

CLARK ATLANTA UNIVERSITY
CGED 100/101 - FIRST-YEAR STUDENT SEMINAR
FALL/SPRING 2010 - 2011

Instructor: _____ **Course Section:** _____
Office Location: _____ **Office Hours:** _____

"Be proud that you have again begun a new path of growth. Your journey, . . . will be a great one. Things are going to be all right."
Will Keim, The Education of Character (1995)

I. COURSE DESCRIPTION

CGED 100/101 - *First-Year Student Seminar* is a two-semester requirement for first-year students and transfer students with less than twenty-eight (28) credit hours. Transfer students are required to complete CGED 100. The Seminar is provided to assist students in making the transition to successful postsecondary study and to obtain the necessary academic and personal reinforcements to meet the myriad demands of University life and to persist to graduation. (1 credit hour each semester)

II. COURSE PURPOSE

This course is designed to provide first-year and transfer students with an introduction to the Clark Atlanta University community and to strategies for successful transition to and participation in this community. Through this course the values and expectations of the University are defined, regulations and requirements are transmitted, institutional resources and support services are identified, and issues and topics are introduced, which are aimed at helping students to understand the purpose and value of higher education, to develop positive attitudes toward the teaching-learning process, to acquire skills needed for successful college life, and to make appropriate choices related to their personal, academic, civic and professional goals.

III. PREREQUISITES

There are no prerequisites for this course. Students are expected to complete CGED 100 before registering for CGED 101.

IV. REQUIRED TEXT:

Celebrating Our Heritage: Clark Atlanta University, 2010 – 2011

SUPPLEMENTARY MATERIALS:

Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Student, 2010 – 2011

Clark Atlanta University Student Affairs Handbook

(available online: http://www.cau.edu/CMFiles/Docs/student_handbook.pdf)

Clark Atlanta University Undergraduate Catalog

(available online: http://www.cau.edu/CMFiles/Docs/ugrad_catalog.pdf)

V. COURSE STRUCTURE

The *First-Year Student Seminar* extends throughout the first-year of matriculation at Clark Atlanta University. **The Seminar is required for graduation and must be completed with a passing grade.** Assignment to a course section is usually made on the basis of the student=s intended major and course instruction is generally provided by an instructor from the major area or division. **The course meets once per week for a one-hour and fifteen minute session.**

The course is organized to achieve the learning objectives stated in this syllabus. The subject matter is

presented through a series of instructional modules that require students to read about, discuss, and do research on a range of topics and issues. The course will incorporate active learning techniques, and will include a variety of out-of-class and co-curricular requirements which contribute to a meaningful first-year experience. These include:

! **University Convocations, Special Lectures and Cultural Programs**

Students enrolled in the *First-Year Student Seminar* are required to attend University convocations, special assemblies and cultural programs/events as assigned in your Seminar course. A **Lyceum Report** is required for each program. Convocations and programs during class time will not fulfill the lyceum requirement (LPD Seminars on *Stress and Time Management* and *Building the College Resume*, Financial Aid Planning and Library Orientation).

! **Community Service and Service Learning**

Students enrolled in the *First-Year Student Seminar* are expected to participate in a community service project in the fall and a service learning project in the spring. Students will be required to complete a minimum of 20 field hours to fulfill the service learning requirement. In this activity, students are formed into teams around major course components to structure their service learning under the guidance of the course instructor, Peer Teaching Assistant and the Community Service Office. The service learning projects are conducted with a public or nonprofit agency within the University environs or the surrounding community. Students must submit a Service Learning Journal and Field Report.

