



**CLARK ATLANTA UNIVERSITY**  
**OFFICE OF GRADUATE STUDIES**

**GRADUATE HANDBOOK**

## **STATUS OF ACCREDITATION**

Clark Atlanta University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Clark Atlanta University.

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## **Introduction**

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

The policies and procedures presented in this Handbook have been approved by the Academic Council and Board of Trustees. These policies and procedures become effective in the fall semester of 2014 and shall remain in effect until other action is taken by appropriate bodies and published in the next edition.

## ADMISSION TO GRADUATE STANDING

Admission to graduate standing at Clark Atlanta University (CAU) is granted to graduates of accredited four-year colleges and universities who present satisfactory evidence of character and academic qualifications. The applicant's scholastic record must show promise of ability to do graduate work in the chosen field of study to satisfy both the Committee on Admissions and the faculty of the proposed program of study. Applications for admission to Clark Atlanta University may be submitted at any time, but should be presented at least 90 days before the beginning of each semester. Normally, students may enter the University in the fall, spring or summer session. However, certain programs may limit admission to fall and/or spring semesters. All admission decisions are made by committees comprised of faculty in each school without regard to race, creed, or other considerations irrelevant to scholastic aptitude.

### TYPES OF ADMISSION

1. **Admission to an Academic Degree Program.** A minimum undergraduate or previous graduate GPA required for unconditional admission is set by each school or department as stated under the degree program in the catalog. In addition, students must have completed all specified course or degree prerequisites as indicated.
2. **Conditional Admission to an Academic Degree Program.** Applicants who do not meet the GPA or prerequisite requirements may be “conditionally” admitted to a graduate degree program based upon favorable recommendations by the School Dean and Chairperson of the major academic department. At the time of admission, the Chairperson of the major academic department specifies conditions in writing to remedy deficiencies and advancing to unconditional admission. Applicants will not be conditionally admitted to doctoral programs offered by Clark Atlanta University. Graduate students who are conditionally admitted are expected to enroll as full-time students. Upon the completion of nine (9) credits with a minimum cumulative GPA of 3.0, the student will be admitted to unconditional status. When students’ conditional admission was based on deficiencies in prerequisite courses, the students will be unconditionally admitted when the deficiencies have been satisfied.
3. **Special Admission (Nondegree).** Any individual, upon the satisfactory demonstration of appropriate prerequisite courses, training or knowledge may be admitted as a Special Student to take graduate courses for audit or credit independent of a degree program after having received the favorable recommendation from a School Dean and Department Chair. Such individuals may not accumulate more than twelve (12) semester credit hours as a special student. Courses taken as a non-degree student may be used toward admission with the approval of the Department Chair and School Dean.

## REGISTRATION AND ENROLLMENT

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

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

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

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

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

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

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

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

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

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



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

**E. Part-time Study.** Students who take fewer than nine credit hours are classified as part-time, except those who are engaged in writing the thesis or dissertation. During the summer, students who take fewer than six credit hours are classified as part-time, except those who are engaged in writing the thesis or dissertation.

**F. Continuous Enrollment.** Unless granted official leave of absence, a graduate student is required to maintain continuous enrollment until graduation, withdrawal, or dismissal. Continuous enrollment may be maintained in two forms:

- **Full-time enrollment**
- **Part-time enrollment**

**G. Cross-registration of Undergraduate Students Enrolled in Atlanta University Center (AUC) Institutions.** Upper division undergraduate and post-baccalaureate students in the AUC may cross-register for graduate courses at Clark Atlanta University with the written approval of the students' major department (**advisor**) and the host department. Normal prerequisites apply.

**H. Cross-registration of Students Enrolled Outside the AUC.** Students from other colleges and universities may take graduate courses at Clark Atlanta University. These students must present written verification of enrollment at another approved institution and show evidence of having completed prerequisites for courses. It is the responsibility of the students to secure acceptance at their home institution for the transfer of academic credit. These provisions do not apply to special programs where other formed agreements exist.

**I. Financial Responsibilities.** All financial responsibilities to the University and the library must have been met before a student can be cleared for the awarding of the degree. It is the student's responsibility to ensure that all financial commitments have been fulfilled by the established deadline.

