

COLLEGE HANDBOOK 1973-1974

Baruch College

The City University of New York



What You Always Wanted to Know About Baruch...

(but were afraid to ask)

Information For All Baruch
Students and Faculty
1973 - 1974

third edition

Question: What is this thing?

Answer: This is a series of questions and answers which will provide you with necessary information about Baruch College

Q: How do I know what class I'm in?

A: The class you're in depends upon the number of credits you have completed. If you are just starting college, or have completed less than 11 credits you're a Lower Freshman. When you have completed at least 12 credits you're an Upper Freshman. Upon completing 28 credits you're a Lower Sophomore; 45 credits make you an Upper Sophomore; 61 credits, a Lower Junior; 78 credits, an Upper Junior; 94 credits, a Lower Senior; and with 111 credits you become an Upper Senior.

Q: How many credits do I need to graduate?

A: 128.

Q: Do I have to follow this progression each semester?

A: No. You can remain in a class for more than one semester, and you can skip over a class. For example: If you have 61 credits you are a Lower Junior. If you complete 16 credits that semester you will have 77 credits and will still be a Lower Junior (you need 78 credits to be an Upper Junior). If you complete 18 credits the following semester you'll have 95 credits and be a Lower Senior (you've skipped the Upper Junior class).

Q: How many class hours should I take?

A: Most students take 15 or 16 class hours; some feel comfortable taking more, others like to take less.

Q: What if I want to take more class hours?

A: You can register for as much as 17 1/2 credits. If you want to take more than that you'll have to get permission from the appropriate Committee on Academic Standing.

Q: Can I go to school in the summer?

A: Yes. In Summer Session the maximum number of credits is 9. You may take classes in the day or evening or both.

Q: How long is a semester?

A: A semester is about 16 weeks. The Fall semester is from September to January; the Spring semester is from February to May. A Summer Session semester is about 8 weeks long, and the number of hours a class meets is doubled.

Q: What kinds of grades are there?

A: For completed courses there are:

- A (90-100), which indicates excellent work
- B (80-89), which is very good work;
- C (70-79), average work;
- D (60-69), below average work but still passing;
- F (below 60), failure.

Q: What if I don't finish a course? (See page 3 of Undergraduate Bulletin)

A: Then you get a "G," "H," or "J." A "G" indicates a failure when a student is dropped for poor scholarship. An "H" indicates a failure for excess absences. It can only be given to freshmen and sophomores since juniors and seniors are allowed unlimited absences. A "J" is granted when the student resigns from a course.

Q: How do I resign from a course? (See page 7 of Undergraduate Bulletin)

A: You cannot resign by notifying the instructor or not attending class. Up through the 8th week of the semester, you notify the Registrar's Office. After that, you must go to the appropriate Curricular Guidance Office. If you have accumulated more than 14 credits of "J" you will not be permitted to resign.

Q: How many times can I be absent from a class?

A: Freshmen and sophomores are usually allowed to cut a class twice the number of credits the course is worth. (A 3-credit course may be cut 6 times.) However, for some classes, this rule may vary, so it is best to ask the instructor in each class.

Q: What if I am absent from the final exam?*

A: Then your mark is recorded as "ABS". If the instructor consents, you apply to the Registrar by October 15 or March 15 for permission to take a make-up exam.

Q: What if I can't hand in my term paper?*

A: You can receive a grade of "INC" and hand in the paper by October 15 or March 15.

*Your program for the succeeding term may be reduced by the amount of credits in "INC," and "ABS."

Q: If I fail the final do I automatically fail the course?

A: No, you can get an "E" grade. If you have been doing passing work all semester, you can take a re-examination. If you pass the exam, you get a "D;" if you fail, the "E" becomes "F."

Q: What if I don't take the make-up exam or hand in my term paper?

A: Then the "Absent," "Incomplete" or "E" grade is automatically changed to an "F" after the date for re-examination and late papers has passed. This date is March 15 or October 15.

Q: Is there a Pass/Fail option?

A: Yes. Some students may elect to receive a Pass/Fail grade instead of a letter grade. They have this choice once each semester in any course other than their major. This option is open only to students enrolled in the School of Liberal Arts and Science. You must notify the instructor by the end of the third week of the term.

Q: How do I have a grade changed?

A: First, you must speak to the instructor. If he agrees to the change of grade, he must send a form to the appropriate Committee on Academic Standing which can be reached through the academic Dean's office.

Q: How do I figure out my academic average?

A: Your academic average is based on a four-point system. An A is equal to 4 units, B equals 3 units, C equals 2 units, D equals 1 unit and F,G, and H equal 0 units. The academic average is equal to the unit total (which is the number of credits of a course multiplied by the unit value) divided by the total number of credits. The following is an example of how to compute an academic average.

number of credits		X		unit value		=		unit total	
in the course				of your grade					
3	X	(B)	3	=	99				
3	X	(D)	1	=	3				
4	X	(A)	4	=	16				
3	X	(G)	0	=	0				
13						28			
unit total/number of credits						28/13		= 2.15	
The average is 2.15									

Q: What average must I have?

A: A C average in all courses taken is required for graduation.

Q: What is a cumulative average?

A: A cumulative average is an average based on a 2-point, plus and minus system which lets a student know how he is progressing towards his diploma. In this system, an A is equal to a point value of +2, B equals +1, C equals 0, D equals -1, and F, G and H equal -2. The cumulative average is the total number of credits for courses multiplied by the total grade point value. The following is an example of how to compute a cumulative average:

number of credits		X		(grade) point value		=		cumulative average	
3		(C)	0	=	0				
3		(A)	+2	=	6				
4		(D)	-1	=	-4				
3		(B)	+2	=	+3				
13						+5			

The cumulative average is +5 on 13 credits earned.

Q: *How is the cumulative average used?*
A: A cumulative average must be 0 or higher for a student to graduate. If a student's cumulative falls below a certain point within a given number of credits, that student is dismissed from the college. A student will be dismissed if he is minus 15 points on a 0-32 credits, -12 on 65-96 credits, and -6 or fewer on 97 credits earned.

Q: *Are there any other reasons for dismissal from College?*
A: Yes. A student will be dismissed if he fails to meet probationary terms, if he fails a single course three times, if he fails to pass 60 percent of his work in one semester, or if he fails to attend and fulfill the assignments in a remedial or refresher course.

Q: *What should I do if I get dismissed from the College?*
A: You should file an appeals form with the Committee on Academic Standing of your appropriate school as soon as possible.

Q: *Where should I go if I need help in curricular guidance and program planning?*
A: The Curricular Guidance offices are located in the 24th Street Annex, room 513 for the School of Business and 23rd St, Room 1520 for the School of Liberal Arts.

Q: *What is leave of absence?*
A: A leave of absence is the withdrawal from all classes during an expressed period of time.

Q: *How do I apply for a leave of absence?*
A: To apply for a leave of absence you must go to the Counseling Division of the Department of Student Personnel Services, 17th Floor, 360 Park Avenue South. You cannot get a leave by simply not attending your classes.

Q: *What is a prerequisite?*
A: A prerequisite is a basic course in a field that must be taken before you register for more advanced courses.

Q: *What is a required course?*
A: A required course is a course that is necessary to take in order to complete a specific field of study.

Q: *What is SEEK?*
A: SEEK is a special program for students who are residents of specific disadvantaged areas in New York City. SEEK provides special counseling, tutoring, and remedial work as well as financial support.

Q: *What is Compensatory Education?*
A: Compensatory Education is assistance to freshmen in the fields of reading, English and mathematics.

