

GRADUATE ADMISSIONS

Office of Graduate Admissions, 106 Memorial Hall

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E-mail: gradstudent@hofstra.edu

Hours: Monday through Thursday, 9 a.m.-8 p.m.; Friday, 9 a.m.-5 p.m.

ADMISSION

Applicants for matriculated or nonmatriculated study are required to present evidence of a baccalaureate or graduate degree from a fully-accredited institution when they apply for admission.

Admission to graduate study at Hofstra is open to those who have met general University requirements, and specific requirements for the various programs and degrees offered. Students should also carefully check individual programs. Criteria for admission are subject to change without notice.

A nonrefundable tuition deposit of \$250 may be required of all accepted full-time graduate/doctoral students (see specific program). This deposit will be credited toward tuition in the semester for which the student first registers.

NOTE: The deadline for filing a housing application is May 1.

READMISSION

Master's and doctoral students who have no record of attendance at Hofstra for a period of 15 months or more after the last completed semester, including summer sessions, are bound by the requirements set forth in the *Graduate Studies Bulletin* in effect when they are readmitted. Students who are maintaining matriculation are considered to be in attendance.

FULL- AND PART-TIME GRADUATE STUDENT STATUS

Graduate students are considered full-time if they are registered for a minimum of 9 semester hours, and part-time if they are registered for fewer than 9 semester hours per semester. Classroom activities, Student Teaching, Internship and Practica may be considered as contributing to full-time status.

Nonclassroom activities that constitute an integral part of the student's program (e.g., independent study, internships, thesis/dissertation research, graduate assistantships, preparation for language qualifying examinations), but for which no credit may be allowed, may be considered as contributing toward full-time or part-time status. Petitions for consideration of such activities for full- or part-time status may be submitted by the student and his/her program adviser or Director to the Dean of the College or School. The student must be registered for class or maintaining matriculation.

TRANSFER OF CREDIT

Graduate transfer credit from another accredited institution may be accepted by Hofstra, subject to the following conditions:

1. Graduate transfer credit is limited by the University to insure a minimum of 24 semester hours taken in residence. See individual graduate program listed under the major department for specific transfer regulations.
2. No credit will be given for courses graded less than B- or the equivalent.
3. Graduate students transferring to Hofstra must apply for credit for courses taken at another institution at the time of application for matriculation into the program. The course work to be transferred must be academically relevant to the program of study entered. This credit must be evaluated by the Program Director and chairperson of the student's major graduate area on an official form issued by the Office of Admissions. Transfer credit must be incorporated into the student's plan of study on the Graduate Student Advisement Record early in the student's program.
4. Students attending Hofstra may obtain credit for courses taken at another accredited institution if the courses have been approved in advance by the appropriate department, school or college and have been recorded by the Office of Academic Records and are in accordance with the Advanced Standing Policy.

DEGREE STUDY

Applicants for graduate matriculation (approved study leading to an advanced degree, certificate or professional diploma) should submit a completed application with all required documents to the Office of Graduate Admissions on or before the deadline date established for the program in which the student wishes to matriculate. Complete information regarding deadlines, admission requirements and submission of standardized test scores may be obtained from the Office of Graduate Admissions.

All applicants for graduate matriculation must submit official transcripts of all previous study, both undergraduate and graduate, from fully-accredited institutions.

Applicants who fail to submit their applications in time may be admitted as nonmatriculated graduate students if they wish to register for no more than 12 semester hours of course work, which in some cases may be prerequisite to matriculation or creditable to degree requirements upon subsequent matriculation. This option is not available for students seeking admission in either the M.B.A., School/Community Psychology or the Clinical/School Psychology doctoral programs. M.B.A. prerequisite and business graduate courses are open only to matriculated M.B.A. students. Courses in the School/Community Psychology or Clinical/School Psychology doctoral programs are open only to students matriculated in those programs.

The completed application will be reviewed by the Office of Graduate Admissions and the appropriate Graduate Program Director for a decision. The applicant will receive official notification of the decision from this Office.