## GENERAL REQUIREMENTS FOR GRADUATE DEGREE

Candidates for award of a graduate degree must have met all the requirements of the University and of a prescribed plan of study. In addition to the following general requirements, each school and department may prescribe specific degree requirements in accordance with its program objectives. Students should seek additional information from the appropriate school and department. Mere fulfillment of quantitative requirements in terms of courses and time in residence does not qualify a student to receive the degree. Students receive the Master's, Specialist's, and Doctorate Degrees for high quality academic achievement.

### Requirements for Master's Degrees

#### A. Residency Requirement

The minimum residence requirement is two (2) semesters of full-time enrollment. The residency requirement for some Master's degree programs may be satisfied by a combination of semesters of part-time study in accordance with written policies of the sponsoring schools and departments.

#### B. Course Credit Requirements

Students must earn a *minimum of thirty (30) graduate credits* for award of the Master's Degree. Various factors may make it necessary for a student to take more than the minimum number of semester hours before he/she satisfactorily completes the requirements for the degree. In such instances the minimum number of semester hours required is specified by the department.

#### C. Transfer Credits

Clark Atlanta University may accept as transfer credits a maximum of one-fourth (25%) of the required course credits required by a given program of study; however, individual schools or departments may require further restrictions. Courses to be transferred must be appropriate for courses in the Clark Atlanta University curriculum of the degree to be earned. Students must earn transfer credits in graduate courses at regionally accredited colleges and universities.

The Schools of Business Administration, Education, and Social Work and the Department of Public Administration require students to earn transfer credits at colleges and universities that are also professionally accredited ( e.g., AACSB, NCATE, CSWE, NASPAA).

1. A final course grade of "A" or "B" is required for approval of transfer credit. The University does not accept Pass/Fail grades for transfer credit.
2. The applicant's academic department may require an examination to confirm mastery of the learning outcomes of courses for which applicants are requesting transfer credit.
3. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

#### **D. Transient Credits**

During their matriculation at Clark Atlanta University, students seeking transient credit for graduate courses completed at other accredited colleges and universities must receive prior approval by the Chairperson of their major academic department and the Dean for Graduate Studies. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

#### **E. Time Requirement for Award of Master's Degrees**

Each student must complete *all* requirements for the Master's degree within *five (5) calendar years* from the date of matriculation. Clark Atlanta University will *not* award academic credit for requirements completed after the five-year period. Subsequent to matriculation, the University will extend a grace period equivalent to their length of service to students entering the armed services.

#### **E. Communications Skills Certification for International Students**

Each school prescribes its own standards for communications skills and certifies to the Office of the University Registrar that its graduates have met these standards.

#### **F. Foreign Language and/or Research Tools**

Some schools or departments require students to demonstrate competence in two foreign languages, or such other research tools as designated by the sponsoring department.

1. The foreign language and/or research tool requirement must be satisfied prior to admission to candidacy.
2. The Department of Modern Foreign Languages in the School of Arts and Sciences administers the test of the students' reading knowledge of foreign languages. These examinations measure the ability to read selected passages from the literature of the major subject.

#### **G. Qualifying Examinations**

Students must complete **Qualifying Examinations** within the time specified by their academic departments.

#### **H. Thesis Research**

Normally, each Master's student concludes his/her studies by submitting a Master's thesis to the School Dean in accordance with deadlines specified in the University Calendar. The University authorizes individual schools to require theses for specific disciplines. Departments sponsoring Master's programs approve standards and schedules for students to propose thesis topics. The University accepts a *maximum of six (6) graduate credits* in any semester for thesis research. In no case, however, does credit for thesis research reduce other credits required for graduation. The *Clark Atlanta University Thesis and Dissertation Guide*, which is available in the Office of Graduate Studies and at [www.cau.edu](http://www.cau.edu) presents the specific format, components, and deadlines for all thesis and dissertation manuscripts.

## **I. School and Department Requirements**

Any additional requirements are included later in this publication under the individual schools and academic departments.

## **J. Application for Candidacy and Award of the Master's Degree**

Application for candidacy does *not* certify students for award of the Master's degree.

1. Prior to the anticipated graduation semester, students must apply for candidacy with the Office of the University Registrar. Applications must be on file by the deadline stated in the University Calendar.
2. In the academic term in which they have applied, the Department Chair and School Dean must *certify* to the Dean of Graduate Studies the candidacy of students who have satisfied all requirements for award of the Master's degree.
3. The University Registrar certifies to the respective School Dean that according to each student's official University transcript that the student has met all requirements for admission to candidacy officially filed with the Dean of Graduate Studies.
4. The application for candidacy is valid *only* for the designated semester.
5. Any additional requirements for candidacy are included later in this publication under the individual schools and academic departments.

