

CLARK ATLANTA UNIVERSITY
OFFICE OF GRADUATE STUDIES

GRADUATE HANDBOOK

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STATUS OF ACCREDITATION

Clark Atlanta University is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097; telephone (404-679-4501),
to award Bachelor's, Master's, Specialist and Doctor's degrees.

Introduction

The Clark Atlanta University Graduate Academic Regulations and Procedures Handbook is published every two years. This Handbook provides faculty, staff, and students with pertinent information regarding graduate academic policies and procedures.

The policies and procedures presented in this Handbook have been approved by the Academic Council and Board of Trustees. These policies and procedures become effective in the fall semester of 2003 and shall remain in effect until other action is taken by appropriate bodies and published in the next edition.

ADMISSION TO GRADUATE STANDING

Admission to graduate standing at Clark Atlanta University (CAU) is granted to graduates of accredited four-year colleges and universities who present satisfactory evidence of character and academic qualifications. The applicant's scholastic record must show promise of ability to do graduate work in the chosen field of study to satisfy both the Committee on Admissions and the faculty of the proposed program of study. Admission is by vote of the school or departmental committee on admissions. Applications for admission to Clark Atlanta University may be submitted at any time, but should be presented at least 90 days before the beginning of each semester. Normally, students may enter the University in the fall, spring or summer session. However, certain programs may limit admission to fall and/or spring semesters.

TYPES OF ADMISSION

- 1. Admission to an Academic Degree Program.** A minimum undergraduate or previous graduate GPA required for unconditional admission is set by each school or department as stated under the degree program in the catalog. In addition, students must have completed all specified course or degree prerequisites as indicated.
- 2. Conditional Admission to an Academic Degree Program.** In some schools of the University, a student who does not meet the GPA or prerequisite requirements for a given academic program of study may be "conditionally" admitted to a program based upon the favorable recommendation of the school or department. Specific conditions, outlined in writing to the student at the time of admission, will be designated for remedying the deficiency and advancing to unconditional standing. Conditional admission to doctoral programs is not permitted.

All students admitted to conditional status will be expected to take the same course load and meet the same requirements as students admitted to unconditional status. Upon the successful completion of nine credit hours with a GPA of 3.0 or better, the student will be admitted to unconditional status. Where the conditional status is based on deficiencies in prerequisite courses, the students will be admitted to unconditional status once the deficiencies have been satisfied. The Graduate Studies Office will monitor all students admitted to conditional status.

- 3. Special Admission (Nondegree).** Having received the favorable recommendation from a school or department, any individual, upon the satisfactory demonstration of appropriate prerequisite courses, training or knowledge, may be admitted as a special student to take graduate courses for audit or credit independent of a degree program. Such individuals may not accumulate more than twelve (12) semester credit hours as a special student. **Courses taken as a nondegree student may be used toward admission with the approval of the department/school.** Nondegree admission is a separate process from cross-registration (see Section F on cross-registration).

4. **Enrollment of Students Outside the AUC.** Students from colleges and universities outside the AUC may take graduate courses at Clark Atlanta University. These students must present written verification of enrollment at another approved institution, and show evidence of having completed any prerequisites for courses. It is the responsibility of the student to secure acceptance at his/her home institution for the transfer of academic credit.

REGISTRATION AND ENROLLMENT

New students should present themselves for registration with the admissions letter from the Office of the Dean for Graduate Studies. No provision will be made to accommodate students who arrive unofficially or without having made previous arrangements. **Registration** is the process by which one is listed to participate in specific courses at Clark Atlanta University. **Enrollment** is the process by which one is officially authorized to participate in classes. The two basic steps of registration are (1) to seek formal advisement from the faculty of ones program and (2) to submit the appropriately signed informational forms to the Office of Registration and Records. The two basic steps of enrollment are (1) verification of eligibility to participate in classes and (2) payment of tuition and fees. To be classified as a student at Clark Atlanta University, a person must be enrolled in at least one course or program (e.g., Co-op or Practicum). The student is responsible for the following:

1. Consulting academic advisors and securing appropriate signatures on forms. This is required in order to ensure that proper course sequences in which the student is enrolled are being followed.
2. Becoming familiar with the University's Academic Calendar. The calendar appears in the Graduate Catalog and in a number of other media throughout the University. To the degree possible, departments/schools will make the academic calendar available to students; however, it is the student's responsibility to remain aware of changes and deadlines not included in the catalog.
3. Completing registration and enrollment according to established registration and enrollment procedures.
4. Filing applications for federal financial aid and other external support within a time frame that is compatible with University registration and enrollment procedures.
5. **Admission of Students Enrolled in Atlanta University Center (AUC) Institutions.** Upper division undergraduate and postbaccalaureate students in the AUC may cross-register for graduate courses at Clark Atlanta University with the written approval of the home institution. Normal prerequisites apply.
6. Upper division undergraduate and postbaccalaureate students in the AUC may cross-register for graduate courses at Clark Atlanta University with the written approval of the home institution, and the approval of the Clark Atlanta University instructor. Normal prerequisites apply.

In all cases, where a student has not completed the registration process by the end of the specified registration period, a late registration fee will be charged. Permission to register after the specified registration period does not carry with it an excuse from payment of the late registration fee.

A. Enrollment Policy. Official class enrollment occurs when the student has properly registered *and enrolled* for a set of courses and made satisfactory arrangements for payment of tuition and fees. All tuition and fees are due and payable at the time of enrollment.

1. Students are expected to complete registration and enrollment before classes begin. All students are required to pick up registration materials, have registration forms approved by the advisor, and have fees assessed by the first full day of classes. Students who are unable to complete enrollment during the first full week of classes shall be required to complete the procedure through the Office of Registration and Records by the last day of the Add/Drop period indicated on the University's Academic Calendar.
2. Students who have not completed registration by the published deadlines because of adding courses, changing sections, and substituting courses shall not be permitted to make changes in their preliminary course selection submitted to the Office of Registration and Records. Students who are not officially enrolled for a semester will not be permitted to attend classes, take examinations, or be retroactively enrolled.

B. Course Numbers. Courses numbered 500 and above are primarily intended for graduate students; however, with the consent of the instructor, senior undergraduate students may enroll. (See School Deans for any exceptions.)

C. Course Waivers. A required course may be waived where the University, through the department or the school, has verified evidence of sufficient knowledge of the material covered in the course. The waiver of a course will not result in a decrease in the number of hours required by the degree program and must be replaced by a course appropriate for the specific degree requirements. The maximum number of courses which may be waived shall not exceed 15 percent of the total number of courses required for the degree.

A school or department may designate courses, such as Directed Study or Independent Study which may be repeated for credit while bearing the same number. The content of these and other variable courses may be designated on the student's transcript.

D. Full-time Study. Full-time study is defined as enrollment for completion of no less than nine semester credit hours per semester during the fall and spring semesters.

