



Clark Atlanta University Center for Academic and Student Success
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404-880-6055
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Frequently Asked Questions

1. **What are my responsibilities as a Clark Atlanta University student?** The student is responsible for:
 - Regular and punctual class attendance.
 - Becoming knowledgeable of the regulations and procedures governing his/her matriculation at Clark Atlanta University.
 - Purchasing books and other required material during the first week of class.
 - All material covered and assigned in each course for which he/she is enrolled. Absence from class does not relieve a student of his/her responsibility.
 - Attending all laboratory and recitation periods, scheduled and rescheduled examinations and other activities that may require special preparation.
 - Initiating requests to make up an examination, a laboratory exercise or other work missed because of authorized *excused* class absence. If the instructor requests a statement concerning the reason for the absence, the student should obtain it from the *Office of Student Services and Campus Life*.
 - Obtaining the instructor's approval to bring children or other guests to class.
 - Demonstrate a commitment to personal integrity, compassion for others, qualities of leadership and responsible citizenship.
2. **What are my rights as a Clark Atlanta University student?** The student has the right to:
 - Be informed, at the beginning of the term, of expectations concerning attendance.
 - Receive a syllabus and information on the examinations and other class requirements that provide a basis for evaluating student performance. The instructor may choose to modify course requirements during the semester. Modifications should be announced in class.
 - Receive at least three academic evaluations (exams, projects, papers, etc.):
 - The first evaluation occurring no later than the fourth week of the semester;
 - The second evaluation scheduled during midterms; and
 - The final evaluation during the established time scheduled by the Registrar.

- Make-up provisions for examinations missed due to illness or other excused absences.
 - A faculty advisor with whom he/she consults at least three times a semester:
 - Registration (Fall and Spring)
 - Midterm
 - A General Advisement Session
3. **What is academic advising?** Academic advising at Clark Atlanta University is viewed as a continuous process that begins upon entrance into the University and extends throughout the student's matriculation to assist students with course selection, registration and progress toward degree completion. First-year students are advised by the assigned Retention and Graduation Specialist in the Center for Academic and Student Success. Students are assigned a faculty advisor in the major department by the second semester of the first-year.
4. **Who is my Retention and Graduation Specialist (RGS) and what is their role?** A Retention and Graduation Specialist is assigned to every first-year student based on their intended major. The RGS serves as a first-year student's academic advisor. The RGS monitors student registration activities, academic performance and progress to degree completion. The RGS Supports students in pursuing their educational goals and refers students with academic discrepancies to proper officials for further action. The RGS coordinates communications with students regarding course scheduling, advising, registration, core and major requirements, academic resources, etc. The RGS Conducts student retention initiatives and academic success workshops through graduation.
5. **As a first-year first-time student, what classes will I have to take?** Once a first-year student pays the \$475 confirmation fee, CUGS 100 (15 credit hours) is added to the student's account to generate the tuition and fees. Once a first-year student is financially enrolled (all tuition, fees, room and board are paid), the RGS generates the schedule for new first-year students. First-year student classes are selected by the RGS according to the student's major field of study (as indicated on the application to the University for first-year entering students). Each academic program has a four-year curriculum pattern which lists courses to be taken and the suggested order in which they should be taken. First-Year students are typically registered for 16 credit hours in the fall and spring of their first-year of enrollment.
6. **How do I know what classes have been selected?** Using the Personal Identification Number (PIN) issued to you upon acceptance, you may view your schedule, via BANNER Web after you are financially enrolled.

7. **How are students placed in Mathematics courses?** Students are placed in Mathematics courses based on their intended majors. Students majoring in Science, Technology, Engineering and Mathematics (STEM) and Psychology majors pursuing the Bachelor of Science (BS) degree in Psychology are placed in Mathematics courses based on their SAT / ACT scores. Students majoring in the School of Business Administration will be placed according to SAT / ACT scores.

ACT MATH SCORES	COURSE PLACEMENT
0 – 16	CMAT 104
17– 19	CMAT 105, CMAT 109 (Business majors)
20 – 21	CMAT 106
18 – 19	CMAT 107 Biology in particular, STEM majors
22 and above	CMAT 111 STEM majors
22 and above	CMAT 113 Biology and Psychology (B.S. degree)

SAT MATH SCORES	COURSE PLACEMENT
200 – 419	CMAT 104
420 – 489	CMAT 105, CMAT 109 (Business majors)
490 – 519	CMAT 106
445 – 489	CMAT 107 Biology in particular, STEM majors
520 and above	CMAT 111 STEM majors
520 and above	CMAT 113 Biology and Psychology (BS degree)

