

# REGISTRATION AND ACADEMIC RECORDS

**Office of the University Registrar and Student Records**  
**Trevor-Arnett Hall, Room 102**  
**Telephone: (404) 880-8938**

The mission of the Office of the University Registrar is to support educational processes and academic programs by providing and protecting academic records for the purpose of enrollment and degree certification.

The vision of the Office of the University Registrar is to provide excellent customer service to internal and external constituents by increasing the overall efficiency and effectiveness of the operations through the use of technology, while maintaining the integrity of academic records and ensuring the privacy and security of those records.

The University Registrar coordinates and posts to BannerWeb class schedules, student course registration, and enrollment verification. The University Registrar is responsible for degree certifications[GS1] (p. 1) , graduation clearances and assists students by providing services related to maintenance and security of academic records, including official transcripts.

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[GS1] (p. )Removed "and" ; added coma

## University Calendar System

Clark Atlanta University follows the semester system in which the academic year is divided into two instructional semesters (Fall and Spring) of approximately 15 weeks each.

### Semester System

The fall semester usually begins in late August and ends in mid-December. The spring semester usually runs from mid-January to early May. There is a vacation break between the semesters and one week spring break during the spring semester.

### Summer Session

The Clark Atlanta University hosts a Summer Session which is available to students taking courses to make up deficiencies or to accelerate progress to completion of their degrees. The University publishes the schedule of courses with information on admissions, programs, tuition and fees, and availability of financial aid.

CAU's Academic Calendar and summer session information including admissions, programs and schedule of courses, tuition and fees, and availability of financial aid can be obtained on the University's website ([www.cau.edu](http://www.cau.edu) (<http://www.cau.edu>)).

## Registration Policy

All students are required to complete registration before classes begin. The registration process results in a student's schedule of classes for a specific term and ensures the student has properly reserved a seat in a set of courses. Students must use the BannerWeb student self-service registration page to register for all classes. Students must confer with the department chair or advisor to select a set of courses. The student must register for courses by the end of the late registration period (drop/

add) as defined in the University's Academic Calendar. If a student has not financially enrolled by the designated date, course registration will be cancelled by the University Registrar and the student will not be considered as currently enrolled.

Students will have the opportunity to drop and/or add courses at the beginning of each term during the specified dates. The last day for Drop/Add Period is specified in the University's Academic Calendar. Course adjustments after this date shall not be permitted. After this period students are allowed to withdraw from courses through the end of the withdrawal period as listed in the University's Academic Calendar. Students who are not properly registered and enrolled will not be permitted to attend classes or take examinations.

## Student Records

### Privacy of Student Records

Release of information is governed by the guidelines of the Family Education Rights and Privacy Act (The Act). Within certain limits students have the right to prohibit the release of personal data without their permission.

### Family Educational Rights and Privacy Act (FERPA)

Clark Atlanta University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes students' right of privacy, a policy regarding the confidentiality of the information which becomes a part of their permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University to protect students' rights and privacy and its responsibility to society.

Students have the right upon request to the proper official to know of the existence and content of all materials that are in their official records kept by the University and to inspect and review such records except personally signed confidential documents placed in the file before January 1, 1975.

Students shall have the opportunity for a hearing by appropriate officials to challenge the content of their University records, to ensure that the records are accurate, not misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate or misleading or otherwise inappropriate data contained therein.

The information listed below is considered "directory information" and may be released without permission from students. Students, however, do have the right to direct that any request must be filed in writing with the Office of the University Registrar. Directory Information includes:

- Student's Name
- Address
- Telephone Number
- E-mail
- Date and Place of birth
- Major field of study
- Dates of attendance
- Current enrollment status
- Degrees and awards received
- Most recent educational agency or institution attended

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students who desire that any or all of the above information not be released must complete a Request to Prevent Disclosure of Information Form in the Office of the Registrar within five (5) working days after the close of the official registration period. All other information is considered confidential and may be released only under specific conditions. A full copy of the University's policy may be obtained in the Office of the University Registrar.

