

ACADEMIC POLICIES AND REGULATIONS

Academic Integrity

The faculty and students at Clark Atlanta University recognize that academic integrity is fundamental to the education process. Breaches of academic integrity by students are violations of University policy and will subject students to disciplinary action (per the Graduate Student Handbook). Students who submit course requirements which are not their own or who commit other acts of academic dishonesty will forfeit the opportunity to continue to matriculate at Clark Atlanta University.

University Policy on Determining Credit Hours Awarded for Courses and Programs

1. Policy Statement:

For academic purposes, Clark Atlanta University uses Carnegie units to measure semester credit hours awarded to students for coursework. Normally, universities award a **Carnegie unit of credit to students for satisfactory completion of one (1) fifty (50)-minute session of classroom instruction for a minimum of three (3) hours of work per week for a semester of not less than fifteen (15) weeks.** For example:

- For lecture classes, a semester credit hour consists of the equivalent of at least one (1) hour (50-minute period) per week of "seat time" **in-class** and two (2) hours per week of **out-of-class** student work for fifteen (15) weeks. Hence, a standard three (3) semester credit hour lecture class meets for at least forty-five (45) contact hours per semester, plus a minimum average of six (6) hours of activities outside of the classroom per week for fifteen (15) weeks.
- For laboratory classes**, one (1) semester credit hour consists of the equivalent of a minimum of three (3) hours of laboratory work per week for fifteen (15) weeks.
- For Individual instruction classes**, instructors should make adjustments so that the total number of hours of work required by students is equivalent to that of a traditional class that meets **face-to-face**.
- For classes offered in a shortened format**, (e.g. mini-mesters, summer session, intersession) the hours are prorated so that the classes contain the same total number of hours (e.g. 45 contact hours for a 3 credit course) as if the classes were scheduled for a full 15-week semester.
- For graduate and professional students**, the required academic work normally will exceed three (3) hours per credit per week.

Ultimately, the responsibility for protecting the academic integrity of curricula, programs, and class schedules rests with the University's Provost and Vice President for Academic Affairs. The University may adjust its basic measure for awarding academic credit proportionately to reflect modified academic calendars and formats of study as long as it meets the aforementioned criteria. The University grants semester credit hours for formalized instruction in a variety of delivery modes, such as a lecture course, which also requires laboratory work and/or supervised independent study or field activities. Regardless of the mode of instructional delivery or class scheduling, the University will assign academic credit consistently across academic programs as well as for transfer credit among accredited institutions of

higher education. In all cases, the student learning outcomes must be equivalent.

2. Review and Approval Process:

- Course developers will ensure that the required quantity of student learning per credit is the equivalent to a minimum of forty-two (42) hours and a maximum of forty-five (45) hours of coursework over a fourteen to fifteen (14-15) week semester through instructional activities that address and demonstrate student competencies in defined learning outcomes. These instructional activities should draw upon instructional practices approved by the Provost and Vice President for Academic Affairs.
- University Governance Bodies (e.g., the University Curriculum Committee, Graduate Council, Academic Council, and University Senate) recommend to the Provost and Vice President for Academic Affairs and the President the appropriate semester credit hour definition and application according to the following guidelines:
 - The University's semester calendar will not violate any accreditation standards, federal guidelines, etc.;
 - The University's semester calendar will facilitate the educational attainment of the University including the process for the award of transfer credit; and
 - A semester credit hour will be consistent throughout all the academic programs of the University.

3. Policy Administration

- For each academic term, the University Registrar and Associate Provost for Academic Affairs will assist School Deans, Department Chairs, and Program Coordinators to schedule classes in conformity to the University's semester credit hour policy.
- Classes that meet for more than seventy-five (75) minutes consecutively will include a ten (10) minute break for each seventy-five (75) minute segment.
- Prior to the beginning of student registration, the University Registrar will deliver an official Banner system report verifying that all proposed class schedules meet the University's semester credit hour policy to the Provost and Vice President for Academic Affairs for approval.
- If proposed class schedules do not meet minimum time requirements, the Provost and Vice President for Academic Affairs will direct School Deans to coordinate with their Department Chairs and Program Coordinators to adjust class schedules to conform to the University's semester credit hour policy.
- Periodically, the University Curriculum Committee, Academic Council, the Provost and Vice President for Academic Affairs, and University Senate will review the semester credit hour policy as defined by Carnegie unit measure and forward recommendations to the President for approval.
- The University Registrar posts the policy to the University website and includes the policy in the CAU Undergraduate and Graduate Catalogs.

