

# Programs

(HEGIS 002732)

## Bachelor's Programs

Hofstra University offers the degrees of Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Science and Bachelor of Science in Education.

Students who have not decided on a field of specialization (major) when they enter as freshmen will be advised on programming by the University Advisement Office. Students will choose their field of specialization, usually by the end of either the freshman or sophomore year, and apply to the chairperson of the department of specialization for permission and aid in planning a course of study for the junior and senior years.

For students interested in teaching in elementary and secondary schools, see Undergraduate Preprofessional Programs, page 113. Students who think they may wish to pursue a preprofessional program other than education (premedical, prelaw, etc.) should consult with the preprofessional adviser in the University Advisement Office early in their college career.

Evening students will normally choose their major field after completing 12 semester hours. They will be given an appointment with a divisional adviser at the University Advisement Office.

### DUAL MAJORS AND DUAL DEGREES

It may be possible for a student to complete two majors as part of one degree, and in rare instances it may be possible for a student to complete two undergraduate degrees simultaneously. Students interested in either of these options must register with the University Advisement Office where they will be advised and given specific information on dual major or dual degree requirements.

### SECOND BACHELOR'S DEGREE

Students who already hold a bachelor's degree may earn a second one by satisfying the following requirements:

1. The student must apply and be accepted in a program of study toward a second degree by the Office of Admissions;
2. the work for a second degree must be completed in a major or program distinctly different from the one in the first degree;
3. the work in the major area of concentration must be completed in accordance with the requirements listed in the *Undergraduate Bulletin*;
4. all university and degree requirements not met on admission must be completed;
5. at least 30 credits over and above any used to satisfy the first bachelor's degree must be completed at Hofstra. A minimum of 15 of these 30 credits must be in the new major field of concentration;
6. a cumulative grade-point average of at least 2.0 must be earned in the courses taken at Hofstra for the second degree.

### DEGREES AND MAJOR FIELDS

Programs are listed under the major department or area. For information on all teaching fields (e.g., early childhood, elementary or secondary), see page 112.

#### BACHELOR OF ARTS

Africana Studies  
 American Studies  
 Anthropology  
 Art History  
 Asian Studies  
 Audio/Video/Film  
 Biology  
 Chemistry  
 Classics  
 Comparative Literature  
 Computer Science  
 Dance  
 Drama  
 Early Childhood Education  
 Economics  
 Elementary Education\*  
 Engineering Science  
 English  
 Fine Arts  
 French  
 Geography  
 Geology  
 German  
 Greek  
 Hebrew  
 History  
 Ibero-American Studies  
 Italian  
 Jewish Studies  
 Journalism and Mass Media Studies  
 Labor Studies  
 Latin  
 Latin American and Caribbean Studies  
 Liberal Arts  
 Linguistics  
 Mathematics  
 Music  
 Philosophy  
 Physics  
 Political Science  
 Psychology  
 Russian  
 Secondary Education\*  
 Sociology  
 Spanish  
 Speech Communication and Rhetorical Studies  
 Speech-Language-Hearing Sciences

\* Dual enrollment is required for co-majors.

## 70 PROGRAMS

### BACHELOR OF ENGINEERING

Engineering Science

### BACHELOR OF FINE ARTS

Theater Arts

### BACHELOR OF SCIENCE

Applied Physics  
Athletic Training  
Audio/Video/Film  
Biochemistry  
Biology  
Business Economics  
Chemistry  
Community Health  
Computer Engineering  
Computer Science  
Computer Science and Mathematics  
Electrical Engineering  
Environmental Resources  
Exercise Specialist  
Fine Arts  
Geology  
Industrial Engineering  
Mathematics  
Mechanical Engineering  
Music  
Physician Assistant Studies  
Professional Studies  
School Health Education

### BACHELOR OF BUSINESS ADMINISTRATION

Accounting (leading to CPA certification)  
Business Computer Information Systems  
Entrepreneurship  
Finance  
International Business  
Management  
Marketing

### BACHELOR OF SCIENCE IN EDUCATION

Art Education  
Music Education  
Physical Education

For the programs of New College, see page 90.

## Undergraduate Grades

Hofstra uses an alphabetical system of grades to describe the quality of the student's work. The University reserves the right to change this system at any time. The implementation of a new system, however, will not occur for approximately one year after the change has been made and the students have been officially notified. The revised system, when printed in the *Undergraduate Bulletin*, applies uniformly to all students regardless of their initial date of entry. Alphabetical grades are further divided into plus and minus levels. These letter grades,

which include plus and minus where applicable, are explained below. Final grades are reported only from the Office of Academic Records.

- A– Indicates that the student's academic performance in achieving the objectives of the course was of honors level.
- B– Indicates that the student's academic performance in achieving the objectives of the course was distinctly above that required by the course.
- C– Indicates that the student's academic performance achieved the objectives of the course.
- D– Indicates that the student's academic performance on the objectives of the course was less than required by the course but was still sufficient to permit the student to receive full credit. This grade is not acceptable for major or minor credit unless approved by the chairperson of the major department. The course may be repeated for a higher grade but semester hour credit is given only once.
- P– Passing, not counted in determining cumulative grade point average. Courses passed with a P grade are counted, however, in the total number of credits accumulated for graduation. P is equivalent to C– or better (except at New College where P is equal to C or better). If in the opinion of the instructor the student's work has not earned a C–, then a D or an F will be awarded.

