

Instructions and Information for 2000-level Courses

As the Graduate Studies Bulletin indicates:

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. (2018-19 Graduate Studies Bulletin.)

“Request for 2000-Level” forms can be found at:

https://www.hofstra.edu/pdf/studentaffairs/studentervices/acdrec/acdrec_2000levelform.pdf

With the completed form, the instructor should submit 1) a copy of the undergraduate course syllabus and 2) a document that describes the additional work the instructor will be assigning to the graduate student ***so as to require of him/her graduate level work.***

Although the nature of the “substantially enhanced requirements” will vary based on the subject matter of the course, the additional work usually consists of more reading and writing than is required of the undergraduates in the course. Note that information about the 2000-level assignments should be as detailed as possible. For example, the instructor should state how many additional articles/books the student should expect to read; which of these texts, if any, constitute required reading; how many more laboratory experiments the student will undertake, etc. The instructor should also be specific about the number of pages the additional writing assignments will require, whether the assignments require the use of secondary sources, and so on. (In some instances, particulars about additional assignments may be determined in consultation with the student, and the instructor can so indicate on the document.)

The form should be signed by the student’s graduate advisor, the course instructor, the department chair and then submitted to Jean Dobie Giebel, Associate Dean, HCLAS Dean’s office, 200 Heger Hall.

Once the form and documentation are received by the Dean’s Office, the materials are sent to the Provost and then to Academic Records. When the 2000-level course is created, Academic Records will inform the Dean’s office. The Chair of the department will receive an email from Chris Jenkinson advising of the creation of the course and asking to please have the student register for the course. Once created, the course will also immediately appear on Banner Proper and Banner Web.