GRADUATE ADMISSIONS CRITERIA

Conditional Admission

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. 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. Per federal regulations, an international student studying on a nonimmigrant visa must be admitted through regular admission.

Right to Revoke Admission Policy

A disciplinary matter or criminal conviction, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made, may affect the Committee’s decisions regarding admission or enrollment. Clark Atlanta University reserves the right to revoke admission or enrollment in such circumstances. In addition, because offers of admission and enrollment are based upon a record of academic achievement, CAU reserves the right to revoke admission or enrollment upon receipt of a final high school transcript (or most recent college transcript) reflecting a significant decline in academic performance. Finally, if an application misrepresents any information, for any reason, admission or enrollment maybe revoked at the University’s discretion.

Special Admissions (Non-degree)

Any individual, upon the satisfactory demonstration of appropriate prerequisite courses, training or knowledge may be admitted as a 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) 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.

Part-Time Applicants

The term "part-time," as defined by Clark Atlanta University, refers to an graduate student who is regularly enrolled and pursuing a degree from Clark Atlanta University but who registers for fewer than nine (9) credit hours in any given semester or six (6) credit hours during summer sessions, except those students who are engaged in thesis or dissertation research. An applicant seeking admission as a part-time student must meet the same admission requirements as a first-time or a transfer student.

Readmission Applicants

Any student who is not continuously enrolled or who is absent from a regular semester, excluding summer session, must apply for readmission. Former students may secure applications for readmission from the Office of Student Recruitment and Admissions or at the University's website (www.cau.edu (http://www.cau.edu)) at no cost. Requests for readmission must be submitted with supporting materials not later than sixty (60) days prior to the first day of classes of the term for which readmission is sought. Students seeking readmission to the University must satisfy all prior financial obligations. Students who have attended other colleges during their absence from Clark Atlanta are required to submit official academic transcripts from each institution attended.

Transfer Applicants

Transfer Requirements and Procedures

Students who apply for admission to Clark Atlanta University from another accredited college or university must have achieved a minimum cumulative grade point average of 3.0 on a 4.0 scale and be in good disciplinary standing at the last institution attended. An applicant must submit official academic transcripts from all previously attended post-secondary institutions of higher education.

Limitation on Transfer Credits

Students may receive transfer credits for graduate coursework earned at regionally accredited colleges and universities toward a maximum of 25% of the requirements in a given program of study. However, individual schools or departments may require further restrictions. Courses to be transferred must be reviewed and approved for equivalencies by the Department Chair and the School Dean and must be in alignment with the student’s degree program requirements. Courses completed more than ten (10) years prior to transferring to Clark Atlanta University will not be accepted.

Transient Applicants

An incoming transient student is one who is enrolled at another college and pursues courses at Clark Atlanta University, but receives no credit toward a Clark Atlanta University degree. A student applying for this status must submit an application and transcript for admission, a processing fee, and a statement from the institution to which the credits are to be transferred confirming that this arrangement is acceptable.

Post-Baccalaureate Applicants

Students who possess baccalaureate degrees and desire to pursue course work for teacher certification requirements and those interested in taking courses for personal or professional growth must submit an application for admission. A complete application for post-baccalaureate status includes all of the materials required for admission of transfer students.

Veterans Applicants

Clark Atlanta University is approved by the Georgia Department of Veterans Services (State Approving Agency) for the enrollment of nation’s veterans, veterans with disabilities, active service personnel, reservists, and qualified dependents of deceased veterans (widows, war orphans, etc.) who are eligible for the Veterans Administration (VA) Educational Benefits.

Eligible students must have all admission requirements completed same as those of other applicants for admission to the University and must be fully admitted into a degree program before Enrollment Certification (VA Form 22-1999) can be submitted to the Veterans Administration. Any student expecting to receive VA Educational Benefits is required to enroll with the VA Certifying Officer, located in the University Registrar’s Office, prior to the close of the registration for a given semester. The applicant must file a Veterans Application for VA Educational Benefits (www.gibill.va.gov/apply-forbenefits/application/ (http://www.gibill.va.gov/apply-forbenefits/application/)). Once approved by the VA the applicant will receive a *Certificate of Eligibility* which should be submitted to the VA Certifying Officer along with a certified copy of the applicant’s DD-214 if applicable. For additional information on the rules and

regulations requirements of the Department of Veterans Affairs Benefits, write, telephone, or contact the University Registrar's Office.