8. **Does Clark Atlanta University recognize Advanced Placement (AP)?** A first semester first-year student may request college credit for Advanced Placement courses taken in high school; students must submit an official report of the AP Exam scores on the tests administered by the College Entrance Exam Board. Based on the test scores, the student’s transcript will reflect the tests taken and actual titles of CAU courses for which credit has been assigned. No grade is assigned to courses for which AP credit is granted and such courses are not considered in calculating the student’s GPA. It is the responsibility of the student to inform the Office of Recruitment and Admissions and the Retention and Graduation Specialist of AP credit, prior to the first day of the term for which the student is initially enrolled. Documentation of AP classes on the high school transcript will not be considered sufficient to award AP credit.
9. **Does Clark Atlanta University recognize the International Baccalaureate (IB)?** A first semester first-year student may request college credit for the International Baccalaureate work. Clark Atlanta University recognizes and awards credit toward the degree for IB work done at the secondary level. Academic credit may be awarded in

various disciplines based on the department. The student's transcript will reflect the CAU courses for which credit has been assigned. No grade is assigned to courses for which IB credit is granted, and such courses are not considered in calculating the student's GPA. It is the responsibility of the student to inform the Office of Recruitment and Admissions and the Retention and Graduation Specialist of IB work completed at the secondary level, prior to the first day of the term for which the student is initially enrolled.

10. **Does Clark Atlanta University recognize the College-Level Examination Program (CLEP)?** The University awards undergraduate credit for the CLEP subject examinations, but does not accept the general examinations. CLEP examinations should be completed prior to enrollment at the University and scores should be sent to the Office of the University Registrar, by July 1 to provide sufficient time for evaluation prior to fall registration and November 1 for spring registration. In all cases, CLEP testing must be completed and the results received no later than Orientation week of the student's initial semester at Clark Atlanta. Grades will not be assigned for courses in which CLEP credit is awarded. The CAU transcript will reflect the names of CAU courses for which CLEP credit is awarded and the credit hours received.

Transfer students must submit the original CLEP score report to Clark Atlanta for evaluation at the same time that other transfer work is forwarded for evaluation.

11. **Does Clark Atlanta University accept credits from other institutions, while students were joint enrolled in high school?** Clark Atlanta University will review all official transcripts from regionally accredited colleges or universities. A student may have been jointly enrolled during high school and/or a student may have taken courses at another institution, prior to enrolling at Clark Atlanta University. Students may receive credit toward graduation for no more than ninety (90) credit hours, excluding remedial / developmental courses. Students must provide an official transcript from the institution (previously attended) to Clark Atlanta's Office of Recruitment and Admission. The Office of Transfer Student Services will conduct an initial evaluation of core courses and route the transfer evaluation to the student's major department for review and completion. It is the responsibility of the student to submit the official transcript(s) to Clark Atlanta for review and evaluation of course credits. Once the department completes the evaluation, the courses will be reflected on the student's CAU transcript. The grades in the course(s) will be posted; however, the grades will not be used to calculate the student's GPA.
12. **What is a normal course load at Clark Atlanta University?** The normal course load for all full-time CAU student is 15 to 18 credit hours. First-year students are registered

for at least 16 credit hours in the first-year. The minimum course load a student can take to be considered full-time is 12 credit hours. A student may take 18 credit hours without being charged for an overload. Students who desires to take more than 18 credit hours must have a 3.25 GPA, permission of the department chairperson, approval by the Executive Director of the Center for Academic and Student Success or his/her designee and must pay for each additional hour. The maximum load is 21 credit hours. The maximum course load in the summer is 9 credit hours.

13. **I was admitted conditionally. What does that mean?** Conditional admission means that a student has been placed under academic observation by the Center for Academic and Student Success in an effort to increase the likelihood of academic success, during the first year of enrollment. This may include a reduced course load. Students admitted conditionally must adhere to the following conditions:

- Contact a Retention Graduation Specialist in the Center for Academic and Student Success prior to registration for classes by calling 404-880-6055.
- Maintain a minimum grade point average of 2.0 for the fall and spring semesters. Enrollment ***may be*** limited to a maximum of four (4) courses or 12 hours per semester.
- Enroll in Undergraduate Academic Seminar (CUGS 097/098). This seminar is required of all students conditionally admitted and the seminars are conducted by the Center for Academic and Student Success. Students forfeit their right to appeal the conditional admission if the student fails the seminar.
- Meet with the assigned Retention and Graduation Specialist and/or your department chairperson at least once a month.
- Attend classes regularly and perform satisfactorily in each class. The academic record will be reviewed to monitor a student's academic progress.
- If a student fails to earn a 2.0 at the end of the first semester, the student will be placed on Academic Warning. A student who fails to earn a 2.0 at the end of the first-year will be dismissed from Clark Atlanta University.
- Continued enrollment will be determined at the end of the academic year.

14. **Do I have to take remedial courses, since I was admitted conditionally?** No, Clark Atlanta University does not offer remedial courses. Students will be required to meet with an RGS to discuss the Satisfactory Academic Progress (SAP) plan that was developed to enhance the student's likelihood of academic success. Students must successfully complete (Pass) the Undergraduate Academic Seminar (CUGS).

15. **What is Undergraduate Academic Seminar (CUGS)?** The seminar is designed to provide academic support to students through weekly interaction. The sessions serve as

a forum to develop and implement solutions to day-to-day academic challenges that may arise.

