

FACULTY HANDBOOK

for the

HOFSTRA DISTRIBUTION REQUIREMENTS



HOFSTRA
UNIVERSITY®

Prepared by the

Office of the Dean

Hofstra College of Liberal Arts and Sciences
Bernard J. Firestone, Dean

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Table of Contents

Preface.....	1
I. Overview of Distribution Requirements.....	2
II. Distribution Course Standards	3
III. Divisional Course Requirements.....	5
IV. Degree Requirements.....	7
V. Table for B.A. Distribution Requirements.....	8
VI. Course and Program Submission Procedures.....	9
VII. Course and Program Review Procedures	11
Appendix A. <i>Proposal for Revising the Hofstra Core Curriculum</i>	12

Preface

The Core Curriculum Task Force was convened in Fall 2000 by Bernard J. Firestone, Dean of the Hofstra College of Liberal Arts and Sciences. The Task Force worked for two years on a review of the two-decades old HCLAS Core Curriculum Program and, in April 2002, circulated to the HCLAS faculty and chairs its “Report and Recommendations of the HCLAS Core Curriculum Task Force.” The Task Force incorporated suggestions for revisions of the proposed curriculum into its “Proposal for Revising the Hofstra Core Curriculum,” issued in October 2002. The proposal was approved by the full faculty of HCLAS at the College’s meeting on December 4, 2002. At its meeting of March 4, 2003, the full faculty of HCLAS approved the criteria governing courses to be included in the Interdisciplinary category.

The introductory section to the October 2002 “Proposal for Revising the Hofstra Core Curriculum” appears as Appendix A in this *Handbook*. The curriculum, as proposed by the Task Force and approved by the HCLAS faculty, constitutes the first section of this *Handbook*.

Hofstra College of Liberal Arts and Sciences
Office of the Dean
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Second Edition

Changes to the Faculty Handbook for the Hofstra Distribution Requirements were put forth by the Curriculum Proposals Committee of HCLAS, and approved by the HCLAS faculty during the Fall 2007 semester.

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Third Edition

Changes to the Faculty Handbook for the Hofstra Distribution Requirements were put forth by the HCLAS Committee on Transfer Policy, and approved by the HCLAS faculty during the Spring 2010 semester.

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FACULTY HANDBOOK FOR THE HOFSTRA DISTRIBUTION REQUIREMENTS

I. OVERVIEW OF DISTRIBUTION REQUIREMENTS

A. Overview of Distribution Requirements:

A number of Hofstra University bachelor's degree programs include distribution requirements among their general degree requirements. The distribution requirements are designed to afford the student some familiarity with the subject matter and intellectual methods used in the various liberal arts and sciences. In addition, these requirements seek to expose students to a broad range of cultural traditions, and encourage students to partake in interdisciplinary studies that draw on the general resources of the liberal arts and sciences. The distribution categories and their identifying codes are listed below.

For the history of this change from the core curriculum to the distribution requirements, see *Appendix A*.

B. Categories:

There are eight categories of distribution courses. These include two categories for each of the three divisions in HCLAS, as well as categories for Cross-Cultural and Interdisciplinary Studies courses. The eight categories and their category designations are as follows:¹

HUMANITIES DIVISION:

Literature (LT)

The Arts

Appreciation and Analysis (AA)

Creative Participation (CP)

NATURAL SCIENCES, MATHEMATICS/COMPUTER SCIENCE DIVISION:

Natural Sciences (NS)

Mathematics/Computer Science (MC)

SOCIAL SCIENCES DIVISION:

Behavioral Social Sciences (BH)

History, Philosophy, Religious Studies (HP)

CROSS-CULTURAL (CC)

INTERDISCIPLINARY STUDIES (IS)

¹ See the section of the *Hofstra University Undergraduate Bulletin* entitled "Hofstra College of Liberal Arts and Sciences" for listings of the departments and programs offering distribution courses in each of the distribution categories.

