

# School for University Studies

Students should consult the *Class Schedule* for specific offerings before registering for their programs.

Office: 202 Roosevelt Hall, Telephone: (516) 463-5840  
 David C. Christman, *Dean*  
 Samantha Quattrucci, *Assistant Dean*  
 Annette Sandhaas, *Administrative Associate*  
 Elizabeth Unruh, *Director, Freshman Division*  
 Linda De Motta, *Director, Program for Academic Learning Skills (PALS)*  
 Douglas R. Friedlander, *Coordinator of the Writing Program*  
 Jennifer Loscialpo, *Teaching Administrator, Transfer and Degree Division*

Hofstra University has traditionally sought to serve students with different academic needs. In a world increasingly aware of differences in culture, language and learning style, the School for University Studies extends this tradition to students with particular academic challenges and to those who need different arrangements to complete their undergraduate studies. Currently the School for University Studies has four major divisions, the Freshman Division, the PALS Division, the Transfer Division, and the Degree Division.

## Liberal Arts Courses, Non-Liberal Arts Courses and Nondegree Courses

All courses, workshops and Independent Projects sponsored by any of the divisions of the School for University Studies carry college credit. In some instances, this credit does not count towards the total number of credits required for a degree from Hofstra University. Courses, workshops and projects without degree credit are identified in the addendum to the Hofstra University *General Bulletin* issued by the divisions of the School for University Studies.

Courses, workshops and projects with degree credit are of two types: those within the liberal arts and those outside the liberal arts. These two types of courses are identified in the addendum to the Hofstra University *General Bulletin* issued by the divisions of the School for University Studies.

Liberal arts courses, workshops and projects are those which emphasize theory, history, methods of inquiry, concepts and underlying assumptions of the traditional and emerging liberal arts disciplines. These traditional and emerging disciplines often are grouped under the general designations of the humanities, natural sciences and mathematics, the social sciences, the performing arts and interdisciplinary studies (when multiple disciplinary perspectives are brought to the study of natural and/or human phenomena). Hence these liberal arts offerings “liberate” their participants from immediate constraints of time and place through an emphasis on intuiting, imag-

ining and analyzing the consequences and accomplishments of human perceptions of the natural and social worlds.

Non-liberal arts courses, workshops and projects take a more pragmatic approach, emphasizing, instead, skills and information of an immediately practical nature.

### THE FRESHMAN DIVISION

The Freshman Division aims to minimize the risk of poor academic performance by applicants during their initial semesters in college and to prepare these students for full participation in one of the degree-granting undergraduate programs at the University.

Applicants are admitted to the Freshman Division after careful screening and evaluation by the Hofstra University Admissions Office and the faculty of the Freshman Division. After acceptance, an agreement is signed by both the student and the University specifying their respective commitments. The number of students accepted is limited and normally students remain in the Freshman Division for a minimum of one academic year (two semesters).

The Freshman Division seeks to accomplish its goals through a broad assignment of instructional resources designed especially for its students. Full-time members of the University faculty are normally responsible for the academic core and for student advisement. Additional members of the University’s faculty also offer courses for the Freshman Division as needed and/or invited. Students can also make full use of all the resources of the University outside the program, including the Library, Physical Fitness Center, Recreation Center, Tutorial Services, health services, professional counseling services and various art, drama and communication workshops. The academic program includes a “Core Course,” two writing courses, seminars, and the possibility, under advisement, of auditing and enrolling in courses in other units of the University for credit as well as in Individual Projects under the guidance and supervision of faculty.

### Evaluation and Requirements

For the student’s official academic record, Core and related writing course work is recorded as “satisfactorily completed” (Pass) only if its quality is at a normal, acceptable collegiate level (“C” or better). Other Freshman Division and School courses may carry a more traditional grading system. Course work taken at other academic units of the University outside the Freshman Division is graded according to the grading system used by the academic unit offering the course, and the grades are recorded on the student’s official academic record.

At the end of each of the two initial semesters, Freshman Division faculty provide each student with an evalu-

ation of the student's performance. This is utilized as a basis for advisement.

At mid-year (January for students entering in the Fall, June for students entering in the Spring), the student's adviser and the Freshman Division's faculty prepare an academic progress report, a copy of which is automatically forwarded to the student. This mid-year progress report is based on the student's academic work and faculty evaluations; the report contains a statement from the Director of the Freshman Division and the faculty assessing the student's chances of gaining continuance in a degree-granting undergraduate program at the University in the sophomore year.

At the end of the year (June for students entering in the Fall, January for students entering in the Spring), the Freshman Division faculty reviews each student's work, again based on course performances and faculty evaluations. Individual recommendations for continuance in a degree-granting program at the start of the next academic year (or of the Spring semester for students having entered in the previous Spring) are made to the School's Dean and the Academic Records Committee of the University. In some cases, a student may be obliged to remain in the Freshman Division beyond this first year. For these students, a further final evaluation of their work is prepared.