All Clark Atlanta University courses must include the following minimum instruction based contact-hours:

Course Credits and Minimum Contact Hour Requirements

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

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.

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

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 the University's Curriculum Review Approval Process. Online Learning courses are classified as Fully or Partially Online and are coded in Banner Web. To ensure that all students are afforded a quality learning experience, only faculty who have successfully completed the CAU Online Teaching Certification course (tTech) are permitted to be assigned to teach in Fully Online courses and/or programs which is managed through the OLCE and CITLE offices.

University Policy on Determining Credit Hours Awarded for Online Courses and Programs

The CAU policy on determining credit hours awarded for courses and programs stipulates that a standard three (3) semester credit hour course includes at least forty-five (45) contact hours per semester plus additional hours outside of the classroom. This policy informs the definitions of Fully and Partially Online courses and programs.

Online Courses

A Fully Online course is one in which 90% or more of the instruction and interaction occurs via online modalities with the faculty and students physically separated from each other. Based on this policy, a course classified as Fully Online could not have more than four and a half (4.5) hours of face to face contact. In practice, the face to face contact occurs as an extended half-day seminar on the weekend or up to five (5) fifty (50) minute class sessions spread out over the semester. Fully Online courses are coded with section numbers that begin with the number nine (9).

A Partially Online course is one in which 51% – 89% of the instruction and interaction occurs via online modalities with the faculty and students physically separated from each other. Based on this policy, a course classified as Partially Online could not have more than twenty-two (22) hours of face to face contact. In practice, the face-to-face contact occur as a series of three weekend seminars or a maximum of twenty-two (22) fifty (50) minute class sessions spread out over the semester. Partially Online courses are coded with section numbers that begin with the number eight (8).

Online Programs

A Fully Online program is one in which 100% of the courses required for completion are classified as Fully Online. Programs classified as Fully Online may leverage the available face to face contact hours from all of the courses in the program to schedule a series of weekend seminars or an extended residency on campus (such as a summer residency). Fully Online Programs will be coded in Banner Production by program with the letter (O).

A Partially Online program is one in which more than 50% of the courses required for completion are classified as Fully Online. Programs classified as Partially Online may leverage the available face to face contact hours from all of the courses in the program to schedule a series of weekend seminars or an extended residency on campus (such as a summer residency). Partially Online Programs will be coded in Banner Production by program with letter (P).

Student Resources and Guidelines

Student Complaint Process for Online Courses and Programs

Student complaints are handled through one of two procedures depending on the nature of the complaint. If the matter is **academic** in nature, the student should follow the stated academic complaint procedures. If the matter is **non-academic or grade** related, the student should follow the stated non-academic complaint procedures.

The CAU Online Learning and Continuing Education (OLCE) Office will not allow any form of retaliation against individuals who file a complaint, or who cooperate in the investigation of such reports. To the extent possible, the confidentiality of the reports will be maintained.

Academic Complaint Procedures

An academic student complaint is any non-civil rights related complaint generated by an individual student concerning the work-related activities of any faculty member (such as grade disputes).

Students who wish to lodge a complaint about a grade should follow the **Grade Appeal Policy** included in the Student Handbook.

Students wishing to lodge a complaint that is not related to a grade dispute but that is academic in nature should follow the procedures outlined below:

- Student must initiate a conference with the instructor with whom they have a complaint no later than two weeks after the relevant incident/dispute. Conferences can be via phone, Zoom, or some other communication channel established by the instructor.
- If the conflict is not resolved in the conference between the student and instructor, the student, may choose to pursue the matter further, by forwarding a summary of their complaint and the initial conference to the Online Learning and Continuing Education (OLCE) using the CAU Online Learning Complaint Form. (<https://forms.office.com/Pages/ResponsePage.aspx?id=1TgvqsbHkESoOC36ntbi8Jj0Dz997URAtDq85AsT47VUQjA1R1I5TIIBTDRA-NzA3OVFQUzBUNTfaVS4u>) (click to access form).
- Within five business days of receiving the written documentation of the complaint, a representative of the OLCE office will convene a meeting with the student and instructor via a telephone conference following any necessary investigation prior to the meeting to include consultation with the department and academic school. The OLCE representative will render a decision taking all relevant factors into consideration.
- If the student or instructor is unsatisfied with the results of the meeting with the OLCE representative, either party may request a review of the complaint by the Associate Provost (AP - OLCE) for Online Learning and Continuing Education. At that time, the formal written complaint and the instructor's written statement of facts as he/she understands them will be submitted to the AP - OLCE. Within one week of the receipt of the applicable documentation, the AP - OLCE shall appoint an ad hoc committee to include representatives from various academic offices, who will consider the written appeal from the OLCE representative via conference call or through an electronic medium. After careful deliberation and consideration, the committee will recommend to the AP - OLCE what should be done in the case.
- The AP - OLCE will make a recommendation to the Provost for a final decision taking all relevant factors into consideration.