II. DISTRIBUTION COURSE STANDARDS

A. General Requirements

1. Only HCLAS courses are eligible to be distribution courses.²
2. All distribution courses must meet the requirement established by the State of New York that every semester hour of credit must represent “at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignment.”
3. All sections of distribution courses shall normally be limited to no more than 35 students. This limit may be waived in the case of those courses that combine a large group setting with smaller group discussion sessions, performances, or laboratories.
4. a. Distribution courses must be appropriately intensive or rigorous. In other words, distribution courses must require students to make a serious investment of time, and engage students in matters important to the discipline(s) under study. In some categories, distribution courses must include substantial reading and a writing requirement of 3,500 words; in other categories, distribution courses should involve some kind of rigorous laboratory or participatory component.

b. A possible distribution of the writing requirement (usually, 3500 words) might be a 500-word mid-term exam, two 1000-word papers, and a 1000-word final exam. This work is to be initiated early in the semester and, if necessary, rewritten, so that the student may benefit from ongoing criticism. Written assignments should be designed to minimize the possibility of plagiarism.
5. Distribution courses, provided they meet all distribution standards, may be offered during any academic session of 3 weeks or longer.
6. A distribution course must be appropriately designated with its distribution category placed in front of the course title in a department’s *Bulletin* course listings and in the class schedule published each semester. A course may be listed in both a divisional category and the Cross-Cultural category (assuming the course satisfies the Cross-Cultural criteria).
7. The designation of a course within a distribution category is permanent.
8. Courses taken on an optional Pass/D+/D/Fail basis may not be used to satisfy distribution requirements. Note, however, that some distribution courses are given only on a Pass/D+/D/Fail basis and may be used to fulfill distribution requirements.
9. Students may transfer in for distribution credit courses whose content falls within one of the distribution categories.
10. No student may satisfy distribution requirements at another institution once that student has matriculated at Hofstra University with the exception of students participating in an accredited study abroad program at another institution; with permission of the department

² The only exceptions to this requirement are courses grandfathered in from the core: AVF 10, SPCM 1 and 7, and HUHC 11, 12, 13, and 14.

offering the distribution course, such students may receive credit for one, and only one, distribution course upon successful completion of the course and the study abroad program. In acknowledgement of the experiential component of study abroad courses, it is recognized that distribution courses taken while participating in study abroad programs may not be exact equivalents to Hofstra courses that satisfy distribution requirements. A waiver and substitution form signed by the chairperson of the department offering the distribution course and the dean of the unit of the student's major is required.

III. DIVISIONAL COURSE REQUIREMENTS

Note: With the exception of courses in the Interdisciplinary category, all courses previously designated as core courses have been grandfathered into the distribution course categories.

A. Divisional Requirements:³

1. **Humanities—Literature (LT).** Courses in this category must engage students in a rigorous literary study. These courses must include substantial reading and writing assignments, with at least 3500 words of written work (see II. A.4, above).
2. **Humanities—The Arts.**
 - a. **Appreciation and Analysis (AA).** Courses in this category must engage students in a rigorous study that focuses on the appreciation and analysis of a specific non-literary art form. These courses must include substantial reading and writing assignments, with at least 3500 words of written work (see II.A.4 above).
 - b. **Creative Participation (CP).** Courses in this category must engage students in the creative participation of an art form (including creative writing). These courses must include a rigorous set of expectations for the evaluation of a student’s artistic endeavors.
3. **Natural Sciences (NS).** Courses in this category must engage students in a rigorous study in the natural sciences. These courses must include a laboratory component, as well as a writing requirement (generally, in the form of laboratory reports).
4. **Mathematics/Computer Science (MC).** Courses in this category must engage students in a rigorous study in either mathematics or computer science. These courses must provide a means for students to develop their mathematical reasoning skills and/or their ability to understand the computer and its use in problem solving.
5. **Behavioral Social Sciences (BH).** Courses in this category must engage students in a rigorous study in one of the modern social sciences. These courses must include substantial reading and writing assignments, with at least 3500 words of written work (see II.A.4 above).
6. **History, Philosophy, Religion (HP).** Courses in this category must engage students in a rigorous study in history, philosophy, or religion. These courses must include substantial reading and writing assignments, with at least 3500 words of written work (see II.A.4 above).
7. **Cross-Cultural (CC).** This category focuses on the intellectual and cultural traditions of the peoples of Africa, Asia, the Middle East, Latin America, and the Caribbean, as well as the indigenous peoples of the Americas and Australia. Courses in this category must engage students in a rigorous study of the traditions and practices of one or more of these peoples. These courses must include substantial reading and writing assignments, with at least 3500 words of written work (see II.A.4 above).

³ See the section of the *Hofstra University Undergraduate Bulletin* entitled “Hofstra College of Liberal Arts and Sciences” for listings of the departments and programs offering distribution courses in each of the distribution categories.