Students who have completed their course work, but are engaged in writing a thesis or dissertation, must register for at least one credit hour of thesis or dissertation consultation per semester until the thesis or dissertation has received final approval. Students engaged in the writing of a thesis or dissertation may qualify as full-time students with one to six credit hours, depending upon the status of their study. The degree program will determine the number of credit hours required.

Any student carrying a load beyond twelve semester credit hours must have the approval of the School Dean, unless the student is enrolled in a school which has a higher minimum course requirement for full-time enrollment status.

- E. Part-time Study.** Students who take fewer than nine credit hours are classified as part-time, except those who are engaged in writing the thesis or dissertation. During the summer, students who take fewer than six credit hours are classified as part-time, except those who are engaged in writing the thesis or dissertation.
- F. Continuous Enrollment.** Unless granted official leave of absence, a graduate student is required to maintain continuous enrollment until graduation, withdrawal, or dismissal. Continuous enrollment may be maintained in two forms:
 - **Full-time enrollment**
 - **Part-time enrollment**
- G. Cross-registration of Undergraduate Students Enrolled in Atlanta University Center (AUC) Institutions.** Upper division undergraduate and postbaccalaureate students in the AUC may cross-register for graduate courses at Clark Atlanta University with the written approval of the students' major department (**advisor**) and the host department. Normal prerequisites apply.
- H. Cross-registration of Students Enrolled Outside the AUC.** Students from other colleges and universities may take graduate courses at Clark Atlanta University. These students must present written verification of enrollment at another approved institution and show evidence of having completed prerequisites for courses. It is the responsibility of the students to secure acceptance at their home institution for the transfer of academic credit. These provisions do not apply to special programs where other formed agreements exist.
- I. Financial Responsibilities.** All financial responsibilities to the University and the library must have been met before a student can be cleared for the awarding of the degree. It is the student's responsibility to ensure that all financial commitments have been fulfilled by the established deadline.

EARNING A GRADUATE DEGREE

Clark Atlanta University offers master's degrees, specialist degrees in Education and in Library Science, the Doctor of Philosophy, the Doctor of Arts in Humanities, and the Doctor of Education degrees. Listed in the sections that follow are the policies and guidelines for completing each of these degree programs.

A. GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

1. **Semester Hours/Transfer Credit Requirement.** The number of hours required for the master's degree is twenty-four (24) semester hours; however, some departments and schools may require semester hours in excess of this amount. In such instances the minimum number of semester hours required is specified by the department. Various factors may make it necessary for a student to take more than the minimum number of semester hours before he/she satisfactorily completes the requirements for the degree. It is the responsibility of the department and the school to ascertain that all of the above conditions have been met. Regulations governing transfer credits are as follows:
 - a. Master's degree programs may accept up to one-fourth of the maximum required semester hours in a given program; however, individual schools or departments may have additional limitations.
 - b. Credits must have been earned in graduate level courses at an accredited university.
 - c. A grade of A, B, or P is required.
 - d. Credits can be no older than 5 years at the time of admission to the degree program.
 - e. Courses to be transferred must be appropriate for courses in the Clark Atlanta University curriculum of the degree to be earned.
 - f. The school or department may require an examination as a demonstration of knowledge of the appropriate materials and skills.
 - g. Students who wish to receive credit for graduate work completed at another institution during the course of their Clark Atlanta University program must receive written approval from the Registrar before undertaking the work which is to be transferred.
2. **Time Requirement.** All requirements for the master's degree must be completed within five (5) calendar years of the date of matriculation. Work completed outside the five-year period may not be considered. Students required to enter the armed

services may be given a grace period equivalent to the length of time spent in the armed services.

3. **Foreign Language Requirement.** Some schools or departments will require that students demonstrate proficiency in a foreign language prior to completing a degree program. Some departments require competency in a research tool, e.g., computer applications or statistics, in lieu of a foreign language. Certification of the language proficiency or the research tool can be satisfied through course work or by an examination supervised by Clark Atlanta University. The student should consult departmental policy.
4. **Thesis Requirement.** Many master's programs require the submission of a thesis in partial fulfillment of the requirements for the degree. A student who is required to submit a thesis shall be assigned a faculty member as his/her adviser, who shall oversee the preparation of the thesis. Students completing a thesis for the master's degree must follow the University's guidelines for the preparation of theses and dissertations. A copy of the *Thesis and Dissertation Guide* may be obtained from the Office of Graduate Studies, Kresge Hall, Room 101. Students must adhere to published deadlines for submission which determine date of graduation.
5. **Examination Requirement.** University- and/or school- required examinations must be passed within the time periods specified by the respective degree program. Where applicable, more detailed information on the examination process may be obtained from the department or school.
6. **Application for a Degree.** Students who have satisfied all graduate prerequisites, the required University and departmental examinations, and who have demonstrated their ability to do major work at a graduate level, may be certified for the degree during the semester in which they expect to complete the departmental and/or school requirements. Students must file an application for graduation with the Office of Records and Registration. Application for graduation must be made on forms provided for this purpose. These forms may be obtained from the Office of Records and Registration, and applications must be on file on or before the date stated in the University calendar.

The dean of the student's school must certify that all requirements for the degree have been met, or will be met during the semester by the published date in the University catalog. This application is valid only for the semester in which it is submitted. Specific requirements prescribed by the various schools and departments are listed in the Graduate Catalog.

B. GENERAL REQUIREMENTS FOR THE SPECIALIST DEGREE

Programs of study at the sixth-year level are offered by the School of Education leading to the Specialist in Education degree (Ed.S.) and by the School of Library and Information Studies leading to the Specialist in Library Service degree (S.L.I.S.). Minimal requirements are listed below. Specific requirements are listed in the Graduate Catalog.

1. **Semester Hours/Transfer Credit Requirement.** Regulations governing the transfer of courses and semester credit hours are the same as for the master's degree.
2. **Time Requirement.** Regulations governing the time required for completion of the specialist degree are the same as for the master's degree.
3. **Residence Requirement.** Requirements for residence are the same as for the master's degree.
4. **Research Requirement.** The Specialist in Education degree requires completion and defense of a research project. Three (3) credit hours of course work may be substituted for the thesis. The Specialist degree in Library and Information Service requires six (6) hours for completion of a research project. The thesis must furnish evidence of intellectual mastery of a specified area of investigation and provide proof of high skill in research and scholarship.
5. **Final Examination Requirement.** The final examination shall include a defense of the thesis. The department concerned shall determine whether a written examination should be administered.
6. **Application for a Degree.** During the semester in which graduation is expected, students must file an application for graduation with the Dean for Graduate Studies. The school dean shall certify that all requirements for the degree have been met, or will be met during the semester by the published date in the University catalog. This application is valid only for the semester in which it is submitted. Specific requirements prescribed by the various schools and departments are listed in the Graduate Catalog.

