

CLARK ATLANTA UNIVERSITY
“Student-Centered, Quality-Driven”

**Undergraduate Academic
Regulations and Procedures
Student Handbook**

2008-2010

**Undergraduate Academic Services
Office of the Associate Dean**

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INSTITUTIONAL 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 the Bachelor's, Master's, Specialist, and Doctor's Degrees.

CAMPUS CULTURAL CREED

Clark Atlanta University is committed to academic excellence, building character and service to others. The University will achieve its mission by cultivating an environment of honesty, kindness, mutual respect, self-discipline, school loyalty, trust, academic integrity and communal pride. As a member of this scholarly community, I make the following pledge:

- I will work to promote academic honesty and integrity;
- I will work to cultivate a learning environment which opposes violence, vulgarity, lewdness and selfishness;
- I will embrace the concept of mutual respect by treating others the way I want them to treat me;
- I will support a campus culture of diversity by respecting the rights of those whose views and experiences differ from my own;
- I will commit myself to service so that I can make a difference in the world and a difference for more than just myself;
- I will celebrate and contribute to the “spirit of greatness” left by those who preceded me, and I will work to leave this a better place for those who follow me.

As a member of this community, I am committed to conducting myself in ways that contribute to a civil campus environment, which encourages positive behavior in others. I accept the responsibility to uphold these noble ideals as a proud member of the Clark Atlanta University Family.

INTRODUCTION

The *Clark Atlanta University Undergraduate Academic Regulations and Procedures Handbook* is published every two years. This edition replaces the 2006 – 2008 Handbook.¹ This Handbook provides faculty, staff, and students, with pertinent information regarding undergraduate academic policies and procedures.

The policies and procedures presented in this Handbook have been approved by the Academic Council and Board of Trustees.

“The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to make and designate the effective date of changes in University’s policies and other regulations at any time such changes are considered to be desirable or necessary.”

¹ Revised, July 2008

I. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

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 evaluative feedback on assignments, examinations, and other course work within a reasonable amount of time.
- Receive at least three academic evaluations (written/oral 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 or major assignments missed due to illness or other excused absences.
- Be assigned a faculty advisor with whom he/she consults at least three times a semester:
 - During the registration period;
 - At midterm evaluation;
 - For General Advisement Session.

STUDENT RESPONSIBILITIES

The student is responsible for:

- Attending class regularly and punctually.
- 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.
- Covering all material covered and assignments or presentations in each course for which he/she is enrolled. Absence from class does not relieve a student of his/her responsibility.
- Attending all laboratory 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 illness or other excused class absence. If the instructor requests a statement concerning the reason for the absence, the student should obtain it from the *Office of the Dean of Students or designated authority for official class absence excuse (refer to page 23)*.
- Obtaining the instructor's approval to bring children or other guests to class.
- Establishing and maintaining regular academic advising sessions.
- Demonstrating a commitment to personal integrity, compassion for others, qualities of leadership and responsible citizenship.

II. ENROLLMENT

The process for the official enrollment of a student at Clark Atlanta University includes the following steps:

- (1) academic advisement
- (2) course registration
- (3) financial payment
- (4) financial enrollment

Two significant checkpoints must be distinguished: course registration and enrollment.

- Course registration is done with the assistance of faculty advisors prior to registration. Course registration is audited by the University Registrar to assure that students are in compliance with University regulations.
- Financial enrollment is completed when tuition, other fees and financial obligations have been satisfied with the Office of Student Accounts. A student is **NOT** enrolled at Clark Atlanta University until the appropriate financial obligations have been satisfied.*

*Financial enrollment is the process a student must complete which requires him/her to submit or pay the monies due based on charges assessed after course registration. To complete this step, students must contact the Office of Student Accounts. Students must contact Student Accounts **even if they have financial aid and scholarships to cover the entire balance. If a student fails to complete financial enrollment, his/her classes will be dropped.**

Students are responsible for paying all tuition and fees each semester. All balances must be paid in full before future registration is allowed. If the balance is not paid, the account will be turned over to a collection agency for collecting the amount owed to the University. The student will be responsible for any attorneys' fees and other reasonable costs and charges necessary for the collection of any amount not paid.

CLASSIFICATION OF STUDENTS

The classification of a student is determined by the number of credit hours earned. Classification is computed as follows:

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

STUDENT CATEGORIES

FULL-TIME STUDENT

A full-time undergraduate student is enrolled in an academic program and registered for at least twelve semester hours. A full-time program of study during the summer is nine semester hours.

The maximum number of years allowed for a full-time student to complete the degree at Clark Atlanta University is eight years. All degree requirements must be completed within this period, including any semesters for which a student receives credit while not in residence at Clark Atlanta University. *Failure to complete the degree requirements in this time period will subject the student to the provisions under Statute of Limitations, page 39.*

Any student who fails to meet the eight-year maximum limit must file an appeal with the Dean for Undergraduate Studies, who will refer the appeal to the Committee on Academic Standing for a decision. This appeal must be made not later than two semesters prior to the date of expiration of credits.

PART-TIME STUDENT

A part-time undergraduate student is enrolled in an academic program and registered for fewer than twelve semester hours of course work. A part-time program of study in the summer is fewer than nine semester hours.

The maximum time allocated for completing degree requirements by part-time students who remain in continuous enrollment at the University is ten years (twenty semesters). A student who averages fewer than seven hours per semester may not complete the degree program requirements within ten years (twenty semesters). For part-time students, relief from the Statute of Limitations provision (eight years) requires the student to petition for an extension, maximum of two years, to complete his/her degree. The petition for extension must be filed no later than the first semester of the eighth year.

CHANGES IN STATUS

Student status is evaluated based on the number of years completed at the time of change in status. For example, a part-time student who had previously earned 84 credit hours as a full-time student is evaluated to be at year seven and will have an additional three years (or six semesters) to complete degree requirements.

NONDEGREE STUDENT

A nondegree student is a high school/GED graduate and may have earned college or university credits, but is not at the time of enrollment a candidate for a degree. The student may select a specialized program or enroll in courses that will prepare him/her for a particular vocation, promotion, advancement in an occupation, or interest. The student may complete no more than

30 semester hours in this status. The University reserves the right not to accept these credits toward a degree. Students who desire to pursue studies as a nondegree student must submit the following to the Office of Admissions:

- (1) Application
- (2) Application fee
- (3) High school transcript or GED diploma and all college and university transcripts
- (4) Statement detailing why they wish to attend Clark Atlanta University as a nondegree student
- (5) Any other required documentation

Should a nondegree student wish to earn a degree, application must be made through the Admissions Office for a change of status. Credit for work already completed will be determined by the department in which the student expects to major.

TRANSFER STUDENT

A transfer student has been enrolled in a minimum of twelve semester or eighteen quarter hours at another institution prior to coming to Clark Atlanta University. *A student with fewer than the minimum required hours will be evaluated as a first-time student and must submit high school records and all college transcripts.* The transfer student must complete an application for admissions and list **ALL** previous colleges and/or universities and must include the records from these institutions (see also EXPIRATION OF CREDITS). Any student who does not include a record from all previously attended institutions is subject to dismissal from the University.

A student who wishes to transfer to Clark Atlanta University from another college must furnish the following:

- A statement from the last institution attended verifying that the student is in good disciplinary standing. The statement must be signed by the Student Affairs Officers at the previous institution.
- An official transcript of the work done in **ALL** institutions prior to application for admission to Clark Atlanta University.
- A marked catalog from **EACH** of the previously attended institutions which shows a description of all courses included in the transcript.
- A satisfactory cumulative grade point average of 2.5 on a 4.0 scale at the last institution attended.

A transfer student may receive credit for courses transferred to Clark Atlanta University. The courses accepted and credit hours completed will determine the classification of a transfer student.

The following regulations apply:

- Transfer credit is given only for University core courses approved by the Dean for Undergraduate Studies and major courses approved by the chair of the department in which the student applies for admission.
- Transfer credit will be awarded on a course-by-course basis. Only courses in which the student earned a grade of “C” or better will be considered for transfer credit.

The results are returned to the Office of Admissions for recording and are communicated to the prospective transfer student. Transferable credits may not include courses below the 100 level. Only these transfer hours earned will be credited toward the minimum hours for graduation. **A transfer student may receive credit toward graduation for no more than fifty-six (56) credit hours unless otherwise defined by an articulation agreement between Clark Atlanta University and the previous institution.** A transfer student with 56 hours of accepted transfer credits may earn an additional 12 hours (maximum) of degree credit through Study Abroad.

- Courses taught on the CAU campus by CAU faculty, prior to the time frame of credit expiration, will be (1) treated as CAU credit and included in the residency requirement, and (2) will be excluded from the fifty-six credit hour transfer limit. Courses taken eight or more years previous to transfer will not be accepted (See Expiration of Credits).
- A transfer student must satisfy the Clark Atlanta University Core Curriculum requirement prior to graduating. If a transfer student decides to change his/her major, another evaluation of transfer credits must take place to meet graduation requirements.
- A student who wishes to apply for financial assistance must request from each institution attended that an official financial aid transcript be forwarded to the Clark Atlanta University Financial Aid Office.