- 8. Interdisciplinary Studies (IS).** An Interdisciplinary Studies program is one whose design integrates the various aspects of a liberal arts education through the study of problems and topics that are too broad to be fully addressed by any one discipline. Interdisciplinary Studies programs include single-discipline courses offered in the various departments and designated by the prefixes of those departments. Interdisciplinary Studies programs also develop and offer their own Interdisciplinary Studies (IS) courses. Such courses must include substantial reading and writing assignments, with at least 3,500 words of written work (see II.A.4 above), as well as content and perspectives from several different disciplines, and synthesize these diverse perspectives into an integrated framework. IS-designated courses may only be offered by HCLAS-faculty-approved Interdisciplinary Studies programs, must carry the prefixes of said programs, and must meet the criteria specified above. IS-designated courses may be taught by a single faculty member or team-taught.

IV. DEGREE REQUIREMENTS

A. Degree Requirements:

Candidates for graduation with the degree of Bachelor of Arts must accrue a total of 33 semester hours of distribution requirements as follows:

1. Nine semester hours of distribution courses in the Humanities. The nine semester hours must include at least three from the Literature (LT) category and at least three from the Arts, the latter consisting of Appreciation and Analysis (AA) and Creative Participation (CP). Note: Only three of the nine credits in the Humanities may be satisfied with Creative Participation courses.
2. Nine semester hours of distribution courses in the Natural Sciences and Mathematics/Computer Sciences. At least three semester hours must be chosen from each category.
3. Nine semester hours of distribution courses in the Social Sciences. The nine semester hours must include at least three from the Behavioral Sciences (BH) category and at least three from the History, Philosophy, Religion (HP) category.
4. Three semester hours of courses from the Cross-Cultural (CC) category.
5. Three semester hours of distribution course credit in the Interdisciplinary Studies (IS) category. A student may satisfy this requirement with three semester hours of Interdisciplinary Studies course credit or with three additional semester hours taken from 1-4, above.

NOTE: No student may use the same course to satisfy two separate distribution requirements, nor may a student use the same course to satisfy the distribution requirement and foreign language requirement.

See the Table for B.A. Distribution Requirements, below.

V. Table for B. A. Distribution Requirements
A total of 33 semester hours

<i>HUMANITIES</i>	9
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Literature (LT) 3

The Arts:	{	Appreciation & Analysis (AA) 3
LT or AA	}	Creative Participation (CP) 3

*Only three of the nine credits in the Humanities may be satisfied with Creative Participation courses.

<i>NATURAL SCIENCES, MATHEMATICS,/ COMPUTER SCIENCE</i>	9
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Natural Sciences (NS) 3

Mathematics/Computer Science (MC) 3

NS or MC 3

<i>SOCIAL SCIENCES</i>	9
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Behavioral Social Sciences (BH) 3

History, Philosophy, Religious Studies (HP) 3

BH or HP 3

<i>CROSS-CULTURAL (CC)</i>	3
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<i>INTERDISCIPLINARY STUDIES/OTHER*</i>	3
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*This requirement may be satisfied by three credits of Interdisciplinary Studies or by three credits in any of the above categories, including a Creative Participation course.

Note: Students who may select a co-major in teacher education will find specific New York State Education Department liberal arts requirements within the School of Education and Allied Human Services sections of the *Bulletin*. Please consult the specific education program requirements before planning the HCLAS Distribution course work.

VI. COURSE AND PROGRAM SUBMISSION PROCEDURES

A. Existing Courses:

1. Any department or program in HCLAS may add existing courses to the distribution system for inclusion in the divisional category in which the department or program is housed. Such courses must conform to the requirements listed under “Distribution Course Standards” in sections II and III of this handbook. (For CC and IS courses, see below.)
2. This procedure constitutes a **minor change** on the *Quick Action Curriculum and Standards Proposal Form*.
3. These courses become effective as distribution courses in the semester following the one in which they are submitted for inclusion in the distribution course listings. Such courses must be listed with the appropriate divisional designation (in parentheses) preceding the title in the *Bulletin* and semester class schedules. Note: This is a permanent designation.

