

Graduate Admission and Programs

Evening and Graduate Admissions 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.

Admission

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

Admittance to graduate study at Hofstra is obtained through requirements both general, for the University, and specific, for the various programs and degrees offered. Students should also carefully check individual programs.

FULL- AND HALF-TIME GRADUATE STUDENT STATUS

Graduate students are considered full time if they are registered for a minimum of 12 semester hours or enrolled for student teaching plus one additional required course, and half time if they are registered for a minimum of six semester hours, but less than 12 semester hours per semester or summer session.

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, etc.), but for which no credit may be allowed, may be considered as contributing toward verification of full time or part-time status. Petitions for consideration of such activities for full or part-time status may be submitted for approval or disapproval to the unit dean by the student and his or her program adviser. The student must be registered for class or maintaining matriculation.

DEGREE STUDY

Applicants for graduate *matriculation* (approved study leading to an advanced degree, certificate or diploma) should submit a completed application with all required documents to the Graduate Admissions Office 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 in the Graduate Admissions Office.

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. or the Clinical/School Psychology programs. M.B.A. prerequisite and business graduate courses are open only to matriculated M.B.A. students. Only courses numbered 200 and above are credited toward graduate programs.

The completed application will be reviewed by the Graduate Admissions Office and the appropriate department 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 *Bulletin* of their first matriculation in their graduate program at the University, as designated in the Admissions Office's letter of acceptance. 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 graduate studies to follow all the requirements specified in a subsequent *Bulletin*, provided the Office of Financial and 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.

NOTE: for specific requirements, see individual department for 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 master's 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. 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. Students who 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. business

graduate courses are open only to matriculated M.B.A. students.

SPECIAL NONDEGREE ADMISSION

Students with special needs and meeting 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-credit 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. All courses below the 200 level do not carry graduate credit. Complete information may be obtained in the Admissions Office or the University Advisement Office.

GRADUATE 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. They must obtain prior approval from the Prior-Learning Coordinator, 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 Office of Prior Learning, HCLAS Dean's Office. There is a fee for taking these examinations, see page 25.

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 master's 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 chairperson of the student's major department or graduate area on an official form issued by the Graduate Admissions Office. 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 Financial and Academic Records and are in accordance with the Advanced Standing Policy.

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, must follow the requirements set forth in the *Bulletin* in effect when they are readmitted. Students who are maintaining matriculation are considered to be in attendance.

Master's Programs

Hofstra University offers the degrees of Master of Arts, Master of Business Administration, Master of Science, Master of Science in Education and Master of Professional Studies.

Major fields are listed below. Programs are listed under the major department.

MASTER OF ARTS

- Applied Linguistics (TESL)
- Applied Mathematics
- Audiology
- Bilingualism
- Biology

- Comparative Literature*
- Computer Science
- Creative Arts Therapy (Department of Counseling, Research, Special Education, and Rehabilitation)
- English
- French*
- Health Administration
- History*
- Humanities
- Interdisciplinary Studies
- Marriage and Family Therapy
- Natural Science*
- Psychology
 - Industrial/Organizational Psychology
 - Clinical and School Psychology—(awarded only as a component of the doctoral program)
- Reading, Language, and Cognition
- Spanish*
- Speech-Language Pathology
- MASTER OF BUSINESS ADMINISTRATION
 - Accounting
 - Banking and Finance
 - Business Computer Information Systems
 - International Business
 - Management
 - Marketing
 - Taxation
- MASTER OF BUSINESS ADMINISTRATION/JURIS DOCTOR
- MASTER OF ARTS: EDUCATION
 - Early Childhood Education
 - Elementary Education
 - Mathematics, Science, and Technology
 - Reading, Language, and Cognition
 - Secondary Education
 - Special Education
 - Teaching of Writing
- MASTER OF SCIENCE
 - Applied Mathematics
 - Computer Science
 - Gerontology
 - Health Education (Department of Health Studies, Sport Sciences, and Physical Education)
 - Human Cytogenetics (Biology)
 - Physical Education
- MASTER OF SCIENCE IN EDUCATION
 - Bilingual Elementary Education
 - Bilingual Secondary Education
 - Counseling
 - Early Childhood Education PreK-6
 - Early Childhood Special Education
 - Educational Administration
 - Elementary Education PreK-6
 - Foundations of Education
 - Program Evaluation (Department of Counseling, Research, Special Education, and Rehabilitation)