Non-Academic Complaint Procedures

A non-academic student complaint may be a complaint related to civil rights, services, violation of FERPA Regulations, or other complaints not academic in nature. If a student has a complaint, he or she should initially attempt to resolve that issue with the other person(s) involved no later than two weeks after the relevant incident/dispute. If the student is not satisfied with the outcome of that attempt, then he or she should submit a formal complaint, within ten (10) business days after the attempt to resolve the issue, by following the steps outlined below:

- To file a formal complaint, the student must submit a summary of their complaint to the OLCE office (Click here to access the CAU Online Learning Complaint Form (<https://forms.office.com/Pages/ResponsePage.aspx?id=1TgvqsbHkESoOC36ntbi8Jj0Dz997URAtDq85AsT47VUQjA1R1I5TIIBTDRA-NzA3OVFQUzBUNTfaVS4u>)).

- Within five business days of receiving the written documentation of the complaint, a representative of the OLCE office will convene a meeting with the student and instructor via a telephone conference following any necessary investigation prior to the meeting to include consultation with the department and academic school. The OLCE representative will render a decision taking all relevant factors into consideration.
- If the student or instructor is unsatisfied with the results of the meeting with the OLCE representative, either party may request a review of the complaint by the Associate Provost (AP - OLCE) for Online Learning and Continuing Education. At that time, the formal written complaint and the instructor's written statement of facts as he/she understands them will be submitted to the AP - OLCE.
- Within one week of the receipt of the applicable documentation, the AP - OLCE shall appoint an ad hoc committee to include representatives from various academic offices, who will consider the written appeal from the OLCE representative via conference call or through an electronic medium. After careful deliberation and consideration, the committee will recommend to the AP - OLCE what should be done in the case.

State Agency Complaint Process

If the institutional procedure has been utilized with no resolution, the student may file a complaint with the State and/or Regional Accrediting Agency. Contact information for these agencies is available on the CAU website. Click here to access the Contact Information (http://www.cau.edu/studentaffairs/_includes/images/files/State%20Agency%20Student%20Complaint%20Process.pdf).

Library Resources

The Atlanta University Center (AUC) Woodruff Library supports all institutions of the AUC. For Clark Atlanta University (CAU) students and faculty conducting research, teaching, and learning off-campus or online, a wide variety of resources and services equivalent to the in-person experience is provided. Current information for faculty and students is always available on the Library's virtual guide (<https://www.auctr.edu/exhibits/your-connection-to-virtual-services-and-resources/>).

Course Loads and Prerequisites

The normal course load for full-time graduate students is nine (9) semester credit hours per semester during the fall and spring semesters and six (6) during the summer term. Individual schools may have a higher minimum full-time enrollment requirement. Students who have completed residency, who have completed course and research requirements, who are engaged in research activities requiring faculty supervision and who are registered for a minimum of three (3) credits of thesis or dissertation research. Students who are registered for three (3) credits of thesis or dissertation research must submit a "Certification of Full-Time Status" to the University Registrar.

Students enrolled for less than the minimum required semester credit hours with the exception of students engaged primarily in research are classified as part-time students. Students who have completed their research requirements but are engaged in writing a thesis or dissertation must register for at least one (1) credit of thesis or dissertation consultation or thesis or dissertation each semester inclusive of the summer term until the thesis or dissertation has received final approval by Graduate Education. To be considered Full-Time, students who are registered for

fewer than three (3) credits of thesis or dissertation consultation must submit a "Certification of Full-Time Status" to the University Registrar.

Graduate students who are awarded a teaching or research assistantship, engaged in college work-study, or guaranteed student loan are required to be enrolled as full-time students.

Graduate students in the Schools of Arts and Sciences, Education, and Social Work who are enrolled for more than twelve (12) credits must have those credits approved by their respective School Dean. Students in the School of Business Administration who are enrolled for more than fifteen (15) credits must have those credits approved by the Dean of School of Business Administration. Note: SWS has indicated that their curriculum allows 12 hours.