Students who have completed their research requirements and/or engaged in writing a thesis must register for at least one (1) credit of thesis consultation each term inclusive of the summer term until the thesis has received final approval by the Office of Graduate Studies.

## **Requirements for Specialist Degrees**

The School of Education offers programs of study at the sixth-year level leading to the Specialist in Education Degree.

### **A. Residency Requirement**

The minimum residence requirement is two (2) semesters of full-time enrollment.

### **B. Course Credit Requirements**

Students must earn *minimum graduate credits* as specified by schools and academic departments for award of the Specialist's Degree.

### **C. Transfer Credits**

Clark Atlanta University may accept as transfer credits a *maximum of one-fourth (25%)* of the required course credits required by a given program of study; however, individual schools or departments may require further restrictions. Courses to be transferred must be appropriate for courses in the Clark Atlanta University curriculum of the degree to be earned. Students must earn transfer credits in graduate courses at regionally accredited colleges and universities, except for six hours of Field Residency.

The School of Education requires students to earn transfer credits at colleges and universities that are also professionally accredited (e.g., NCATE).

1. A final course grade of “A” or “B” is required for approval of transfer credit. The University does not accept Pass/Fail grades for transfer credit.
2. The applicant’s academic department may require an examination to confirm mastery of the learning outcomes of courses for which applicants are requesting transfer credit.
3. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

**D. Transient Credits**

During their matriculation at Clark Atlanta University, students seeking transient credit for graduate courses completed at other accredited colleges and universities must receive prior approval by the Chairperson of their major academic department and the Dean for Graduate Studies. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

**E. Time Requirement for Award of Specialist’s Degrees**

Students must complete *all* requirements for the Specialist’s degree within *five (5) calendar years* of the date of matriculation. Clark Atlanta University will *not* award academic credit for requirements completed after the five-year period. Subsequent to matriculation, the University will extend a grace period equivalent to their length of service to students entering the armed services.

**F. Communications Skills Certification for International Students**

Each school prescribes its own standards for communications skills and certifies to the Office of the University Registrar that its graduates have met these standards.

**G. Qualifying Examinations**

Students must complete Qualifying Examinations within the time specified by their academic departments.

**H. Research Requirement**

The Specialist in Educational Leadership degree requires completion of a minimum of three (3) credit hours of research (CEDA 699).

**I. Examination Requirement**

A comprehensive examination must be passed within the time periods specified. More detailed information on the examination process may be obtained from the department.

**J. School and Department Requirements**

These are included in this publication under individual departmental entries.

## **K. Application for Candidacy and Award of the Specialist's Degree**

Application for candidacy does *not* certify students for award of the Specialist's degree.

1. Prior to the anticipated graduation semester, students must apply for candidacy with the Office of the University Registrar. Applications must be on file by the deadline stated in the University Calendar.
2. In the academic term in which they have applied, the Department
3. Chair and School Dean must *certify* to the Dean for Graduate Studies the candidacy of students who have satisfied all requirements for award of the Specialist's degree.
4. The University Registrar certifies to the respective School Dean that according to each student's official University transcript that the student has met all requirements for admission to candidacy officially filed with the Dean of Graduate Studies.
5. The application for candidacy is valid only for the designated semester.

**Any additional requirements for candidacy are included later in this publication under the individual schools and academic departments.**

## **Requirements for Doctoral Degrees**

Students receive the Doctoral Degree for the highest quality of academic achievement. Mere fulfillment of quantitative requirements in terms of courses and time in residence does not qualify a student to receive the degree.

### **A. Residency Requirement**

The minimum residence requirement is three (3) semesters of full-time enrollment, two of which must be contiguous terms in an academic year.

### **B. Course Credit Requirements**

Students must earn minimum *graduate credits* as specified by schools and academic departments for award of the doctorate degree. At least *forty-eight (48) graduate credits* must have been earned in residency at Clark Atlanta University.