C. GENERAL REQUIREMENTS FOR THE DOCTORAL DEGREE

Clark Atlanta University offers doctoral degree programs in biology, chemistry, counseling, exceptional education and psychological studies, educational administration, interdisciplinary humanities, political science, social work, and international affairs and development. General University requirements are listed below:

1. **Time Requirement for Completion of Degree Requirements.** Doctoral candidates must complete all degree requirements within five (5) years from the end of the semester in which they passed all required departmental and/or academic unit examinations. Also, their dissertation topics and proposals must be formally approved. From the initial time of matriculation, doctoral candidates must complete all degree requirements within a maximum of ten (10) years.
2. **Residence Requirement.** Candidates for doctoral degrees must spend at least three (3) semesters of full-time study (6 hours) at Clark Atlanta University; two of these semesters must be consecutive.
3. **Course Time Limitation.** Except upon written recommendation by the respective School Dean to the Dean for Graduate Studies and based upon special examination of the candidate, course work pursued more than five years prior to the term in which the student is admitted to the degree program will not be credited toward the fulfillment of the requirements for the degree. [There is no University-wide time limitation placed on courses taken in pursuit of degrees required for admission to the program.]
4. **Research Tool Requirement.** Students must demonstrate competence in at least one foreign language. Any other tool requirements are designated by departments/schools. The foreign language and/or research tool requirement must be satisfied prior to admission to candidacy. Certification of all foreign language and other research tools competence requires course work or examination approved by Clark Atlanta University.

Such languages or tools must be pertinent to the prevalent scholarly literature in the candidates discipline or essential to the candidates proposed thesis topic. Transcripts or other evidence of studying a language at any institution does not exempt a student from examination at Clark Atlanta University. When a student's native language meets all the above criteria, it may be used to satisfy the research tool requirement, but the same examination for scholarly use is required. Individual programs may specify which language or research tool students must master.

5. **Qualifying or Comprehensive Examination Requirement.** Qualifying examinations must be undertaken at least one academic year prior to the date the degree is expected to be conferred and not earlier than the second complete year of

graduate work. The examinations can be taken twice.

6. **Dissertation Requirement.** As a condition for admission to candidacy, the student must present an approved proposal for doctoral dissertation research as authorized by the advisor and members of the dissertation committee. This should include an outline of the proposed research and a tentative title. Individual departments may set earlier deadlines for submission of this document. The candidate must successfully defend the research proposal to the committee and the department as part of the requirements for admission to candidacy. The candidate for the doctorate degree is required to present a dissertation which is the result of significant and sustained research in his/her major field. The candidate must also demonstrate ability to organize and effectively present the findings and results of the research. When completed, it is expected that such research will make a contribution to the body of knowledge in the field. The dissertation shall be examined critically by a committee of at least three readers recommended by the advisor and approved by the department chair. Acceptance of the dissertation will be contingent upon the recommendation of the department concerned, the Dean of the School and the approval of the Dean of Graduate Studies.

7. **Application for Graduation.** Application for graduation must be successfully completed at least six (6) weeks prior to the end of the semester in which the student expects to receive his/her degree. Before application for graduation can be completed, a student must be admitted to candidacy for the doctorate degree. Normally, candidacy must be achieved no later than the semester prior to the semester in which the student expects to graduate. In order to be admitted to candidacy, the student must have performed the following:
 - a. Secured an application for Admission to Candidacy from the Office of Records and Registration. A department and school representative, as appropriate, must approve the application.
 - b. Completed the number of credits in graduate study specified by the school and department concerned.
 - c. Passed the qualifying or comprehensive examination administered by the department in which the student is enrolled.
 - d. Fulfilled the research tool requirement or an approved substitute, where applicable.
 - e. Received the recommendation of his/her department or school.

D. THE THESIS AND DISSERTATION PROCESS

1. Prior to the end of the first semester of enrollment, students should have been assigned a full-time faculty member as academic advisor.
1. The advisor becomes the source of guidance and counsel for selection of the thesis or dissertation topic.
2. The dissertation/thesis topic is selected by the student in consultation with the thesis/dissertation advisor.
4. The size of the dissertation committee may vary according to particularities of departments or schools. However, dissertation committees should not consist of fewer than three persons. It is advisable to have an odd number of committee members. Approval of committee members is the responsibility of departmental chairpersons or school deans. All committee members, whether from inside or outside the University, must meet the requirements to teach graduate courses.
5. Those departments or programs that have provisions for external persons to serve on committees cannot permit the number of such outside persons to constitute the majority of the committee. The student may recommend a person to serve as an external member of the committee; however, the chair of the committee and/or the chair of the department must approve the external person. The external committee member assumes all responsibilities and rights as a regular University faculty member in the approval review and defense processes.
6. The dissertation/thesis proposal must be approved by the committee and accepted by the department before research officially commences. The student must successfully defend the research proposal to the committee/department to be admitted to candidacy.
7. The dissertation advisor and other committee members as agreed upon are to be consulted at each step of the planning, researching, and writing of the thesis/dissertation. The student is expected to meet with his or her advisor and/or other members of the committee several times each semester, but never less than once per semester. Both the advisor and other specified members are expected to read the draft thesis and jointly determine when a defense is warranted. In the event of irreconcilable differences among committee members, the department chair, or dean where appropriate, shall decide when a defense of the dissertation is warranted.

(Thesis and dissertation advisement and defenses are conducted during the summer based upon the availability of faculty.)
8. The candidate shall be required to pass an oral examination in defense of the

dissertation. The examination shall be based primarily on the student's research, the student's field of study, and other areas of study related to the students research.

The final examination includes an oral defense of the dissertation. The acceptance of the dissertation in all aspects is the responsibility of the full committee, acting on behalf of the school in which the student is enrolled. Any student who does not pass the examination for a second time will be dismissed for failure to meet the requirements of the academic degree program.

9. Defense of the thesis/dissertation during summer sessions will be permitted only in those departments where all members of the committee are available during the time established for the defense. All advisement and all dissertation defenses should be scheduled at a time when all committee members are available as defined by the duties and responsibilities of committee members consistent with the University's academic calendar.

Students completing a dissertation must follow the University's guidelines for the preparation of theses and dissertations. A copy of the *Thesis and Dissertation Guide* may be obtained from the Office of Graduate Studies.

10. A change in the composition of a thesis/dissertation committee should occur only rarely and for clearly stated reasons. Any change in membership of the committee must have the prior written approval of the departmental chairperson. Each department shall maintain in the students file a standard form which identifies the current authorized membership of the students committee. The following are suggested causes for modification of committees:
 - a. A shift in the research emphasis as the thesis/dissertation progresses.
 - b. The absence of a committee member because of illness, sabbatical leave, transfer, retirement or death.
 - c. The failure of a committee member to perform adequately (e.g., unavailability to student, failure to read drafts and provide useful feedback according to agreed upon timelines, refusal to cooperate with student and/or other committee members when the welfare of student and the University is at stake).
 - d. A request from a faculty member to be released from a committee.