Students are not authorized to register for courses for which they have not successfully completed the prerequisite course(s). Students who do so will be administratively withdrawn from those courses by the instructors of record and will not be awarded final grades.

Class Attendance Policy

It is Clark Atlanta University's policy that students adequately prepare for and punctually attend all class meetings for courses in which they are enrolled, unless they are officially excused. Students who do not attend class meetings during the first ten (10) class days of the academic term will be dropped from the course by the University Registrar. Schools, academic departments, and instructors of record are approved to establish more rigorous class attendance requirements for graduate students as documented in course syllabi.

1. Mandatory Attendance at First Class Session and Consequences for Absences

Student attendance at the first class is mandatory in all courses to confirm enrollment. The academic calendar can be found at <http://www.cau.edu/registrar/registrar-academiccalendar.html>.

Students are required to attend the first class session to receive instruction, syllabi, and important information about the course from the instructor. In addition, because students can register for and drop courses online, the list of registered students fluctuates. A student's presence at the first class session is required to clearly indicate the number of students who are committed to taking the course. Instructors and/or department chairs can then determine whether any students who were not able to register for a closed course may take the place of students who registered but did not attend the first class session.

Class Attendance

- a. Unless students obtain prior approval from the instructor or Department Chair for an intended absence before the first class meeting, they **must attend** the first class meeting of every section of a course in which they are enrolled (including laboratories and recitation classes). Without such prior approval, a student may lose his or her seat in the class. Registration materials will alert students to the fact that they must attend the first session of a course including laboratories, recitations, lectures, or other official class meetings.
- b. Instructors of record can administratively withdraw students who fail to attend the first day of class by contacting the University Registrar. Students must be officially dropped from any course for which they have enrolled and subsequently been denied enrollment. Faculty advisors denying course enrollment to students should notify the University Registrar to have those students removed from the class roster.

- c. If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the student should contact the instructor as soon as possible. In this circumstance, instructors have the right to deny a student's admission to the class if other students have been admitted and the course is full. However, instructors should consider extenuating circumstances (e.g., weather, illness) that may have prevented a student from attending the first class session.

2. Regular Attendance at Classes and Makeup Work for Approved Absences

All matriculated students are expected to attend every session of their classes except when a legitimate absence prevents attendance. When illness necessitates absence from classes, students should report at once to the Student Health Services Center.

Faculty Responsibilities

- a. Faculty members are expected to inform their students to attend all class meetings. In the event that a student must be absent for a class due to religious observances, illness, or family emergency, instructors may strongly encourage (though not require) that students complete additional assignments to make up for missed class participation. Unless the emergency or illness does not permit them to do so, students must provide advance notice of absences to their instructors. However, students are **not** excused from learning the materials presented or from completing the assignments that were required during classes for which they were absent. Faculty may grade reduce grades of students who are absent from class without an official University excuse.
- b. Faculty members will report to the Department Chair the name of any students whose academic progress is impeded by repeated class absences. The number of absences permitted in a given course is specified by the instructor. First-year students should exercise particular care that class absence does not negatively impact their academic progress.
- c. Faculty members have discretion regarding their individual class attendance policies within these general parameters. Students are responsible for becoming familiar with these policies and with their instructors' expectations and requirements for class attendance. Instructors must include their class attendance and grading policies in their course syllabi.

Student Responsibilities

- d. **Mandatory Class Attendance:** Class attendance is mandatory for all Clark Atlanta University students. Absences may result in lower grades.
- e. **Unexcused Absences:** No student will be permitted unexcused absences from class. Unexcused absences may result in lower grades.
- f. **Excused Absences:** Excused absences include those incurred by the student's participation in University or class sponsored activities. Examples of excused absences include band, choir, athletics, field trips, family emergencies, and significant illness. (Proof of family emergencies and illness are required for permission to make up missed assignments, tests, and other course requirements.)
- g. **Anticipated Absences:** Students are responsible for informing their instructors of any anticipated absences from class. Students who are ill are advised to report to the Student Health Services Center where their conditions can be documented and included among University-approved absences.
- h. **Verification of Attendance:** During each semester, the University Registrar requests faculty members to confirm student rosters by:

- i. directing students whose names do not appear on their class rosters to Registrar's office in order to be officially enrolled into the course; and
- ii. reporting names of students who appear on their rosters, but who have not reported to class. Students who are reported as "Never Attended" will be dropped from the class roster.