### **C. Transfer Credits**

Clark Atlanta University may accept as transfer credits a *maximum of one-fourth (25%)* of the required course credits required by a given program of study; however, individual schools or departments may require further restrictions. Courses to be transferred must be appropriate for courses in the Clark Atlanta University curriculum of the degree to be earned. Students must earn transfer credits in graduate courses at regionally accredited colleges and universities.

The Schools of Business Administration, Education, and Social Work and the Department of Public Administration require students to earn transfer credits at colleges and universities that are also professionally accredited ( e.g., AACSB, NCATE, CSWE, NASPAA).

1. A final course grade of “A” or “B” is required for approval of transfer credit. The University does not accept Pass/Fail grades for transfer credit.
2. The applicant’s academic department may require an examination to confirm mastery of the learning outcomes of courses for which applicants are requesting transfer credit.
3. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

#### **D. Transient Credits**

During their matriculation at Clark Atlanta University, students seeking transient credit for graduate courses completed at other accredited colleges and universities must receive prior approval by the Chairperson of their major academic department and the Dean for Graduate Studies. Graduate students may not accumulate more than one-fourth of the maximum semester hours required in a given program from the combined hours of transfer and transient credits.

#### **E. Time Requirements for Award of Doctoral Degrees**

Candidates for the Doctoral Degree must complete *all* degree requirements within *ten (10) calendar years* from the date of matriculation. Clark Atlanta University will not award academic credit for requirements completed after the ten-year period. Students entering the armed services subsequent to matriculation will be granted a grace period equivalent to their length of military service.

#### **F. Communications Skills Certification for International Students**

Each school prescribes its own standards for communications skills and certifies to the Office of the University Registrar that its graduates have met these standards.

#### **G. Foreign Language/Research Tools**

Some schools or departments require Students to demonstrate competence in two foreign languages, or such other research tools as designated by the sponsoring department.

1. The foreign language and/or research tool requirement must be satisfied prior to admission to candidacy.
2. The Department of Foreign Languages in the School of Arts and Sciences administers the test of the students’ reading knowledge of foreign languages. These examinations measure the ability to read selected passages from the literature of the major subject.

## H. Qualifying Examinations

Academic departments must not administer Qualifying Examinations earlier than students completing *two (2) academic years* of graduate work nor later than *one (1) academic year* prior to the expected conferral date of the degree. The preparation and administration of the examinations covers the subjects and courses of the student's major and minor fields and is a rigid test of his/her competence and knowledge in the field of the doctoral study. The student should review the departmental policy for specific guidelines. At specified dates and times, academic departments administer Qualifying Examinations at least twice during the academic year. In addition to preparing and administering the examinations, a Qualifying Examination Committee appointed for each doctoral candidate (1) recommends any subsequent courses of study and (2) initiates preliminary inquiries into the feasibility of the candidate's proposed dissertation topic.

## I. Dissertation

The candidate's dissertation proposal must represent a well-defined problem and scope, which lends itself to completion in a reasonable length of time and requires an analysis, synthesis, and evaluation of data leading to the discovery of new knowledge. Upon approval of the dissertation proposal, the candidate forms a Dissertation Committee to supervise the dissertation. The Dissertation Committee includes a chairperson and at least two other faculty members.

1. The candidate's dissertation must provide well-documented evidence of the intellectual mastery of a specified area of original investigation and abundant proof of high skill in research and scholarship.
2. The dissertation requirement must conform to the following statement of the Council of Graduate Schools in the United States ([www.cgsnet.org](http://www.cgsnet.org)):

*The formal research dissertation or project may take several acceptable forms. The evaluation and synthesis of academic or disciplinary knowledge, comparative studies, creative intellectual projects, expository dissertations, or significant research in teaching problems and the organization of new concepts of course work are applicable. Evaluation and synthesis of materials and academic content that may be valuable in college teaching but which have not yet been reviewed is also acceptable. Such research or independent investigation should be closely related to academic subject matter and demonstrate the scholar's mastery of academic content and research skills as attributes of effective teaching. An internship is not a substitute for an independent research project for the degree.*

3. The *Clark Atlanta University Thesis and Dissertation Guide*, which is available in the Office of Graduate Studies and at <http://www.cau.edu> presents the specific format, components, and deadlines for all dissertation manuscripts.
4. Acceptance of the dissertation will be contingent upon the recommendation of the department concerned, the Dean of the School and the approval of the Dean of Graduate Studies.