Modifications of the thesis/dissertation committee should be resolved within the department or program in an orderly process. Although each department or program should establish its procedures, the following suggestions may be useful:

- a. A student who wishes to change a committee member should write a letter to the appropriate parties in the department (e.g., department chair, graduate coordinator or graduate committee, etc.) explaining the reasons for the desired change.
 - b. A coordinator or a department chair who needs to modify a committee must consult all parties concerned and send them a written notice informing them of the change.
 - c. The student should complete a Change of Committee form reflecting the reconstituted committee. The coordinator or department should file and disseminate completed copies of the form to the student and the members of the students committee.
 - d. No such change can be implemented until this form has the signed approval of the chairperson of the department and the dean of the school.
11. The determination of pass or fail rests with the dissertation committee. For a student to pass the dissertation examination, all members of the dissertation committee or a specified majority as stipulated in the departmental handbook must vote in the affirmative. The student, under supervision of the dissertation committee, is responsible for submitting final copies of the approved dissertation that meet University guidelines as specified in the Catalog.
 12. The student must adhere to department timelines and those published in the University's Academic Calendar. The dissertation is submitted to the office of the dean of the school only after the committee and department chair officially verify that all requirements and regulations have been met and that the final product is satisfactory. The office of the dean of the school reviews all dissertations.
 13. Errors, including errors of spelling, grammar, and punctuation, will result in a dissertation being returned to the department for corrections.

GRADING SYSTEM

The minimum standard for graduate work leading to a degree is a GPA of 3.0 or a "B" average. The grade scale for graduate courses is 4.0-A, 3.0-B, 2.0-C, below 2.0-F. Passing (P) may be assigned to courses which are not included in hours required for graduation. The grade point average (GPA) is computed by dividing the total number of semester hours carried into the total number of quality points earned.

1. **Course Repetition.** A course may be repeated only one time. This limitation does not apply to courses designated as "Directed Study," "Independent Study," "Thesis Consultation" and "Thesis Research," or courses designated by departments for sequential or variable content. Directed Study and Independent Study courses may specify subject matter on the students transcript if officially identified to the Office of Records and Registration at the time of registration (when several students have the same subject) or when the grade roster is submitted by the instructor (if each student has a significantly distinct subject).

(An advisor, academic affairs committee, or dean may authorize the repetition of more than two courses under special circumstances reported to the Office of the Registrar.)

2. **Procedure for Assigning the Grade I.** The faculty member must submit to the department chairperson a statement stipulating why the I is given. If the I is not changed by the faculty member at the end of the next semester in which the student is enrolled or within twelve (12) months [whichever is earlier], the Office of Records and Registration will change the I to F. The grade cannot be changed after this point.
3. **Minimum Academic Standards.** A student must maintain a cumulative grade point average of 3.0 in order to be considered in good academic standing. Some schools may require higher standards than 3.00. A student whose cumulative grade point average falls below 3.00 is placed on academic probation in the following semester of enrollment.
 - a. A grade of C must be offset by a grade of A in another course. In some degree programs a student must earn a minimum of B in all required (core) courses, and a student may repeat a required (core) course only once. If a full-time student earns all Cs or below in any one semester, and the cumulative grade point average falls below 3.0, the student will automatically be dismissed from the University. Students are subject to dismissal if they earn three Cs on their graduate transcript.
 - b. **Computation of Repeated Courses:** When a student repeats a course, the earlier course grade is not included in calculating the cumulative GPA. However, the earlier grade remains recorded on the student's transcript.

4. **Auditing Courses.** A regular full-time student may audit one (1) course in a given semester. Students must obtain the instructor's signature and the approval of the faculty advisor, and must register officially for class and pay the standard fee. Although auditors are not required to take course examinations, individual instructors may stipulate requirements for the auditors' attendance, preparation, and participation in class activities and laboratory exercises. Students receive no credit for auditing courses and cannot change the auditing status after the add/drop period ends.

GOOD ACADEMIC STANDING

To be in good academic standing a student must have a cumulative grade point average of 3.0 or higher (on a 4.0 scale). Individual schools or programs may have officially published higher standards.

A student shall be placed on Academic Probation when the cumulative GPA at the end of any semester falls below 3.0. The duration of probation is one semester. At the end of this semester, the student must have a cumulative GPA of 3.0 or better in order to remain in the program, unless otherwise stipulated by the individual school.

To maintain satisfactory academic progress for financial aid eligibility, a student must maintain a cumulative GPA of 3.0. A student failing to meet this grade requirement remains in satisfactory academic status for financial aid during the immediate/following semester in which the cumulative GPA of 3.0 must be earned. After this semester, if dismissal is successfully appealed, the readmitted student retains eligibility for financial aid as long as the conditions of readmission are met.

Dismissal: Academic Dismissal is required in either one of the two following circumstances:

- 1) A student shall be dismissed from the University and a program of study at the end of any semester in which the full-time student has earned all Cs or below.
- 2) A student shall be dismissed from the university and the program of study after having earned a cumulative GPA of less than 3.0 in two consecutive terms of registration, including summer semester.

Satisfactory Progress: A student who is in good academic standing in the one semester of probation is considered to be making satisfactory academic progress. The number of credit hours attempted or completed are not determinants of satisfactory progress. (However, any student who has a cumulative record of withdrawals and unresolved "Incomplete" grades from half of his/her registered courses is not making satisfactory academic progress, is ineligible for financial aid, and is subject to dismissal.)

LEAVE OF ABSENCE

At the end of a semester, a continuing graduate student who is in good academic standing may take a leave of absence for a period not to exceed two semesters (excluding summer session). Normal exigencies warranting leave include debilitating illness, death in nuclear family, and other family matters which detrimentally affect academic performance. The student must file a Petition for Leave of Absence Form with the Dean for Graduate Studies. Academic work taken at another institution during a leave of absence must receive prior written approval from the appropriate department chair and school dean. Transcripts of this work must be filed with the Registrar within the semester following the students return. Before returning to the University, the student must notify the Registrar and the Dean for Graduate Studies of this return in writing. The Dean for Graduate Studies will inform the appropriate department chair and academic dean of the students return.

The written authorization for the leave of absence must specify whether the duration of the leave is or is not included in the students Course Time Limitation.

For Reenrolling in Authorized Absence: Following voluntary leave of one or more semesters, not including summer school, without having been granted a leave of absence, the student must

1. apply for reenrollment through the Office of Admission;
2. have satisfied all financial obligations to the University;
3. submit an official transcript from each institution attended during absence, if applicable;
4. meet academic requirements and regulations in effect at the time of submission, if absence from the University exceeds two consecutive semesters.

