

# Undergraduate Admission

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Office: Admissions Center, Bernon Hall  
 Telephone: (516) 463-6700; 1-800-HOFSTRA  
 E-mail: HOFSTRA@hofstra.edu  
 Hours: Monday through Thursday, 9 a.m.-8 p.m.;  
 Friday, 9 a.m.-5 p.m.

## Freshman Admission

Application for admission should be made by February 15 for entrance in the fall semester and by December 15 for entrance in the spring semester. Applications received after these dates, however, may be considered. Applicants for the part-time or evening program, see page 10.

Hofstra University accepts the Common Application in lieu of its own form and gives equal consideration to both. Students may obtain copies of the Common Applications from their high school guidance counselors.

Applicants who clearly meet or exceed the University's admission requirements are notified on a rolling admission basis and generally receive decisions within four weeks after receipt of a completed application.

Prospective undergraduate students who plan to apply for scholarships or other financial aid should have their admission and financial aid (Financial Aid Form) applications submitted by February 15 for fall applicants, December 15 for spring applicants.

## Full-Time Study

### STUDENTS REGISTERING FOR 12 OR MORE SEMESTER HOURS PER SEMESTER

The basic requirements are graduation from an approved secondary school, guidance counselor's recommendation and the completion of the Scholastic Assessment Tests or the American College Test. The previous record, personal qualities, recommendation of the guidance counselor, and the Scholastic Assessment Tests (SAT) or American College Test (ACT) are important factors in evaluating the applicant. Every program of study presupposes adequate ability in various disciplines. At the same time, concerned more with the individual student than with abstractions, Hofstra recognizes that an inflexible standard may not accommodate all desirable applicants. Therefore, there are two sets of criteria for admission:

1. The applicant will present a minimum of sixteen academic units: four of English, two of a language, two of mathematics, one of laboratory science, three of history and social studies, and four of electives in academic subjects. In addition to these units, applicants planning to enter a specialized field should present other appropriate preparatory courses. Engineering students are expected to present four

years of mathematics, one year of chemistry and one year of physics.

2. The applicant not offering the prescribed units will be given careful consideration by the Admissions Committee to determine from achievements and from assessment of abilities and maturity the probability of success in the chosen program. Students admitted under these conditions may be required to make up, without degree credit, courses needed as prerequisites.

### EARLY ADMISSION

Qualified high school juniors can be admitted to Hofstra based on their achievement in high school courses, test results and academic data, the recommendation of guidance counselors, and an interview to determine their maturity level and ability to cope with both the academic and social aspects of college life.

### EARLY DECISION

Well-qualified students whose first choice is Hofstra may request action on their application early in their senior year in high school. The application and all information must be completed by December 1 of the senior year. The student may not have other applications on file at other colleges.

### ADVANCED PLACEMENT

High school seniors who are admitted to the freshman class and have achieved above-average scores on the College Board tests for Advanced Placement may be granted college credit by having the test scores submitted to the Undergraduate Admissions Office for consideration.

### CREDIT BY EXAMINATION

Undergraduate students with clearly developed strengths may seek to earn course credit toward their degrees by taking special examinations. They must obtain the approval of both the Prior-Learning Coordinator and the academic chairperson of the department in which the course is given. Credits that may be obtained are restricted by the following conditions:

1. No more than 12 semester hours may be earned under this program (except for full-time New College students who may apply up to 32 semester hours) toward the completion of degree requirements.
2. A grade of C- or better in the examination is necessary for credit to be granted. (Credit may only be earned for a course offered at Hofstra and must be recorded with a letter grade.)
3. A student may not take Credit by Examination in an

elementary course in a department once he/she has received credit from an advanced course in that specific area in that department.

4. Students are not permitted to apply for credit by examination for a course in which they have previously enrolled on a credit or noncredit basis unless they receive permission of the appropriate academic chairperson and the appropriate academic dean.
5. Proficiency in a foreign language required of degree candidates may not be acquired through this program or through CLEP.
6. Credits earned under this program may be considered credits taken in residence at Hofstra.
7. Credits earned do not count in the determination of a student's full-time or part-time status.

In addition, a student may earn up to 30 semester hours of course credit by taking standard written examinations such as the College-Level Equivalency Program (CLEP) or the New York State College Proficiency Examinations (NYSCPE). For credit to be granted, however, the student must receive an above average score, must have taken the examination *prior* to the start of the junior year and must file the written approval of his/her major department with the Prior-Learning Coordinator.

The *total* semester hours earned under the Credit by Examination, Credit for Prior Learning and other written standardized testing programs may *not* exceed 60 credits.