EVALUATION OF TRANSFER CREDIT

Credits earned at other institutions, including the other institutions of the Atlanta University Center, are accepted as semester-hour credits in partial fulfillment of the graduation requirements. Quarter-hour transfer credits will be converted to semester-hour equivalents (one quarter-hour credit being equivalent to two-thirds semester-hour credit). Course work accepted for transfer credit must have a grade of “C” or better and must have been earned at a regionally accredited institution. All grades, “C” or better, earned at other institutions become a part of the student’s academic permanent record. All transcripts received from other institutions become a part of the student’s permanent record. Accepted credits earned at previously attended institutions will count toward graduation, but will not be averaged into the CAU grade point average.

Grades earned at other institutions, which are not on a 4.0 scale, are converted to the 4.0 scale by the Office of Admissions or the University Registrar for appropriate comparisons. Transfer work for University core courses is evaluated in the division of Undergraduate Studies. Transferred major courses to be applied towards the student's degree program are evaluated by the intended major department. The results are returned to the Office of Admissions for recording and are communicated to the prospective transfer student. Transferable credits may not include courses below the 100 level. Each quarter hour is equivalent to .66 semester hours. The following table is an example:

Quarter	1	2	3	4	5	6	7	8	9	10	12	15
Hours												
Semester	.66	1.33	2.0	2.66	3.33	4.0	4.66	5.11	6.0	6.66	8.0	10.0
Hours												

INTERNATIONAL STUDENT

International students for whom English is their first language must satisfy the same admission criteria as other first-time students. For admission to the University, international students for whom English is their second language must present evidence of a score of at least 500 on the Test of English as a Foreign Language (TOEFL), and a minimum score of 173 on the computer portion of the TOEFL. International students for whom Clark Atlanta University will be their first college experience must also meet the requirements of first-year students. An international student transferring to Clark Atlanta University from an international institution must satisfy the requirements listed under the heading "Transfer Student."

International students must be prepared to bear the expense of correspondence, processing fees, and other costs associated with application for admission to the University. Before the University forwards an I-20 form and/or other materials, an applicant must submit to the University funds sufficient to cover the expenses for one year.

TRANSIENT STUDENT (INCOMING)

An incoming transient student is a student from another university (his/her "home institution") who enrolls at Clark Atlanta University for one or more semesters **AND** who plans to transfer these course credits back to his/her **home** institution. (The **home institution** is defined as the institution where the student is principally enrolled. The **host institution** is defined as the institution where the student cross-registers.) The incoming transient student is subject to all rules and regulations of the University and is served as other students who enroll at Clark Atlanta University.

Students wishing incoming transient status at Clark Atlanta University must complete the following procedure:

- ADMISSION:** Receive admission to Clark Atlanta University as an incoming Transient student. Applications for admission are available from *the Office of Admissions*, Room 101, Trevor Arnett Hall. **NOTE:** A statement from the home institution granting the incoming transient status and specifying course(s) to be taken must accompany the application.
- ADVISEMENT:** Obtain from the Dean for Undergraduate Studies approval to register during the regular registration period.
- REGISTRATION:** Complete registration based on approval to register and payment of tuition and other financial obligations.
- ENROLLMENT:** Pay tuition and other financial obligations.
- ATTENDANCE:** Follow rules and procedures for regular class attendance and credit for course work.
- TRANSCRIPT:** Apply to the *Office of the University Registrar* to have *an official transcript* sent to the home institution to transfer course(s).

TRANSIENT STUDENT (OUTGOING)

An outgoing transient student is a Clark Atlanta University student who enrolls at another university to take **APPROVED** courses toward a degree to be awarded by Clark Atlanta University. The student is responsible for completing a Transient Permission Form. A student cannot earn more than thirty (30) transient hours unless he/she is enrolled in an approved study abroad program, in which case the hours must not exceed thirty-two (32) transient hours.

When enrollment is maintained, the *Office of the University Registrar* can facilitate recording and reporting of academic progress. The outgoing transient student is subject to all rules and regulations of the host institution. Requirements for junior and senior (300 and 400) level courses may not be met through courses taken at two-year institutions. Students wishing outgoing transient status from Clark Atlanta University must adhere to the following procedure:

- REGISTRATION:** Complete the *Clark Atlanta University Undergraduate Transient Permission Form* from the *Office of the University Registrar*.
- ADVISEMENT:** Consult the departmental advisor or the University core curriculum advisor for courses that are equivalent to the Clark Atlanta University major and core curriculum courses.

APPROVAL: Obtain the signature of their Clark Atlanta University department chairs, School Deans (graduate students only), and the Dean for Undergraduate Studies prior to enrolling at the transient institution.

TRANSCRIPT: An official transcript must be submitted to the Office of the University Registrar immediately upon return to Clark Atlanta University.

Courses with grades below “C” will be treated in the same manner as courses taken at Clark Atlanta University during the regular academic year. All grades for the approved courses taken in transient status will be calculated into the Clark Atlanta University grade point average.

TRANSIENT COURSES TAKEN IN NONTRADITIONAL SCHEDULING PATTERNS

A student may receive approval to enroll in a course that is offered in a nontraditional or short-course format. The course must be approved by the Dean for Undergraduate Studies and must meet the following guidelines:

- The course must be classroom-based and must provide the same number of instructional contact hours as specified for the equivalent credit hour courses offered in traditional format, i.e., a one-credit-hour course must have twelve and a half (12.5) total contact hours; a two-credit-hour course must have twenty-five (25) total contact hours; a three-credit-hour course must have thirty-seven (37) contact hours; and fifty (50) contact hours for a four-credit hour course.
- The student must provide verifiable documentation (e.g., from course catalog or Web site) of the accreditation status of the institution offering the course, the description of the course, the length of the course, and the number of instructional contact hours.
- The student will be permitted to take only one (1) nontraditional or short course in a single mini-semester or intersession term.
- Approval will not be given for the following courses to be taken in nontraditional or short-course format:
 - English Composition (CENG 105/106)
 - Foreign Language (Intermediate Level Courses)
 - Fundamentals of Speech (CSTA 101)
 - Mathematics (Will require special review and endorsement by the chairperson of the Department of Mathematics)
- These courses will be included in the total number of allowable credit hours that may be earned in transient status (i.e., thirty [30] semester hours).
- Other courses taken in nontraditional settings (e.g., distance education) must have appropriate substitutes for the above contact hours. Students seeking approval to take such courses in transient status must provide documentation of the accreditation status of the institution offering the course as well as the equivalency of course to the University’s offering.

CONCURRENT ENROLLMENT

Concurrent enrollment exists when a student enrolls at Clark Atlanta University and another institution during the same academic term. A request for concurrent registration at another institution will be considered by the Dean for Undergraduate Studies provided the student's school Dean certifies that:

- The course is appropriate for the student's degree program.
- The equivalent course is not available during the same term at Clark Atlanta University.
- The student has not already taken more than the maximum hours at other institutions.
- Hours earned under Concurrent Enrollment are transient hours (See also Transient Student Status).
- Maximum course load does not exceed 18 hours.

Students are not to enroll at Clark Atlanta University AND another institution without specific PRIOR approval of the School Dean AND the Dean for Undergraduate Studies.

JOINT ENROLLMENT

Through an agreement between Clark Atlanta University and the Atlanta and Decatur School Systems, high school juniors and seniors can fulfill partial high school graduation requirements and receive credits toward a Clark Atlanta University degree. Students who wish to participate in the Joint Enrollment Program must:

- Apply, by March 1, for Program enrollment for the up-coming year through the Office of Admissions.
- Have a cumulative 3.0 grade point average in college preparatory core courses.
- Have an SAT score of at least 900/ACT 23 (composite).
- Have two letters of recommendations: one from the high school principal or counselor, and the second from the teacher of a college preparatory course from the high school in which the student is enrolled.
- Have written consent from parents or guardian (if the student is a minor).
- Pay the same matriculation fees as charged all Clark Atlanta University students.
- Enroll for no more than six (6) hours per semester.
- Be enrolled for classes at their high school when participating in the Joint Enrollment Program.

The participant's course selection and schedule will be under the advisement of the Undergraduate Associate Dean for Academic Services. To determine the appropriate course schedule, the Undergraduate Associate Dean for Academic Services will review the student's transcripts and communicate with the student's counselor to ensure compliance with the school system and University regulations, as well as to satisfy the student's academic needs.

Students enrolled in the Joint Enrollment Program are admitted as special students. Consequently, they will not be eligible to represent Clark Atlanta University in any type of intercollegiate activity. However, they will be eligible to represent their high schools in all types of activities. Participation in the Clark Atlanta University Joint Enrollment Program does not obligate the student to enroll at the University upon high school graduation. The credits earned at Clark Atlanta University can be transferred to another institution, but the decision to give credit for the courses taken as a jointly enrolled student is to be determined by the receiving college or university.