The P grade will be assigned for passing work in courses which are graded only on a Pass/D+/D/Fail basis and to courses taken under the Pass/D+/D/Fail option. (See Pass/D+/D/Fail Option.)

- Pr–Progress. Used normally to report the first semester's satisfactory work in two-semester individually supervised courses, normally for seniors. This grade may be assigned only in courses previously approved for this purpose by the Undergraduate Academic Affairs Committee. Course credit toward graduation is granted. note: UWW courses and CHEM 151 may use the Pr grade.
- F– Indicates that the student's overall academic performance failed to satisfy the objectives of the course. No semester hour credit is received for courses with an F grade. Students will not be given credit for full-year courses unless both semesters of such courses are satisfactorily completed. Passing the first semester of a year course but failing the second, the student need repeat only the second semester.

INC and NCr—a student unable to complete a course may, with the permission of the instructor, receive one of the following grades:

Inc—The instructor will permit the student to complete and submit the missing work no later than the third week of the following semester. Degree candidates, see Application for Graduation, page 75, for degree requirements completion deadlines.

All undergraduate students may accumulate up to nine credits of INC grades without penalty. Past this nine-credit limit, all subsequent INC grades not made up convert to F's at the end of the semester following the one in which they were assigned. INC's that are made up are not counted against the nine-credit limit.

NC—The student's course performance is such that no credit is granted, and the instructor's evaluation will not allow the

student to take an INC. NC can only be awarded after at least 60% of the course work has been presented to the student.

**NCr**—New College only: if the instructor's evaluation will not allow the student to take an INC because of past performance in the course, the grade given will be either an NCr or an F. An NCr may not be changed to a letter grade, a W or INC and is not counted to computing the student's grade-point average. Students should take careful note of the effects of the NCr and INC grades on their standing in the University. See Dismissal, page 72.

**NR**—Student's grade has not been submitted by the instructor.

**W**—The student has withdrawn from the course and so notified the Office of Student Accounts in writing prior to the last day of the tenth week of the semester. For courses shorter than 15 weeks, the student has sole discretion to withdraw for the first 2/3 of the course; after 2/3 of the course has been completed, and any time before the last day of class, the student must have the instructor's approval. If a student withdraws from a course during the first three weeks of the semester; the first week of a summer session; the first three days of the January X Session; the first two weeks of a 10-11 week trimester or the first week of a mini-course, there shall be no record of course(s) on the permanent record. However, the statement "Complete Withdrawal from the University" shall be entered on the permanent record of any student who completely withdraws from the University within the time frame indicated above. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. Please refer to page 73, "Withdrawal From the University."

**UW**—Unofficial Withdrawal. The student has not officially withdrawn. The faculty must indicate the last date of attendance. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. Please refer to page 73, "Withdrawal From the University."

**PASS/D+/D/FAIL OPTION (P or D+ or D or F)**: a student may elect courses on a Pass/D+/D/Fail basis during the first five weeks of the semester under the following conditions:

English 1 & 2, distribution courses, courses taken in fulfillment of any language requirement and those courses required in the major field and any other course specified by course title or number as required for the major may not be taken Pass/D+/D/Fail. (This does not apply to courses given only on this basis.) All other courses may be taken on a Pass/D+/D/Fail basis.

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. (Distribution courses are those designated on pages 85-88 of this *Bulletin*.)

Departments and/or degrees that are restricted by pro-

fessional accreditation may, as required, exempt additional courses from the Pass/D+/D/Fail option. In no case may the total number of Pass/D+/D/Fail credits exceed 30 semester hours, nor may any credit for Pass/D+/D/Fail courses be used toward an academic minor, except for those courses given only on this basis.

In HCLAS, and in the School of Communication, the Pass/D+/D/Fail option is restricted to 15 credits.

Students on academic probation may not elect an optional P/D+/D/Fail grade.

Students should obtain necessary forms from the Office of Academic Records and seek faculty advisement on possible effects of Pass/D+/D/Fail grades.

A student transferring to Hofstra with more than 30 credits graded on a Pass/D+/D/Fail basis must have the approval of the Undergraduate Academic Affairs Committee. For these students, courses graded on this basis shall not exceed fifty percent of the total credit hours required for the degree.

(The foregoing does not apply to New College courses.)

For courses shorter than 15 weeks, the student has the sole discretion to elect the Pass/D+/D/Fail option for the first 1/3 of the course.

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option are included in determining the student's cumulative grade-point average.

#### CUMULATIVE GRADE POINT AVERAGE

The grade-point average is the index of academic performance used to determine whether the student will be permitted to continue at the University and/or graduate.

The alphabetical grades, including plus (+) and minus (-), have the following grade-point values:

A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+ = 1.3
B- = 2.7	D = 1.0

**F-0** (Only one F grade in any one course will be included in the cumulative grade point average.)

To determine cumulative grade point average, multiply the number of semester hours of each grade earned by the grade-point value for that grade. Then total the products and divide by the total number of semester hours attempted.

To graduate, a student must complete the number of hours required for the particular degree with a cumulative grade-point average of 2.0 (including F's).

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option *are* included in determining the student's cumulative grade point average.

#### UNIVERSITY TUTORIAL PROGRAM (UTP)

See Tutorial Program, page 24.