EFFECTIVE TEACHING AND LEARNING

A. STUDENT'S ACADEMIC PROGRAM. Each department is expected to develop procedures whereby the student, in consultation with the adviser, can develop the student's course of study. Copies of the student's academic program should be kept on file by the advisor and the departmental or school office. A copy should also be made available to the student.

B. INTERNSHIPS AND PRACTICE. Students may participate in experiential courses involving on-the-job or field-based education as part of their graduate education. Such components may involve working for a business firm, research center, educational institution, or service agency where such employment counts for graduate credit. Students may receive graduate credit for internships and practice if the following conditions are met:

1. The student must have completed, or be concurrently enrolled in, at least one other graduate course covering the body of knowledge required for practicing or performing in the internship or practicum.
2. A member of the graduate faculty must assume primary supervisory responsibility for the internship or practicum. A qualified representative of the sponsoring organization should also act as the student's supervisor; however, the faculty supervisor still has the ultimate responsibility for evaluating the student's work as an intern or practicum student.

C. EXPECTATIONS OF FACULTY. General guidelines for faculty to follow when working with graduate students include:

1. Faculty will provide students with a written syllabus which includes a description of the course, course objectives, reading requirements (textbooks and other supplemental reading), class assignments, expectations for class attendance, and the procedure for course evaluation. Written syllabi should also be provided for internships and dissertation advisement.
2. Faculty will be able to guide students concerning the amount of outside work that is a reasonable expectation of students in preparation for class participation and class assignments.
3. Faculty will provide a sufficient number of learning experiences during the course so that students benefit from both peer and instructor evaluation.
4. Faculty will be fair, impartial and constructive in evaluating a student's performance.
5. Faculty will provide constructive criticism that enables students to correct academic errors and develop their scholarly abilities.
6. Faculty will return student examination papers and assignments, after they have been graded, in order for students to have access to their own work for future reference. A reasonable time frame for the return of students' work is two weeks. The Dissertation and Thesis Committee should review and return students' drafts within 30 days.
7. Faculty will post and keep regularly scheduled office hours and provide appointments for conferences. The minimum number of hours shall be determined by the school dean and shall be no less than eight hours per week for full-time faculty.
8. Faculty will encourage constructive criticism and recommendations from students

about how courses can be improved and provide the opportunity for a written semester evaluation of each course.

9. Faculty will treat students with courtesy and respect at all times.

D. EXPECTATIONS OF STUDENTS. General guidelines for graduate students to follow while studying at Clark Atlanta University include:

1. Students will prepare for each class meeting and participate actively.
2. Students will attend class in accordance with University regulations and faculty expectations. Instructors should be notified when a student will not attend.
3. **COMMUNICATION SKILLS.** Each school sets its own standards for Communication Skills and certifies to the Dean for Graduate Studies that its graduates have met them.
4. **ACADEMIC INTEGRITY.** Students have an obligation to be honest and to respect ethical standards. Students must conduct themselves with integrity during quizzes, examinations, and similar evaluations. Students may not refer to or use open textbooks, notes or other devices not authorized by the instructor; look at or use information from another person's paper; communicate with, provide assistance to, or receive assistance from another person when it is not authorized by the instructor; possess, buy, sell, obtain, or use unauthorized materials when preparing or taking quizzes, examinations, or similar evaluations; take a quiz, examination, or similar evaluation in the place of another person; violate procedures which protect the integrity of any type of evaluation; or change the answers on an already-graded examination and then request that it be re-graded.

When preparing written assignments, students may not submit any product as their own work, if it has been wholly or partially created by another person; present as their own work ideas, representations or words of another person without customary and proper acknowledgment of the source; knowingly permit their work to be submitted by another person as an original work; submit the identical or nearly identical written assignment to fulfill requirements for two or more courses without the approval of the instructor; cooperate with another person in academic dishonesty; or commit theft, attempted theft, malicious defacement, or mutilation of academic resources. Students who knowingly practice academic dishonesty will be subject to disciplinary action, including expulsion.

GRADUATE STUDENT APPEALS PROCEDURES

GRADUATE APPEALS PROCESS FOR ACADEMIC DECISIONS

Where a student alleges that the actions of a faculty member have resulted in academic injustice, he/she shall have the right to have the matter adjudicated. Academic injustice can include, but is not limited to, a grade or suspension from class, but must involve some specific and demonstrable injustices. Before initiating the formal appeals process, the student must attempt to resolve the matter by personal conference with the faculty concerned and/or the department chair for consideration and adjustment. If the matter is not resolved, the student shall follow the appeals process.

A. Appeals Process. The following steps shall be followed when initiating the formal appeals process. Failure to do so can result in the appeal being dismissed.

1. All appeals of academic decisions, including requests for review of grades, shall be initiated within thirty (30) days after the beginning of the semester immediately following the one in which the matter occurred. A student not in residence shall send the appeal by certified mail to the chair of the department. Within five business days of its receipt, the chair shall present the students complaint to a departmental or school committee convened by the chair or dean. The committee shall consist of five members: three faculty appointed by the chair or dean, and one faculty and one student representative selected by the student. Only the three faculty members appointed by the chair or dean shall vote on the matter. The committee will report its recommendations to the department chair within five business days. The department chair shall convey the committee's findings in writing to the affected parties.
2. Either party may appeal the department committee's decision but shall do so in writing and within five business days of receiving it. The appeal will be addressed to the school dean, who shall convene the School Academic Standards Committee within ten business days of receipt of the appeal and also forward all relevant documentation to the committee. The committee may ask for additional documentation or statements from the parties, but shall render its decision within five business days.
3. The School Committee will forward its decision to the school dean, who will convey the decision in writing to the interested parties.

B. Review and Appeal. A student or faculty member may appeal the School Academic Standards Committees decision to the Dean for Graduate Studies, but shall do so in writing and within ten business days of receiving it. The Dean for Graduate Studies may seek the advice of the University Academic Standards and Standing Committee and the Student Welfare Committee.

The Dean for Graduate Studies will consider all information presented and shall render a decision within ten business days of receiving the appeal.

The decision of the Dean for Graduate Studies, taken with or without the advice of the University Academic Standards and Standing Committee and/or the Student Welfare Committee, shall exhaust all required institutional remedies. In implementation, the Deans decision shall also be binding on matters of interpretation of codes and procedures, determination of serious injustice, and determination that an allegation is subject to adjudication by procedures provided therein.

In instances where there is no departmental unit, or when specified by the school, the process begins with the appeal going directly to the school dean and follows the remaining guidelines as indicated.