B. New Courses:

1. Any HCLAS department or program may add new courses to the distribution system within the divisional category in which the department or program is housed. Such courses must conform to the requirements listed under “Distribution Course Standards” in section II of this handbook. (For CC and IS courses, see below.)
2. This procedure constitutes a **major change** on the *Curriculum and Standards Proposal Form* and requires the approval of both the Curriculum Proposals Committee and the HCLAS faculty.
3. These courses become effective as distribution courses in the semester following the one in which they are approved for inclusion in the distribution course listings. Such courses must be listed with the appropriate divisional designation (in parentheses) preceding the title in the *Bulletin* and semester class schedules. Note: This is a permanent designation.

C. New Cross-Cultural Courses:

1. Any HCLAS department or program may propose an existing or new course for inclusion in the Cross-Cultural Division. The description of this course and its content must conform to the requirements for a Cross-Cultural course as defined on the *Curriculum and Standards Proposal* form and in sections II and III.A.7, above.
2. This procedure constitutes a **major change** on the *Curriculum and Standards Proposal Form* and requires the approval of both the Curriculum Proposals Committee and the HCLAS faculty.
3. These courses become effective as distribution courses in the semester following the one in which they are approved for inclusion in the distribution course listings. Such courses must be listed with the appropriate divisional designation (in parentheses) preceding the title in the *Bulletin* and semester class schedules. Note: This is a permanent designation.
4. Note: Cross-Cultural courses may be listed in two categories, including the Interdisciplinary category.

5. The various iterations of special topics courses offered for Cross-Cultural credit must be approved by the faculty of the department offering such courses.

D. New Interdisciplinary Studies Courses:

1. a. As stated in III.A.8, above, only departments or programs recognized as interdisciplinary by the faculty of HCLAS may add courses to the Interdisciplinary Studies (IS) category as defined on the *Curriculum and Standards Proposal* form, as well as section III.A.8, above.

b. Interdisciplinary departments or programs may also offer or propose courses in divisional categories other than Interdisciplinary Studies. If such courses are proposed for inclusion in a category other than the interdisciplinary one, they must not be interdisciplinary in nature and must satisfy the criteria of the category for which they are being proposed. These courses should be identified by the alpha code of the department or program that is offering them and placed in the appropriate distribution category.
2. This procedure constitutes a **major change** on the *Curriculum and Standards Proposal Form* and requires the approval of both the Curriculum Proposals Committee and the HCLAS faculty.
3. These courses become effective as distribution courses in the semester following the one in which they are approved for inclusion in the distribution course listings. Such courses must be listed with the appropriate divisional designation (in parentheses) preceding the title in the *Bulletin* and semester class schedules. Note: This is a permanent designation.
4. If a course is proposed for inclusion in the Cross-Cultural category, it may also be considered interdisciplinary and listed in both categories.
5. The various iterations of special topics courses offered by Interdisciplinary Studies programs for IS credit must be approved by the faculty and the director of the relevant Interdisciplinary Studies programs.

VII. COURSE AND PROGRAM REVIEW PROCEDURES

- A. Oversight of the distribution program is the responsibility of the HCLAS Standards and Review Committee.
- B. The Committee's review of this program is to be conducted as follows:
 - 1. The Committee is to meet with departments on a rotating basis, approximately once every five years. The purpose of this meeting is to conduct a joint assessment of how successfully the department has implemented some rationale for its distribution courses. Departments should also demonstrate that their courses satisfy the appropriate course standards as stated in sections II and III of this *Handbook*. This review should also include any of the department's Cross-Cultural listings.
 - 2. The Committee is to review the Interdisciplinary Studies category, its listings, and its definition, after its first three years of existence, and once every five years thereafter. This review should include an assessment of the optional status of this category.

Appendix A

Proposal for Revising the Hofstra Core Curriculum

Prepared for the Hofstra College of Liberal Arts and Sciences
By the Core Curriculum Taskforce (October 12, 2002).

1. *HCLAS should change the name of the current program from “Core Curriculum” to “Distribution Requirements.”*

Our current core program is designed to introduce students to the methodologies of various disciplines spread across the liberal arts and sciences, and to have students learn to apply these methodologies in an in-depth study of matters important to these disciplines. It is not, however, a core program. A core program requires all students to participate in a “shared learning experience,” such as a small set of required courses that serve as an introduction to the various disciplines in the liberal arts and sciences (or perhaps some system of common seminars). Since it is possible for two students to satisfy the HCLAS core curriculum requirements and yet to never have taken a course with a common syllabus, the Taskforce is agreed that it is not a core program; rather, it is a distribution system, and as such, is central to the liberal arts education offered at Hofstra University.

