

Undergraduate Programs

(HEGIS 002732)

Associate in Applied Science Program

The School of Education and Allied Human Services offers a program leading to the degree of Associate in Applied Science, specialization in Elementary Education. See page 196.

Bachelor's Programs

Hofstra University offers the degrees of Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Science and Bachelor of Science in Education.

Students who have not decided on a field of specialization (major) when they enter as freshmen will be advised on programming by the University Advisement Office. Students will choose their field of specialization, usually by the end of either the freshman or sophomore year, and apply to the chairperson of the department of specialization for permission and aid in planning a course of study for the junior and senior years.

For students interested in teaching in elementary and secondary schools, see Undergraduate Preprofessional Programs, page 121. Students who think they may wish to pursue a preprofessional program other than education (premedical, prelaw, etc.) should consult with the preprofessional adviser in the University Advisement Office early in their college career.

Evening students will normally choose their major field after completing 12 semester hours. They will be given an appointment with a divisional adviser at the University Advisement Office.

DUAL MAJORS AND DUAL DEGREES

It may be possible for a student to complete two majors as part of one degree, and in rare instances it may be possible for a student to complete two undergraduate degrees simultaneously. Students interested in either of these options must register with the University Advisement Office where they will be advised and given specific information on dual major or dual degree requirements.

SECOND BACHELOR'S DEGREE

Students who already hold a bachelor's degree may earn a second one by satisfying the following requirements:

1. The student must apply and be accepted in a program of study toward a second degree by the Office of Admissions;

2. the work for a second degree must be completed in a major or program distinctly different from the one in the first degree;
3. the work in the major area of concentration must be completed in accordance with the requirements listed in the applicable *General Bulletin*;
4. all university and degree requirements not met on admission must be completed;
5. at least 30 credits over and above any used to satisfy the first bachelor's degree must be completed at Hofstra. A minimum of 15 of these 30 credits must be in the new major field of concentration;
6. a cumulative grade-point average of at least 2.0 must be earned in the courses taken at Hofstra for the second degree.

DEGREES AND MAJOR FIELDS

Programs are listed under the major department or area. For information on all teaching fields (e.g., elementary or secondary), see page 122.

BACHELOR OF ARTS

Africana Studies
American Studies
Anthropology
Art History
Asian Studies
Audio/Video/Film
Biology
Chemistry
Classics
Comparative Literature
Computer Science
Dance
Drama
Economics
Elementary Education*
Engineering Science
English
Fine Arts
French
Geography
Geology
German
Greek
Hebrew
History
Ibero-American Studies
Italian

*Dual enrollment is required.

Jewish Studies
 Journalism and Mass Media Studies
 Latin
 Liberal Arts
 Mathematics
 Music
 Philosophy
 Physics
 Political Science
 Psychology
 Russian
 Secondary Education**
 Sociology
 Spanish
 Speech Communication and Rhetorical Studies
 Speech-Language Pathology

BACHELOR OF ENGINEERING

Engineering Science

BACHELOR OF FINE ARTS

Theater Arts

BACHELOR OF SCIENCE

Applied Economics
 Applied Physics
 Athletic Training
 Audio/Video/Film
 Biochemistry
 Biology
 Chemistry
 Community Health
 Computer Science
 Computer Science and Mathematics
 Environmental Resources
 Electrical Engineering
 Exercise Specialist
 Fine Arts
 Geology
 Industrial Engineering
 Mathematics
 Mechanical Engineering
 Music
 School and Community Health Education
 School Health Education

BACHELOR OF BUSINESS ADMINISTRATION

Accounting (leading to CPA certification)
 Business Computer Information Systems
 Finance
 International Business
 Management
 Marketing

BACHELOR OF SCIENCE IN EDUCATION

Art Education
 Music Education
 Physical Education
 Secretarial and Office Subjects

For the programs of New College, see page 89.

Undergraduate Grades

Hofstra uses an alphabetical system of grades to describe the quality of the student's work. The University reserves the right to change this system at any time. The implementation of a new system, however, will not occur for approximately one year after the change has been made and the students have been officially notified. The revised system, when printed in the *General Bulletin*, applies uniformly to all students regardless of their initial date of entry. Alphabetical grades are further divided into plus and minus levels. These letter grades, which include plus and minus where applicable, are explained below. Final grades are reported only from the Office of Financial and Academic Records.

A—Indicates that the student's academic performance in achieving the objectives of the course was *of honors level*.

B—Indicates that the student's academic performance in achieving the objectives of the course was distinctly above that required by the course.

C—Indicates that the student's academic performance achieved the objectives of the course.

D—Indicates that the student's academic performance on the objectives of the course was less than required by the course but was still sufficient to permit the student to receive full credit. This grade is not acceptable for major or minor credit unless approved by the chairperson of the major department. The course may be repeated for a higher grade but semester hour credit is given only once.

P—Passing, not counted in determining cumulative grade-point average. Courses passed with a P grade are counted, however, in the total number of credits accumulated for graduation. P is equivalent to C– or better (except at New College where P is equal to C or better). If in the opinion of the instructor the student's work has not earned a C–, then a D or an F will be awarded.

The P grade will be assigned for passing work in courses which are graded only on a Pass/D+/D/Fail basis and to courses taken under the Pass/D+/D/Fail option. (See Pass/D+/D/Fail Option.)

Pr—Progress. Used normally to report the first semester's satisfactory work in two-semester individually supervised courses, normally for seniors. This grade may be assigned only in courses previously approved for this purpose by the Undergraduate Academic Affairs Committee. Course credit toward graduation is granted.

NOTE: UWW courses and CHEM 151 may use the Pr grade.

**Dual major available.

F—Indicates that the student’s overall academic performance failed to satisfy the objectives of the course. No semester hour credit is received for courses with an F grade. Students will not be given credit for full-year courses unless both semesters of such courses are satisfactorily completed. Passing the first semester of a year course but failing the second, the student need repeat only the second semester.