16. **Do I have to attend this seminar (CUGS 097/098/099) and First-Year Seminar (CGED 100/101)?** Yes, you have to attend both seminars. First-Year Seminar fulfills a graduation requirement and is required of all new first-year students. Undergraduate Academic Seminar must be successfully completed to comply with the conditional admission.
17. **Do transfer students have to take first-year seminar?** Transfer students with fewer than 28 transferable credits must take First-Year Seminar.
18. **I am undecided about a major field of study; how long can I wait before I declare a major?** Students are advised to decide upon a major by the time they have accumulated 30 credit hours. However, a major must be declared not later than 45 credits hours. A student with more than 45 credit hours will not be allowed to register for the next semester until he/she has declared a major.
19. **Can I double major?** Students choosing to double major must complete the requirements of both major departments. Course substitutions must be approved by department chairpersons. The prescribed courses of study must be filed in the student's permanent record in the Office of the University Registrar.
20. **May I change my major and how?** When students change a major, they must:
- Obtain a Change of Major Field of Study Form from the Office of the University Registrar or Center for Academic and Student Success.
 - Obtain the requested signatures (from the former department chair and the department chair for the area the student wants to change the major).
 - Return form to the Office of the University Registrar for processing to update Banner.
21. **How am I classified right now? What will be my classification at the end of the academic year?** Student classification is determined by the number of semester hours (credits) earned:

Freshman:	from 0 - 27 semester hours
Sophomore:	from 28 - 57 semester hours
Junior:	from 58 - 87 semester hours
Senior:	from 88 - or more semester hours

22. **What is Satisfactory Academic Progress and how does progressing satisfactorily impact me? Academic Good Standing and Satisfactory Academic Progress:**

- Students earning and maintaining a 2.00 grade point average or better at Clark Atlanta University are considered to be in academic good standing.
- Students in good academic standing are eligible to receive financial aid.
- Students dismissed or excluded from the University are not considered in good academic standing and therefore are not eligible to receive financial aid.
- To maintain eligibility for financial aid students must complete and pass 67% of courses attempted, during a given semester.
- Courses attempted include any course in which grades of A, B, C, D, F, W, I, P (with course credit, or IP are received.)
- Students who fail to maintain academic good standing are placed on academic warning, academic probation or academic suspension.

23. **What happens if I do not earn a 2.00 cumulative grade point average by the end of the semester?**

A cumulative GPA of 2.0 is required for an undergraduate student to maintain academic good standing at CAU. The following parameters identify the student's academic standing when the cumulative grade point average is below 2.0.

Academic Warning: Students are placed on academic warning the first time their cumulative grade point average (GPA) falls below 2.0. Academic warning may occur only once during a student's matriculation.

Academic Probation: Students are placed on academic probation if their cumulative GPA remains below 2.0 after one semester on academic warning. Students may remove themselves from academic probation by raising their cumulative GPA to at least 2.0. For students attending summer school, a reevaluation will occur at the end of the summer. Summer school grades will be considered a part of the previous academic semester. Once a student has been placed on Academic Warning, the student may be placed on Academic Probation in a subsequent term that a student's cumulative GPA falls below 2.0.

Academic Suspension: Students on academic probation will be placed on academic suspension for failing to raise their cumulative GPA to 2.0. Students placed on Academic Suspension must attend another regionally accredited college or university to evidence academic maturity by earning a minimum of 12 credit hours and at least a 2.5 cumulative GPA. Once the student is able to evidence academic maturity, the student will be eligible to appeal for readmission to the University. An academic reinstatement does not mean that a student's financial aid will be reinstated. Students are advised to be prepared to cover the expenses for the first term of their reinstatement. Students may submit a Financial Aid Appeal.

24. **If I miss class, do I have to get an excuse?** The University's position is that students must attend all classes for which they are registered. Therefore, each instructor has the right to establish as part of any course syllabus a requirement for participation in all course activities. Instructors may accept student explanations for absences or refer students to Student Services and Campus Life or another designated authority for an Official Class Absence Authorization.

Authority for Approving Excused Class Absences

Reason For Absence	Designated Authority	Required Documentation
Emergencies (deaths, natural disasters)	Dean of Students	Student Documentation as determined by Dean of Students
Jury Duty	Course Faculty	Jury Summons and Release Forms
Medical	Director, Student Health Center	Student documentation per Student Handbook
Military Duty	University Registrar	Military Orders
Official Athletics Activities (e.g., athletes, cheerleaders, student assistants)	Athletic Director	Documentation (team roster) provided to School Deans by the Athletic Director
Official University Sponsored Activities (e.g., musical ensembles, SGA)	School Deans	Documentation (letter, roster, agenda, etc.) provided by Sponsoring Department to School Deans
Employment Interviews	Course Faculty	Prior permission of Faculty
University-Sanctioned Assemblies (e.g., convocations, lectures)	Course Faculty	University Schedule/Prior Permission of Faculty
Other	Dean of Students	Student Documentation as determined by Dean of Students

25. **Does Clark Atlanta University offer academic accommodations for students?** Please contact the Office of Counseling and Disability Services to secure an application for academic accommodations. The office is located in Trevor Arnett Hall, Room 300. For additional information and an application, you may contact the office by dialing 404-880-8044. 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.