#### UNIVERSITY PROBATION STANDARDS

1.A full-time or part-time student will be placed on probation at the end of any semester in which his or her cumulative grade point average is less than 2.0 but above the

University's minimum retention standards.

2. All students placed on probation will receive a letter from the Office of Academic Records informing them of their probationary status and warning that they must raise their grade point average to 2.0 or above. The letter will explain the consequences of failing to raise the grade-point average to 2.0 or above.
3. Students placed on probation will be required to meet with an adviser in the Advisement Office as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the average they must achieve to raise their grade-point average to at least 2.0. Students will also be reminded that if their grade-point average drops further, they are in danger of being dismissed from the University.
4. Students who fail to meet with an adviser in the Advisement Office will not be allowed to register subsequently until they do.
5. Students will be on academic probation as long as their cumulative grade-point average remains below 2.0 and is above the University's minimum retention standards. They will continue to be subject to all the requirements of students on academic probation.
6. A full-time student on academic probation may carry no more than 15 semester hours (16 if the student is taking one or more four-credit courses). A part-time student on academic probation may carry no more than 6 semester hours (7 if the student is taking a 4-credit course, or 8 if the student is enrolled in New College).
7. Students on academic probation may not elect an optional Pass/D+/D/Fail grade.
8. When appropriate, students admitted to the University through a special academic program will be exempted from these probation criteria until they are released from the program.

## DISMISSAL

Students will be dropped from the rolls of the University after two semesters attendance if they have:

- attempted less than 25 hours and have a cumulative grade point average below 1.3;
- attempted 25-30 hours and have a cumulative grade point average below 1.5;
- attempted 31-57 hours and have a cumulative grade point average below 1.7;
- attempted 58-93 hours and have a cumulative grade point average below 1.9;
- attempted 94 or more hours and have a cumulative grade point average below 1.95.

Note that "attempted hours" include course work taken at all institutions of higher education, but that the cumulative grade point average is based on course work taken only at Hofstra University.

Students will be dropped because of poor scholarship only in May except in special cases (such as the recommendation of the Office of Academic Advisement, Office of Academic Records or other responsible adviser). However, students may be dropped at any time, whether currently on probation or not, when they show insufficient probability of meeting graduation

requirements. All special cases will be acted upon by the Academic Records Committee. For New College dismissal standards, see *New College Addendum*.

Students who have been dropped may appeal to the Academic Records Committee only through the Office of University Advisement. After the student speaks with a representative of the Advisement Office, the Committee will review the appeal. The Committee will consider a report of the interview, the student's total academic record, and a letter stating reasons the student believes the appeal merits consideration.

## CHANGE OF PROGRAM

Students will be permitted to make program changes in accordance with the procedures set forth in the published *Class Schedule*.

## ATTENDANCE

Although it is the student's responsibility to attend classes, each department establishes its own policy concerning student absences from class. If for some reason a student will be absent for one continuous week or longer, it is advisable to inform each instructor. For New College attendance standards, see *New College Addendum*.

## PERMISSION TO ATTEND OTHER COLLEGES

During fall and spring semesters, current students may not take courses at other educational institutions within reasonable commuting distance of the campus if the same course is being offered at Hofstra.

Hofstra students wishing to attend another accredited institution as visiting students must have courses approved in advance by the appropriate adviser and the Office of Academic Records. Students pursuing Hofstra degree programs that have distribution requirements should be aware that such requirements cannot be fulfilled by transfer credit for work undertaken elsewhere after their matriculation at Hofstra. The necessary forms can be obtained at The Student Administrative Complex, Memorial Hall. Transfer credit will be granted in accordance with the Advanced Standing Policy set forth in this *Bulletin*. See page 67.

Students with junior or senior standing (58 or more hours) are not permitted to enroll for courses at junior or community colleges offering two-year terminal programs. (See Advanced Standing Policy for complete requirements.)

## CLASS STANDING

An undergraduate student credited with 24 semester hours will be ranked as a sophomore; with 58 semester hours, a junior; and 88 semester hours, a senior. Students will be ranked at the beginning of each regular fall and spring semester.

## GRADUATE COURSES TAKEN BY UNDERGRADUATES

1. In appropriate cases, undergraduate students within 24 semester hours of graduation may be permitted to enroll in graduate courses for undergraduate credit. Written permission of the adviser and the appropriate deans is required and should be obtained on the substitution/waiver form.

Credit earned in this way will count only toward undergraduate degrees.

2. To meet unusual cases, an undergraduate student within 24 semester hours of completing requirements for the baccalaureate degree may earn a maximum of 9 hours of graduate credit. Written permission from the appropriate dean's office must be obtained on the substitution/waiver form.
3. Visiting undergraduate students shall not be permitted to enroll in graduate courses at Hofstra.

### REPEATED COURSE

A student may repeat a completed course, regardless of grade, for a better understanding of the subject only with the approval of the major adviser. Such a course will be listed as a Repeated Course, for which a final grade will be given. Both grades will appear on the student's record, and both grades will count in determining the cumulative grade point average; but semester hour credit toward graduation will be given only once. The number of semester hours repeated is counted in determining the number of semester hours attempted. Degree credit is granted for the same course in physical education skills courses only twice.

