



HOFSTRA UNIVERSITY  
*Graduate Studies*



**BULLETIN**



2001

2002

2003 - 2004

## GRADUATE STUDIES ACADEMIC CALENDAR

### 2003 GRADUATE ACADEMIC CALENDAR\* (SEE BACK INSIDE COVER FOR 2004 CALENDAR)

#### SUMMER SESSION I 2003

May 19	Monday	Registration
20	Tuesday	Classes Begin
26	Monday	Memorial Day Observed: Holiday
29	Thursday	Last Day to DROP a course
30	Friday	Grade of W for withdrawal begins
June 2	Monday	Last day to file Pass/Fail form
16	Monday	Deadline for diploma application for August candidates
23	Monday	Last day to Withdraw from a course
24	Tuesday	Session Ends

#### SUMMER SESSION II 2003

June 25	Wednesday	Registration
July 4	Friday	July 4th: Holiday
8	Tuesday	Grade of W for withdrawal begins
15	Tuesday	Deadline for diploma application for August candidates
31	Thursday	Session Ends

\*Subject to change

Note: Holidays - University is closed.

Classes not in session - University and Library are open.

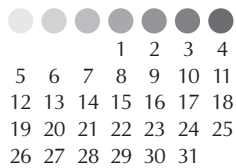
#### SUMMER SESSION III 2003

August 1	Friday	Registration
7	Thursday	Last day to DROP a course
11	Monday	Last day to file Pass/Fail form
August candidates		
22	Friday	Session Ends

#### FALL SEMESTER 2003

August 25-28	Mon-Thur	Registration
September 1	Monday	Labor Day: Holiday
2	Tuesday	Classes begin
27	Saturday	Classes not in session
29	Monday	Last day to DROP a course
30	Tuesday	Grade of W for withdrawal begins
October 1	Wednesday	Deadline for diploma application for December candidates
6	Monday	Classes not in session
7	Tuesday	Conversion Day - classes follow a Monday schedule
8	Wednesday	Last day to file Pass/Fail form
November 26-29	Wed-Sat	Thanksgiving Recess
December 12	Friday	Last day to Withdraw from a course
15-20	Mon-Sat	Final exams
20	Saturday	Semester Ends
21	Sunday	Commencement

#### JANUARY (2003)



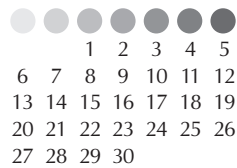
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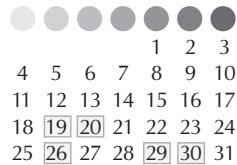
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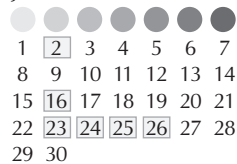
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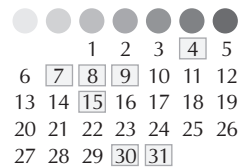
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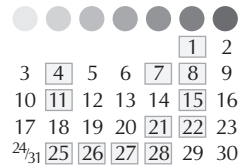
#### JUNE



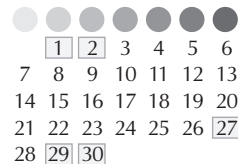
#### JULY



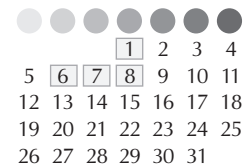
#### AUGUST



#### SEPTEMBER



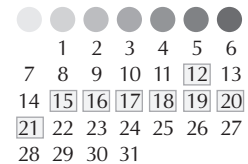
#### OCTOBER



#### NOVEMBER



#### DECEMBER





## GRADUATE STUDIES GENERAL BULLETIN 2003-2004

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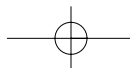
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Dean of Graduate Admissions

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Hempstead, N.Y. 11549-1126

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## 2 GRADUATE STUDIES 2003-2004

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### GRADUATE STUDY AT HOFSTRA UNIVERSITY



Founded in 1935 as Long Island's first coeducational college, Hofstra has evolved into a major independent university. Hofstra today offers distinguished graduate programs in education, business, law, and in the arts and sciences.

Graduate Study at Hofstra University is characterized by both its broad intellectual reach and its scholarly and scientific depth. Hofstra graduate students are educated by and work closely with a distinguished, nationally recognized faculty who are highly respected in their chosen fields. Both our faculty and students seek a learning environment and experiences that connect scholarship in the academy and work in the profession. A Hofstra graduate education will provide you with the foundation you need to reach your highest personal and professional aspirations.

In all its graduate programs, Hofstra University:

- *welcomes students to a select and congenial community of scholars, faculty and professionals who value both teaching and scholarship*
- *promotes and facilitates the pursuit of lifelong education in traditional and nontraditional arenas*
- *encourages scholarship, research and professional training in and across disciplines, fostering sound, and creative thinking*

Graduate school should be intellectually exhilarating and challenging. At Hofstra you will find a field that fascinates you and a profession that you will want to pursue with lifelong passion and commitment. Look through these pages carefully, explore the variety of programs we offer, and come visit us. We invite you to spend time on our campus, meet with Directors of our graduate programs, talk to some of our students, visit a class—and feel the excitement of Hofstra University for yourself. We are an extraordinary community.

**GRADUATE PROGRAMS OFFERED**
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As of December 10, 2002

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 Stuart L. Bass\*, Chair, University Senate Planning and Budget Committee  
 Phillip Dysert, President, Student Government Association  
 Jeffrey Zygmunt, Vice President, Student Government Association  
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\*Hofstra Alumni

2003 - 2004

[www.hofstra.edu/graduate](http://www.hofstra.edu/graduate)

