

SCHOLARSHIPS AND GRANTS

landscape architecture, nursing, occupational therapy, ophthalmic dispensing, optometry, pharmacy, physical therapy, physician's assistant, podiatry, psychology, social work, veterinary medicine, speech-language pathology/audiology) are available to U.S. citizens and permanent New York State residents. Students must be enrolled full-time (matriculated) in an approved program of study in New York State. Students must agree to practice in New York State for one year in their chosen profession for each annual payment received. Students must demonstrate good academic standing and meet college guidelines for pursuit of the program.

Recipients must be chosen in the following order of priority:

1. Economically disadvantaged (prescribed criteria) and a minority-group member historically underrepresented in the profession.
2. Minority-group member underrepresented in the profession.
3. Candidate who is enrolled in or a graduate of COLLEGE DISCOVERY (CD); SEARCH FOR ELEVATION, EDUCATION AND KNOWLEDGE (SEEK); EDUCATIONAL OPPORTUNITY PROGRAM (EOP); HIGHER EDUCATIONAL OPPORTUNITY PROGRAMS (HEOP).

Awards range from \$1,000 to \$5,000 a year for up to four years, or five years in certain programs. TAP and some other benefits may supplement this award.

Contact the New York State Education Department, Bureau of Post-Secondary Grants Administration, Cultural Education Center, Rm. 5B68, Albany, NY 12230, (518) 474-5705. Applications must be submitted each year.

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A number of student scholarships and fellowships are available from Hunter College and the Hunter College Foundation; these are in addition to the various federal and state grants and loans outlined in the Financial Aid section of this catalog.

Among the awards available to students are the Presidential Grants and Scholarships supported by the office of the Hunter College president. Guidelines for these awards are contained in "Hunter College Grant Competitions," a publication of the college Research Administration, 1424 East Building, (212) 772-4020.

Information about grants, fellowships, and scholarships can be obtained from the Office of Student Services, 11th floor, East Building, (212) 772-4878.

Departmental Awards

Scholarships and other awards are available through individual academic departments. Interested students can obtain information directly from their department.

The George N. Shuster Master's Thesis Award

Contact school deans' offices for further information.

Graduate Assistantships

Graduate assistantships may be available in some departments and are awarded to master's and doctoral students on the basis of academic qualifications. The duties of graduate assistants may include teaching, research, laboratory work, graduate program administration and similar assignments as specified by the academic department. Students should contact their graduate advisers about such opportunities.

School of Social Work

Partial tuition waivers from the Dorothy and Alfred Silberman Fund are the principal source of tuition assistance available to students at the School of Social Work. These grants are based solely on financial need. In addition, various public and voluntary agencies and foundations provide some assistance in the form of scholarships and stipends. Inquiries concerning School of Social Work sponsored financial assistance should be addressed to The Scholarship Office, Hunter College School of Social Work, 129 East 79th Street, New York, NY 10021.

Schools of the Health Professions

Various forms of assistance, including traineeships, fellowships, and grants, are available to students in the Hunter-Bellevue School of Nursing and the School of Health Sciences, both located at 425 East 25th Street, New York, NY 10010. For information, contact the schools directly.

Veterans

A veteran who wishes benefits under the Veterans' Readjustment Act of 1966 (Public Law 89) should consult the Veterans' Administration. For further information, contact the office of the registrar at Room 217 Hunter North or (212) 650-3995.

REGISTRATION

Registration instructions are mailed to students accepted into or continuing in the graduate programs at Hunter College. All students are required to register via the Web or by telephone; instructions for both options may be found on the registrar's Website, <http://registrar.hunter.cuny.edu>. All registration is subject to space availability. For courses that require department permission, students must obtain approval from the department adviser prior to registration.

A schedule of classes, giving the days and times when each graduate course will meet, is published prior to each registration and posted on the registrar's Website at <http://registrar.hunter.cuny.edu>.

Students Matriculated at Hunter Taking Courses at Other Institutions

Hunter matriculated students in good standing (GPA 3.0) have the option of taking courses at other CUNY colleges on a "permit" basis and receiving credit toward their Hunter degree. In order to take courses on a permit basis, students need to get departmental approval for the Hunter equivalent of the course(s) in which they wish to enroll in the other school. In order to guarantee credit, this approval must be obtained prior to registration. This approval must be granted on a Permit Application Form, which is available in the OASIS, Room 217 Hunter North. Instructions on permit requirements and procedures are available with the Permit Application in the OASIS. Students who would like to enroll in courses at a NON-CUNY COLLEGE do not register for those credits at Hunter. In order to guarantee credit, it is recommended that departmental approval be obtained prior to registering for the course(s). The student registers at the other college as a nonmatriculated student and at the end of the semester requests that a transcript be sent to Hunter College, Attention: Records Division/Permits.

Students Matriculated at Other Colleges of the City University

Students matriculated in a graduate program at any other branch of the City University who want to register for a course or courses at Hunter College are required to obtain a permit from their home institution giving them permission to pursue specified graduate courses at Hunter College. The permit must be filed in the OASIS, Room 217 HN, before registration. Check the Schedule of Classes for specific deadline dates for registration.

Students who have registered in courses for the appropriate semester at their home colleges should also present their student receipts to the OASIS.

Maintaining Matriculation

A matriculated student who is not registered for any courses but is completing other degree requirements for graduation must complete the registration procedure by registering to maintain matriculation. A student must be registered for the semester of graduation but need not register for any semester during which no work is done toward graduation. The fee cannot be waived or refunded. Maintenance of matriculation is not proof of attendance.

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.