

**SCHOOL FOR UNIVERSITY STUDIES
TRANSFER DIVISION**

**ADDENDUM TO THE
HOFSTRA UNIVERSITY GENERAL BULLETIN
2000-2001**

**HOFSTRA UNIVERSITY
HEMPSTEAD, NY 11549**

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HOFSTRA UNIVERSITY
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TRANSFER DIVISION

**HOFSTRA UNIVERSITY
HEMPSTEAD, NEW YORK 11549**

Hofstra University continues its
commitment to extending equal
opportunity to all qualified
individuals.

PROLOGUE:

The Liberal Arts

The Transfer Division of the School for University Studies at Hofstra University enrolls students who share its commitment to the intellectual and practical dimensions of the Liberal Arts. Through its structure, it helps its students achieve their Liberal Arts goals through a curriculum more individualized in response to student needs and interests, more flexible in format, and more varied in modes of learning than is normally found in undergraduate programs.

The Liberal Arts are those studies which intrinsically expand awareness and sharpen intellectual skills. They help clarify values and then shape decisions through their appropriate application to new situations. They stimulate awareness of the human condition.

The Liberal Arts do prepare for careers; they prepare for all careers, not specific ones. When business, industry, and government seek employees with college degrees, they seek people with keen and supple minds, a capacity for clear and precise expression and a broad awareness of human accomplishment and possibilities. Such people learn and adapt quickly; such people are productive. Similarly, professional schools seek not the trained apprentice but the educated person.

The Liberal Arts prepare for individual responsibility and recreation as well as work. They help develop sensibilities and refine new and traditional ideas of goodness, beauty, and truth. In short, they open ways for the achievement of full, human potential.

Over 2,000 years ago, Aristotle declared that education must be designed to fulfill the potential for good. Since its founding, the School for University Studies has been committed to this ancient Greek ideal. Our emphasis is intellectual and theoretical, because intuiting, imagining, and interpreting are intellectual skills of great value in all human situations. To fulfill their intellectual potential, students must apply what they have learned to immediate situations. To use learning ultimately satisfies the highest aspirations not only of individuals but also of the communities of which they are the educated part.

INTRODUCTION

THE TRANSFER DIVISION OF THE SCHOOL FOR UNIVERSITY STUDIES

During the 1971-72 academic year, the faculty of New College of Hofstra University proposed to the University that it establish a "Special Studies Program" for high school graduates applying to the University whose educational backgrounds required a more personalized approach to introductory collegiate work. This concept was approved by the Hofstra faculty and Trustees during the same academic year and became a Program in 1976. It was made part of the School for University Studies in 1996. The Transfer Division was subsequently created in 1997. 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 the 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, health services, professional counseling services and various art, drama, and communications workshops. Under academic advisement, Transfer Division students may also undertake individual study projects with their faculty and may enroll in courses within the degree-granting programs of the University.

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, a writing course, seminars, and the possibility, under advisement, of enrolling in courses in other units of the University, as well as individual study projects under the guidance and supervision of faculty.

COMMITMENTS

The essence of the Transfer Division is its emphasis on the mutuality of faculty and student responsibility for academic achievement and intellectual growth. Advisement, evaluation, and program design all occur as the outcome of interaction between the Transfer Division's faculty and students. The "agreement form," presented on the following page, is the first example of this process for accepted applicants to the Transfer Division.

Underlying many of the ideals of the Transfer Division is the concept of learning "power" as opposed to learning "speed." In this sense, the students are given every reasonable opportunity in time, space, and resources to demonstrate their academic potential; they are not measured against arbitrary sets of criteria fixed in time, the custom in traditional programs requiring "speed" of learning in a semester's course length. Hence, the students are given access to an educational laboratory free of artificial constraints in which they may discover the strength of their commitment to intellectual pursuits.

Both faculty and students are continually asked, throughout the academic year, to reaffirm jointly their commitment to these educational principles and to intellectual activity. The Admissions "agreement form" attempts to state clearly the minimum conditions of University and student involvement in the Transfer Division. The Transfer Division's success will be measured by students' academic self-fulfillment and their ability to make informed evaluations about the potential value of education for their lives.