## 8 GRADUATE STUDIES 2003-2004

### HOFSTRA AT A GLANCE

Location:	Hempstead, Long Island, 25 miles east of New York City, telephone: (516) 463-6600.		
Character:	A private, nonsectarian, coeducational university		
Founding Date:	1935		
President:	Stuart Rabinowitz, J.D.		
Colleges and Schools:	Hofstra College of Liberal Arts and Sciences Frank G. Zarb School of Business School of Education and Allied Human Services School of Communication New College of Hofstra	School of Law School for University Studies Honors College Saturday College University College for Continuing Education	
Faculty:	There are approximately 1300 faculty members of whom over 500 are full-time; 91 percent of full-time faculty hold the highest degrees in their fields.		
Student Body:	Full-time undergraduate enrollment of approximately 8,300. Total University enrollment including part-time undergraduate, graduate and School of Law is more than 13,400. Average class size is 22 students; student-faculty ratio is 15 to 1.		
Degrees:	<b>UNDERGRADUATE DEGREES</b> Bachelor of Arts Bachelor of Fine Arts Bachelor of Science Bachelor of Science in Education Bachelor of Business Administration Bachelor of Engineering	<b>MASTERS DEGREES</b> Master of Arts Master of Science Master of Science in Education Master of Business Administration Master of Professional Studies Executive Master of Business Administration Juris Doctor/Master of Business Administration	<b>DOCTORAL AND ADVANCED DEGREES</b> Doctor of Philosophy Doctor of Education Doctor of Psychology Juris Doctor Professional Diploma Certificates of Advanced Study
Academic Level of Undergraduate Student Body:	With a chapter of Phi Beta Kappa (one of only 262 institutions nationwide), Hofstra is a selective institution seeking to enroll those students who demonstrate the academic ability, intellectual curiosity, and motivation to succeed and contribute to the campus community. In 2002-2003, Hofstra enrolled over 2,500 new students of whom 1,790 are first time undergraduates.		
The Campus:	An accredited member of the American Association of Botanical Gardens and Arboreta with 111 buildings on 240 acres. Thirty-seven residence halls accommodate approximately 4,100 students. Hofstra is 100 percent accessible to persons with disabilities..		
Accreditation:	Hofstra University is accredited by the Middle States Association of Colleges, the American Chemical Society, the Commission on the Accreditation of Allied Health Education Programs, the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, the American Psychological Association, the Educational Standards Board of the American Speech-Language-Hearing Association, the Professional Services Board of the American Speech-Language-Hearing Association, the Association to Advance Collegiate Schools of Business, the National Council for Accreditation of Teacher Education, the American Art Therapy Association, the Council on Rehabilitation Education, the American Bar Association, the American Council on Education in Journalism and Mass Communications, the American Association of Museums and the National Association for the Education of Young Children National Academy of Early Childhood Programs.  Among nonaccrediting organizations, Hofstra is a member of the Association of American Colleges, and the American Association of Colleges of Teacher Education.		

## GRADUATE ADMISSIONS

Office of Graduate Admissions, 106 Memorial Hall  
 Telephone: 1-866-GRADHOF (1-866-472-3463) or (516) 463-4723  
 Fax: (516) 463-4664  
 E-mail: [gradstudent@hofstra.edu](mailto: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 obtained through general University requirements, and specific requirements for the various programs and degrees offered. Students should also carefully check individual programs. Admission criteria 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). When registering for the semester for which the student has been admitted, the deposit will be credited toward tuition.

### 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 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 less than 9 semester hours per semester. Classroom activities, Student Teaching, Internship and Practica may be considered for verification of 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 verification of 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 advisor 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.

## 10 GRADUATE STUDIES 2003-2004

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### 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 22.
8. Graduate students in the School of Education and Allied Human Services should contact the 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-credit limit for non-degree 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.

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### GENERAL UNIVERSITY INFORMATION

#### BASIC REGULATIONS GOVERNING GRADUATE PROGRAMS

All graduate students will be governed by the regulations and requirements specified in the Graduate Studies 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 Office of Graduate Admissions 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 Director 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 Grades, page 18). 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 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 Student Administrative Complex located in Memorial Hall or online and return the completed form to the Office of Student Accounts by the last day of classes prior to the start of the designated final examination period. The student may withdraw without the approval or agreement of the instructor. If a student withdraws after the first  $\frac{1}{4}$  of the course a grade of W will appear on the transcript.
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. This grade must be reported by the major department to the Office of Academic Records no later than December 1, May 1, or August 1 in the semester in which the degree 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.
8. Graduate students, with the permission of their 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 Academic Records.
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 Office of Graduate Admissions.
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 Director 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 Director 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 one fall year following the dismissal. However, they may be readmitted only under special circumstances and after a careful review of their case by either the Program Director, chairperson or dean and the faculty of their major area.
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.
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.

### 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 22. 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 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 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.

\*Academic Probation means that a student failing to meet the required grade-point average is under formal notification by the University that he/she may be dropped officially from the program of matriculation if the required average is not attained within the limits stipulated by the University.



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### FINAL SEMESTER REGISTRATION

Students who have been granted permission to complete final semester requirements and maintain matriculation while not attending classes must pay a Maintaining Matriculation Fee (see page 21) 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. This fee also applies to each Fall or Spring semester of study taken by a student at another institution, either within the United States or elsewhere.

### 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 the program. Information regarding programs is automatically mailed to candidates about six weeks before commencements.

## BASIC REGULATIONS GOVERNING DOCTORAL PROGRAMS

### ADMISSION

1. An acceptable baccalaureate degree from an accredited institution is required for admission to courses in a doctoral program unless extraordinary circumstances prevail.
2. 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.
3. Adequate evidence of 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 *doctoral candidates*.
4. A nonrefundable tuition deposit of \$250 is required of all accepted full-time doctoral students. When registering for the semester for which the student has been admitted, the deposit will be credited toward tuition.

### DEGREE REQUIREMENTS

#### 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 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.

#### 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 Office of Graduate Admissions.

#### 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 and the

Psy.D. Program in School-Community 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 noted above. 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.

### 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 Director of their major program and the Chairperson. If the director or chairperson 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 one full year following the dismissal. They may be readmitted, however, only under special circumstances after a careful review of their case by either the director or chairperson and the faculty of their major area.

### Comprehensive Examination

All doctoral candidates must take a doctoral comprehensive examination.

### Doctoral Dissertation

1. Doctoral candidates must write a dissertation under the guidance of a sponsoring committee consisting of three full-time faculty members holding an earned doctorate.
2. The dissertation must then be defended orally before a committee, of a minimum of five faculty members.
3. The sponsoring committee will be part of the defense committee.
4. Course work may not be substituted for the dissertation.
5. 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.

Contact the major program for specific information.

### Transfer Credits

Doctoral candidates offering transfer credits must complete a minimum of half the total course work required for the doctorate at Hofstra. 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.