Students may obtain further details and application forms from the Office of Prior Learning, HCLAS Dean's Office. There is a fee for taking these examinations, see page 25.

#### CREDIT FOR PRIOR LEARNING

This program is intended primarily for persons 25 years of age and older. It permits students to seek undergraduate credit for college-level knowledge that has been acquired in nontraditional ways. An interested student should first apply to the Coordinator of the Prior-Learning Program, HCLAS Dean's Office. If the Coordinator approves the application, the appropriate department(s) will be requested to assess the student's knowledge. The method of assessment may be decided by department policy or may be determined after consultation with the student.

Credits which may be earned in this program are restricted by the following conditions:

1. Credit is awarded for particular courses or elective areas of study offered at Hofstra; credit is not awarded for life experience in general.
2. Prior-learning credit is normally granted with the Pass grade. If a letter grade is necessary to meet graduation requirements, or if the student wishes to apply this credit toward major requirements, special permission of the department in which the course is given and the approval of the appropriate academic dean must be obtained.
3. Credits earned in the Prior-Learning Program may not exceed 50 percent of the required number of major credits, may not exceed 50 percent of the required number of minor credits and may not

exceed a total of 60 credits in a baccalaureate degree. The total allowed for an associate degree is 30 credits. On the average, however, six credits have been awarded.

4. Prior-learning credits granted in other institutions may not be transferred to Hofstra except in cases where a formal agreement exists between Hofstra and the other institution.
5. Credit will be entered on the student's record only after a minimum of 18 semester hours with at least a 2.0 average in residency at Hofstra have been completed. These 18 credits may not be counted toward a student's last 30 semester hours in a degree program.
6. Credits earned under this program may not be considered credits taken in residence at Hofstra.

The *total* semester hours earned under Credit by Examination, Credit for Prior Learning and other written standardized testing programs may *not* exceed 60 credits. There is a fee for earning credits in this program, see page 25.

#### ARMY COOPERATIVE EDUCATION PROGRAM

Students who meet Hofstra's admission requirements can be admitted to the University before they enlist in the Army. The University Advisement Office, working with the Military Science Department, provides the student with counseling on Army courses that may be applied to his or her college program of study. Appropriate college credits earned while in the Service are transferred to Hofstra. Upon discharge from the Army, the student enters Hofstra with advanced standing.

#### PROCEDURE FOR ADMISSION

1. Write or call the Undergraduate Admissions Office, Admissions Center (516) 463-6700, for application forms.
2. Admission interviews are recommended. The applicant should write or call for an appointment.
3. Applicants must take the Scholastic Assessment Tests as administered by the College Entrance Examination Board\* or the American College Test† at one of the times specified and have the scores sent directly to Hofstra University.
4. For advisement purposes, students are urged to submit the College Entrance Examination Board English Achievement Test scores.  
Applicants for mathematics, engineering and sci-

\* The College Entrance Examination Board (address: Box 592, Princeton, New Jersey 08540) will send free of charge to any school or individual a copy of its *Bulletin of Information—College Board Admissions Tests*, which contains full data concerning application to take the test, fees and examination centers. This information is also available at the candidate's high school guidance office.

† Information on the American College Test may be received by writing to: Registration Department, American College Testing Program, P.O. Box 414, Iowa City, Iowa 52240.

ence programs are urged to submit the College Entrance Examination Board Mathematics I Achievement Test scores.

5. Upon notification of acceptance by the University and before planning a program of study, the student must return the Candidate Reply Form with the tuition deposit of \$250 in check or money order payable to Hofstra University. When registering for the semester for which the student has been admitted, the deposit will be credited toward tuition.
6. The tuition deposit (except for Early Decision candidates) is refundable if the Director of Undergraduate Admissions receives written notification of withdrawal on or before January 15 (for spring applicants), or before June 1 (for fall applicants) of the year for which the student has been accepted.
7. Resident applicants should mail the Residence Hall Application to the Director of Residential Life with the \$100 room reservation fee at the same time that the Candidate Reply Form and the tuition deposit are sent to the Director of Undergraduate Admissions. This fee will be deducted from the total residence hall fees for the semester. Refunds are given within the limitations stated in the Residence Halls License Agreement.
8. Each student is responsible for meeting all requirements and stipulations set forth by the Admissions Committee at the time of admission and in the Hofstra University *Bulletin* in force at the time of initial enrollment.

#### SPECIAL ADMISSIONS

##### NEW OPPORTUNITIES AT HOFSTRA (NOAH)

Students whose high school records have not proven adequate for admission to Hofstra but who have ability and meet the qualifications may apply to the New Opportunities at Hofstra (NOAH) program. See page 291.

