

Graduate

Bulletin

2009–2010

Mission of the University of Hartford

At the University of Hartford we provide a learning environment in which students may transform themselves intellectually, personally, and socially. We provide students with distinctive educational experiences that blend the feel of a small, residential college with an array of academic programs and opportunities characteristic of a large university. Through relationships with faculty and staff dedicated to teaching, scholarship, research, the arts, and civic engagement, every student may prepare for a lifetime of learning and for personal and professional success.

The University of Hartford admits students without regard to race, gender, color, creed, sexual orientation, age, physical ability, national or ethnic origin, or disability status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, creed, sexual orientation, age, physical ability, national or ethnic origin, or disability status in the administration of its educational policies, admission policies, scholarship and loan programs, and athletics and other school-administered programs.

Undergraduate and *Graduate Bulletins* are published separately. All colleges of the University are covered in the *Undergraduate Bulletin*; only those colleges offering graduate degrees are listed in the *Graduate Bulletin*.

When requesting a *Bulletin*, please indicate colleges for which information is desired. It is imperative to give your ZIP code.

Admission requirements, fees, rules and regulations, and academic programs are presented in official *Bulletins* of the University. The right, at any time, to make whatever changes may be deemed necessary is specifically reserved.

The information contained in this *Bulletin* is subject to change at any time. It is intended to serve only as a general source of information about the University and is in no way intended to state contractual terms.

For information on admission, write to the Center for Graduate and Adult Academic Services, University of Hartford, 200 Bloomfield Ave., West Hartford, CT 06117-1599; or e-mail gettoknow@hartford.edu.

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Degree and Certificate Programs

Undergraduate Study

College of Arts and Sciences

Associate in Arts
Associate in Science
Bachelor of Arts
Bachelor of Science
Certificate Programs

Barney School of Business

Bachelor of Science in
Business Administration

College of Education, Nursing and

Health Professions

Associate in Science
Bachelor of Arts
Bachelor of Science
Bachelor of Science in Nursing
Certificate Programs

College of Engineering, Technology, and Architecture

Associate in Science
Bachelor of Science

Hartford Art School

Bachelor of Fine Arts

The Hartt School

Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Music
Music Education Certification
Diploma

Hillyer College

Associate in Arts

University Studies

Associate in Arts in Liberal Arts
Associate in Science in Paralegal Studies
Bachelor of Arts
Bachelor of Science in Paralegal Studies

Graduate Study

College of Arts and Sciences

Master of Arts
Master of Science
Doctoral Program in Clinical Psychology

Barney School of Business

Master of Business Administration
Accelerated Master of
Business Administration
Master of Science in Accounting
and Taxation
Certificate Programs in Graduate Studies

College of Education, Nursing and Health Professions

Master of Education
Master of Science
Master of Science in Nursing
Sixth-Year Certificate
(Certificate of Advanced Graduate Study)
Doctor of Educational Leadership
Doctor of Physical Therapy

College of Engineering, Technology, and Architecture

Master of Architecture
Master of Engineering

Hartford Art School

Master of Fine Arts

The Hartt School

Master of Music
Master of Music Education
Certificate of Advanced Graduate Study
Graduate Professional Diploma
Artist Diploma
Doctor of Musical Arts
Doctor of Philosophy

Academic Calendar 2009–2010

Fall 2009*

September

| | | |
|---|----------------|----|
| Classes begin..... | 8 a.m. Tuesday | 1 |
| Labor Day—University holiday | Monday | 7 |
| Last day to withdraw from a class and receive 60% tuition credit..... | Monday | 14 |
| Last day to change from audit to credit status..... | Monday | 14 |
| Last day to withdraw from a class and receive 40% tuition credit..... | Monday | 21 |
| Last day to drop a course and have it deleted from your record..... | Monday | 21 |
| Degrees awarded to those completing requirements in summer | Saturday | 26 |
| Last day to withdraw from a class and receive 20% tuition credit— no further tuition credit after this date..... | Monday | 28 |

October

| | | |
|--|--------|----|
| Last day to file January degree applications..... | Friday | 16 |
|--|--------|----|

November

| | | |
|---|------------------|----|
| Advance registration for part-time and graduate students..... | 8:30 a.m. Monday | 2 |
| Last day to drop a course and receive a grade of W | Monday | 9 |
| Last day to change to Pass/No Pass or from Pass/No Pass to letter grade | Monday | 9 |
| Last day to change from credit to audit status** | Monday | 9 |
| Thanksgiving recess begins | 10 p.m. Tuesday | 24 |
| All residence halls will remain open. | | |
| Classes resume | 8 a.m. Monday | 30 |

