

**ALABAMA A&M UNIVERSITY  
OFFICE OF ACADEMIC AFFAIRS**



**ACADEMIC POLICIES  
AND  
PROCEDURES  
MANUAL**

July 2008  
(Revised)

## **PURPOSE**

The purpose of this manual is to provide a compilation of general academic policies and guidelines for both graduate and undergraduate programs as a quick reference for faculty, staff and administrators. Additional details regarding these policies may be found in the Graduate and Undergraduate Bulletins.

This document is divided into three sections:

- I. General Academic Standards
- II. Program Development
- III. Academic Program Evaluation

While this document cannot be all-inclusive in scope and detail, it is designed in part to facilitate continuity and to provide overall guidelines of academic standards. Every effort has been made to ensure that the information presented is current and accurate. The reader is cautioned, however, that from time-to-time policies and guidelines are subject to modification. Modifications are communicated in standard and electronic print.

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## **Mission of the University**

Alabama Agricultural and Mechanical University reflects the uniqueness of the traditional land-grant institution combining teaching, research, service, liberal arts, and vocational fields. The University offers baccalaureate, masters, and doctoral level degrees that are compatible with the times to all qualified and capable individuals who are interested in further developing their technical, scientific, professional, and scholastic skills and competencies. The University operates in the three-fold function of teaching, research, extension and other public service. Alabama A&M University, a center of excellence, provides an educational environment for the emergence of scholars, scientists, leaders, critical thinkers, and other contributors to a global society. In cooperation with business, industry, governmental agencies, and other private and community-based institutions, Alabama A&M University provides a laboratory where theory is put into practice globally; and is committed to (1) excellence in education and the creation of a scholarly environment in which inquiring and discriminating minds may be nourished; (2) education of students for effective participation in local, state, regional, national, and international societies; (3) search for new knowledge through research and its applications; (4) provision of a comprehensive outreach program designed to meet the changing needs of the larger community; (5) programs necessary to address adequately the major needs and problems of capable students who have experienced limited access to education; and (6) integration of state-of-the-art technology into all aspects of University functions.

## **Organization**

The University is organized into five undergraduate schools with undergraduate and graduate programs and one graduate school namely:

- School of Agricultural and Environmental Sciences
- School of Arts and Sciences
- School of Business
- School of Education
- School of Engineering and Technology
- School of Graduate Studies

Each school offers disciplines in which students may pursue a major and minor interest. There is also the University College which functions to meet the needs of freshmen, transfer students and to administer the core curriculum.

## SECTION I. GENERAL ACADEMIC STANDARDS

### A. STATEMENT OF PRINCIPLES OF STUDENT ACADEMIC CONDUCT

Faculty members are encouraged to identify, in each course syllabus, behaviors that constitute acceptable academic conduct. Reference may be made to existing stated rules, such as those in the Student Handbook, *Life on the Hill*, with additional expectations listed that may be particular to that discipline, department faculty member or course. Faculty members have the prerogative to deal with academic misconduct committed by a student in a course by applying an academic penalty within the context of that course.

All students in attendance at Alabama A&M University are expected to be honorable and to observe standards of conduct appropriate to a community of scholars, respecting themselves, fellow students, and faculty at all times. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic misconduct. This includes, but is not necessarily limited to, the following:

1. Cheating: using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Plagiarism: representing the words, ideas, or data of another as one's own in any academic exercise.
3. Fabrication: unauthorized falsification or invention of any information or citation in an academic exercise.
4. Aiding and Abetting Academic Dishonesty: intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.
5. Acts of academic misconduct may be punishable by one or more of the following:
  - -Letter of academic misconduct placed in the student's academic folder.
  - -Temporary suspension from the University.
  - -Expulsion from the University.
  - -Expulsion from a class by the instructor which could possibly result in a failing grade.
  - -Lowering of a grade.
  - -Academic discipline resulting in the loss of scholarships, nonparticipation in academic related activities, etc.

### B. Examination Policy

- a. **Progress Examinations:** During the semester, faculty are required to conduct periodic assessments in order to determine student progress. A mid-term assessment is required. These assessments will be given during the class



period and will not exceed the time frame for the class. Students should be informed of the results of such assessments upon their completion.

b. **Final Examinations:** Unless prior written approval is attained, the University requires each faculty member to conduct a final assessment of each student. The final assessment may be in the form of an examination, project, etc. This assessment is to be administered at the time specified on the Academic Calendar that is distributed to each faculty member at the beginning of each academic year. No change by the instructor in the final assessment schedule may be made unless it is approved, in writing, by the dean of the school or director of the division. When changes are approved, the provost/vice president for academic affairs and the registrar must be notified by courtesy copy.

Students have the right to review with faculty members their final assessments. For this reason, final assessments should be kept on file for one calendar year. In addition to the final assessment, other assessments are to be administered and out-of-class work assigned in a manner deemed appropriate by the instructor and detailed in the course syllabus. Sufficient work should be assigned and evaluated prior to midterm so that the student can clearly assess progress in the course.

c. **Make-up Examinations for Excused Absences:** Students who are unable to take announced quizzes and examinations due to extenuating circumstances should report to their professor as soon as possible. The faculty member may require documentation of the circumstances before administering a make-up examination or requiring other make-up adjustment. Absences from a scheduled final examination without prior arrangement with the course instructor (except in extenuating circumstances) will be classified unexcused, and a failing grade on the examination will be assigned until the validity of a student's excuse is determined.