VI. COURSE OUTLINE AND INTENDED LEARNING OUTCOMES

The common topics and issues, relating to the course goals that are to be addressed in all course sections are:

! **Clark Atlanta University (CAU) Experience, Part II**

“Welcome to Clark Atlanta University.....The School on a Hill where “Culture for Service” and “I’ll Find a Way or Make One” reign supreme.” Jacquelynn DeBose (Mass Media Arts)

Discussion Topics

- The course syllabus for First-Year Seminar (model for their other courses)
- Campus Resources (handout) and campus map (textbook and planner)
- CAU Campus Cultural Creed
- Alma Mater – Reign, Clark Atlanta!
- Mottos
- Panther Fight Song
- Vision and Mission Statements
- CAU’s core values
- The History of Clark Atlanta University (UnitV)
- Notable Alumni
- Do I understand the importance of the Clark Atlanta University legacy and commit to passing it on to others who will come after me?
- How is the University organized to assist me in achieving my goals?
- What is the academic and administrative structure of CAU?

Intended Learning Outcomes

- To understand the high academic expectations of CAU.
- To recognize skills and abilities are necessary to be successful at CAU.
- To acquaint new students with the history and intellectual culture of CAU.

- To provide activities which introduce students to the traditions, values and resources of the University.
- To introduce new students to their discipline.
- To establish in students pride in the University and confidence in their ability to be successful in this environment.
- To recognize and identify notable alumni of Clark Atlanta University.
- S Demonstrate an understanding of the academic structure of the University and be able to describe the location, function, and responsibilities of the major academic and administrative units.

! **Unit I, Confronting the Challenges of College**

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction, and skillful execution; it represents the wise choice of many alternatives." Willa F. Foster

Discussion Topics

- The role of the student and advisor in the advisement process.
- How do I successfully manage college and personal finances?
- Am I a resourceful and responsible learner?
- Have I conducted self-assessments in the following areas: study skills and habits; organizational and other learning skills, including reading comprehension and vocabulary; time management; stress management; taking tests; listening; note taking; and communicating effectively with instructors and peers?
- What are the resources available to assist me in these areas and am I willing to avail myself of necessary resources? How do I use them? (Campus Resources Handout)
- How do I develop appropriate learning and coping skills to be successful at Clark Atlanta?

Intended Learning Outcomes

Overall through appropriate assignments and activities the students will:

- S Apply effective skills, habits, and traits needed to meet successfully the challenges of University life.
- S Locate and use a variety of University and community resources.
- S Demonstrate an understanding of the role of the individual in becoming a resourceful and successful learner.

! **Unit II, Setting and Achieving Personal Goals**

*"Knowing others is intelligence, knowing yourself is true wisdom.
Mastering others is strength, mastering yourself is true power." @ Lao-Tzu*

Discussion Topics

- Why am I attending Clark Atlanta University?
- What are my goals for college/higher education/professional and personal development?
- How do I define success?
- Have I developed a plan for attaining future goals--both short-range and long-range? Do I understand my personal responsibility in this process?
- Am I willing to work hard?
- Do I possess positive self-esteem?
- Do I reflect a positive self-image in my behavior, demeanor, and dress?

Intended Learning Outcomes

Upon completion of the course, students will be able to:

- S Express in oral and written formats goal statements that include both long-range and short-range personal, educational, and career objectives with projected time lines.
- S Demonstrate an understanding of the requirements (e.g., major and/or degree requirements, experiential background, and other prerequisites) for achieving these goals.

! **Unit III, Clarifying Values in Contemporary Society**

"Making ethical decisions today will make your tomorrows more enjoyable and your yesterdays less regrettable. Take time to think before you act." Will Keim

Discussion Questions

- Have I developed a personal sense of moral and ethical values?
- Am I able to affirm myself and my beliefs in my environment?
- Do I value honesty and morality?

Intended Learning Outcomes

Upon completion of this course and related activities, students will

- S Demonstrate understanding of people and ideas that are different from themselves and their own ideas.
- S Explore issues relating to personal value, self-esteem and the on-going struggles to unravel truth and discard uncertainties.
- S Evaluate consequences of values in decision-making as related to one=s own life and the lives of others.
- S Understand how values are affected by consciously-employed cultural mores relating to race, gender, age, etc.

