health Education administers the College's athletic program, which includes required and elective physical education for men and women, intercollegiate athletics, health education for men and women, specially adapted physical education for those who need it, and intramural activities for men and women.

Courses are offered through three divisions—Physical Education, Health Education, and Dance—and include those in physical fitness, dance, and in such sports as tennis, golf, basketball, fencing, skin diving, scuba diving, swimming, and the Oriental arts of judo, karate, and tae-kwan-do. Intramural athletics, which give students an opportunity to enjoy and use the skills they have learned in the instructional program, include basketball, soccer, softball, indoor hockey, volleyball, and dance. In dance, students are introduced to ethnic and cultural forms of dance as well as classic modern dance. Theory, performance, choreography, and music adaption are all taught. Health education courses present scientific information to students on subjects that are of immediate importance—including drugs and sex—and will enable them to develop beneficial habits and attitudes in matters pertaining to personal health.

Intercollegiate athletic teams are fielded in baseball, basketball, track, cross-country, soccer, bowling and tennis. Students who meet prescribed physical and academic standards may substitute full-time training in an intercollegiate sport, in season, for required physical education courses. Baruch follows the rules of the National Collegiate Athletic Association, the Eastern College Athletic Conference, and other regional and metropolitan organizations. Additional information may be obtained in the athletic office of the Department of Physical and Health Education.

## STUDENT PUBLICATIONS

*The Ticker*, a weekly newspaper supported by student activity fees, is published by the students of the day session. The editor is selected each semester by the Ticker Association, composed of six students, one elected by the Student Government, and five by the

student body, and one faculty consultant. The staffs are selected by the editor.

*The Reporter*, a weekly newspaper also supported by student activity fees, is published by the students of the evening session. The editor and business manager are elected each year by the Publications Association, composed of eight members elected by the student body.

*Lexicon*, the College yearbook, is published annually.

The following periodicals are published by student organizations: *Accounting Forum*, *Accolade* (House Plan), *Financial Review*, *The Greek Way* (Inter-Fraternity Council), *The Intra-mural Leader* (Intra-mural Board), *Newman Notes* (Newman Club), *Observer* (Hillel), *Phoenix Literary Magazine*, *Pride* (P.R.I.D.E.), *The Statistical Journal*, and *Trade Scope* (Foreign Trade Society).

## CLUB CONSTITUTIONS

In accordance with the bylaws of the Board of Higher Education a student club or organized group of any kind is permitted to operate within any of the city colleges only if the group is recognized by the Student Government and the Department of Student Personnel Services.

The first requirement for recognition is a constitution, carefully written, typed in good form in duplicate, and accompanied by the names of the organizing members and the signature of the faculty adviser in duplicate on club registration blanks provided for the purpose by the Department of Student Personnel Services. The constitution will be considered at a meeting of the committee only if it has been submitted for circulation among the members at least two weeks before the meeting.

The form of a constitution should include the title: Constitution of \_\_\_\_\_ (insert the name of the organization) followed by articles and sections. The following six articles are recommended, each article to contain as many sections as needed.

### Article I

Name of organization. (The name is placed in the body of the constitution as well as in the title so that it may not be changed except by formal amendment.)

### Article II

Purpose or objectives.

### Article III

Qualifications of members. (If dues are to be levied, they should be covered by one section of Article III; be sure to include the statement that "all dues and

monies shall be deposited with the Central Treasurer.")

### Article IV

Officers and Committees. Include titles of officers and committees, their duties or functions, method of election or appointment, time of elections and time at which offices are to be assumed. Indicate whether election is by a plurality vote or a majority vote.

### Article V

Meetings. Include only essential items; do not, for example, name the room in which meetings are to be held. Define a quorum in clear terms.

It would seem advisable to have one section read as follows: The rules contained in *Robert's Rules of Order* shall govern the society in all cases in which they are applicable and in which they are not inconsistent with the constitution of this society.