##### SCHOOL FOR UNIVERSITY STUDIES

Students with above-average ability who have not achieved their potential in high school will be considered for admission into the Freshman Division. See page 117.

Students who have been diagnosed as learning disabled and show above-average intellectual ability may be considered for admission into the PALS program, a component of the Freshman Division. See page 118.

##### SUPERIOR HIGH SCHOOL STUDENTS

Superior high school students are invited to take one or two courses at Hofstra while in their senior year. Basic requirements for admission are: top 20 percent of their class, a combined score of 1000 or better in the College Entrance Examination Board Scholastic Assessment Tests, and a recommendation from the high school principal or guidance counselor. These courses may be taken during the fall or spring semesters or summer sessions.

Additional information may be obtained by writing or calling the Undergraduate Admissions Office at (516) 463-6700.

## Part-Time Study

Students are admitted only as undergraduate part-time students qualified to study for degrees. However, enrollment is open to students who wish to study only in specific areas if they meet admissions and course requirements. Applications are made to the Admissions Office.

The following categories of students are not normally admitted to study:

1. students not in good standing or dropped from their previous college;
2. students dropped from Hofstra University;
3. students refused admission as full-time candidates;
4. students who do not have a high school diploma or the equivalent.

## Transfer Admission

### FULL-TIME STUDY

Students who wish to transfer from other colleges to the full-time program at Hofstra will normally be considered primarily on the basis of prior college work. Transfer applicants with less than 24 credits of college work are normally expected to meet the University's standards for freshman admission and will be required to submit high school transcripts and SAT or ACT scores.

Transfer applicants must ask their previous college (or colleges) to forward an official transcript of their college record(s) to the Dean of Admissions at Hofstra. Failure to list on the application form all institutions of higher learning attended is considered cause for dismissal from the University. Students interested in teacher education need to also apply to the Department of Curriculum and Teaching for admission. See page 163.

Credits earned at junior and community colleges (i.e., institutions not offering a baccalaureate degree) are limited for graduation credit to 64 semester hours with the following exceptions:

- engineering science programs, 69 credits
- business administration programs, 65 credits.

NOTE: switching schools and/or majors may entail loss of credit.

For students transferring into the B.S. in Education-Teaching of Secretarial and Office Subjects, see page 330.

### PART-TIME STUDY

Transfer students applying for admission to part-time study must have official transcripts of their records from *all* previous institutions attended sent to the Admissions Office. An interview with an adviser may be required. No more than 64 semester hours may be transferred from junior or community colleges with the following exceptions:

- engineering programs, 69 credits
- business administration programs, 65 credits

NOTE: switching schools and/or majors may entail loss of credit.

A grade-point average of at least 2.0 for all course work attempted at all other fully-accredited institutions, or special permission, is required for consideration for admission. During the student's first semester in attendance,

the Admissions Office will officially review and post all transfer credit to the student's permanent academic record.

#### ADVANCED STANDING POLICY

1. Advanced standing will be granted for appropriate courses completed at previous institutions of higher learning in accordance with the ratings contained in the current *Report of Credit Given by Educational Institutions* of the American Association of Collegiate Registrars and Admissions Officers.
  - a. Appropriate courses completed with a minimum grade of C– or the equivalent at fully-accredited institutions are transferable. Grades attained at another institution are not recorded on the Hofstra record and are not included in the grade-point average to meet graduation requirements.
  - b. Upon completion of at least 30 semester hours at a fully-accredited institution, transfer credit will be granted for appropriate courses with D and D+ grades for a total of 9 semester hours providing the student has a final cumulative grade-point average of 3.0 or better at this previous institution.
  - c. Course credit: appropriate courses completed at fully-accredited institutions with a grade of D or the equivalent will be considered for course credit without semester hour value. These may not apply toward the total number of credits needed for graduation.
  - d. Appropriate courses completed with a minimum grade of B– or the equivalent at partially-accredited institutions are transferable.
  - e. C– grades will be acceptable for transfer credit from partially-accredited schools provided that a student has a grade-point average of 3.2 or better and has completed at least 30 credits at that institution.
  - f. An “appropriate” course is one which might logically be a part of the course of study offered at Hofstra University.
  - g. An inappropriate course is one which would not be found in the Hofstra curriculum. The following is a partial list of typical inappropriate courses: theology courses in denominational colleges, manual training, television repair, building construction and embalming.
  - h. The semester hours of advanced standing allowed a transfer will not necessarily apply to the major selected by the student.
  - i. A maximum of 64 semester hours is transferrable from a junior or community college with the following exceptions:
    - engineering programs, 69 credits
    - business administration programs, 65 credits.
  - j. A maximum of 8 credits in physical education skills courses may be applied toward graduation requirements. However, credit for the same numbered

skills course taken *more than twice* will not be applicable toward graduation.