### POLICY ON ACADEMIC HONESTY\*

A University is a community of faculty and students dedicated to the acquisition and transmission of knowledge. Every individual in this community has an obligation to uphold its intellectual standards, which alone make learning and education worthwhile. It is the responsibility of the faculty to try to communicate both knowledge and respect for knowledge. It is equally the responsibility of the student to respect knowledge for its own sake. Only thus does the student prove himself/ herself deserving of a university education. A student is not an empty receptacle into which the faculty pour knowledge: the student's role in education is an active one, and the student bears the responsibility for his/her work. Whoever refuses this responsibility is unworthy of a university education. A student who steals work or cheats in any way is refusing the responsibility that is his/hers and so forfeits the right to remain a member of the academic community unless he/she is willing and able to recognize the seriousness of his/her offense and demonstrates such recognition by no further violation of academic propriety. Hofstra would rather educate than cut off the offender. It recognizes that one instance of cheating may not be a sign of an incorrigibly corrupt person; but it will not tolerate dishonesty, and it will not offer the privileges of the community to the chronic cheater.

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The student must avoid not only cheating, but the very appearance of cheating. He/she must be responsibly aware that certain actions in an examination leave him/her open to the accusation of cheating. The instructor is authorized to question the student on the basis of suspicious appearance. Anyone who helps another person to cheat on an examination is considered guilty of cheating.

Plagiarism in any form, either from published works or unpublished papers of other students, is cheating. Using a ghost-writer is cheating. The student is responsible for acknowledging explicitly in his/her papers all sources consulted and used. The proper procedure for such acknowledgement is outlined in the College Style Sheet available in the Bookstore, or in style manuals approved by specific departments. Ignorance of the rules is no excuse. If a student is in doubt about the propriety of a particular academic procedure, he/she should consult one of his/her instructors or the Dean of Students for appropriate guidance. Organizations or individuals who make a practice of collecting papers for resubmission will be considered guilty of fostering plagiarism and subject to the penalties imposed on the plagiarist.

\*Adopted from UCLA's Position on Cheating.

### 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 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 materials 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.

## ACADEMIC CALENDAR

### THE ACADEMIC CALENDAR

Highlights of the calendar for the 2003-2004 academic year appear on the inside front and inside back covers of this publication. The program of regular semesters is based on a two semester calendar with fall classes beginning on September 2, 2003 and concluding on December 20, 2003. All spring semester classes begin February 2, 2004 and end May 22, 2004. Credit courses are offered during the January session, January 5-26, 2004, Summer Session I, May 25-June 29, 2004, Summer Session II, July 1-August 5, 2004, Summer Session III, August 9-27, 2004. For information, consult the Graduate Admissions Office.

### CLASS SCHEDULES

Classes are typically scheduled during the evening hours beginning at 4:25 p.m. Monday through Thursday. Some Programs offer weekday and weekend classes. Specific class offerings are available in each semester's class scheduling publication.

### JANUARY SESSION

This is a three-week session starting the first week in January. Students attending this session may not earn more than three semester hours of credit or four semester hours of credit if offered on that basis.

### SUMMER SESSIONS

The University offers a full program of day and evening graduate courses. There are two separate five-week sessions and one three week academic session each summer.

No graduate student may enroll in one summer session for more than 6 semester hours, or if 3 and 4 credit hour courses, 7 semester hours. Exceptions to the above may be granted when special circumstances and the student's special capacities for the work permit. Written approval is required of the dean of the academic unit of the major or proposed major field of study.

Students may obtain credit on their Hofstra records for courses taken in the summer session at another accredited institution if the courses have been approved in advance by the appropriate department and the Office of Academic Records, and are in accordance with the Advanced Standing Policy and the Graduate Transfer Regulations set forth in the Hofstra Graduate Studies Bulletin.

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### COURSE NUMBERING SYSTEM AND SEMESTER HOURS

#### COURSE NUMBERING SYSTEM

The Graduate Studies Bulletin lists all the graduate courses offered by the University in its programs.

Courses numbered 200 and above are for graduate credit. 200 and above level business courses are open only to matriculated Zarb School of Business graduate students.

2000-level courses are graduate courses offered in conjunction with 100-level courses, for which graduate students are expected to fulfill substantially enhanced requirements. (See page 12 for details.)

Course numbers may be separated by a comma, hyphen or ampersand. For example:

Course 1, 2 indicates that either course may be elected for credit independently of the other.

Course 1-2 indicates that course 1 must be completed before course 2 is taken, and that no credit toward a Hofstra degree is given for a hyphenated course until both semesters of work are satisfactorily completed.

Course 1 & 2 indicates that course 1 may be elected for credit without course 2, but course 2 may not be taken until course 1 has been satisfactorily completed.

Course numbers with A through Z designations usually indicate that as individual subjects are selected, each is assigned a letter and added to the course number. The course may be taken any number of times as long as there is a different letter designation each time it is taken. The University reserves the right to withdraw any scheduled course without notice.

#### SEMESTER HOUR (S.H.)

Semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. Courses are generally assigned between 1 and 6 semester hours.

#### GRADES

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

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B = 2.7	F = 0.0
C+ = 2.3	(only one F grade in any one course will be included in the cumulative GPA)

To determine cumulative GPA, 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.

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

A	Exceptional
B	Superior
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 GPA.
F	Failure
P/F	Pass/Fail option is available only to students taking courses outside their degree, certificate, diploma, or major requirements. The Pass/Fail option must be exercised within the first five weeks of the course. For all graduate programs requiring up to 40 semester hours, the Pass/Fail option may be exercised only once, for a maximum of three semester hours. For those programs requiring more than 40 semester hours, the option may be exercised no more than twice, for a maximum of six semester hours. These limits are exclusive of any courses taught only on a Pass/Fail basis. Except for the Law School, a grade of P is equivalent to a B 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 Program Director, Chairperson of the department and the Dean of the College/School. Degree, Certificate or Diploma candidates, see Graduate Program Director, Chairperson of the department and the Dean of the College/School. Degree, Certificate or Diploma candidates, see Application for Graduation, page 13 or the degree, certificate and diploma requirements completion deadlines.
W	If a student withdraws from a course during the first 1/4 of the course, there shall be no record of this on the transcript. The student has withdrawn from the course (without credit) and so notified the Office of Academic Records in writing or online by the last day of classes prior to the start of the designated final examination period.
UW	Unofficial Withdrawal. The student has not officially withdrawn. Faculty must indicate the last date of attendance.
CR	Credit (indicates the satisfactory completion of the essay or problem)
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 Incomplete. NC can only be awarded after at least 60% of the course work has been presented to the student.
NR	Student's grade has not been submitted by the instructor
Pr	Progress (used chiefly to report on 301, the first semester's work on the graduate essay or problem)

### DEGREES WITH DISTINCTION

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

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### INDIVIDUAL RECORDS

#### AVAILABILITY OF RECORDS

The University complies with all provisions of Public Law 93-380 (Privacy Rights of Parents and Students—disclosure law). Students may make an appointment with their Graduate Program Director to inspect any record included in the terms of the Law.