- Reading
- Reading and Special Education
- Rehabilitation Counseling
- Secondary Education
- Special Education
- Special Education and Art Therapy
- Teaching of English as a Second Language (TESL)
- MASTER OF PROFESSIONAL STUDIES
 - Special Education

Advanced Study Programs

The following programs are designed to provide advanced study for those who hold a master's degree.

- POST-MASTER'S DEGREE STUDY
 - Family Therapy
 - Sex Counseling

- CERTIFICATE OF ADVANCED STUDY
 - Counseling
 - Educational Administration
 - Foundations of Education

- PROFESSIONAL DIPLOMA PROGRAMS
 - Counseling
 - Managed Care
 - Marriage and Family Therapy
 - Educational Administration
 - Reading
 - Special Education

GRADUATE CERTIFICATE PROGRAMS

The Department of Counseling, Research, Special Education, and Rehabilitation offers Advanced Certificates in Consultation in Special Education, Early Childhood Special Education, Postsecondary Transition Specialist, School Counselor Bilingual Extension, and Special Education Assessment and Diagnosis, see page 352; Curriculum and Teaching offers an Advanced Certificate in Middle School Extension, grades 5-6, see page 336; and Middle School Extension, grades 7-9, see page 183; History offers an Advanced Certificate in Public History*, see page 249; Reading offers an Advanced Certificate in The Teaching of Writing, see page 366.

Doctoral programs appear on page 72.

Graduate Grades

Hofstra uses an alphabetical system of grades, including plus (+) and minus (-), to describe the quality of the student's work. Final grades are reported only from the Office of Financial and Academic Records.

- A—Exceptional
- B—Superior

*Applications not accepted in 1997-98.

C—Satisfactory

D—Not creditable for a graduate degree at Hofstra. However, the course credit is counted as credits earned, and the D grade is included in determining the cumulative grade-point average.

F—Failure

P/F—Pass/Fail option may be exercised in certain courses designated by the individual department. The total number of graduate credits under this option, applicable to the degree sought, must not exceed three semester hours for the master's degree and six semester hours for the doctoral degree. This limit is exclusive of mandatory Pass/ Fail courses. P is equivalent to C- or better.

I—Incomplete. Incomplete work must be completed and submitted to the instructor for a passing or failing grade by the end of one calendar year from the close of the semester or session in which the course was taken. After this deadline, the only way a graduate student can receive credit for the course is to reregister for and pass the course (original incomplete remains on record).

In extenuating circumstances, extensions may be made by the instructor with the approval of the graduate director, chairperson of the department and the dean. Degree, Certificate or Diploma candidates, see Application for Graduation, page 72 for the degree, certificate and diploma requirements completion deadlines.

W—Withdrawn (without credit). If a student withdraws from a course during the first three weeks of the semester, there shall be no record of this on the transcript.

CR—Credit (indicates the satisfactory completion of the master's essay or problem)

NC—No credit (indicates the unsuccessful termination of any 250 or 300 course)

Pr—Progress (used chiefly to report on 301, the first semester's work on the master's essay or problem)

CUMULATIVE GRADE-POINT AVERAGE

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.