### **C. Course Syllabi**

The course syllabus and/or course outline along with the catalog description upon which it is based constitutes the basis for instructional accountability, course evaluation, and quality assurance. Within one week after the official beginning of classes for each semester or summer term (but preferably the first day of classes), instructors are required to provide students with written course syllabi or outlines which conform to both catalog requirements and departmental standards. The document will include as a minimum, but not necessarily be limited to, the following:

Standard course description; Course procedures and/or requirements; Performance standards; Grading system and criteria to be used in calculating the final grade for the course; Instructor's office hours, location, etc.; Textbooks and /or required readings.

For courses with multiple sections, a common syllabus must be used by all instructors.

A copy of each course syllabus and outline for each class being taught is required to be on file in the office of the department chairperson and school dean not later than one week after the beginning of classes. Course syllabi and outlines should be updated regularly to be current with changes in subject matter areas.

#### **D. Faculty Classroom Standards**

For classroom experience to be meaningful, it should represent a partnership between student and instructor. Each faculty member, in conducting classes, must exhibit high standards of professional behavior, through scholarship, personal integrity and enthusiasm for the profession of teaching. More specifically, each instructor has a responsibility to students and the University to:

1. Provide, at the first meeting of class, a clear statement of specific course objectives and the manner in which they are to be attained.
2. Clearly identify and explain evaluation and grading procedures, including:
  - a. The schedule for examinations.
  - b. Grading system and method of determining the final grade.
3. Exercise care in the organization and presentation of all materials to attain the stated instructional objectives.
4. Utilize the allotted time efficiently, maintaining course integrity.
5. Arrive promptly at all scheduled classes. If absence is anticipated the class should be informed in advance of arrangements.
6. Grade and **return** examinations within a reasonable period of time.
7. **Maintain regular, posted office hours during each semester for conferences with students. The university requires a minimum of ten (10) office hours per week.**

#### **E. Grading System**

The professor must be fully accountable for the grading of students. Each professor has the responsibility of maintaining class records to a reasonable level of detail on each student enrolled in class. These records are to be recorded in the official class record book or electronic data file, which remains the property of the University. These records are to be recorded in an official class record book or electric data file, which remains the proper of the university and must be submitted to the department chair if the teacher leaves the university. Such records should be demonstrative of the grading system as described in the course outline, from which it should be feasible to determine the basis of the final course grade.

Final grades for each course are required to be reported to the Office of the Registrar on forms provided and in accordance with the schedule published on the current Academic Calendar. The following system of grades is used:

“**A**” Excellent performance of course requirements, far above minimum standards. Four quality points for each semester credit hour.

“**B**” Good performance of course requirements, well above minimum acceptable standards. Three quality points for each semester credit hour.

“**C**” Satisfactory performance of course requirements, clearly meets minimum acceptable standards for undergraduate work but is marginal for graduate level work. Two quality points for each semester credit hour.

“**D**” Barely acceptable performance of undergraduate course requirements, clearly below average for graduate work. One quality point for each semester hour of credit.

“**I**” Incomplete work; 75 % of course requirements completed satisfactorily, but work toward course completion suspended with prior permission of professor. No quality points awarded.

“**F**” Performance failed to meet minimum acceptable standards. No quality points awarded, however, credit hours are computed in the grade point average.

It should be noted that “plus” or “minus” letter grades (B+, C-, etc.) are not part of the grading system. The “quality” signs are not recorded by the Registrar.

#### **F. Collection of Fees from Students**

**Faculty members are not permitted to collect regular or miscellaneous fees from students in classes or to sell materials or textbooks to them.** Fees will be collected by the Business Office as part of the registration process.

#### **G. Field Trips**

Faculty wishing to take students off-campus on field trips or for any academically oriented purpose must include the following information that must be filed with the department chairperson: purpose, destination, type of transportation, sponsors (if any), identification of students, faculty member(s) in charge, and date and time of departure and estimated time of return. The department chairperson must approve such trips.

#### **H. Academic Advisement**

Academic advisement is highly essential to the accomplishment of the University’s mission. It is a requirement of the University that every student has the benefit of a continuous program of personalized academic advisement by a qualified faculty member. It is, therefore, expected that all faculty members share in the responsibility of providing advice and guidance to students on an individual basis as assigned. Moreover, each academic dean (with assistance from the school’s Academic Advising Coordinator) is responsible for the implementation of his/her school’s viable and systematic program of academic advisement. The schools must insure that each student is assigned a faculty advisor and that records are kept of each advisement session.

The Academic Advising Program is a centrally coordinated effort that facilitates the planning for successful educational goals which contribute to student success and matriculation. In cooperation with departmental advisors, declared and undeclared majors are assisted in setting and meeting their educational goals. Professional advisors help students make optimal career choices through the freshman orientation course and use of resources in the Office of Career Development Services. If a student has a major and a minor, the student should also have an advisor for the minor.

The specific objectives of the Academic Advising Program are as follows:

1. To assist students in developing educational programs which are consistent with their academic skills, interests and career goals;
2. To help students become knowledgeable of the educational requirements, policies and procedures, and regulations of the University;
3. To assist students in minimizing academic frustrations by providing orientation to college life activities;
4. To aid students in a periodic evaluation of their progress toward achievement of educational goals; and
5. To assist students in the completion of requirements for entry into degree-granting programs of their choice.

