

# General University Information

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## 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.

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Plagiarism in any form, either from published works or unpublished papers of other students, is cheating.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.

## CHANGE OF ADDRESS

Students must report a change of their home or local address to the Office of Academic Records or to a Student Account Representative immediately.

## 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 Office of Academic Records. Any change requires a signature from the new department indicating that the student has notified the new 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.

## AUDITING POLICY

The privilege of auditing courses is not available to students currently enrolled at Hofstra or at other institutions of higher education. Additionally, students admitted to professional schools *may not* audit Hofstra courses in preparation for their enrollment at those institutions.

Auditing of undergraduate courses is made available to individuals not enrolled in any institution of higher education as a service to enrich their knowledge in a particular area, upon payment of 50 percent of the regular part-time undergraduate tuition.

During the spring and fall semester, the auditor shall have the option of converting the courses from a non-credit to credit basis at any time prior to the end of the third week of classes or the first week of a summer session. Permission of the instructor, payment of adjusted tuition and fees, and meeting of all University admissions conditions are required prior to such conversions.

For admission to undergraduate courses, apply to the Center for University Advisement.

It is not normally the policy to permit either Hofstra or non-Hofstra students to audit graduate courses. In extraordinary circumstances, however, permission may be granted. Admission will be through the Center for University Advisement.

## SENIOR CITIZENS TUITION DISCOUNT

To encourage their participation and extend the benefits of its community service program, Hofstra University provides for a 50 percent tuition discount for senior citizens registered in credit courses on campus.

To be eligible for this discount, a registrant must be at least 60 years of age. The age qualification is to be verified by presentation, at registration, of a senior citizen's identification card issued by the Nassau County Department of Senior Citizens Affairs or a town, city or village Office for the Aging.

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\*Adopted from UCLA's *Position on Cheating*.

## VISITING STUDENTS

Permission to Attend from Other Colleges

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.

## Some Definitions

### 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 (for New College, and School for University Studies Calendar, see inside front and back covers) is based on the 4 × 4 calendar with fall classes beginning on September 2 and concluding on December 20. All spring semester classes begin February 2 and end May 22. The January Session, the period between semesters, can be used as a holiday, for independent or group study programs or for special educationally related projects. Credit courses are offered during this session. For information, consult the Admissions Office.

### SEMESTER HOUR

Semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. The definition of semester hour is "one one-hour period of participation in class per week, or a minimum of two hours of laboratory or studio work per week for one semester, or the equivalent."

It should be noted that the semester-hour credit given a course is not necessarily equal to the actual number of hours spent in the class. This applies particularly to courses in the sciences and fine arts, where laboratory or studio sessions are scheduled in addition to regular class lectures.

Most courses are given credit of between two and four semester hours; a full-time student normally registers for 15 or 17 semester hours, consisting of five or six courses for each semester, chosen with the aid of a faculty adviser. No student may register for over 18 semester hours without special permission of the major adviser and the dean of the academic unit.

Part-time evening students are advised to limit their program to nine semester hours in the spring and fall semesters except by special permission. For Summer Session enrollment, see page 10.

In the case of full-year courses (those bearing hyphenated numbers in the department listings) both semesters of the course must be satisfactorily completed before semester hour credit can be received for either semester.

Since all courses are not offered every semester, students should consult the *Class Schedule* for specific offerings before registering for their programs.

### ELECTIVE

An elective is a course students choose to take either because of their special interest in it, because it helps to satisfy their intellectual curiosity or because it complements their college degree requirements. An elective course may be outside of a student's field or discipline, or it may have a direct relationship to his/her degree program. Limits are placed on the number of elective credits students can earn, and students must consult with a faculty adviser when planning a program of study.

### COMMON HOUR

To facilitate student and faculty participation in extra-curricular and cocurricular events, the schedule of undergraduate day classes leaves open a common hour on Wednesdays from 11:15 a.m. to 12:40 p.m.

### FULL-TIME UNDERGRADUATE STATUS

Undergraduate students are considered full time if they are registered for a minimum of 12 semester hours per semester. Off-Campus Education courses and credits are counted in the 12 semester hours.

Education students are considered as full-time students if they are enrolled in student teaching plus one additional required course, where appropriate.

University Without Walls students are considered full time according to the criteria specified in the specific program guidelines.

### MATRICULATED STUDENT

A student who has successfully satisfied all admission requirements and has been officially accepted into a degree program at the University.

### STUDY TIME

Each student should schedule study time for each week equal to *at least twice* the number of hours spent in class.