- **Telephone Requests:** In response to telephone requests, the University releases only students' enrollment status and previously published directory data. If callers require additional data, students must provide written authorization for release of such information. A copy of each authorization will be on file in the student's permanent record.
- **Faculty Requests:** Faculty will be granted access to students' academic records for the purpose of advisement and related matters. However, faculty must follow the appropriate guidelines with regard to release of information as required by the FERPA laws.
- **Student Requests:** No student will be given information about another student without written consent.
- **Parent or Guardian Requests:** The Act governs release of data to parents and guardians. The Act places the control of academic data in the hands of students.

## Academic Transcripts

An academic transcript is a record of the student's academic history while matriculating at Clark Atlanta University. All courses and final grades that were taken while at CAU are documented on the transcript.

- **Official Transcripts:** The official transcript is a record of a student's academic history. It bears the signature of the Registrar, the official seal of the University, and a release of information statement. Students may request official transcripts to be sent to colleges, universities, places of employment, and approved institutions. The Office of the University Registrar processes all requests within 5 - 10 business days; however, some requests may take longer to process due to other factors. Consistent with the provisions in the FERPA act, all requests will be processed within 31 days from the date of receipt. The fee for official transcripts is **\$10.00** per request.
- **Unofficial Transcripts:** The unofficial transcript for internal distribution and student use is a true copy of the student's official academic record. It does not contain the Registrar's signature or the University seal. A currently enrolled student may print an unofficial copy of his/her transcript utilizing the BannerWeb student self-service student-records page. The Office of the University Registrar processes all requests within 5 - 10 business days; however, some requests may take longer to process due to other factors. In accordance with FERPA, all requests will be processed within 31 days from the date of receipt. The fee for an unofficial transcript is **\$5.00** per request.

## Transcript Requests

**Transcript requests must be made in writing to the Office of the University Registrar or online via the CAU Website.** The following minimum information must be provided:

- Student name (while at Clark Atlanta University)
- Student ID number or Social Security number
- Date of initial enrollment

- Date of graduation (if applicable)
- Status while enrolled (undergraduate/graduate/summer)
- Name of transcript recipient
- Address to which transcript is to be sent
- Student's original signature

Students must submit a written request via mail or in person. **Fax and/or e-mail requests for transcripts will not be accepted or processed.**

## Financial Hold

Students with outstanding financial obligations to the University or with delinquent Perkins Loan payments may be denied release of an academic transcript. A new request for transcripts must be made *after* the financial hold has been cleared.

## Change of Name and Address

Every student is responsible for notifying the Office of the University Registrar of any change of name and address. Failure to do so can cause serious delay in the handling of student records and in notifying students in emergencies. Currently enrolled students may update their address online using the BannerWeb student self-service personal information page. Non-enrolled students must submit a written request and only the student has the authority to change his/her address. Name-change requests must also be submitted in writing and be accompanied by official documentation of the change. This documentation may be two of the following: marriage license, social security card, or official legal disposition of the change. A copy of this document must be on file in the student's official record.

## Cross Registration

### Cross-registration at the Atlanta University Center (AUC)

Undergraduate students of Clark Atlanta University may cross-register for courses at all the AUC schools with the exception of Morehouse School of Medicine. Graduate students of Clark Atlanta may cross register for courses at Morehouse School of Medicine. **All students wanting to cross-register must complete a "Cross-Registration Form," specifically indicating the subject/course to be taken at the "host" institution.** Once the form is complete, the student must get the approvals of his/her advisor and other required signatures as indicated. The student must then turn it in to the Office of the University Registrar in order to be registered for the class. All cross-registration forms must be submitted by the end of the Drop/Add Period each term. Forms submitted after this date will not be accepted.

The following guidelines govern the AUC Cross-Registration Program:

- Each institution of the Atlanta University Center permits eligible students to participate in cross-registration without any exchange of tuition (excluding Morehouse School of Medicine and The Interdenominational Theological Center).
- Cross-registration occurs on a space-available basis. Each participating institution gives its students priority in the cross-registration process. In cases where courses are required for completing major and/or graduation requirements, efforts are made to enroll students from the other institutions. For certain majors, priority generally is given to majors and seniors from all participating institutions.
- A student is expected to take University Core or General Education requirements at the home institution. (Note: The **home institution** is defined as the institution where the student is principally enrolled. The **host institution** is defined as the institution where the student cross-registers.) Students may cross-register for a maximum of 6

credit hours per semester unless participating a program with a consortium agreement.