### Article VI

Procedure for amending the Constitution. State clearly what notice of amendment is required, e.g., "in announcing a meeting, notice must be given that a proposed amendment is to be acted upon at that meeting" and "there must be written notice of amendment at the previous (regular) meeting." Prescribe the vote necessary for the adoption of an amendment, e.g., "two-thirds of the votes cast, a quorum being present," or "a vote of two-thirds of the members present, a quorum being in attendance." The following statement must be included in one section: An amendment to the Constitution shall become effective only when it is recognized by the Student Government and the Department of Student Personnel Services.

## Honors and Awards

A number of academic honors are available to outstanding students each year. These include election to the Dean's List, graduation with honors (*summa cum laude*, *magna cum laude*, and *cum laude*), valedictorian and salutatorian of the graduating class, and the following specific prizes.

*American Statistical Association Award*. A cash payment, a certificate, and a one-year student membership in the American Statistical Association; recipient is selected by the Departments of Economics and Finance and Statistics.

**Baruch Citizenship Award.** A cash award made by the Department of Student Personnel Services to a day or evening graduating senior who most nearly typifies the model citizen in the College community.

**The Baruch College Alumni Association Award.** Two annual awards consisting of cash and a medal, given for service to the College and the College community, to two students, one in the day session, one in the evening session, either graduating at the end of this academic year or having graduated within the last 12 months.

Recipients must either be receiving a degree at Commencement or have graduated within the preceding year.

**Harry Beck Memorial Award.** A cash prize given to the M.B.A. candidate in accountancy or taxation with the highest scholarship.

**Beta Gamma Sigma Alumni Medal Award.** Awarded annually to a graduating senior who has attained membership in Beta Gamma Sigma, Epsilon Chapter, and who qualifies by reason of outstanding character, scholastic achievement, participation in College affairs, and potentiality for leadership.

**B'nai B'rith Hillel Committee Award.** A book certificate valued at \$25 is awarded annually to a day session student for proficiency in Hebrew.

**Andrew J. Coppola Prize.** A cash award to a graduating senior of the School of Business and Public Administration who has demonstrated both an outstanding ability in commercial law and potential for success in law school study.

**Vincent DiLorenzo Memorial Prize.** Annual prizes, consisting of cash and a gold key, established in honor of Vincent DiLorenzo, former president of the Foreign Trade Society, by society alumni. The prizes are awarded to a graduating senior majoring in international trade and to an M.B.A. candidate majoring in international business, with the highest scholastic average in their specialization.

**The Barry Epstein Memorial Award.** A cash prize going to the graduating Fraternity Man or Sorority Woman of the Year.

**Monroe D. Franklin Medal.** Established by his family in memory of Lieutenant Monroe D. Franklin, B.B.A., 1939, who was killed in action in the Philippines on January 17, 1942. The medal is awarded annually to a senior of the College who has excelled in scholarship and the personal qualities of integrity and leadership.

**J. S. Frelinghuysen Insurance Prize.** An annual award, established by Professor A. J. Briloff, '37B, made to the graduating senior who, in the judgment of the chairman of the Department of Marketing, has demonstrated excellence in the insurance specialization.

**Nathan S. Glassman Award.** A cash prize to a graduating senior in public accountancy who excelled in auditing and participated in student activities.

**Louis Greenbaum Memorial Award of Kappa Phi Sigma.** A gold medal or a cash prize is awarded from time to time by the Kappa Phi Sigma Fraternity to a student in the evening session for outstanding service, character, and scholarship.

**The HEW Audit Agency Scholarship in Honor of John Mallen.** Given each semester to a junior or senior in accountancy who shows high academic promise and interest in a federal career in this area. The awards consist of cash and the possibility of an employment offer for the summer in the regional office of the Audit Agency of HEW.