BULLETIN OF FIRST MATRICULATION

Graduate students are expected to satisfy those requirements specified in the *Graduate Studies Bulletin* of their first matriculation in their graduate program at the University, as designated in the letter of acceptance from the Office of Graduate Admissions. 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 *Graduate Studies Bulletin* in effect when they are readmitted. Any student, however, may elect once during his or her graduate studies to follow all the requirements specified in a subsequent *Graduate Studies Bulletin*, provided the Office of Academic Records is notified prior to the semester of graduation. No exceptions regarding the requirements set forth in any *Graduate Studies 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.

NOTE: for specific requirements, see individual graduate program.

NONMATRICULATED STUDY

Applicants who wish to take individual courses may study on a nonmatriculated basis for a maximum of 12 semester hours. Applicants for nonmatriculated study are required to present evidence of a baccalaureate or graduate degree from a fully-accredited institution when they apply for admission.

Permission to take courses as a nonmatriculated student does not constitute acceptance to a degree program. Nonmatriculated students are encouraged to matriculate in order to obtain the advisement and registration benefits accorded matriculated students. Students who subsequently matriculate may apply credit earned in a nonmatriculated status in courses numbered 200 or above toward a degree provided these courses fulfill requirements and are completed within the time limit set for the degree. M.B.A. and Psychology graduate courses are open only to matriculated students. Matriculation imposes no obligation to complete a stipulated amount of work each semester, but entails careful examination and evaluation of previous academic accomplishments, usually within the ultimate goal of acceptance into a degree, certificate or diploma program.

CREDIT BY EXAMINATION

Graduate students with a strong background in a particular field may attempt to earn course credit toward their degree by taking a special examination at Hofstra or through various outside organizations. They must obtain prior approval from the Credit by Examination Coordinator (located in the HCLAS Dean's Office), the academic chairperson of the department in which the course is given, the graduate program director and the appropriate academic dean. Credits that may be earned are restricted by the following conditions:

1. No more than three semester hours earned under this program may be applied toward the master's degree; no more than six semester hours earned under this program may be applied toward the doctorate.
2. A grade of at least B- in the examination is necessary for graduate credit to be granted. A grade of C- or better is necessary for undergraduate courses needed to make up deficiencies. No Pass grade is acceptable except for mandatory P/F courses.
3. Credit for an introductory course in a department may not be earned in this program once an advanced course in that department has been completed.
4. Students are not permitted to apply for credit by examination for a course in which they have previously enrolled at Hofstra on a credit or noncredit basis unless they receive permission of the appropriate academic chairperson and the appropriate academic dean.
5. Credits earned do not count in the determination of a student's full-time or part-time status.
6. Credits earned under this program may be considered credits taken in residence at Hofstra.
7. In the Zarb School of Business, matriculated graduate students may use credit by examination only to fulfill 201-level courses. A grade of B- or better is necessary for satisfactory completion of a credit by examination; the grade will be used to calculate academic standing. Students may take as many 201-level courses on a credit by examination basis as they feel appropriate. Students may obtain further details and application forms from the HCLAS Dean's Office. There is a fee for taking these examinations, see page 24.
8. Graduate students in the School of Education and Allied Human Services should contact the Advisement and Certification Office for information regarding the use of CLEP Examinations within their programs. These standardized tests are not given at Hofstra.

SPECIAL NONDEGREE ADMISSION

Students with special needs who meet University admission requirements may exceed the 12-semester hour limit set for nonmatriculants by entering either a degree/diploma/certificate program or by entering the category of special nondegree student. Special nondegree admission enables the student to go beyond the normal 12-semester hour limit for nondegree study and take advantage of all University services normally limited to those students seeking a degree. M.B.A. prerequisite and graduate business courses are open only to matriculated M.B.A. students. Graduate courses in Psychology, and Speech Pathology and Audiology are closed to nondegree admission. All courses below the 200 level do not carry graduate credit. Complete information may be obtained in the Office of Graduate Admissions.

VISITING STUDENTS

Students enrolled in an accredited college or university wishing to attend Hofstra during any session are required to submit written approval by the appropriate officials from their home institution certifying their good academic standing. Materials are to be submitted to the Office of Academic Records either prior to or at the end of registration. Students visiting Hofstra accept full responsibility for University tuition, fees and other applicable charges in effect at Hofstra for the session or semester of attendance. Visiting undergraduate students shall not be permitted to enroll in graduate courses at Hofstra.