Q: *Who is the Director of SEEK and Compensatory Education?*
A: Dr. Davis is Director of SEEK and Dr. Mitchem is Assistant Dean of Faculties for Education Development. Their offices are located at 315 Park Avenue South.

Q: *Do I have access to my transcript?*
A: You can see your transcript at any time by going to the Registrar's Office.

Q: *How do I know what courses I have to take?*
A: *The Undergraduate Courses of Study* bulletin lists all of the requirements for all fields of study at Baruch.

Q: *How do I know what the Courses are going to be about?*
A: *The Undergraduate Courses of Study* bulletin gives a description of every course offered at Baruch.

Q: *Are there any clothing regulations?*
A: No.

Q: *Is smoking allowed?*
A: Smoking is allowed in most areas of the College except in places specifically marked by "No Smoking" signs. Smoking may or may not be permitted in the classroom according to the instructor's discretion.

Q: *What are the rules and regulations which I should know?*
A: The Board of Higher Education's Article XV is the most explicit set of rules governing students. It can be found in the College Handbook. The Baruch College Policy Statement on Drugs bans the use of illegal drugs from the College.

Q: *How many building does Baruch College have?*
A: Baruch consists of six principal buildings: The Main Building, which houses most of the classrooms for Sophomores, Juniors, and Seniors, is located at 17 Lexington Avenue on the corner of 23rd Street. The Baruch Annex, 155 East 24th Street, contains most academic and administrative offices, as well as some classrooms. The Student Center, 137 East 22nd Street is the home for student clubs and organizations, the Student Activities Offices, and the Dean of Students. 315 Park Avenue South is the location for the Computer Center and some of the Compensatory Programs offices and some academic departments. 360 Park Avenue South has offices and classrooms, student activities, and the College bookstore. 257 Park Avenue South houses the College Placement Office and other administrative offices.

Q: *Where is the library and when is it open?*
A: The Baruch College Library is located on the Sixth and Seventh floors of the College Annex on 24th Street. During the regular academic year it is open Monday through Friday, 9:00 a.m. to 10:00 p.m.; Saturday, 10:00 a.m. to 5:00 p.m., and is closed on Sundays. During inter- sessions it is open Monday through Friday, 9:00 a.m. to 5:00 p.m. and is closed on Saturday and Sunday. The library is closed on holidays.

Q: *Where is the Medical Office?*
A: The medical office is on the sixth floor of the Main Building.s,

Q: *Where is the Registrar's Office?*
A: The Registrar's office is on the second floor of the 24th Street building

Q: *Where is the Bursar's office?*
A: The bursar's office is on the first floor of the 24th Street Building.

Q: *Are there any places to eat in Baruch?*
A: Yes. There is a cafeteria on the tenth floor of the Main Building which serves automated food. Smaller cafeterias on the first floors of the Student Center and the 24th Street Building also serve food from vending machines: Cafeteria in the 360 Park Avenue South Building is in the basement. A snack bar and vending machines are at all locations.

Q: *Where can I go to relax?*
A: Baruch has lounges. The Student Center has 5 lounges located on all floors of the building. There is a lounge on the third floor of the Main Building. The 360 Park Avenue South also has convenient lounge areas.

Q: *Where are the bathrooms?*
A: The 24th Street Building has a Men's Room and a Women's Room on each floor. The Student Center has Women's Rooms on the second, third and fourth floors and Men's Rooms on the first, third, and fourth floors. In the Main Building the Women's Rooms are on floors 1, 3, 5,

- 8, 9, 12, 14, and Men's Rooms on floors 4, 8, 10, 11, 13, 14, and 15.
- Q: Where is the gym?*
A: The Main Building houses a gym on the sixth floor.
- Q: Is there a pool?*
A: The pool is located in the basement of the Main Building.
- Q: Who are the academic Deans and where are the academic Deans' offices?*
A: The Dean of the School of Liberal Arts and Sciences is Arthur Brown and can be found in Room 503 of the 24th Street Building. The Dean of the School of Business is Dean Eilbert and he is in room 1621 of the Main Building. The Dean of the Evening, Extension and Summer Divisions is Alvin Puryear and he is in Room 610 of the 23rd Street building. The Dean of Graduate Studies is John Griffin who is in Room 928 of the 23rd Street building. The Dean of the School of Education is Gerald Leinwand and can be found in Room 1005.
- Q: Who are the Assistant Deans for Curricular Guidance and Program planning?*
A: Dean Selma Berrol is the Assistant Dean of the School of Liberal Arts and Sciences, and can be found in Room 513 of the 24th Street Building. The Assistant Dean of the Business School, Bertha Newhouse, can be found in Room 1621 of the 23rd Street building. Curricular Guidance in Education is done by Dean Leinwand's office; Room 1005, 315 Park Avenue South.
- Q: Who is the Dean of Students?*
A: The Dean of Students is Roy R. Senour, Jr. His office is Room 302 of the Student Center. Dr. Irving Greger, the Associate Dean is on the 17th floor at 360 Park Avenue South. Paul Mullin, the Assistant Dean, is in Room 410 of the Student Center.
- Q: Does Baruch College have a Bookstore?*
A: Yes, the College Bookstore is located in the basement of 360 Park Avenue South.
- Q: Can I get a discount on theater tickets?*
A: Yes; information on student discounts can be obtained from the Information Desk in the Student Center Lobby.
- Q: Is there a Counseling program?*
A: Personal, and vocational difficulties can be talked over with trained counselors. The Counseling offices are on the 17th Floor at 360 Park Avenue South. Appointments can be made at your convenience in person or by telephone.
- Q: Where is the Placement Office?*
A: The Placement Office is on the second floor of 257 Park Avenue South.
- Q: Where is the Financial Aid Office?*
A: The Financial Aid office is located on the second floor of the 24th Street Building.
- Q: What is the Admissions Office?*
A: The Admissions Office is on the second floor of the 24th Street Building.
- Q: What is Freshman Seminar?*
A: Freshman Seminar is a series of weekly meetings of small groups of freshmen. It is supervised by the Department of Student Personnel Services conducted by students and faculty.
- Q: Do I have to take Freshman Seminar?*
A: Yes, Freshman Seminar is a requirement of the College.

- Q: Who is in charge of Freshman Seminar?*
A: Dr. Clair Brody is Freshman Advisor responsible for the Seminar. She can be found on the 17th floor at 360 Park Avenue South.
- Q: Who has overall responsibility for all Freshman transfer programs and services with the exception of those designed exclusively for SEEK and Compensatory Education?*
A: He is Dr. Jerry Rosenberg, Director of Freshmen Affairs, whose office is located in 360 Park Avenue South.
- Q: Who handles the problems of the transfer student?*
A: At present, the assistant deans for Curricular Guidance for each of the academic schools.
- Q: What is an Ombudsman?*
A: An Ombudsman is someone who receives complaints and grievances, investigates them, and makes recommendations. He is the person to see if you feel you have received unjustified results in a situation concerning the College.
- Q: Where is the Ombudsman's Office?*
A: His office is in the 24th Street Building.
- Q: What student clubs and organizations are there?*
A: Baruch has many clubs and organizations pertaining to ethnic and religious sectors, service organizations, and other fields of interest to students. A complete list can be found in the College Handbook. If further information is required it can be obtained from Mrs. Linda Brown.
- Q: What are the ethnic student organizations?*
A: The ethnic groups that have formed clubs on campus are African Action Association, Asian Students Association, Dante Society (Italian Society), and PRIDE (Puerto Ricans for Involvement, Development and Enlightenment).
- Q: What are the religious organizations?*
A: The religious organizations are the B'nai B'rith Hillel Foundation, the Christian Association, The Newman Club, and the Suni-Muslims.
- Q: What are the service organizations?*
A: There is a women's social and service organization known as Boosters, a men's service organization called the John Carolan Society, and the Lamport Leaders' Society which runs bi-yearly workshops pertaining to "sensitivity training," and New Star, which is a fund raising organization to send students on trips abroad.
- Q: What are the special interests groups?*
A: See listing in College Handbook.
- Q: Are there any fraternities and sororities?*
A: Yes, Baruch has fraternities for guys and sororities for gals.
- Q: Where are these organizations located?*
A: Most clubs have offices in the Student Center, but some are located at 360 Park Avenue South and the Main Building.
- Q: Are there any school newspapers?*
A: The day session offers Ticker, the evening session has The Reporter, and the graduate session has The Graduate Voice.
- Q: Where can I get a copy of these papers?*
A: They can be found weekly in the lobbies of the Main Building, Student Center, 24th Street Building, and 360 Park Avenue South. Ticker is published every Wednesday.
- Q: What is "212 Project?"*
A: 212 is a program run by students and staff members which conducts