CROSS-REGISTRATION (Also see Transient Status – Outgoing)

CROSS-REGISTRATION POLICIES IN THE ATLANTA UNIVERSITY CENTER

The Atlanta University Center has engaged in a program of cross-registration for over half a century. This has provided expanded academic opportunities to undergraduate students of all AUC institutions, except Morehouse School of Medicine and Interdenominational Theological Center. The following guidelines govern the AUC Cross-Registration Program:

- Each institution of the Atlanta University Center permits eligible students to participate in cross-registration without any exchange of tuition (excluding Morehouse School of Medicine and Interdenominational Theological Center).
- Cross-registration occurs on a space-available basis. Each participating institution gives its students priority in the cross-registration process. In cases where courses are required for completing major and/or graduation requirements, efforts are made to enroll students from the other institutions. For certain majors, priority generally is given to majors and seniors from all participating institutions.
- A student is expected to take University core or General Education requirements at the home institution. (Note: The *home institution* is defined as the institution where the student is principally enrolled. The *host institution* is defined as the institution where the student cross-registers.)
- The academic regulations and codes of conduct of the host institution apply to students participating in the cross-registration program. The home institution also determines whether its regulations and rules of conduct have been violated and, where applicable, takes appropriate action.

CROSS-REGISTRATION POLICIES FOR THE ATLANTA REGIONAL CONSORTIUM FOR HIGHER EDUCATION (ARCHE)

The following are the policies governing the ARCHE agreement:

- The purpose of cross-registration is to provide opportunities for enriched educational progress by permitting students at any ARCHE institution to take courses at another member institution.
- A student desiring to cross-register must have the recommendation of the chief academic officer or a designated representative at the home institution and the approval of the designated representative at the host institution. (Note: The *home institution* is defined as the institution where the student is principally enrolled. The *host institution* is defined as the institution where the student cross-registers.)
- Cross-registration may be pursued for courses not offered for the given term at the home institution.
- A student may only cross-register for courses for which he/she has satisfied the prerequisites as defined by the home and host institutions.
- A student may not cross-register for more than eighteen semester hours or thirty quarter hours. Exceptions may be considered by the designated academic official at the home institution. A qualified student may cross-register for a maximum of two courses per term; the combined load may not exceed the full-time load on the home campus.
- Any course required for the major must be approved by the department of the home institution prior to cross-registration.
- Priority in registration is given to students of the host institution; cross-registration students are accepted when space is available and after the home students at the host institution have been registered.
- Academic regulations and rules of conduct are determined by the host institution and will apply to cross-registrants. When deemed necessary, the host institution cooperates with the home institution to impose penalties when academic regulations and rules of conduct are violated.
- Courses taken in cross-registration status receive credit on the transcript of the home institution. The credit is recorded according to the policies of the home institution.
- The tuition and fees for all courses are charged at the rate of the home institution and are paid to the home institution.
- For summer sessions at member institutions that wish to participate, cross-registration applies.

- The decision regarding course offering will be made by the host institution and need not be influenced by the enrollment or potential enrollment of visiting students.
- Cross-registration will apply to undergraduate and graduate programs.
- Cross-registration students are eligible to use facilities of the host institution that are essential to the completion of the cross-registered courses.

MATRICULATION AT OTHER INSTITUTIONS

University students participating in selected programs (e.g., Boston University or Study Abroad) which require that they matriculate at other colleges or universities as transient students must register at Clark Atlanta University until they satisfy the degree requirements of the institution. All off-campus courses applied to the University graduation requirements are used in determining the students' eligibility for University Honors. These courses must be identified and approved by the major department chairperson prior to the students' matriculation off campus and recorded in the Office of the University Registrar.

STUDY ABROAD PROGRAMS (Also see Transient Student Status procedures.)

Study Abroad is a university-wide program, housed in the Office of International Education, which provides opportunities for all students regardless of major to travel and study at foreign colleges and universities around the world. Students are required to receive academic credit during their period of study abroad. Academic advisement and course approval are performed by the department chairs in collaboration with the director of International Education prior to departure for abroad. Students can use all of their financial aid to underwrite the cost of studying abroad. It is strongly recommended that all students take advantage of this cultural and academically-enriching program. Opportunities are available during the summer, semester or the entire academic year. Additional inquiries relative to this program should initially be directed to one of the departmental liaisons, then to the Director of International Education (Trevor-Arnett, room 109).

STUDENT EXCHANGE PROGRAMS

Clark Atlanta University undergraduates may apply to spend the fall semester in an exchange program with one of the colleges and universities. These programs are designed to provide students an opportunity to spend an enriching semester at one of these institutions.

The eligibility criteria are:

- junior class standing at the time of the exchange program;
- at least three semesters of study in residence at CAU;
- demonstration of high academic success (GPA of 3.0 or above); and
- an expressed interest in postbaccalaureate study.

An applicant must submit the following:

- application form(s);
- one-page statement of purpose describing how student expects to benefit from exchange program;
- two letters of recommendation: one from a faculty member and one from the student's advisor;
- an official transcript; and
- written approval from the department chairperson.

The application may be picked up from and returned to the office of the Dean for Undergraduate Studies, Room 211, Harkness Hall.

Students selected for participation in an exchange program must:

- register at Clark Atlanta for the fall semester and enroll in the "Student Exchange Program" for 12 credit hours;
- pay the tuition, housing and meal rates for Clark Atlanta, including appropriate fees; and
- complete registration at the exchange institution, as well as submit all required information (admission application, health immunization, etc.).

Application deadline is the last Friday in March.

III. COURSE AND COURSE LOADS

COURSE LOAD

A student may take up to eighteen hours during the fall or spring term. A student may take up to nine hours in the summer without being charged for an overload. Students who desire to take more than eighteen hours or nine hours in the summer will be charged additional tuition fees for an overload and must meet all of the following requirements:

- A 3.25 GPA.
- Permission of their department chair.
- Approval of the Dean for Undergraduate Studies or designee.
- Payment for each additional hour.

A student who is an active member of the University Band, Jazz Orchestra, Philharmonic Society and Honors Program may take 19 credit hours without an overload charge.

The maximum load is twenty-one credit hours for the fall or spring term. The maximum load in the summer is nine hours without special permission.

COURSE NUMBERING SYSTEM

Courses numbered 100 through 199 are introductory. Courses in the 200 series are intermediate work. Courses numbered in 300s and 400s are more advanced and are considered upper-division courses and are recommended for students with junior or senior status. Graduate courses, which are 500 series and above courses, with special permission may be taken to complete major requirements. The letter “H” after the course number indicates that it is an Honors section course. Students who wish to enroll in Honors Program courses must have special permission from the Director of the Honors Program.

MINIMUM CLASS SIZE

For an undergraduate course to be offered during the regular academic year, the minimum class size is ten and during the summer term six. The University reserves the right to cancel any class with fewer than the required minimum number of students.

CLASS ATTENDANCE

Initial Class Attendance. The University’s position is that students should attend all classes for which they are enrolled. Official enrollment (settlement of financial obligations) is required for class attendance, and punctuality in classes is expected. To confirm enrollment in each scheduled class, a student must attend each class within the first two weeks following the official start of the semester. After this period, students will not be permitted to enter any class and the professor will report a student’s nonattendance to the Office of the University Registrar. A student that is reported for nonattendance will be withdrawn from the class with the grade of “WU” assigned. The student should contact the Office of Student Financial Aid to determine the impact on his/her financial aid eligibility.

Continuing Class Attendance. Each instructor has the responsibility to establish a requirement for attendance and participation in all course activities and include it in the course syllabus. When a student is absent, instructors may accept a student’s explanation for absence(s) or refer the student to the designated authority (see below) for an Official Absence Excuse Form. When a student has missed an examination or failed to meet the deadline for an assignment, he/she must obtain an Official Absence Excuse Form. Students missing examinations because of illness or authorized absences are entitled to make up the examination or assignments.

DESIGNATED AUTHORITY FOR OFFICIAL CLASS ABSENCE EXCUSE

REASON FOR ABSENCE	DESIGNATED AUTHORITY	DOCUMENTS REQUIRED
Emergencies (deaths, natural disasters)	Dean for Student Affairs	Student Documentation as determined by Dean of Student Affairs
Jury Duty	Course Faculty	Jury Summons and Release Forms
Medical (off-campus students)	Health Center Director	Student documentation per Student Handbook
Medical (on-campus students)	Health Center Director	Student documentation per Student Handbook
Military	See policy statement	Military Orders
Official Athletics Activities (e.g. Student athletes, cheerleaders, Student assistants)	School Deans	Documentation (team roster) provided to Deans by Athletic Director
Official University Business (e.g., musical ensembles, SGA, forensics, etc.)	School Deans	Documentation (letter, roster, agenda, etc.) provided by Sponsoring Department to School Deans
Interviews (off-campus)	Course Faculty	Prior permission of Faculty
Interviews (on-campus)	Course Faculty	Prior permission of Faculty
University- Sanctioned Assemblies (e.g., convocations lectures, etc.)	Course Faculty	University Schedule/Prior Permission of Faculty
Other	Dean for Student Affairs (as Appropriate)	Student Documentation as determined by Dean for Student Affairs

Stopped Attendance. A student who has stopped attending class is one who has not attended class for three consecutive weeks and has not contacted his/her professor to discuss any issues surrounding the nonattendance. A student who falls into this category does not qualify for an incomplete (“I” grade) and will not be administratively withdrawn. This student will receive a course grade in accordance with the grading policy as stipulated in the course syllabus. The student retains the option to withdraw from the course within the time frame for withdrawal as specified by University regulations. The instructor is expected to record the last date of attendance of a student whose class attendance behavior falls under the category.