### **I. Textbooks, Supplies and Equipment**

Faculty, with the approval of their department chairperson, may select the desired textbooks and related materials for their respective courses. When there is more than one instructor for a given course or when there are multiple sections of the same course, common textbooks and syllabi must be used. Textbook requests are sent electronically from faculty members to the chairperson for approval. After which, the requests are submitted electronically to all interested bookstores. The process must be completed at least 90 days prior to the beginning of the academic term.

The University does not provide desk copies to faculty members. Instructors are encouraged to make their own request directly to the publisher for desk copies. Such copies are usually provided by courtesy of the company when a given textbook is on order or being used at the University.

### **J. Evaluation of Course Instruction**

Evaluation of faculty by students shall be conducted at the end of the semester using the Assessment of Course Instruction protocol. The Assessment of Course Instruction shall be conducted as follows:

- a. All course evaluations will take place during the last three weeks of the semester, excluding the week of final examinations.
- b. The dean or unit chair will arrange for a person other than the faculty of a given class to conduct the evaluation.

c. Evaluation forms will be transmitted to the Office of Academic Affairs by the end of the final examination period for each semester.

d. The Office of Academic Affairs will be responsible for analyzing and distributing results of all assessments to deans and department chairpersons by the end of the first month of the subsequent semester.

e. Department chairs are required to give and discuss with faculty the results of the assessment. A plan for the improvement of weak areas shall be established by the chair and faculty and communicated to the school dean.

**K. Guidelines for Children in the Workplace and/or Classroom** (adapted from the policy manual of the University of Colorado)

These guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom. As used in these guidelines, the term “non-student, minor child” means a minor child who is not enrolled in classes at AAMU. In addition, the term “parent” means any employee or student who has responsibility for a non-student, minor child while in the workplace or classroom regardless of the employee’s or student’s relationship to the child.

1. In general, the workplace and the classroom are typically not appropriate places for non-student, minor children to be present on a frequent or continuing basis.
2. Exceptions to this general rule include:
  - a. Minors who are enrolled as students at AAMU.
  - b. Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
  - c. Workplace assignments in which one of the conditions of the employment is residency in a campus facility, e.g., live-in resident hall director.
  - d. Brief visits, e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers, provided the employee supervises the child(ren) at all times during the visit.
  - e. Special occasions that are employer-sanctioned and at which attendance by children is encouraged. Special occasions should be coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. The employee’s schedule for the special occasion should take the child’s presence into consideration.
  - f. Visits coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. Children may be brought to the workplace by parent employees for brief visits or other exceptional times when common sense would dictate that it is more efficient for the employee

- to bring the child into a workplace (e.g., following or before a physician's appointment). The parent employee must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to the parent employee or other employees in the workplace. It is not appropriate for non-student, minor children of any age to be in the workplace on regularly scheduled school holidays.
- g. Visits coordinated and approved by the student's instructor after considering and satisfactorily addressing the factors set forth in paragraph 3 below. Children may be brought into a classroom by a parent student for brief visits or other exceptional times when common sense would dictate that it is more efficient for the student to bring the child into the classroom (e.g., following or before a physician's appointment). The parent student must supervise the child(ren) on such visits and must ensure that the child(ren) is not disruptive to the parent student, the instructor, or to other students in the class. It is not appropriate for non-student minor children of any age to be in the classroom on a regular basis, including after school each school day or on regularly scheduled school holidays.
  - h. In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the workplace for brief periods of time provided the parent obtains the immediate supervisor's prior approval. Similarly, in the event of an emergency, and if there are no other alternatives, parent students may have children present in the classroom for brief periods of time provided the parent obtains the instructor's prior approval. Such arrangements are only to be temporary in nature and may be granted only in circumstances where the employee and supervisor or the student and professor have considered and satisfactorily addressed the factors set forth in paragraph 3 below. When authorized, the parent employee/student must supervise the child(ren) at all times and should not leave such child(ren) in the custody of another university employee or student, even for brief periods of time.
3. The exceptional circumstances under which children may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor, respectively, taking into account the following factors:
    - a. Whether the parent is willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
    - b. When considering the presence of children on campus, the extent to which the child's presence in the workplace or the classroom creates a potential danger to the child or exposes the department and the university to liability must be considered. Safety is a primary concern for parents, supervisors and the university.

- c. The extent to which the child's presence in the workplace or the classroom poses a risk of breach of confidentiality with respect to information in the workplace.
  - d. The extent to which the child's presence in the workplace or in the classroom disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.
  - e. Whether the parent agrees to assume responsibility for the child at all times and to ensure that the child's presence does not disrupt his or her work or interfere with the workplace or classroom activities.
  - f. Whether the parent agrees to supervise the child at all times and agrees that he or she will not leave the child with another employee.
  - g. Such other factors as the supervisor or instructor deems appropriate.
4. The above exceptions are not applicable to, and non-student minor children are not permitted as visitors in, work or classroom areas where safety and/or confidentiality factors exist unless prior permission from an appropriate university authority is obtained. Short-term visits may be authorized for approved guided tours or other reasons if:
- a. Permission from the appropriate authority is obtained, e.g., the director for access to the power plant and the employee's supervisor and laboratory head or principal investigator for laboratories or specialized areas.
  - b. Appropriate precautionary measures are taken and hazards have been considered or removed during the visit.
  - c. Direct adult supervision of children is required at all times in hazardous areas.
  - d. Department heads may require additional safety measures prior to such visits and may require written parental consent authorizing the site visit.