However, an undergraduate may repeat a course and request that, as an exception to the rule above, only the later of the two grades be counted towards the grade point average calculation. The student is limited to a maximum of two such requests, which may be used for repeating two different courses or repeating the same course twice. In all cases the original grade(s) will remain on the transcript with a notation that it was not included in the GPA calculation. This GPA exception may only be requested during the student's tenure as a matriculated, undergraduate student. A form available from the Office of Academic Records, requesting this exception, and signed by the academic adviser, must be handed in to the Office of Academic Records no later than the end of the tenth week, or the equivalent (2/3) for courses that do not follow a regular semester schedule, of the semester or session in which the course is being repeated. The submitted form may be withdrawn up until this deadline. Furthermore, a student may also withdraw from the course up to this deadline. Once this deadline passes, the student has used up one of the two requests. If the course is no longer available when the request is made, no other course may be substituted. GPA exceptions will not be allowed when a grade in that course was given for academic dishonesty.

### WITHDRAWAL FROM A COURSE

Students should secure the appropriate forms from the Student Administrative Complex and return the forms to that office after notifying the instructor of the course from which they are withdrawing. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. Please refer to page 73, "Withdrawal From the University." See W Grade, page 71 and Refund Policy below. Applications for withdrawal must be submitted in writing either in person or by mail.

A student withdrawing without official notification may not have any remission of tuition and shall receive a grade of NC

or UW as appropriate. (See grades, page 70.)

### WITHDRAWAL FROM THE UNIVERSITY

Should students wish to withdraw from the University during a semester or summer session, they should first secure the appropriate forms from the Office of Academic Advisement and complete the withdrawal by the last day of classes prior to the start of the designated final examination period. During the January Session and the Summer Sessions, the designated period is the last day of classes. *No student may withdraw from the University during the final examination period.*

A student withdrawing in person should see an adviser in the University Advisement Office. Students unable to apply for withdrawal in person may send a letter addressed to the Office of Student Accounts, postmarked by the last day of classes. If the student does not plan to register for the following semester an official Leave of Absence form must be filed through the University Advisement Office. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. (See under Grade W, page 71.)

A student withdrawing without official notification may not have any remission of tuition and shall receive a grade of NC or UW as appropriate. (See grades, page 70.)

### REFUND POLICY

See Tuition and Fees, page 30.

### EXCLUSION FROM THE UNIVERSITY

When students make application for entrance to Hofstra University, they understand and agree that the University reserves the right to exclude any student at any time for conduct or academic standing regarded by the University as undesirable, without assigning any further reason. It is understood and agreed that the University, or any of its officers or faculty, shall not be liable in any way for such exclusion.

To insure the protection of each individual's rights, procedures for appeal are provided by the University to assure the student fair treatment in cases of disciplinary action.

### BULLETIN OF FIRST REGISTRATION

Undergraduate students are expected to satisfy those requirements specified in the *Bulletin* of their year of first registration at the University. Students who have no record of attendance at Hofstra University for a period of 15 months or more must follow the requirements set forth in the *Bulletin* in effect when they are readmitted. Any student, however, may elect *once* during his or her undergraduate studies, to follow all the requirements specified in a subsequent *Bulletin*, provided the Office of Academic Records is notified prior to the semester of graduation. No exceptions regarding the requirements set forth in any *Bulletin* may be made by the students or by the faculty without the written approval of the dean of the academic unit or of the Provost. This policy refers to academic requirements such as degree and major requirements. Other procedures and policies, such as the grading system, may be changed through the

University's governance process. However, students will be notified (by placing notices in our student newspapers and by any other methods and media applicable) of any significant change at least a year in advance of its implementation.

### UNIVERSITY DEGREE REQUIREMENTS

To obtain a degree, each student successfully completes the following three distinct sets of requirements:

- I. The general University requirements, which must be fulfilled by all students working for a baccalaureate degree:
    - A. The completion of the total number of semester hours and the specific degree requirements as specified by the major or school;
    - B. The completion of the number of semester hours in liberal arts courses as required by the major or school;
    - C. At least a 2.0 cumulative grade-point average in work completed at Hofstra;
    - D. All students must take and pass the Hofstra English Proficiency Exam as a requirement for graduation. (For the only exceptions, see E. 3 and 5, below.)
    - E.
      1. The satisfactory completion of English 1 & 2, which includes the English Proficiency Exam. *Passing this test is a requirement for graduation.* The English Proficiency Exam is administered at the midpoint of ENGL 2. All students who do not pass the exam are required to take English 2A to receive individualized tutoring; they must retake the English Proficiency Exam at the end of English 2A. Students who fail the exam in English 2A must enroll in English 4 and retake and pass the English Proficiency Exam in order to fulfill the writing requirement for graduation.
      2. English 1 & 2, whether taken at Hofstra or at any other institution, must be completed with a minimum grade of C- in each course. These courses may not be taken on a Pass/ D+/D/Fail basis.
      3. Students entering Hofstra University with no credit in composition must, under advisement, register for English 1 & 2 or the appropriate course immediately and continue until the ENGL 1 & 2 requirement is completed. There is an exception for students with outstanding ability in English (SAT Verbal scores of 660 or above) may qualify for exemption from English 1 & 2 if they demonstrate exceptional ability in the English and Freshman Composition Department's Exemption Exam before the end of their first semester at Hofstra. Students who pass Hofstra's Exemption Exam are not required to take the English Proficiency Exam.
      4. Students entering Hofstra with full credit for English 1 & 2 must take and pass the Hofstra English Proficiency Exam as a requirement for graduation. Such students are strongly encouraged to take the Hofstra Proficiency Exam during their first semester at Hofstra. Students who do not pass the Hofstra English Proficiency Exam must take English 2A and retake and pass the exam. Students who do not pass the Hofstra English proficiency Exam in English 2A are required to register for English 4 and retake and pass the exam.
- New College students follow the procedures stated in the *New College Writing Program and Style Manual*.
- NOTE: transfer students may receive credit for English 1 & 2 on the basis of equivalent courses taken at other institutions. See page 67 for the criteria for accepting transfer credit.
5. Students entering New College or transferring into it from another Hofstra program or another college or university must satisfy the First and Second Aspects of the New College Writing Requirement. See *New College Addendum*.
  6. The following is for students who transfer from New College to another school/college of the University:
    - a) Students who were placed in and successfully completed CSWA 018 have fulfilled the Expository Writing Requirement (the First Aspect-WS 001) and have completed the equivalent of English 1.
    - b) Students who have successfully completed WSB 001, WSB 002 or WSG 002 register for English 2 and 2A and the Proficiency Test. When they have successfully completed these, they will receive credit for English 1 & 2.
    - c) Students who fulfilled the Scholarly Writing Requirement (the Second Aspect-WS 002A and WS 002B) have completed the equivalent of English 2.
    - d) Students who have not completed the Scholarly Writing requirement register for English 2.
  7. Students entering with partial credit for English 1 & 2 (fewer than four semester hours of Advanced Placement, CLEP or transfer credit, see page 67) must complete the requirement and pass the English Proficiency Exam within two semesters after admission.
  - F. A minimum of 6 semester hours each in humanities, natural science/mathematics and social science. Many particular degree programs require that some or all of the courses in these required areas be distribution courses; distribution courses may not be taken on a Pass/D+/D/Fail basis, except for courses given only on that basis. (For the Pass/D+/D/Fail option, see page 71; for distribution courses, see pages 85-88.)
  - G. A maximum of 8 credits of physical education skills courses may be applied toward the total number of required degree credits for nonphysical education majors. (For listing of skills courses, see page 272.)
  - II. In introductory work in any particular subject, the student must have a 2.0 grade point average (unless a higher average is required by the department).
  - III. Only grades of C- or better in subjects required in the specialization will count toward the total semester hour credit needed for completion of that specialization unless approved in writing by the chairperson of the major department.
- Students are advised that permission from the Office of Academic Records is required for any attendance at another institution while the student is enrolled in a degree program at Hofstra.

## MAINTAINING MATRICULATION

### FINAL SEMESTER REGISTRATION

Students who have been granted permission to complete final semester graduation requirements while not attending classes will pay the normal \$105 Maintaining Matriculation Fee and file a registration form during the regular registration period for their final semester.

### OFF-CAMPUS STUDY

This fee applies to each Fall or Spring semester of study by a student at another institution, either within the United States or elsewhere.

### APPLICATION FOR GRADUATION

Every candidate for graduation must file an application for graduation in the Office of Academic Records by May 1 for December graduates and October 1 for May graduates. August candidates must file by March 1. There is a fee for late filing. See Tuition and Fees, page 30.

All requirements applicable toward the degree must be completed and on record in the Office of Academic Records by the end of the first week of June for May degrees, the end of the first week of January for December degrees, the end of the first week of September for August degrees.

A degree can only be awarded to a student who has maintained a satisfactory record of conduct and has paid all University fees.

### COMMENCEMENT

Commencement programs are conducted twice each year, in December and in May. Summer candidates are invited to the December exercises and are listed in that program. Information regarding programs is automatically mailed to candidates about six weeks before commencement.

## Academic Honors

### DEAN'S LIST

To qualify for the Dean's List, a student must meet the following requirements:

1. as a freshman (at least 12 credits per semester), complete a semester with a 3.3 GPA;
2. after the freshman year, have a 3.4 GPA for the semester (at least 12 credits per semester);
3. a full-time student must complete at least 12 hours per semester in letter grades other than P and with no grades of INC;
4. a part-time student must complete at least 12 hours over his or her two most recent semesters in attendance, must earn letter grades other than P with no grade of INC, must have a GPA of 3.3 up to 24 credits total and 3.4 thereafter, and must not have been a full-time student during the period under consideration;
5. only courses taken in residence at Hofstra may be used to satisfy the requirements for Dean's List.

### PROVOST'S SCHOLARS

Students who achieve a 4.0 average and complete at least 12 semester hours of A grades in a given semester will be designated Provost's Scholars and will be invited to attend special lectures and discussions. Only courses taken in residence at Hofstra may be used to satisfy the requirements for Provost's Scholar.

### DEAN'S LIST AND PROVOST'S SCHOLARS ELIGIBILITY FOR STUDENTS ENROLLED IN MANDATORY PASS/D+/D/FAIL COURSES

#### ELIGIBILITY REQUIREMENTS

Students enrolled in *mandatory* P/D+/D/F courses in any given semester are eligible for the Dean's List or designation as Provost's Scholars if they meet the following criteria:

1. Students must attain the GPA required for the Dean's List or Provost's Scholars in the qualifying semester;
2. at least 3 credits in that semester must be completed in residence at Hofstra for a letter grade;
3. students may not elect the P/D+/D/F option for any other course in that semester.