THE TRANSFER DIVISION AGREEMENT

This statement represents an agreement between _____ and the Transfer Division of the School for University Studies, Hofstra University. The purpose of this agreement is to provide conditions to enhance the probability that the student named above will have a successful academic year within the Transfer Division of the School for University Studies and may be permitted to continue at Hofstra University for a baccalaureate degree.

Under the terms of this statement, I _____, the student, agree that I will:

- 1) Attend and participate in all regularly scheduled class meetings;
- 2) Submit homework assignments and papers on time and take tests when they are scheduled;
- 3) Keep all scheduled appointments with my advisor and instructors and keep my advisor informed of my progress or lack of progress;
- 4) Spend about two hours per week on homework and other assignments for every hour per week spent in class or in contact with my instructors.

Under the terms of this agreement, the Transfer Division of the School for University Studies, Hofstra University agrees that *if the student fulfills each of the conditions outlined above* and does not otherwise break any of the established rules of the University, it will:

- 1) Permit the student to remain in good standing throughout the _____ academic year;
- 2) Provide the student with academic advisement;
- 3) Provide the student with a written review of academic progress, assembled by the Division's professional staff, at the end of each semester, informing the student of the University's appraisal of the student's current performance and future academic prospects;
- 4) Allow the student to continue in a baccalaureate degree-granting program at Hofstra at the end of the academic year, if the quality and quantity of the academic work indicates a reasonable chance of success in that program. 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 Division, including a grade of **C** or better in the *Core* course; this includes at least some credit from exams;
- 2) earn a grade of **C** or better in the Analysis and Research course and the *Area* courses;
- 3) achieve a grade point average (GPA) and completion ratio compatible with minimum University standards;

4) receive a satisfactory evaluation of academic progress from the faculty of the Transfer Division and the Dean of the School for University Studies.

Date _____

Signed _____
(Student)

Date _____

Signed _____
(Administrator of the Transfer Division)

I waive my right to keep information confidential if my progress is not satisfactory (as determined by the Transfer Division's professional staff within the University's definition of satisfactory academic work and progress.)

Information about my academic status can be released to the following agents, office, or individuals:

Name _____

Relationship _____

Name _____

Relationship _____

Name _____

Relationship _____

(Student's Signature)

ADVISEMENT

Because of the variety of educational options available to Transfer Division students, faculty advisement is of critical importance. Each Transfer Division student is initially assigned an advisor. The advisor is responsible for general academic counseling and assisting the student in selecting courses. Because the student and advisor work out the student's program by mutual consent, both the advisor's and student's signatures are required on all registration, evaluation, and other forms affecting the student's academic record.

EVALUATION

All student work in the Transfer Division will receive a written evaluation by a faculty member. Students must earn at least a grade of **C** in the *Core* course to fulfill the Transfer Division requirement. Students must also receive a grade of **C** or better in the *Analysis and Research* course and *Area* courses as **part** of the eligibility requirements for continuation in the School and University. For the student's official academic record, the *Core* course will be recorded as "satisfactorily completed" only if its quality is at a normal, acceptable collegiate level (**C** or better). All other course work taken at the School for University Studies and other academic units will be graded according to the grading system used by the academic unit offering the course, and the grades will be 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 will prepare an academic progress report, a copy of which will be forwarded to the student. This mid-year progress report will be based on the student's academic work and will include a statement from the Administrator of the Transfer Division and the faculty assessing the student's chances of gaining continuance in a degree-granting undergraduate program at the University by the subsequent year.

At the end of the year (June for students entering in the Fall, January for students entering in the Spring), the Transfer Division faculty will review 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) will be made to the School's Dean and the Academic Records Committee of the University Senate Undergraduate Academic Affairs Committee. In some cases, a student may be obliged to remain in the Transfer Division beyond this first year. In such cases, a further final evaluation of the student's work will also be submitted.

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 transfer to any other school or college within Hofstra University providing that they meet the entrance requirements of that school or college.

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 Division, including at least a grade of **C** in the *Core* course; this must include at least some credit from exams;
- 2) earn a grade of **C** or better in the *Analysis and Research* course and the *Area* courses;
- 3) achieve a grade point average (GPA) and completion ration compatible with minimum University standards;
- 4) receive a satisfactory evaluation of academic progress from the faculty of the Transfer Division and the Dean of the School for University Studies.