INC and NCr: a student unable to complete a course may, with the permission of the instructor, receive one of the following grades:

INC—The instructor will permit the student to complete and submit the missing work *no later than the third week* of the following semester. Degree candidates, see Application for Graduation, page 67, for degree requirements completion deadlines.

All undergraduate students may accumulate up to nine credits of INC grades without penalty. Past this nine-credit limit, all subsequent INC grades not made up convert to F’s at the end of the semester following the one in which they were assigned. INC’s that are made up are not counted against the nine-credit limit.

NA—If the column for a student’s grade on the roster is left blank by the instructor because that student has not attended the class, and if “has not attended” is written in the “comments” section of the roster, the student will be assigned a grade of “NA” by the Office of Financial and Academic Records. That grade will have no numerical value and will not be figured into the student’s grade point average.

NCr—*New College only*: if the instructor’s evaluation will not allow the student to take an INC because of past performance in the course, the grade given will be either an NCr or an F. An NCr may not be changed to a letter grade, a W or INC and is not counted to computing the student’s grade-point average.

Students should take careful note of the effects of the NCr and INC grades on their standing in the University. See Dismissal, page 63.

W—The student has withdrawn from the course and so notified the Office of Financial and Academic Records in writing prior to the last day of the tenth week of the semester. For courses shorter than 15 weeks, the student has sole discretion to withdraw for the first 2/3 of the course; after 2/3 of the course has been completed, and any time before the last day of class, the student must have the instructor’s approval.

If a student withdraws from a course during the first three weeks of the semester; the first week of a summer session; the first three days of the January X Session; the first two weeks of a 10-11 week trimester or the first week of a mini-course, there shall be no record of course(s) on the permanent record. However, the statement “Complete Withdrawal from the

University” shall be entered on the permanent record of any student who completely withdraws from the University within the time frame indicated above.

PASS/D+/D/FAIL OPTION (P or D+ or D or F): a student may elect courses on a Pass/D+/D/Fail basis during the first five weeks of the semester under the following conditions:

English 1-2, core courses, and those courses required in the major field and any other course specified by course title or number as required for the major may not be taken Pass/D+/D/Fail. (This does not apply to courses given only on this basis.) All other courses may be taken on a Pass/D+/D/Fail basis.

The Pass/D+/D/Fail option is not available for core courses, except for courses given only on that basis. However, upon completion of all core courses required for their degree, students may seek the permission of the dean of their college to enroll in core courses on a Pass/D+/D/Fail basis. (Core courses are those designated on pages 84 and 85 of this *Bulletin*.)

Departments and/or degrees that are restricted by professional accreditation may, as required, exempt additional courses from the Pass/D+/D/Fail option. In no case may the total number of Pass/D+/D/Fail credits exceed 30 semester hours, nor may any credit for Pass/D+/D/Fail courses be used toward an academic minor, except for those courses given only on this basis.

In HCLAS, and in the School of Communication, the Pass/D+/D/Fail option is restricted to 15 credits.

Students on academic probation may not elect an optional P/D+/D/Fail grade.

Students should obtain necessary forms from the Office of Financial and Academic Records and seek faculty advisement on possible effects of Pass/D+/D/Fail grades.

A student transferring to Hofstra with more than 30 credits graded on a Pass/D+/D/Fail basis must have the approval of the Undergraduate Academic Affairs Committee. For these students, courses graded on this basis shall not exceed fifty percent of the total credit hours required for the degree.

(The foregoing does not apply to New College courses.)

For courses shorter than 15 weeks, the student has the sole discretion to elect the Pass/D+/D/Fail option for the first 1/3 of the course.

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option *are* included in determining the student’s cumulative grade-point average.

CUMULATIVE GRADE POINT AVERAGE

The grade-point average is the index of academic performance used to determine whether the student will be permitted to continue at the University and/or graduate.

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

A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+ = 1.3
B- = 2.7	D = 1.0

F—0 (Only one F grade in any one course will be included in the cumulative grade point average.)

To determine cumulative grade point average, multiply the number of semester hours of each grade earned by the grade-point value for that grade. Then total the products and divide by the total number of semester hours attempted.

To graduate, a student must complete the number of hours required for the particular degree with a cumulative grade-point average of 2.0 (including F's).

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option *are* included in determining the student's cumulative grade point average.

UNIVERSITY TUTORIAL PROGRAM (UTP)

See Tutorial Program, page 20.

UNIVERSITY PROBATION STANDARDS—UNDERGRADUATE

1. A full-time or part-time student will be placed on probation at the end of any semester in which his or her cumulative grade point average is less than 2.0 but above the University's minimum retention standards.
2. All students placed on probation will receive a letter from the Office of Financial and Academic Records informing them of their probationary status and warning that they must raise their grade point average to 2.0 or above. The letter will explain the consequences of failing to raise the grade-point average to 2.0 or above.
3. Students placed on probation will be required to meet with an adviser in the Advisement Office as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the average they must achieve to raise their grade-point average to at least 2.0. Students will also be reminded that if their grade-point average drops further, they are in danger of being dismissed from the University.
4. Students who fail to meet with an adviser in the Advisement Office will not be allowed to register subsequently until they do.
5. Students will be on academic probation as long as their cumulative grade-point average remains below 2.0 and is above the University's minimum retention standards. They will continue to be subject to all the requirements of students on academic probation.
6. After completing 88 semester hours, students whose cumulative grade-point average is below 2.0 for two subsequent consecutive regular semesters will be dismissed from the University. Students who have been

dropped may appeal to the Academic Records Committee only through the Office of University Advisement.

7. A full-time student on academic probation may carry no more than 15 semester hours (16 if the student is taking one or more four-credit courses). A part-time student on academic probation may carry no more than 6 semester hours (7 if the student is taking a 4-credit course, or 8 if the student is enrolled in New College).
8. Students on academic probation may not elect an optional Pass/D+/D/Fail grade.
9. When appropriate, students admitted to the University through a special academic program will be exempted from these probation criteria until they are released from the program.