Examples of such high-risk safety areas generally include, but are not limited to:

1. Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment;
3. Areas with excessive noise, temperatures, inadequate ventilation or pollutants;
4. University vehicles, heavy duty or other motorized equipment;
5. Any other high-risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.);
6. Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gases, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.





## SECTION. II. PROGRAM DEVELOPMENT

In order to initiate a new degree program or new major, the process should begin at the departmental or school level and adhere to the criteria for establishing new programs, July 15, 1989 (Alabama Commission on Higher Education.).

### A. Definition of Terms

**Academic Year:** The academic year is divided into two semesters; fall and spring (August – May) and the summer term (June – July).

**Degree:** Denotes the designated title according to CIP (curriculum institutional program) code classification.

**Program:** Denotes the broad category of degree offerings within an academic department.

**Major:** Denotes the specific specialization based on the overall degree title. Majors set forth the specific requirements for the degree according to its specialization.

**Concentration:** Denotes the specific number of courses required for a particular emphasis within a major. A concentration requires a minimum of twenty-one (21) hours.

**Minor:** Denotes the requirements for disciplines other than the degree/major. A minor requires a minimum of eighteen (18) hours.

### B. Notice of Intent to Plan a Program

Before a new program is planned, notification should be given of intent to plan through channels to the highest academic officer for presentation to the Council of Deans. Upon sanction at that level, the program may be added to the curriculum based on the following:

1. Justification of need
2. Availability of resources
  - a. Funding
  - b. Students
  - c. Faculty
  - d. Facilities
3. Relationship to the mission of the University.
4. Relationship to other programs at the University.

### C. Proposal Procedures

1. “Intent to Plan” letter to Provost/Vice President for Academic Affairs.
2. Feasibility study which addresses the criteria for establishing new degree programs should be conducted by the department.
3. Curriculum development by the department that includes:
  - a. Program description and curriculum
  - b. Faculty qualifications
  - c. Faculty load
  - d. Faculty salaries

- e. Facilities and equipment
  - f. Faculty size
4. Internal review by department, school and related areas.
  5. Review and approval of Academic Standards and Curriculum Committee for undergraduate programs, Graduate Council for graduate programs.
  6. Review and approval of University President.
  7. Review and approval of Board of Trustees.
  8. Review and approval of Alabama Commission of Higher Education.

### SECTION III. ACADEMIC PROGRAM EVALUATION

**A. Annual Program Review:** Each school, department and program unit must have a five year strategic plan on file in the Office of Academic Affairs. This plan must be updated annually. In addition, each academic unit should prepare an annual plan of work in support of its long-range plan.

**Procedures:**

1. By September 1 of each academic year, each department, academic unit and school should prepare an annual plan of work in support of its five-year strategic plan to submit through channels to the Office of Academic Affairs.
2. By June 30 of each academic year, each department, academic unit and school should file an update of its five-year strategic plan in the Office of Academic Affairs. This update should be based on an evaluation of the annual plan of work, including attainment or non-attainment of goals and objectives.

**B. Five Year Program Evaluation:** *All academic programs of the University will be evaluated and reaffirmed every five (5) years in accordance with established guidelines and approved criteria.*

**Procedures:**

1. Each department shall conduct a self-study using the criteria and format in section two. The self-study shall include the following:
  - A. Program description and curriculum
  - B. Faculty qualifications
  - C. Faculty load (including research activities, service activities, course teaching load, advising activities)
  - D. Faculty salaries
  - E. Number of graduates and placement of graduates
  - F. Enrollment
  - G. Facilities and equipment
  - H. Faculty size
  - I. Curriculum Assessment
2. The review shall occur by schools according to the ACHE timetable. The school reviews shall be conducted on an individual departmental basis.
3. The self-studies shall be submitted to external reviewers for assessment and recommendations.

4. The results of the self-study assessment shall be submitted to the Academic Standards and Curriculum Committee for appropriate action through the Office of Academic Affairs.

5. Where appropriate, data compiled for accrediting agencies shall be used for the program review. However, such reports shall not substitute for the five-year review.

**Actions:** After the self-study reports have been reviewed by external appraisers, the reports and recommendations shall be submitted to the Academic Standards and Curriculum Committee for final actions. According to the various academic policies, the committee may take one of the following actions as appropriate.

1. Continue program approval.
2. Place a program or major on probation.
3. Place a program or major on hold. This means that no new students may be enrolled in this program or major.
4. Remove a program from probation.
5. Remove a program from hold.
6. Recommend the elimination of a program.

**C. Evaluation Results:** Any program or major that is found to have significant deficiencies in faculty, student enrollment, facilities, equipment and resources during the general review will be notified of said deficiencies and placed on probation, pending further review.

**Procedures:**

1. The Office of Academic Affairs will review and act on findings of evaluation reports through the Academic Standards and Curriculum Committee.

2. If a program or major is found to warrant probation status, the Office of Academic Affairs will notify the Dean and Department chair of status.