#### GRADE POINT AVERAGE (GPA) CALCULATIONS

The GPA of the immediately preceding full semester(s), excluding Summer and January sessions, will be used in place of the mandatory P/D+/D/F course(s) according to the following criteria:

1. For students taking 6 or fewer mandatory P/D+/D/F credits, the GPA of at least the last 12 credits taken for a letter grade will be substituted;
2. for students taking more than 6 mandatory P/D+/D/F credits, the GPA of the last 24 credits taken for a letter grade will be substituted;
3. optional or mandatory P/D+/D/F credits may not be applied toward the required total;
4. any outstanding Incompletes received within the period being evaluated, will disqualify students as candidates for the Dean's List or Provost's Scholars until the Incomplete is removed.

### UNIVERSITY HONORS PROGRAM (UHP)

The University Honors Program has been replaced by Hofstra University Honors College (HUHC). Continuing UHP students are to complete their requirements in HUHC. Students should consult the HUHC Deans' Office for class advisement.

### UNIVERSITY HONORS SEMINARS (UHS)

These seminars, dealing with a variety of topics, changing from year to year, will be broad in their focus and will not center on any single period in history or any one school of thought. They are designed for seniors who will be selected on the basis of a 3.6 grade-point average, the recommendation of three faculty members and an interview with the coordinating committee. Consideration will also be given to students in their junior year who have done distinguished work. Qualified students

may apply in the Provost's Office. Upon successful completion of the course, a student will earn 3 credits in liberal arts. Seminars will be graded on a Pass/D+/D/Fail basis.

1, 2. *Seminar* 3 s.h. each  
The following are examples of seminars that have been offered.

*Comparative Civilizations* 3 s.h.

The distinctive characteristics of western civilization seen in comparative terms with two nonwestern civilizations. To avoid the "survey" approach, two or three major thinkers' views on the similarities and the individuality of each will be studied through these thinkers' treatments of the historical "career" of each civilization.

*Bioethics* 3 s.h.

An examination of the legal and medical complications of such controversial issues as euthanasia, patient autonomy, allocation of scarce medical resources, human experimentation. Classroom discussions consider particular legal cases and their outcomes as well as larger, less resolvable problems.

### DEAN'S SCHOLARS

Seniors in the Hofstra College of Liberal Arts and Sciences who are nominated by their major department on the basis of their intellectual vitality and academic excellence, meet in a non-credit program of periodic special seminars and discussions under the auspices of the College. The Associate Dean for Academic Affairs in HCLAS is the adviser.

### DEPARTMENTAL HONORS PROGRAM

Departmental Honors will be granted to bachelor's degree candidates who:

1. complete their courses of study with distinctive scholarship;
2. choose one of the departmental honors programs offered and successfully fulfill special requirements supplementing the general degree requirements. The major department will recommend the conferring of departmental honors.

### DEGREES OF HONORS

There are two degrees of honors: High Honors and Honors. The degree of honors bestowed upon a graduating student will be based on:

1. achievement in the honors thesis or honors seminar, and
2. grades in departmental courses.

### ELIGIBILITY REQUIREMENTS

Students entering Hofstra in the fall of 1983 or after, must meet the following requirements:

1. A minimum of 60 semester hours must be completed in residence at Hofstra including at least 15 hours in the student's major field;
2. A cumulative grade point average of at least 3.4;
3. A minimum grade point average of 3.5 in the major field of study.

### PROCEDURE

The Office of Academic Records will prepare and send to the appropriate department the names of all eligible students

before the end of their sixth semester. These students will be informed of their eligibility by the departmental chairperson and of the nature, purposes and procedures of the program.

Students will undertake a major piece of research, not necessarily original, resulting in an honors thesis, to be completed during their eighth semester under the supervision of a designated member of the department. Weekly conferences between student and adviser are set as a minimum requirement. Students will defend their thesis before their adviser and two other members of the department. This oral examination will constitute the basis for the evaluation of the student and the determination of honors.

### BACCALAUREATE DEGREES WITH DISTINCTION

Degrees of distinction are conferred upon candidates for the Bachelor of Arts, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Science and Bachelor of Science in Education who have completed at least 82 hours in residence at Hofstra. Candidates with fewer than 82 hours but at least 60 hours in residence at Hofstra who are qualified in terms of their record at the University and in terms of their cumulative record, which shall include work completed at other institutions and at Hofstra, may be graduated with distinction.

These earned distinctions are recognized at the Honors Convocation held during the spring commencement exercises. The Hofstra Teacher of the Year Award is also presented during this ceremony.

Averages for the levels of distinction are:

*summa cum laude*: 3.90

*magna cum laude*: 3.80

*cum laude*: 3.60

### HONOR ORGANIZATIONS

Honor organizations sponsor events which include lectures, seminars, workshops, social events, open meetings, department activities, group discussions, field trips, exhibitions and demonstrations. For transfer-student requirements and additional information, contact the society adviser.

ALPHA EPSILON DELTA, the international premedical honor society open to students seeking a career in the health professions. Requirements for membership include a cumulative average of 3.0 and a science grade-point average of 3.0 after completion of at least three semesters at Hofstra. Transfer students, with at least one year completed prior to attendance at Hofstra, must complete at least one semester in residence. Assistant Professor Clendening, *Adviser*.