DISMISSAL

Students will be dropped from the rolls of the University after two semesters attendance if they have:

- attempted fewer than 25 hours and have a cumulative grade-point average below 1.3;
- attempted 25-57 hours and have a cumulative grade-point average below 1.5;
- attempted 58-87 hours and have a cumulative grade-point average below 1.7;
- attempted 88 or more hours and have a cumulative grade-point average below 1.9.

Students will be dropped because of poor scholarship only in May except in special cases (such as the recommendation of the Office of University Advisement, Office of Financial and Academic Records or other responsible adviser). However, students may be dropped at any time, whether currently on probation or not, when they show insufficient probability of meeting graduation requirements. All special cases will be acted upon by the Academic Records Committee. For New College dismissal standards, see *New College Addendum*.

Students who have been dropped may appeal to the Academic Records Committee only through the Office of University Advisement. After the student speaks with a representative of the Advisement Office, the Committee will review the appeal. The Committee will consider a report of the interview, the student's total academic record, and a letter stating reasons the student believes the appeal merits consideration.

CHANGE OF PROGRAM

Students will be permitted to make program changes in accordance with the procedures set forth in the published *Class Schedule*.

ATTENDANCE

Although it is the student's responsibility to attend classes, each department establishes its own policy concerning student absences from class. If for some reason a student will be absent for one continuous week or longer, it is advisable to inform each instructor. For New College attendance standards, see *New College Addendum*.

PERMISSION TO ATTEND OTHER COLLEGES

During fall and spring semesters, current students may not take courses at other educational institutions within reasonable commuting distance of the campus if the same course is being offered at Hofstra.

Hofstra students wishing to attend another accredited institution as visiting students must have courses approved in advance by the appropriate adviser and the Office of Financial and Academic Records. Students pursuing Hofstra degree programs that have *core course* requirements should be aware that such requirements cannot be fulfilled by transfer credit for work undertaken elsewhere after their matriculation at Hofstra. The necessary forms can be obtained at The Student Administrative Complex, Memorial Hall. Transfer credit will be granted in accordance with the Advanced Standing Policy set forth in this *Bulletin*. See page 58.

Students with junior or senior standing (58 or more hours) are not permitted to enroll for courses at junior or community colleges offering two-year terminal programs. (See Advanced Standing Policy for complete requirements.)

CLASS STANDING

An undergraduate student credited with 24 semester hours will be ranked as a sophomore; with 58 semester hours, a junior; and 88 semester hours, a senior. Students will be ranked at the beginning of each regular fall and spring semester.

GRADUATE COURSES TAKEN BY UNDERGRADUATES

1. In appropriate cases, undergraduate students within 24 semester hours of graduation may be permitted to enroll in graduate courses for undergraduate credit. Written permission of the adviser and the appropriate deans is required and should be obtained on the substitution/waiver form. Credit earned in this way will count only toward undergraduate degrees.
2. To meet unusual cases, an undergraduate student within 24 semester hours of completing requirements for the baccalaureate degree may earn a maximum of 9 hours of graduate credit. Written permission from the appropriate dean's office must be obtained on the substitution/waiver form.
3. Visiting undergraduate students shall not be permitted to enroll in graduate courses at Hofstra.

REPEATED COURSE

A student may repeat a completed course, regardless of grade, for a better understanding of the subject only with the approval of the major adviser. Such a course will be listed as a Repeated Course, for which a final grade will be given. Both grades will appear on the student's record, and both grades will count in determining the cumulative grade point average; but semester hour credit toward graduation will be given only once. The number of semester hours repeated is counted in determining the number of semester hours attempted. Degree credit is

granted for the same course numbered physical education skills courses only twice.

With the following restrictions and conditions, an undergraduate may repeat a course and request that, as an exception to the rule above, only the later of the two grades be counted towards the grade point average calculation. The student is limited to a maximum of two such requests, which may be used for repeating two different courses or repeating the same course twice. In all cases the original grade(s) will remain on the transcript with a notation that it was not included in the GPA calculation. This GPA exception may only be requested during the student's tenure as a matriculated, undergraduate student. A form requesting this exception, signed by the academic adviser, must be handed in no later than the end of the fourth week, or the equivalent for courses that do not follow a regular semester schedule, of the semester or session in which the course is being repeated. Once the form is submitted, the student has used up one of the two requests even if that student withdraws from the course at a later time in that same semester. If the course is no longer available when the request is made, no other course may be substituted. GPA exceptions will not be allowed when a grade in that course was given for academic dishonesty.

WITHDRAWAL FROM A COURSE

Students should secure the appropriate forms from the Student Administrative Complex and return the forms to that office after notifying the instructor of the course from which they are withdrawing. See W Grade, page 62 and Refund Policy below. Applications for withdrawal must be submitted in writing either in person or by mail.

A student withdrawing without official notification may not have any remission of tuition and shall automatically receive a grade of F.

WITHDRAWAL FROM THE UNIVERSITY

Should students wish to withdraw from the University during a semester or summer session, they should first secure the appropriate forms at the Student Administrative Complex and complete the withdrawal by the last day of classes prior to the start of the designated final examination period. During the January Session and the Summer Sessions, the designated period is the last day of classes. *No student may withdraw from the University during the final examination period.*

A student withdrawing in person should see an adviser in the University Advisement Office. Students unable to apply for withdrawal in person may send a letter addressed to the Office of Financial and Academic Records, postmarked by the last day of classes. If the student does not plan to register for the following semester an official Leave of Absence form must be filed through the University Advisement Office. (See under Grade W, page 62.)

A student withdrawing without official notification may not have any remission of tuition and shall automatically receive a grade of F in all courses.

NOTE: see above for "Withdrawal from a Course."