**J. Final Examination**

The Final Examination includes a defense of the dissertation. The sponsoring department specifies whether a written examination will also be required and must administer Final Examinations no later than five (5) weeks before the Commencement at which the degree is to be conferred.

**K. School and Department Requirements**

Any additional requirements are included later in this publication under the individual schools and academic departments.

**L. Application for Candidacy and Award of the Doctoral Degree**

Application for candidacy does *not* certify students for award of the Doctoral degree.

1. Prior to the semester in which they anticipate graduation, students must file an application for candidacy with the Office of the Registrar.
2. Applications must be made on forms provided for this purpose and may be obtained from the Office of the University Registrar and must be on file on or before the date stated in the University Calendar.
3. In the academic term in which they have applied, the Department Chair and School Dean must certify the candidacy of students who have satisfied all requirements for award of the Doctoral degree to the Dean for Graduate Studies.
4. The University Registrar certifies to the respective School Dean that according to the official University transcript, the student has met the program's requirements for admission to candidacy officially filed with the Dean of Graduate Studies.
5. This application is valid only for the semester for which it is designated. Specific requirements prescribed by the various schools and departments are listed under their individual entries in this or other official publications.

Students who have completed their research requirement and/or engaged in writing a dissertation must register for at least one (1) credit of dissertation consultation each term inclusive of the summer term until the dissertation has received final approval by the Office of Graduate Studies.

## THE THESIS AND DISSERTATION PROCESS

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

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

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

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

10. A change in the composition of a thesis/dissertation committee should occur only rarely and for clearly stated reasons. Any change in membership of the committee must have the prior written approval of the departmental chairperson. Each department shall maintain in the students file a standard form which identifies the current authorized membership of the students committee. The following are suggested causes for modification of committees:
  - a. A shift in the research emphasis as the thesis/dissertation progresses.
  - b. The absence of a committee member because of illness, sabbatical leave, transfer, retirement or death.
  - c. The failure of a committee member to perform adequately (e.g., unavailability to student, failure to read drafts and provide useful feedback according to agreed upon timelines, refusal to cooperate with student and/or other committee members when the welfare of student and the University is at stake).
  - d. A request from a faculty member to be released from a committee. Modifications of the thesis/dissertation committee should be resolved within the department or program in an orderly process. Although each department or program should establish its procedures, the following suggestions may be useful:
  - e. A student who wishes to change a committee member should write a letter to the appropriate parties in the department (e.g., department chair, graduate coordinator or graduate committee, etc.) explaining the reasons for the desired change.
  - f. A coordinator or a department chair who needs to modify a committee must consult all parties concerned and send them a written notice informing them of the change.
  - g. The student should complete a Change of Committee form reflecting the reconstituted committee. The coordinator or department should file and disseminate completed copies of the form to the student and the members of the students committee.

- h. No such change can be implemented until this form has the signed approval of the chairperson of the department and the dean of the school.
- 11. The determination of pass or fail rests with the dissertation committee. For a student to pass the dissertation examination, all members of the dissertation committee or a specified majority as stipulated in the departmental handbook must vote in the affirmative. The student, under supervision of the dissertation committee, is responsible for submitting final copies of the approved dissertation that meet University guidelines as specified in the Catalog.
- 12. The student must adhere to department timelines and those published in the University's Academic Calendar. The dissertation is submitted to the office of the dean of the school only after the committee and department chair officially verify that all requirements and regulations have been met and that the final product is satisfactory. The office of the dean of the school reviews all dissertations.
- 13. Errors, including errors of spelling, grammar, and punctuation, will result in a dissertation being returned to the department for corrections.

## GRADING SYSTEM

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

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

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

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

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

## ACADEMIC STANDING POLICY

The academic records of graduate students are evaluated following each term of study. A minimum Cumulative Grade Point Average (CGPA) of 3.0 on a scale of 4.0 is required for graduate students to maintain Good Academic Standing. Individual schools or programs may have officially published higher standards.

In order to maintain **Satisfactory Academic Progress (SAP)** for financial aid eligibility, a student must meet the 3.0 Cumulative CGPA requirement. A student failing to meet this grade requirement remains in satisfactory academic status for financial aid during the immediate/following semester in which the cumulative GPA of 3.0 must be earned.

All Full-Time or Part-Time Graduate students receiving Federal Aid must:

- Maintain a minimum cumulative GPA of 3.0 or better;
- Complete at least 67% of all cumulative attempted credits; and
- Complete the degree program within 150% of the published length of the program.