#### THE BUCKLEY AMENDMENT

In compliance with the Family Education Rights & Privacy Act (Buckley Amendment), this statement reflects Hofstra University's policy.

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree earned. Other kinds of directory information, such as a student's address, telephone listing, major field of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Hofstra reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

#### THE SOLOMON AMENDMENT

In accordance with the Solomon Amendment, the University will make accessible to the Secretary of Defense, directory information including each student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution the student was most recently enrolled in. However, the University will not provide directory information for specific students who formally request that such information be withheld from third parties.

A form to request nondisclosure of directory information must be filed by the student. This form is available at the Student Administrative Complex, Memorial Hall.

#### 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.

#### CHANGE OF ADDRESS/NAME

Students must report a change of their home or local address to the Office of Academic Records or to a Student Accounts Representative immediately, located in the Student Administrative Complex, Memorial Hall.

#### CHANGE OF MAJOR/MINOR/SPECIALIZATION/CONCENTRATION/DEGREE

In order to facilitate orientation and advisement of a student to his or her new major, students must report any change in their major, minor, specialization, concentration, or degree on the official Change of Study form to the Graduate Program Director and the Office of Academic Records. Any change requires a signature from the new department indicating that the student has notified that department and has been made aware of all requirements. Students are not required to obtain a signature from the program or major they are leaving.



## GRADUATE TUITION AND FEES

Hofstra University reserves the right to alter its policy and schedule of charges without prior notice. The privileges of the University are available to students only upon completion of registration and the payment of all tuition and fees. Students may not register for a new semester until all prior financial obligations have been satisfied and paid. The University shall withhold diplomas, certificates, and transcripts until all financial obligations have been met.

Tuition and fees are payable by check or money order submitted either by mail or in person at the Office of Student Accounts, in the Student Administrative Complex of Memorial Hall. Checks and money orders shall be drawn to the order of Hofstra University for all amounts due. In addition, for your convenience, payments may be made by credit card, MasterCard and Visa Only, through the University website, by fax (516-463-4847), by mail or in person. Payments shall be applied first to past-due balances and then to current charges.

*Listed below are the charges for 2002-03, which were in place at the time of this bulletin's publication. Hofstra University reserves the right to alter this schedule and other fees without notice. The current tuition and fee rates will be available on the University's website, [www.hofstra.edu](http://www.hofstra.edu), prior to the start of each term.*

Graduate Fees	Description if applicable	Amount
Application Fee	Payable upon application for admission to the University - non-refundable (including International Students)	\$ 60*
Tuition	For 200 and above level courses, per credit hour	\$551
Tuition Deposit	Payable upon acceptance to the University See specific Doctoral/Masters Programs	\$250
University Fees, per semester	Students registering for 12 or more credit hours	\$292
	Students registering for 8-11 credit hours	\$152
	Students registering for 1-7 credit hours	\$ 76
	Maintaining Matriculation	\$100
Health Center Fee, per semester	Students registering for 12 or more credit hours	\$ 53
	Students registering for 1-11 credit hours	\$ 32
Activity Fee, per semester		\$ 10
Late Filing Fee for Application for Graduation	Filing after October 1 for December graduates; March 1 for May graduates; June 15 for Summer I; July 15 for Summer Session II and August 15 for Summer Session III for August Graduates.	\$ 25
Program Change Fee	After the first week of the regular semester or after the first three days of a January/summer session	\$ 25

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Credit by Examination*	Per .5 credit	\$ 95
	Per 1 credit	\$145
	Per 2 credits	\$240
	Per 3 credits	\$340
	Each additional credit	\$100
Prior Learning*	Up to 3 credits per assessment in one department	\$340
	For each additional credit in the same assessment in the same department	\$100
Binding Fee	For Thesis and Dissertation Master's Essay (number of copies may vary; Students should consult their Graduate Program Director)	\$ 45
	(1st book \$45 plus \$20 per letter for Spine Stamping. Each additional book: \$25 plus \$.10 per letter for Spine Stamping.) Doctoral Dissertations – see specific program	\$124
Diploma or Certificate Replacement	Once a student has graduated from Hofstra, a replacement diploma or certificate with a name other than the name shown on the original diploma or certificate will be ordered upon request if the student can provide proper documentation that he/she was legally entitled to use the proposed name change on or before the date of graduation.	\$ 30
Transcript Fee	Official Transcripts, no charge Student Copy	\$ 3
	Upon written application to the Office of Academic Records and the payment of the above fee for each Student Copy ordered, the University will furnish transcripts of each student's scholastic record. (A student in good standing may receive a transcript required by the armed forces without charge.) No transcript may be issued for a student who is in arrears. Official transcripts are not given to students or mailed to private addresses, but are mailed directly to institutions or persons considering the applicant for admission or for employment. NOTE: during peak periods, particularly at the end of each semester and each summer session, there may be a two-week delay. Transcripts are processed in the order in which applications are received at the Office of Academic Records.	
Course Description Fee (copy per page)	Requests for course descriptions are processed through the Office of Academic Records upon written request and payment of the appropriate fee amount.	\$ 2
Fee for uncollected Check Returned by Bank		\$ 25

\*Non refundable

Resident Student Fees: per person		For further information and a schedule of current rates, please call the Residential Life Office at 516-463-6929.	
Residence Hall Fees, per person		Per Semester	Annual
	Super Singles	\$4,360	\$8,720
	Suite Singles	\$3,340	\$6,680
	Singles	\$3,275	\$6,550
	Suite Lounge	\$3,200	\$6,400
	Apartment	\$2,950	\$5,900
	Suite without lounge; lounge New Complex	\$2,730	\$5,460
	Tower Doubles	\$2,675	\$5,350
	Tower Triples	\$2,370	\$4,740
Board, (for residence students, per term; optional)	Plan 1	\$ 495	\$ 990
	Plan 2	\$ 985	\$1,970
	Plan 3	\$1,050	\$2,100
	Plan 4	\$1,195	\$2,390
	Plan 5	\$1,350	\$2,700
	Plan 6	\$1,550	\$3,100
Student Accident and Sickness Insurance Fee, per term		\$ 53	\$ 106
Organization of Resident Student Activity Fee, per term		\$ 5	\$ 10
Room Damage Deposit, paid once per year			\$ 300

## PAYMENT POLICY

Tuition and fees are due and payable in full at the time of registration. Students will be billed in July for the fall semester and in December for the spring semester. Students are responsible for all charges regardless of billing, and may access their student account through the Hofstra website. Students are required to notify the Office of Academic Records of any change in billing address, and/or update their billing address through the web. All payments must be made in accordance with prevailing University policy. Students should consult with the Schedule of Classes and the University website for current policy.

