

## GRADUATE PROGRAMS

### ACCREDITATION

The programs of Hunter College are registered by Regents of the State of New York. The college is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Individual programs are recognized and accredited by their national bodies. These are: the National Council for Accreditation of Teacher Education; the Council of Social Work Education; the Commission of Collegiate Nursing Education of the American Association of Colleges of Nursing; the Planning Accreditation Board of the American Planning Association, the Association of Collegiate Schools of Planning and the American Institute of Certified Planners; the Council on Rehabilitation Education; the Council on Academic Accreditation of the American Speech-Language-Hearing Association, the Council on Education for Public Health, the American Dietetic Association Council on Accreditation of Dietetic Education; the Commission on Accreditation in Physical Therapy; Accreditation Board for Engineering and Technology.

### GRADUATE PROGRAMS

Page 3 contains a list of graduate-degree, advanced-certificate, and combined undergraduate/graduate-degree programs offered at Hunter. These programs have been approved by the New York State Education Department and are listed in the Inventory of Registered Programs, [www.highered.nysed.gov/ocue](http://www.highered.nysed.gov/ocue)

Next to each program are the appropriate Higher Education General Information Survey (HEGIS) code number and the Hunter College admissions/curriculum code number.

For specific information on a particular graduate program — including faculty, admission and degree requirements, and course descriptions — consult the appropriate section of this catalog.

### DOCTORAL PROGRAM

The university-wide doctoral program, centrally supervised by the City University Graduate School and University Center, offers a PhD in the following academic disciplines: anthropology, art history, biochemistry, biology, biomedical sciences, business, chemistry, classics, comparative literature, computer science, criminal justice, earth and environmental sciences, economics, education (educational psychology and urban education), engineering, English, French, Germanic languages and literature, Hispanic and Luso-Brazilian literatures, history, linguistics, mathematics, music, musical arts, philosophy, physics, political science, psychology, social welfare (DSW), sociology, speech and hearing sciences, and theatre. The doctoral faculty is composed of faculty members from the senior colleges who hold CUNY Graduate School appointments. Doctoral courses are taught at the Graduate Center and on the senior college campuses. The Graduate School and University Center is located at 365 Fifth Avenue, New York NY 10016.

<http://www.gc.cuny.edu/>  
(212) 817-7000

## ADMISSION TO GRADUATE PROGRAMS

### General

An applicant for admission to Hunter College as a matriculated student in any of the master's programs must meet the following minimum requirements in order to be considered: (For admission to the School of Social Work, see Social Work section of this catalog, p.170.)

1. The student must hold a bachelor's degree from a regionally accredited institution, comparable in standard and content to a bachelor's degree from Hunter College.

Degrees granted on the basis of work completed at institutions which are not fully accredited, or on the basis of nonacademic prior learning, test scores, and other than organized supervised course work in academic subjects may not be considered comparable.

2. The student must demonstrate ability to pursue graduate work suc-

cessfully. In general, the minimum requirements for consideration are an undergraduate average of B in the area in which the student wishes to specialize and an average of B minus in the undergraduate record as a whole. Applicants are required to submit official transcripts from all undergraduate and graduate institutions attended other than Hunter College.

3. For admission in the School of Arts and Sciences, the student is usually required to present at least 18 credits of previous work in the area of specialization acceptable to the school or department concerned and two letters of reference. See specific program descriptions for additional requirements.

For admission to the School of Education, the student is usually required to present at least 36 credits of previous liberal arts and science courses and a liberal arts or science major of at least 30 credits. See specific program descriptions for detailed requirements.

4. **Competency Examinations**

**The Graduate Record Examination:** The general aptitude test of the Graduate Record Examination (GRE) is required of most applicants to the School of Arts and Sciences and to the School of Health Sciences. See specific program descriptions regarding this requirement. It is not required for the School of Education or the School of Nursing.

Applicants should write directly to: Graduate Record Examination, Educational Testing Service, Box 6000, Princeton, NJ 08541-6000, (609) 771-7670, <http://www.gre.org> for full information and arrangements to take the test. The GRE should be taken no later than February for fall admission and September for spring admission. The Hunter College institution code is 2301.