Note: Per federal financial aid regulations, students who do not attend any class meetings during the first ten(10) class days of the academic term will be dropped from those courses by the University Registrar.

Authority for Approving Excused Class Absences

Note: The Office of the Provost and Vice President for Academic Affairs does not issue excuses for student absences.

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 Education. 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 Dean of Graduate Education and the Chair of the student's major academic department in writing. The Dean of Graduate Education 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, (excluding summer school) without having been granted an approved leave of absence, the student must:

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

Policy for Award of Course Incompletes

An incomplete ("I") is a temporary grade assigned when extenuating and documentable circumstances, such as illness, death of a family member, or other reasons that are acceptable to the instructor, prevent a student who is passing a course from completing the final examination and/or other course requirements by the end of the semester. The "I" is not to be assigned as a substitute for a failing grade. To be eligible for an "I," a student must have attended class regularly and passed a substantial amount of the required coursework. The student must provide the course instructor with official verification of the circumstances preventing the completion of the full requirements for the course. The responsibility for completing the coursework rests with the student, and the instructor is not obligated to provide further classroom instruction. An "I" grade cannot be removed by enrolling in the course again. A student can neither register and enroll for

a course in which he/she has received an "I" nor can a student register and enroll in any course where an "I"-graded course is a prerequisite.

In awarding an "I" grade, the instructor must submit to the Office of the University Registrar an *Incomplete Grade Form* provided on the website 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 Form* must be submitted to the Office of the University Registrar for grade processing and documentation.

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. The time limit may not exceed one year, whether or not the student is in residence. If the course requirements are not completed, and the "I" grade is not changed by the instructor within the specified time period, the student will be awarded the default grade. If a default grade has not been provided, the "I" will become an "F", and the student will be required to re-enroll and complete the entire course. A student may not graduate with an "I" grade on his/her academic transcript. Removal of an "I" does not assure a passing grade in the course.

"In Progress" Courses

"In Progress" courses on students' academic transcripts indicate that credit has not been awarded for the course, and the instructor did not submit a final grade. Course instructors must submit a final grade in order for the "In Progress" course to be removed from student's academic transcript. Registering for an "In Progress" course for a subsequent academic term will not remove the "In Progress" status. Students may not graduate with "In Progress" courses on their academic transcripts.

Final Grade Adjustments

In the event there are errors in reporting students' final course grades, instructors must provide written justification for grade adjustments to the Department Chair and School Dean. Final grade adjustments approved by the School Dean are forwarded to the Office of the University Registrar for posting to the students' academic transcripts. Final grade adjustments must be approved by the School Dean not later than 30 days from the start of the term following that in which the course was completed.

Drop and/or Add Courses

Students may drop and/or add courses during the designated Drop/Add Period as published in the University's Academic Calendar. Prior to making any changes in their class selections, students must coordinate with their advisor to determine the appropriate course(s) to drop and/or add and use the University's online registration process to complete all drop/add transactions. Students are not permitted to register for courses after the official Drop/Add Period has expired.

Official Withdrawal from Courses

Each semester, the official course withdrawal begins after the end of the Drop/Add Period as published in the University's Academic Calendar. Students who wish to withdraw from an individual course must obtain a Course Withdrawal Form from the Office of the University Registrar. The form must be completed with all appropriate signatures of the student's department chair or academic advisor and the course instructor as required and submitted to the Office of the University Registrar prior to the official deadline for withdrawal. When a student is authorized to withdraw from a course, a final grade of "W" is assigned to the student's academic transcript regardless of his/her performance in the course prior to the official date

of withdrawal. For students cross-registered at other Atlanta University Center institutions, the withdrawal policy of Clark Atlanta University applies. For students cross-registered through the ARCHE program, the "host" school policy applies. Withdrawing from a course will not result in the student receiving any refund of tuition or fees. Graduate students are permitted a maximum of two (2) course withdrawals while matriculating at Clark Atlanta University.

Unofficial Withdrawal from Courses

Students who stop attending class meetings and participating in course activities and requirements and have *not* officially withdrawn from courses will be awarded final course grades in accordance with University policies. Students may officially withdraw from courses within the *official withdrawal* period as published in the University's Academic Calendar. Instructors of Record are required to post to BannerWeb the last date of attendance for each student who has *unofficially withdrawn* from their courses.

Auditing Courses

A regular full-time student may audit one (1) course per academic term. Students must obtain the approval of the course instructors' and their faculty advisors and officially register 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 Drop/Add Period ends.