Minimum performance necessary to be *considered* for continuance in a degree-granting undergraduate program at Hofstra is:

- 1) satisfactory completion of most work attempted in the Freshman Division, including at least 4 semester hours in the Core Course, or the equivalent. These must include at least some credit from examinations;
- 2) satisfactory completion ("C" or better, or the equivalent in Pass/Fail courses) of at least two courses (minimum six credits) in a baccalaureate program at Hofstra during the student's stay in the Freshman Division;
- 3) reasonable progress toward the satisfaction of the Writing Requirement (see next section);
- 4) a grade point average (GPA) and completion ratio compatible with minimum University standards;
- 5) finally, the faculty of the Freshman Division must be satisfied with the student's academic progress.

### Writing Requirement

Students in the Freshman Division of the School for University Studies are expected to enroll in a Writing Workshop concurrent with the Core Course and to earn a minimum of 1 out of 2 credits. They are then expected to enroll in an Analytic Writing Course and earn a grade of "C" or better.

Students from the Freshman Division who have successfully completed the Freshman Division's program and transfer to New College follow the requirements for transfer students to that unit.

Students from the Freshman Division who have successfully completed the Freshman Division's program and transfer to another school or college within the University

must fulfill the following requirements to earn the equivalent of English 1:

- 1) earn at least 4 out of the 6 credits (or the equivalent) in the Core Course;
- 2) earn at least 1 credit in the Writing Workshop or the equivalent taken concurrently with the Core Course;
- 3) earn a grade of "C" or better in an Analytic Writing Course and a positive recommendation from the instructor.

These students must still take the English Department's Writing Proficiency Examination and English 2. Students who do not complete the Freshman Division's writing requirements listed above will, at the recommendation of the faculty, take English 1. Students are then required to take the Writing Proficiency Examination, and English 2.

## Program for Academic Learning Skills Division (PALS)

Over the years Hofstra University has been proud of its commitment to serve highly qualified students who have not been able to realize their potential. The professional staff of the PALS Division extends this commitment to a specific group of potential college students who have been traditionally identified as learning disabled. Course grades and test results have not always reflected the true potential of many learning disabled students.

The PALS Division Program provides auxiliary aids and compensatory services to certified learning disabled students who have been accepted to the University through regular admissions. These services are provided free of charge.

In addition, among applicants *not* acceptable through regular admission, the PALS Division seeks candidates with substantially higher than average intellectual ability, with emotional stability, who are willing to work very hard and who are socially mature, but who have experienced a variety of learning disabilities. These may be demonstrated by problems in oral and written language expression which reflect linguistic and semantic confusions, and problems with organizational skills which are demonstrated by disorientations in space and time. These problems contribute to deficiencies in listening, reading, writing and problem solving as they relate to academic achievement.

PALS believes that these difficulties do not always stand in the way of academic success, nor should they stand in the way of entrance to a university community. The PALS Division, therefore, concentrates on selecting the best applicants and on enhancing the skills that help them achieve academic success at Hofstra University. There is an additional charge for this program.

### Operation of the Program

Normally candidates are accepted into PALS for a period of one academic year as full-time students of the University. Students in the Program normally enroll for a minimum of 12 credits per semester. Their academic work

often allows the same options that students have in the various freshman curricula at the University.

In addition, students normally meet with a skills specialist once a week; they may also participate in specialized small group workshops during the year. These workshops and skills meetings are designed to enhance the students' strengths and to help them develop requisite skills depending on their special area of need. These workshops receive nonliberal arts academic credit. No more than eight PALS credits can be counted towards a Hofstra degree.

During the student's stay in the PALS Division, the PALS faculty and staff correspond with the student's teachers in University courses when necessary and appropriate. If needed and/or desirable, PALS students are permitted to take their course examinations without the pressure of time and under the supervision of the staff in the Division. Books-on-tape, word processors, and skills tutors are available.

As members of the Hofstra community, PALS students are able to participate in all activities open to qualified undergraduate students at the University. At the end of their year in the PALS Division, students are able to continue at the University if their academic performance is judged to be satisfactory by the standards applicable to their specific freshman curricula. Please consult the Hofstra University *General Bulletin* and its addenda for these retention standards.

#### **Staff**

PALS is a division of the School for University Studies. PALS has its own professional staff of teachers qualified in the area of learning disabilities.

#### **Admission to the Program**

PALS has always conducted a highly individualized admissions process. Candidates with documented learning disabilities not acceptable to the University through regular admission are offered the opportunity of applying to PALS. In addition to the materials submitted with the original application to the University, PALS candidates are required to submit any and all materials describing the specific learning disabilities. These must include the result of the Weschler Adult Intelligence Scale (WAIS) administered *within one year* of the application.