REFUND POLICY FOR UNDERGRADUATE AND GRADUATE STUDENTS

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

Schedule A. Non-Federal Title IV Recipients and withdrawal from other than all scheduled courses.

Upon receipt of withdrawal applications prior to the end of the first week of classes, the University will refund all tuition and fees paid in excess of \$275 for full-time students, \$143 for students who are enrolled for more than 6 and fewer than 12 credits, and \$82 for students enrolled for 6 or fewer credits. Thereafter, the attendance charge policy is in effect and refunds will be made as follows:

	<i>Tuition</i>	<i>University Fee</i>	<i>Activity Fee</i>	<i>Health Center Fee</i>
2nd week	75%	75%*	100%	100%
3rd week	50%	50%*	0	0
4th week	25%	25%*	0	0
5th week	0	0	0	0

*The minimum part-time university fees of \$82 are non-refundable throughout the semester.

Students enrolled in a course that is canceled by the University must contact a representative in the Student Administrative Complex (located on the second floor of Memorial Hall, (516) 463-6680) before any applicable refund of tuition and other fees can be processed.

Schedule B. Recipients of Federal Title IV Funds.

Complete Withdrawal from all courses.

Complete withdrawal through:

the first week of the semester	100%
the second week of the semester	90%
the third week of the semester	50%
the eighth week of the semester	25%

No refund after the eighth week of the semester. Based upon a 15 week semester.

Example:

Facts:

- ... The student is a continuing undergraduate in his/her third academic year.
- ... The student withdraws at the end of the fifth week of the 15 week semester.
- ... The student was charged \$6,000 for tuition and fees for the semester. Federal loans and grants awarded and applied to student’s account for the semester totalled \$4,000. The student paid the balance of \$2,000.

Refund Result:

- ... One-third of the semester has expired when the student withdrew; the refund will therefore be \$1,500 (25% × \$6,000).
- ... The total \$1,500 will be refunded to the federal programs.

Schedule C. Complete withdrawal from all courses during the first semester in attendance at Hofstra University and recipient of Federal Title IV Funds.

Complete withdrawal through:

the first week of the semester	100%
the second week of the semester	80%
the third week of the semester	80%
the fourth week of the semester	70%
the fifth week of the semester	60%
the sixth week of the semester	60%
the seventh week of the semester	50%
the eighth week of the semester	40%
the ninth week of the semester	40%

The prorata refund calculation does not apply for any student whose date of withdrawal is after the 60% point in the semester (usually the ninth week). Based upon a 15 week semester.

Example:

Facts:

- ... The student is in his/her first semester of his/her academic year.
- ... The student withdraws at the end of the sixth week of the 15 week semester which represents 40% of the semester.
- ... The student was charged \$9,000 for tuition and fees for the semester. Federal loan and grants awarded and applied to student’s account for the semester totalled \$3,000. The balance of \$6,000 was paid by the student.

Refund Result:

- ... 40% of the semester has expired when the student withdrew; the refund will therefore be \$5,400 (60% × \$9,000).
- ... The first \$3,000 of the \$5,400 is refunded to the federal programs; \$2,400 is refunded to the student.

Refund Distribution—Prescribed by Federal Law and Regulation

Total Refund:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal PLUS Loan
5. Unsubsidized Federal Direct Stafford Loan
6. Subsidized Federal Direct Stafford Loan
7. Federal Direct PLUS Loan
8. Federal Perkins Loan
9. Federal Pell Grant
10. FSEOG
11. Other Title IV Aid Programs
12. Other Federal, state, private, or institutional aid
13. The student

*The minimum part-time University fees of \$82 are nonrefundable throughout the semester.

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.

BULLETIN OF FIRST REGISTRATION

Undergraduate students are expected to satisfy those requirements specified in the *Bulletin* of their year of first registration at the University. Students who have no record of attendance at Hofstra University for a period of 15 months or more must follow the requirements set forth in the *Bulletin* in effect when they are readmitted. Any student, however, may elect *once* during his or her undergraduate studies, to follow all the requirements specified in a subsequent *Bulletin*, provided the Office of Financial and Academic Records is notified prior to the semester of graduation. No exceptions regarding the requirements set forth in any *Bulletin* may be made by the students or by the faculty without the written approval of the dean of the academic unit or of the Provost. This policy refers to academic requirements such as degree and major requirements. Other procedures and policies, such as the grading system, may be changed through the University's governance process. However, students will be notified (by placing notices in our student newspapers and by any other methods and media applicable) of any significant change at least a year in advance of its implementation.

UNIVERSITY DEGREE REQUIREMENTS

To obtain a degree, each student successfully completes the following three distinct sets of requirements:

- I. The general University requirements, which must be fulfilled by all students working for a baccalaureate degree:
 - A. The completion of the total number of semester hours and the specific degree requirements as specified by the major or school;
 - B. The completion of the number of semester hours in liberal arts courses as required by the major or school;
 - C. At least a 2.0 cumulative grade-point average in work completed at Hofstra;
 - D. Demonstration of the ability to write English with clarity and precision. This requirement may be met, under the direction of the English Department, according to the following procedures:
 1. The satisfactory completion of English 1-2, which includes the Writing Proficiency Test.

Passing this test is a requirement for graduation.

The Writing Proficiency Test is administered when English 1 is completed. All students who do not pass the test are required to take English 2A concurrently with English 2 to receive individualized tutoring; they must retake the Writing Proficiency Test at the end of English 2A. Students who fail English 2A must enroll in English 4 and retake the Writing Proficiency Test when it is next administered at the beginning of the course. If the test is passed this time, the student may withdraw from English 4; if the test is not passed, the student must complete English 4, retake and pass the Writing Proficiency Test in order to receive credit and fulfill the writing requirement for graduation.