3. A detailed plan of action shall be developed and approved to address the deficiencies that resulted in the probationary status.

4. A time frame of three years shall be established for the length of the probationary period to correct identified deficiencies.

5. At the end of the three-year period the program in question shall complete a report requesting the removal of probationary status. An earlier request may be made.

**D. Program Probation:** Once a program or major is placed on probation, it may remain on probation for no more than three years before being placed on “hold”. The hold status shall remain in effect for no longer than three years.

**Procedures:**

1. If a program or major is found to warrant “hold status”, the Office of Academic Affairs will notify the dean and department chair.
2. A report that outlines the basis for the hold status shall be submitted to the unit in question.
3. Within the three-year review period, a determination will be made regarding the continuance or discontinuance of the program or major. If warranted, the program may be taken off hold during the three-year period. The unit shall develop a plan that will address activities for the removal of the hold status. The plan shall be approved through channels by the Office of Academic Affairs.
4. While a program or major is on hold, an annual review will be conducted for at least three years. The removal of “hold” from any program or major shall be initiated by the Chair of the Department and approved by the Dean of the School, using the following steps:
  - a. Write a report to the Office of Academic Affairs, detailing justification for removal of “hold” status on the plan that was approved for addressing deficiencies at the time the program was placed on hold.
  - b. The Office of Academic Affairs through the Academic Standards and Curriculum Committee will review the report and make recommendations regarding the status of the unit.

**E. Evaluation Results:** Programs may be reviewed for elimination from the curriculum, or they may be realigned with other units based on the following:

1. Fewer than ten (10) enrollees in the total program.
2. No graduates from the program within a three-year period.
3. Lack of adequate institutional financial support.
4. Relationship of program to projected occupational trends and societal demands.

**Procedures:**

1. A program shall be placed on probation.
2. The probation review shall determine if a program is placed on hold.
3. The review of the hold status shall be the basis for determining the elimination or realignment of the program.

**F. Criteria, Policies, Procedures and Reporting Format for the Review of Existing Programs of Instruction, Research, or Service:**

**Purpose:** The overriding purpose of program review is the improvement of program quality, utility, and efficiency.

**Assumptions:**

1. Program improvement should be a primary concern of institutions of higher education since, in the final analysis, improvements must occur at the institutional level. It follows that the review process should be one which is of greatest benefit to the institution.
2. Institutions of higher education, being concerned with the quality, utility, and efficiency of their programs, can and will objectively evaluate programs in order to determine strengths and weaknesses and propose strategies for improvement as needed.

**Criteria**

Each program should be evaluated in terms of quality, utility, and efficiency.

**Program Requirements:**

1. Each program adheres to the University Admissions Standards. In instances where these differ from the general requirement, they are clearly defined and serve to enhance the general standards. There are clearly identified program requirements to include: specialized testing, exit requirements, etc.
2. Each program has identified program goals/purposes and expected educational outcomes. A mechanism is in place to inform students of these goals and outcomes.
3. There are well defined mechanisms for assessing and monitoring the progress of students throughout the completion of their degree requirements.
4. Each major has sufficient breadth and depth; and provision is made for the practical application of knowledge through various avenues such as practicums, internships, cooperative education, laboratory, etc.
5. The quality of each instructional program is identified and maintained through: course objective, learning experiences, instructional assessment of students, and instructional assessments of courses.

**Faculty:**

1. Faculty as a whole should be of sufficient number to provide adequate instruction to all segments of the developmental and general education programs as well as for all majors and minors. At least 75% of the total faculty should be full-time.
2. Faculty in each program should have a degree at no less than the master's level in the appropriate or closely related discipline. Degrees shall be from regionally accredited institutions.
3. Faculty instructional loads should be based on an average of twelve (12) hours per semester for undergraduate and nine (9) hours for graduate.
4. Evaluation of faculty should be conducted annually and include provisions for feedback and development. There should be evidence of

scholarly productivity through the faculty's active participation in professional organizations, research, scholarly writing, curriculum development, artistic activities, etc.

5. The faculty represents diversification in educational preparation and background.
6. The size of the faculty must be considered in terms of the number of students, number of courses offered and the degree of specialization for each major.

### **Enrollment and Credit Hour Production**

1. Credit hour production in developmental courses should be limited to a maximum of twenty (20) enrollees per section.
2. Credit hour production in general education courses should be limited to a maximum of thirty (30) enrollees per section.
3. Credit hour production in major courses should be determined by the department with approval through channels.

### **Instructional Resources**

Provision must be made for the acquisition of adequate resources for the effective operation of each program. The allocation of resources is based on program needs and the five-year plan for program development. Instructional resources are defined as supplies and equipment. The following guidelines should be used for the allocation of University and departmental instructional resources. There must be adequate funds for:

1. Instructional supplies for faculty and departments or academic units, at a minimum of \$250 per faculty member. This fund may be converted to computer support upon consent of the faculty member.
2. Professional development of faculty and staff. A minimum of \$500 should be allocated per faculty.
3. University-wide access to Internet and other computer equipment including personal computers, word processors, modems, and printers.
4. University membership in professional organizations and agencies.
5. Appropriate library resources to support academic programs.
6. Proper maintenance of equipment and physical facilities.
7. Department chairpersons and school deans for support of units where unforeseen problems arise.
8. Furthermore, in all cases, the total amount contributed through laboratory fees and special program fees for the designated department must be expended.

