

## Leaves of Absence

Students who want a leave of absence for a specific period should apply for approval to their graduate adviser. Leaves are approved only for documented disabling illness, maternity, military service, or other unusual circumstances. Leaves may be approved up to a maximum of any two semesters (see "Readmission" in section on Admissions). Leave-of-absence forms may be obtained in the OASIS.

## Unapproved Leaves

Students failing to register for a regular semester will be dropped automatically from the active student file. If they wish to return, they must apply for readmission. In all cases of nonattendance, students must still observe the time limitations for the master's degree.

# ACADEMIC POLICIES AND REGULATIONS

## Change of Name or Address

If you are changing your name, address, or ID number, you must submit a "change of name, address or ID" form. Forms are available in the OASIS, Room 217 Hunter North. In the case of a change of address, the post office at the former address should be notified to forward the mail.

## Withdrawal from Courses

Any course from which a student officially withdraws after the third week of courses and before Monday of the 10th week of the term will be recorded as W, indicating that the withdrawal was without prejudice. Official withdrawal is accomplished by filing a withdrawal application in the OASIS, Room 217 HN, on or before the deadline.

A student should notify the graduate adviser of any such course-withdrawal.

After the 10th week of the term, all official withdrawals must have the approval of the graduate adviser on an official withdrawal form and be recommended for documented reasons of illness or serious personal emergency. Unofficial withdrawal will result in a grade of WU.

## GRADES

Effective fall 1996, grades in graduate courses are reported as follows:

Grade	Definition	Quality Points (GPA Index)
A+	97.5 - 100%	4.0
A	92.5 - 97.4%	4.0
A-	90.0 - 92.4%	3.7
B+	87.5 - 89.9%	3.3
B	82.5 - 87.4%	3.0
B-	80.0 - 82.4%	2.7
C+	77.5 - 79.9%	2.3
C	70.0 - 77.4%	2.0
F	77.0 - 69.9%	0
P =	Satisfactory completion. Used only for the thesis research or equivalent course where required in the particular graduate program.	
IN	Incomplete	
SP	Satisfactory progress — restricted to thesis and research courses requiring more than one semester for completion	
W	Official withdrawal (without prejudice)	
WU	Unofficial withdrawal (counts as failure)	
WA	Administrative withdrawal	

In the School of Social Work the H/CR/NC grading system is mandatory. These grades, which carry no quality points, are assigned as follows:

H	Honor
CR	Credit
NC	No credit

The assignment of traditional letter grades in the School of Social Work may be arranged by consultation with the instructor at the beginning of each semester. A grade of Credit includes acceptable graduate-level work equivalent to a B or an A. The grade of Honor, rarely given, signifies unusual or outstanding work, well above the A level.

Students shall not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of C is earned may be repeated only with departmental permission. Credit for the repeated course will be counted in the GPA, but not toward graduation.

## Minimum GPA for Retention

Both matriculated and nonmatriculated graduate students must maintain a minimum cumulative GPA of 3.0 to remain at Hunter College. Students whose grades fall below this standard are required to raise their GPAs to at least 3.0 within one semester.

After the posting of grades, the Registrar's Office will notify graduate advisers of students whose GPAs fall below 3.0. Those students will receive warning notices that they have one probationary semester in which to raise their GPAs. Students who fail to raise their averages sufficiently will be dropped from their programs.

Students are placed on probation and are dismissed at the end of each fall and spring semester.

## Appeals Procedure for Students on Probation

- 1 Student appeals shall be made in writing to the dean of the appropriate school, who will forward copies to the appropriate graduate adviser. Appeals must be received no later than the first day of classes of the following semester.
- 2 Upon receipt of this written letter of appeal, the dean shall convene a probation appeals committee composed of representatives from the graduate programs in the appropriate school, to include the graduate adviser from the appropriate program or a comparable program representative.
- 3 The specifically constituted probation appeals committee shall meet to review each case and shall produce a written report stating the grounds for its decision. Copies of this report shall be sent to the student, to the dean, and to the student's file. The decision of this committee is final. If the appeal is successful, the committee shall send official notification to the registrar that the student will be retained on probation and allowed to register.
- 4 Student appeals which are received by the first day of classes shall be handled with dispatch in order that the student may register within the period of late registration without payment of late registration fee.

## Minimum GPA for Graduation

Students will not qualify for a graduate degree, diploma or certificate unless, by the time of graduation, they achieve a cumulative GPA of 3.0 (B) in all graduate work taken at Hunter.

## Incomplete Work in Course

Instructors may assign the grade IN, meaning that course work (examinations, assignments, classwork, lab work) was not completed. For an IN grade to be changed to a letter grade, all required course work must be completed within one year after the IN grade is entered. If not changed to a letter grade within one year, the IN grade will become permanent. Penalties for lateness that were previously established for the course will remain in effect.

Students will have a maximum of one year to complete required course work, whether or not they are in attendance. Instructors and departments may choose to have makeup final examinations administered by the college. Such examinations will be given before the Monday of the seventh week of the following semester. It is the responsibility of the student who must take a makeup examination to determine from the instructor or department whether the exam will be administered by the college, and to file the appropriate form and pay any required fee by the deadline specified by the college.

## SERVICES AND FACILITIES

### Credit

In general one credit represents 15 semester hours of classroom work or 30 semester hours of laboratory work, or the equivalent.

Students are automatically classified as full-time during any given semester if they are taking 12 credits. They may be certified as full-time if they are taking fewer than 12 credits but are pursuing additional academic work that is required for the degree and that amounts to full-time study, such as preparing for comprehensive examinations, writing a thesis, teaching on a fellowship, student teaching or undertaking an internship or fieldwork under faculty supervision. Students who believe they qualify for certified full-time status and wish to protect their status as full-time students because of eligibility requirements for financial aid must ask their graduate advisers to verify the full-time nature of their academic work and to make a recommendation on this matter to the registrar prior to the beginning of classes of each semester.