arts and crafts workshops, rap sessions and special events. 212 is located on the second floor of the Student Center and is open to all students.

Q: Does Baruch have a radio station?

A: Yes. The station is WBMB, located in the basement at 360 Park Avenue South.

Q: Does Baruch have a hot line?

A: The student-operated help and referral agency is called Baruch Hot-Line, its number is 533-0660, and is located in Room 307A Main Building.

Q: Does Baruch have a student government?

A: Yes, the Student Government meets regularly and is charged with the responsibility of stimulating and coordinating the over-all student activities program and is the official voice of the students on College policy.

Q: When are the Student Government elections?

A: The elections are at the end of September, and all offices are open.

Baruch College Bulletin

1973-74 edition

Published four times a year in April, July (two), and September, 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)

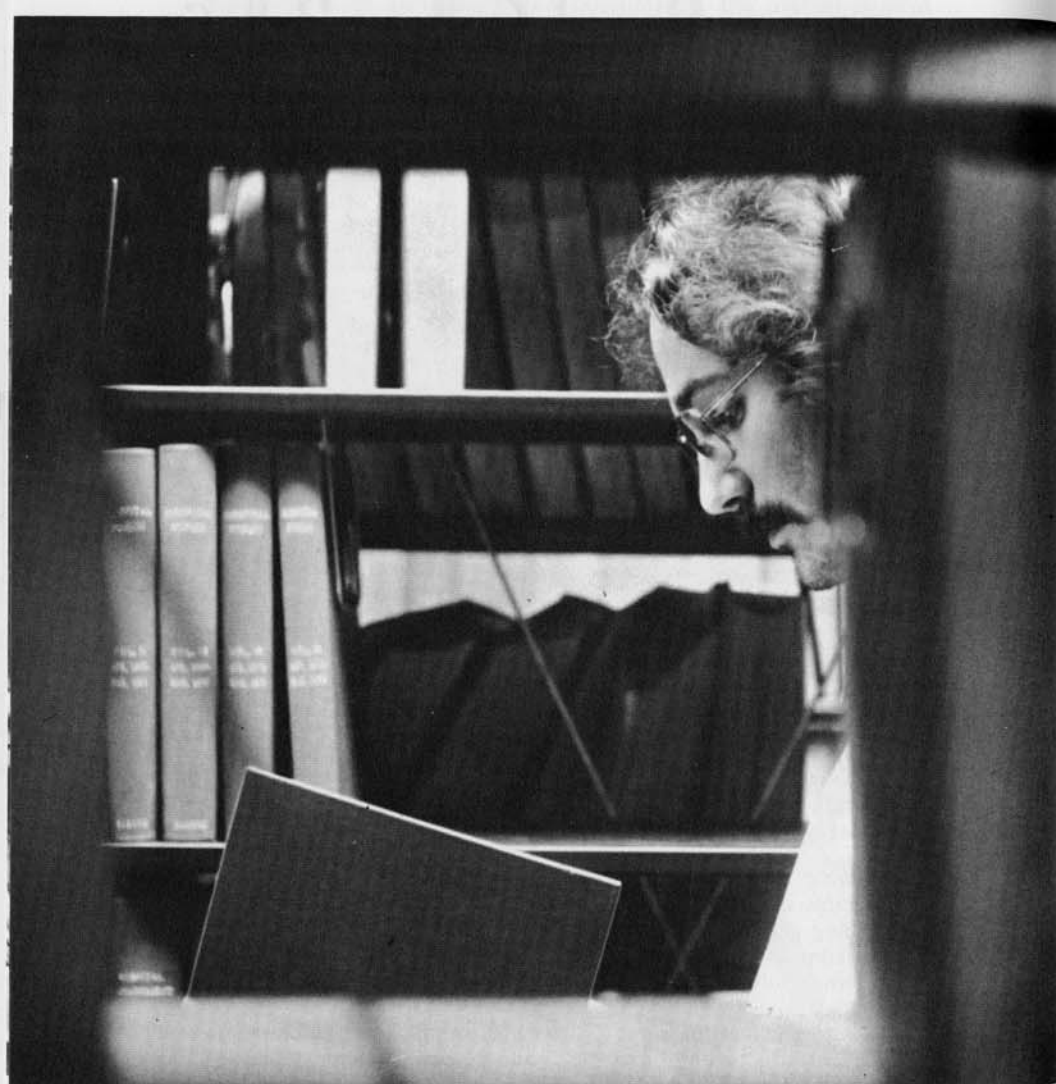
Graduate Division sets forth requirements for admissions, fees, programs of study and descriptions of courses offered for students pursuing graduate degrees, members of the Graduate Division faculty and administration and other information of interest to graduate students. (July)

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



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.



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The College

In both location and lineage Baruch College traces its roots to the Free Academy, which in 1847 became 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 generalized 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 and lead to successful careers in public service, education, and related fields. Students concentrating in 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 examination. 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 and/or the New York State Real Estate Brokers License examination.

SCHOOL OF LIBERAL ARTS & SCIENCE

In the School of Liberal Arts and Science, undergraduate programs of study lead to the degree of Bachelor of Arts with specializations in biology*, economics, English, Hebrew, history, mathematics, music, philosophy*, political science, psychology, religion and culture, romance languages, sociology and anthropology, Spanish, speech (various aspects)*, statistics, teaching (various secondary school subjects), and in interdisciplinary study (the *ad hoc* major). The School also offers a special program in translation skills.

SCHOOL OF EDUCATION

Baruch’s School of Education offers the Bachelor of Science in Education degree for teaching at early childhood and elementary levels, as well as secondary, with specializations in teaching many academic and business subjects. These programs qualify participants for New York State certification as teachers.

*Subject to the approval of the Board of Higher Education.

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 SUMMER AND EXTENSION DIVISION

Through the Evening Summer and Extension Division a wide range of courses is offered to matriculated and non-matriculated students. In addition to programs leading to conventional college degrees, programs are planned in 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.

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

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.

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).

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.



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 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

Recent legislation in New York State mandates that this number be reduced from twenty-one to ten, three selected by the Governor, seven by the Mayor. This reorganization is to take effect December 31, 1973. Until then, 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 *Undergraduate Courses of Study* and *Graduate Division. Courses of Study bulletins*.

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

Student and faculty participation have played an important role in shaping policy at Baruch and elsewhere in CUNY, including:

- Joint preparation of the Master Plan, the comprehensive statement of long-range institutional goals.
- 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 representatives are Professors Angelo Dispenzieri, David Valinsky and Michael Wyschogrod.
- The University Student Senate, of 35 members, 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.
- 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.