ALPHA EPSILON RHO, a national communications honor society affiliated with the National Broadcasting Society (NBS), is open to qualifying communication students. Members must meet the following requirements: active NBS membership, completion of the equivalent of nine (9) semester hours in radio, television, film, cable or electronic media studies, a cumulative grade point of at least 3.25 in all radio, television, film, cable or electronic media studies courses and a cumulative 3.0 minimum in all courses, and must be in the upper 35% of his/her institutional academic class. Instructor Hillebrand, *Adviser*.

ALPHA KAPPA DELTA, a national sociology honor society recognizing outstanding students. To be eligible for consideration, students must have at least a 3.0 grade point average in sociology courses (with at least 15 s.h. in sociology taken at Hofstra) and a 3.0 cumulative grade point average. Professor Albert, *Adviser*.

ALPHA MU ALPHA is the national honor society in marketing. Students are selected on the basis of academic performance. Professor James, *Adviser*.

ALPHA PSI OMEGA, a national drama honor organization whose membership is based on scholarship and the accumulation of a satisfactory number of points by service in dramatic activities. The Hofstra chapter has maintained a number of scholarships through operation of a concession during events held in the Playhouse and is the only student honor organization to maintain an endowment fund. D. McGuire, *Adviser*.

ALPHA SIGMA LAMBDA, a national honor society open to part-time students who have completed 30 hours in residence, 15 hours of liberal arts outside of their major field, and have achieved a 3.2 cumulative average. M. Forman, *Adviser*.

BETA ALPHA PSI, a national honorary accounting society is open to students who achieve a 3.2 grade point average in accounting courses and an overall 3.2 cumulative average. The society publishes a journal, *Horizons*, assists in tax preparation for senior citizens and minority groups and offers free tutoring. Our Delta Pi Chapter is the only chapter on the Island. Only schools accredited by AACSB International are granted chapters. A number of cash scholarships are awarded to its members, made possible by the major accounting firms in recognition of superior status as an operating chapter by the national office. Assistant Professor Marsicovetere, *Adviser*.

BETA BETA BETA, a national biology honor society open to students with a 3.4 grade-point average in biology and a 3.1 cumulative average. Active (full), associate and graduate member status available. Assistant Professor Clendening, *Adviser*.

BETA GAMMA SIGMA is the only commerce honor society recognized nationally by AACSB International. Chapters are permitted only in schools which have been accredited by them. To be considered for membership by the Zarb School of Business Dean's Office, students, as seniors, must have compiled a minimum cumulative average in the highest ten percent of their class; junior students must be in the top seven percent of their class. Associate Professor Lally, *Adviser*.

ENGLISH HONOR SOCIETY, a University society open to junior and senior English majors who have completed at least 12 semester hours of upper-level courses with at least a 3.5 average. Associate Professor Janssen, *Adviser*.

ETA SIGMA GAMMA, Gamma Pi Chapter, a national honor society in health education, is open to undergraduate and graduate health education majors who meet the following requirements: undergraduate: juniors or seniors with at least 15 credits in health (taken at Hofstra) and a minimum major g.p.a. of 3.3 and a cumulative of 3.2. Graduate: at least 12 credits in health and a minimum g.p.a. of 3.3. The society's objectives are the promotion of teaching, research, and service in and for the health education discipline. Eta Sigma Gamma publishes two semiannual

journals: *The Health Educator*, and *The Eta Sigma Gamma Monograph Series*. Associate Professor Schwartz, *Adviser*.

GOLDEN KEY INTERNATIONAL HONOR SOCIETY, a nonprofit academic honors organization founded for the purpose of recognizing and encouraging scholastic achievement among students from all academic fields. Life-time membership is by invitation only and is limited to no more than the top 15 percent of the juniors and seniors enrolled at the University. Part-time as well as full-time students qualify; transfer students are eligible when they have established 30 credits at Hofstra. Professor Williams and Dean Hickling, *Co-Advisers*.

KAPPA DELTA PI, Theta Beta Chapter, an international education honor society open to undergraduate and graduate students. Undergraduate students must have an average of 3.5 or above in the field of education and a cumulative average of 3.2 or above. Graduate students require a 3.5 average. Members receive the *Kappa Delta Pi Record*, *The Educational Forum* and other publications. Assistant Professor Smith, *Adviser*.

KAPPA MU EPSILON, a national mathematics honor organization open to students who, by their senior year, have attained a 3.4 grade-point average in major level mathematics courses as well as 3.3 cumulative. Open to sophomores and juniors who meet more stringent requirements. The organization sponsors events of interest to students of the mathematical sciences. Associate Professor Michaels, *Adviser*.

LAMBDA ALPHA, a national collegiate honor society open to anthropology majors with a minimum 3.0 grade-point average in anthropology courses (with at least 15 s.h. in anthropology taken at Hofstra), and a 3.0 cumulative average.

LAMBDA PI ETA is the official honor society of the National Communication Association (NCA). The goals of Lambda Pi Eta are to recognize, foster, and reward outstanding scholastic achievement; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity for discussion and the exchange of ideas; establish and maintain close relationships and understanding between faculty and students; and explore options for further graduate studies. To be eligible for membership students must have completed 60 semester hours, have completed 12 semester hours of communication study, have a cumulative GPA of 3.0, have a GPA of 3.25 in the major, be in the upper 35% of their graduating class, be currently enrolled as a full-time student in good standing, and display commitment to the field of communication. To retain membership these grade point averages must be maintained. Associate Professor Gershon, *Adviser*.