DISMISSAL FROM GRADUATE PROGRAMS

1. The chairperson (director or coordinator) of every graduate program must notify a student of his/her dismissal from that program in writing. The notification should state the reasons for the dismissal and be as explicit as possible. A copy of the letter should be sent to the appropriate dean, to the Provost and to the Office of Financial and Academic Records. The letter should indicate the appeal procedures specified below.
2. The first appeal is at the departmental level. In the Zarb School of Business, the first appeal is to the Graduate Committee on Appeals. The Committee will consist of the chairperson of each of the departments of the School of Business offering course work in the M.B.A. program.
3. The second appeal is at the decanal level. Each school or college should prepare a written statement specifying appeals procedures to be followed. This statement should be appended to the letter described above.
4. If the student is not satisfied with the outcome of the first and second appeals, a third appeal may be made to the Provost's Office. The third appeal must be based either on procedural grounds or on the claim that the departmental decision was arbitrary, capricious or biased. The third appeal should be in the form of a letter that details the specific basis for the appeal. Pertinent documents should be appended to the letter.
5. Subsequent to the submission of the letter, the Provost will arrange a meeting with the student to discuss the case and attempt to achieve a resolution.
6. In the event that a resolution is not achieved, the Provost will designate a three-person committee to review the case. The committee will consist of a member of the Provost's staff, the Chairperson of the Senate Graduate Committee or an alternate designated by that Committee, and a faculty member of the department involved. All material pertaining to the case will be submitted to that Committee. The affected student can request an appearance before this Committee and can submit additional materials.
7. The Committee will make a recommendation to the Provost. The Provost will make a decision based on the information supplied by the Committee. This decision will be final.
8. Since the Law School has its own procedures for dismissal, this does not apply to their students.

MASTER'S DEGREES WITH DISTINCTION

The University will confer the master's degree with distinction on students who have attained a minimum grade-point average of 3.75 with at least 80 percent of the credits for the degree earned at Hofstra.

HONOR ORGANIZATIONS

Honor organizations sponsor events which include lectures, seminars, workshops, social events, open meetings

and group discussions. For additional information, contact the society adviser.

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

BETA ALPHA PSI is the national honorary accounting fraternity. Superior scholarship, and promise of future success in the accounting profession are essential requirements for election to Delta Pi Chapter. Assistant Professor Marsicovetere, *Adviser*.

BETA GAMMA SIGMA is the only commerce honor society recognized nationally by the American Assembly of Collegiate Schools of Business. Chapters are permitted only in schools which have been accredited by this Assembly. To be considered for membership by the Zarb School of Business Dean's Office, students must have compiled a minimum cumulative average in the top 20 percent of their graduating class. Assistant Professor Lally, *Adviser*.

KAPPA DELTA PI, a national education honor society open to students who have completed 18 graduate credits in the field with a 3.5 grade-point average and a 3.3 cumulative average. The society publishes the *Kappa Delta Pi Record*, *The Educational Forum* and other publications. Professor Grossman, *Adviser*.

PHI DELTA KAPPA, an international professional education honor society open to students with noteworthy academic performance, leadership and service in the field. It publishes a monthly magazine, *Phi Delta Kappan*, as well as a series of publications on current topics. The society sponsors and supervises trips to foreign countries. Adjunct Assistant Professors Bonuso and Newman, *Advisers*.

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 faculty of the Spanish Department and officers of the society. Professors McNair and Da Silva, *Advisers*.

UPSILON PI EPSILON, the international computer science honor society, open to all graduate computer science majors who have achieved cumulative and major grade-point averages of at least 3.5, and have earned a minimum of 18 credits, 9 of which are in residence. Assistant Professor Salizkiy, *Adviser*.

Basic Regulations Governing Graduate Programs

All graduate students will be governed by the regulations and requirements specified in the University *Bulletin* in

effect at the time of first graduate program matriculation at Hofstra. Refer to the major area for specific requirements.