Graduate Repeat Course Policy

The University's Graduate Repeat Course Policy permits graduate students who retake the same course at Clark Atlanta University to replace a course grade with the latest earned final grade. The last final grade earned, whether higher or lower, will be the final grade of record. Graduate students are not permitted to repeat any course for credit more than once other than thesis consultation, thesis research, dissertation consultation, or dissertation research. Courses completed in transient status are **not** eligible for approval regarding the Graduate Repeat Course Policy. The student must officially register and pay for the course each time he/she enrolls. The credits earned for the course will be counted only once. The adjusted GPA excludes the previously earned grades for repeated courses. However, the earlier grade remains recorded on the student's transcript followed by the symbol "R", which indicates that the course was repeated and its original final grade was replaced by a subsequent grade.

Course Substitutions

Under some circumstances, alternative courses may be substituted for those required for the major field of study. Substitutions must be recommended and approved prior to course enrollment. To replace a required major course, a Course Substitution Form must be submitted for approval to the Department Chair and the School Dean. Upon approval, the Dean forwards the form to the Office of the University Registrar for inclusion in students' academic records. For transfer students, course substitutions must be approved by the end of the first semester in which the student is enrolled at Clark Atlanta University and the form must be submitted to the Office of the University Registrar.

Independent Study Courses

Students who wish to pursue an independent study of subjects not included in University course offerings must submit a written proposal and obtain recommendations for approval from the following:

- The student's academic advisor;
- The Instructor of Record of the Independent Study course; and
- The Chair of the academic department hosting the Independent Study Course.

If approved by the Dean of the host school, the Independent Study proposal with all required signatures accompanied by the course syllabus is forwarded to the Office of the University Registrar for inclusion with the student's academic records.

Directed Study Courses

Students who wish to pursue a directed study of in-depth research must submit a written proposal and obtain recommendations for approval from the following:

- The student's academic advisor;
- The Instructor of Record of the Directed Study course; and
- The Chair of the academic department hosting the Directed Study Course.

If approved by the Dean of the host school, the Directed Study proposal with all required signatures accompanied by the course syllabus is forwarded to the Office of the University Registrar for inclusion with the student's academic records.

Note: Graduate students must be approved for Independent Study and/or Directed Study courses during their matriculation at the University.

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.

Waiver of Degree Requirements

Clark Atlanta University will **not** waive any degree requirements.

Credit for Internships and Other Para-Curricular Activities

The University offers students opportunities to participate in internship programs with public and private firms and government agencies. Internships are considered part of the instructional program and are offered by academic departments. In order to earn academic credit for internships and other para-curricular studies (e.g., cooperative education), students must obtain approval from the chairs of their major department, register for the appropriate course(s) during the official registration period, and pay any applicable fees. Students should consult academic departments for specific guidelines and requirements.

Internship Grading

Grades for internships are determined by the evaluation completed by the course's instructor and from input provided on the evaluation forms completed by the internship onsite/field supervisor.

Changes in Curriculum

A student's curriculum is outlined in the catalog that is in effect at the time the student begins matriculating at the University. In addition, an academic advisor is available to each student. The advisor issues the student a curriculum sheet outlining the requirements for obtaining a degree in the major field. It is the responsibility of each student to secure a curriculum sheet and access Graduate Catalog to meet graduation requirements.

Statutes of Limitation

Courses completed more than ten (10) years prior to transferring to Clark Atlanta University will not be accepted.

Expiration of Credits

Doctoral students: When ten (10) years have elapsed since the date of initial enrollment at the University or any other college or university, requirements for the degree must be modified consistent with any changes in the degree program.

Master's students: When five (5) years have elapsed since the date of initial enrollment at the University or any other college or university, requirements for the degree must be modified consistent with any changes in the degree program.

If the student wishes to continue the pursuit of a degree, he/she must appeal in writing to the Department Chair the restoration of credits. The Department Chair will, then, provide in writing his/her recommendations to the School Dean and the Dean of Graduate Education, regarding the student appeal. The School Dean will make recommendations for approval or denial regarding the student's appeal. The Dean of Graduate Education will notify the student of the final decision. If approved, the student must reapply for admission, seek academic advisement, register, enroll for semester of readmission, satisfy financial aid regulations, and repeat any expired courses.

The student has the right to petition the Graduate Council of the Academic Council (GCAC) at least two academic terms prior to the date of expiration of credits in order to extend the credits for up to one (1) calendar year. The student must provide written justification and supporting documentation for the extension of the credits and must forward the petition to the Office of the Dean of Graduate Education. The recommendation of the Committee on Academic Standards and Standing will be sent to the Academic Council for the final decision.