**J. Axford Higgons, Jr., Memorial Prize in Economics.** An annual monetary award established by Messrs. John A. Ferriso and Ronnie La Fruscia, in honor of Mr. Higgons, their late associate, to be presented each year to the undergraduate who writes the best essay contributing to our understanding of the function and operation of the free market. The recipient is selected by the Department of Economics and Finance.

**George Kent Hinds Medal in Accountancy.** Established by the Department of Accountancy in memory of the late George Kent Hinds, formerly an instructor in the evening session. The medal is awarded annually to the graduating senior in the day or evening session with the highest average in the fundamental and specialization courses in accountancy.

**Alfred Iacuzzi Prizes in French, Italian, and Spanish.** Cash awards to the day or evening session students having the highest average in the most advanced courses taken in each of the languages mentioned above.

**Kupferman-Helm Award.** A cash award to the student who contributes most to effective student-faculty-alumni relations.

**Dorothy S. Lockwood Award.** A cash prize given to a graduating senior who has made substantial cultural contributions to the College.

**New York State Society of Certified Public Accountants Award.** A gold key and a certificate of award given annually at Commencement to the senior (B.B.A. with a public accountancy specialization) graduating with the highest general average in all accountancy courses completed towards his degree.

**Edward M. Paster Memorial Award.** An annual cash award to a graduating male senior for scholastic achievement in accountancy and extracurricular activities in the same field.

**The Retail Executives Council Prizes.** Two annual prizes awarded by the Executive Committee, a group

representing retailing organizations cooperating with the Department of Marketing.

1. A cash prize to the graduating senior in the Retailing specialization of the Department of Marketing who has the highest average in all the courses applicable to his field of specialization.
2. A cash prize to the graduating senior in the Retail Cooperative Program writing the best store report for the school year.

*Sigma Alpha Award.* A scroll sponsored by Sigma Alpha, the undergraduate honorary society, is awarded at Commencement to the senior who has most distinguished himself in scholarship and service.

*The Society for Advancement of Management Gold Key.* An award to the graduating senior majoring in management who has the highest average in the subject and who, in the opinion of the president, the chairman of the Department of Management, and a committee of teachers of management, possesses the greatest promise of ability and leadership in management.

*Stroock Prize.* A small monetary prize given to the senior, day or evening session, who has achieved the best average in his field of specialization.

*Wall Street Journal Award in Finance and Investments.* A medal and a year's free subscription to the Wall Street Journal given to the graduating senior judged most likely to succeed in the field of finance and investments.

*Robert C. Weaver Incentive Scholarship Award.* Granted annually to an outstanding graduating senior who plans to enter government service, for study in a graduate program.

*Max Weinrich Award.* A cash prize from YIVO Institute for Jewish research, given to a graduating senior who excels in Yiddish studies.

*Henry Wollman Prize.* Two small monetary prizes awarded to such worthy, meritorious students as shall be designated from time to time by the trustees or the president of the College. These awards are made for outstanding contribution to student life and ideals of service.

*Morton Wollman Medals in Accounting, Economics, Finance, Industrial Psychology, Law, Management, Marketing, Public Administration, Statistics and Honors Program.* These prizes are given in memory of the late Morton Wollman under the terms of whose will his brothers, Henry and William J., in 1925 provided for a \$300,000 trust fund of which Baruch College became the beneficiary. The cost of the prizes is defrayed by a portion of the income from the fund. In each of the fields listed above a commemorative medal is awarded to the highest

ranking student designated on such basis as may be determined by the department concerned.

*Ira B. Zasloff Award.* A cash prize to an undergraduate student who has been outstanding as a leader in the activities of the Department of Physical and Health Education.

*Aaron Zweifach Memorial Award.* A cash prize to the graduating senior specializing in management or public administration who has achieved the best academic record and has participated significantly in the activities of Baruch College.