### **Library Resources**

1. Library resources, services and related educational resources should be sufficient to assure student and faculty access in a timely and efficient manner.

2. Library resources should be adequate and up-to-date for each of the areas of specialization offered.
3. There should be evidence that faculty and students are aware of and use the resources of the library.

**Physical Facilities**

1. Classrooms, laboratories and equipment should be adequate and up-to-date for the number of students enrolled.
2. Office space for faculty should be provided for privacy when counseling with students or for scholarly activities.
3. Facilities should be accessible to students with special needs.
4. There should be adequate daily and periodic maintenance of facilities and equipment.

**Students:**

1. There should be clear policies and procedures for student advising and counseling.
2. Adequate provision should be made for student follow-up.
3. Student self-appraisal should be encouraged and guided.
4. Provision should be made for student pre-professional involvement.
5. Provision should be made to address the needs of students at all points on the educational ladder (remedial, average, and excellent).
6. Provision should be made for student organizations.



**Table 1. ORGANIZATION FOR THE MANAGEMENT OF ACADEMIC POLICIES AND STANDARDS**

(All policies, standards, procedures and guidelines for each council must be approved by the Office of Academic Affairs and/or the President’s Cabinet/Board of Trustees.)

**OFFICE OF ACADEMIC AFFAIRS**

<b>Council on Undergraduate Programs (Academic Standards)</b>	<b>Council on Graduate Programs (Academic Standards)</b>	<b>Council on General Education Core Curriculum and Outcomes Assessment</b>
<ul style="list-style-type: none"> <li>• Program Approval/Changes</li> <li>• Program Evaluation</li> <li>• Admission</li> <li>• Standards/Regulations</li> <li>• Academic Probation/Suspension</li> <li>• Course Approval</li> <li>• Faculty Standards</li> <li>• Faculty Evaluation</li> <li>• Course Evaluation</li> <li>• Academic Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Program Approval./Changes</li> <li>• Program Evaluation</li> <li>• Admission Standards/Regulations</li> <li>• Academic Probation/Suspension</li> <li>• Course Approval</li> <li>• Faculty Standards</li> <li>• Faculty Evaluation</li> <li>• Course Evaluation</li> <li>• Academic Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Student Outcomes Assessment</li> <li>• Core Curriculum Outcomes</li> <li>• Core Curriculum Assessment</li> <li>• General Education</li> <li>• Student Retention Activities</li> </ul>

**Council on Undergraduate Programs (Academic Standards)**

The Council on Undergraduate Education is advisory to the Provost and Vice President for Academic Affairs and shall be responsible for the formulation and monitoring of all policies and procedures related to undergraduate education. The Council is vested with the authority of approval/disapproval of all actions related to academic programs. All actions require final approval by the Provost and Vice President for Academic Affairs, President, and/or the Board of Trustees as appropriate. The Council shall be chaired by a dean of a school with an undergraduate program on a rotating basis, beginning with the Dean of Agricultural and Environmental Sciences, with continuation of rotation based on alphabetical order. Representation on the Council shall be by election/appointment with one representative from each academic department, the library, registrar’s office, graduate school and faculty senate. The Provost and Vice President for Academic Affairs serves as an ex-officio member of the Council.

### **Council on Graduate Programs (Academic Standards)**

The Council on Graduate Education is advisory to the Provost and Vice President for Academic Affairs and shall be responsible for the formulation and monitoring of all policies and procedures related to graduate education. The Council is vested with the authority to approve/disapprove all actions related to graduate academic programs. All actions require final review and approval by the Provost and Vice President for Academic Affairs, President, and/or Board of Trustees. The Council shall be chaired by the Dean of the Graduate School or Dean of a school with graduate programs. The Council shall consist of one representative (elected/appointed) from among the graduate faculty of departments offering graduate degrees. The Provost and Vice President for Academic Affairs serves as an ex-officio member of the Council.

### **Council of General Education, Core Curriculum and Outcomes Assessment**

The Council of General Education, Core Curriculum and Retention is advisory to the Provost and Vice President for Academic Affairs and shall be responsible for the formulation of all policies and procedures related to the core curriculum, general education, and outcomes assessment. The Council is vested with the authority to approve/disapprove all actions related to the core curriculum, general education, student retention and outcome assessment. All actions require final review and approval by the Provost and Vice President for Academic Affairs. The Council shall consist of one faculty each from the core/general education curriculum areas, five (5) faculty at large representing the five Undergraduate Schools and University College, two Deans, and five Department Chairs. The council shall be chaired by an individual selected by the body.

## SECTION IV. UNDERGRADUATE POLICIES

U.G. Policy #01

Item Admissions /Requirements and Procedures

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### Admissions/Requirements and Procedures

#### 1. ACT/SAT Scores

Before applicants can be accepted to the University, they must take either an American College Testing Program admissions test (ACT), or the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board, and must have their test results sent to the Director of Admissions.

#### 2. Transcripts

A transcript of the applicant's high school record, or General Education Development (GED) Test results, must be received by the Director of Admissions before an application for admission can be considered complete. All transcripts must be official and must be received directly from the issuing institutions.