! **Unit IV, Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students, 2010 – 2011 (Supplement), Core and Major Curriculum Requirements and the CAU Code of Conduct**

ADon=t ever stop learning and improving your mind.@ Marian Wright Edelman

Discussion Topics

- What are the academic policies, regulations, and procedures that govern undergraduates at Clark Atlanta University? (**Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students, 2010 - 2011**)
- What are the rules governing student life? What processes and procedures are in place to ensure enforcement? (**Student Handbook**)
- How is the curriculum organized? What is the function of the "core curriculum?"
- What are the requirements of my major area of study?
- What is the CAU Code of Conduct? (**Student Handbook**)
- What is my personal relationship to the Code of Conduct?

Intended Learning Outcomes

Upon completion of the course, students will:

- S Understand state and apply (as appropriate) the academic and social policies, rules, regulations, and procedures of Clark Atlanta University.

- S Demonstrate an understanding of the CAU Student Handbook and Code of Conduct.
- S Demonstrate understanding of and appreciation for the importance of a personal code of conduct, ethics, and values.
- S Understand the significance of rules relating to plagiarism and other violations of the CAU Code of Conduct.

! **Unit V, *The Spirit of Greatness; A Short History of Clark Atlanta University***
"I will find a way or make one; Culture for Service." University Mottos

Discussion Topics

- What are the key historical events in the University's history?
- What individuals and groups played key roles in its development?
- What is the University's role and contribution, both past and present, as a leader in higher education (within the AUC, Atlanta, the state and region, nation and world)?
- Who are some of its illustrious alumni (models of success)?
- What inspiration and insight do I gain from the University's splendid past and current status as "A University for A New Day?"

Intended Learning Outcomes

Upon completion of this course and related activities, the students will:

- S Demonstrate knowledge of the evolution of Clark Atlanta University, including the significant individuals and events essential to an understanding of the University and its past and present standing in American higher education.

! **Unit VI, Contemporary Social and Health Issues**

Discussion Topics

- S How does the service learning experience relate to our motto *Culture for Service*?
- S What is my commitment to community service and collective social welfare?
- S What is intimate partner violence and what are some of the warning signs?
- S What role do alcohol and substance abuse play as potential risk factors for rape and other forms of violence?

Intended Learning Outcomes

Upon completion of this course and related activities, students will be:

- S Aware of the myriad contemporary social and health issues affecting college students.
- S Able to delineate positively the value of community service and its role in academic and personal development.
- S Able to distinguish between a healthy relationship and an unhealthy relationship.
- S Able to identify strategies to develop and maintain a healthy lifestyle as well as a healthy dating relationship.

VII. COURSE REQUIREMENTS

The following general requirements apply to students enrolled in this course:

- ! **Class Participation and Preparation**
 Class participation is imperative and required. When work has been assigned for this course, it is expected that it will be completed in a thorough manner and **submitted on the due date**

and must be submitted upon arrival during the designated class period. Anticipate weekly quizzes over material assigned for class and / or discussed the previous class period. Please check your CAU email for periodic updates and information.

! **Seriousness of Purpose**

Students must demonstrate mature and appropriate conduct during all class and co-curricular events. Students must **arrive in class on time** and behave in a manner that is appropriate for the classroom.

! **Attendance at a Specified Number of Campus Programs and Convocations**

Students are required to attend lectures and convocations (number and programs will be specified by instructor). Lyceum Reports and/or personal reflections will be required following attendance at sessions. Attendance at University Convocations is mandatory for all students. The Clark Atlanta University Art Gallery is a required lyceum for all students. Lyceums should be related to the University's core values.

Additional Note:

When attending convocations and lectures, students must (1) arrive before the program begins and remain until the program ends; (2) secure a printed program (if available), write name and CAU 9 digit ID number on the program to be submitted to the instructor; and (3) complete a Lyceum Report or personal reflection (journal entry) as specified by instructor. Failure to follow the above steps may result in no credit for attendance.

! **Effective and appropriate communication and problem-solving skills**

Students will be required in this course, as in others, to use appropriate and effective written and oral communication skills as well as critical skills of reasoning and problem-solving. All written assignments and oral presentations must adhere to standard rules of writing and speaking.