STUDENT FINANCIAL SUPPORT

Students generally require some type of financial support, full or partial, to facilitate graduate study. Such support usually takes the form of fellowships, assistantships, scholarships, and other externally funded awards. These forms of student support are as follows:

A. FELLOWSHIPS

Fellowships are generally awarded to selected doctoral or master's students. The award generally provides tuition and a stipend to cover living expenses. With few exceptions, fellows perform no services in exchange for the support received. Types of fellowships include University Fellowships (subject to the availability of funding); federal, local, or state government fellowships; and foundation-sponsored fellowships.

B. ASSISTANTSHIPS

Assistantships are awarded to graduate students who teach, conduct research, or perform other services to the University. Stipend amounts vary from school to school and frequently from department to department. Assistantships generally include some form of tuition remission and a stipend. A more detailed discussion of assistantships can be found in this *Manual* under the heading, **Graduate Student Academic Staff**.

C. SCHOLARSHIPS

Some scholarships may depend upon general University appropriations, and others are derived from funds given to the University by donors. All scholarship awards are competitive and primarily based upon academic merit. Schools and departments may use other criteria for awarding scholarships which are dispersed at that level.

D. OTHER EXTERNAL FUNDS

Other financial aid from federal-and-state-funded grants and loan programs are administered by the Office of Financial Aid.

Financial Aid for personal support must be distinguished from research support. Students may apply for and receive external financial support for research projects unrelated to their personal income, expenses, and financial aid. In all cases where such funds are administered through Clark Atlanta University, the expenditures are strictly monitored by the Office of Grants and Contracts to conform to government regulations and University policy.

E. DEFERRED PAYMENT PLAN

The University maintains a plan by which students may delay payment of a small portion of tuition and fees until after enrollment. For such assistance, the student should consult the office of Student Accounts well before the enrollment period.

GRADUATE STUDENT ACADEMIC STAFF

Graduate students, especially those with teaching experience, may receive appointments as Teaching Assistants. These appointments are given only to students of proven teaching ability who, in the opinion of the department chair, are competent to accept teaching responsibilities in accordance with established University policy.

Assistantships are awarded to graduate students who teach, conduct research, or perform other services to the University. Stipend amounts vary from school to school and frequently from department to department within a school. Assistantships generally offer remission of tuition and pay a modest stipend. Types of assistantships include:

1. Graduate Assistants (nonteaching) grade papers, conduct seminars, work in laboratories and perform other duties as assigned by their school or department.
2. Teaching Assistants (TAs) may have full or partial responsibility for teaching classes:
 - a. TAs with partial responsibility for teaching contribute to, but do not assign, the final grade for the course.
 - b. TAs with full responsibility for teaching the course assigns the final grade. These Teaching Assistants must meet Southern Association of Colleges and Schools criteria, i.e., they must have completed eighteen graduate semester hours of course work in the field in which they are teaching. The use of TAs to conduct classroom instruction will be limited to three credit hours or less per week. The assistants, who hold a master's degree in the teaching field, will normally be students enrolled in doctoral programs.

3. Research Assistants (RAs) assist faculty members in conducting ongoing research. These assistantships may include tuition and/or stipends. The opportunity to renew may be contingent upon funding from some external funding source. Research assistantships are not available in every school or department.

GRADUATE APPOINTMENTS

Graduate students may be appointed to the academic staff on a regular and continuous basis as part of their educational training. The use of graduate students to conduct classroom instruction will be limited to twenty hours or less per week. Graduate student academic staff are appointed in the following categories: Graduate Assistants, Teaching Assistants, and Research Assistants. Graduate, Teaching, and Research Assistantships are University staff positions to which only students enrolled in advanced degree programs may be appointed. Assistants must be enrolled full-time during each term of their appointment.

A. APPLICATION PROCESS

Applications for positions for graduate students should be submitted directly to the department or program to which the student desires to be appointed. Application forms may be obtained from the Office of Graduate Studies located in Kresge Hall Room 101.

B. APPOINTMENT CRITERIA

Teaching Assistants who have primary responsibilities for teaching a course for credit and/or assigning the final grade for such a course, and whose professional and scholarly preparation do not satisfy the provisions of regular full-time faculty, must be under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated by their direct supervisor. They must also have earned eighteen graduate semester hours in their teaching field. These requirements do not apply to Graduate Assistants or Teaching Assistants who are engaged in assignments such as laboratory assistance, teaching physical education activities, attending or helping to prepare lectures, grading papers, keeping class records or leading discussion groups. Research Assistants primarily engage in activities related to a funded research project.

C. REMUNERATION

A full-time Teaching Assistant usually receives, in addition to a stipend, a scholarship to cover tuition costs up to nine (9) semester hours of graduate credit; compensation for a Graduate Assistant or part-time Teaching Assistant may include a full-or-partial tuition scholarship. Teaching Assistants will be paid stipends for the nine months of a given academic year. Research Assistants are compensated commensurate with the stipulations of their funding sources. The University as well as federal and other funding sources can impose various limits upon the number of hours per week/month/semester, which a student may work, and the duration of an assistantship.

D. TAX CONSIDERATIONS

The University may be obligated to withhold Federal and State income taxes from the salaries of Research and Teaching Assistants. Exemption from withholding may be available if the student meets procedures determined by the offices of Financial Aid, Student Accounts, and Payroll; all relevant federal and state laws; and the following conditions:

1. Research performed while holding the Assistantship must have been primarily for the student's own benefit in partial completion of degree requirements and must have been equivalent to the research effort required of all students working for the same degree at the University whether or not they were compensated for their services.
2. The student must have been registered during all academic semesters covered by the dates of the assistantship. Summer registration is not required if the student was registered during the Spring Semester and was eligible to continue as a registered student in the coming Fall Semester. Exemption may not be made for summer earnings prior to admittance and registration.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students holding a Teaching or Research Assistantship share a responsibility for promoting the scholarly and educational objectives of the department or school in which they are staff members. Assistants are subject to the policies and procedures of their departments and of the University and should respect and conform to the rules and procedures of the School or Research Program to which they may be assigned.

The principal duties of a Teaching Assistant may include assisting faculty members in classroom and laboratory instruction, preparing apparatus or material for demonstration, conducting tutorials and leading discussion sessions, and grading quizzes. They may be assigned departmental teaching duties.

The principal duty of a Research Assistant is to contribute, under supervision, to a program of departmental or interdepartmental research. The appointment is made with the understanding that the required services will contribute to the professional training of the graduate student. Research Assistants who indicate both an interest in and a capacity for teaching may be assigned some departmental teaching duties, but their principal activities should be confined to research.

The principal role of Graduate Assistants is to provide academic support to departments and schools. Their duties include assisting with course work, course development, special projects (research or community), proposal or report preparation, and/or general office work.

A. APPOINTMENT AND REAPPOINTMENT

Recommendations for employment are made on the "Application for Graduate Academic Staff" and submitted to the Dean of the School and the Dean for Graduate Studies for approval. Each recommendation for appointment (including reappointments) must include the following:

1. A letter evaluating the candidate's teaching ability and related qualifications, and indicating the basis on which judgments were made;
2. A curriculum vitae which includes a description of the student's current occupation; and
3. An official transcript.