- The academic regulations and codes of conduct of the host institution apply to students participating in the cross-registration program. The home institution also determines whether its regulations and rules of conduct have been violated and, where applicable, takes appropriate action.

## Cross-Registration Outside of the Atlanta University Center

Students from colleges and universities outside the AUC may take both undergraduate and graduate courses at Clark Atlanta University through the Atlanta Regional Consortium for Higher Education (ARCHE) affiliation. These students must apply for ARCHE cross-registration through their "home" institution. Their "home" institution must approve this application before they will be allowed to register at Clark Atlanta. This application must show evidence that the student has completed the appropriate prerequisites for the courses to be taken at CAU. It is the responsibility of the student to secure acceptance at his/her home institution for the transfer of academic credit. Once students submit the application to their "home" institution, the application is forwarded to CAU for acceptance and registration. Clark Atlanta has the right to deny cross-registration to any student based upon the rules and regulations governing registration and enrollment at CAU.

A Clark Atlanta University student may cross-register at a participating ARCHE school. The Clark Atlanta student must follow the same guidelines as stated above. An ARCHE school has the right to deny cross-registration to any CAU student based upon the rules and regulations governing their registration and enrollment. Clark Atlanta students must be in Good Academic Standing in order to be approved for cross-registration.

## The Atlanta Regional Consortium for Higher Education (ARCHE)

Institutions belonging to the ARCHE Consortium allow their students to cross-register for courses at other ARCHE colleges and universities on a space-available basis at the end of host institutions' registration periods. For students' approved to cross-register for courses at host institutions, the school of matriculation remains the students' home institution. Cross-registration requires a recommendation from of the home institution and the approval of the designated representative of the host institution. Contact the University Registrar for registration deadlines.

- To be eligible for ARCHE cross-registration, students must be in Good Academic Standing, be financially enrolled, and be approved to register by the Chief Academic Officer at their home institutions. Cross-registered students must pay any special fees, (e.g., laboratory fees) to the host institution.
- Courses proposed for ARCHE cross-registration must not be offered concurrently at students' home institutions, and students must have completed all course prerequisites.
- Students may not cross-register for more than eighteen (18) credits during their matriculation to graduation.
- Students may cross-register for a maximum of two (2) courses per term, and the combined course load may not exceed the full-time allowable course load for the home institution.

ARCHE Member Institutions:

- Agnes Scott
- Brenau University
- Clark Atlanta University
- Clayton State University
- Columbia Theological Seminary
- Emory University
- Georgia Gwinnett College
- Georgia Institute of Technology
- Georgia State University
- Interdenominational Theological Center
- Kennesaw State University
- Mercer University
- Morehouse College
- Morehouse School of Medicine
- Oglethorpe University
- Savannah College of Art and Design
- Spelman College
- University of Georgia
- University of West Georgia

## Matriculation at Other Institutions

Clark Atlanta University undergraduate students in Good Academic Standing with a minimum cumulative GPA of 2.0 and does not have an outstanding student account balance may be approved to participate in selected programs (e.g., Boston University Early Medical School Admission Program, the Atlanta Regional Consortium for Higher Education [ARCHE], Study Abroad) that require them to matriculate at other regionally approved colleges and universities in approved transient status.

## Degree Credit by Examination

Clark Atlanta University awards credit to students who achieve satisfactory scores on the Advanced Placement Program (AP), College Level Examination Program (CLEP), and the International Baccalaureate Program (IB). Students may earn a maximum of forty-five (45) credits toward a Clark Atlanta University baccalaureate degree by examination through these programs. Students must submit their examination scores prior to their first term of enrollment.

**Note:** Total transfer credit, transient credit, and credit by examination cannot exceed ninety (90) credits. For further information, students should contact the Office of Recruitment and Admissions.