! **Attire (Classroom, Service Learning / Community Service, Career Fairs, Interviews, Convocations, Lectures, etc.)**

It is vital that you view yourself as a representative of Clark Atlanta University. Dress in appropriate business casual clothing and/or business attire. Visible body piercing, tank tops, see through, clingy, provocative, offensive and baggy clothing are not acceptable for work, CAU classroom or service learning and/or community service sites.

! **Community Service and Service Learning**

Documentation of successful completion of an approved community service project and an approved service learning project must be submitted prior to successful completion of course.

! **Comments / Language**

As you meet, greet and share your opinion, know that profanity, slang and crude language are not acceptable on campus, at service sites, internships and other public locations. This rule of thumb also applies to contact with the media i.e., live radio remotes, television and newspaper quotes. You are an ambassador for the Clark Atlanta University and the contact that individuals or groups have with you can easily shape their view of the entire institution. Civility on campus is an expectation. Clark Atlanta University students who make inappropriate or offensive remarks in any public venue, then identify themselves as Clark Atlanta University students, do a disservice to themselves and the University.

! **Answering Machines / Voice Mail**

Use a basic professional message on your residence hall or home answering machine / voice mail. Avoiding background music is the safest. If music is used, be very selective. Prospective employers and others may not share your taste in music and may be discouraged

in pursuing an interest in you for internships and professional positions.

! **Personal Electronics**

All electronic devices must be turned off, before entering the classroom. Personal electronic devices are prohibited during official class time. This includes wireless telephones and personal listening devices (i.e., PDAs, Sidekicks, MP3 players, CD players, IPODS, etc.). The use of a laptop should be restricted to activities directly associated with current class activities (i.e., taking class notes).

! **Late Submissions**

No makeup exams, quizzes, lyceums or presentations will be allowed except for instances of approved excused absences from the University or instructor.

! **Leadership and Professional Development**

Students are required to participate in one seminar per semester. Verification of completion of this assignment is required. (To be specified by instructor)

! **CAU Experience**

The major goal of the CAU Experience is to provide for new students, first-time and transfer, a positive and enriching one-week, intensive immersion into the academic and cultural life of Clark Atlanta University.

! **First-Year Honors Program - Spring 2011**

First-year students with a 3.0 fall semester grade point average will be recognized. Students must complete at least 12 hours (no grades below AC@ and no Incomplete grades).

! **Robert W. Woodruff Library Orientation**

Students will attend one class session at the Robert W. Woodruff Library. Students will need their CAU ID card and CAU student email information (address and password).

! **STUDENT DECORUM (Source: The Paw Print: A Decorum Guide for CAU Students)**

Students are expected to be on time, respectful of the instructor / facilitator(s) and to fully participate in class activities / discussions. Students are not to read magazines, newspapers or any other material (including assignments for other classes) during class time or presentations.

The following are unacceptable public practices:

- * The use of profanity;
- * Wearing of wave caps, scarves or rags to class, offices or special functions;
- * Wearing hair rollers to class, in administrative offices or the cafeteria;
- * Wearing of hats or caps in class, administrative offices or the cafeteria;
- * Using electronic devices in class or allowing those devices to be on during class time or while conducting business in campus offices.

Attending Guest Lectures, Special Events and Convocations

Arrive on time for special events;

Be prepared and expect to remain for the duration of the event;

Unavoidable late arrivals should be discreet, quiet and as unobtrusive as possible;

Prompt attendees should sit in the middle of rows, leaving end seats for later arrivals;

In no event should a person walk in front of the lectern (podium);