Students who fail to maintain Good Academic Standing are placed on Academic Warning, Academic Probation, or Academic Dismissal as described below. These standards apply to full-time and part-time students. Final grades earned in summer sessions will be included in the cumulative GPA of the previous academic year. Students in Good Academic Standing are eligible to receive financial aid at Clark Atlanta University. Students who are not in Good Academic Standing or who are dismissed from the University are not eligible to receive financial aid.

### **Academic Warning**

A student shall be placed on academic warning at the end of the semester of the first occurrence in which his/her cumulative GPA falls below 3.0. The student shall receive written notification of his/her academic status from his/her faculty advisor and/or department chair. It will also be noted on the student's transcript. The duration of academic warning is one semester. The progress of a student placed on academic warning shall be tracked and monitored by the faculty advisor and/or department chair. It is the responsibility of the student, in collaboration with his/her advisor, to develop a formal Satisfactory Academic Progress (SAP) Plan for raising the cumulative GPA to a minimum requirement of 3.0. A hold will be placed on the student's account until the SAP Plan receives final approval by the Dean of Graduate Studies. At the end of the warning period, the student must achieve a minimum cumulative GPA of 3.0 in order to return to good academic standing. If the student does not achieve a cumulative GPA of at least 3.0 at the end of the warning period, the student will be placed on academic probation.

### **Academic Probation**

A student who fails to earn a cumulative GPA of 3.0 or higher at the end of the academic warning period will be placed on academic probation. The student shall receive written notification from his/her faculty advisor and/or department chair. It shall also be noted on the student's transcript. The duration of academic probation is one semester. The student must seek advisement from his/her faculty advisor and department chair. A revised SAP Plan must be completed. A hold will be placed on the student's account until the SAP Plan receives final approval by the Dean of Graduate Studies. If the student does not achieve a cumulative GPA of at least 3.0 at the end of the probationary period, the student will have one final semester to achieve good academic standing.

### **Academic Dismissal**

A student who fails to earn a cumulative GPA of 3.0 or higher at the end of the academic probation period has one final semester to achieve good academic standing. The student must seek advisement from his/her faculty advisor and department chair. A revised SAP Plan must be completed. The SAP Plan must receive final approval by the Dean of Graduate Studies in order for the student to enroll in the next semester. However, if it is determined that a student cannot mathematically achieve a cumulative GPA of 3.0 or better at the end of the semester following the academic probation period, he/she will be dismissed from his/her program of study and the University.

Academic dismissal will be enforced after three consecutive semesters (excluding the summer term) where the overall cumulative GPA is less than 3.0. A student will be dismissed from his/her program of study and the University if he/she fails to earn an overall cumulative GPA of 3.0 or higher at the end of the semester of academic dismissal.

Academic dismissal from the University may be appealed. The appeal process is outlined in the Graduate Student Handbook. A student who is reinstated after academic dismissal is not eligible for financial aid until good academic standing is achieved.

### **Appeal of Academic Decisions**

Graduate students have the right to appeal decisions (*e.g., final grade appeals*) regarding their academic performance or an academic requirement. Before initiating an appeal, students should attempt to resolve the issues directly with the Instructor of Record of the course at issue. The student must initiate and document contact with the Instructor of Record not later than thirty (30) calendar days from the beginning of the academic term following that in which the course at issue was completed. The student should document the date, time, and place at which the contact with the Instructor of Record occurred and the content of the discussion. If the issues as discussed with the Instructor of Record cannot be resolved within five (5) business days, students electing to appeal an academic decision must adhere to the following process and procedures:



- The student must submit a written statement of appeal along with supporting evidence (including the student's documentation regarding the date, time, and place at which the above contact with the Instructor of Record occurred and the content of the discussion justifying the grounds for the appeal to the Instructor of Record's Department Chairperson. The appeal must be submitted to the Department Chair not later than 30 calendar days from the beginning of the academic term following that in which the course at issue was completed. Students not in residence should send their appeals by certified mail to the School Dean for disposition according to the following process and procedures.
- Subsequently, the Department Chairperson forwards (1) the student's written statement of appeal, (2) supporting documentation, and (3) progress toward resolution of the student's issues to the School Dean and the Instructor of Record within five (5) business days of its receipt.
- The School Dean may choose to appoint a Committee of the Faculty to (1) review the student's written statement of appeal and supporting documentation, (2) secure any additional relevant information from the student, and (3) examine other information that the Instructor of Record may wish to offer to the committee. The Chair of the Committee of the Faculty forwards a letter of recommendation to the School Dean, who (within 30 calendar days of the student filing the appeal) sends a letter to the student, the Instructor of Record, the Department Chairperson, and the Chair of the Committee of the Faculty documenting the Dean's decision. The School Dean should send certified letters to students not in residence.
- The student may appeal the decision by the School Dean to the Dean of Graduate Studies who may or may not elect to submit the student's appeal to the Graduate Council for recommendations. Within 15 business days, the Dean of Graduate Studies will notify the student by letter of his/her decision and will forward copies of the letter to the School Dean, the Chair of the Committee of the Faculty, the Department Chair, and the Instructor of Record. The decision of the Dean of Graduate Studies or the Graduate Council may be appealed to the Provost and Vice President of Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed.

### **Appeal of Academic Policies**

Graduate students may appeal academic policies that adversely affect their academic outcomes by submitting a written request for relief to the Dean of Graduate Studies within 30 calendar days of the policy's adverse effect on the student's academic outcome. The student's appeal must state (1) the specific policy and the policy's impact, (2) the desired relief, and (3) the justification for seeking the desired relief. Students not in residence should send appeals by certified mail to the Dean for Graduate Studies.

The Dean of Graduate Studies may elect to forward student appeals of academic policies along with supporting documentation including comments from the School Dean, Department Chair, and Graduate Program Coordinator to the Graduate Council for recommendations concerning disposition.

Within fifteen (15) business days of graduate students submitting their appeals, the Dean of Graduate Studies will forward his/her decision to the student in a certified letter with copies to the students' School Dean, Department Chair, and Graduate Program Coordinator and the Provost and Vice President for Academic Affairs.

In the event that graduate students decide to appeal academic policy decisions by the Dean of Graduate Studies to the Provost and Vice President of Academic Affairs, the Dean will submit both the Dean's and the Graduate Council's recommendations, if applicable, to the Provost and Vice President for Academic Affairs.

Within 30 calendar days of graduate students submitting their appeals, the Provost and Vice President for Academic Affairs will forward his/her decision to the student in a certified letter with copies to the Dean of Graduate Studies and the students' School Dean, Department Chair, and Graduate Program Coordinator. Prior to notifying the student, the Provost and Vice President for Academic Affairs may elect to submit the student's appeal to the Academic Council for recommendations. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed.

### **OFFICIAL LEAVE OF ABSENCE**

Continuing graduate students who are in Good Academic Standing may take a leave of absence from the University for a period not to exceed two (2) academic terms (excluding summer session).

The student must submit a Petition for an *Official Leave of Absence Form* to the Office of the Dean of Graduate Studies. Students who wish to enroll in courses at another institution of higher education during an official leave of absence must receive prior approval for transient status per the University's Transient Policy. Official transcripts for courses completed in transient status during the student's Official Leave of Absence must be filed with the Office of the University Registrar not later than the end of the academic term in which the student returns to the University. Before returning to the University, the student must notify the Office of the University Registrar, the Office of the Dean of Graduate Studies and the Chair of the student's major academic department in writing. The Office of the Dean of Graduate Studies will inform the appropriate Department Chair and School Dean of the student's return.

The written authorization for the leave of absence must specify whether the duration of the leave is or is not included in the student's Expiration of Credits.

**Reenrolling Without an Official Leave of Absence:** Following voluntary leave of one or more semesters, not including summer school, without having been granted an approved leave of absence, the student must:

1. Apply for reenrollment through the Office of Admissions;
2. Have satisfied all financial obligations to the University;
3. Submit an official transcript from each institution attended during absence, if applicable.

## **EFFECTIVE TEACHING AND LEARNING**

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

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

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

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

1. Faculty will provide students with a written syllabus which includes a description of the course, course objectives, reading requirements (textbooks and other supplemental reading), class assignments, expectations for class attendance, and the procedure for course evaluation. Written syllabi should also be provided for internships and dissertation advisement.