Students will be offered an opportunity to evaluate courses and programs within the Transfer Division. The evaluation will be used by the faculty, the Transfer Division's Administrator, and the School's Dean to improve individual courses and make the Transfer Division more responsive to its students' academic needs and interests.

THE WRITING PROGRAM

THE UNIVERSITY

Hofstra University requires that all students learn to write with clarity and precision in order to receive a baccalaureate degree.

THE TRANSFER DIVISION

The School for University Studies Writing Standard has two components: expository and scholarly writing. Both forms of writing are expected to be clear, grammatically correct, and well organized. In scholarly writing, students are also expected to develop the ability to locate, use, interpret, and document appropriate library and other sources.

Students in the Transfer Division of the School for University Studies are expected to enroll in the *Analysis and Research* course concurrent with *Core* course enrollment. Students must earn a grade of **C** or better in the *Analysis and Research* course for continuance at Hofstra University.

When students transfer from the Transfer Division they must fulfill the writing requirements of the school or college where they intend to enroll.

NEW COLLEGE

At New College, students must satisfy the Expository and Scholarly Aspects of the New College Writing Requirement. Students from the Transfer Division who have successfully completed the Division's program and who wish to transfer to New College must fulfill the following requirements:

- 1) To complete the Expository Writing Aspect, students must receive a satisfactory evaluation on the New College *Exit Essay*, which can be submitted in a course designated as "Intensive Writing."
- 2) To complete the Scholarly Writing Aspect, students must submit two papers, approved by two different full-time members of the College faculty, that fulfill the college standard for research.

HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

At Hofstra College of Liberal Arts and Sciences (HCLAS) and the schools for which HCLAS administers this requirement (the Zarb School of Business, the School of Education and Allied Human Services, and the School of Communication), students are required to pass *English 1*, *English 2*, and the English Department's *Writing Proficiency Examination*.

Students from the Transfer Division who have successfully completed the Division's program and who wish to transfer to HCLAS or a school at the University whose writing requirements are administered by HCLAS (the Zarb School of Business, the School of Education and Allied Human Services, and the School of Communication) must fulfill the following requirements to earn the equivalent of *English 1*:

- 1) earn at least a grade of **C** in the *Core* course;
- 2) earn a grade of **C** or better in the *Analysis and Research* course.

Students who complete the above requirements will have completed the equivalent of *English 1*, however they must still take the English Department's *Writing Proficiency Examination* and *English 2* (Please note that *English 2* may be satisfied for some transfer students through successful course completion at a prior college or university. For these students, the *Writing Proficiency Examination* is still required.)

THE ACADEMIC OFFERINGS OF THE TRANSFER DIVISION

The Transfer Division is committed to the idea that the learning which leads to the baccalaureate degree can take place in many ways and that academic credits can be earned by various means, including the satisfactory completion of courses and fulfillment of student-initiated individual study projects. Each credit thus earned represents one out of the total academic credits minimally required for graduation from one of the schools/colleges of the University.

FACULTY OFFERINGS

The faculty of the Transfer Division offer several types of courses. First are the *Core* courses required of all students. These are interdisciplinary, team-taught offerings directed towards a topic or theme reintroducing students to college-level work in the Liberal Arts and providing students with an academic center for this first collegiate semester at Hofstra University. Student performance in the *Core* course is evaluated through attendance, class participation, exams, and essay assignments, some of which require library research.

Central to the objectives of the Transfer Division is continued writing instruction. The processes of writing and revision as well as collaborative learning are encouraged in all courses, particularly *Analysis and Research* courses. An *Analysis and Research* course is required of all students during their first semester in the Transfer Division. The subjects of these courses are drawn from various Liberal Arts disciplines.

Discipline-focused *Area* courses and elective courses are required of students during both semesters in the Transfer Division. Generally, these courses are taught by one instructor, have small enrollment size, and introduce students to the methods and content of the various Liberal Arts disciplines.

Below is a model program for students enrolled in the Transfer Division.