In NO event should a student get up to leave during a guest speaker's lecture

VIII. ATTENDANCE POLICY

"Much of success hinges on being present when important decisions are made and

important topics are discussed. Knowledge is power." Will Keim

Class attendance is mandatory, as is coming to class on time. Attendance is required unless you have an official authorized excuse form or you are involved in an approved University activity (documentation required). Student-athletes should provide a schedule which includes the travel itinerary. Instructors are expected to take a daily roll and instructors have the option to report the student to the Dean's Office for recommendation for administrative withdrawal from the class. **UNEXCUSED ABSENCES IN A GIVEN SEMESTER WILL RESULT IN A LETTER GRADE PENALTY. Attendance in all classes is mandatory and all students are expected to arrive on time and to attend each class meeting. A student will be considered tardy, if the student arrives after the scheduled class time (i.e., 10:50 am, 12:15 pm, 2 pm). When a student is tardy on two occasions, it will constitute an absence. Unexcused absences will adversely affect the final class grade.**

Initial Class Attendance Policy – To confirm enrollment in each scheduled class, a student must attend each class within the first two weeks following the official start of the semester. After this period, students will not be permitted to enter any class and the professor will report a student's nonattendance to the Office of the University Registrar. A student that is reported for nonattendance will be awarded a "WU" and the student should withdraw from the course.

IX. ACADEMIC INTEGRITY

The faculty and students at Clark Atlanta University recognize that academic honesty is fundamental to the education process. Any instance of academic dishonesty is in violation of University policy and may subject a student to disciplinary action (See Student Handbook). Integrity in the performance of academic assignments both in the classroom and outside is fundamental to the University's policy of academic honesty. Students who submit work which is not their own or who commit other acts of academic dishonesty forfeit the opportunity to continue to matriculate at Clark Atlanta University.

Academic dishonesty is a violation of University policy and will subject the student to disciplinary action. Integrity in the performance of academic assignments (in and out of the classroom) is fundamental to the University's policy of academic honesty. Students who submit work which is not their own or submit the same work in more than one class (without the instructors' permission) or who commit other acts of academic dishonesty (as discussed in the Code of Conduct) forfeit the opportunity to continue to matriculate at Clark Atlanta.

PLAGIARISM IS A VIOLATION OF THE STUDENT CODE OF CONDUCT. Please refer to the link: http://www.cau.edu/CMFiles/Docs/student_handbook.pdf

Plagiarism is a violation of University policy. Plagiarism is defined as the submission or presentation of work in any form that is not a student's own without acknowledging the source. Plagiarism is a violation of the University Student Code of Conduct. According to the Code of Conduct, "the term plagiarism means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." It includes submitting the same work for two different classes / assignments without the prior knowledge and approval of both instructors. At minimum students will receive a grade of "0" on the assignment and the student may be referred to the Judiciary Committee; this may result in expulsion or suspension from the University.

X. COURSE EVALUATION AND GRADING PROCEDURES

Students earning a letter grade "A," "B," "C" or "D" will receive one (1) credit hour each semester. Students earning a grade of "F" will be required to repeat the course during the next semester of enrollment. The AI is given only when the student has an acceptable excuse for not taking the final examination or for failing to complete other requirements for reasons that are acceptable to the

instructor, but is otherwise doing passing work as **determined by the instructor** (see policy below).

INCOMPLETE (“I”) GRADE POLICY (Source: *Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students (2010 – 2011)*)

An incomplete (“I”) is a temporary grade assigned when extenuating and documentable circumstances, such as illness, death of a family member, or other reasons that are acceptable to the instructor, prevent a student who is passing a course from completing the final examination and/or other course requirements by the end of the semester. The “I” is not to be assigned as a substitute for a failing grade. To be eligible for an “I,” a student must have attended class regularly and passed a substantial amount of the required course work. The student must provide to the course instructor official verification of circumstances preventing the completion of the full requirements for the course. The responsibility for completing the course work rests with the student, and the instructor is not obligated to provide further classroom instruction. An “I” grade cannot be removed by enrolling in the course again. A student cannot register for a course in which he/she has an Incomplete grade and cannot register and enroll in any course where an “I”- graded course is a prerequisite.

In awarding an “I” grade, the instructor must submit to the Office of the University Registrar an ***Incomplete Grade Form*** provided on the website showing the reason for the grade, the work required for removing the “I” grade and a grade to be awarded if the work is not completed. The original ***Incomplete Grade Form*** must be submitted to the Office of the University Registrar for grade processing and documentation.