The following link may be beneficial in completing the VA Educational Benefits Application: www.gibill.va.gov/documents/factsheets/Choosing_a_School.pdf (http://www.gibill.va.gov/documents/factsheets/Choosing_a_School.pdf).

International Applicants

Clark Atlanta University encourages students from other countries to apply for admissions into the University for undergraduate and graduate studies. Applicants from other countries may be admitted for either, the fall semester (August), spring semester (January) or summer session (June). In order to ensure ample time for enrollment for a specific term, the application for admission and all supporting documents must be on file by the deadlines established for application to the University for the term for which admission is sought. Applicants from other countries are required to submit documents in English certified by appropriate officials. Clark Atlanta University does not provide financial assistance to international students studying on a nonimmigrant visa who are ineligible for federal student aid. Therefore, prospective students must demonstrate the ability to pay for their educational expenses, processing fees, and other costs associated with application for admission to Clark Atlanta University. Before the University forwards a "Certificate of Eligibility" Form I-20 and other materials, an applicant must provide a Financial Affidavit of Support that demonstrates the student's ability to cover the University's educational expenses for the semester.

International applicants should submit an admissions application with an application fee, drawn on either a U.S. bank or U.S. dollar account. Applicants must also submit official transcripts or mark sheets directly to Clark Atlanta University from all high school(s), preparatory school(s) and/or collegiate institutions attended, including official English translations and U.S. grading equivalents when applicable. In order to process foreign transcripts, you must have your transcript evaluated by World Education Services (WES) or by a NACES member (**https://www.naces.org/members**) organization. International applicants are not required to submit SAT and/or ACT test scores. They may, if they have taken the tests; however, it is not a requirement for admissions into the University. Graduate applicants must have attained a Baccalaureate Degree from a recognized college or university to be considered for graduate admissions. Nonetheless, the University requires a minimum score of 500 on the paper examination or 173 on the computerized examination of the Test of English as a Foreign Language (TOEFL) or the International English Language Test System (IELTS) minimum of 4.5. The TOEFL or the IELTS may be waived for transfer students who have earned a grade of "C" or better in English Composition I and II from an accredited U.S. college or university. The test may also be waived for students from countries where English is the primary language and the medium of instruction.

For international students to be considered for admission, please observe the following deadlines: All requested application credentials must be received by Clark Atlanta University by:

- May 1 for fall (August) entry
- October 1 for spring (January) entry
- For issuance of I-20 or DS-2019: June 1 for fall (August) entry
- For issuance of I-20 or DS-2019: November 1 for spring (January) entry

When academic, language and financial abilities are certified, Clark Atlanta University will issue an I-20 or DS-2019 (Certificate of Eligibility). This document is to be taken to a U.S. Consulate to apply for a nonimmigrant student visa. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

- **Application for International Exchange:** All students requiring an institutional certification of educational expenses for an Exchange Control Permit should request this as needed from the Office of Student Recruitment and Admissions.
- **Immigration and Naturalization Service (INS):** The Immigration Office, which serves Clark Atlanta University, is located in Atlanta, Georgia. However, most student papers are processed through the INS Data Processing Center in London, Kentucky, or the INS Regional Service Center in Dallas, Texas. Information and assistance concerning the filing of documents with the INS should be requested of the Office of International Student Services. It is important for international students to be aware of the types of documents which must be maintained and the requirements of the Immigration and Naturalization Service for maintaining legal status during their matriculation at Clark Atlanta University.
- **Passport:** A travel document issued by a competent authority (usually the government of the student's country of citizenship) showing the bearer's identity, origin, and nationality, which is valid for entry into a foreign country. A student's passport or travel document must be kept valid at all times.
- **Visa:** A visa to enter the United States as a nonimmigrant is a stamp or affixed on a page of the passport. It enables the passport bearer to request the immigration officer at the port of entry to grant admission to the United under conditions specified for the type of visa the bearer holds. D/S: This notation signifies "duration of status." It means that the student is eligible to remain in the U.S. until the completion of one or more academic programs so long as he/she is attending the school he/she was authorized to attend, is maintaining a full course of study, and is not engaging in illegal employment. If any of these conditions is not met, the student is no longer in legal status.
- **Visas Frequently Found at Clark Atlanta University:**
  - Permanent Resident. An immigrant is an alien who has been lawfully admitted to the United States for permanent residence. The word "immigrant" is interchangeable with "permanent resident," or "PR." Immigrants have the same legal rights and civil liberties that are held by U.S. citizens, with some exceptions.
  - F-1, Student
  - F-2, Dependent of Student (spouse or minor child)
  - J-1, Exchange Visitor (may be student, faculty, or researcher)
  - J-2, Dependent of Exchange Visitor (spouse or minor child)
- **Visa Related Forms Frequently Used at Clark Atlanta University:**
  - Form I-94 – Arrival/Departure Record. This is a small card issued to all non-immigrants upon entry into the U.S. It is stapled in the passport and contains the bearer's name, date of birth, country of citizenship, admission number, visa status, and authorized length of stay.
  - Form I-20 – Certificate of Eligibility. This document is issued to an admitted student who has shown proof of financial support for his/her studies to allow him/her to obtain a student visa (F-1) or to change from another visa status to student visa status. Students are to retain a copy of this form for travel. It must be revalidated annually for travel of the student, or for travel of dependent of student (F-2). The Form I-20 also contains