- 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.

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 the University.

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 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, the School of Education and two divisions: Graduate, and Evening and Extension, the programs of which were described earlier (see pp. 1-3). These units are responsible for curriculum and educational administration, and each is headed by a dean. The five deans report to the dean of faculties. As a group they are generally referred to as "the academic deans."

The administrative function of the College is under the direction of the executive vice president. To him report (1) the associate dean of administration (whose responsibilities encompass accounting, budget, bursar, payroll, purchasing, personnel and institutional research and grants), (2) the director of administrative services, (3) the director of campus planning, (4) the director of the computer center, and (5) registrar.

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. 30 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 schools has its own faculty; they sit together on the College's General Faculty. Each school's faculty also includes some members of the other schools. 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.

The schools have a Personnel and Budget Committee responsible for preparing recommendations on appointment, reappointment, promotion, tenure and budget. These recommendations are forwarded 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 the School of Education, the dean of the School of Business and Public Administration, the dean of the School of Liberal Arts and Science, the dean of the School of Education, 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, the chairman of the Committee of Faculty Personnel and Budget of the School of Education, and one additional member elected from each of the three Faculties.

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

General Faculty

Committee on Committees: Professors Mary Hiatt, Seymour Kwerel, Peter Gutman, George Hammer, George Storer, Robert Parket.

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

Committee on Academic Standing: (School of Business:) Professors Morris Chernofsky, Thomas Gardner, Israel Pressman, Edward Rothman; (School of Liberal Arts:) Professors Henry Feingold, Benjamin Israel, Andrew Lavender, Joel Lefkowitz, Devora Wohlgelerntner.

Committee on Student Activities: Professors Alan Brooke, Irving Burstiner, Constance Denne.

Committee on Prizes, Scholarships and Awards: Professors Jeanette Bely, Hedwig Reinhardt, William Rosen.

Committee on Research: (School of Business:) Professors William Grollman, Steven Lustgarten, Lloyd Rosenberg, Leon Schiffman, Mahmoud Wahba; (School of Liberal Arts:) Professors Joseph Ercolano, Jay Finkelman, M.O.L. Klein-Hutheesing, Maximilian Soto, Kevin Sullivan.

Committee on the Library: Professors Thomas Frazier, Grace Mathew, Morton Jaffee, Lawrence Oster, Helen Robison, Leo Rosenblum.

Committee on Financial Aid: Professors Harvey Barocas, Leopold Bernstein, Theodore Lang, Mildred Stansky, Frank Tansey

Committee on Collegiate Activities: Professors Harold Kellar, Frank Sidel.

**Committee on Ceremonial Occasions:* Professors Jeanette Bely, Irving Greger, Edwin Hill, Walter Nallin, Hedwig Reinhardt.

Committee on Social Activities: Professors Harry Bixler, Frank Cinquemani, Joseph Fallon, George Hertzberg, Eleanor Jagoda, Jean Jofen, Stanley Pearl, Estelle Ross.

Committee on Discipline: Professors Edward Arluck, Howard Berger, Joseph Ercolano, Clara Lovett, Joseph Wiseman, Edward Wolf, plus two students from day session, evening session and graduate school.

Committee on the Faculty: Professors Lester Alston, Seymour Kwerel, Walter Scharf, Irving Stone, Frances Tansey, Walter Wang, Michael Wyschogrod.

University Faculty Senate: Professors Conrad Berenson, Addison Gayle, Jr.

Committee on Graduate Studies: David Valinsky, Chairman; John I. Griffin; William R. Monat; Arthur Brown; Henry Eilbirt; Benjamin Balinsky; Peter M. Gutmann; Philip Halboth; Howard H. Lentner; Narendra P. Loomba; Martin Mellman; James V. Sullivan; M. Lewis Temares; Three Representatives of the Graduate Students Association.

School of Liberal Arts and Science

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

Committee on Faculty Personnel and Budget: Deans Borwn and Senour; Professors Saule, Winokur, Scharf, Mitchem, Halboth, Potoker, Jofen, Budner, McDermott, Eiberson, Shane, Nallin, O'Leary, Lentner, Balinsky, Horvath, Storer, Levy, Brown, all ex officio.

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

*Staff Committees

School of Business and Public Administration

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

Committee on Undergraduate Curriculum: Professors Peter M. Gutmann, I. Harold Kellar, N. Paul Loomba, Martin Mellman, James V. Sullivan, David Valinsky, Henry Eilbirt, Alvin Puryear, Jacob L. Halberstam, M. Lewis Temares, two student representatives, day and evening.

Committee on Faculty Personnel and Budget: Professors Peter M. Gutmann, I. Harold Kellar, N. Paul Loomba, Martin Mellman, James V. Sullivan, David Valinsky, ex officio—Dean Henry Eilbirt, Alvin Puryear.

Committee on Undergraduate Honors Program: Professors Leon Schiffman, Mahmoud Wahba, Manue Rabinowitz, Leopold Schachner, Howard N. Ross.

Committee on the Evaluation of Business Experience: Morris Duchin, Thomas Killoran, Joseph A. Wiseman.

Committee on Library: Steven Lustgarten, Martin Benis, Leonard Lakin, Elayn Bernay, Lois Graff.

Faculty Representative to the College Committee on Personnel and Budget: Professor Samuel Dyckman.

Committee on Committees: Professor Nathan Seitelman, Martin Mellman, James V. Sullivan, Peter Gutmann, Benjamin Balinsky, David Rachman.

School of Education (to be organized)

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 of the three members elected from 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, and David Valinsky). (The School of Education representatives had not been chosen at time of printing.)

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. The Dean of Faculties is chairman of this Committee.

The Computer Users Advisory' Committee consists of Vice-President Bernard Mintz, Dean William Monat, Dean Arthur Brown, Dean Henry Eilbirt, Dean John Griffin, Dean Gerald Leinwand, Professor Dina Bedi, Professor Gilbert Gordon, Professor David Valinsky, Mr. Constantin G. Fakas, Mr. Leo Rosenhand and Mr. Robin Spock.

The Affirmative Action Committeee recommends the A.A.C. policy to the President, prepares the College affirmative action program, and collects data and reports to the President on progress in affirmative action. It also monitors the extent to which responsibilities assigned to various offices of the College are being carried out and reports on this to the President and Deans.

The members are: Professor Frank L. Cinquemani, Professor Joseph Ecolano, Professor Thomas J. Gardner, Professor Addison Gayle, Jr., Professor Philip Harris, Professor Marie Lederman, Mrs. Esther Liebert, Professor Clara Lovett, Professor Julius Manson, Mr. Robert Martinez, Mrs. Evan Mitchell, Dean William Monat, Mrs. Adele Pappy, Dean Alvin Puryear, Professor James Sullivan, Professor Maria Valdes, Mr. Walter Wang.

Most of Baruch's committees also include some student members.

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 department budget and evaluating staff.

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

FACULTY SENATE

The Baruch College Faculty Senate represents the faculty within the College establishment in those areas in which the faculty have primary responsibility, interest and concern. The Senate is responsible, subject to existing College and Board of Higher Education bylaws, for the formulation of policy relating to the academic status, role, rights, freedoms and responsibilities of the Instructional staff, college level educational and instructional matters, and research and scholarly activities of College-wide import. Its purposes are to assure that the faculty shares policy-making

*Pending the approval of the Board of Higher Education.

authority and responsibility with regard to appropriate aspects of College-wide planning and operation, and to help provide a channel of communication between the faculty, student organizations and the administration of the College.