2. English 1-2, whether taken at Hofstra or at any other institution, must be completed with a minimum grade of C- in each course. These courses may not be taken on a Pass/D+/D/Fail basis.
3. Students entering Hofstra with no credit in composition must, under advisement, register for English 1-2 or the appropriate course immediately and continue until the ENGL 1-2 requirement is completed. Exception: students with outstanding ability in English (SAT Verbal scores of 590 or above and high school grades of 90 or above in each semester of high school English) may qualify for exemption from English 1-2 if they demonstrate exceptional ability in the English Department's Exemption Test before the end of their first semester at Hofstra. Students who pass Hofstra's Exemption Test are not required to take the Writing Proficiency Test.
4. Students entering Hofstra with full credit for English 1-2 must, during their first semester at Hofstra, take the Hofstra Writing Proficiency Test. Students who do not pass the test are required to complete English 4 and retake and pass the Writing Proficiency Test.

New College students follow the procedures stated in the *New College Writing Program and Style Manual*.

NOTE: transfer students may receive credit for English 1-2 on the basis of equivalent courses taken at other institutions. See page 57 for the criteria for accepting transfer credit.

5. Students entering New College or transferring into it from another Hofstra program or another college or university must satisfy the First and Second Aspects of the New College Writing Requirement. See *New College Addendum*.
6. The following is for students who transfer from New College to another school/college of the University:

- a) Students who were placed in and successfully completed CSWA 018 have fulfilled the Expository Writing Requirement (the First Aspect—WS 001) and have completed the equivalent of English 1.
 - b) Students who have successfully completed WSB 001, WSB 002 or WSG 002 register for English 2 and 2A and the Proficiency Test. When they have successfully completed these, they will receive credit for English 1 and 2.
 - c) Students who fulfilled the Scholarly Writing Requirement (the Second Aspect—WS 002A and WS 002B) have completed the equivalent of English 2.
 - d) Students who have not completed the Scholarly Writing requirement register for English 2.
7. Students entering with partial credit for English 1-2 (fewer than four semester hours of Advanced Placement, CLEP or transfer credit, see page 58) must complete the requirement and pass the Writing Proficiency Test within two semesters after admission.
- E. A minimum of 6 semester hours each in humanities, natural science/mathematics and social science. Many particular degree programs require that some or all of the courses in these required areas be core courses; core courses may not be taken on a Pass/D+/D/Fail basis, except for courses given only on that basis. (For the Pass/D+/D/Fail option, see page 62; for core courses, see page 84.)
 - F. A maximum of 8 credits of physical education skills courses may be applied toward the total number of required degree credits for nonphysical education majors. (For listing of skills courses, see page 317.)
- II. In introductory work in any particular subject, the student must have a 2.0 grade-point average (unless a higher average is required by the department).
- III. Only grades of C- or better in subjects required in the specialization will count toward the total semester hour credit needed for completion of that specialization unless approved in writing by the chairperson of the major department.

The program of each student must be approved in advance at each registration period by the faculty counselor or major adviser.

Students are advised that permission from the Office of Financial and Academic Records is required for any attendance at another institution while the student is enrolled in a degree program at Hofstra.

MAINTAINING MATRICULATION

FINAL SEMESTER REGISTRATION

Students who have been granted permission to complete final semester graduation requirements while not attending classes will pay the normal \$72 Maintaining Matricu-

lation Fee and file a registration card during the regular registration period for their final semester.

OFF-CAMPUS STUDY

This fee applies to each Fall or Spring semester of study by a student at another institution, either within the United States or elsewhere.

APPLICATION FOR GRADUATION

Every candidate for graduation must file an application for graduation in the Office of Financial and Academic Records by 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 the degree must be completed and on record in the Office of Financial and Academic Records by the end of the first week of June for May degrees, the end of the first week of January for December degrees, the end of the first week of September for August degrees.

A degree can only be awarded to a student who has maintained a satisfactory record of conduct and has paid all University fees.

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 that program. Information regarding programs is automatically mailed to candidates about six weeks before commencement.

Academic Honors

DEAN'S LIST

To qualify for the Dean's List, a student must meet the following requirements:

1. as a freshman (at least 12 credits per semester), complete a semester with a 3.3 GPA;
2. after the freshman year, have a 3.4 GPA for the semester (at least 12 credits per semester);
3. a full-time student must complete at least 12 hours per *semester* in letter grades other than P and with no grades of INC;
4. a part-time student must complete at least 12 hours over his or her two most recent semesters in attendance, must earn letter grades other than P with no grade of INC, must have a GPA of 3.3 up to 24 credits total and 3.4 thereafter, and must not have been a full-time student during the period under consideration;
5. only courses taken in residence at Hofstra may be used to satisfy the requirements for Dean's List.

PROVOST'S SCHOLARS

Students who achieve a 4.0 average and complete at least 12 semester hours of A grades in a given semester will be designated Provost's Scholars and will be invited to attend

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special lectures and discussions. Only courses taken in residence at Hofstra may be used to satisfy the requirements for Provost's Scholar.

DEAN'S LIST AND PROVOST'S SCHOLARS ELIGIBILITY FOR STUDENTS ENROLLED IN MANDATORY PASS/D+/D/FAIL COURSES

ELIGIBILITY REQUIREMENTS

Students enrolled in *mandatory* P/D+/D/F courses in any given semester are eligible for the Dean's List or designation as Provost's Scholars if they meet the following criteria:

1. Students must attain the GPA required for the Dean's List or Provost's Scholars in the qualifying semester;
2. at least 3 credits in that semester must be completed in residence at Hofstra for a letter grade;
3. students may not elect the P/D+/D/F option for any other course in that semester.

GRADE POINT AVERAGE (GPA) CALCULATIONS

The GPA of the immediately preceding full semester(s), excluding Summer and January sessions, will be used in place of the mandatory P/D+/D/F course(s) according to the following criteria:

1. For students taking 6 or fewer mandatory P/D+/D/F credits, the GPA of at least the last 12 credits taken for a letter grade will be substituted;
2. for students taking more than 6 mandatory P/D+/D/F credits, the GPA of the last 24 credits taken for a letter grade will be substituted;
3. optional or mandatory P/D+/D/F credits may not be applied toward the required total;
4. any outstanding Incompletes received within the period being evaluated, will disqualify students as candidates for the Dean's List or Provost's Scholars until the Incomplete is removed.