**The Test of English as a Foreign Language (TOEFL)\*** is required of all applicants whose native language is not English and/or who have taken all or part of their post-secondary education in a country where English is not the native language. Such applicants, regardless of country of citizenship or U.S. permanent resident status, must take this examination. Depending on the program selected, an applicant may also be required to take the TWE (Test of Written English) and the TSE (Test of Spoken English), also administered by the Educational Testing Service. Applicants should plan to take these examination(s) at least nine months before their intended date of enrollment. Information about TOEFL, TWE, and TSE can be obtained by writing to TOEFL Bulletins, P.O. Box 6151, Princeton, NJ 08541-6151, (609) 771-7100, <http://www.toefl.org>. The Hunter College institution code is 2301.

### International Students

An international applicant for admission to Hunter College is expected to have a firm command of the English language before he/she applies. No provisional admission is offered whereby a student may come to the university and spend a semester or a year learning English at the college.

If the applicant plans to enter or remain in the U.S. on a student visa (F-1), it will be necessary to complete a Certification of Finances form and provide documented proof of financial support confirming that he or she has the funds necessary to cover all college tuition and personal expenses (approximately \$18,000-\$21,000 per year). This form and documentation are required in order to obtain the I-20 AB Certificate of Eligibility. This procedure takes place after determination of academic eligibility and before registration for the first semester.

Note: Overseas applicants who are interested in attending Hunter College are advised not to come to the U.S. on a B-2 visitor's visa. Unless prearranged through the American consul (and unless the visa is marked "prospective student"), the B-2 visitor's visa will not be changed to the F-1 student visa once the applicant enters the U.S. The I-20 form (required by the U.S. Immigration Office) is issued only to students who have been accepted as full-time matriculants.

Applicants are responsible for the payment of all tuition fees at the time of registration. International students must be in a position to finance the cost of their education and living expenses as college-based financial assistance is not available.

Hunter College does not make housing arrangements for students; it is essential that students be prepared to make their own housing arrangements before arrival.

Note: Academic credentials from non-U.S. institutions are evaluated by the Office of Admissions in order to establish U.S. baccalaureate

degree equivalency. Applicants need not submit third party equivalencies, however, they must submit official English translations of academic records written in languages other than English. The evaluation is conducted in accordance with minimum criteria set by the Hunter College Senate, and it takes place before the completed application is referred to the departmental admissions committee.

\*Minimum satisfactory score on the TOEFL is 550-600 depending upon the curriculum. Please refer to the "Table of Programs and Supplemental Information" provided in the graduate-degree application.

## Procedure

An application packet should be obtained from the college Welcome Center, Room 100 Hunter North, 695 Park Avenue, New York, NY 10021, (212) 772-4490, <http://www.admissions.hunter.cuny.edu>. The deadline for application varies by program. The earliest deadlines are January 15 for fall admission and September 1 for spring admission. Applicants for the School of Social Work should obtain admission forms from the School of Social Work, 129 East 79th Street, New York, NY 10021, (212) 452-7005, <http://www.hunter.cuny.edu/socwork>.

Applicants are responsible for obtaining the required documents to support the application, such as letters of recommendation and official transcripts, which must be sent directly from each institution attended to the appropriate office of admission. The completed application, accompanied by a non-refundable application fee of \$50, must be sent to the appropriate office (check or money order only; no cash). Please make requests for transcripts and other supporting documents early enough to ensure arrival by the closing date for filing applications.

For institutions outside The City University of New York, applicants may be asked to present marked copies of the catalogs showing description and level of courses taken.

Applicants to some graduate programs may be asked for additional materials and may be interviewed by a member of the program to which the application is made.

Credentials submitted in support of an application become the property of Hunter College and will not be released to the applicant or transmitted to a third party, except for those foreign certificates considered irreplaceable. Original foreign documents will be returned to the applicant only if, at the time of filing, they are accompanied by photocopies.

## Admission Status

Applicants are approved for admission by the graduate adviser or coordinator of the program and the appropriate dean under any one of the following categories:

1. **Matriculated** — For matriculation, students must fulfill all the requirements for admission.
2. **Matriculated with conditions** — Students whose undergraduate training is inadequate, but who are otherwise qualified, may be admitted with not more than 6 credits of course conditions to either the School of Arts and Sciences or to the Schools of the Health Professions, and with not more than 12 credits of course conditions to the School of Education. Such students are expected to satisfy their conditions by eliminating all deficiencies within one year of matriculation if admitted to a program in the School of Arts and Sciences and the Schools of the Health Professions, and within three semesters in the School of Education.  
*Note: Applicants admitted to matriculated status who wish to delay their admission to the following semester may do so by filing a new application prior to the next semester's deadline. Credentials submitted in support of the original application need not be resubmitted.*
3. **Nonmatriculated** — A formal application must be filed in the Office of Admissions, Room 203 HN, 695 Park Avenue, New York, NY 10021, approximately two months before registration. The undergraduate degree must be equivalent to at least a U.S. bachelor's degree. If the application and supporting material are acceptable, registration material will be sent with further instructions. Applicants should present a student copy of their undergraduate transcripts as well as a copy of the undergraduate catalog(s) to the departmental adviser in order to obtain course approval. The nonmatriculation application fee of \$50.00 will be charged when the student registers.

Acceptance to nonmatriculated status does not imply approval to take a specific course. This approval rests solely with the graduate program adviser involved. Students should consult the graduate program adviser in the appropriate department for specific information.

To be considered for possible matriculation, a nonmatriculated student must have earned grades of B or better for the course credits taken. For most programs in education, 9 credits must be presented with a minimum grade point average of 3.0. This requirement is in addition to the college and program admission requirements for matriculation.

A separate application for matriculated status must be completed and can be filed while the nonmatriculated courses are in progress. The application for matriculated status must be filed by the appropriate deadline for the individual program desired. Consult the Application for Graduate Degree Programs for specific dates.

A nonmatriculated student may be limited to 12 credits (check with departmental adviser). A minimum grade point average of 3.0 must be maintained.

Registration as a nonmatriculant does not entitle an international student to an I-20 AB (Certificate of Eligibility).

## Approval of Credit from Nonmatriculant to Matriculant Status

Approval will automatically be granted for courses taken in support of the degree if the grades received are B or higher. Approval is not automatic for courses in which the grade received is less than B, nor for courses not required for the degree. To have such a course considered for approval, the student must submit a credit approval form, which may be obtained in the Office of Admissions. *Note: Grades in courses taken as a nonmatriculant at Hunter will be calculated into the student's grade point average (GPA) whether approved toward the degree or not.*

## Transfer of Credit

Students may request transfer credit for relevant graduate courses taken at regionally accredited institutions, including courses taken at Hunter College while matriculated in another degree program, whether or not the master's degree was awarded.

A form for such a transfer may be obtained in the Office of Admissions. Transfer of credits is subject to the approval of the department or graduate adviser and to the regulations of the Hunter program in which the student is matriculated. The following additional limitations apply:

1. In order to be counted toward graduation, the course(s) for which transfer credit is requested must have been completed within five years prior to the awarding of the Hunter graduate degree. (A four-year restriction applies to the School of Arts and Sciences.)
2. Credits for courses in which the student earned a grade below B, or took a non-letter grade such as a pass/fail option, are not transferable.
3. A maximum of 12 credits may be transferred.
4. Courses used to satisfy entrance requirements, as well as courses used as part of a previously completed bachelor's program, may not be transferred.

*Note: Grades in courses transferred from other institutions, or from a prior master's degree program taken at Hunter College, will not be calculated into the student's grade point average (GPA), nor will these grades be posted on the current Hunter College record.*

## Undergraduates

Upon the recommendation of the student's undergraduate major or program adviser, and with the approval of the adviser of the graduate program offering the course, highly qualified undergraduate degree students may take graduate courses for credit toward the bachelor's degree. (Note: If the course is later accepted for graduate transfer credit within a program at Hunter, the student will be charged the difference between the undergraduate and graduate tuition rates at the time the student took the course.)

## DEGREE REQUIREMENTS

### Readmission: Matriculated and Nonmatriculated Students

A student who has not been in attendance for one or more semesters must apply for readmission to the college. Students who registered for the previous semester and officially withdrew after the third week of classes are not required to file for readmission.

Applications may be obtained at the College Welcome Center, Room 100 Hunter North, and may be filed in the Office of Admissions, Room 203 HN. There is a \$10 nonrefundable readmission fee. The fee is \$50 for nonmatriculants.

Students who are academically eligible (GPA at least 3.0) and are within their program's time limit (five years except for the program in the School of Arts and Sciences, which has a time limit of four years) are generally approved for readmission. Applications for readmission must be filed at least two months before the beginning of the semester in which the student plans to resume studies.