The Faculty Senate meets in plenary session each month during the academic year. Members of the Senate are elected from among four classes of faculty. Senators of the first class consist of five (5) chairmen each from the School of Business and Public Administration and the School of Liberal Arts and Science, elected for two year terms and serving only during their tenure as chairman. Senators of the second class consist of delegates from each academic department of the College having fifteen (15) or more full-time faculty members. They are elected for one year terms. Senators of the third class are elected at large by the Instructional staff from among the ranks of Professor, Associate Professor, Assistant Professor and Lecturer or Instructor. At-large members from each rank consist of an equal number of faculty from each of the two schools (Business and Public Administration and Liberal Arts and Science). They are elected for three year terms. Senators of the fourth class are elected by the adjunct staff for two year terms.

The President of the College or his designated representative is an ex-officio member of the Senate with voice but without vote.

MEMBERS OF THE BARUCH COLLEGE FACULTY SENATE

Lester Alston, Edward W. Arluck, Benjamin Balinsky, Maurice Ballabon, John Bauer, Mark L. Berenson, Leopold Bernstein, Harry Bixler, Alvin Booke, Abraham Briloff, Horace Chapman, Joseph Ercolano, Jay Finkelman, Thomas Frazier, Susan L. Friedman, Peter Gutmann, Philip Halboth, Jean Jofen, Harold I. Kellar, Thomas Killoran, Seymour Kwerel*, Andrew Lavender*, Marie Lederman, Aaron Levenstein*, David Levine, Louis Levy, Narendra P. Loomba, Frank Macchiarola* (vice-chairman), Edward Pessen, Edward Potoker, Viola Rosenheck, Edward Rothman, David Rudolph, Leon Schiffman, Florence Siegel, Mildred R. Stansky* (secretary), Norman W. Storer, James V. Sullivan*, Frank Tansey*, Stanley Ulanoff, David Valinsky* (chairman), Walter O. Wang, Morris Winokur, Edward H. Wolf, Albert Zucker, Mahmoud A. Wahba, (plus four Adjunct Faculty Members to be elected).

STUDENTS' ROLE IN GOVERNANCE

As members 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.

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, 1973 for a third 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.



*Executive Committee Members

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.

*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.

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.

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 address 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 course, 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 interviews.

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. However, 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. In the event that the Student or Faculty Panel, or both, are not elected, the President shall have the duty to select the panel or panels which have not been elected. 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 extra-ordinary 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. Consistent 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 AArticle.

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 not 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 freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express 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 education 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 conduct, 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.
- 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 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, 315 Park Avenue South, 360 Park Avenue South, and at other nearby locations. The Student Center is at 137 East 22nd Street.

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. The Liberal Arts and Sciences Office in Room 513 at 155 E. 24th Street and the Business and Public Administration Office in Room 1521 at the Main building, 17 Lexington Avenue. 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.

When 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 cards. (This does not apply to Public Accountancy Majors.) In addition, each department of study offering a specialization program has designated a representative to advise students on related curricular matters.

All students should 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 should return to the appropriate Curricular Guidance Office for a graduation check when he enters his senior year.

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 31.) 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 725-4452.

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.

STUDENT PERSONNEL SERVICES

The Department of Student Personnel Services, located in the 24th Street building, and the Student Center, 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 students 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.

Foreign Student Advisement

Special counseling is available to orient foreign students and help them interpret federal regulations which govern foreign students.

Counseling Division

Personal counseling is available to any student having problems of an academic, personal, or vocational nature. A staff of psychological counselors is available in order to provide an opportunity for students to talk things over. The aim is to arrive at decisions that will help students overcome difficulties which prevent success in their college studies and personal life. Counseling is voluntary and confidential.

Both individual and group counseling, as well as vocational testing are available.

Please feel free to make an appointment to talk over any problem you may have with one of the counselors. Appointments can be made for day, evening or graduate students, at your convenience, from 9:00 A.M. to 5:00 P.M. daily, in the office of the Division of Counseling, 360 Park Avenue South. The telephone number is 725-3050. Additional hours in the evening are available.

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.

Foreign Student Advisement

Special counseling is available to students who require curricular counseling and help in interpreting federal regulations which affect them as foreign students.

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, a required course at Baruch College, is sponsored by the Department of Student Personnel Services. The purpose of the course is to help freshmen succeed in college.

Freshman Seminar uses the small group process as a basis for a series of weekly meetings. Students are able to discuss problems and concerns with trained student leaders and faculty. Workshops are also held which introduce students to the various programs, services and activities at the College.

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 School 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 212, 257 Park Avenue South, 2nd 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). Medical consultation is available to all students, as is information on personal health matters, such as pregnancy, venereal disease, or drug addiction.

All entering day session students must have a physical examination prior to or during the first academic year of college attendance. Additional health requirements for continued attendance can be required by the Chief College Physician where such action seems indicated. A medical examination is 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 apply for a leave of absence. A medical note will be required if the leave is requested after the date applications for leave are normally accepted.

Student Activities Division

This division supports and supplements the academic program at the College through the creation of formal and informal programs that draw students into leisure time learning situations.

The division provides individual and group counseling within the context of student organizations, clubs and student government. Students are involved in the planning, development and implementation of the activities program.

COMPUTER FACILITIES

Various computer facilities are available for use in connection with course work, thesis development or independent research.

Computer facilities for instructional and research purposes are housed at 155 East 24th Street. These facilities consist of a small stand-alone computer used in demonstrations, and two high speed remote job entry terminals. These terminals are connected, at present, to large computers at Brooklyn and City College. It is expected that these terminals will be connected later to the extremely large City University central computer facility.

Slow speed terminals connected to a commercial time-sharing system are also available to students and faculty. This time sharing system is both flexible and rich in resources and provides the student with a very short time response to his request.

The college owns an IBM 360/40 which is located at 315 Park Avenue South. The center's staff develops and processes various data for campus administration units and provides some additional support to the educational program and research users.

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.

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 44.

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, another on the ground floor of the 24th St. Annex, and another in the basement at 360 Park Avenue South.

A faculty and staff dining room is located in the faculty lounge, 5th floor, 24th Street 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.

Student publications are described on pp. 44.

BOOK STORE

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 at 360 Park Avenue South and operated by Sigma Alpha honor society.

LIBRARY

Resources and Services

The main College Library occupies quarters at 155 East 24th Street on the entire 7th floor 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 140,000 books, some 20,000 bound volumes of periodicals, and 1,800 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.

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

Other holidays

Hours will be posted in advance

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., 7fl. (3110)
Chief Librarian	24 St., 7 fl. (3032)
Periodicals & Serials	24 St., 6fl. (3114)
Reference	24 St., 6 fl. (3112)
Reserve Book Rm.	17 Lex., Rm. 209 (3248)

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 always begins with a number.

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 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 Reserve Book Room.

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

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. Except for a few items marked "for room use only", all books may be borrowed for home use. The loan period is two weeks, and books may be renewed if not requested by another borrower. For books returned late, there is an overdue fine of ten cents per day per book, calculated for each day past the date on which the book is due. In case a borrower loses a book, he must pay the cost of the book plus overdue fines, if any. College regulations require that students who owe books or fines to the Library be debarred from registration, classes, or graduation.

To check out books, present your ID card, validated for the current term, to the attendant at the Circulation Desk. If for any reason you do not have this ID card with you, you may either show your current Bursar's receipt or apply at the office of the circulation librarian for a temporary library card.