ACADEMIC YEAR COURSE SCHEDULE (3 credit-hour classes)

M W F

08:00 – 08:50 a.m.
09:00 – 09:50 a.m.
10:00 – 10:50 a.m.
11:00 – 11:50 a.m.
12:00 – 12:50 p.m.
01:00 – 01:50 p.m.
02:00 – 02:50 p.m.
03:00 – 03:50 p.m.
04:00 – 04:50 p.m.
05:00 – 05:50 p.m.
06:00 – 06:50 p.m.
07:00 – 07:50 p.m.
08:00 – 08:50 p.m.

T TH

08:00 – 09:15 a.m.
09:25 – 10:40 a.m.
10:50 – 12:05 p.m.
12:15 – 12:05 p.m.
01:40 – 02:55 p.m.
03:05 – 04:20 p.m.
04:30 – 05:45 p.m.
05:55 – 07:10 p.m.
07:20 – 08:35 p.m.

ONE-DAY-PER-WEEK CLASSES

M W F

08:00 – 10:30 a.m.
11:00 – 01:30 p.m.
02:00 – 04:30 p.m.
05:00 – 07:30 p.m.
07:40 – 10:10 p.m.

T TH S

08:00 – 10:30 a.m.
10:50 – 01:20 p.m.
01:40 – 04:10 p.m.
04:30 – 07:00 p.m.
07:10 – 09:40 p.m.

Laboratory and recitation periods may have different time blocks.

Class hours for the summer session are listed in the *Summer School Bulletin*.

INDEPENDENT STUDY COURSES

Independent Study may be available when a student of junior or senior classification wishes to pursue the study of a subject not covered by the normal course offerings of the University. Arrangements for Independent Study are made by a written proposal – signed and approved by the instructor, the appropriate department chair, and the Dean of the appropriate school – and filed with the University Registrar at the time of registration.

DIRECTED STUDY COURSES

Directed Study may be available through departments for selected students who wish to pursue in-depth research on a topic approved by the faculty advisor. Arrangements for directed study must be made by a written proposal – signed and approved by the instructor, the appropriate department chair, and the Dean of the appropriate school – and filed with the University Registrar at the time of registration.

CREDIT HOUR LIMIT FOR INDEPENDENT STUDY AND DIRECTED STUDY

Students cannot receive more than six (6) hours of credit for combined Independent Study and/or Directed Study during their matriculation at the University.

AUDITING COURSES

A full-time student may audit one course in a given semester. To audit a course, a student must:

- Obtain the instructor's approval.
- Obtain the approval of his/her faculty advisor.
- Register for the class.
- Pay the tuition.

Although auditors are not required to take course examinations, individual instructors may stipulate requirements for attendance, preparation, and participation in class activities and laboratory exercises. The audited class must be declared as audit during the enrollment period. Students receive no credit for auditing courses and cannot change the auditing status after the add/drop period.

PARACURRICULAR CREDIT

To earn academic credit for paracurricular studies, internships, and cooperative education, students must obtain approval from the department chair. Guidelines and requirements for academic credits may differ among departments. These stipulations apply to all paracurricular credits to be earned during the academic year and summer. Students must register for the course and pay applicable fees. Students may earn a maximum of twelve (12) paracurricular credit hours or the equivalent of four (4) courses throughout their matriculation.

SUMMER SCHOOL CREDITS

Clark Atlanta University students may enroll in the Clark Atlanta University Summer School or in the summer school of any regionally accredited college or university. Students wishing to attend summer school at another institution must complete the *Transient Permission Form* available from the *Office of the University Registrar*. (Also see Transient Student Status).

- To take a **major course** or an **elective**, the form must be signed first by the student's department chairperson or designee and then by the Dean for Undergraduate Studies.
- To take a **University core curriculum course**, the form must be signed by the Dean for Undergraduate Studies.

Courses taken without prior approval will not be accepted. Normally, the maximum number of semester hours a student may take during a summer session is nine (9). Graduating Seniors may take a maximum of twelve (12) with the approval of the dean of the respective school.

All courses taken in approved summer school transient status will be entered on the student's transcript. Courses with grades below "C" will be treated in the same manner as courses taken at Clark Atlanta University during the regular academic year.

SUBSTITUTION OF COURSES

Under some circumstances, a course may be substituted for a required University core or major course. Substitutions must be recommended and approved prior to course enrollment. Lower-level courses cannot be substituted for upper-level courses. A *Course Substitution Form* to replace required major courses must be submitted by the department chair to the School Dean for approval. When it has been approved, the Dean must forward the form to the *Office of the University Registrar*.

Requests to substitute University core curriculum courses should be submitted by the department chair to the Dean for Undergraduate Studies for approval. If approved, the Dean for Undergraduate Studies will then submit the approved course substitution authorization to the Office of the University Registrar. **Transfer student course substitutions must be completed by the end of the first semester in which the student is enrolled at Clark Atlanta University.**

COURSE WAIVERS

Clark Atlanta University does not allow course waivers.

ADDING, DROPPING, OR WITHDRAWING FROM INDIVIDUAL COURSES

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

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

CREDIT BY EXAMINATION

Clark Atlanta University awards credit to students who have achieved acceptable scores on the College Board's Advanced Placement (AP) test, the College Level Examination Program (CLEP) test, and the International Baccalaureate Program (IB). Students may earn up to forty-five (45) semester hours of credit by examination through these programs toward a baccalaureate degree at Clark Atlanta. Examination scores must be submitted prior to the first term of enrollment. **(NOTE: Total transfer credit, transient credit, and credit by examination cannot exceed fifty-six [56] semester hours.)** For specific information, students should contact the Office of the Associate Dean for Undergraduate Academic Services.

ADVANCED PLACEMENT (AP)

Advanced Placement (AP) credit for the College Board's Advanced Placement tests is given toward the bachelor's degree for tests passed with a minimum pass level of three. There is no charge for AP credit. A maximum of thirty (30) semester hours of AP credits is accepted. The student's transcript indicates tests taken, actual scores, and the titles of Clark Atlanta University courses for which credit is awarded. However, no grades are assigned to courses for which AP credit is awarded, and the courses are not considered in calculating the student's GPA. Students who are interested in obtaining AP credit must forward scores to the Office of Admissions. For specific information, students should contact the *Office of the Associate Dean for Undergraduate Academic Services*.

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate (IB) is similar to Advanced Placement (AP) credit; however, it is recognized worldwide. The University recognizes and awards credit toward the bachelor's degree for International Baccalaureate (IB) for work done at the secondary level. Academic credit may be awarded in disciplines in which a score of four is earned on Higher Level (HL) examinations, although some departments may require a higher score. A maximum of thirty (30) semester hours of IB credits is accepted. No grades are assigned to courses for which IB credits are awarded, and the courses are not considered in calculating the student's GPA. The student's transcript indicates tests taken, actual scores, and the titles of Clark Atlanta University

courses for which credit is awarded. There is no charge for IB credit. Students interested in obtaining credit for IB work must forward scores to the Office of Admissions. For specific information, students must contact the *Office of the Associate Dean for Undergraduate Academic Services*.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The University awards undergraduate credit for the CLEP subject examinations, but does NOT award credit for the general examinations. CLEP examinations should usually be completed prior to enrollment at the University and scores sent to the Office of Admissions by July 1 to provide sufficient time for evaluation prior to fall registration and by November 1 for spring registration. In all cases, CLEP testing must be completed and the results received not later than Orientation Week of the student's initial semester of matriculation at Clark Atlanta. The minimum score and other requirements, if applicable, for receiving academic credit are listed in the table provided on the following page. Grades will not be assigned for courses in which CLEP credit is awarded and the credit hours received. A student may not earn more than twelve (12) semester hours of credit in any one subject area. Transfer students who have previously received course credit based on CLEP scores must submit original CLEP score report to Clark Atlanta for evaluation at the same time as other transfer work is forwarded. For specific information, students must contact the *Office of the Associate Dean for Undergraduate Academic Services*.

APPROVED CLEP EXAMINATION AND SCORES

College Level Examination Program (CLEP)

	Score	Hrs.	Semester Course
Business			
Introduction to Management	<u>47</u>	<u>3</u>	<u>CBUS 340</u>
Introduction to Accounting	<u>47</u>	<u>6</u>	<u>CBUS 207/208</u>
Principles of Marketing	<u>50</u>	<u>3</u>	<u>CBUS 335</u>
Introductory Business Law	<u>51</u>	<u>3</u>	<u>CBUS 330</u>
Composition and Literature			
American Literature	<u>46*</u>	<u>6</u>	<u>CHENG 315,316</u>
College Composition	<u>47*</u>	<u>6</u>	<u>CHDNG 105,106</u>
English Literature	<u>46*</u>	<u>6</u>	<u>CHENG 313,314</u>
Freshman English	<u>47*</u>	<u>6</u>	<u>CHENG 105,106</u>

*Essay required to be graded by University's English Department

Foreign Languages			
College French-Levels 1 and 2	<u>39/45</u>	<u>6/6</u>	<u>CFLF 101/102,201/202</u>
College German-Levels 1 and 2	<u>40/48</u>	<u>6/6</u>	<u>CFLG 101/102,201/202</u>
College Spanish-Levels 1 and 2	<u>41/50</u>	<u>6/6</u>	<u>CFLS 101/102,201/202</u>
Science and Mathematics			
Calculus with Elementary Function	<u>47</u>	<u>8</u>	<u>CMAT 111,112</u>
College Algebra	<u>45</u>	<u>3</u>	<u>CMAT105</u>
College Algebra-Trigonometry	<u>46</u>	<u>3</u>	<u>CMAT106</u>
General Biology	<u>46</u>	<u>8</u>	<u>CBIO111,112</u>
General Chemistry	<u>52</u>	<u>8</u>	<u>CCHE 111</u>
	<u>or 47*</u>	<u>4</u>	<u>CCHE 111</u>