### Change of Degree Program

A matriculated student who wishes to change from one graduate curriculum to another is required to file formal application for admission and submit an application fee of \$50 to the Office of Admissions. The application must be filed by the appropriate deadline for the individual program. Please consult the application for specific deadlines.

### Courses Outside the Program

It is the responsibility of the graduate adviser to see that matriculated students do not register for any graduate courses outside their program without written permission of the graduate adviser or coordinator of the program in which they are matriculated.

## DEGREE REQUIREMENTS

A matriculated graduate student enrolled in the graduate program and accepted as a candidate for a master's degree will be recommended for the degree after the following requirements have been satisfied:

### Courses

The candidate must have registered for and attended courses totaling the number of credits specified for the individual program. Courses other than those in the department of specialization may be credited toward the degree only with the approval of the graduate adviser. Waiver of course(s) does not release the student from the total number of credits required for the degree. Full-time graduate students may enroll for no more than 18 credits in any one semester.

### Grades

The candidate must have achieved a cumulative grade point average of not less than 3.0 (B) in all graduate work taken at Hunter.

### Thesis

A master's thesis is usually required. After it is approved, the original and one copy of the thesis is deposited with the appropriate school. It must be accompanied by a receipt from the Bursar's Office for the payment of the fee for binding one copy of the thesis.

A thesis approval form and style sheet, the requirements of which must be met strictly, are available from the graduate advisers' and the school deans' offices.

When the thesis approval form has been signed by the department graduate adviser and school dean, the original must be sent to the Degree Audit Unit of the Registrar's Office.

Where a thesis does not appear to be an appropriate measure of achievement, the Graduate Course of Study Committee of the Hunter College Senate has approved an acceptable substitution or equivalent.

### Foreign Language

A reading knowledge of a foreign language is usually required. In programs where this knowledge does not appear to be necessary or appropriate, the Graduate Course of Study Committee has granted an exception.

### Time Limit

The total time for completing all degree requirements from the beginning of matriculation is four years. (For programs in education, nursing, health sciences, and social work it is five years.) Courses exceeding the limit at graduation will not be included in degree credits unless approved by the department and the appropriate dean.

### Enrollment

A student must be registered for the semester of graduation, either by maintaining matriculation (see "Maintaining Matriculation" in section on Registration) or by registering for a course.

### Graduation

A formal application and certification form for graduation must be filed in the OASIS (Office of Administrative and Information Services), Room 217 Hunter North, at the beginning of the semester in which the student expects to receive a degree or certificate. (Check the calendar in the Schedule of Classes for deadline dates.) All course work, including thesis/major project and exams, must be completed by the date of commencement. The student record is sealed at graduation. No changes to the record can be made after the degree has been awarded.

### Bursar's Office

**Address:** Room 238, Hunter North Building, (212) 772-4400

The Bursar's Office collects all tuition and fees, and issues a Bursar's Receipt as proof of course registration. This office also accepts cash and issues receipts for payments to other Hunter College offices, which do not have the facilities to accept cash, such as readmissions application and transcript fees.

### Method of Payment for Tuition and Fees:

Students may pay for tuition and fees by cash, check, money order or acceptable credit card (MasterCard, Visa, American Express or Discover). All checks and money orders must be payable in U.S. currency only. Details concerning payment are included with each bill and are also available in the Bursar's Office.

A tuition payment plan can be arranged through Academic Management Services (AMS). For a small fee, the AMS Tuition Pay Plan permits students to pay semester expenses over a five-month period. AMS can be contacted directly by telephone at (800) 635-0120, or through their Website at [www.TuitionPay.com](http://www.TuitionPay.com).

### Financial Obligations:

The Board of Trustees of the City University of New York has ruled that students delinquent in their financial accounts (e.g., breakage fees, tuition, loans, library fines) may not be issued grades, transcripts or degrees.

In the event of an increase in fees or tuition, payments already made to the college will be treated as a partial payment. Students will be notified of the additional amount due, and of the time and method of payment.

## TUITION AND FEES

### Effective Fall 2003

Detailed payment information is outlined with each semester bill and printed in each semester schedule of classes. The City University of New York has adopted the schedule of student tuition and fee charges below. All fees and tuition charges listed in this catalog and in any registration materials issued by the college are subject to change by action of the trustees of the City University of New York without prior notice.

Students who now live in New York State but have had an address out of the state must submit proof of New York State residence to the