UNIVERSITY HONORS PROGRAM (UHP)

Assistant Professor Bose, *Acting Director*

The University Honors Program is designed to give qualified students an opportunity to develop their sensibilities and to use their intellectual capabilities more fully by participating in a sequence of special seminars. The sequence is constructed to let these students engage in individual inquiry within a disciplined framework and be responsible to a significant degree for their own contribution to the class. The curriculum is organized to enable the students to look philosophically and introspectively at major statements on the human condition, at critical problems of their own society, and at the basic principles of organization of the major families of disciplines.

First-year students will be selected on the basis of their first semester records, faculty recommendations and personal interviews. It is expected that students accepted into the program will have attained a 3.6 cumulative average. Transfer students will be expected to meet the same requirements. Students wishing to be considered for admission may apply to the Provost's Office. With permission of the Acting Director of University Honors Program,

students not in the program may be enrolled in individual University Honors courses.

All Honors courses, which are interdisciplinary in nature, are taught by faculty specifically chosen for the program. These courses may be used to fulfill some of the general University requirements.

Students are expected to complete a minimum of 18, and usually no more than 21 University Honors credits. In addition to the courses, students will be required to participate in special monthly seminars as well as in activities off campus.

Students who complete 18 credits in the University Honors Program and have a 3.6 cumulative grade point average or higher will receive the notation "University Honors Program Graduate with Distinction" on their diplomas and transcripts. Students who complete 18 credits in the program and have a cumulative grade point average of at least 3.4 will receive the notation "University Honors Program Graduate" on their transcripts.

PROGRAM

FIRST YEAR 3 s.h.

9. *Freshman Seminar* (optional)

An introduction to the problems inherent in learning, understanding, aesthetic sensibility and critical judgment. Topics to be announced each year. May be repeated for credit when topics vary.

SOPHOMORE YEAR

12# & 13. *Studies in the Human Condition* 3 s.h. each
An examination of the western cultural tradition with emphasis on its philosophical, literary and historical foundations. (Formerly 10# & 11.)

JUNIOR YEAR

20, 21. *Electives* 3 s.h. each
The courses will focus upon the individual's relationship to the world around him/her.

SENIOR YEAR

101-102. *Senior Colloquium and Theses* 3 s.h. each
Students will participate in a seminar in which they will draw upon the material gathered and the thought processes learned in the program. Their work will culminate in Honors Theses, which will be presented to the members of the senior colloquium. With the approval of the student's major department and the Coordinator of the Honors Program, the Honors Thesis may be the same the student writes for Departmental Honors.

The University Honors Program instituted a residential component in Fall 1998 with the establishment of Honors House in the Netherlands Dormitory Complex. Honors House serves as a "living-learning center" for students, providing both academic and extracurricular opportunities. A faculty mentor coordinates activities, which include speakers, book discussions, dinners with faculty, and trips to cultural events.

UNIVERSITY HONORS SEMINARS (UHS)

These seminars, dealing with a variety of topics, changing from year to year, will be broad in their focus and will not center on any single period in history or any one school of thought. They are designed for seniors who will be selected on the basis of a 3.6 grade-point average, the

#Core course

recommendation of three faculty members and an interview with the coordinating committee. Consideration will also be given to students in their junior year who have done distinguished work. Qualified students may apply in the Provost's Office. Upon successful completion of the course, a student will earn 3 credits in liberal arts. Seminars will be graded on a Pass/D+ / D/Fail basis.

1, 2. *Seminar* 3 s.h. each
The following are examples of seminars that have been offered.

Comparative Civilizations 3 s.h.
The distinctive characteristics of western civilization seen in comparative terms with two nonwestern civilizations. To avoid the "survey" approach, two or three major thinkers' views on the similarities and the individuality of each will be studied through these thinkers' treatments of the historical "career" of each civilization.

Bioethics 3 s.h.
An examination of the legal and medical complications of such controversial issues as euthanasia, patient autonomy, allocation of scarce medical resources, human experimentation. Classroom discussions consider particular legal cases and their outcomes as well as larger, less resolvable problems.

DEAN'S SCHOLARS

Seniors in the Hofstra College of Liberal Arts and Sciences who are nominated by their major department on the basis of their intellectual vitality and academic excellence, meet in a non-credit program of periodic special seminars and discussions under the auspices of the College. The Associate Dean for Academic Affairs in HCLAS is the adviser.

DEPARTMENTAL HONORS PROGRAM

Departmental Honors will be granted to bachelor's degree candidates who: 1) complete their courses of study with distinctive scholarship; 2) choose one of the departmental honors programs offered and successfully fulfill special requirements supplementing the general degree requirements. The major department will recommend the conferring of departmental honors.

DEGREES OF HONORS

There are two degrees of honors: High Honors and Honors. The degree of honors bestowed upon a graduating student will be based on: 1) achievement in the honors thesis or in the honors seminar, and 2) grades in departmental courses.

ELIGIBILITY REQUIREMENTS

Students entering Hofstra in the fall of 1983 or after, must meet the following requirements:

1. A minimum of 60 semester hours must be completed in residence at Hofstra including at least 15 hours in the student's major field;
2. A cumulative grade-point average of at least 3.4;
3. A minimum grade-point average of 3.5 in the major field of study.

PROCEDURE

The Office of Financial and Academic Records will prepare and send to the appropriate department the names

of all eligible students before the end of their sixth semester. These students will be informed of their eligibility by the departmental chairperson and of the nature, purposes and procedures of the program.