*Must pass laboratory-based examination

Social Science and History			
American Government	<u>47</u>	<u>3</u>	<u>CPSC 219</u>
American History I	<u>45</u>	<u>3</u>	<u>CHIS 211</u>
American History II	<u>45</u>	<u>3</u>	<u>CHIS 212</u>
Introductory Psychology	<u>45</u>	<u>3</u>	<u>CPSY 211</u>
Human Growth and Development	<u>45</u>	<u>3</u>	<u>CPSY 218</u>
Intro. to Educational Psychology	<u>45</u>	<u>3</u>	<u>CEDC 301</u>
Introductory Sociology	<u>47</u>	<u>3</u>	<u>CSOC 215</u>
Introductory Macroeconomics	<u>48</u>	<u>3</u>	<u>CECO 251</u>
Introductory Microeconomics	<u>48</u>	<u>3</u>	<u>CEC0 252</u>
Other			
Information Systems and Computer Applications	<u>52</u>	<u>3</u>	<u>CCIS 100</u>

UNIVERSITY CREDIT BY EXAMINATION

Computer Literacy Credit by Examination. Clark Atlanta University awards course credit (3 credit hours) to students who achieve a minimum average score of 80 or higher on the Computer Literacy Competency Examination (CLCE), a three-hour examination administered by the Department of Computer and Information Science. Students successfully passing CLCE will satisfy the course requirement for CCIS 100-Information Technology and Computer Applications. A grade will not be assigned for the course, and it will not be considered in calculations of the GPA. Students interested in credit by examination for the required computer literacy course, should apply and sit for the examination prior to enrolling in the courses but must not apply later than the end of the first semester of enrollment. A student may attempt to pass the examination (CCIS 100 Credit by Examination) only once.

Foreign Language Credit by Examination. Students who have taken two or more years of French or Spanish in high school are administered a Foreign Language Placement Examination during New Student Orientation and/or the Spring Semester of each academic year to determine students' readiness for the required 200- level courses. Students who score at 90% and above are eligible to receive course credit as follows: 90-95, 3 credit hours for CFLF/CFLS 201; 96-100, 6 credit hours for CFLF/CFLS 201/202. Students who have not taken two or more years of French or Spanish do not need to take the placement test, but should first enroll in the 100-level language course. Transfer students who have not satisfied the language requirement should consult the Foreign Language Department to determine placement.

DECLARATION OF 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 credit 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.

REQUIREMENTS FOR MAJORS/CONCENTRATIONS AND MINORS

Students are required to elect a departmental major or, with advisement, to design an interdepartmental major. A major consists of between nineteen (19) and twenty-four (24) courses, including cognates. Departments determine the courses and sequence of courses.

Students may elect to take minors consisting of six (6) to eight (8) courses. The course sequence of concentrations and minors is mutually determined by the departments which offer them and the chair of the student's major department.

INTERDEPARTMENTAL AND DOUBLE MAJORS

Students may design interdepartmental majors consisting of a minimum of twelve (12) courses. Such majors require the approval of the chairs of the respective departments, the support of three (3) faculty members, one of whom must agree to serve as the student's major advisor, and the approval of the School Dean and Dean for Undergraduate Studies.

Students electing a double major must complete the requirements of each major program. Course substitutions must be approved by the department chair. The prescribed course of study must be filed in the student's permanent record in the *Office of the University Registrar*.

PROCEDURE FOR CHANGING MAJORS/MINORS

To change a major, the student must:

- Obtain a *Change of Major/Minor Form* from the *Office of the University Registrar*.
- Obtain the signature of the department chair for the current major/minor.
- Obtain the signature of the department chair for the new major/minor.
- Return the completed form to the *Office of the University Registrar*.

IV. GRADING SYSTEM

Course work is evaluated as shown below. Numbers in parentheses represent the numerical value each grade carries in the computation of grade point averages. Grades which have no numerical value are not computed in the grade point average.

A (4)	=	Excellent	I	=	Incomplete
B (3)	=	Above Average	IP	=	In Progress
C (2)	=	Average	AU	=	Audit
D (1)	=	Below Average	HP	=	High Pass (Honors Program)
P	=	Pass, with course credit	R, Z, E	=	Course has been repeated (appended to earlier earned grade)
P*	=	Pass, no course credit			
F (0)	=	Failure	T	=	Administrative termination
F*	=	Failure, no course credit	W	=	Withdrew
			WU	=	Nonattendance

The scale listed below is to be used for translating numerical grades into letter grades.

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

GRADE POINT AVERAGE

Grade Point Average (GPA) is determined by dividing the sum of the quality points by the total number of course credits attempted. When a course is repeated, only the **last** grade is considered in computing the cumulative **GPA**. However, the original grade remains on the student's transcript, followed by the symbol "Z" (if earned prior to or after July 1, 1990), which indicates that a course was retaken. ***Course credit is given only once, and the grade followed by "R" is not computed in the grade point average.*** The following grades are not used in the calculation of the GPA: I, AU, F*, HP, P, P*, IP, T, W, WU, X.

To graduate, students must earn a cumulative GPA of at least 2.0 and earn a "C" or better in all major discipline courses. Students who elect to take a minor or concentration must also earn a 2.0 GPA in the minor concentration. If a minimum passing grade in certain courses is mandated by recognized accrediting agencies, and/or minimum verbal and/or quantitative skills are essential, students must meet these standards.

INCOMPLETE (“I”) GRADE PROCESSING

An incomplete grade (“I”) is given when a student has been enrolled in a course for an entire semester but has not completed all the requirements. The “I” is typically given only when the student has an official excuse for not taking the final examination or has not completed course requirements for reasons that are acceptable to the instructor, but is otherwise doing passing work. In awarding an “I” grade, the instructor must submit an Incomplete Grade Assignment Form to the *Office of the University Registrar* showing the reason for the grade, the work required for removing the “I” grade and a grade to be awarded if the work is not completed. The original Incomplete Grade Assignment Form must be submitted to the *Office of the University Registrar* for grade processing and documentation. The default grade will be assigned to the student by the *Office of the University Registrar* if the instructor does not submit a Change of Grade Form by the time grade changes or Incomplete Grade removal has expired.

An “I” grade should be removed by the end of the semester following the one in which it was assigned, but must be removed no later than one year from the end of the semester in which the “I” grade was assigned. Removal of an “I” does not assure a passing grade in the course. A student cannot register for a course in which he/she has an Incomplete grade and cannot register and enroll in any course where an “I”- graded course is a prerequisite.

IN PROGRESS COURSE

‘In progress’ showing on a student’s academic record indicates that credit has not been given for course and the instructor did not submit a final grade. The course instructor must submit final grade for “In Progress” course to be removed from student’s academic record. Registering for an “In Progress” course for a subsequent semester will not remove “In Progress” for the semester that the grade was reported. A student may not graduate with “In Progress” course on his/her academic record.

ACADEMIC FORGIVENESS POLICY

The Academic Forgiveness Policy permits a student to retake a course at Clark Atlanta University and to replace the first grade earned with the last grade earned. The student must officially register and pay for the course each time it is taken. *The last grade earned, whether higher or lower, will be the grade of record. The adjusted grade point average excludes the unsatisfactory grades (“D” or “F”) previously earned in the repeated course. If a student withdraws from the course that is being repeated, the previous earned grade will stand. (A “W” cannot be used to adjust the grade point average.)* CAUTION: *Taking the same course more than twice has serious financial aid implications.* The student should *contact the Office of Financial Aid for details.* In addition, total hours earned may be affected by a repeated course. Transient course work will not be considered to fulfill the academic forgiveness requirement.

NOTE: *The credit hours earned for a course may be counted only once regardless of the number of times the course was taken. If the student withdraws from the repeat of the course, the previous grade earned stands. (A “W” is not a “grade.”)*

CHANGE OF GRADE

In the event an instructor makes an error in reporting a grade, he/she must give written justification for the change to the department chair and the School Dean. Grade changes must be approved by the School Dean and forwarded to the University Registrar. **A change of grade for a course taken in the Fall semester must be submitted no later than May 1 of the following Spring semester. A change of grade for a course taken in the Spring semester must be made no later than December 1 of the following Fall semester. A change of grade cannot be made for courses taken in previous academic years.**

V. MINIMAL ACADEMIC STANDARDS AND REQUIREMENTS

SATISFACTORY ACADEMIC PROGRESS

The Higher Education Act of 1965, as amended by Congress, requires that a student maintain satisfactory academic progress in his/her course of study to continue receiving Federal Title IV Financial Aid. Failure to maintain satisfactory academic progress will result in the loss of Federal Title IV Financial Aid. Federal Title IV Financial Aid includes the Federal PELL Grant, Federal Perkins Loan, Federal Supplemental Education Opportunity Grant (SEOG), Federal Stafford Loan (subsidized and unsubsidized), Federal Parent PLUS, Federal Work-Study and the HOPE Grant. Students must meet all requirements to continue receiving financial aid. These standards apply to all students – full-time as well as part-time.