## Advanced Placement (AP) Credit

Students may be awarded a maximum of thirty (30) degree credits for the College Board's Advanced Placement tests. There is no charge to students for the award of AP credits. Students' academic transcripts will indicate the AP tests taken, the actual scores, and the Clark Atlanta University courses for which AP credit was awarded. However, the University Registrar will not post final letter grades to students' academic transcripts for courses for which AP credit has been awarded and are not included in calculating students' cumulative GPA's. Students seeking to obtain AP credit should forward their scores to the Office of Student Recruitment and Admissions.

**Advance Placement Test****Arts****English****History & Social Science****Math & Computer Science****Sciences****World Languages & Cultures****International Baccalaureate (IB) Credit**

Students may be awarded a maximum of thirty (30) degree credits for achieving a minimum score of four (4) for Higher Level (HL) IB examinations at the secondary level. There is no charge to students for the award of IB credits. Students' academic transcripts will indicate the courses for which IB credit was awarded. However, the University Registrar will not post final letter grades to students' academic transcripts for courses for which students have been awarded IB credit and are not included in calculating students' cumulative GPA's. Students seeking to obtain IB credit should forward their scores to the Office of Student Recruitment and Admissions.

**College Level Examination Program (CLEP) Credit**

Clark Atlanta University awards degree credit to students for CLEP Subject Examinations, but not for CLEP General Examinations. Students may earn a maximum of twelve (12) credits in any one academic discipline for CLEP examinations. There is no charge to students for the award of CLEP credits. The University Registrar will not post final letter grades to students' academic transcripts for courses for which students have been awarded CLEP examination credit and are not included in calculating students' cumulative GPA's. Students' academic transcripts will indicate the Clark Atlanta University course for which CLEP examination credit has been awarded.

Students seeking to obtain CLEP credit should forward their scores to the Director of Admissions. Transfer students who have previously received degree credit for CLEP Subject Examinations must submit their original CLEP examination score reports to Office of Student Recruitment and Admissions for evaluation at the same time as they submit other transfer courses for evaluation. All students should complete CLEP examinations prior to enrolling at Clark Atlanta University and send their scores to the Director of Admissions not later than July 1 for Fall Semester entry or November 1 for Spring Semester entry.

**Approved CLEP Examination and Scores****Business****Composition and Literature**

<sup>1</sup> Essay required to be graded by University's English Department.

**Foreign Languages****Science and Mathematics**

<sup>1</sup> Must pass laboratory-based examination.

**Social Science and History****Official Leave of Absence**

Students who are in Good Academic Standing may be approved for a leave of absence from the University for a period not to exceed two (2) academic terms. The student must submit a Petition for an Official Leave of Absence form to the Executive Director of the Center for Academic and Student Success (CASS). Students who 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 and the Chair of the student's major academic department in writing.

**Official Withdrawal from Clark Atlanta University**

Under exceptional circumstances (e.g., medical or family emergencies), students may need to withdraw from the University. Students must complete a University Withdrawal Form, which is available from the Office of the University Registrar and/or on the CAU Website. In order to complete the University withdrawal process, students are required to obtain clearance signatures and dates from the following:

1. the Office of the University Registrar;
2. Director of Residence Life;
3. Student Accounts;
4. the Office of Financial Aid;
5. or Chair of the student's major department, 6. School Dean, 7. the Executive Director of the CASS, 8. Dean of Student Services and Campus Life.

The University Registrar will include the completed University Withdrawal Form with the student's academic records. The date the student notifies the University of his/her desire to withdraw from the University is the student's official date of withdrawal from the University. If the student has received support from Federal Title IV Financial Aid programs for the term in which the student is withdrawing, the official date of withdrawal from the University must be used to determine any required "Return of Title IV" funds to the Department of Education and the student's remaining financial obligation to the University. The University Registrar will post a "W" grade to the student's academic transcript for all courses in which the student is currently enrolled.

