

**Course Numbering System:** Clark Atlanta University's master's degree level and doctoral degree level courses are numbered from 500 to 900.

### **Course Grading System**

The Offices of the President and Provost have implemented a limited term policy (applying only to Spring 2020 semester), that will allow students to make a choice regarding the form of their final grades for each course they complete.

Grading of Graduate courses and courses in the Professional Schools will be determined by the Dean of each School, upon consultation with the Provost, secondary to accreditation guidelines, licensing requirements, and the Department of Education policies.

**Grades and Quality Points:** Coursework is evaluated as shown below. Parenthetical numbers represent the quality points assigned to each final letter grade when computing student's cumulative grade point average. Grades which have no numerical value are not included in the student's grade point average.

- A (4) = Excellent
- B (3) = Above Average
- C (2) = Average
- F (0) = Failure
- I = Incomplete
- IP = In Progress
- AU = Audit
- P = Pass with course credit
- NP = No Pass without course credit (Spring 2020 Only) \**
- R, E = Course repeated and appended to earlier earned grade
- W = Withdrew

The scale listed below is used for translating numerical grades into letter grades:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- Below 70 = F

In response to the Covid-19 pandemic, the President and Provost and Vice President of Academic Affairs in conjunction with the University's Administrative Leadership implemented a limited term policy (applying only to Spring 2020 semester), that will allow students to make a choice regarding the form of final grades for each course completed.

Grading of Graduate courses and courses in the Professional Schools will be determined by the Dean of each School, upon consultation with the Provost and Vice President of Academic Affairs, secondary to accreditation guidelines, licensing requirements, and the Department of Education policies.

**A “Pass” will not factor into a student’s GPA but will count toward earned semester hours as well as toward curricular, matriculation, and graduation credit hour requirements.**

**\* A “No Pass” will not count toward earned semester credit hours nor will it be factored into the student’s GPA. If the “No Pass” is earned in a required course, students will have to retake the course in a future semester. Students earning a “No Pass” in an elective course may repeat that course in a future semester or may choose to enroll in a different elective course, designated by the School or Department, that will enable a student to meet the requirements of their specific program of study.**

**Grade Point Average (GPA) Calculation:** The GPA is calculated by dividing the sum of the quality points earned in courses graded "A" through "F" by the total number of graded course credits.

### **Online Learning Policy**

Clark Atlanta University (CAU) is committed to expanding the institution’s capacity to provide high-quality learning experiences through the implementation of online learning. CAU offers online courses through asynchronous and synchronous instruction in which students can access courses from anywhere high-speed internet accessible. Delivery of all online instruction is through the University’s Learning Management System (LMS)-CANVAS. The Office of Information Technology and Communications (OITC) and Office of Online Learning and Continuing Education (OLCE) are jointly responsible for providing technical assistance to support the online course delivery infrastructure. The CAU Center for Innovative Teaching, Learning, and Engagement (CITLE) provides support for instructional design.

CAU was approved to offer online degrees and courses by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) and the National Council for State Authorization Reciprocity Agreements (NC-SARA). As such, these bodies govern our implementation policy and procedures.

The purpose of this document is to establish clear and commonly understood definitions related to Online Learning at CAU. These definitions are informed by SACS-COC, NC-SARA, as well as related CAU policies articulated in the Faculty Handbook, Academic Undergraduate and Graduate Catalogs, and the Curriculum Review Approval Process.

### **General Terms and Definitions for Online Learning**

In its policy statement, SACS-COC defines Distance Education as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous using a variety of communication technologies.

Clark Atlanta University uses the umbrella term Online Learning for all educational processes related to Distance Education. Courses and programs are approved for delivery via Online Learning using