While academic progress contributes to a student's effectiveness as an Assistant, and consecutive appointments are favored, applications for reappointment are considered individually and on merit. Reappointment in all cases will depend on academic progress as well as on the performance of an Assistant.

A student's appointment to an assistantship may be canceled at any time if progress in a graduate degree program is unsatisfactory or if the student is performing assigned duties in an unsatisfactory manner. In no case will a graduate or teaching assistant be dismissed without having been provided with a statement of reasons and an opportunity to be heard before a duly constituted committee. A dismissal is a termination before the end of the period of appointment. A Graduate or Teaching Assistant who establishes a *prima facie* case to the satisfaction of a duly constituted committee that a decision against reappointment was based significantly on considerations volatile of academic freedom, or of governing policies against discrimination, will be given a statement of reasons by those responsible for the nonreappointment and an opportunity to be heard by the Committee on Grievances and Appeals.

Appointments to the Graduate Student Academic Staff are made, in writing to the student, by the school dean. An appointment for the academic year is normally for the period September 1 through May 31; a summer appointment is normally for the period June 1 through August 31. However, appointments may be made for shorter periods. The terms and conditions of every appointment to the Graduate Student Academic Staff will be stated in writing and accompany the appointment document.

B. EVALUATIONS

Graduate Assistants will be evaluated on their performance at the end of each appointment period. The evaluation should reflect the major areas of their responsibilities and constitute part of the records consulted at all stages of decisions regarding reappointment. In addition, appointment term evaluations shall serve as a basis for supervisory advice in improving the performance of the Assistant, determining salary increase, etc. The appointment term evaluation will include the following:

1. Students' evaluations of class(es) taught each semester (where appropriate).
2. Peer evaluations (in those departments or schools which elect to have them).
3. Administrative evaluation by supervisor.
4. A written comment from the persons evaluated in response to the evaluation received for the year. This response will be an integral part of the record. Evaluations will not be valid without the accompanying response. The minimum response, which the Assistant may elect, is a written statement that he or she has seen the evaluations.

Criteria for Evaluation: Specific expectations which are agreed upon by the department or school and endorsed by the Dean shall be stated in writing and shall be distributed annually to all assistants to whom they apply and to all other appropriate individuals. These expectations may include teaching and scholarly activities in the form of research.

C. GRADUATE TEACHING ELIGIBILITY

Faculty who teach at the graduate level should normally have the following eligibility criteria:

1. possess an earned doctorate/ terminal degree in the field of instruction or a related field;
2. have three-to-five years teaching experience at the college or university level;
3. have demonstrated research proficiencies or significant accomplishments reflected in refereed publications, or scholarly output in electronic or print formats in field of instruction in the past three years, for those in the humanities, the social sciences, natural sciences, mathematics and engineering; documented evidence of significant public performances in the past three years for those in the performing arts.
 - a. In addition to the above criteria, faculty serving on thesis and dissertation committees should
 - 1) have publications in the last three years in the relevant area, i.e.,

books, refereed publications, monographs, edited volumes, or documented technical reports;

- 2) have personally completed a thesis or dissertation to obtain his/her degree.
- b. External advisors must meet the same criteria as Clark Atlanta University professors as confirmed by resumes in the Office of Graduate Studies at the time the assignment is approved.
 - c. To ensure the validity of the thesis and dissertation process, students and committee members should comply with all existing University and departmental regulations on this subject.

FIVE-YEAR B.S. AND M.S. PROGRAMS

Departments of natural sciences and mathematics, the School of Business Administration and the School of Education offer the opportunity for beginning undergraduate students with superior records to enter the Five-Year B.S./M.S. Program. Students may be chosen for this program based on their academic achievement in secondary school. To be eligible for selection for this program, beginning undergraduate students must have a minimum cumulative high school grade point average of 3.25 and a minimum composite Scholastic Assessment Test (SAT) score or a minimum ACT score specified each year. Participants are selected for this program from eligible applicants through an extensive screening process conducted by departmental faculty.

Students selected to participate in this program must satisfy all University general education requirements for undergraduates; the requisite major and cognate courses for the bachelor's degree and at least 24-semester hours of graduate course work in the major field. Students chosen for this program will pursue advanced course work and research during their fourth year of enrollment. Summer research opportunities are provided and may be required depending on the nature of the student's research project.

Student academic progress is monitored continuously. Students must maintain a cumulative B or better average in course work to continue in this program. After successful completion of the third year, the student must be admitted to the graduate program. Graduate admissions may be provided for successful participants upon the recommendation of the department chairperson and approval of the school dean.

During the fourth year of study, the student may begin taking graduate course work while completing undergraduate degree requirements. The maximum credit hour load for undergraduate study shall obtain through the fourth year of study.

As long as the student has not completed all requirements for the undergraduate degree, all courses taken, including all graduate courses, are included in computation of the students GPA.

The student will be engaged in graduate study exclusively during the fifth year, at which time the maximum credit hour load for graduate study shall obtain. It is during the fifth year that students satisfy the graduate residence requirement.

In order to receive the B.S. and M.S. degrees in the scientific and mathematics programs, the student must complete at least 54-semester hours of course work. At least 24 of these semester hours must be at the graduate level. The student must complete an acceptable thesis. Students must apply for candidacy for each degree at the times specified in the University Catalogs. Upon successful completion of the above- prescribed course of study, the student will receive the Bachelor of Science and the Master of Science degrees.

At any point during the student's participation in this program, he/she may elect or be required, because of academic performance, to pursue the traditional four-year bachelors degree program. In such cases the bachelor's degree may be awarded once the undergraduate degree requirements are

satisfied.

The sequenced curriculum designed to facilitate the acquisition of skills and knowledge required for this program may be found in the University Catalogs and publications of the relevant department.

**DUAL-DEGREE PROGRAM
AWARDING THE B.A. AND THE M.A. IN ACCOUNTING
(150 Credits)**

A course of study leading to the simultaneous awarding of the Bachelor of Arts Degree in Accounting and the Master of Arts Degree in Accounting was instituted beginning fall 1998.

The Bachelor of Arts Degree in Accounting requires 126-semester hours, including two three-credit elective courses. The Master of Arts Degree in Accounting requires 30-semester hours. If a student is admitted to the dual-degree program, the two electives will be considered as satisfied by two of the graduate courses, and the two degrees will be awarded on the basis of 150 credits. In order to be admitted to the dual-degree program, the student must have a cumulative GPA of 2.6 or higher and be admitted to the program by the beginning of the undergraduate senior year.

Note: Completion of the dual degree or the completion of both a bachelor's degree in Accounting and the master of arts degree in Accounting will satisfy the 150 semester-hour requirement in the state of Georgia and many other states which require the satisfaction of a 150 semester-hour requirement to sit for the CPA examinations.