Once all these materials are on file, the applicant may be invited for an interview. Shortly after this interview, an admissions decision will be made. Acceptable candidates will be notified by the Admissions Office.

#### **THE TRANSFER DIVISION**

Similar to the Freshman Division, the Transfer Division aims to eliminate a previous pattern of poor academic performance by applicants which may have occurred during their initial semesters in college and to prepare these students for full participation in one of the degree-granting undergraduate programs at the University.

Applicants are admitted to the Transfer Division after careful individual screening and evaluation by the Hofstra

University Admissions Office and professional staff of the Transfer Division. After acceptance, an agreement is signed by both the student and University specifying their respective commitments. The number of students accepted is limited, and normally students remain in the Transfer Division for a minimum of one academic year (two semesters).

The Transfer Division seeks to accomplish its goals through a broad assignment of instructional resources designed especially for its students. Full-time members of the University faculty are normally responsible for the academic core and for student advisement. Additional members of the University's faculty also offer courses for the Transfer Division as needed and/or invited. Students can also make full use of all the resources of the University outside the program, including the Library, Physical Fitness Center, Recreation Center, Tutorial Services, health services, professional counseling services and various art, drama and communications workshops.

The Transfer Division begins with an Orientation Session. The academic calendar is divided into four quarters or sessions of seven and a half weeks each, the beginning, ending and vacation dates corresponding with those of the University's Fall and Spring semesters. The academic program includes a "Core Course," an Analytical and Research-oriented course, seminars, and the possibility, under advisement, of enrolling in courses in other units of the University as well as Individual Projects under the guidance and supervision of the faculty.

#### **Requirements and Evaluation**

All student work in the Transfer Division receives a written evaluation by a faculty member. All course work taken at the School for University Studies and other academic units are graded according to the grading system used by the academic unit offering the course, and the grades are recorded on the student's official academic record.

At mid-year (January for students entering in the Fall, June for students entering in the Spring), the Transfer Division's faculty prepares an academic progress report, a copy of which is forwarded to the student. This mid-year progress report is based on the student's academic work and includes a statement from the staff of the Transfer Division and the faculty assessing the student's chances of gaining continuance in a degree-granting undergraduate program at the University.

At the end of the year (June for students entering in the Fall, January for student's entering in the Spring), the Transfer Division faculty reviews each student's work, again based on course performances. Individual recommendations for continuance in a degree-granting program at the start of the next academic year (or of the Spring Semester for students having entered in the previous Spring) are made to the School's Dean and the Academic Records Committee. In some cases, a student may be obliged to remain in the Transfer Division beyond the first year. For these students, a further final evaluation of the student's work will be prepared.

Students who successfully complete the curriculum of the Transfer Division and who receive a positive recommendation from the Dean and faculty of the School for University Studies are permitted to matriculate in any other school or college within Hofstra University, provided they meet the entrance requirements of that school or college.

Minimum performance necessary to be *considered* for matriculation in a degree-granting undergraduate program at Hofstra is:

- 1) satisfactory completion of most work attempted in the Division, including at least a grade of “C” in the *Core Course*, or the equivalent; this must include at least some credit from examinations;
- 2) grade of “C” or better in the “Analysis and Research” course;
- 3) grades of “C” or better in the *Area Courses* during the first and second semesters.
- 4) achievement of a grade point average (GPA) and completion ratio compatible with minimum University standards;
- 5) satisfactory evaluation of academic progress from the faculty of the Transfer Division and the Dean of the School for University Studies.

Students are offered an opportunity to evaluate courses and programs within the Transfer Division. The evaluation is used by the faculty, the Transfer Division’s staff, and the School’s Dean to improve individual courses and continue the Transfer Division’s responsiveness to its students’ needs and interests.

### Writing Requirement

When students matriculate from the Transfer Division in a degree-granting program at the University, they must fulfill the writing requirements of the school or college in which they enroll. See page 87 of the Hofstra University *Undergraduate Bulletin* for students transferring into New College, or page 79 for students transferring into Hofstra College of Liberal Arts and Sciences (HCLAS), and the schools for which HCLAS administers the requirement (The Zarb School of Business, the School of Education and Allied Human Services, and the School of Communication).

### THE DEGREE DIVISION

The Degree Division of the School for University Studies serves students who are qualified for undergraduate matriculation at Hofstra University, but whose professional and/or personal situations often limit their matriculation to part time. Degree Division students frequently are returning to a university education to complete their undergraduate, liberal arts degrees. The Degree Division offers the Bachelor of Arts in Interdisciplinary Studies from Hofstra University to these students through a curriculum flexible in requirements to facilitate participation during evening and weekend times. Course work for Degree Division students comes from the undergraduate offerings of the University’s other undergraduate schools

and colleges (mostly in the liberal arts) and from the Degree Division’s own offerings conveniently scheduled for its students.