After a graduate student has completed ten years of matriculation, including any approved extension, eligibility for enrollment will expire. The student will not be permitted to continue at the University as a graduate degree-seeking student. The student's record, however, is not expunged, and all credits remain on the student's transcript.

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.

Graduate 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 graduate 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. The academic standing will also be noted on the student's transcript. The duration of academic warning is one semester only; once a student is placed on academic warning, the student cannot return to this standing. (e.g., If a student returns to good academic standing after the initial academic warning and later falls below good academic standing, the student will be placed on academic probation). 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 and submit a formal Satisfactory Academic Progress (SAP) Plan for raising the cumulative GPA to a minimum requirement of 3.0. A graduate advisement hold will be placed on the student's account until the SAP Plan receives final approval by the Dean of Graduate Education. 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 graduate 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. The academic standing will 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. It is the responsibility of the student, in collaboration with his/her advisor, to develop and submit a revised Satisfactory Academic Progress (SAP) Plan for raising the cumulative GPA to a minimum requirement of 3.0. A graduate advisement hold will be placed on the student's account until the SAP Plan receives final approval by the Dean of Graduate Education. If the student does not achieve a cumulative GPA of at least 3.0 at the end of the probationary period, the student will be dismissed from the institution.

Academic Dismissal

A graduate student who fails to earn a cumulative GPA of 3.0 or higher at the end of the academic probation period will be dismissed. The student shall receive written notification from his/her faculty advisor and/or department chair.

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
 - a. the student's written statement of appeal,
 - b. supporting documentation, and
 - c. 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
 - a. review the student's written statement of appeal and supporting documentation,
 - b. secure any additional relevant information from the student, and
 - c. 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 Education 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 Education 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 Education 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 Education 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 of Graduate Education. A Graduate Student Service Form (GSSF) must be completed and submitted to be considered for an appeal review. Please contact and/or email graduateeducation@cau.edu to retrieve this document.

The Dean of Graduate Education 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 Education 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 Education 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 Education 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.

General Requirements for Graduate Degrees

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

1. Admission

Applicants must submit the following documents to the Office of Admissions:

- a. Completed application form.
- b. A letter of intent which indicates the desired area of study and describes the applicant's professional goals and qualifications for admission to the program.

- c. Three (3) letters of recommendation, including at least two letters from professors in the applicant's major field of graduate study.
 - d. Official transcripts of all undergraduate and graduate work showing sufficient preparation for advanced work in the relevant major and minor fields providing an adequate foundation for graduate work at the Master's level.
 - e. A baccalaureate degree from a regionally accredited American institution or foreign institution of comparable quality.
 - f. A minimum cumulative grade point average of 3.0 in the most recently completed degree program. The University may grant conditional admission to students with less than a cumulative grade point average of 3.0 but who otherwise show excellent promise of success.
 - g. Current (within the past five (5) years) Graduate Record Examination (GRE) scores for applicants to Master's Degree programs in the Schools of Arts and Sciences, Education, and Social Work. Applicants to the Master of Business Administration Degree program in the School of Business must submit current scores for the Graduate Management Admissions Test (GMAT).
2. **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.
 3. **Course Credit Requirements**
Students must earn a **minimum of thirty (30) graduate credits** for award of the Master's Degree.
 4. **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).
 - a. 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.
 - b. 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.
 - c. 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. Courses completed more than ten (10) years prior to transferring to Clark Atlanta University will not be accepted.
 5. **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 of Graduate Education. 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.
- Students wishing to be granted approval for transient credits must be in good academic standing.
6. **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.
 7. **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.
 8. **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.
 - a. The foreign language and/or research tool requirement must be satisfied prior to admission to candidacy.
 - b. 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.
 9. **Qualifying Examinations**
Students must complete **Qualifying Examinations** within the time specified by their academic departments.
 10. **Thesis Research**
Normally, each Master's student concludes his/her studies by submitting a 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 Graduate Education and at www.cau.edu (<http://www.cau.edu>) presents the specific format, components, and deadlines for all thesis and dissertation manuscripts.
 11. **School and Department Requirements**
Any additional requirements are included later in this publication under the individual schools and academic departments.
 12. **Application for Candidacy and Award of the Master's Degree**
Application for candidacy does **not** certify students for award of the Master's degree.
 - a. 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.
 - b. In the academic term in which they have applied, the Department Chair and School Dean must **certify** to the Dean of Graduate Education the candidacy of students who have satisfied all requirements for award of the Master's degree.
 - c. 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 Education.