any notations of permission to accept or continue part-time employment or practical training.
- Form IAP-66 – Certificate of Eligibility for Exchange Visitor status (J-1). This form is issued by the Exchange Visitor's program sponsor indicating the term of appointment, length of stay, program definition, and financial arrangements. It is also necessary for temporary visits outside the U.S. by the J-1 student, for dependents (J-2), and for extension of the exchange visitor's stay.
- Form I-538. This form is an application by a nonimmigrant student (F-1) for extension of stay, permission for practical training, or permission to accept or continue part-time employment.
- Form I-506. This form is an application for change of nonimmigrant status. A nonimmigrant who entered the U.S. as a tourist (B-2) and has been accepted to Clark Atlanta University must apply to the Immigration and Naturalization Service for a change to student status (F-1) within the first thirty (30) days of attendance.
- Form I-34 – Affidavit of Support. Students should confer with the Dean of Multicultural Affairs for information regarding securing and/or completion of any of the forms listed above.

- **Maintenance of Immigration Status:** Nonimmigrant students must register for and complete a full course of study during the academic year (Fall and Spring Semesters) in order to maintain their student status. Any student registering for less than a full course of study must have a letter on file with the Dean of Multicultural Affairs, from his/her academic advisor, department chair, or a physician explaining the need for a reduced load. Students entering Clark Atlanta University after attending another academic institution in the United States must file a notification of transfer with the Immigration and Naturalization Service within thirty (30) days of matriculating at Clark Atlanta University. Students should see the Dean of Multicultural Affairs to complete this process. Students on nonimmigrant visa may engage in oncampus employment that will not displace a U.S. resident. However, these students are not eligible to participate in the Federal Work-Study Program.

Immunization Requirements

All first-time entering students, transfers, and international students enrolling at the University are required to provide proof of the following immunizations/tests prior to registration in order to avoid a "Medical Hold" during matriculation:

- 2 Measles, Mumps, Rubella (MMR)
- Tetanus – Tdap (within 10 years)
- Meningitis - Menomune-A/C/Y/W-135 or Menactra (within 5 years of matriculation)
- PPD (tuberculin) skin test (5mm or less), within one year of matriculation is required.
- A chest x-ray for students with a PPD reading greater than 5mm, within one year of matriculation is required.

Persons born prior to 1957 are considered immune and are therefore exempt from the MMR requirement. However, students will have to provide proof of remaining immunizations/test.

Mail immunization records to:
Clark Atlanta University
Student Health Services
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

or

Fax immunization records to:
(404) 880-6010 (Must include student name and 900# ID on all documents)

or

Upload your immunization records electronically with My Panther Health Portal I

It's easy as 1,2,3!

- **Step 1: Login to medicmsmportal.pointnclick.com (https://msmportal.pointnclick.com/login_login.aspx)**
- **Step 2: Click the "immunizations" tab and input the dates of all listed requirements and PPD test result as documented on your immunization form.**
- **Step 3: Click the 'upload' tab and choose the immunization document/picture you are uploading then select the file, then click 'upload'**

You're all done!

Please note that your record will not be considered compliant until all three steps are completed