**Graduation Requirements****Course Requirements**

- Candidates for a degree must have met all the requirements of the University and of a prescribed plan of study.
- **No student may graduate from Clark Atlanta University with fewer than one hundred and twenty-two (122) credits.**

**Grade Point Average (GPA)**

To graduate,

- Students must earn a minimum cumulative GPA of 2.0 for all courses and earn minimum final grades of "C" in all major courses, cognate courses and any other required courses for award of the degree.
- Students who elect to pursue a minor concentration must also earn a minimum cumulative GPA of 2.0 in all required courses.
- Students must have been awarded minimum passing grades for (1) courses mandated by accrediting agencies and (2) minimum verbal and/or quantitative essential skills.

**Release of Diplomas**

Diplomas are not released to students until all grades (including transfer/transient grades) and test scores have been posted to the transcript. All final financial obligations to Clark Atlanta University, including the Financial Aid Exit Interview, must also have been satisfied through the Office of



Student Accounts and the Office of Financial Aid before a student's diploma can be released.

## Application for Graduation

Those students who are eligible to apply for graduation will be notified by the University Registrar. Subsequent to notification by the University Registrar, each eligible student completes the graduation clearance process by:

1. Meeting with the Chair of the student's major academic department to complete the student's Application for Graduation form and confirm that all degree requirements have been met or are scheduled for completion by the end of the academic term in which the student is planning to graduate.
2. If approved, the Chair of the student's major department forwards to the Office of the University Registrar the signed and dated Application for Graduation form (both the student and department chair must sign and date the application form) accompanied by the student's Degree Works plan of study.
3. Upon receipt, the University Registrar completes a final review of the student's signed and dated Application for Graduation form and supporting documentation and officially notifies the student whether or not he/she is cleared for graduation and award of the student's degree or certificate. If the student is not cleared for graduation, the University Registrar will annotate the student's notification with all deficiencies that must be resolved.

**Note:** Per the official Clark Atlanta University policy, undergraduate students may participate in Commencement activities if all courses are scheduled to be completed by the end of the spring term.

## University Honors

### Dean's List

The names of full-time students achieving a minimum 3.25 GPA in a minimum of 12 credit hours during an academic term/semester, with no grade below "C," no incomplete ("I") grades, and no withdrawals are placed on **Dean's List**. **The Dean's List** will be posted to the students' academic transcripts.

### Honor Roll

The names of students who have completed a minimum of consecutive two academic terms in fulltime status, and maintained a minimum cumulative GPA of 3.25 in 12 credits each term/semester, with no grade below "C," no incomplete ("I") grades, and no withdrawals are placed on **The Honor Roll**.

### Graduation Honors

In recognition of superior scholarship, the faculty of Clark Atlanta University approves candidates for undergraduate baccalaureate degrees to receive Latin Honors. Students who have completed a minimum of sixty-six (66) semester hours while enrolled at the University with the following cumulative grade point averages are eligible to graduate with Latin Honors.

- **Cum Laude** (with distinction) – 3.25 but below 3.50,
- **Magna Cum Laude** (with great distinction) – 3.50 but below 3.80,
- **Summa Cum Laude** (with highest distinction) – 3.80 +

**Latin Honors** are based on cumulative grade point averages and semester hours earned fall semester prior to spring commencement. Only grades earned at Clark Atlanta University will be used in the GPA calculations

for awarding Latin Honors. Latin honors are noted on the diploma and published in the Commencement program.

### Valedictorian and Salutatorian

In the selection of the class valedictorian and salutatorian,

- All credits earned, whether earned at Clark Atlanta University; in transient status; or transferred in from another institution will be included in the GPA calculation.
- Students with highest number quality points, time to completion of degree, along with earning all credits attempted will be considered for valedictorian and salutatorian.
- Students selected as class valedictorian and salutatorian must not have earned a final grade below "C."
- Courses **may not** have been repeated for qualifying for the graduation honor as valedictorian and salutatorian.
- Students who satisfy degree requirement for the BA/MA and or BS/MS degrees may qualify for honor based on the undergraduate (baccalaureate) GPA.
- Students selected as class valedictorian and salutatorian must have completed a minimum of sixty-six (66) semester hours while enrolled at the University.
- Transfer students with a 3.25 cumulative CAU GPA who do not meet the minimum credit requirement for Latin Honors will be listed on the Honor Roll published in the Commencement program.