- d. The application for candidacy is valid **only** for the designated semester.
- e. Any additional requirements for candidacy are included later in this publication under the individual schools and academic departments.
- f. 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 Graduate Education.

Requirements for Specialist Degrees

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

1. Admission

Applicants must submit the following documents to the Office of Admissions:

- a. Completed application form.
- b. A Letter of intent which indicates the desired area of study and describes the applicant's professional goals and qualifications for admission to the program.
- c. Three (3) letters of recommendation, including at least two letters from professors in the applicant's major field of graduate study.
- d. Official transcripts of all undergraduate and graduate work showing sufficient preparation for advanced work in the relevant major and minor fields providing an adequate foundation for graduate work at the Specialist's level.
- e. Master's degree from a regionally accredited American institution or foreign institution of comparable quality.
- f. Qualification for the fifth-year certificate in the area in which the applicant plans to study for the Specialist degree.
- g. A minimum cumulative grade point average of 3.0 in the most recently completed degree program; The University may grant conditional admission to students with less than a cumulative grade point average of 3.0 but who otherwise show excellent promise of success.
- h. Current (within the past five (5) years) Graduate Record Examination (GRE) scores.

2. Residency Requirement

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

3. Course Credit Requirements

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

4. 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. Students wishing to be granted approval for transient credits must be in good academic standing. The School of Education requires students to earn transfer credits at colleges and universities that are also professionally accredited (e.g., NCATE).

- a. 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.
- b. 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.
- c. 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.

5. 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 of Graduate Education. 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. Students wishing to be granted approval for transient credits must be in good academic standing.

6. 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.

7. 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.

8. Qualifying Examinations

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

9. Research Requirement

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

10. 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.

11. School and Department Requirements

These are included in this publication under individual departmental entries.

12. Application for Candidacy and Award of the Specialist's Degree

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

- a. 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.
- b. In the academic term in which they have applied, the Department Chair and School Dean must **certify** to the Dean of Graduate Education the candidacy of students who have satisfied all requirements for award of the Specialist's degree.
- c. 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 Education.

- d. The application for candidacy is valid only for the designated semester.
- e. 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.

1. Admission

Applicants must submit the following documents to the Office of Admissions:

- a. A completed application form.
- b. A letter of intent which indicates the desired area of study (Biology, Chemistry, Educational Administration, Social Work, Guidance and Counseling, Political Science, or Humanities) and provides a description of basic philosophy and life goals, revealing how the chosen field of study will facilitate achieving those goals, and reasons for selecting Clark Atlanta University.
- c. Three (3) letters of recommendation, including at least two (2) letters from professors in the applicant's major field of graduate study.
- d. Official transcripts of all undergraduate and graduate work showing sufficient preparation for advanced work in the relevant major and minor fields providing an adequate foundation for graduate work at the doctoral level.
- e. A baccalaureate degree from a regionally accredited American institution or foreign institution of comparable quality.
- f. A minimum cumulative grade point average of 3.0 in the most recently completed degree program; The University may grant conditional admission to students with less than a cumulative grade point average of 3.0 but who otherwise show excellent promise of success.
- g. Current (within the past five (5) years) scores for the Graduate Record Examination (GRE).

2. 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.

3. 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.

4. 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).

- a. 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.
- b. 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.
- c. 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.

5. 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 of Graduate Education. 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. Students wishing to be granted approval for transient credits must be in good academic standing.

6. 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.

7. 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.

8. 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.

- a. The foreign language and/or research tool requirement must be satisfied prior to admission to candidacy.
- b. 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.

9. 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

- a. recommends any subsequent courses of study and
- b. initiates preliminary inquiries into the feasibility of the candidate's proposed dissertation topic.

10. 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.

- a. 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.
- b. 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.
- c. The Clark Atlanta University Thesis and Dissertation Guide, which is available in Graduate Education and at <http://www.cau.edu> presents the specific format, components, and deadlines for all dissertation manuscripts.
- d. 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 Education.

11. 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.

12. School and Department Requirements

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

13. Application for Candidacy and Award of the Doctoral Degree

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

- a. Prior to the semester in which they anticipate graduation, students must file an application for candidacy with the Office of the Registrar.
- b. 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.
- c. 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 of Graduate Education.
- d. 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 Education.
- e. 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.

- f. 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 Graduate Education.