Please check with the attendant at the Circulation Desk if you cannot find the book you want. It may be charged out to another reader, awaiting reshelving, missing, or allocated to another division such as Reference or Reserve Room.

You may reserve a book charged to another reader by filling out a reserve postal card. When the book becomes available, you will be notified by mail.

All books are inspected at the exit by guards and all users of the Library are asked to cooperate in this procedure.

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.

A title and subject card catalog gives complete periodicals holdings, and distinguishes between bound volumes of back issues and current issues. This catalog should be consulted by the user before periodicals are requested.

Current issues of periodicals are on closed shelves and must be requested at the Periodicals Desk. To obtain these, periodical request slips, with the titles and dates of the desired issues, must be submitted to the

attendant at the desk. Student identification cards are held with the request slips until the issues are returned.

Bound volumes of back issues are on open shelves in an area adjacent to the Periodicals Desk, and are arranged in alphabetical order by title. Both bound volumes and current issues are for use only in the Periodicals Division of the Library.

Reserve Book Division

The Reserve Book Division of the Library is located in Room 209 of the 17 Lexington Avenue building.

This division of the Library provides supplementary readings that professors teaching various courses have asked the Library to remove from other divisions and place on "reserve" (i.e., noncirculation). Since students are expected to provide themselves with copies of required textbooks, texts are usually not included in this collection. Those books which 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.

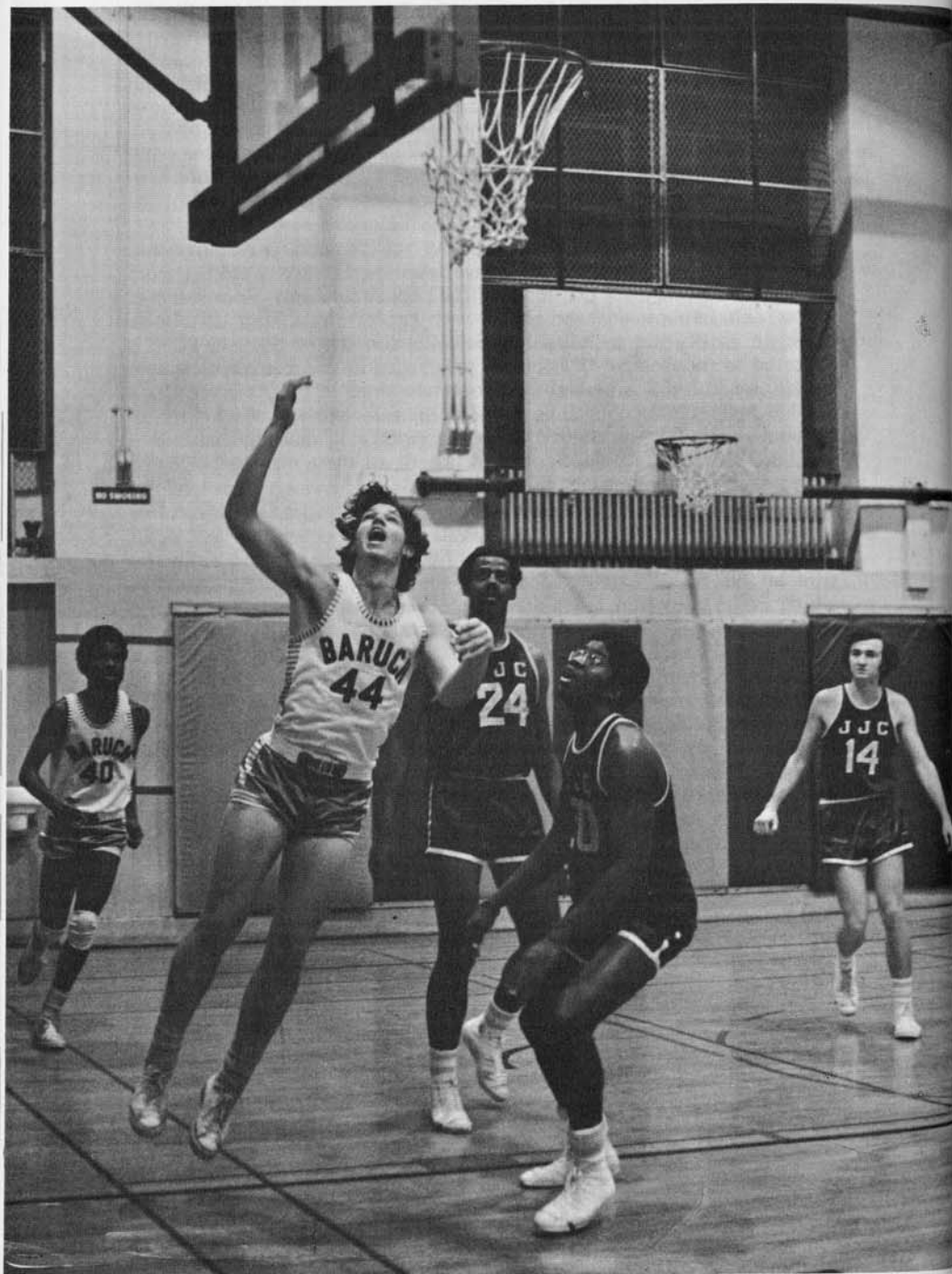
Audio-Visual Center

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 Student Activities for additional information regarding clubs and students 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. 18-19.)

STUDENT CENTER

The Student Center located at 137 East 22nd Street, immediately south of the main building of the College is the center for student activities. Lounges throughout the four floors of the building are public areas that may be used for studying, relaxing or talking with friends. Scheduled events feature outside speakers, special club programs, musical groups, and movies. An ongoing series of workshops where students can learn crafts and to play musical instruments takes place during the academic year. Student Organizations maintain offices in the building. An information desk is located on the main floor. It supplies, besides information, discount theatre tickets for most cultural events held in the city and is also the lost and found center for misplaced articles. A small snack bar is located on the main floor of the Center.

In addition to the lounges located in the Center, satellite lounges are located throughout the College. These rooms are also used for events sponsored by the College.

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, 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

B'nai B'rith Hillel Foundation (Jewish), the Newman Club (Catholic), each has a local chapter at the College.

SOCIAL AND SERVICE ORGANIZATIONS

The Boosters. This women's 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 John Carolan Guard. This social organization doubles as a service organization when called upon by the student government or the faculty.

The Lamport 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 the Inter-Fraternity Council, which supervises and regulates their activities and is responsible to the Student Government. Included are Phi Kappa Theta, Sigma Alpha Mu, and Tau Epsilon Phi, fraternities.

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.

American Irish Society is devoted to the stimulation and enrichment of Irish Culture among college students.

Art Society is an organization that wishes to promote creativity, understanding and appreciation of the arts by means of workshops, mini lessons, art exhibitions and discussion, etc.

Asian Student 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.

Baruch Committee to End the War centers on building and organizing anti-war sentiments 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.

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

Caribbean Students Association members are concerned with promoting political and cultural awareness among all Caribbean students.

The Committee to Foment Democracy is concerned with making the educational experience more relevant to the average student through political and social programs designed to involve students.

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

Dante Society is an evening students association concerned with promoting Italian culture for a better understanding among the different ethnic groups.

The Debate Society is concerned with the development of communication on issues of interest and importance with students in other colleges. It is also concerned with increasing the members skill in public speaking and argument and to make members aware that different opinions on an issue may be valid.

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.

Environmental Awareness Association exists to make the students and city planners aware of existing environmental design, deficiencies and achievements and to promote enlightened change in and around the Baruch community and other Urban areas.