First Semester	Second Semester
<p><i>Core Course</i> 5 s.h. -Required course -Letter graded (A – C; NCr)</p>	<p><i>Area Course</i> 4 s.h. -Required course -Letter grading-must earn a grade of C or better as a condition for continuance</p>
<p><i>Analysis and Research Course</i> 3 s.h. -Required course -Letter grading- (A – C; NCr) Student must earn a grade of C or better as a condition of continuance.</p>	<p><i>Electives</i> up to 12 s.h. -Students may register for up to 12 s.h. of electives during the second semester -Letter grading.</p>
<p><i>Area Course</i> 4 s.h. -Required course -Letter grading-must earn a grade of C or better as a condition for continuance.</p>	<p>**NOTE** - Student must earn C or better in two courses outside TRD for continuance.</p>
<p><i>Elective</i> 3-4 s.h. -Letter grading.</p>	

SCHOOL FOR UNIVERSITY STUDIES STATEMENT ON ACADEMIC HONESTY

The School for University Studies is a community of scholars within Hofstra University dedicated to the acquisition and transmission of knowledge. Each member of this community has an obligation to uphold the intellectual standards which make learning and education valuable and effective. Faculty are obliged to try to communicate intellectual standards as well as knowledge and respect for knowledge. Students are obliged both to respect knowledge for its own sake and to respect themselves as intellectual beings. The role of students in education is an active one; students are responsible for preparing and submitting their own work. Students who steal work or cheat in any way on exams or assignments are invalidating their own education and raising serious questions about their rights to remain members of the University community.

When confronted with an instance of apparent dishonesty, and before confronting the student, an instructor may consult with other faculty. The instructor may want guidance, and the student may have a history which suggests a tendency towards dishonesty.

The instructor should meet with the student, explain the nature of the apparent offense and inquire into the student's knowledge of its character and seriousness as well as the student's motivation.

The instructor should consider such matters as whether the offense was blatant or petty, a result of ignorance, carelessness or malice. Instructor and student together should seek a solution to the problem. That solution might take the form of supplying documentation in correct form, or rewriting the paper correctly, or retaking the examination. If no solution can be found, the instructor may award a grade of "F" on the assignment, or if the offense is blatant and malicious, a grade of "F" in the course.

Punitive action taken by the instructor should be reported to the Dean of the School for University Studies.

If the punitive action is an "F" in the course, the Dean of the School for University Studies will report this action to the offices of the Provost and the Dean of Students.

All research writing assignments shall cite the *School for University Studies Writing Program Manual* as the authority for form and documentation.

ACADEMIC CALENDAR

The academic year at the Transfer Division is divided into four, seven and a half week quarters. At the end of each quarter a period is set aside for examination, evaluation, and advisement.

Certain *Thematic Writing* and/or *Area* courses meet four days each week, with Wednesdays customarily reserved for study, workshops, advisement, and special projects. Most student-initiated *Individual Projects* are also arranged to conform to the seven and a half week sessions, although in some cases they may extend over two or more sessions.

The Transfer Division calendar is coincidental with the start of the University's Fall and Spring semesters to facilitate complementary scheduling. Holidays and recesses are also coincidental with the University's calendar.

APPLICATION AND ADMISSION

Applicants to the Transfer Division of the School for University Studies apply directly to the Hofstra University Admissions Office, indicating on the University application form their interest in the Transfer Division. Applicants are then screened to determine if their prior college work is appropriate to the Transfer Division. If the student's interests, academic background, and the Transfer Division's resources are felt to be compatible, students are then asked to visit the campus for interviews with representatives of the Admissions Office and members of the Transfer Division staff. The student's complete application file, including interview results, is then forwarded to the Transfer Division's Admissions Committee for review and decision.

For additional information on admissions criteria for transfer students, please consult the current *Hofstra University General Bulletin*. Students are accepted into the Transfer Division for the start of the Fall or Spring semesters. The Transfer Division is open to students in the following instances:

- Students who have completed a minimum of two semesters of college-level work;
- Students who would have previously qualified for admission to Hofstra based on either their high school record including SAT scores, or their initial performance at another college or university.