2. *HCLAS should “deregulate” this program. In other words, we recommend disbanding the HCLAS Core Curriculum Committee, and moving the governance of distribution course offerings to the appropriate departmental and/or divisional levels.*

As a distribution system, our current program is in need of substantial improvement. A primary problem with this program is that it inordinately locks departments into offering a small subset of their course listings as distribution credit. It may be the case that some disciplines are best served by maintaining a small set of general introductory courses in a distribution system. These courses might serve to “funnel” students into more advanced coursework, or they might simply serve to provide a general overview and introduction to a discipline. On the other hand, other disciplines may be better suited by a real distribution requirement—that is, by the recognition of *any* course in the discipline as satisfying its distribution requirement. Some disciplines may prefer a middle ground between these two alternatives. The Taskforce believes that a healthy pedagogical environment is one in which such issues are analyzed and debated. We do not, however, think that the appropriate level for decisions regarding such matters must be at the College level. We would rather see such issues handled as a departmental or a divisional matter.

3. *The College should set some minimum standards for distribution courses, and these standards should be tailored to specific divisions.*

The Taskforce thinks it prudent of the College to impose some minimum standards for distribution courses, and that these standards should be tailored to specific divisions. At the very least, these standards would serve to provide some sense of a “core” element to our program. The current set of divisional standards is too cumbersome, however. This handbook details distribution course standards, procedures for submitting a course to the distribution program, and procedures for review of the program. We believe this simplified set of standards affords departments more freedom in the design and implementation of distribution courses.

4. *We recommend revising the current distribution schema as follows :*

- a. *The Humanities Division should be redrawn to allow for a one-to-one mapping between departments and distribution categories. To accomplish this, we propose that this division be divided into two categories: Literature and The Arts. Within the latter category, there would remain a distinction between Appreciation and Analysis courses and Creative Participation courses. Creative Writing courses would fall under The Arts Division (as Creative Participation). Accordingly, the alpha-code of these courses should be changed from “ENGL” to “CRWR.”*

Taking into account governance issues, and the desire of the Taskforce to draw clearer structural lines within divisions, we developed the idea that the Humanities Division be redrawn so as to allow for a one-to-one mapping between departments and distribution categories. Based on our discussion with members of the relevant departments, on the fact that we have a literature requirement in our current program, that many of the Creative Participation courses are subject to physical space constraints, and that in our proposal students may only apply three credits of Creative Participation coursework to satisfy the Humanities requirement, the Taskforce does not think that this change will have much of an impact on the distribution of student semester hours among the College departments in this division. Creative Writing courses (ENGL) would fall under *The Arts*, so the English department would straddle two divisional requirements. In the *Bulletin* and semester schedule, we would change the alpha-code for Creative Writing courses to “CRWR.”

- b. *Latin American and Caribbean cultures should be included in the Cross-Cultural Division.*

The original criteria for the Cross-Cultural courses limited them to cultures that are “neither European in character nor whose thought is expressed primarily in European languages” (*Faculty Handbook for the Hofstra Core Curriculum*, rev. Fall 1998, p. 7). This criterion thus appears to exclude those materials originating from once-colonized nations, which are written in the language of the erstwhile colonizers. The Taskforce believes that this is unduly restrictive; in particular, given the historical span of the colonial era, we recognize that these languages of European descent have now become part of the linguistic community of the post-colonial nations. It appears that the College faculty supports the inclusion of these cultures under the Cross-Cultural category, since we currently have several courses that focus on some of these cultures listed under this heading. To better accommodate these courses, we have taken the original Cross-Cultural definition—which has already been approved by the College faculty—and amended it to include Latin American and Caribbean cultures.