1. Students who wish to study for graduate degrees, certificates or diplomas should apply to the Graduate Admissions Office for acceptance in their major programs before commencing graduate study. Until they have been accepted in their major area, they have no assurance that any credits they receive will apply toward their degree. Nonmatriculated students must make application for acceptance in their major area before they have completed 12 semester hours at the University unless they have written approval from the appropriate graduate coordinator or adviser to continue their studies on a nonmatriculated basis.
2. Grading in graduate courses includes the categories A, B, C, D, F and P/F. Alphabetical grades are further divided into plus and minus levels. (See the Graduate Grading System, page 68.) No credit will be allowed toward graduate degrees for D grades. Graduate students may repeat courses in which they receive D grades.
3. An Incomplete grade will be given at the discretion of the instructor in a graduate course only under unusual circumstances. Incomplete work must be completed and submitted to the instructor for a passing or a failing grade by the end of one calendar year from the close of the semester or session in which the course was taken.
4. Students who wish to withdraw from a course must secure the appropriate forms at the Office of Financial and Academic Records, complete and return those forms to that Office by the last day of classes prior to the start of the designated final examination period. The Office of Financial and Academic Records shall inform the instructor of this withdrawal. The student may withdraw without the approval or agreement of the instructor. The student withdraws from the course with a grade of W. If a student has accumulated 12 or more semester hours of W grades in one academic year, the Office of Financial and Academic Records will notify the dean of the school in which the student is a major.
5. All credits applied toward the master's degree must be earned within the period of five years starting from the date of completion of the first course applicable to the degree. Exceptions will be made for any period of intervening military service.
6. As a condition for graduation, the master's candidate must successfully complete a comprehensive or language examination requirement or a substantive equivalent in the major area of study, as determined by the Senate Graduate Academic Affairs Committee. This grade must be reported by the major department to the Office of Financial and Academic Records no later than December 1, May 1, or August 1 in the semester in which the degree in question will

- be granted. No advanced degree will be conferred upon a candidate who fails this examination more than once. A request for a review of a comprehensive examination must be made within one (1) year of the date the examination was taken. The examination is offered twice during the year, in October and March. (Exception: Psychology, see Degree Requirements for each program.) Exact dates are determined at the beginning of each semester. *It is the student's responsibility to be informed of the time and place of the examination.*
7. No graduate credit will be granted for courses numbered below 200 in the Hofstra system with the exception of the Hofstra College of Liberal Arts and Sciences.
 8. In Hofstra College of Liberal Arts and Sciences, a graduate student, with the permission of his/her graduate adviser, chairperson of the department in which the course is offered, and course instructor, may take up to *two* 2000-level courses (not to exceed 8 s.h.). 2000-level courses are graduate courses offered in conjunction with 100-level courses, for which graduate students are expected to fulfill substantially enhanced requirements. No student, however may enroll in a 2000-level course if he/she received undergraduate credit for the equivalent undergraduate course.
 9. No credit will be allowed for courses taken at another school while enrolled in a degree program at Hofstra unless they are relevant to the student's program of study and are approved in advance on an official form available in the Office of Financial and Academic Records. See Permission to Attend Other Colleges, page 58.
 10. Courses numbered 251 and 252 should be devoted to independent readings under the direction of a faculty member assigned to the graduate student applying for such credits. A maximum of six semester hours of credit may be earned toward a graduate degree in 251 and 252 courses.
 11. A graduate student who has not completed the work in courses 301 and 302 must maintain matriculation each subsequent semester until the requirements of the course have been completed. This will require paying a matriculation fee if the student is not enrolled in one or more regular credit courses.
 12. Whenever matriculated graduate students wish to transfer candidacy from one major area to another, they must initiate their request on an official form which is available at the Graduate Admissions Office.
 13. The academic standing of all graduate students will be reviewed at the end of each fall and spring semester. It is necessary for graduate students to earn a cumulative 3.0 grade-point average or better as required by specific programs to be considered in good standing and for graduation. Students who fail to maintain a minimum 3.0 grade-point average will have their status reviewed by the coordinator of their graduate program and the chairperson of the department. Any student presenting a grade-point average of less than 3.0 at the end of the semester will be placed on academic probation.* Students who have accumulated 25 percent or more of total attempted semester hours in INC's which have stood longer than the time allowed for completion, W's and NC's, may be placed on probation after due consideration by the program coordinator and the department chairperson. Students enrolled in courses for two consecutive probationary periods and who have not raised their grade-point average to the required 3.0 or better by the conclusion of the second probationary period are subject to dismissal. A graduate student with especially serious academic deficiencies is subject to immediate dismissal when such deficiencies make it apparent that the student's continuation in the program will not result in his or her successful completion of the program. Dismissed students may petition for readmission no sooner than the following academic year. However, they may be readmitted only under special circumstances and after a careful review of their case by either the chairperson or dean and the faculty of their major area. *"Academic probation" means that a student failing to meet the required grade-point average is under formal notification by the University that he or she may be dropped officially from the program of matriculation if the required average is not attained within the limits stipulated by the University.
 14. Graduate students clearly guilty of academic dishonesty will be assigned an F grade in the course in question by their instructor. Should an instructor feel that mitigating circumstances warrant or call for more drastic action, the case may be referred to the Provost via the chairperson of the department offering the course. The Provost will establish a committee of at least three faculty members, including the chairperson of the department in question, to review the case and make recommendations for action. All infractions are to be reported to the chairperson of the department concerned who will then inform the Provost.
 15. Students studying for master's degrees must complete at least 24 semester hours of their course work (not including elementary school student teaching) in residence at Hofstra.
- GRADUATE REFUND POLICY—
TUITION AND FEES
Same as undergraduate policy, see page 59.
- MASTER'S ESSAY OR THESIS
Unless departmental arrangements specify otherwise, after the essay has been approved, it must be typed in final form. The original and a duplicate copy, after being signed by both the adviser and the department chairperson, are submitted to the major department or graduate area for binding. Both copies must be submitted no later