### CLASS SCHEDULES

Classes at Hofstra begin at 7 a.m. each day, Monday through Friday. Classes are usually scheduled for meetings on Monday, Wednesday and Friday with fifty-five minute periods, or on Tuesday and Thursday with eighty-five minute periods. Laboratory sessions are scheduled separately from the regular lecture hours for a course.

Evening classes are normally scheduled on a Monday-Wednesday and Tuesday-Thursday combination. However, some 200-level and 2-semester hour courses meet once weekly as do courses scheduled on Saturday.

### LIBERAL ARTS

A liberal arts course is designed to help students grasp the range of possibilities for shaping their lives with particular reference to the formulation of their thoughts, sensibilities and notions of meaning. Such courses concern themselves with questions of basic human values and with the ways of understanding the character and organization of

reality. They focus upon the various approaches to self-examination and the inquiry into the outside world of nature and society.

It is an underlying assumption of all liberal arts courses that we must make ourselves aware of, and evaluate, the ends toward which we apply our intellectual efforts and develop our feelings. Liberal arts courses stress the development of clarity of expression, power of discovery and creative imagination. Techniques of communication and the applications of theory to practice are crucial objectives of education, but courses which emphasize skills as pre-professional training are not considered liberal arts courses.

All courses in the Hofstra College of Liberal Arts and Sciences, New College of Hofstra University, and the School of Communication are liberal arts courses unless otherwise indicated. All courses in the Zarb School of Business, School of Education and the Reading Center are *not* for liberal arts credit unless otherwise noted. The following lists the courses that are *exceptions* to the general rules just stated:

**DIVISION OF THE HUMANITIES**—all are liberal arts courses *except*:

Art History 168  
Drama 5, 13, 14, 15, 16, 17, 18, 19, 20, 23, 24, 55, 155, 156  
English 170, 174, 178, 178A, 178B, 178C, 178D  
Music 30, 31 through 38A, 39A, 107, 107A, 108, 172, 172A, 173, 174, 175, 190, 191, 101C-122C, 101D-120D, 122D

**DIVISION OF THE NATURAL SCIENCES, MATHEMATICS, ENGINEERING AND COMPUTER SCIENCE**—all are liberal arts courses *except*:

Biochemistry 173, 182, 183  
Chemistry 111, 173, 182, 183, 192  
Computer Science 163  
Engineering 1, 32B, 34, 47, 62, 114, 117, 134, 136, 138, 140, 143B, 143E, 143F, 146, 160, 169, 170, 180, 183, 199  
Geology 20, 104, 120, 131  
Physicians Assistant Studies 1, 2, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 130, 131, 150, 155, 160, 165, 170, 175, 180, 190

**DIVISION OF THE SOCIAL SCIENCES**—all are liberal arts courses *except*:

Psychology 88, 179  
Speech-Language-Hearing Sciences 104, 138

**MILITARY SCIENCE**—all are liberal arts courses *except*: MS 1C, 1E, 2C, 2E and associated leadership laboratories

**SCHOOL OF COMMUNICATION**—all are liberal arts courses *except*:

Audio/Video/Film 14, 21, 24, 26, 40, 41, 44, 64, 65, A-Z, 66, 84, 91, 94, 100, 104, 106, 134, 144, 145, 152, 161, 164, 165, 167  
Journalism 15, 16, 56, 67, 76

**SCHOOL OF EDUCATION**—the *only* liberal arts courses are:  
Foundations of Education 111, 127, 131  
Physical Education and Sport Sciences 159  
Reading 12.

**HOFSTRA UNIVERSITY HONORS COLLEGE**—all are liberal arts courses *except*: HUHC 21, A-Z

**SPECIAL PROJECT COURSES** are *not* for liberal arts credit.

## CURRICULUM EVALUATION

In its attempt to provide students with the best possible education, Hofstra University engages in a continuing program of self-evaluation. As part of this evaluation, it is necessary from time to time to require that students participate in surveys or testing programs. The purpose of such programs is to provide general data for University use, *not* to evaluate any particular student. Individual results, will, in no case, become part of the student's records.

## The Course Numbering System

This *Bulletin* lists all the courses offered by the University in its programs.

Courses numbered from 1 to 199 are for *undergraduates only*. All courses below the 200 level do not carry graduate credit.

Courses numbered 200 and above are for *graduate* credit with the exception that courses taken by students in the New College University Without Walls program are strictly on the undergraduate level, and 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 80 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.

## AVAILABILITY OF RECORDS

### TO PARENTS AND STUDENTS

The University complies with all provisions of Public Law 93-380 (Privacy Rights of Parents and Students—disclosure law). Students may make an appointment in the

Center for University Advisement to inspect any record included in the terms of the Law.

**To OTHERS**

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.