## DEFERRED PAYMENT PLAN

Students may defer up to 50% of total current term charges, less pending approved financial aid, to a maximum of \$2,500 for undergraduate and graduate students. Any amounts deferred must be paid in full by October 15 for the fall, and March 15 for the spring. Students must complete a Deferred Payment Agreement, available through the Office of Student Accounts, or through the Hofstra Online Information System. The completed agreement, along with a nonrefundable fee of 2% of the amount deferred (a minimum fee of \$50) and the balance due must be submitted to the Office of Student Accounts.

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### MONTHLY PAYMENT PLAN, CURRENTLY ADMINISTERED BY TUITIONPAY

Students preferring to pay annual tuition and fees on a monthly basis may do so through a service provided by Hofstra University through an outside organization, currently TuitionPay. The plan provides for monthly installments for the academic year. Information is available by contacting the Office of Student Accounts. Students may also contact TuitionPay directly through their website [www.tuitionpay.com](http://www.tuitionpay.com).

### LATE PAYMENT FEES

All tuition and fees are due at registration. Failure to make payments on time will result in the assessment of late penalties. Moreover, students with balances due will not be permitted to register, receive a transcript, or receive a diploma or certificate. Federal and state regulations, along with University policy, precludes the use of current financial aid for the payment of past due charges.

#### Fall Semester

Payments after August 1 50

Payments after October 15 100

Payments after term ends will be subject to interest at the rate of 1% per month of the outstanding balance due.

#### Spring Semester

Payments after January 5 50

Payments after March 15 100

Payments after term ends will be subject to interest at the rate of 1% per month of the outstanding balance due.

### LATE REGISTRATION FEES

(See current Schedule of Classes for specific registration dates)

Continuing students are expected to register during the scheduled registration periods, which are outlined in the Schedule of Classes and on the University's website for each term. Students wishing to register after the appointed periods are subject to Late Registration Fees.

Continuing Students:	For registration, after bills are due, per term	100
All Students:	For registration, after the first week of classes (additional fee), per term	150

### REFUND POLICY

(Law School students should consult the Dean's Office for the Law School policy on refunds.)

The University shall refund student payments, other than Title IV aid, in accordance with the following schedule. Please note that the University fee is non-refundable. Students must apply for all eligible refunds in writing. An application for refund is available in the Office of Student Accounts or on the University website.

Students wishing to withdraw from the University must meet with an advisor in the Office of Academic Advisement, 101 Memorial Hall. All official withdrawals must be certified by the Office of Academic Advisement prior to the processing of refunds. A student withdrawing without official notification may not have any remission of tuition and shall receive a grade of NC or UW, as appropriate, in all courses (see Grades, page 19).

<b>Date of Withdrawal</b>	<b>Refund of tuition &amp; fees (less non-refundable fees)</b>
Prior to 1st day of classes	100%
1st week of classes	100%
2nd week of classes	75%
3rd week of classes	50%
4th week of classes	25%
Thereafter	0%

The refund policy associated with housing and meal plans is available from the Office of Residential Life.

Students are required to withdraw from classes in accordance with established policy. Students may not withdraw from classes or the University without official notification. Non-attendance from classes does not constitute withdrawal. Students remain fully responsible for all financial obligations, subject to the refund schedule above.

Note: Non-attendance of classes does not classify as official withdrawal, and does not relieve the student of his or her financial obligation, or entitle the student to a refund.

#### **TITLE IV REFUND POLICY**

Students who withdraw from the University and have received, or were eligible to receive, funds from the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Loan (Unsubsidized, Subsidized and/or PLUS) Programs, are subject to federal regulations relating to the refund of Title IV aid, and to the University's refund policy for all other payments. The amount of refundable institutional charges shall follow the University's refund schedule detailed above.

Upon Official Withdrawal from the University, the University shall compute the amount of Title IV aid that has been earned by the student, and the amount that must be refunded. This federal formula considers the date of withdrawal, the form of aid, and the amount of aid credited to the student or previously refunded to the student.

Unearned financial aid dollars, which must be returned to the federal aid programs, may create a balance owed by the student to the University. Students remain responsible for all such financial obligations.

In addition to the amount of federal aid that the University must return, students receiving federal aid directly from Hofstra or otherwise toward other educational costs, including off-campus living expenses, may be required to repay a portion of those funds to the federal programs. Failure to return the aid to the federal aid programs may result in loss of eligibility for additional financial aid assistance.

#### **REFUND DISTRIBUTION—PRESCRIBED BY FEDERAL LAW AND REGULATION**

Federal aid funds to be returned are distributed to the programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Other Title IV Aid Programs

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### FINANCIAL AID

*Office of Financial Aid, 202 Memorial Hall*

*Telephone: (516) 463-6680*

*Fax: (516) 463-4936*

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

Students have the responsibility to plan ahead, anticipate all costs, budget all resources, and request aid for the entire academic period. Anticipated costs include not only tuition and fees but a reasonable cost estimate for books and supplies, transportation, room and board where applicable, and personal expenses.

Hofstra makes financial support available to many students in the form of fellowships, scholarships, grants, loans and employment. Eligibility for scholarships depends on the student's achievement and potential.

Fellowships and scholarships towards tuition are awarded to qualified full-time and part-time graduate students based on academic excellence and/or demonstrated need. These fellowships and scholarships are applied toward tuition only and do not apply to such costs as University fees, living expenses, tutorials, credit by exam or specific off-campus programs.

In addition, financial support is also available through State and Federal Agencies. Such support may depend on the financial need of the student. All scholarships, assistantships and grants, on a graduate level, are handled within a student's respective department. The graduate student should contact his/her particular department for information.