#### 3. High School Grade Point Average

High school students entering Alabama A&M University must have maintained a grade point average of "C" in the following subjects: English, mathematics, science and history and political science.

#### 4. Application Deadline

High school students who expect to apply for admission to the University may make application during the first semester of their senior year.

Applications for admission to the University must be on file in the Office of Admissions prior to the beginning of the semester or session. Applicants are accepted as early as one year prior to expected date of enrollment. However, the following established deadlines indicate the last date for receipt of applications for each session:

Semester/Session	Application Deadline
Fall	June 15
Spring	November 1

The application can be completed and submitted on-line at [www.aamu.edu](http://www.aamu.edu).

### **5. Admission**

Upon being notified of admission to the University, a letter of acceptance and an enrollment response form are sent to the applicant. No student should report to the University for enrollment without having received the letter of acceptance.

### **6. Fees**

A twenty-five (\$25.00) application fee must accompany the application.

### **7. Re-Admission to the University**

When a student's attendance is interrupted in excess of one semester, for any reason, an application for re-admission, accompanied by the \$25.00 application fee, must be filed with the Office of Admissions.

## **Admissions Categories**

**High School Graduates.** Upon notification of admission to AAMU, the applicant will receive a letter of acceptance. No student should report to AAMU for registration without having received the letter of acceptance. Alabama students must have passed all three parts of the high school graduation examination. For unconditional admission high school graduates must have earned a score of 18 ACT/equivalent SAT; maintained a grade point average of “C” in the following subjects: English, mathematics, science, history, and political science. Students 26 years or older are exempt from college entrance examinations.

**High School Equivalency (GED).** For unconditional admission the applicant must have earned an average score of 48. Transcripts of last attendance in high school will be required. Students must have a score of at least 18 on the ACT/equivalent SAT.

**High School Accelerated Program.** Students must have completed their sophomore or junior year of high school in order to be admitted to the high school accelerated program (see U.G. Policy #03).

**Transfer Students.** Students transferring from other postsecondary institutions must have maintained a cumulative GPA of 2.0 (“C”) at the last institution attended. Students who have 12 semester hours or equivalent quarter hours of acceptable academic credit at the college or university level may be admitted to AAMU as transfer students. Students with fewer than 12 semester hours will be admitted as high school graduates; however, appropriate hours will count toward the AAMU degree.

**Under-prepared Students with Potential.** AAMU has established a plan to ensure that a limited number of under-prepared students with potential, who apply for admission, are accepted and included in the student body. These students will be admitted on a conditional basis.

## **Conditional Admission**

Individuals who do not completely fit into one of the categories described above may be eligible for **conditional admission** and should make inquiries to the Office of Admissions.

Credit is awarded to students who have earned grades of **Conditional Admission**. Transfer and special students who are admitted to the University on a “Conditional” basis will have one semester to remove the “Conditional” status. If the “Conditional” status is

not removed, the student will be notified of his ineligibility to register for the next semester.

### **Transfer Students from Alabama Two-Year Colleges**

A student transferring from an Alabama two-year college may choose to fulfill the degree requirements of the AAMU Bulletin which was in effect at the time of the student's initial enrollment at the Alabama two-year institution, provided that the time lapse between matriculation at the two year institution and AAMU is not more than one year. Students intending to transfer to AAMU are encouraged to consult with their advisors and obtain a STARS guide from the AGSC/STARS Website, [www.stars.troyst.edu](http://www.stars.troyst.edu).

### **International Students**

In order to ensure that required long distance coordination may be completed in time to accommodate admission for the desired term, admission applications must be received by the following deadline dates:

Fall, May 15

Spring, October 1

Summer, March 15

All entering international students must provide an affidavit of financial support. Students must have maintained a grade point average of "C" in core courses and must have earned five passes on a national or a local examination; and must have attained a minimum score of 500 on the TOEFL (Test of English as a Foreign Language). A letter of recommendation from an applicant's principal or college advisor is also required.

International students who receive certificates of eligibility from the University are eligible to transfer to other institutions after two semesters of attendance.

### **Re-Entry**

A student who has not attended AAMU for one or more semesters and who wishes to return should consult with the Office of Admissions to determine enrollment status and to apply for readmission.

### **Special (Non-degree) Students**

Persons who wish to pursue certain courses without reference to a degree may apply for admission as Special Students. Applications for such persons will be considered by the Director of Admissions. A student may take a maximum of twelve hours as a Special Student except persons seeking teacher certification as directed by the State Department of Education. Before permission is given to enter a degree program, the applicant must

meet all requirements for being admitted as a regular degree student. At that time, credit earned as a special student can be counted toward the degree, unless the statute of limitations has expired.

All applicants who apply for Special Student status must apply for admission at least two weeks prior to the beginning of the semester or session for which he/she wishes to enroll in the University. Special students must reapply for admission at the beginning of each semester or session.

### **Transient Students**

Students registered at AAMU who desire credits taken at other collegiate institutions to be applied toward their degrees at AAMU must receive approval before enrolling at the other institution. The completed Transient Student Form must be signed by the student's advisor and submitted to the Office of the Registrar. Students who receive such approval must submit official transcripts documenting the work as soon as it is completed, whether they still desire credit for the work or not. The total number of hours taken at another institution or the sum of credits taken at AAMU and another institution during the same term cannot exceed the maximum allowed during the same enrollment term at AAMU: 18 credit hours for fall and spring semesters; 10 credit hours for an eight or nine week summer session. All transfer grades must be "C" or above to be accepted.