Film Making Club's goal is to teach a better understanding of the art of movie making, which includes live action film making, cartooning, and the concept of animation.

Haitian Association of Baruch College is an organization dedicated to promoting Haitian Culture within the Baruch College Community in particular, and the United States in general. It is open to all students in good standing.

Health Science Society's objectives are to provide its members with a place to discuss current problems in the fields of medicine, biology, public health, etc. and to inform the Baruch community on the above topics through the various medias open to them.

The Hebrew Club's purpose is to bring together Hebrew speaking students by means of social and cultural events.

Hellenic Society is an organization devoted to the stimulation and appreciation of the culture of modern and ancient Greece.

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 the 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 Youth Movement is concerned with Jewish community affairs and promoting pride in Jewishness through various activities within and outside the club.

Karate Club is concerned with the development and strengthening of the spiritual and physical aspects of its individual members.

Lahav is dedicated to the instillment of positive feeling for the Hebrew language and culture to all students in the Baruch community.

Martial Arts Club instructs, demonstrates, and competes in inter-collegiate and intersarsity judo, karate, and kung-fu/kempo.

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

Motorcycle Club offers its members free lessons on motorcycle driving, possible discounts on equipment, etc. and other information about licenses and permits. It also sponsors and organizes trips.

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

National Black Science Students Organization is concerned with informing its members on medical, dental and health and non-health related science opportunities for students; and to implement projects where the members can involve themselves in direct learning situations and perform some service to the Black community.

New Star Organization is devoted to helping students become aware of themselves outside of the United States; and to install and encourage true brotherhood and to dramatize the effects of unity.

Outdoor Camping Club provides outdoor activities to all faculty and student members. It also provides the training to do so.

Baruch Photography Club is devoted to promoting photographic activities and faculty-student relations relating to photographic activities. The club will also provide training in photographic activities and facilities to carry out the above aims.

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.

PRIDE 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.

Scuba Divers Club's purpose is to increase student awareness in scuba diving, the physiological and psychological aspects of diving and to familiarize students with marine life.

The Sons of the Desert is an organization concerned with the promotion of friendship, fellowship, brotherhood and social interaction among members of the Baruch Community.

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.

Baruch Students Women's Committee is dedicated to developing and improving the extra-curricular life of the College; to encourage more interrelationships between students and faculty and to develop an awareness by students of the broader contribution they can make to the College.

Sunni Muslim Student Association is an organization where the Baruch Community can come and get acquainted with the Islamic cultural, social and political thought and a place where students can come and talk over the problems they encounter within the college spectrum.

Yiddish Club is dedicated to introducing the Yiddish culture to the students of Baruch.

Yavneh is a social and cultural organization dedicated to the education of students of what traditional Judaism entails.

In response to the interests of students, clubs and organizations are continually being discussed and established on campus.

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.

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 fulltime 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.

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).

Fees and Financial Aid

ALL TUITION AND FEE SCHEDULES ARE NECESSARILY SUBJECT TO CHANGE WITHOUT NOTICE AT ANY TIME UPON ACTION BY THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK REGARDLESS OF ITS TUITION AND FEE SCHEDULES IN EFFECT AT THE TIME OF PRE-REGISTRATION.

In the event of any increase in the fees or tuition charges, payments 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 of payment.

TUITION

Bona Fide Residents of New York City

Matriculated undergraduate students from any unit of City University

Amount of Tuition

A matriculated student may take—tuition free—up to the number of credits required to complete the degree for which he last registered, plus 4 credits. For credits taken beyond this number, he must pay tuition at nonmatriculated rates

Nonmatriculated undergraduate students and qualifying nonmatriculated students.

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

OUT-OF-CITY RESIDENTS—RESIDENTS OF NEW YORK STATE

ALL students in this category who have not previously filed with the Bursar a valid 1973 Certificate of Residence must present to the Bursar's Office a Certificate issued by their County Fiscal Officer at the time they register. NO STUDENT WILL BE PERMITTED TO REGISTER WITHOUT A VALID CERTIFICATE OF RESIDENCE.

Blank forms may be secured at the Office of the Registrar or at the Office of their County Fiscal Officer.

Full-Time Matriculants and non-matriculants \$600 for each fall and spring semester

Part-time Matriculants and non-matriculants \$45 per credit, plus \$30 for each additional contact hour in excess of the specified credit hours. Maximum of \$600 per semester.

OTHER CATEGORIES

Out of State Residents and Foreign Students—Matriculants and Nonmatriculants—Full-time \$600 for each fall and spring semester.

Out of State Residents and Foreign Students—Matriculants and Nonmatriculants—Part-time \$45 per credit, plus \$30 for each additional contact hour in excess of specified credit hours. Maximum of \$600 per semester

CONSOLIDATED FEE—Not Refundable

At each registration period 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 session 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:

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

*Includes athletic activities fee.

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

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 for every program change.

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

A fee of \$1 is charged for a duplicate bursar's receipt.

PAYMENT

Payment of tuition and fees is made at the Bursar's Office. A student's registration will be cancelled if he does not pay his total fees and tuition in accordance with the time specified in the registration announcement. All payments should be made by check payable to Baruch College.

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 student must present his Bursar's receipt for fees paid. 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. For students who, because of enlistment and induction into 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 schedules opening date of session, and a 50 percent refund of the same fees will be made after that point.
4. For students who, because of being drafted and inducted into the armed services do not attend for a sufficient time to qualify for a grade, there shall be a 100 percent refund of tuition and all other fees except application fees.

SCHOLARSHIPS AND 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.

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, 155 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 \$1200, 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 session 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, may obtain information from 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 Direct 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.

Supplemental 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.

The availability of this program will be subject to continued funding by the Federal government.

New York Higher Education Assistance Corporations. 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 qualified undergraduate and graduate 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 matriculated 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 12-15 hours per week during the academic year. 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 undergraduate and graduate students who are registered in approved College programs and employed by a law enforcement agency on a full-time basis.

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

Calendar 1973-1974

Fall Semester

September

3	Monday	Labor Day—Holiday—No Classes.
4-7		Change of Program/Late Registration for all divisions for Fall 1973 according to registration schedule.
10	Monday	All Classes Begin.
10-14		Late Registration and Change of Program
26	Wednesday	Evening Classes will not meet because of Rosh Hashanah.
27-23		Rosh Hashanah—No Classes.
October		
1	Monday	Last Day to notify instructor regarding P/F grades.
4	Thursday	Written English Qualifying examinations Dept. of Education for Spring 1974.
6	Saturday	Yom Kippur—No classes.
8	Monday	Columbus Day—Holiday—No classes.
10	Wednesday	Because of an imbalance in the Calendar, Monday classes will meet. Wednesday classes will not meet on Wednesday, October 10th.
15	Monday	Last day to apply for re-examination, makeup exams and removal of approved incomplete grades from previous semester. Last day for filing Freshman Applications to University A Application Processing Center for admission for the Spring 1974 semester.
22	Monday	Veterans Day—Holiday—No classes.