Students will undertake a major piece of research, not necessarily original, resulting in an honors thesis, to be completed during their eighth semester under the supervision of a designated member of the department. Weekly conferences between student and adviser are set as a minimum requirement. Students will defend their thesis before their adviser and two other members of the department. This oral examination will constitute the basis for the evaluation of the student and the determination of honors.

BACCALAUREATE DEGREES WITH DISTINCTION

Degrees of distinction are conferred upon candidates for the Bachelor of Arts, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Science and Bachelor of Science in Education who have completed at least 82 hours in residence at Hofstra. Candidates with fewer than 82 hours but at least 60 hours in residence at Hofstra who are qualified in terms of their record at the University and in terms of their cumulative record, which shall include work completed at other institutions and at Hofstra, may be graduated with distinction.

These earned distinctions are recognized at the Honors Convocation held during the spring commencement exercises. The Hofstra Teacher of the Year Award is also presented during this ceremony.

Averages for the levels of distinction are:

summa cum laude: 3.9

magna cum laude: 3.8

cum laude: 3.6

HONOR ORGANIZATIONS

Honor organizations sponsor events which include lectures, seminars, workshops, social events, open meetings, department activities, group discussions, field trips, exhibitions and demonstrations. For transfer-student requirements and additional information, contact the society adviser.

ALPHA EPSILON DELTA, the international premedical honor society open to students seeking a career in the health professions. Requirements for membership include a cumulative average of 3.0 and a science grade-point average of 3.0 after completion of at least three semesters at Hofstra. Transfer students, with at least one year completed prior to attendance at Hofstra, must complete at least one semester in residence. Assistant Professor Clendening, *Adviser*.

ALPHA EPSILON RHO, a national communications honor society affiliated with the International Radio and Broadcasting Society (IRTS), is open to qualifying communication students. Members must meet the following require-

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ments: active IRTS membership for at least one year, completion of the equivalent of twenty (20) semester hours in radio, television, film, cable or electronic media studies, a cumulative grade point of at least 3.25 in all radio, television, film, cable or electronic media studies courses and a cumulative 3.0 minimum in all courses, and must be in the upper 35% of his/her institutional academic class. Instructor Hillebrand, *Adviser*.

ALPHA KAPPA DELTA, a national sociology honor society recognizing outstanding students. To be eligible for consideration, students must have at least a 3.0 grade point average in sociology courses (with at least 15 s.h. in sociology taken at Hofstra) and a 3.0 cumulative grade point average. Associate Professor Albert, *Adviser*.

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

ALPHA PSI OMEGA, a national drama honor organization whose membership is based on scholarship and the accumulation of a satisfactory number of points by service in dramatic activities. The Hofstra chapter has maintained a number of scholarships through operation of a concession during events held in the Playhouse and is the only student honor organization to maintain an endowment fund. D. McGuire, *Adviser*.

ALPHA SIGMA LAMBDA, a national honor society open to part-time students who have completed 30 hours in residence, 15 hours outside of their major field, and have achieved a 3.2 cumulative average. E. DaVolio, *Adviser*.

BETA ALPHA PSI, a national honorary accounting society is open to students who achieve a 3.2 grade point average in accounting courses and an overall 3.2 cumulative average. The society publishes a journal, *Horizons*, assists in tax preparation for senior citizens and minority groups and offers free tutoring. Our Delta Pi Chapter is the only chapter on the Island. Only schools accredited by the American Assembly of Collegiate Schools of Business are granted chapters. A number of cash scholarships are awarded to its members, made possible by the major accounting firms in recognition of superior status as an operating chapter by the national office. Assistant Professor Marsicovetere, *Adviser*.

BETA BETA BETA, a national biology honor society open to students with a 3.4 grade-point average in biology and a 3.1 cumulative average. Active (full), associate and graduate member status available. Assistant Professor Clendenning, *Adviser*.

BETA GAMMA SIGMA is the only commerce honor society recognized nationally by the American Assembly of Collegiate Schools of Business. Chapters are permitted only in schools which have been accredited by this Assembly. To be considered for membership by the School of

Business Dean's Office, students, as seniors, must have compiled a minimum cumulative average in the highest ten percent of their class; junior students must be in the top seven percent of their class. Associate Professor Lally, *Adviser*.

ENGLISH HONOR SOCIETY, a University society open to junior and senior English majors who have completed at least 12 semester hours of upper-level courses with at least a 3.5 average. Associate Professor Janssen, *Adviser*.

ETA SIGMA GAMMA, Gamma Pi Chapter, a national honor society in health education, is open to undergraduate and graduate health education majors who meet the following requirements: undergraduate: juniors or seniors with at least 15 credits in health (taken at Hofstra) and a minimum major g.p.a. of 3.3 and a cumulative of 3.2. Graduate: at least 12 credits in health and a minimum g.p.a. of 3.3. The society's objectives are the promotion of teaching, research, and service in and for the health education discipline. Eta Sigma Gamma publishes two semiannual journals: *The Health Educator*, and *The Eta Sigma Gamma Monograph Series*. Associate Professor Schwartz, *Adviser*.

GOLDEN KEY NATIONAL HONOR SOCIETY, a nonprofit academic honors organization founded for the purpose of recognizing and encouraging scholastic achievement among students from all academic fields. Life-time membership is by invitation only and is limited to no more than the top 15 percent of the juniors and seniors enrolled at the University. Part-time as well as full-time students qualify; transfer students are eligible when they have established 30 credits at Hofstra. Associate Professor Seagull, *Adviser*.

KAPPA DELTA PI, Theta Beta Chapter, an international education honor society open to undergraduate and graduate students. Undergraduate students must have an average of 3.5 or above in the field of education and a cumulative average of 3.2 or above. Graduate students require a 3.5 average. Members receive the *Kappa Delta Pi Record*, *The Educational Forum* and other publications. Professor Grossman, *Adviser*.

