

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.

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

Registrar's Office. Applications for proof of New York State residency can be obtained in the Office of the Registrar, Room 217 Hunter North, Hunter College, 695 Park Ave., New York, NY 10021. If, at the time of registration, proof of New York State residence has not been approved, students must pay out-of-state tuition; if acceptable proof is submitted and subsequently approved by the Registrar's Office during the semester, a refund can be applied for from the Bursar's Office.

TUITION:

New York State Resident

Master's (other than Social Work and Physical Therapy)

Full-time.....	\$ 2,720/semester
Part-time.....	\$230/credit
Maintenance of Matriculation	\$ 630/semester
Excess hours	\$65/hour

Master's in Social Work (MSW) and Physical Therapy (MPT)

Full-time	\$2,970/semester
Part-time.	\$.250/credit
Excess hours	\$65/hour

Out-of-State Resident

Master's (other than Social Work and Physical Therapy)

Full-time.	\$.425/credit
Part-time.	\$.425/credit
Maintenance of Matriculation	\$1,070/semester
Excess hours	\$85/hour

Master's in Social Work (MSW) and Physical Therapy (MPT)

Full-time.....	\$.440/credit
Part-time.....	\$.440/credit
Excess hours	\$85/hour

Fees:

Student Activity Fee.....	\$7.85
Technology Fee (Full-time)	\$75.00
Technology Fee (Part-time)	\$37.50
Application for matriculation.....	\$50.00
Late registration.....	\$15.00
Late payment fee	\$15.00
Consolidated Service	\$5.00
Change of program	\$10.00
Maintenance of matriculation (Resident).....	\$630.00
Maintenance of matriculation (Non-resident and foreign)	\$1,070.00
Duplicate identification card	\$5.00
Comprehensive examination	\$15.00
Thesis Binding fee.....	\$15.00
Duplicate receipt	\$5.00
Transcript of records	\$4.00
Readmission.....	\$10.00
Returned check reprocessing fee	\$10.00
Duplicate diploma.....	\$15.00

Transcripts:

Application for transcripts should be addressed to the Transcripts Division of the Registrar's Office with correct remittance. The Registrar's Office is located in Room 217, Hunter North, (212) 772-4474.

The application must state the name and address of the official to whom the information is to be mailed. Transcripts of records are mailed to the student's home school only if requested by the student. In accordance with the general practice of colleges and universities, complete official transcripts and certificates (those bearing the original signature and seal) are sent directly by the university, not transmitted by the applicant. No transcripts will be issued for students who have unpaid financial obligations to Hunter College. The fee for the issuance of transcripts is waived when the transcript is to be forwarded from one unit of the City University to another.

Requests for certificates and other statements should also be addressed to the Registration Division of the Office of the Registrar.

Cancellation Policy:

A letter will accompany your tuition bill outlining the cancellation policy for the semester. The policy will also be outlined in the schedule of classes. If you do not plan to attend college for the semester and fail to cancel your registration prior to the first day of classes, you will be liable for the tuition and fees incurred. Please be aware that you will still be liable for this balance even if you never attend classes for the semester.

REFUND POLICY:

As of June 1994, three diverse refund policies were implemented for CUNY students. They are: CUNY, federal pro rata refund and federal other than pro rata refund. The latter two refund policies apply only to federal financial aid recipients.

CUNY Policy:

This policy relates to all students who withdraw from courses prior to the first day of the fourth week of classes. The refund policy is as follows:

- 100% tuition and fees prior to 1st day of class
- 75% tuition only prior to 1st day of 2nd week of class
- 50% tuition only prior to 1st day of 3rd week of class
- 25% tuition only prior to 1st day of 4th week of class

Federal Pro Rata:

This refund relates to students who totally withdraw in the first semester of attendance and have financial aid at Hunter College. A refund is calculated by the number of weeks that a student has attended. fall and spring semesters consist of 15 weeks. A student's refund is pro-rated up until the 60% point of the semester, usually the end of the ninth week. The bursar, along with the Financial Aid Office, will calculate and determine how the refund will be disbursed to federal programs and the student. A recalculated tuition liability will be produced by the Bursar's Office.

Federal Other Than Pro Rata Refund:

This refund applies to federal financial aid recipients who totally withdraw within the 50% point of attendance for the semester. This is for students who are beyond their first semester of attendance at Hunter College. The end of the eighth week is considered the 50% point of attendance for the semester. The percentage of refunds is as follows:

- 100% tuition and fees prior to 1st day of class
- 75% tuition only prior to 3rd week of class
- 50% tuition only prior to 5th week of class
- 25% tuition only prior to 9th week of class

The bursar along with the Financial Aid Office will calculate and disburse refunds to federal programs and the student accordingly. A recalculated tuition liability will be produced by the Bursar's Office.

Financial Aid Processing Center

Address: Room 1605 Hunter East, (212) 772-5017

The Financial Aid Processing Center's (FAPC) primary role is to help students fulfill their tuition obligation by processing financial aid in coordination with the bursar and Financial Aid Offices. In addition to this role, this office administers the Federal Work Study and Federal Perkins Loans Programs, issues medical/economic hardship deferrals, processes emergency loans and maintains accountability over all financial aid funded book vouchers.