December

| | | |
|--|-----------------|----|
| Fall Commencement Ceremony..... | Sunday | 6 |
| Classes end | 5 p.m. Saturday | 12 |
| Final examinations begin | 8 a.m. Monday | 14 |
| Note: Final exam schedule includes Saturday as a scheduled exam day. | | |
| Final examinations end | 5 p.m. Saturday | 19 |

Winterterm 2010

December

| | | |
|-------------------------|------------------|----|
| Winterterm begins | 9 a.m. Wednesday | 30 |
|-------------------------|------------------|----|

January

| | | |
|-----------------------|-----------------|----|
| Winterterm ends | 10 p.m. Tuesday | 19 |
|-----------------------|-----------------|----|

*There is an extra Tuesday in the fall 2009 academic calendar that the instructor must use for a class, makeup, review, or exam preparation.

**Students are not eligible to take advantage of special audit fees at this time. In order to have a special audit fee, students must declare audit status when they first register for the course.

Spring 2010*

January

Classes begin 8 a.m. Wednesday **20**
Degrees awarded to those
completing requirements in fall ... Saturday **23**

February

Last day to withdraw from a class
and receive 60% tuition credit Tuesday **2**
Last day to change from audit to
credit status Tuesday **2**
Last day to file May degree
applications Friday **5**
Last day to withdraw from a class
and receive 40% tuition credit Tuesday **9**
Last day to drop a course and have
it deleted from your record Tuesday **9**
Last day to withdraw from a class
and receive 20% tuition credit—
no further tuition credit after
this date Tuesday **16**

March

Required date for *returning students*
applying for financial aid to submit
2010–11 FAFSA and all other
documents to U.S. Department
of Education to ensure adequate
time for processing..... Monday **1**
Spring recess begins 5 p.m. Saturday **13**
All residence halls will remain open.
Classes resume 8 a.m. Monday **22**

April

Advance registration for part-time
and graduate students 8:30 a.m. Thursday **1**
Last day to drop a course and
receive a grade of W Tuesday **6**
Last day to change to Pass/No Pass
or from Pass/No Pass to
letter grade..... Tuesday **6**
Last day to change from credit
to audit status** Tuesday **6**

May

Classes end 10 p.m. Tuesday **4**
Final examinations begin... 8 a.m. Wednesday **5**
Note: Final exam schedule includes
Saturday as a scheduled exam day.
Final examinations end..... 10 p.m. Tuesday **11**
Commencement Sunday **16**

Summerterm 2010

May

Summer
Session I May 19–June 30 (6-week session)
 May 19–July 13 (8-week session)

July

Summer
Session II July 5–August 12
 (6-week session)

*Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.

**Students are not eligible to take advantage of special audit fees at this time. In order to have a special audit fee, students must declare audit status when they first register for the course.

Religious Observance 2009–2010 Calendar

Policy regarding religious holidays: Classes are held. Students observing these days will be granted excused absences from all classes and an opportunity to make up any tests or exams given on these days.

Fall 2009*

September

Rosh Hashanah Begins sundown Friday **18**
This holiday officially begins at sundown on Friday, September 18, and continues until darkness on Sunday, September 20.

Eid-al-Fitr Begins sundown Sunday **20**
This Muslim holy day begins at sundown on Sunday, September 20, and continues until darkness on Monday, September 21. The Islamic calendar is lunar and depends on the actual sighting of the new moon; therefore, the actual dates may differ by a day or two.

Yom Kippur Begins sundown Sunday **27**
This holiday officially begins at sundown on Sunday, September 27, and continues until darkness on Monday, September 28.

October

Sukkot Begins sundown Friday **2**
This holiday officially begins at sundown on Friday, October 2, and continues through darkness on Friday, October 9.

Shmini Atzeret Begins sundown Friday **9**
This holiday officially begins at sundown on Friday, October 9, and continues through darkness on Sunday, October 11.

November

Eid-al-Adah Begins sundown Friday **27**
This Muslim holy day begins at sundown on Friday, November 27, and continues until darkness on Saturday, November 28. The Islamic calendar is lunar and depends on the actual sighting of the new moon; therefore, the actual dates may differ by a day or two.

Spring 2010

February

Ash Wednesday Wednesday **17**
Student's class may conflict with scheduled on-campus mass.