- c. *Three semester hours should be added to our current set of distribution requirements (for a total of 33 semester hours), and students should be allowed to satisfy these three hours in any divisional category.*

Since our proposed program allows for a broader array of classes than is currently possible, it should in general be easier for students to fulfill their distribution and liberal arts requirements in HCLAS. (Toward this end, the Taskforce also recommends eliminating the distribution residency requirements.) Accordingly, the Taskforce believes that our students can easily accommodate these additional hours. This addition of three hours to the distribution requirements allows for the establishment of a new divisional category, *Interdisciplinary Studies*. This new category would have an *optional* status: a course in this category may be used to satisfy the additional three credits required by the program, or a student may use these three hours on a course offering in any other division. The Taskforce is agreed that an interdisciplinary studies category would offer

students a unique opportunity to integrate the various aspects of their liberal arts education through the study of problems and topics too broad to be fully addressed by any one discipline. This category would foster the goals of a liberal arts education, as it promotes mastery of many disciplinary perspectives, a greater appreciation of the differences and similarities between the disciplines, and the integration of these diverse perspectives into a more holistic framework. Courses in the Interdisciplinary Studies category would help develop the critical ability needed to solve many contemporary problems, and would prepare the student for a variety of careers that demand breadth of knowledge and excellent problem-solving skills.

5. *The Taskforce recommends the following administrative changes and/or clarifications:*

- a. *A distribution course may be listed in both a divisional category and the Cross-Cultural category.***

This change would allow a department to list a course under its own divisional category and under the Cross-Cultural category (assuming the course satisfies the Cross-Cultural criteria). Students would have the option of taking such a course for credit under one or the other categories, but not both. This change recognizes that a course in a discipline remains a course in that discipline whether its content is “cross-cultural” or not. Departments would not have the option of listing courses outside of their divisional affiliation (other than Cross-Cultural).

Note that courses designated as Interdisciplinary Studies courses may not be cross-listed within another division, since by definition, these courses “transcend” traditional divisional boundaries. On the other hand, non-interdisciplinary courses within an interdisciplinary program may be used to satisfy other divisional requirements.

The Honors College currently lists two courses each in the Humanities and Social Science divisions; these courses will be allowed in the distribution system as is, although no new courses from the Honors College will be allowed to satisfy HCLAS distribution requirements.

- b. *Courses taken on an optional Pass/D+/D/Fail basis may not be used to satisfy distribution requirements (note, however, that some distribution courses are given only on this basis).***

Our current policy prohibits students from taking core courses on a Pass/Fail basis until they have completed all their core requirements, and then only after seeking permission from the dean of their college to take the course on this basis. This undoubtedly not only prevents students from taking courses that they may wish to enroll in, but also creates a good deal of administrative work. The Taskforce believes that both are unnecessary; we recommend simplifying things, and allowing a student to take whichever courses they may desire on a Pass/Fail basis (up to fifteen credits). They may not take this option, however, and then use the course to satisfy a distribution requirement. Note that some distribution courses are only offered on a Pass/Fail basis.

- c. *Transfer students may satisfy distribution requirements with courses taken at their former institution; once matriculated at Hofstra University, however, no student may then take a course at another institution and use that course to satisfy a distribution requirement.***

d. Students may transfer in for distribution credit courses whose content falls within one of the distribution categories.

Transfer credit for distribution requirements should be given on the basis of the general academic area (e.g., transfer credits from any Art History course would fulfill the AA category). The current policy, giving distribution credit for “courses equivalent to those that satisfy the distribution requirement” has been implemented as an “exact match of content policy” (i.e., transfer students received distribution credit if and only if the prior course was close to an exact match to the content of an existing Hofstra distribution course.) Because of this interpretation, a transfer student with many relevant courses could be denied distribution credit in the associated categories even if these courses contained all of the elements of ideal distribution classes (e.g., small class size; substantial reading and writing). Our analysis of the academic performance data for transfer students has shown that there is no relation between the number of transferred distribution credits and academic performance at Hofstra. In the current economic situation, and in anticipation of future trends, it is crucial that Hofstra be able to attract and keep all transfer students that are capable of successful completion of Hofstra degree requirements. Potential transfer students will be discouraged from pursuing a Hofstra education if they are asked to take an excess of distribution classes, outside of their chosen major, in areas in which they already have sufficient course work and knowledge. Eliminating the “exact match of content” interpretation would help attract transfer students in greater numbers without compromising the major goal of the Hofstra Distribution – “to afford the student some familiarity with the subject matter and intellectual methods used in the various liberal arts and sciences.” (**Faculty Handbook for the Hofstra Distribution Requirements**, 2007, Section I.A).

e. All current core courses are “grandfathered-in” as distribution courses.

This will make the move to a set of distribution requirements easier for departments, students, and administrators alike. The Dean’s office advises us that, as with current core courses, “delisting” a distribution course is not administratively possible. If a department wished to delist a course, it would be possible to add it to the curriculum with a new course number, and then simply to never offer the course with its old number.