### APPLICATION AND REAPPLICATION PROCEDURES

Requests for financial assistance will not influence a candidate's consideration for admission in any way. Financial aid decisions will be made after the student has been accepted, and the student will be informed by mail.

Graduate and professional students must complete the Free Application for Federal Student Aid (FAFSA).

Applications are available at the Office of Financial Aid or you can apply online at: [www.hofstra.edu/graduate-aid](http://www.hofstra.edu/graduate-aid). Hofstra's federal code is 002732. The federal government may require a copy of the student's federal tax return be submitted to the Financial Aid Office before federal loans can be approved. Students who are residents of New York State can also apply for the New York State Tuition Assistance Program (TAP) by competing the FAFSA. New York Higher Education will mail a TAP Express Application for the student to review and return to them in Albany, NY.

The individual graduate departments determine scholarship and grant renewals. In order to secure a Stafford Loan, the FAFSA must be filed every year. Renewal applications for the FAFSA are mailed by the U.S. Department of Education to continuing students who did not file their FAFSA electronically for the previous year prior to September 1. All other students can secure the FAFSA or do the online application as noted previously. The University reserves the right to deny FAFSAs not completed in accordance with federal deadline.

### FEDERAL WORK STUDY (FWS)

Various jobs are available for students who demonstrate financial need. The Federal Government allocates funds for these jobs to the University. Jobs are available during the regular academic year and for the summer. If the student is interested in FWS, they should contact the Office of Financial Aid after they have filed the FAFSA.

### FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)

The FFELP is where the federal government offers low-cost loans to qualified students. The loans are funded by lending institutions and guaranteed by the federal government. To apply for federal loans, students and their families must complete the Free Application for Federal Student Aid (FAFSA).

### FEDERAL STAFFORD LOAN

There are two kinds of Stafford Loans—subsidized and unsubsidized. If you have need as determined by Federal Needs Analysis, you may receive the subsidized loan where the government pays the interest while you are in college. If not, you are eligible for the unsubsidized loan where you can choose to pay the interest while you are in school or to defer the payment until you complete your studies.

Students who have not previously received a Stafford loan, through our guarantor, HESC, will receive a master promissory note, if they are eligible and accept this loan. Graduate students may borrow a maximum of \$8,500 per class year, up to a total of \$65,000 including any loans for undergraduate study. Federal Stafford Loans carry a variable interest rate not exceeding 8.25 percent.

Although the loan may be repaid at any time, monthly payments must be made to the bank or other lender beginning six months after graduation or termination of study. Before applying for a loan, all students must complete the Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid has a preferred lender list available listing banks that can best serve our students.

### FEDERAL UNSUBSIDIZED STAFFORD LOANS

The Federal Unsubsidized Stafford Loans are also available for graduate students. An insurance premium and an origination fee is due when the loan funds are distributed to the University. The loan amount is disbursed in two annual payments, co-payable to the student and the institution. Graduate students may borrow up to \$10,000 per year up to a total of \$23,000. Federal Unsubsidized Stafford Loans carry a variable interest rate not exceeding 8.25 percent. While the borrower is enrolled at least half-time, principal payments on the loan may be deferred. However, interest payments must be made during enrollment or capitalized (added to principal). Repayment of both principal and interest begins when the borrower leaves school or enrolls for less than part-time or full-time study, depending on the lender. Application procedure is similar to the subsidized Stafford.

### HONORS, PRIZES AND AWARDS

Unless otherwise indicated, applications for these awards should be made to the Office of Financial Aid.

### SCHOLARSHIPS

A number of special prizes and awards are presented to Hofstra students by organizations, friends of the University and members of the University community. These prizes and awards are in addition to the regular forms of financial aid available to students.

### DISTINGUISHED ACADEMIC SCHOLAR PROGRAM

Full-tuition scholarships are available to students with outstanding academic achievement, regardless of financial need.



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Honor, Prize, Award or Scholarship	Description
Academic Learning Skills (PALS)	Selected on the basis of scholastic achievement or potential and demonstrated financial need. Awarded by the Office of Academic Records. Upon the recommendation of the Chairperson of the Literacy Studies Program and the Director of the Program for Academic Learning Skills (PALS).
Albert Ginsberg Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Allison Kim Levy Continuing Acts of Kindness Endowed Memorial Award	Hofstra University, through a generous donation from the family and friends of Hofstra alumna Allison Kim Levy, offers two annual awards in recognition of outstanding community activity and good works performed by students, faculty, and staff of the University in behalf of their communities. Examples of service include the development of community programs (e.g., initiating food distribution programs for the elderly, tutoring programs for underachieving children, case management for the mentally ill), volunteer service in community programs (e.g., coordination of other food volunteers, helping community residents learn about divorce mediation services through public announcements), or direct service in the community to individuals with special needs (e.g., in home behavior modification with an autistic child, reading to the blind). All members of the Hofstra community are eligible for this award, including undergraduate and graduate students, staff, and members of the faculty. Each award includes a certificate of recognition and a \$1000 prize. Nominations for the award must include a written description of no more than 500 words of the nominated individual's contributions to the community, and corroborative letters from two members of the community. The program is administered through the Department of Psychology and awards are made on a yearly basis. The call for nominations will be announced in early February for work conducted during the previous calendar year and awards will be announced at the annual awards ceremony of the National Honor Society in Psychology each May. A committee consisting of the Director of the Psy.D. Program in School-Community Psychology, a secretary from a doctoral program in Psychology, and the undergraduate student president of Psi Chi, the National Honor Society in Psychology, will designate winners and notify the Office of Development of their selections.
Arnold Horowitz Endowed Memorial Award	Awarded to assist students enrolled in the doctoral programs in psychology. Recommended by the Faculty Committee of the Graduate Programs.
Arthur Pergament Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Arthur Sanders and Jerry Spiegel Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Barbara and Maurice A. Deane Endowed Distinguished Academic Scholarship in the School of Law	Awarded to students with outstanding academic achievement, regardless of financial need.
Bernard Gold Endowed Memorial Scholarship	Awarded to a qualified Hispanic or African-American student majoring in special education who will be selected on the basis of demonstrated financial need as well as academic achievement and potential. Recommendation by the Special Education Program to the Office of Academic Records.