Although a school may establish its own satisfactory progress standards, these standards must at least meet the minimum required by law and regulations. For the qualitative standard, the law specifies that by the end of the second academic year (measured as a period of time, not by the student's grade level), the student must, in general, 1) have a C average or its equivalent, or 2) have an academic standing consistent with the requirement for graduation from the program. If a school determines that a student has maintained satisfactory progress standards even though his or her average falls below a C average, the school must be able to document that the student's average is consistent with the academic standards required for graduation.

Qualitative Standard

A grade point average (GPA) of 2.00 is required for an undergraduate student to maintain good academic standing at Clark Atlanta University. Students in good academic standing are eligible to receive financial aid (see Section on Financial Aid). To maintain eligibility for financial aid, students must also complete and pass 67% of courses attempted during a given semester. Courses attempted include any course in which grades of A, B, C, D, E, F, W, WU, I, P (with course credit), or IP are received. Students who fail to maintain good academic standing are placed on academic probation or academic suspension as described below. These standards apply to all students--full-time as well as part-time.

Evaluation. Students will be evaluated after each semester. Summer grades will be considered a part of the previous academic year.

Academic Warning.

Students' academic records are evaluated after each semester of an academic year. Students earning below a cumulative grade point average of 2.0 for the first time during their matriculation at the University will be placed on academic warning.

Academic Probation. Students are placed on academic probation if their cumulative adjusted GPA falls below a 2.0. Students may remove themselves from academic probation by raising the GPA to at least 2.0. For students attending summer school, a reevaluation will occur at the end of the summer to include course work completed. Summer grades will be considered a part of the previous academic year. Students on probation must enroll in and successfully complete Undergraduate Academic Seminar (CUGS 097/098) during the probationary period. Failure to participate and successfully complete this seminar forfeits the right to appeal should he/she be suspended.

Academic Suspension. Students on academic probation will be placed on academic suspension for failing to raise their grade point average to 2.0 after completing one year of enrollment or academic suspension. Students suspended under this rule will be eligible to apply for readmission to the University after one term of suspension. After the third suspension, students will not be eligible for readmission.

Maximum Time Frame. Time frame is based on policy governing academic probation, academic suspension and statute of limitation as it relates to expiration of credits.

Appeal of Academic Suspension. To appeal academic suspension and dismissal actions, a student must be able to document mitigating circumstances. The student must indicate, in writing, to the Dean for Undergraduate Studies the reasons for failure to meet the satisfactory progress requirements. Documentation to support the appeal is required. Petition for all students must be received in the Office of the Dean for Undergraduate Studies prior to June 30 of each academic year. Summer school credit may be considered in reevaluation.

Academic Reinstatement following Academic Suspension. Students who wish to be reinstated from academic suspension must apply through the Office of Admissions. The process for transfer student admissions shall apply. In addition, the student must add a statement describing academic activities since suspension and reasons that reinstatement should be granted. The application and supporting statement will be referred to the Office of Enrollment Support and Student Retention (OESSR) for review. A recommendation for action will be returned to the Office of Admissions and communicated to the student. Reinstated students must:

- Have any credits earned at another regionally accredited college or university evaluated by the Department Chair or advisor and/or the Dean for Undergraduate Studies to determine which courses will be applied to the student's record.
- Have at least a 2.0 cumulative grade point average on credits earned at another institution.

- Once re-instated enroll in no more than thirteen (13) semester hours except on approval of the Department Chair/Academic Advisor and must earn at least a 2.0 grade point average the first semester after returning.
- Meet with their academic advisor and/or department chair to review their academic progress at least once a month.
- Enroll in Undergraduate Studies Seminar (CUGS 97/98) – Comprehensive Opportunities for Providing Enrichment (C.O.P.E.). This seminar is required of students readmitted following academic suspension. Failure to participate in and successfully complete Undergraduate Academic Seminar will forfeit their right to appeal a second academic suspension.

Note: Students in good academic standing are eligible to receive financial aid at Clark Atlanta University. Students dismissed or excluded from the University are not considered to be in good academic standing and therefore are not eligible to receive financial aid.

Quantitative Standards

To quantify academic progress, a school must set a maximum time frame in which a student is expected to finish a program. For an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted, or clock hours completed, as appropriate. For instance, if the published length of an academic program is 122 credit hours, the maximum time frame established by the school must not exceed 183 attempted credit hours (that is 122×1.5).

Students must complete and pass 67% of courses attempted. Courses attempted include any course in which grades of A, B, C, D, F, W, WU, I, P (with course credit), or IP are received.

Transfer Credits. Transfer credits accepted from another college or university will be counted as attempted hours and will be applied to the maximum attempted hours allowed to complete a degree program. (Refer to the section: Maximum Time Frame attempted at Clark Atlanta University.) Transfer students must complete and pass 67% of courses at Clark Atlanta University. Courses attempted include any course in which grades of A, B, C, D, F, W, WU, I, P (with course credit), or IP are received.

Maximum Time Frame. Students are given a maximum time frame for completion of a degree. This is 150% of the total semester hours required for degree completion. For example, degrees requiring 122 semester hours will be allowed no more than 183 attempts.

Incomplete Courses. Any course in which the “I” grade is given is counted in hours attempted. However, it is not included in hours earned until such time as the course is completed and a grade is given.

Withdrawals. Any course in which the “W” grade is given is counted in hours attempted. Excessive withdrawals from classes may result in the loss of financial aid.

Audit Courses. Students are not eligible to receive financial aid for courses which they audit.

Financial Aid Probation. A term in which a student who has been identified as not meeting one or more of the standards as delineated in the University's policy governing satisfactory academic progress is allowed to receive financial aid. During this period, a student is expected to improve his/her progress.

Evaluation. Qualitative and quantitative measures will be evaluated after spring semester. Summer grades will be considered a part of the previous academic year.

APPEAL OF FINANCIAL AID SUSPENSION

Any student not meeting the above criteria may appeal the decision to terminate financial aid if extenuating circumstances were present.

The students must adhere to the following:

1. Complete the "Financial Aid Appeal Form."
2. Submit it along with documentation to the Financial Aid Appeals Committee. The documentation must be directly related to the events that affected the student's ability to meet satisfactory academic progress standards.
3. Submit appeals to the Financial Aid Appeals Committee by the deadline (June 30).

REINSTATEMENT OF FINANCIAL ELIGIBILITY

If a student loses eligibility because he/she failed to meet standards of academic progress and does not have mitigating circumstances, the student may have his/her aid reinstated as follows:

1. Enroll in at least six credit hours of courses required for a degree.
2. Pay his/her fees without the use of financial aid.
3. Complete all courses attempted with at least 2.0 semester GPA or higher.

Once the student has met the aforementioned requirements, he/she must submit a "Financial Aid Appeal Form" along with a copy of the current grade report. Upon receipt of the appeal form and verification of the student's grades, financial aid may be awarded on a semester-by-semester basis. The student must submit a grade report two weeks following the issuance of grades each semester.

ADMINISTRATIVE TERMINATION (Also see Student Handbook)

The University reserves the right to administratively withdraw any student who violates any of the following conditions:

- Forgery, fraud, or falsification of information on any form or document, including business office clearance card, grade report, recommendations, transcripts, etc.
- Behavior or conduct which poses a threat of physical harm or injury to student, others, or University property.
- Violation of the Drug-Free Schools and Communities Act.
- Failure to satisfy an overdue financial obligation to the University (i.e., tuition, loans, housing fees, library fines or fees, orientation fee, student activities fee, health services fee, and other fees established by the University).

EFFECTS OF ADMINISTRATIVE TERMINATION

If a student is administratively terminated:

- The student is not allowed to complete the current semester, and a grade of “T” (administrative termination) is recorded on the transcript.
- The student must return his/her identification card and other University property.

PROCEDURES FOR IMPLEMENTING ADMINISTRATIVE TERMINATION

The University withdraws the student from classes, suspends social privileges, and notifies him/her in accordance with the following procedures:

- The appropriate administrative official (Dean of Students, Provost, or Vice President for Finance and Administration) informs the Registrar, in writing, that administrative termination is in progress and of the final decision.
- The facts upon which the recommendation is based must be stated precisely and accurately by the appropriate administrative official.
- The administrative official notifies the student, in writing, of the pending termination and of the final decision. The student has no opportunity to appeal the final decision.
- The student remains liable for any balance due.

REINSTATEMENT AFTER ADMINISTRATIVE TERMINATION

The University's policy for reinstatement is as follows:

- The student may reapply to the University one year from the end of the semester in which he/she was terminated [unless otherwise provided for in other regulations of the University].
- If the student satisfies the requirements for reinstatement at the end of the one-year period, the grade of "T" is removed.
- In all instances, the student remains liable for any balance due. Upon payment of the balance or expiration of the penalty, the student may apply for readmission.

WITHDRAWAL FROM THE UNIVERSITY

To withdraw from the University, a student must complete a *Withdrawal Form*, which is available in the *Office of the University Registrar*. The *University Registrar's* signature is **vital**, since the official date of withdrawal is the date the *University Registrar* signs the form. To complete the form, the student must also obtain the signatures of the Coordinator of Enrollment Support Services and Student Retention, the Director of Financial Aid, and the department chair or advisor. The completed form is to be returned to the *University Registrar*. A grade of "W" is assigned for all courses when the student withdraws from the University.