than the last day of classes of the semester or summer session when the degree is expected to be conferred. Copies are bound in prescribed form. See Tuition and Fees, page 26. If time of payment for binding is not indicated in the course description, students should consult their major department or graduate area. The bound original is filed in the Axinn Library and a duplicate copy in the office of the department which supervised the essay. (For exceptions to the essay requirement, see departmental programs.)

Part-time students should arrange to take not more than three semester hours of course work in addition to 301 or 302 in each of the semesters during which they are writing their essays. All subjects must be approved by the chairperson of the department in which the work is to be done.

APPLICATION FOR GRADUATION

Candidates for graduation must file an application for graduation in the Office of Financial and Academic Records not later than October 1 for December graduates and March 1 for May graduates. August candidates must file by June 15 for Summer Session I, and July 15 for Summer Session II. There is a fee for late filing. See Tuition and Fees.

All requirements applicable toward a degree, certificate or diploma must be completed and on record in the Office of Financial and 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, and the end of the first week of September for August degrees.

FINAL SEMESTER REGISTRATION

Students who have been granted permission to complete final semester requirements and maintain matriculation while not attending classes must pay the \$69 Maintaining Matriculation Fee and file a registration card during the regular registration period for their final semester or session. This applies equally to students who are completing their work for the master's essay although not currently enrolled for the 301-302 courses.

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.

COMMENCEMENT

For commencement information, see page 61.

Doctoral Programs

See applicable regulations listed under Basic Regulations Governing Graduate Programs, page 70.

Doctoral degrees are offered by the University in the fields listed below. Programs are described under the major department.

DOCTOR OF EDUCATION

Educational Administration
Reading, Language, and Cognition; and
Reading, Language, and Cognition/Bilingual/
Bicultural

DOCTOR OF PHILOSOPHY

Applied Research and Evaluation in
Psychology*
Clinical and School Psychology
Reading, Language, and Cognition; and
Reading, Language, and Cognition/Bilingual/
Bicultural
School-Community Psychology for
the Working Psychologist*

DOCTOR OF PSYCHOLOGY

School-Community Psychology

POSTDOCTORAL PROGRAM

Respecialization in Clinical and/or
School Psychology

JURIS DOCTOR

(See *School of Law Bulletin*.)