GRADUATE DUAL-DEGREE PROGRAMS

Purpose

As part of its effort to strengthen graduate programs during this period when expanded competencies are required, Clark Atlanta University encourages the establishment of dual-degree programs. Dual-degree graduate programs are designed to enable graduate students to develop multiple competencies while pursuing degrees simultaneously in two complementary areas of study. These programs also forge linkages across fields of study. The time in which students are able to complete a dual-degree program is substantially less than that required to pursue two degrees separately.

Dual-degree programs may be offered at the same degree levels or across degrees at all graduate levels.

Admissions

The student is enrolled in one institution designated the home institution, which is responsible for the student's composite academic record. The home institution manages the student's financial aid support system and the student pays the home institution directly for the tuition and fees incurred. Each institution must approve the student's admission to the program and maintain academic records for its courses taken by the student. The student is bound by all applicable regulations of each institution, and grievances, infractions and appeals are adjudicated by the institution in which the issue arises.

Students who do not apply initially to a dual-degree program but who wish to use the full core of courses for a dual-degree program, must apply to this program no later than the end of the second semester of full-time study or its course-credit equivalent.

Degree Requirements

Certification that a student has completed the dual-degree program requirements results in the awarding of the two degrees. A student who does not complete dual-degree program requirements may be eligible for one of the degrees in the dual-degree program. The student's program of study must show that the student has met the requirements of the respective degree program. Transfer credits must fall within Clark Atlanta University's regulations.

Full-Time Study

Candidates involved in a dual-degree program must matriculate on a full-time basis. The respective chair/dean of both programs must approve any exceptions to the policy.

Students who have completed all course and residency requirements and are engaged in academic activities, such as practica/internships, thesis writing or other required culminating activity which must be supervised by faculty, and are registered for a minimum of three (3) credit hours for research, internship or thesis/culminating activity consultation, are considered full-time students.

Residency Requirements

To meet the residency requirements of Clark Atlanta University, students must be enrolled for two consecutive semesters of full-time study.

Academic Standards

Students enrolled in graduate degree programs must remain in good academic standing in both programs. These requirements must be published and disseminated to students and be reflected in publications on the dual-degree programs. Students must also meet the field concentration requirements established by the respective dual-degree program.

Students who fail to meet all academic requirements of the dual-degree program during any one semester will be notified in writing and placed on academic probation. In such cases, students will be informed in writing of the requirements to return to good academic standings. After two sequential semesters of academic probation, a student will be terminated from the dual-degree program. In such a case and consistent with the academic policies of CAU, such students may be permitted to complete a masters degree program at the University.

Double-Counted and Transfer Credit

Specific course credits for the dual-degree programs must be identified by the respective program. However, each program should be so designated to ensure that no less than 20 percent and no more than 30 percent of the courses are counted toward both degrees. Most of these double-counted credits will be those given for internships and thesis, where program faculty in both programs/departments/schools cooperate to advise students on placement and thesis topics relevant to both programs. Any exceptions to this policy must be agreed on by both program heads.

No more than six (6) hours may be transferred from an institution external to the cooperating institutions awarding the dual degree. The admissibility of any transfer course shall be governed by the existing University policy for masters programs.

Advisement

Advisement of dual-degree students shall be a cooperative undertaking of two faculty advisors--one from each of the programs awarding the degree. The faculty advisor from CAU must be a full-time faculty member. These two faculty advisors must be knowledgeable about the curriculum and degree requirements of the relevant dual-degree program.

Prior to registration, the faculty advisors shall review proposed courses with student advisees to ensure that advisees are following the prescribed curriculum for the dual-degree and other degree requirements in a timely manner. Both faculty advisors shall sign off on students planned programs. Both faculty advisors shall give written approval of advisee's internship placement and thesis or other major projects.

Program Design

The design of master's level dual-degree programs must show both the program of study for each major as well as its integrated program components. Within the integrated program components, courses/experiences that are double-counted must be identified.

While each program design may be unique, each design must reflect the dual competencies, which are to be developed, and the reduced time for program completion.

Each dual-degree program designed at the master's level must include the following: goals, objectives, rationale, courses of study, conceptual framework, management structure, and descriptions of roles for which graduates are to be prepared.

Accreditation

Each program in a dual-degree program proposal must be accredited by the respective professional or specialized accrediting agency or by the appropriate regional accrediting body.

Options for Noncontinuing Students

Students who are unable to continue in the dual-degree program may seek admission to any degree program offered at the University. All University policies regarding course program transfers and academic standing apply.

Program Monitoring

All dual-degree programs shall be supervised jointly by full-time faculty designated from each of the participating programs. General oversight of dual-degree programs at Clark Atlanta University shall be the responsibility of the Provost.

Statement of Agreement

Each dual-degree program proposal shall include a Statement of Agreement which outlines understandings regarding curriculum, advisement program coordination, records management, and other specific financial arrangements, including such items as: procedures for payment for double-counted courses and other joint requirements (practica/internships, thesis research and preparation, independent study); sharing of external, jointly generated student fellowships/scholarships based upon the principle of equity; remuneration for faculty teaching courses for the partner program in the dual-degree program. Any party to the dual-degree program seeking to terminate the relationship/agreement shall give notice to the cooperating program. Any modification/restructuring must be done in consultation with the cooperating institutions chair.

Financial Arrangements

Tuition and Scholarships. Dual-degree candidates must pay tuition and fees owed to the institution in which they enroll for respective courses. Payment of tuition and other charges is a requirement for formal registration for each semester. The total tuition owed to each institution is considered fully earned once scheduled classes begin. Students who seek to withdraw or drop classes from one or both of the academic programs/institutions must formally notify the institution(s) of their intention in accordance with the established policies of the institution(s). Refunds for withdrawal will be consistent with established policies at the institution(s). University-based tuition waivers and fellowships cannot be used in the cooperating institutions program.

Allocation of scholarships for students in dual-degree programs shall follow scholarship guidelines in effect in the awarding program/department/school/institution. However, guidelines for the allocation of scholarships awarded by the dual-degree program itself shall be established in the Statement of Agreement.

Students are expected to adhere to the specific requirements of any given financial award. While international students who are not permanent U.S. residents or eligible nonresidents are eligible for consideration for teaching and research assistantships and University tuition waivers and stipends, they are not eligible for federal grants, loans or work-study funding. CAU tuition waivers and stipends cannot be used to satisfy financial obligations at the cooperating institution. Detailed information about the respective financial aid programs can be found in catalogs of the AUC institutions.

Other Financial Arrangements

The Statement of Agreement, signed by the designated academic officers in all dual-degree programs, shall outline other specific arrangements regarding tuition and federal financial aid.

Awarding of Degrees

Both degrees will be awarded upon the student's completion of the dual-degree program.