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Bertram D. Brettschneider Endowed Distinguished Academic Scholarship in Law	Awarded to students with outstanding academic achievement, regardless of financial need.
Black Alumni Chapter Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Blanch E. Jefferey Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Boomer Esiason Endowed Scholarship in Sports Law	Awarded to a deserving law school student(s) specializing in Sports Law. The Law School Office of Financial and Academic Records will award this scholarship.
BT Paryani Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
CLEO/Thurgood Marshall Assistance Award	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Commissioner Monica Gollub Memorial Endowed Distinguished Academic Scholarship in Law	Awarded to students with outstanding academic achievement, regardless of financial need.
CV Starr Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Deborah Sloyer Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Dorothea S. Clarke Endowed Scholarship	Awarded to a student(s) in the M.S. in Literacy Studies and Special Education program and to a student(s) enrolled in the Program for Academic Learning Skills (PALS). Selected on the basis of scholastic achievement or potential and demonstrated financial need. Awarded by the office of Academic Records upon the recommendation of the chairperson of the Literacy Studies Program and the Director of the Program for Academic Learning Skills (PALS).
Dorothy and Sidney J. Rauch Endowed Scholarship	Granted to a qualified graduate student or students selected on the basis of demonstrated economic need as well as scholastic achievement. Recommendation by the Literacy Department to the Office of Academic Records.
Dwight L. Greene Memorial Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
E. David Woycik, Jr. Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.

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Edward J. Speno Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Egel-Gray Endowed Memorial Scholarship	Awarded to a student majoring in special education who has completed one semester of study at the graduate level. The award is based on academic excellence and outstanding contribution to the community. Recommendation by the Special Education Program to the Office of Academic Records.
Ella Mandelbaum Endowed Law School Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Gary W. Grimes Memorial Scholarship	Awarded to a graduate student(s) majoring in biology, with a special interest in electron microscopy. Recipients selected on the basis of demonstrated economic need as well as scholastic potential. Awarded by the Office of Academic Records upon the recommendation of the Department of Biology.
George A. Bossert/Alumni Organization Endowed Scholarship	Awarded to deserving graduate student assistants of the Hofstra University Alumni House. The Office of Academic Records will award this scholarship upon the recommendation of the Executive Director of Alumni Relations.
Gerald G. Wright Endowed Scholarship	Awarded to a deserving Law School student upon the recommendation of the Dean of the School of Law.
Gina Marie Escarce Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Glenn J. Winuk Endowed Memorial Scholarship	Awarded to a deserving Law School student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. First preference will be given to children or spouses of victims of the September 11, 2001 tragedies.
H. Alan Robinson Outstanding Doctoral Dissertation Award	Award of up to \$1000 to honor the highest quality of scholarly research and excellence of presentation in dissertations submitted by doctoral candidates at Hofstra University. An appointed faculty committee will make the selection.
Harold E. Yaker Endowed Distinguished Academic Scholarship in Graduate Psychology	Awarded to students with outstanding academic achievement, regardless of financial need.
Harold E. Yaker Endowed Research Award	Tuition remission of \$500 will be granted to a Ph.D. student in clinical or school psychology for meritorious publications in professional psychology or presentations at national or international conferences. Recommendation by the Director of the Ph.D. program in conjunction with the Chairperson of the Psychology Department.
Herbert Kurzer Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.

Herman Hillman Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Hon. Frank A. Gulotta Endowed Scholarship of the Columbian Lawyers' Association of Nassau County, Inc.	Awarded to a Hofstra University School of Law student entering his/her second or third year. The student must be a resident of Nassau County and one or both parents must be of Italian ancestry. Each qualified student(s) will also be selected on the basis of scholastic achievement or potential and financial need. Recommendation by the Law School's Office of Financial Aid with the approval of the Columbian Lawyers' Association of Nassau County, Inc.
Irving and Ina Markowitz Prize in Asian History	A prize of \$200 made through the Department of History and awarded for outstanding performance in Asian History.
John Dewey Van Buren Endowed Scholarship	Awarded to a qualified graduate student majoring in Counseling. Selected on the basis of demonstrated economic need as well as scholastic achievement or potential. Recommendation by the Program Director with other faculty based on faculty recommendations to the Office of Academic Records.
Jonathon Falk Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Joni Cesta Endowed Memorial Scholarship	Awarded to deserving law school students who will be selected on the basis of academic achievement or potential and demonstrated financial need. First preference will be given to children or spouses of victims of the September 11, 2001 tragedies. The Law School Office of Financial and Academic Records will award this scholarship.
Joyce A. Bloom Scholarship in Graduate Psychology for Returning Women	Awarded to a female student in the first year of the graduate psychology program, who is returning to school after an absence of at least five years in order to raise a family and who has at least one child under the age of 15 living at home. Recipient will be selected on the basis of financial need as well as scholastic achievement or potential. Awarded by the Office of Academic Records.
Julia Vane Memorial Endowed Distinguished Academic Scholarship in Graduate Psychology	Awarded to students with outstanding academic achievement, regardless of financial need.
Kenneth Brodlied MBA Endowed Scholarship	Awarded to a full-time M.B.A student who has completed one year of study toward the degree and has achieved academic excellence. Recommendation by the Dean of the Frank G. Zarb School of Business to the Office of Academic Records.
LALSA Alumni Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Law School Alumni Endowed Distinguished Academic Scholarship	Awarded to students with outstanding academic achievement, regardless of financial need.
Lawrence C. Schoen Endowed Distinguished Academic Scholarship in the School of Law in memory of Howard H. Born	Awarded to students with outstanding academic achievement, regardless of financial need.

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Leon Stern Endowed Award	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Lester Fortunoff Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Lubov Family Endowed Scholarship:	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Marcia Garfen Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Meltzer, Lippe, Goldstein & Schlissel Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Milton M. Gardner Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Mitchell B. Adler Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Myrka Gonzalez and David Ochoa Endowed Scholarship	Awarded to an entering or returning School of Law student(s) who will be selected on the basis of demonstrated financial need and academic achievement or potential. Preference will be given to students of Hispanic descent. The School of Law Financial Aid Office will award this scholarship upon the recommendation of the Dean of the School of Law in consultation with School of Law Faculty and the Dean of Admissions for the School of Law.
Patricia F. Moore Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Peter S. Kalikow Endowed Law Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Phi Beta Kappa Endowed Graduate Scholarship	Awarded to graduating seniors inducted into Phi Beta Kappa pursuing graduate work in the liberal arts and sciences either at Hofstra or elsewhere. This scholarship will be awarded by the Hofstra Chapter of Phi Beta Kappa.
Ray Horton Endowed Scholarship	Awarded to a doctoral student(s) in Literacy Recipient(s) selected on the basis of academic achievement or potential and financial need. Recommendation by the Reading area to the Office of Academic Records.