Basic Regulations Governing Doctoral Programs

I. ADMISSION

- a) An acceptable baccalaureate degree from an accredited institution is required for admission to courses in a doctoral program unless extraordinary circumstances prevail.
- b) In addition to other screening procedures, some form of broad area and/or aptitude examination such as the MAT or GRE is required for admission as a *matriculated doctoral student*.
- c) Adequate evidence of the students' ability to do quality doctoral work must be obtained, at a point in their studies to be determined by each program, before they are accepted as a *doctoral candidate*.
- d) A nonrefundable tuition deposit of \$250 is required of all which the accepted full-time doctoral students. When registering for the semester for which the student has been admitted, the deposit will be credited toward tuition.

II. DEGREE REQUIREMENTS

- a) Residency
 1. The minimum residence requirement is defined as 30 semester hours within a period of two consecutive years (which may include three summers).
 2. A residence plan of study specifying the activities and alternative means of using the residency

*Applications not accepted in 1997-98.

time allotment must be submitted by the candidate and approved by the adviser and the department chairperson prior to the start of formal residency. The department chairperson and adviser may stipulate the terms of the plan in granting approval.

3. At least half of the course work required for the doctorate must be taken at Hofstra during the ten-year period preceding the conferral of the degree.
- b) Time limitation
1. The above restrictions also set a limit of ten years from admission as a *matriculated doctoral student* to the completion of all degree requirements.
 2. After the student has been accepted as a *doctoral candidate*, all credit applied toward the doctoral degree must be earned within a period of five years preceding the granting of the degree.
 3. A student who has been accepted for a doctoral program but has not taken at least one course within one year after acceptance must make reapplication for admission to the doctoral program through the Graduate Admissions Office.
- c) Tool requirements
1. Ph.D. candidates must generally satisfy two tool requirements: examinations in two foreign languages, or one in a foreign language and one in a tool subject such as statistics or computer problems, as determined by the department. The exception to the above is in the Ph.D. program in Clinical and School Psychology where a foreign language is not required. A candidate may satisfy the statistics requirement either by passing a competency examination or by successfully completing course work as determined by the department recommending the degree. Such course work is subject to the same time limitation set for courses in section b)1. Courses taken to prepare for such examinations may not be part of the number of credits required for the degree.
 2. Ed.D. candidates will be required to satisfy only the tool requirement in statistics.
- d) Academic Standing
- The academic standing of all graduate students will be reviewed each year. It is necessary for graduate students to earn a 3.0 grade-point average or better, as required by the program, to be considered in good standing. Students who have failed to maintain a 2.5 grade-point average or

better, as required by the program, will be dropped immediately. Those who have failed to maintain a 3.0 grade-point average or better, as required by the program, will have their status reviewed by the chairperson of their major program and the appropriate dean. If the chairperson or dean feels they have failed to demonstrate adequate competence in their major area, they will be dropped from the University. These students may petition for readmission no sooner than the following academic year. They may be readmitted, however, only under special circumstances after a careful review of their case by either the chairperson or dean and the faculty of their major area.

- e) All doctoral candidates must take a doctoral comprehensive examination.
- f) Doctoral candidates must write a dissertation under the guidance of a sponsoring committee consisting of three full-time faculty members holding an earned doctorate, the selection of whom shall be approved by the candidate's departmental chairperson. Two of the three members of the sponsoring committee must approve the dissertation. The dissertation must then be defended orally before a committee, appointed by the departmental chairperson, of a minimum of five faculty members, at least one of whom should be from another department. The sponsoring committee will be part of the defense committee. Three of the five members of the defense committee must approve the dissertation. Course work may not be substituted for the dissertation.
- g) All work on the dissertation, including data analysis, is to be done by the student under the advisement of her/his committee. If another person is consulted for help, the student must obtain permission. Not obtaining permission for outside help with the research is cause for dismissal from the program.
- h) Doctoral candidates offering transfer credits must complete at Hofstra a minimum of half the total course work required for the doctorate. If the candidate holds a master's degree from Hofstra, the completion of 54 semester hours (credits earned toward a master's degree may be included) of course work is required for the doctorate in residence. In other cases, a minimum of 45 semester hours must be completed at Hofstra.

Within the framework of the above requirements each autonomous area of the University may develop its own programs.