## Fees

### TUITION

#### Bona Fide Residents of New York City

Matriculated undergraduate students from any unit of City University

#### Amount of Tuition

No tuition for the credits required to complete the degree for which a student last registered, plus 4 additional credits. Beyond that number, tuition is the same as for nonmatriculated students

Nonmatriculated undergraduate students

\$18 per credit, plus \$18 for the first contact hour in excess of the specified credit hours and \$12 for each additional contact hour

#### Residents of New York State

Students who live in New York State but outside New York City, are eligible for a separate category of tuition if they present to the Registrar a Certificate of Residence issued by their county fiscal officer or clerk. Blank forms may be secured in the Office of the Registrar at 155 East 24th Street, New York City.

#### With a Certificate of Residence

Full-time matriculants and nonmatriculants \$275 for each fall and spring semester

Part-time matriculants and nonmatriculants \$25 per credit, plus \$18 for each additional contact hour in excess of the specified credit hours; maximum of \$275 per semester

*Without a Certificate of Residence*

Full-time matriculants and nonmatriculants \$450 for each fall and spring semester

Part-time matriculants and nonmatriculants \$35 per credit, plus \$25 for each additional contact hour in excess of the specified credit hours; maximum of \$450 per semester

**Out of State Residents and Foreign Students**

Full-time \$450 for each fall and spring semester

Part-time \$35 per credit, plus \$25 for each additional contact hour in excess of the specified credit hours; maximum of \$450 per semester

**CONSOLIDATED FEE**

At each registration period, including the summer session, Baruch College students are required to pay a consolidated fee which consists of a general College fee and a student fee for student activities, Student Center and, for matriculated day and evening undergraduates, athletics. Because this fee varies among the several divisions and sessions of the College, a student who divides his program between two (or more) divisions of the College pays the amount required by the division which has the larger fee.

The consolidated fee is charged in accordance with this schedule:

	Consolidated Fee	=	General Fee	+	Student Fee
Matriculated day undergraduate student	\$60	=	\$35	+	\$25
Matriculated evening undergraduate student	\$29	=	\$17	+	\$12
Nonmatriculated evening undergraduate student	\$27	=	\$17	+	\$10

**OTHER NONINSTRUCTIONAL FEES (ALL NONREFUNDABLE)**

**Application Fee \$10**

All students applying for admission as undergraduate matriculants or nonmatriculants (except for students transferring from other units of the City University) are required to pay a \$10 application fee. This fee is paid to the University Application Processing Center for applications processed by that office (usually new applications) or to Baruch College for applications processed by the College (usually transfers within the City University System), including the summer session.

**Late Registration Fee \$10**

Students who are permitted to enroll after the close of the official registration period must pay a fee of \$10 for late registration.

**Change of Program Fee \$5**

Any student permitted to change his schedule of courses after it has been approved and recorded must pay a fee of \$5.

**Transcript Fee \$2**

A fee of \$2 is charged for each transcript of record issued or for the issuance of any duplicate office card or other statement pertaining to a student's record. No fee is charged for transcripts sent between units of CUNY.

**Special Examination Fee \$5**

A fee of \$5 per examination is charged when an examination is administered at any time other than that scheduled for a class, except that the total fees shall not exceed \$15 if three or more examinations are authorized.

**Duplicate Record Fee \$1**

**PAYMENT**

Payment of tuition and fees is generally made at the Bursar's Office at the time of registration. Any student who has not paid his total fees and tuition by the time specified will not be considered registered and will not be admitted to classes. All payments should be made by check.

**FEE CHANGES**

All fees and tuition charges listed in this bulletin and in any registration material issued by the College are

naturally subject to change by action of the Board of Higher Education without prior notice.

In the event of any increase in the fees or tuition charges, payment already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment.