OMICRON DELTA EPSILON, an international economics honor society open to economics majors who are juniors or seniors. The requirements are at least 15 credits in economics taken at Hofstra including ECO 130 and 132; a 3.5 grade-point average in economics and a 3.0 cumulative average. The society publishes *The American Economist*, a semi-annual journal. Associate Professor Kozlov, *Adviser*.

PHI ALPHA THETA, an international history honor society open to undergraduate students in any academic major. The require-

ments are a grade-point average of a minimum 3.1 in at least 12 hours of history courses and a cumulative average of 3.0. The society publishes *Historian*. Assistant Professor Doubleday, *Adviser*.

PHI BETA KAPPA, the oldest and most prestigious academic honor society in the United States, is dedicated to the recognition of scholarly excellence in the liberal arts and sciences and attainment of high moral character. The Omega of New York chapter of Phi Beta Kappa at Hofstra University is one of only 262 chapters in the nation. Students inducted as seniors must have completed at least 90 liberal arts credits, demonstrated sufficient breadth in their education, fulfilled the B.A. language requirements, and achieved an outstanding academic record in liberal arts. A small number of juniors with exceptional academic records are also considered for membership. Awards are given annually to sophomore students who have attained extraordinary academic performance in their freshman year. Professor Levinthal, *Chapter President*.

PHI ETA SIGMA, a national honor society open to all full-time freshmen achieving a minimum 3.5 average during either the first or second semester of study here at Hofstra. Invitations for life-time membership are sent to students after the second semester of study. Members meet fellow students from all academic disciplines and join them in promoting academic excellence. Members may be eligible for both local and national scholarships. Senior Assistant Dean Marc E. Oppenheim, *Adviser*.

PI DELTA PHI, a national French honor society, recognizes excellence in the study of language, literature and civilization. It honors as regular members graduate and undergraduate students nominated in recognition of their academic achievement in at least one semester of upper division French, and who have completed at least three semesters of the college course with a minimum GPA of 3.0 on a 4.0 scale in French, and rank in the top 35 percent of their class. Students are invited to join by the French faculty acting through the adviser and president of the society. Rosalba Barth, *Chapter President*; Professor Schwab, *Adviser*.

PI GAMMA MU, an international social science honor society to reward interest and achievement in the college study of the social sciences. Pi Gamma Mu endeavors to inspire social service to humanity and life interest in the study of human association. It seeks also a synthesis of all branches of social science into a philosophy of human society and human welfare.

A junior, senior, or graduate student with an overall grade point average of 3.0 or better with at least 20 semester hours combined in the social sciences is eligible. For additional information, for example about qualifying social science disciplines, please consult the New College Dean's Office.

PI KAPPA LAMBDA, a national music honor society recognizing academic excellence and demonstrated musicianship. The facul-

ty committee confers the following awards on selected music majors in the top ten percent of their respective classes: certificates of honor (sophomores) and membership in the society (graduating seniors). Professor Hettrick, *Adviser*.

PI SIGMA ALPHA, a national political science honor society open to junior and senior students of high academic achievement who show promise in the field of political science. Professor Dudek, *Adviser*.

PSI CHI, a national psychology honor society open to students who have completed nine hours of psychology credit, and at least 45 hours overall, and have achieved the following grade-point averages: a 3.0 cumulative average, and a 3.3 grade-point average in psychology courses. Prospective candidates must also attend 3 meetings before they are eligible for induction. Associate Professor Cox, *Adviser*.

SIGMA DELTA PI, a national Spanish honor society recognizing students who have attained excellence in the study of the language and who have made contributions to the Hispanic world. Students are invited to join by the Spanish faculty and officers of the society. Professors DaSilva, McNair, and Cao, *Advisers*.

SIGMA PI, an honor society open to matriculated majors or minors in speech-language-hearing science, who have attended Hofstra University for at least one semester. Applicants must have completed 12 semester hours in speech courses and have attained a minimum overall grade-point average of 3.2 or have a minimum overall grade-point average of 3.0 and a minimum 3.3 average in speech courses. The organization raises funds for the Hofstra University Speech-Language-Hearing Clinic, sponsors related events and coordinates a variety of social activities. Wendy Silverman, Director of the Speech-Language-Hearing Clinic, *Adviser*.

SIGMA PI SIGMA, a national physics honor society open to Hofstra students who have completed 18 hours of physics courses with a 3.5 grade-point average. Students must also be in the upper-third of their graduating class. Associate Professor Garuthara, *Adviser*.

SOCIETY FOR COLLEGIATE JOURNALISTS, Pi Delta Epsilon chapter, a national honor society recognizing meritorious work on campus media. Students interested in applying must have worked in a recognized media for one year and have a cumulative 2.5 grade-point average. Selection to this honor society is based on application and recommendation of current members. Edward Lynch, *Adviser*.

UPSILON PI EPSILON, the international computer science honor society open to all undergraduate computer science majors who have achieved cumulative and major grade-point averages of at least 3.3, and have earned a minimum of 64 credits, 24 of which are in residence and a minimum of 18 computer science credits. Assistant Professor Kamberova, *Adviser*.