LEAVE OF ABSENCE

At the end of a semester, a continuing student may take a leave of absence for a period not to exceed two semesters. The student must be in good academic standing to be considered for a leave of absence. The student must file a Petition for Leave of Absence Form with the Dean for Undergraduate 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 for major course work and from the Dean for Undergraduate Studies for University core requirements. Transcripts of this work must be filed with the *University Registrar* within the semester following the student's return. (See Transient Policy.) Before returning to the University, the student must notify the *University Registrar* in writing. The *University Registrar* informs the department of the student's return.

READMISSION FOLLOWING VOLUNTARY LEAVE

Students who voluntarily leave the University for one or more semesters, not including summer school or leave of absence, must:

- Apply for readmission through the Office of Admissions.
- Have a cumulative grade point average of at least 2.0.

- Have certification of good conduct from the Office of the Vice President for Student Affairs.
- Submit official transcript from each institution attended during absence, if applicable.
- Meet academic requirements and regulations in effect at the time of readmission if absence from the University exceeds two consecutive semesters.

STATUTE OF LIMITATIONS

Changes in the curriculum. An academic advisor is available to each student. The advisor issues the student a curriculum sheet outlining the requirements for obtaining a Clark Atlanta University bachelor's degree. It is the responsibility of each student to secure a curriculum sheet which must be followed to meet graduation requirements. The student must satisfy prerequisite requirements before permission is granted for enrollment in another course.

Most curricula are designed for completion in four years. If the curriculum changes, the student will be permitted, as a rule, to follow the curriculum listed in the catalog for the year in which he/she entered the University. When six (6) years have elapsed since initial matriculation and a student seeks to be readmitted to the University, he/she will be required to meet any new curricular requirements that may be in effect. **If a student changes his/her major, he/she will be guided by the curriculum authorized at the time the major was changed.**

Expiration of Credits. Credits will expire when eight (8) years have elapsed since the date of initial enrollment at the University. If the student wishes to continue the pursuit of a degree, he/she must reapply for admission and all lapsed credits must be retaken. Requirements for the degree must be modified consistent with any changes in the University's degree program.

The student will have the right to petition the Committee on Academic Standards and Standing at least two semesters prior to the date of expiration of credits in order to extend the expiration of credits for up to one calendar year. The student must provide written justification and supportive documentation for the extension of the program and must forward the petition to the Office of the Dean for Undergraduate Studies. The recommendation of the Committee on Academic Standards and Standing will be sent to the Academic Council for the final decision.

After a student has completed eight years of matriculation or any approved extension, eligibility for enrollment will expire. The student will not be permitted to continue at the University as an undergraduate degree-seeking student. However, the student's grades are not expunged, and all credits will remain on the transcript.

ACCEPTANCE OF THE ASSOCIATE DEGREE

The Associate Degree awarded by an accredited two-year college will be accepted as a valid document and will not be subject to the expiration of credit policy. Courses taken to qualify for the Associate Degree and grades earned within the time frame covered by the degree (regardless of the age of the credits) will be accepted for evaluation and applicability for the degree holder's program of study.

VI. UNDERGRADUATE GRADUATION REQUIREMENTS AND PROCEDURES

Clark Atlanta University offers Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Bachelor of Arts/Master of Arts, and Bachelor of Science/Master of Science degrees. Each degree program includes course requirements in the Core Curriculum, the major field of study, including both the courses in the discipline and the associated cognate courses.

Degree Requirements - Candidates applying for an undergraduate degree must satisfy the following requirements:

- **Course Requirements** – Candidates for an undergraduate degree must have met all the requirements of the University and of a prescribed major sequence. Beyond the General Education requirements, at least 60% of the course work must represent study at or above the 300 level. No student may graduate with fewer than 122 semester hours. Students are entitled to a minimum of two unrestricted electives unless the requirements of a recognized accrediting agency justify an exception.
- **Grade Point Average** - To graduate, students must earn a cumulative GPA of at least 2.0 for all courses and at least a 2.0 in the major field, with no grade below “C” in major courses. Students who elect to take a minor or concentration must also earn a 2.0 GPA in the minor or concentration. Students also must earn grades of “C” or higher in CENG 105 and CENG 106. Business Administration majors must earn grades of “C” or higher in their required mathematics courses.
- **Residency Requirement** – Clark Atlanta University requires all undergraduate students to take a minimum of sixty-six (66) credit hours in residence.

APPLYING FOR UNDERGRADUATE GRADUATION

The Office of the University Registrar sends out a memo to all undergraduate students that have earned eighty-eight (88) or more credit hours at the end of each spring semester. All students in this category are eligible to apply for graduation. The student must adhere to the following procedures to assure timely consideration and processing of the graduation application:

- Students must secure from their major department or *Office of the University Registrar* an Application for Graduation. The application is submitted to their department by the approved deadline set by the *Office of the University Registrar* and is found on the Academic Calendar.
- Students should schedule an appointment with their major department advisor/chair for graduation advisement/clearance review. The major department advisor/chair will be provided a copy of all eligible student’s academic transcripts.

- During the advisement/academic record review session, the student and advisor/chair will review the transcript and the major/general record form for that major to determine the expected graduation date. In addition, the advisor/chair will review and document missing/repeated grades, incomplete grades, and course substitutions. The advisor/chair must document the remaining courses necessary to complete the degree program. **ALL FORMS MUST BE SIGNED AND DATED BY THE STUDENT AND ADVISOR/CHAIR.**

The Department must adhere to the following procedures to assure timely consideration and processing of the graduation application:

- The department chairs will receive from the *Office of the University Registrar* a packet containing graduation applications, transcripts, course substitutions and a list of seniors in their department with 88+ credit hours.
- The departments will make the necessary arrangements to begin clearance procedures and submit all candidates' clearance information for graduation to the Office of the University Registrar for final approval.

The Office of the University Registrar must adhere to the following procedures to assure timely consideration and processing of graduation applications:

- Create a calendar of all events and deadlines for students and departments pertaining to graduation clearance and commencement activities.
- Send memorandums, transcripts and other forms to the Department Chair for graduation clearance.
- Process all applications for graduation using Banner for the appropriate graduation dates. Apply graduation fee to all candidates for graduation on SHADEGR record.
- Review the student's transcript and general/major core requirement sheet submitted by the department to verify that all degree requirements have been met.
- Notify students of their graduation clearance in writing once the process is completed. A notice to schedule an appointment is available in the *Office of the University Registrar* to schedule times for students to review their file for graduation.
- Coordinate Graduate Salute during the month of March for students to receive preliminary graduation clearance and pick up cap and gown.

- Awarding Degrees-- Once a student has met all the degree requirements by his/her department and all financial obligations are cleared at the University, the degree is awarded.
- Once degrees are awarded, the diploma and an official transcript are mailed to the student to the address indicated on the Diploma Address Form.

GRADUATION CLEARANCE DEFINITIONS

Cleared--All course requirements, hours and GPA have been met and accounted for on academic transcript in order to participate in graduation ceremony.

Rejected-- Has not met course requirements, hour requirements and GPA for degree program for the graduation term. *(Will not be allowed to participate in graduation ceremony)*

ENROLLMENT VERIFICATION

Official certification of enrollment, degree verification for employment, financial aid or insurance purposes for current or former students must be submitted in one of the forms listed below.

- **Counter Request Form--*Office of the University Registrar (must be completed and signed by the student)***
- **Written request from student *(must include student ID number, dates of enrollment, and student's signature)***

The Enrollment Certification Counselor is responsible for completing all requests within five to seven working days upon receiving the request.

All requests for documentation of status and forms certification for all international student matters must be initiated through the Office of International Student Affairs.

Current enrollment data is reported electronically to the loan guarantor through the Department of Education at regular intervals.

Request for verification of degrees and enrollment from employers, employment agencies and background screening firms is submitted electronically to National Clearing House at regular intervals.

VII. ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

DEFINITION OF “REASONABLE ACADEMIC ACCOMMODATIONS”

Reasonable academic accommodations/academic adjustments to rules, policies, and practices address modifications to academic requirements, such as tests, examinations, courses, curricula, and degree programs. These modifications may include but are not limited to alternate modes of testing; extended time periods on quizzes, examinations, courses, and/or degrees; course load reduction; and other accommodations.

RESPONSIBILITY FOR PROVISION OF REASONABLE ACADEMIC ACCOMMODATIONS

Responsibility for ensuring the implementation of recommendations for reasonable academic accommodations made by the Director of the Department for Students with Disabilities and/or DSD Committee under the purview of the Office of the Dean for Undergraduate Studies and the Office of the Dean for Graduate Studies. Requests for academic accommodations are presented to the Director of the Department of Students with Disabilities and/or DSD Committee. The Director of the Department for Students with Disabilities and/or DSD Committee reviews these requests on a case-by-case basis and then makes a recommendation to the appropriate Dean.

REQUESTS FOR REASONABLE ACADEMIC ACCOMMODATIONS

The following are the procedures a student with disabilities must follow if she or he wishes the University to provide academic accommodations to meet her or his special needs.