Applicants must also submit a completed application for admission, high school and college transcripts, and a personal statement; each applicant must be interviewed by representatives of the Admissions Office and the Transfer Division.

REGISTRATION

After students are accepted to the Transfer Division, they are asked to forward their acceptance fees immediately. Upon receipt of this fee, students will be given a place in the Transfer Division. At the time of orientation, students are asked to make initial course selections for the upcoming Fall (or Spring) semester.

Additional registration, and change of initial registration, are processed through the Transfer Division's Office in cooperation with the Office of Financial and Academic Records. The semester's full-time tuition is a blanket charge; that is, the amount of tuition is not assessed on a per credit basis. This blanket tuition charge for full-time students covers 12-18 credits. The annual tuition and fees cover all Transfer Division work and any courses taken under proper academic advisement. The Office of Financial and Academic Records will forward to the Transfer Division one transcript of each student's official record after the completion of the Fall and Spring semesters.

PHYSICAL FACILITIES

The Transfer Division is located in Roosevelt Hall on the South Campus of Hofstra University. The offices of the faculty are in Roosevelt Hall, along with classrooms, a student lounge, a small conference/seminar room, a science laboratory, and two computer laboratories.

UNIVERSITY RESOURCES

Because the Transfer Division exists as an integral part of Hofstra University, all services, extra-curricular activities, and facilities of the University are available to its students. For a listing and description of these additional resources, please consult the *Hofstra University General Bulletin*.

WITHDRAWAL

To withdraw completely from the Transfer Division, students *must* first notify the Administrator of the Division in order to be informed of the proper procedures. The tuition refund policy for students properly withdrawing is consistent with that of the University with modifications appropriate to calendar and program differences. Normally, tuition payments for work begun in any course in any session of the Transfer Division will not be refunded.

DEAN'S LIST

Transfer Division students are eligible for the academic honor of the Dean's List of the School for University Studies by the judgement of the Transfer Division's faculty. This assessment of the student's academic performance is conducted during the student's annual evaluation. Indices informing the faculty's judgement include credits and grades earned in Transfer Division courses, the student's grade point average in course work outside the Transfer Division, and written faculty evaluations of the student's academic performance overall and in specific courses. Students are notified of their placement on the School for University Studies Dean's List by the University's Office of Financial and Academic Records.

ACADEMIC CALENDAR 2000-2001
SCHOOL FOR UNIVERSITY STUDIES, TRANSFER DIVISION

FALL SEMESTER 2000

Fall Semester	September 5, 2000-December 20, 2000
Session I	September 5, 2000-October 25, 2000
Session II	October 26, 2000-December 20, 2000

August 28 - September 1		Monday-Friday	On-site Registration
September	4	Monday	Labor Day; holiday
	5	Tuesday	Session I and Fall semester classes begin
	6	Wednesday	Classes meet
October	9	Monday	Classes not in session
	11	Wednesday	Classes meet
	24	Tuesday	Final class meeting-Session I
	25	Wednesday	Finals and Evaluations of Session I classes
	26	Thursday	Session II classes begin
November	22-24	Wednesday-Friday	Thanksgiving recess
December	19	Tuesday	Final class meeting of Session II and Fall semester
	20	Wednesday	Finals and Evaluations-Session II and Fall semester classes

SPRING SEMESTER 2001

Spring Semester	January 29, 2001-May 18, 2001
Session III	January 29, 2001-March 22, 2001
Session IV	March 23, 2001-May 18, 2001

January	22-26	Monday-Friday	On-site Registration
	29	Monday	Session III and Spring semester classes begin
February	7	Wednesday	Classes meet
	19,20	Monday, Tuesday	Spring Break – No classes
	21	Wednesday	Classes meet
March	21	Wednesday	Final class meeting-Session III
	22	Thursday	Finals and Evaluations of Session III classes
April	23	Friday	Session IV classes begin
	4	Wednesday	Classes meet
	9-16	Monday-Monday	Spring Recess
	18	Wednesday	Classes meet
May	16	Wednesday	Classes meet
	17	Thursday	Final class meeting of Session IV and Spring semester
	18	Friday	Finals and Evaluations-Session IV and Spring semester classes