An “I” grade should be removed by the end of the semester following the one in which it was assigned, but must be removed no later than one year from the end of the semester in which the “I” grade was assigned. The time limit may not exceed one year, whether or not the student is in residence. **If the course requirements are not completed, and the “I” grade is not changed by the instructor within the specified time period, the student will be awarded the default grade. If a default grade has not been provided, the “I” will become an “F”, and the student will be required to re-enroll and complete the entire course.** A student may not graduate with an “I” grade on his/her academic transcript. Removal of an “I” does not assure a passing grade in the course.

Withdrawal from Individual Courses ((Source: *Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students (2010 – 2011)*)

Students may drop or add courses during the designated period by completing the appropriate section of the course schedule form. This form is available from academic departments and the ***Office of the University Registrar***. To complete, the student must secure the instructor’s signature and return the form to the ***Office of the University Registrar***.

Once the drop-and-add period ends, the student may withdraw from class(es). The withdrawal date is listed in the University calendar. When a student is authorized to withdraw from a course, a grade of “W” is assigned regardless of the student’s performance in the course prior to the official date of withdrawal. The Clark Atlanta University withdrawal policy will apply when students are cross-registered at other Atlanta University Center institutions.

The last day to withdraw from a class is fifteen (15) business days after the officially scheduled midterm examination period. The official date will be posted on the Academic Calendar for each term. After obtaining the signature of the department chairperson/adviser, students must secure the instructor’s signature on the Course Withdrawal Form to ensure proper grade assignment, and must submit the completed form with authorizing signatures to the Office of the University Registrar.

When students are authorized to withdraw from a course, a grade of “W” is assigned regardless of their performance in the course prior to the official date of withdrawal. When students are cross-registered at other AUC institutions, the withdrawal policy of CAU will apply. Withdrawing from a course does not carry any tuition refund.

THE UNIVERSITY USES THE 10 POINT SCALE

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
59 - BELOW	=	F

SUGGESTED WEIGHT FOR EACH COMPONENT IN THE CLASS*

	Fall	Spring
Attendance and Class Participation	20%	20%
Lyceums {minimum of five (5)}	20%	20%
General Course Activities / Quizzes	20%	20%
Mid Term Examination / Assessment	10%	10%
Community Service / Service Learning	10%	10%
Departmental Final Examination	20%	20%
	<hr/> 100%	<hr/> 100%

*Course evaluation is related to the specified learning outcomes.

Student Conduct & Discipline

RIGHTS AND STANDARDS FOR PERSONAL CONDUCT (source: CAU undergraduate catalog)

Clark Atlanta University endorses academic freedom—freedom to teach and freedom to learn; freedom to think, freedom to speak, freedom to write, and freedom to publish. The institution also endorses American citizenship freedoms, including freedom of peaceful assembly, freedom of the press, and freedom to petition for redress of grievances.

Clark Atlanta University seeks constructive changes and works with faculties and student government associations in order to make necessary revisions in programs and procedures. It respects the right of students to criticize, dissent, and protest. But academic freedom is not academic license. Therefore, in the interest of ensuring the education which students are here to receive, the University does not tolerate the use of physical obstruction which infringes upon the freedom of others, denies the opportunity for teachers to teach and for students to learn, and interferes with the right of speakers to speak and listeners to listen. The University maintains that the rights and freedoms of students do not include the right to hamper and restrain the movements of others; to interfere with school operations, including the conduct of classes and performance of office work; to obstruct movement into, through, and out of school buildings; to disrupt school operations; to seize and occupy school buildings; and to injure persons, or to damage and destroy property.

The University affirms that there is no place in this free school—dedicated as it is to support the basic principle that free inquiry and free expression are fundamental and indispensable rights which should be enjoyed by all members of the academic community—for dissent which expresses itself through the use of physical force and/or physical obstruction. Therefore, students who use physical force will be held fully responsible and appropriately disciplined in accordance with the “Code of Student Conduct,” as published in the Student Handbook.