KAPPA MU EPSILON, a national mathematics honor organization open to students who, by their senior year, have attained a 3.4 grade-point average in major level mathematics courses as well as 3.3 cumulative. Open to sophomores and juniors who meet more stringent requirements. The organization sponsors events of interest to students of the mathematical sciences. Associate Professor Michaels, *Adviser*.

LAMBDA ALPHA, a national collegiate honor society open to anthropology majors with a minimum 3.0 grade-point average in anthropology courses (with at least 15 s.h. in anthropology taken at Hofstra), and a 3.0 cumulative average. Associate Professor Varisco, *Adviser*.

LAMBDA PI ETA is the official honor society of the National Communication Association (NCA). The goals of Lambda Pi Eta are to recognize, foster, and reward outstanding scholastic achievement; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity for discussion and the exchange of ideas; establish and maintain close relationships and understanding between faculty and students; and explore options for further graduate studies. To be eligible for membership students must have completed 60 semester hours, have completed 12 semester hours of communication study, have a cumulative GPA of 3.0, have a GPA of 3.25 in the major, be in the upper 35% of their graduating class, be currently enrolled as a full-time student in good standing, and display commitment to the field of communication. To retain membership these grade point averages must be maintained. Associate Professor Drucker, *Adviser*.

OMICRON DELTA EPSILON, an international economics honor society open to economics majors who are juniors or seniors. The requirements are at least 15 credits in economics taken at Hofstra including ECO 130 and 132; a 3.5 grade-point average in economics and a 3.0 cumulative average. The society publishes *The American Economist*, a semi-annual journal. Associate Professor Kozlov, *Adviser*.

PHI ALPHA THETA, an international history honor society open to undergraduate students in any academic major. The requirements are a grade-point average of a minimum 3.1 in at least 12 hours of history courses and a cumulative average of 3.0. The society publishes the *Historian*. Associate Professor Yohn, *Adviser*.

PHI BETA KAPPA, a national honor society recognizing students with outstanding academic performance in the liberal arts and high moral character. Students must have completed at least 90 credits in liberal arts courses, have a broad background outside the division of the major, have no more than 15 credits in Pass/D+/D/Fail grades and have fulfilled the B.A. language requirement. Students will normally have included at least a semester each of philosophy, mathematics and natural science and a year of literature (comparative literature, English literature, foreign language literature or literature in translation). Professor Kern, *Chapter President*.

PHI ETA SIGMA, a national honor society open to all full-time freshmen achieving a minimum 3.5 average during either the first or second semester of study here at Hofstra. Invitations for life-time membership are sent to students after the second semester of study. Members meet fellow students from all academic disciplines and join them in promoting academic excellence. Members may be eligible for both local and national scholarships. Assistant Dean Erich H. Berendt, *Adviser*.

PI DELTA PHI, a national French honor society, recognizes excellence in the study of language, literature and civilization. It honors as regular members those students, normally majors, who have taken a minimum of one French course numbered 140 and above. These students must have achieved at least a 3.0 grade point average in French and a 2.8 cumulative average. It also honors as special members, students, normally minors, who have eighteen hours in French numbered 4 and above, including at least one literature course in French. Students are invited to join by the French faculty acting through the adviser and president of the society. Rosalba Barth, *Chapter President*; Associate Professor Schwab, *Adviser*.

PI GAMMA MU, an international social science honor society to reward interest and achievement in the college study of the social sciences. Pi Gamma Mu endeavors to inspire social service to humanity and life interest in the study of human association. It seeks also a synthesis of all branches of social science into a philosophy of human society and human welfare.

A junior, senior, or graduate student with an overall grade point average of 3.3 or better with at least 20 semester hours combined in the social sciences and a grade-point average of 3.3 in the social sciences is eligible. For additional information, for example about qualifying social science disciplines, please consult the New College Dean's Office.

PI KAPPA LAMBDA, a national music honor society recognizing academic excellence and demonstrated musicianship, open (by invitation) to music majors in the top 20 percent of the senior class. Professor Hettrick, *Adviser*.

PI SIGMA ALPHA, a national political science honor society open to junior and senior students of high academic achievement who show promise in the field of political science. Professor Feldman, *Adviser*.

PSI CHI, a national psychology honor society open to students who have completed nine hours of psychology credit, and at least 45 hours overall, and have achieved the following grade-point averages: a 3.0 cumulative average, and a 3.3 grade-point average in psychology courses. Associate Professor Cox, *Adviser*.

SIGMA DELTA PI, a national Spanish honor society recognizing students who have attained excellence in the study of the language and who have made contributions to the Hispanic world. Students are invited to join by the Spanish faculty and officers of the society. Professors DaSilva, McNair, and Cao, *Advisers*.

SIGMA PI, a speech honor society open to matriculated speech majors or speech minors who have attended Hofstra University for at least one semester.

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Applicants must have completed 12 semester hours in speech courses and have attained a minimum overall grade-point average of 3.2 or have a minimum overall grade-point average of 3.0 and a minimum 3.3 average in speech courses. The organization raises funds for the Hofstra University Speech-Language-Hearing Institute, sponsors related events and coordinates a variety of social activities.

SIGMA PI SIGMA, a national physics honor society open to Hofstra students who have completed 18 hours of physics courses with a 3.5 grade-point average. Students must also be in the upper-third of their graduating class. Associate Professor Garuthara, *Adviser*.

SOCIETY FOR COLLEGIATE JOURNALISTS, Pi Delta Epsilon chapter, a national honor society recognizing meritorious work on campus media. Students interested in applying must have worked in a recognized media for one year and have a cumulative 2.5 grade-point average. Selection to this honor society is based on application and recommendation of current members. Edward Lynch, *Adviser*.

UPSILON PI EPSILON, the international computer science honor society open to all undergraduate computer science majors who have achieved cumulative and major grade-point averages of at least 3.3, and have earned a minimum of 64 credits, 24 of which are in residence and a minimum of 18 computer science credits. Assistant Professor Sigal, *Adviser*.