### Notification

This catalog is published every three years, and some of the material may become outdated. For updated information, please contact the Office of the Registrar or the specific school or department of interest, or see the updated graduate catalog on the Web at <http://www.hunter.cuny.edu>.

### Academic Honesty

Any deliberate borrowing of the ideas, terms, statements, or knowledge of others without clear and specific acknowledgement of the source is intellectual theft and is called plagiarism.

It is not plagiarism to borrow the ideas, terms, statements, or knowledge of others if the source is clearly and specifically acknowledged. Students who consult such critical material and wish to include some of the insights, terms, or statements encountered must provide full citations in an appropriate form.

### Appeals — Grades

When a student considers a final course grade unsatisfactory, the student should first confer with the instructor regarding the accuracy of the grade received. This conference should be held within the first three weeks of the semester following receipt of the grade. At this time, errors may be corrected. If the grade is not an error, the student and instructor must together review all class material pertinent to the grade. If the student is not satisfied, or the instructor does not confer with the student within the first three weeks of the semester, the student should promptly contact the department chair by submitting a written appeal, consisting of a statement giving the factual reasons and basis for the complaint. The student has the right to request in writing that the chair appoint a student as a member to the department/school Grade Appeals Committee. This appeal at the department/school level must be submitted within the first five weeks of the semester following receipt of the grade, in accordance with the "College-wide Grade Appeals Procedures" adopted by the Senate in fall 1985. Copies of this procedure may be obtained in the Senate Office, the Office of Student Services, or departmental offices.

Students appealing a grade to the School of Nursing or the School of Health Sciences should direct the appeal to the director of the school. Students appealing a grade to the School of Social Work should direct the appeal to the dean of the school, who shall carry out the responsibilities of the department chair.

## SERVICES AND FACILITIES AVAILABLE TO STUDENTS

### AUDITORIUMS

The **Brookdale Center Auditorium** seats 848. It is used for lectures, concerts, and dramatic performances. Call the Brookdale residence office for further information (212) 481-4310.

The **Hunter College Assembly Hall** seats 2,171 and is suitable for concerts, lectures, films, commencements, and a variety of programming. For information call (212) 772-4872.

The **Kaye Playhouse** seats 624 and has full stage facilities and an orchestra pit for theatrical and operatic productions, recitals, lectures, chamber music and dance performances. For information, call (212) 772-4448, <http://kayeplayhouse.hunter.cuny.edu>.

The **Ida K. Lang Recital Hall**, which has 149 seats, is used for a variety of musical performances by Hunter students, faculty, and other artists. For further information, call (212) 772-4227.

The **Frederick Loewe Theatre**, a variable space which seats up to 125 people, is the production center for the Department of Theatre and for the Hunter Playwrights Project. For further information, contact the theatre department at (212) 772-5149.

### CAREER DEVELOPMENT SERVICES

Career counselors assist graduate students and alumni of graduate programs in planning for and obtaining full- and part-time positions. The Career Development Office maintains contact with potential employers at academic institutions, businesses, government, and nonprofit organizations. Over 7,000 positions are listed annually in the Alumni Job Bank.

A wide variety of general career information is available to students in the Career Reference Library: reference books, current publications in business, directories, recruiting literature, company annual reports, and employment guide books about career planning and job search strategies.

The Career Development Office is located in Room 805 East; for more information, contact the office at (212) 772-4850 or [career@hunter.cuny.edu](mailto:career@hunter.cuny.edu).

### READING/WRITING CENTER

**Address:** 416 Thomas Hunter Building

The Hunter College Reading/Writing Center is a comprehensive service for the college community providing tutorial and computer-assisted instruction to students and technical support and development to faculty and staff. The center offers tutorial services to all registered students at the college and provides computer facilities for Hunter students, faculty, staff and alumni.

Students may utilize the center on an individual basis during scheduled hours of operation or access the center's online tutorial service. The center also offers a series of workshops on various topics relating to academic reading and writing, computer applications and electronic communication. In addition, students may access the center's extensive online resource file of instructional handouts or use the center's library of textbooks and materials.

For additional information concerning hours of operation and description of services, go to the Reading/Writing Center website: <http://rwc.hunter.cuny.edu>.

### THE HELENE FULD MEDIA/LEARNING RESOURCE CENTER (MLRC)

**Address:** Mezzanine floor, Brookdale West Building

**Director:** Martin Dornbaum, (212) 481-5129, [mdornbau@ms1.hunter.cuny.edu](mailto:mdornbau@ms1.hunter.cuny.edu)

**Website address:** [www.hunter.cuny.edu/health/mediahp.html](http://www.hunter.cuny.edu/health/mediahp.html)

The center maintains regular office hours throughout the academic year. Monday – Thursday, 9am – 9pm and Fridays, 9am – 5pm.

The MLRC serves as a major learning center for the Hunter College Schools of the Health Professions including: The School of Nursing, School of Health Sciences, The Center for Occupational & Environmental Health, The Center on AIDS, Drugs, and Community Health, and the Brookdale Center on Aging. The MLRC provides vital services to faculty and students in supporting teaching, learning and research initiatives.

The MLRC is organized into six functional units:

**The Learning Center** The MLRC meets the complex educational needs of students at different instructional levels and operates as a comprehensive learning center using audiovisual and computer materials as a primary teaching strategy. The center staff work with faculty on the integration of instructional technologies into the curriculums and on-line test development.