Clark Atlanta University exists under provisions of Georgia law and each student, whether or not a resident of the State of Georgia, is required to abide by those provisions. Possession of alcoholic beverages, drugs, and firearms by minors is in violation of Georgia law and Clark Atlanta University policy. Upon matriculation at Clark Atlanta University, each student becomes a citizen of the University community, entering voluntarily into a liberal agreement based on freedom and responsibility. All regulations have been established as basic requirements for the orderly functioning of the University community and are based on the assumption that students require minimum regulations. Major offenses include the utilization of University facilities for sexual misconduct; the illegal use and/or sale of narcotics; theft; gambling; sexual assault; and the possession of firearms and/or explosives. Students found guilty of any of these offenses will be suspended or permanently dismissed.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act.

Email Use

Clark Atlanta University recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's Clark Atlanta email address and that faculty and staff consider email from students official only if it originates from a Clark Atlanta student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. Clark Atlanta furnishes each student with a free email account that is to be used in all communication with university personnel. This is the official mode of communication for announcements, current information, faculty/staff correspondence and emergencies.

Student Grievance Procedures (CAU Undergraduate Academic Regulations and Procedures Handbook for Students, 2010 – 2011)

A student has the right to appeal decisions regarding his/her academic performance or academic requirements. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the instructor(s) and/or departmental faculty. The following guidelines are applicable in appealing an academic decision.

- The student must initiate and document contact with the instructor(s) or departmental faculty not later than thirty (30) days after the beginning of the next semester following the term in which the course was taken. A student not in residence should send his/her appeal by certified mail to the School Dean.
- If the dispute cannot be resolved by the end of the semester, the student should submit a written statement of the complaint and supporting evidence or justification of claims to the instructor's chairperson. The appeal to the chairperson must be initiated not later than thirty days after the beginning of the next semester. A student not in residence should send his/her appeal by certified mail to the School Dean.
- The chairperson must forward the student's statement along with the summary of the complaint, efforts to resolve it, and supporting evidence or justification for the complaint to the School Dean with a copy of the statement to the instructor or person concerned.
- The School Dean may appoint a Committee of the Faculty to review the student's written statement, secure any additional information from the student, and listen to and examine evidence and information that the instructor or person concerned may have to support a decision. The Faculty

Committee makes a recommendation to the School Dean, who sends a written decision to the student, the person(s) concerned, and the Committee.

- The decision of the School Dean may be appealed to the Vice President for Academic Affairs (VPAA). The VPAA will review all information and evidence. If deemed necessary, the matter may be referred to the Academic Council for further review and recommendations. The VPAA renders a decision based on input from all parties involved. The decision of the VPAA may not be appealed.

Procedures for student grievances are found in the *Clark Atlanta University Academic Regulations and Procedures Handbook for Undergraduate Students, 2010 – 2011*. A copy will be provided to all first-year students in the First-Year Student Seminar. First-Year Seminar faculty and Undergraduate Studies staff members are available to assist students in interpreting the rules and regulations.

DISABILITY SERVICES (CAU Undergraduate Catalog)

Clark Atlanta University is committed to the implementation of the Americans with Disabilities Act (ADA) and committed to removing the barriers that deny individuals with disabilities an equal opportunity to share in and contribute to the vitality of University life. The Americans with Disabilities Act of 1992 mandates access to public accommodations, services, transportation, and communication. Services include, but are not limited to, academic adjustments, auxiliary aids and services, student services, mentorship programs, readers and scribes, career counseling, seminars, priority scheduling tutorial services, referral to state and community resources, and disability parking.

Disability Services provides students with a documented letter to present to the faculty members to verify that the student has a disability and needs accommodations. This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. It is the student's responsibility to notify his or her professors of the need for accommodation. If accommodations are granted for testing accommodations, the student should remind the instructor five days before the exam of any testing accommodations that will be needed. Students should report to the Associate Vice President for Student Affairs in the Henderson Student Center, Suite 250 to receive guidelines for documentation and additional assistance.