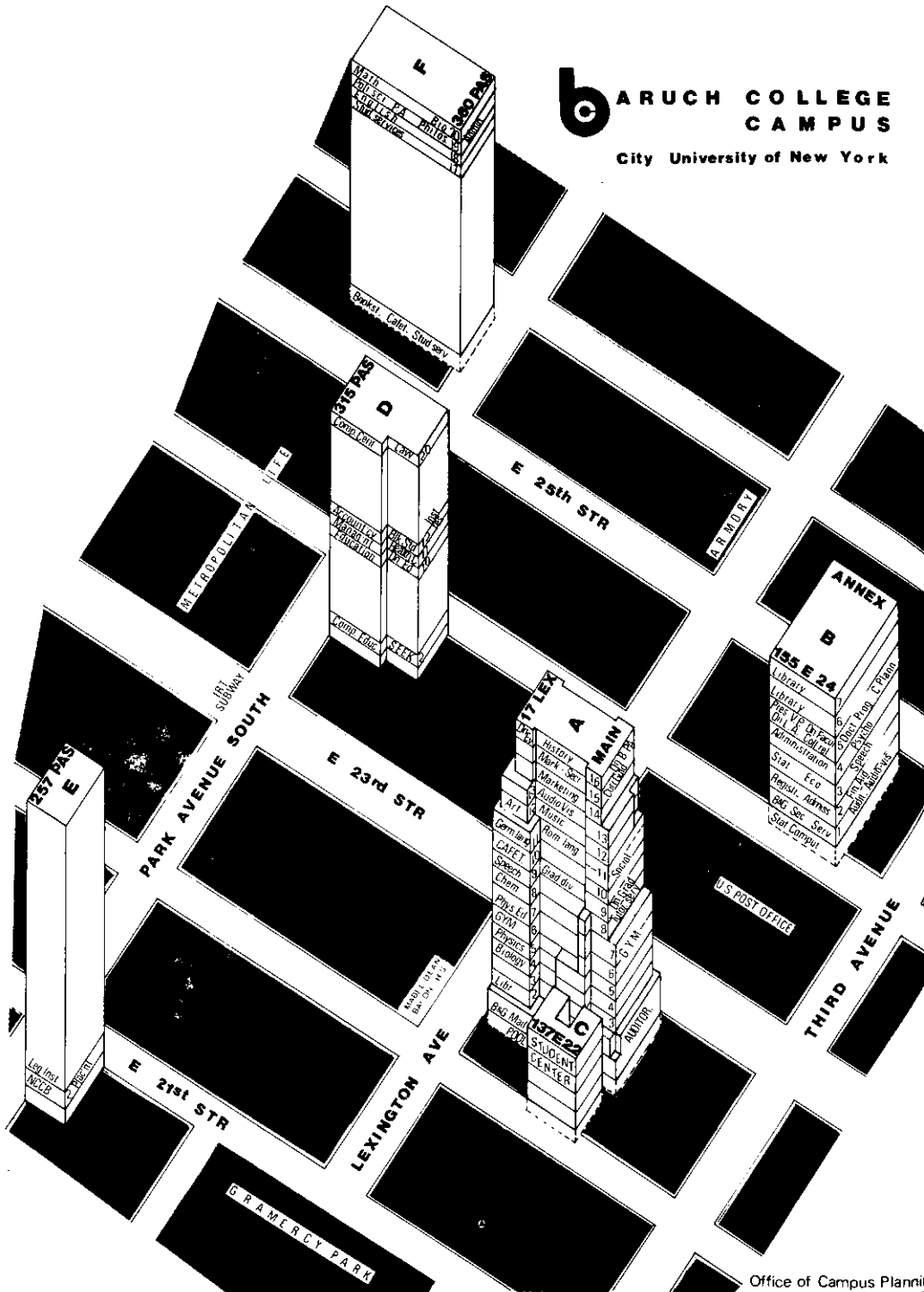
November		
1	Thursday	Last day to apply for transfer student admission for the Spring 1974 semester.*
2	Friday	Last day to officially resign from Classes.
6	Tuesday	Election Day—No Classes.
22-24		Thanksgiving Day—Recess.
26-29		Evening Session Registration for Spring 1974 for currently enrolled students.
December		
4-7, 10-14		Day Session Registration for Spring 1974 for currently enrolled students.
17-20		Graduate Session Registration for Spring 1974 for currently enrolled students.
24	Monday	Winter Recess Begins—No Classes.
January		
2	Wednesday	Classes Resume.
8	Tuesday	Last Day of Classes.
9-18	Inclusive	Final Examinations.
15	Tuesday	Human Rights Day—No classes or exams. Last day for filing Freshman Applications to University Application Processing Center for Admission to the Fall 1974 semester.
23-25		Transfer student registration for Spring 1974
28	Monday	New Graduate registration for Spring 1974
29	Tuesday	New Evening Freshman registration for Spring 1974.
30-31	Inclusive	New Day Freshman registration for Spring 1974.
Spring Semester		
February		
4	Monday	First Day of Classes.
4-8		Late Registration and Change of Program.
12	Tuesday	Lincoln's Birthday—Holiday—No Classes.
18	Monday	Washington's Birthday—Holiday—No Classes.
20	Wednesday	Final date for filing applications in the Dept. of Education for Qualifying Exams, (Written English and Speech Guidance) for Admission to Fall 1974 courses in methods of teaching, student teaching and apprentice teaching.
20	Wednesday	<i>Monday Classes will meet. Wednesday class will not meet.</i>
22	Friday	Last day to notify instructors regarding P/F grades.
March		
7	Thursday	Written English Qualifying exam., Dept. of Education for Fall 1974.
15	Friday	Last day to transfer from Evening to Day session. Last day to apply for re-examination make-up exams, and removal or approved incomplete grades from previous semester.*
29	Friday	Last day to officially resign from classes.

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

NOTE: New Freshmen and Transfer student registration for Fall 1974 will take place during July and August. The days will depend upon the number of applicants.

April		
8	Monday	Spring Recess Begins.
15	Monday	Classes Resume.
15	Monday	Evening (Matriculated) Session registration for Summer 1974.
16	Tuesday	Evening QNM, Non-Matric Session registration for Summer 1974.
17	Wednesday	Graduate Session registration for Summer 1974
18, 19, 22		Day Session registration for Summer 1974.
24, 25, 29, 30		Evening Session for Matriculated and QNM students for Fall 1974.
May		
1, 2, 3, 6-10		Day Session registration for Fall 1974 for currently enrolled students.
25	Saturday	Last Day of Classes.
27	Monday	Memorial Day—No Classes.
May 29—June 7	Inclusive	Final Examinations—All Divisions.
June		
10	Monday	Commencement
11-13		Summer Registration—students not previously registered.
17	Monday	Summer Session Begins.
17-18	Monday	Change of Program/Late Registration—Summer.
July		
4	Thursday	Independence Day—No Classes.
August		
6	Tuesday	Last Day of Summer Session.
19-20	Inclusive	Evening Registration for currently enrolled Non-Matriculated students for Fall 1974.
21, 22, 27-29	Inclusive	Graduate Registration for Fall 1974.

b ARUCH COLLEGE
CAMPUS
City University of New York



Directory

DIRECTORY	EXT.	ROOM
PRESIDENT	3232	B 501
COLLEGE RELATIONS	3335	B 517
EXECUTIVE VICE PRESIDENT	3216	B 535
ADMINISTRATION, Associate Dean	3210	B 401b
Business Manager	3218	B 402
Accounting	3044	B 437
Bookstore		A Lobby
Budget	3220	
Bursar	3026	B 100
Payroll	3020	B 407
Purchasing and Contracts	3333	B 408
	3380	B 405
	3149	B 115
Receiving and Stores		
Institutional Research and Grants, Director	3106	F Sol
Personnel, Director	3212	B 401c
ADMINISTRATIVE SERVICES, Director	3216	B 535
CAMPUS PLANNING AND FACILITIES, Director	3215	B 401d
Buildings and Grounds, Administrative Superintendent	3306	A 102

COMPUTER CENTER, Director	3370	D	2005
REGISTRAR			
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