## TUITION REFUNDS

Fees are not normally returnable except when a course is withdrawn by the College. The consolidated fee, or any part thereof, is not refundable at any time. Tuition fees can only be refunded in the event of a student's withdrawal during the semester for very unusual circumstances. An application for a refund may then be made. The date on which the application is filed, not the last date of attendance in class, is considered the official date of the student's withdrawal. It is this official date which serves as the basis for computing any refund granted the student. On an approved application, proportionate refunds of tuition fees shall be made in accordance with the following schedules:

Withdrawal before the beginning of classes	100%
Withdrawal before completion of first full scheduled week of classes	75%
Withdrawal before completion of second full scheduled week of classes	50%
Withdrawal before completion of third full scheduled week of classes	25%
Withdrawal beyond third week	None

The foregoing schedule of tuition refunds applies only to fall and spring semesters. There is a separate schedule applicable to the summer session.

The following principles govern refunds made on applications claiming military, Peace Corps, or VISTA service:

1. Military, Peace Corps, or VISTA service must be documented (in the case of the military, with a copy of induction or military orders).
2. In order to obtain a grade, a student must attend approximately thirteen weeks (five weeks for the summer session). No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

3. In instances where students who have enlisted in the armed services, the Peace Corps, or VISTA do not attend for a sufficient time to qualify for a grade but continue in attendance to within two weeks of induction, a 100 percent refund of tuition and all other fees (except application fees) will be made if the withdrawal is before the beginning of the 5th calendar week (3rd calendar week for the summer session) after the scheduled opening date of session, and a 50 percent refund of the same fees will be made after that point.
4. In instances where students who are inducted into the armed services do not attend for sufficient time to qualify for a grade, there shall be a 100 percent refund of tuition and all other fees except application fees.

## Financial Aid

Financial assistance in the form of scholarships, grants, loans, and work-study plans is available to undergraduates through College, federal, and state programs. Grants are made on the basis of a student's need; scholarships are granted for academic performance and need. Programs based on State and Federal Legislation are subject to frequent change.

### SCHOLARSHIPS

The following scholarships available to deserving full-time, matriculated students are awarded on the basis of outstanding scholastic ability and the need for financial assistance. Further information and the required application forms may be obtained from the Financial Aid Office, 157 East 24th Street, second floor. (The awards listed on pages 49-53 will also be of interest to students desiring financial assistance.)

*The Bernard M. Baruch Endowment Fund.* Scholarships, grants, and loans are available in varying amounts, as circumstances warrant, to worthy students of the School of Business and Public Administration of Baruch College through funds provided by the generous bequest of the Honorable Bernard M. Baruch, distinguished graduate of the Class of 1889 of The City College of New York.

*Boosters' Fund Scholarship.* An annual grant of \$100 to an incoming female freshman.

*Baruch College Alumni Association Scholarship.*

Several annual scholarships of not more than \$400 each awarded to graduating seniors who plan to do graduate work at an accredited college or university.

*David J. Greene Scholarship Fund.* Scholarship grants available to undergraduate students, with preference given to those enrolled in the field of finance and investments.

*Loyal League of Philanthropies Scholarship Fund.*

Two \$400 scholarship awards in honor of Mr. Sam Nass, based upon financial need and scholastic achievement, to male graduates of a public high school in the greater New York metropolitan area.

*New York Bank for Savings Scholarships.* Annual cash awards, totalling \$1000, to one or more qualified and deserving undergraduates majoring in banking and finance.

*Julius Rosenthal Memorial Scholarships.* Several annual scholarships or grants available to undergraduates.

*Samuel and Irving Weinstein Scholarship Fund.* A trust fund established by the Samuel and Irving Weinstein Foundation, Inc. At least one scholarship, grant, or award is given annually to a needy and worthy undergraduate majoring in accounting or taxation at Baruch College, to assist in meeting educational costs, including tuition and other fees, textbooks, supplies, and living expenses.

## LOANS AND GRANTS

*Alumni Loan Fund.* The Baruch College Alumni Association has established a loan fund which is open to all students who are candidates for degrees who have completed a minimum of 8 credits. Applications should be made through the Scholarship and Loan Committee of the Alumni Association of Baruch College.