2. Faculty will be able to guide students concerning the amount of outside work that is a reasonable expectation of students in preparation for class participation and class assignments.
3. Faculty will provide a sufficient number of learning experiences during the course so that students benefit from both peer and instructor evaluation.
4. Faculty will be fair, impartial and constructive in evaluating a student's performance.
5. Faculty will provide constructive criticism that enables students to correct academic errors and develop their scholarly abilities.
6. Faculty will return student examination papers and assignments, after they have been graded, in order for students to have access to their own work for future reference. A reasonable time frame for the return of students' work is two weeks. The Thesis and Dissertation Committee should review and return students' drafts within 30 days.
7. Faculty will post and keep regularly scheduled office hours and provide appointments for conferences. The minimum number of hours shall be determined by the school dean and shall be no less than eight hours per week for full-time faculty.
8. Faculty will encourage constructive criticism and recommendations from students about how courses can be improved and provide the opportunity for a written semester evaluation of each course.
9. Faculty will treat students with courtesy and respect at all times.

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

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

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

### **GRADUATE STUDENT APPEALS PROCEDURES GRADUATE APPEALS PROCESS FOR ACADEMIC DECISIONS**

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

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

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

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

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

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

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

## **STUDENT FINANCIAL SUPPORT**

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

### **A. FELLOWSHIPS**

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

### **B. ASSISTANTSHIPS**

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

### **C. SCHOLARSHIPS**

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

### **D. OTHER EXTERNAL FUNDS**

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

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

### **E. DEFERRED PAYMENT PLAN**

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

## **GRADUATE STUDENT ACADEMIC STAFF**

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

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

1. Graduate Assistants (nonteaching) grade papers, conduct seminars, work in laboratories and perform other duties as assigned by their school or department.
2. Graduate Teaching Assistants (TAs) may have full or partial responsibility for teaching classes:
  - a. TAs with partial responsibility for teaching contribute to, but do not assign, the final grade for the course.
  - b. TAs with full responsibility for teaching the course assigns the final grade. These Teaching Assistants must meet Southern Association of Colleges and Schools Commission on Colleges criteria, i.e., they must have completed eighteen graduate semester hours of course work in the field in which they are teaching. The use of TAs to conduct classroom instruction will be limited to three credit hours or less per week. The assistants, who hold a master's degree in the teaching field, will normally be students enrolled in doctoral programs.
3. Research Assistants (RAs) assist faculty members in conducting ongoing research. These assistantships may include tuition and/or stipends. The opportunity to renew may be contingent upon funding from some external funding source. Research assistantships are not available in every school or department.



## **GRADUATE APPOINTMENTS**

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

### **A. APPLICATION PROCESS**

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

### **B. APPOINTMENT CRITERIA**

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

### **C. REMUNERATION**

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

### **D. TAX CONSIDERATIONS**

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

1. Research performed while holding the Assistantship must have been primarily for the

student's own benefit in partial completion of degree requirements and must have been equivalent to the research effort required of all students working for the same degree at the University whether or not they were compensated for their services.

2. The student must have been registered during all academic semesters covered by the dates of the assistantship. Summer registration is not required if the student was registered during the Spring Semester and was eligible to continue as a registered student in the coming Fall Semester. Exemption may not be made for summer earnings prior to admittance and registration.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

### **A. APPOINTMENT AND REAPPOINTMENT**

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

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

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

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

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

## **B. EVALUATIONS**

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

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

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

## **C. GRADUATE TEACHING ELIGIBILITY**

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

1. possess an earned doctorate/ terminal degree in the field of instruction or a related field;
2. have three-to-five years teaching experience at the college or university level;
3. have demonstrated research proficiencies or significant accomplishments reflected in refereed publications, or scholarly output in electronic or print formats in field of instruction in the past three years, for those in the humanities, the social sciences, natural sciences, mathematics and engineering; documented evidence of significant public performances in the past three years for those in the performing arts.
  - a. In addition to the above criteria, faculty serving on thesis and dissertation committees should
    - 1) have publications in the last three years in the relevant area, i.e., books, refereed publications, monographs, edited volumes, or documented technical reports;
    - 2) have personally completed a thesis or dissertation to obtain his/her degree.
      - a. External advisors must meet the same criteria as Clark Atlanta University professors as confirmed by resumes in the Office of Graduate Studies at the time the assignment is approved.
      - b. To ensure the validity of the thesis and dissertation process, students and committee members should comply with all existing University and departmental regulations on this subject.