March

Passover Begins sundown Monday **29**
The first two days of this holiday are celebrated from sundown on Monday, March 29, until darkness on Wednesday, March 31; the last two days of the holiday are celebrated from sundown on Sunday, April 4, until darkness on Tuesday, April 6.

April

Good Friday Friday **2**

May

Shavuot Begins sundown Tuesday **18**
This holiday officially begins at sundown on Tuesday, May 18, and continues until darkness on Thursday, May 20.

*Ramadan begins at sundown on Friday, August 21, and continues through sundown on Sunday, September 20.

Resources

Detailed information may be obtained from the resources listed below. For information in categories other than these, write to the Center for Graduate and Adult Academic Services.

The mailing address for all University of Hartford offices is University of Hartford, 200 Bloomfield Ave., West Hartford, CT 06117-1599.

For numbers not listed below, call the University's main number, 860.768.4100.

| Resource and Location* | Department Phone |
|--|-----------------------------------|
| Admission—Graduate Services (C&AC) | 768.4371 |
| Barney School of Business | 768.4444 |
| College of Arts and Sciences | 768.4257 |
| College of Education, Nursing and Health Professions | 768.4692 |
| College of Engineering, Technology, and Architecture | 768.4844 |
| Hartford Art School | 768.4827 |
| Hartt School, The | 768.4465 |
| Adult Academic Services (C&AC) | 768.4371 |
| Bursar (C&AC) | |
| Billing Inquiries—Student Administrative Services Center | 768.4999 |
| Collections Department | 768.4360 |
| FFEL Loan Disbursements | 768.4717 |
| Perkins Loan Processing | 768.4440 |
| Third-Party Billing | 768.5226 |
| Career Center (GSU) | 768.4287 |
| Cooperative Education | 768.4388 |
| Student Employment | 768.4352 |
| Consortium for Higher Education, Hartford | 906.5016 |
| Counseling and Personal Development (GSU) | 768.4482 |
| Disabled, Counselor to c/o Student Affairs (GSU) | 768.5129 |
| Emergency Calls | |
| | 768.4111 |
| | 7777 |
| Engineering Applications Center (UTH) | Devdas Shetty 768.4615 |
| Financial Assistance (BH) | 768.4296 |
| Foreign Student Advisor for Immigration Concerns | Richard Lazzarini 768.4873 |
| Health Services (Sports Center) | 768.6601 |
| Information Desk and Campus Events Hotline (GSU) | 768.4806 |
| International Center (GSU) | 768.5100 |
| Libraries (GC) | Randi Ashton-Pritting 768.4268 |
| Mortensen, Reference | 768.4142 |
| Art | 768.4397 |
| Circulation | 768.4264 |
| Interlibrary Loan | 768.4364 |
| Periodicals | 768.4811 |
| Music | Linda Blotner 768.4491 |

| Resource and Location* | | Department Phone |
|---|-----------------|-----------------------------|
| Media Relations (University Commons) | David Isgur | 768.4340 |
| Multicultural Programs (GSU) | | 768.5122 |
| Off-Campus Housing (GSU) | | 768.4484 |
| Parking | | |
| Permit (Facilities Building) | Public Safety | 768.7985 |
| Ticket payment (C&AC) | Business Office | 768.4205 |
| Peer Advocate (GSU) | | 768.4611 |
| President (C&AC) | Walter Harrison | 768.4417 |
| Publications (University Commons) | Trish Charles | 768.4379 |
| Public Safety (Facilities Building) | | 768.7985 |
| Registrar (C&AC) | Doreen Lay | |
| Grades | | 768.4460 |
| Registration Inquiries | | 768.4999 |
| Transcripts | | 768.4588 |
| Residential Life, Office of (F complex) | | 768.7792 |
| Sports Center | | 768.5070 |
| Sports Hotline | | 768.5555 |
| Student Affairs | | 768.4260 |
| Summer and Winter Programs (C&AC) | R. J. McGivney | 768.4401 |
| University Physical Therapy, LLC | | 768.5335 |

***Locations**

| | |
|------|---|
| BH | Bates House |
| C&AC | Auerbach Computer and Administration Center |
| GSU | Gengras Student Union |
| GC | Harry Jack Gray Center |
| UTH | United Technologies Hall |

Web Resources

| | |
|--|--|
| Bursar | http://uhaweb.hartford.edu/bursar |
| Commencement | www.hartford.edu/newsevents/commencement.asp |
| Registrar | http://uhaweb.hartford.edu/registrar |
| Student Administrative Services Center | http://uhaweb.hartford.edu/sasc |