*Baruch College Book-Loan Fund.* The fund is made available through the Baruch College Alumni Association for interest-free loans to day session students for the purchase of textbooks. The loans must be repaid before the end of the semester in which they were made. Further information may be obtained in the Financial Aid Office.

*Baruch College Scholarship and Loan Fund.* Extends small loans to students of the day and evening sessions who are in need of money for the purchase of textbooks or other school necessities. In addition, an emergency loan fund has been set up to meet emergency needs for limited amounts. Day students interested in obtaining financial help may obtain forms and information in the Financial Aid Office. Evening session students should report to the Evening Session Student Personnel Services Department.

*Cuban Loan Program:* Cuban refugees who believe they are eligible come to the Financial Aid Office.

*Howard C. Green Student Aid Fund.* Established by students, faculty, and alumni for evening session students in need of short loans to cover registration fees and book expenses. Forms and information are available in the Student Center, Room 411.

*The Radio Executives Club Fund.* Established by radio executives to make emergency loans to meet the needs of evening session students. Evening students interested in obtaining financial help may obtain forms and information in the Student Center, Room 411.

*Lester J. Rosner Student Loan Fund.* This fund provides loans of up to \$75.00 to day session undergraduates in attendance at the College for at least one semester. They must be repaid before the end of the semester in which the loans were made. Further information may be obtained from the Financial Aid Office.

*National Defense Student Loans.* Under the National Defense Education Act of 1958 and subsequent amendments, part-time (6 to 11 credits) or full-time degree students may borrow up to \$1000 a year payable within 10 years and 9 months after the borrower ceases to pursue a full- or part-time course of study. Interest at the rate of 3 percent begins 9 months after the termination of course of study.

Under certain circumstances, students teaching the disadvantaged or handicapped can have part or all of their loans forgiven. See the Financial Aid Office for details.

*Federally Insured Student Loans:* The Federally Insured Student Loan Program is available to those students who are enrolled or accepted for enrollment on at least a half-time basis. The maximum amount per academic year is \$1500 provided the amount does not exceed educational costs less other aid received. The total outstanding principal balance may not exceed \$7500.

*Educational Opportunity Grants.* Grants for undergraduates who are in exceptional financial need. Each grant, ranging from a minimum of \$200 to a maximum of \$1000, may not be more than one half of the total amount of student assistance which the College makes available to the student. Applications are available in the Financial Aid Office.

*New York Higher Education Assistance Corporation.* Under this program, students who lack the funds to attend or continue in college or graduate school are able to borrow funds from a New York State bank of their choice and repay the loan on liberal terms. Loans are available to full-time (12 or more credits) or part-time (6 to 11 credits) students, and there are no restrictions on the program of study except that it must lead to a degree. Information and



applications may be obtained in the Financial Aid Office.

**New York State Scholar Incentive Program.** Scholar incentive assistance may be received each semester for full-time study by tuition-paying students. Certain standards of academic qualification must be met. Awards range from \$50 to \$300 a semester, depending upon the net taxable income of those responsible for the student's support. Information and application forms may be obtained from the Financial Aid Office.

**Baruch Work-Study Program.** Through a bequest of the late Bernard Baruch, '89, full-time students in the School of Business and Public Administration whose family incomes do not fall within the limitations of the federal program, are given jobs within the College. They permit a student to work up to 12 hours per week during the academic year. An average of at least C is required. Information may be obtained in the Financial Aid Office.

**College Work-Study Program.** The federal government provides funds for the establishment of work opportunities for full-time students from limited income families so that they can pursue higher educational objectives. These positions, both on campus and in outside community service agencies, permit a student to work up to 15 hours per week during the academic year and full time during the summer. Part-time jobs are also available for those students attending classes during the summer. Information and determination of eligibility may be obtained in the Financial Aid Office.

**Law Enforcement Education Program.** Grants are available to graduate students who are registered in approved College programs and employed by a law enforcement agency.

**Tuition-Free Fifth Year in Teacher Education.** Information on this program is available from the Education Advisory Committee, 20th floor, 315 Park Avenue South.