Degree Division students are encouraged to take full advantage of the educational resources available to them as members of the Hofstra University community. These include undergraduate courses at New College, the Hofstra College of Liberal Arts and Sciences (HCLAS), the Zarb School of Business, the School of Education and Allied Health Services, the School of Communication, and the School for University Studies; full use of the University’s excellent library, computer facilities, swimming pool and music listening rooms; and full range of student services provided through the Dean of Students Office, Counseling Center, Residential Life Office, Wellness Center, Financial Aid Office, and the Career Center.

### Admission Requirements

The basic requirements for admission to Hofstra University are graduation from an approved secondary school, and recommendations. Records from all previously attended colleges and universities also are required, if applicable. The previous record, personal qualities and letters of recommendation, are all important factors in evaluating applicants.

### Categories and Areas of Study

The Humanities include art history, cultural anthropology, dramatic literature, film studies, foreign languages (level 5 or above), literature, literature in translation, music literature (musicology), and philosophy.

The Social Sciences include anthropology, economics, geography, history, political science, psychology, and sociology.

The Arts (performance) include creative writing, dance, fine arts, music, and theater.

The Natural Sciences include astronomy, biology, chemistry, geology, environmental science, and physics.

Quantitative Thinking includes logic, mathematics, research methods and statistics.

Communication Studies include foreign languages (level 1-4), speech communication courses and linguistics.

International Studies include courses with content that is grounded in the last 100 years which involve more than one nation or geographic area or region.

Cultural Studies include courses which involve one or more cultures other than the student’s own.

### Graduation Requirements

The Degree Division’s graduation requirements, divided into three categories, reflect the minimum academic work in liberal arts that students must achieve to earn the Bachelor of Arts degree. (In some rare circumstances, some Degree Division students may be placed in a Bachelor of Science track if their advanced standing is exten-

sive and nonliberal arts. Bachelor of Science students study only the liberal arts during their matriculation). The combination of the three categories represents a total of 120 semester hours, the minimum number required for the degree.

*Breadth Category (40 semester hours; range 39-42):*

Degree Division graduates should be conversant with a wide range of human thought and accomplishment as well as an interdisciplinary, integrative approach to the study of the liberal arts. These competencies, or characteristics of liberally educated people, are demonstrated by Degree Division students through the satisfactory completion of these five graduate requirements:

1. Knowledge of a culture other than the student's own;
2. knowledge of the works of the human imagination;
3. knowledge of the social sciences;
4. knowledge of the natural sciences;
5. competence in expository writing and knowledge of another form of communication.

*Depth Category (40 semester hours; range 39-42):*

Degree Division graduates should be particularly competent in the history (evolution/development) of major ideas and current issues in one category or area of intellectual endeavor. This competence, also a characteristic of the liberally education person, is demonstrated by Degree Division students through the satisfactory completion of the five graduate requirements (40 s.h.) in a Degree Division Category and Area.

Degree Division students complete the Final Project of the Studies in Depth competencies, in their senior year (after completing a minimum of 11 Degree Division requirements). The Final Project has two parts. First is the Interdisciplinary Studies Advanced Seminar structured as much around the study of general interdisciplinary liberal arts themes as it is around particular texts. The seminar

offers students an opportunity to demonstrate their fluency in critical discussion on both the theoretical material with which they have encountered prior to taking the seminar, and on the material presented by faculty in the seminar.

Second is the Independent Study paper or Baccalaureate Thesis. Through the Baccalaureate Thesis, students demonstrate the skills, intellectual insights and various perspectives gained through participation in the Degree Division. The Baccalaureate Thesis is cumulative and must therefore be considered a senior level project in depth, intellectual rigor and approach. All Degree Division students develop their Final Project proposals through topics related to their "Studies in Depth."

*Elective Focus Category (40 semester hours; range 39-42):*

The five requirements, or competencies in the category of "Elective Studies," allow Degree Division students choice within all liberal arts and related areas. With the assistance of their advisers, students are encouraged to satisfy these "Elective Studies" requirements through the satisfactory completion of academic work complementary to their "Depth Studies."

To graduate, students must achieve a minimum grade point average (GPA) of 2.0.

**Evaluation**

Degree Division students have their performance in a course evaluated through the grading system in effect by the school/college sponsoring the course. Final grades will be listed on the student's official record.

For information regarding student retention and/or dismissal, please consult the Hofstra University *General Bulletin*. To remain in unqualified good academic standing, students should attain a cumulative grade point average of 2.0 per semester and avoid any accumulation of Incomplete, Withdrawal, and No Credit grades.