- k. The amount of transfer credit per course shall not exceed the amount of semester hour credit allowed at the credit granting institution.
  - l. Credits earned at institutions on quarter or term systems shall be prorated with the semester system.
- NOTE: switching schools and/or majors may entail loss of credit.
2. As many as 30 elective credits graded on a pass/fail basis from another accredited institution may be transferred to Hofstra.
 

Students transferring to Hofstra with more than 30 credits graded on a pass/fail basis must have the approval of the Undergraduate Academic Affairs Committee. For these students, courses graded pass/fail shall not exceed fifty percent of the total credit hours required for the degree.
3. Upon request, subject to approval, college credit may be granted for military, Vista and Peace Corps service by applying for credit for prior learning.
4. A maximum of 30 credits will be granted for above-average scores achieved in CLEP, AP and NYSCPE. Advanced standing is not granted for the following: experience, work, professional schools (law, dentistry, etc.), correspondence courses, military service schools, College Entrance Examination Achievement Tests, and the college level G.E.D.
5. Candidates wishing admission with advanced standing on the basis of nontraditionally acquired prior learning should consult the Office of Prior Learning, HCLAS Dean's Office for information on assessment procedures. Credit granted through such assessment will be formally recorded only after a minimum of 18 semester hours of credit with a minimum 2.0 average have been completed in residence at Hofstra.

#### COMPLETION OF BACCALAUREATE DEGREES—RESIDENCE REQUIREMENT

Transfer students who expect to earn Hofstra degrees must meet the University residency requirements. At least 15 semester hours in the major field of study and the last 30 hours (the 15 hours need not be included within the last 30 hours) must be completed at Hofstra for the Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science and Bachelor of Engineering.

The Bachelor of Arts and certain other bachelor's programs in Hofstra College of Liberal Arts and Sciences also require at least three semester hours in residence, not necessarily within the last 30 hours, of core course work toward each divisional core course requirement. (For core courses, see page 78; for the B.A., B.F.A. and some of the B.S. programs also require core courses, including advanced standing regulations specific to it, see pages 74-79; for other bachelor's degree programs, see Index and alphabetical listings.)

For the B.B.A. core course requirements, see page 97.

For the Bachelor of Science in Education, the last 30 semester hours must be completed at Hofstra, and the

specialization (education) residency requirement, which includes student teaching, is as follows:

- art: at least 24 hours
- music: at least 24 hours
- physical education: at least 15 hours
- secretarial and office subjects: at least 21 hours

The Bachelor of Fine Arts normally requires the last 6 semesters of full-time study be taken at Hofstra.

## Readmission

Students who have registered for the semester immediately preceding the one in which they wish to return, but who have withdrawn from all courses during that semester, need not apply for readmission and may register with the continuing students.

Students who attend non-AACSB accredited institutions after interrupting their studies at Hofstra, may be able to receive credit for up to 12 semester hours of business courses upon the successful completion of credit-by-examination tests.

Students who have interrupted their studies at Hofstra University and wish to return to Hofstra must apply for readmission at the Office of Financial and Academic Records, second floor, Memorial Hall. Applications should be made well in advance of the beginning of the semester.

**NOTE:** any student who attended another institution after interrupting his/her studies at Hofstra and was academically dismissed from that institution, must submit a written appeal for readmission to the Academic Records Committee. The appeal is processed through the University Advisement Office.

Students who attend two-year institutions after interrupting their studies at Hofstra may lose transfer credit upon readmission to Hofstra if the total credits earned at Hofstra and the other institution exceed 58, junior standing.

Undergraduate students who have no record of attendance at Hofstra for a period of 15 months or more must follow the requirements set forth in the *Bulletin* in effect when they are readmitted.

### STUDENTS ORIGINALLY ENROLLED IN SPECIAL PROGRAMS

Students originally enrolled in special programs (such as NOAH, the School for University Studies, the English Language Program) who have left the program and who are seeking readmission to the University shall be readmitted by action of the Academic Records Committee *only* after consulting with the special unit to which they were originally admitted.

### INACTIVE GRADES

For readmission after an absence from the University for at least five years, the student may elect, by writing to the University Advisement Office, to have all previously earned grades treated in the same manner as transfer grades for purposes of readmission and graduation, but not for purposes of academic honors and graduating class rank. In that case, the student will have to meet the same requirements as apply to all other students. In addition, in order to graduate, students must complete at least 15 semester hours in residence with letter grades other than P with a grade-point average of 2.0 or better. (Refer to specific programs for requirements.)