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# BARUCH COLLEGE

## ACADEMIC CALENDAR 1972-73

### Fall Semester

#### September

4	Monday	Labor Day—Holiday
5-8		Registration for students not previously registered for fall 1972*
11	Monday	All Classes Begin
11-15		Late Registration and Change of Program*
18	Monday	Yom Kippur—No Classes

#### October

5	Thursday	Written English Qualifying Exam, Department of Education
9	Monday	Columbus Day—Holiday
11	Wednesday	Because of an imbalance in the calendar, classes to have met Monday, October 9 will meet Wednesday, October 11 Regular Wednesday classes will not meet on Wednesday, October 11
16	Monday	Last day to apply for reexamination, make up exams and removal of approved incomplete grades from previous semester Last day for filing freshman applications to University Application Processing Center for admission for the spring 1973 semester
23	Monday	Veterans Day—Holiday

#### November

1	Wednesday	Last day to apply for transfer student admission for the spring 1973 semester**
7	Tuesday	Election Day—No Classes
23-25	Inclusive	Thanksgiving Day—Recess
27-30		Evening Session Registration for spring 1973 for currently enrolled students*

#### December

1	Friday	Last day to officially resign from classes
4-14		Day Session Registration for spring 1973 for currently enrolled students*
18-20		Graduate Session Registration for spring 1973 for currently enrolled students*
25	Monday	Winter Recess Begins—No Classes

#### January

2	Tuesday	Classes Resume
8	Monday	Last Day of Classes
9-16	Inclusive	Final Examinations—All Divisions
15	Monday	Human Rights Day—No Classes Last day for filing freshman applications to University Application Processing Center for admission to fall 1973 semester
24-25		Transfer student registration for spring 1973 semester*
29 through February 2		Registration for students not previously registered for spring 1973*

\*Different classes and divisions register at specific, appointed times only. Contact Registrar for more information.

\*\*Transfer students who are graduates of Community Colleges under the City University should apply to CUNY Office of Admission Services. Other transfer students should apply to the Baruch College Admissions Office.

### Spring Semester

#### February

5	Monday	First Day of Classes
5-9		Late Registration and Change of Program
12	Monday	Lincoln's Birthday—Holiday
19	Monday	Washington's Birthday—Holiday
21	Wednesday	Final date for filing applications in the Department of Education for Qualifying Exams (written English and Speech Guidance) for admission to fall 1973 courses in methods of teaching, student teaching and apprentice teaching.
21	Wednesday	Monday classes will meet

#### March

1	Thursday	Written English Qualifying Exam, Department of Education
15	Thursday	Last day to apply for reexamination, make-up examinations and removal of approved incomplete grades from previous semester Last day to apply for transfer student admission for the fall 1973 semester*

#### April

12	Thursday	Monday Classes will meet Thursday classes will not meet
16	Monday	Spring Recess Begins
23-26		Evening Session registration for fall 1973 for currently enrolled students**
25	Wednesday	Classes Resume
27	Friday	Last day to officially resign from classes

#### April 30-May

10		Day Session registration for fall 1973 for currently enrolled students
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#### May

14-16		Graduate Session registration for fall 1973 for currently enrolled students**
26	Saturday	Last Day of Classes
28	Monday	Memorial Day—No Classes
29-June 4		Final Examinations

#### June

10	Sunday	Commencement Day
11-14		Summer Registration**
18	Monday	Summer Session Begins

#### July

4	Wednesday	Independence Day—Holiday
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#### August

7	Tuesday	Last Day of Summer Session
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\*Transfer students who are graduates of Community Colleges under the City University should apply to CUNY Office of Admission Services. Other transfer students should apply to the Baruch College Admissions Office.

\*\*Different classes and divisions register at specific, appointed times only. Contact Registrar for more information.





**BARUCH COLLEGE**

The City University of New York

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New York, N. Y. 10010