

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.

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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.

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