- The student discloses her or his disability status to the Director of the Department for Students with Disabilities and provides documentation from licensed authorities that will allow the University to determine how it can best provide academic accommodations appropriate to the student’s needs.
- The student requests specific academic accommodations that are consistent with the recommendations made in her or his documentation which is on file with the Director of the Department for Students with Disabilities.

NOTE: In order to meet the requests of the student in a timely manner, the Director of the Department for Students with Disabilities must receive both the documentation and the request in a timely manner.

- The Director of the Department for Students with Disabilities with the assistance of the DSD Committee, when appropriate will then review the student’s request and supporting documentation and will either approve or deny the request based on the documentation, or will request that further documentation be provided.

APPROVAL OF ACADEMIC ACCOMMODATION REQUEST

Upon approval of the request, the Director of the Department of Students with Disabilities will take such steps as may be necessary to ensure the provision of the requested academic accommodations(s) unless the University “can demonstrate that taking such steps would fundamentally alter the nature of the good, service, facility, privilege, advantage, or accommodation being offered or would result in an undue burden.” [PL101-336, SEC. 302.2.Aiii]

DENIAL OF ACADEMIC ACCOMMODATION REQUEST

If the student’s request for accommodations is denied, the student may petition the Committee on Undergraduate Academic Standards and Standing of the Academic Council or the Graduate Council. The student’s petition must be accompanied by letters supporting the academic accommodation from the student’s advisor and/or instructor(s), and, if appropriate, physician(s), tutor(s) and/or counselor(s).

NOTE: For more detailed information, please see Guidelines Regarding Academic Policies and Procedures for Accommodating Students with Disabilities: SUPPLEMENTAL INFORMATION

KEY OFFICES

Department for Students with Disabilities

It is the responsibility of the Department for Students with Disabilities to keep on file all documentation from students who choose to disclose their disabilities, to provide “Release of Confidential Information” forms to students upon request, and to provide reasonable accommodations, including auxiliary aids and services. The Director of the Department for Students with Disabilities serves as the chairperson of the DSD Committee.

University Counseling Center

The University Counseling Center (UCC) is a comprehensive counseling and assistance facility providing personal, psychological, career, and student development services to all CAU students. The Director of the University Counseling Center serves as a member of the DSD Committee.

Office of Enrollment Support Services and Student Retention

The Office of Enrollment Support Services and Student Retention provides early intervention to address students’ concerns and monitors and tracks students’ ability to effectively integrate the social and academic programs and the rate at which they complete their prescribed course of study. The Director of the Office of the Enrollment Support Services and Student Retention serves as a member of the DSD Committee.

VIII. COLLEGE HONORS

DEAN'S LIST

The names of all full-time students achieving a minimum 3.25 GPA during a semester with no grade below "C", no incompletes ("I") and have earned a minimum of twelve (12) credit hours are placed on the Dean's List. The Office of the Dean for Undergraduate Studies, in conjunction with the Office of the University Registrar, prepares and distributes the Dean's List. The Dean's List designation will be recorded on the student's transcript.

HONOR ROLL

The names of full-time students who have completed at least two semesters, have achieved a minimum cumulative GPA of 3.25, and have no incomplete "I" grades are listed on the University's Honor Roll. The Office of the Dean for Undergraduate Studies, in conjunction with the Office of the University Registrar, prepares the Honor Roll. The Honor Roll will be sent to the Offices of the School Deans for posting/distribution. The Honor Roll designation will be recorded on the student's transcript.

GRADUATION HONORS

In recognition of superior scholarship, the faculty may approve a candidate who has completed a minimum of sixty-six (66) semester hours while enrolled at the University to graduate with the following honors:

- A student is eligible to graduate *Cum Laude* (with distinction) for attaining a cumulative GPA of 3.25, but below 3.50, with no grade below "C."
- A student is eligible to graduate *Magna Cum Laude* (with great distinction) for attaining a cumulative GPA of 3.50, but below 3.80, with no grade below "C."
- A student is eligible to graduate *Summa Cum Laude* (with highest distinction) for attaining a cumulative GPA of 3.80 or higher, with no grade below "C."

In the selection of the valedictorian and salutatorian, all credits earned, whether earned at Clark Atlanta University or transferred from another institution, will be used in the GPA calculation. Students selected for the two positions must not have earned a grade below "C." Courses may not be repeated for the purpose of qualifying for Graduation Honors as valedictorian or salutatorian.

For all other graduation honors, only grades earned at Clark Atlanta University will be used in the GPA calculation.

IX. APPEAL OF ACADEMIC DECISIONS

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

- The student must initiate and document contact with the instructor(s) or departmental faculty not later than thirty (30) days after the beginning of the next semester following the term in which the course was taken. A student not in residence should send his/her appeal by certified mail to the School Dean.
- If the dispute cannot be resolved by the end of the semester, the student should submit a written statement of the complaint and supporting evidence or justification of claims to the instructor's chairperson. The appeal to the chairperson must be initiated not later than thirty days after the beginning of the next semester. A student not in residence should send his/her appeal by certified mail to the School Dean.
- The chairperson must forward the student's statement along with the summary of the complaint, efforts to resolve it, and supporting evidence or justification for the complaint to the School Dean with a copy of the statement to the instructor or person concerned.
- The School Dean may appoint a Committee of the Faculty to review the student's written statement, secure any additional information from the student, and listen to and examine evidence and information that the instructor or person concerned may have to support a decision. The Faculty Committee makes a recommendation to the School Dean, who sends a written decision to the student, the person(s) concerned, and the Committee.
- The decision of the School Dean may be appealed to the Vice President for Academic Affairs (VPAA). The VPAA will review all information and evidence. If deemed necessary, the matter may be referred to the Academic Council for further review and recommendations. The VPAA renders a decision based on input from all parties involved. The decision of the VPAA may not be appealed.

X. APPEAL OF ACADEMIC POLICY

A student may appeal a policy that adversely affects his/her academic outcomes by submitting a written appeal to the Dean for Undergraduate Studies. The appeal must state the policy impact and desired relief. Justification must be given for granting the desired relief. The written appeal must be submitted to the Office of the Dean for Undergraduate Studies as the point of contact. A student not in residence should send his/her appeal by certified mail to the Office of the Dean for Undergraduate Studies. After logging the appeal, the Office will forward the documentation to the Committee on Undergraduate Academic Standards and Standing (CASS) for review and action.

The actions of the Committee on Undergraduate Academic Standards and Standing may follow one of the following courses:

- The CASS may recommend support of the appeal within limits stated in the regulations. When this is done, the CASS will notify the student of the decision by letter, file a copy with the Office of the Dean for Undergraduate Studies, and include the action in a summary report to the Academic Council.
- The CASS may recommend support of the appeal outside limits stated in the regulations. When this is done, the CASS will submit the recommended decision communicated to the student by letter from the Office of the VPAA, with a copy to the Office of the Dean for Undergraduate Studies, and the Committee on Undergraduate Academic Standards and Standing. The decision of the Academic Council may not be appealed.
- The CASS may recommend denial of the appeal. When this is done, the CASS will notify the student of the decision by letter, file a copy with the Dean for Undergraduate Studies, and include the action in a summary report to the Academic Council. This decision may be appealed to the Office of the VPAA. The VPAA may elect to submit the appeal to the Academic Council for review. The Academic Council's recommendation will be communicated to the VPAA. The Office of the VPAA will communicate the decision to the student by letter with a copy to the Office of the Dean for Undergraduate Studies and the Committee on Undergraduate Academic Standards and Standing. The decision of the VPAA may not be appealed.

XI. ACADEMIC HONESTY

The faculty and students at Clark Atlanta University recognize that academic honesty is fundamental to the education process. Any instance of academic dishonesty is in violation of University Policy and may subject a student to disciplinary action. (See Student Handbook).

Integrity in the performance of academic assignments both in the classroom and outside is fundamental to the University policy of academic honesty. Students who submit work which is not their own or who commit other acts of academic dishonesty forfeit the opportunity to continue at Clark Atlanta University.

Academic honesty depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each Clark Atlanta University student accepts the responsibility to be honorable in his or her own academic affairs and to encourage honesty among others.

Knowledge of a violation without reporting it to the proper official is a violation of Academic Honesty.

The following is a list of the more common violations, but is not intended to be exhaustive.

- **Examinations:** Any student giving or receiving assistance during an examination or quiz is in violation of University policy.
- **Plagiarism:** Any form of plagiarism violates University policy. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own without acknowledgement of the source.
- With specific regard to papers, a simple rule dictates when it is necessary to acknowledge sources. If a student obtains information or ideas from an outside source, that source must be acknowledged. **Any** direct quotation must be placed in quotation marks, and the source cited.
- The intent of this policy is that a student should not receive academic credit more than once for the same work without permission. The policy is not intended to regulate repeated use of an idea or a body of learning developed by the student, but rather the identical formulation and presentation of that idea. Thus, the same paper, computer program, research project or results, or other academic work product should not be submitted in more than one course (whether in identical or rewritten form) without first obtaining the permission of all professors responsible for the courses involved. Students with questions about the application of this rule in a specific case should seek faculty advice. (See **The Student Handbook** for the Policy on Forgery).

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School of Social Work
Chair
Committee on Undergraduate Academic Standards and Standing

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