Raymond Wilkes Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Rhoda Tartak Endowed Memorial Scholarship	Awarded to any student enrolled in a Psychology doctoral program, based upon academic excellence and financial need. Recommendation by the Scholarship Committee of the Psychology Department to the Office of Academic Records.
Rick Elkow Memorial Scholarship	Awarded to a deserving student in the Industrial/Organizational Psychology Program selected on the basis of demonstrated financial need as well as academic achievement or potential. Recommendation by the Office of Academic Records and the faculty/staff of the Industrial/Organizational Psychology Program with the requirement that the recipient has successfully completed the qualifying examination administered by the Program.
Ricky Feldman Endowed Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Robert J. Vane Endowed Memorial Scholarship	Awarded to assist students in the doctoral program in Clinical and School Psychology. Recommendation by the faculty of the program.
Roy Cacciatore Economic Development Endowed Scholarship	Provides tuition aid to individuals who enroll in Hofstra's Entrepreneurship Program. Financial assistance will also be given to small and medium sized companies to utilize services of the Scott Skodnek Business Development Center. Recommendation by a selection committee.
Ruskin, Moscou, Evans & Faltischek Endowed Award in the School of Law	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
School of Education and Allied Human Services Alumni Association Annual Scholarship	A \$500 scholarship will be awarded to a student matriculated into the School of Education and Allied Human Services based on the following criteria -- minimum of 12 credits earned towards graduate degree (in residence), minimum 3.3 cumulative grade point average (based on graduate-level courses taken at Hofstra University), Community Service, activities/awards/achievements, and essay (typed, double spaced, approximately 100 words): Discuss your professional goals in your chosen field in the School of Education and Allied Human Services. The Office of Academic Records will award this scholarship upon the recommendation of the Dean of the School of Education and Allied Human Services, in consultation with the School of Education and Allied Human Services Alumni Association.
Shirley and Hyman Goldstein Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Sidney and Pearl Kalikow Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Sinclair Charitable Trust Endowed Scholarship	Awarded to a financially disadvantaged student in the M.B.A. degree program. Recommendation by the Dean of the Frank G. Zarb School of Business to the Office of Academic Records.

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Stephanie Kupferman Juvenile Justice Endowed Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Sylvia Martin Endowed Memorial Scholarship in Speech-Language-Hearing Sciences and the School of Law	Fifty percent (50%) of the available annual earnings will be awarded to a qualified graduate student in the Speech-Language-Hearing Science program selected on the basis of academic achievement (minimum GPA of 3.0) and demonstrated financial need. A qualified candidate will present documentation specifying a disability and show evidence of satisfactory interpersonal behavior and professionalism in clinical practice. The other fifty percent (50%) of the annual earnings will be awarded to a qualified Law School student. The available annual earnings of the endowment will be awarded to two (2) deserving students—one as recommended by the Office of Academic Records and the Speech-Language-Hearing Sciences Department, the other as recommended by the Dean of the School of Law—both in consultation with the Donor.
The Dorothy and Elmer Kirsch Endowment Fund for the Hofstra Cultural Center	Established in 1997 to support the Hofstra Cultural Center's programs on Judaism.
The Donald J. Sutherland University Lecture in the Liberal Arts	Established in 1998 to bring to Hofstra University an outstanding speaker(s) in the area of the liberal arts.
The Lazarus Endowment for the Center for Gerontology	Established in 1998 to support research in the field of gerontology.
The Ruth F. Gold Endowment for the Center for Gerontology	Established in 1998 to support guest speakers and/or scholarships for students in the Gerontology Master's Program.
Wallach Family Endowed Scholarship	Awarded to a deserving law student(s) specializing in Family Law who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
William Eric Goldberg Memorial Scholarship	Awarded to a deserving law school student(s) who will be selected on the basis of academic achievement or potential and demonstrated financial need. The Law School Office of Financial and Academic Records will award this scholarship.
Zarb Family Endowed Scholarship in Reading	Awarded to a qualified graduate Reading student with a "B" average or better who has demonstrated qualities of leadership, ethical behavior, compassion and respectful treatment of others and has volunteered in the recent past (or now) to help someone or some group of those less fortunate. The scholarship may be given to the student in successive years if he/she continues to meet the standard qualifications. The Office of Academic Records will award the annual earnings of the endowment upon the recommendation of the Chairperson of the Literacy Studies Department.



## ADDITIONAL SOURCES OF AID

### OFFICE OF VOCATIONAL REHABILITATION OR THE COMMISSION FOR THE BLIND AND VISUALLY HANDICAPPED

This Office provides funds for educational purposes to people who have physical or mental disabilities or visual impairments which are handicaps to employment. Contact your local Office, whose telephone number can be located in your telephone directory under State Agencies.

### VETERANS GI BILL BENEFITS

Funds for educational purposes are available to veterans of the Armed Forces. Contact the Veteran's Representative at Hofstra (516) 463-6838 for individual information.

### PRIVATE AGENCIES

Private Agencies such as religious organizations, unions, foundations and social, civic and cultural groups may make awards to students. Check any organization in which you participate. Check website: fastweb.com.

## STUDENT EMPLOYMENT

### OFFICE OF STUDENT EMPLOYMENT

The Office of Student Employment provides on-campus employment programs for graduate students while enrolled at the University. The office is located in the Human Resources Center on north campus and provides services on a walk-in basis.

Job opportunities can be accessed on the Hofstra University website at [www.hofstra.edu/student-jobs](http://www.hofstra.edu/student-jobs). Bulletin Boards listing available jobs are located on the balcony of the Student Center. All student positions are also kept on file in the Office of Student Employment.

Graduate student positions include graduate assistant, resident director and tutors. For those students applying for financial assistance, eligibility for the Federal Work Study program may also be available. For all on-campus graduate student positions, applicants must hold a baccalaureate degree and be accepted as a fully matriculated student in a Masters, Law or Doctoral level program at Hofstra University.

### GRADUATE ASSISTANTSHIPS

The graduate assistantship is a part-time position in an on-campus administrative office or student services area that has a compensation package that includes tuition remission. Some jobs also include a stipend or hourly wage.

### FELLOWSHIPS

A Graduate Fellowship is an offer of a scholarship in the student's academic major which requires the student to work for the scholarship money. The scholarship is only in the form of tuition remission. Application is made to the Graduate Program Director.