Advisors will evaluate whether or not the courses for which the student intends to enroll will transfer back to AAMU based on a comparison of course descriptions in the AAMU Bulletin and the bulletin of the institution the student wants to attend. Approval of transient credit is contingent upon whether the intended course is equivalent to a course at AAMU and whether or not it will be accepted by the major department for fulfilling of degree program course requirements.

Students and advisors are reminded that they should carefully review the number of credit hours that will be awarded for courses taken at another institution. Since AAMU awards credit for course work based on semester hours, credit hours awarded for course work completed at institutions which use a quarter system must be converted to semester hours upon transfer. In some instances, such conversion may result in the student receiving an insufficient number of credit hours to fulfill the required number of semester hours for a course.

Students enrolled at another institution who wish to pursue courses at AAMU to be transferred back to their institution may apply for admission as transient students. A letter of approval/good standing from the home institution is required. Transient students must apply for admission to AAMU at the beginning of each semester or session.

### **Transfer Readmit**

Alabama A&M University students who have attended another institution(s) after leaving the university must apply to return. Students must provide official transcripts from all institution(s) attended and list each school on their application for readmission to the university. Students must comply with all university guidelines governing re-entry and

transfer student status. Students who are re-admitted to the university after a two-year absence will be governed by the Bulletin under which they are re-admitted.

### **Transfer of Students on Suspension from another Institution**

1) *Temporary, Indefinite or Permanent Academic Suspension*: A student who has been suspended from another college is eligible to apply for admission to the university after 12 months have elapsed.

2) *Disciplinary Suspension*: Students on disciplinary suspension from another institution must be eligible to return to that institution before being considered for admission to Alabama A&M University.



### **Accelerated Program for High School Students**

Alabama A&M University offers two programs for outstanding high school students who wish to earn college credit:

1. Qualified students who have completed their junior year of high school may take a course or courses during the summer preceding their senior year.
2. Qualified students who have completed their sophomore or junior year of high school may take a course or courses during the academic year while simultaneously enrolled in high school.

The qualifications to be considered include: i) minimum GPA of 3.0 on a 4.0 scale; ii) recommendation of guidance counselor; and iii) ACT/SAT or pre-ACT/SAT scores.

### **Procedures**

The following steps should be taken when applying to the Accelerated Program for High School Students:

1. Complete a University application form for accelerated students. Return the completed application form to the Office of Admissions, Alabama A&M University, Normal, Alabama 35762.
2. Enclose with the application the required \$25.00 non-refundable application fee. Make check or money order payable to Alabama A&M University.
3. Request that an official copy of your high school transcript be forwarded to the Office of Admissions, Alabama A&M University.
4. Request that the principal or guidance counselor send a letter of recommendation to the Office of Admissions.

### **Advanced Placement Credit for High School Students**

The University awards 3 semester credit hours to students who score 3 on the Advanced Placement Examination in the areas of Biology, Chemistry, English, Foreign Language, History, Mathematics, Physics, Art and Music. Students scoring 4 or 5 may be awarded additional credit upon the recommendation of the appropriate department chairperson.

#### **Procedures**

The examination must have been taken upon completion of the appropriate course of study, and the applicant must apply for advanced placement credit and provide results of said examination.

The applicant's counselor will recommend the student for placement, and the Admissions Office will evaluate the application for placement. Credit, if awarded, will be recorded without grades or quality points and will not be included in calculation of the grade point average.

## **Transfer Credits**

### **1. Acceptance of Transfer Credit**

The Office of Admissions accepts transfer credits for the University. The deans of Schools or department chairpersons approve transfer credits for degree programs. No credits will be accepted for courses in religion or for developmental courses. Courses that explore religion are acceptable.

Students who transfer from another four-year institution or two-year college must submit in advance for acceptance, transcripts of all previous work done on the college level. Such transcripts must be sent directly from the institution at which the work was completed. *Academic work completed at other schools not listed on the Admission Application will not be accepted for transfer purposes.*

Transfer credits are accepted conditionally until the student presenting them has demonstrated, through satisfactory academic achievement over a period of at least one semester that he/she is able to pursue successfully the curriculum in which he/she is enrolled.

Students transferring from colleges and universities must have maintained a “C” average, and be in good standing with the institution from which they are transferring. Students on academic probation or suspension are not in good standing, and, therefore, will not be accepted by Alabama A&M University.

A student who has been suspended from an institution because of poor academic performance is not eligible to enter Alabama A&M University immediately following academic suspension.

**Grades below “C” are not transferable** except as provided for in the AGSC/STARS guidelines for transfer credits for Alabama 2 year institutions.

### **Transfer of Distance Learning Courses**

For the purpose of this section, Distance Learning Courses are defined as those courses taken through correspondence, audio/video, teleconference, or other electronic means from another institution.

Distance Learning courses taken for credit toward a degree at this University must be authorized in the same manner as any other transfer work as stated in the policy on transfer credits. In addition, the following policies apply:

- Approval to take distance learning courses should follow the established policies for transient or visiting students.
- Distance Learning course hours will be included in the computation of the student's load for the duration of the enrollment in such course(s), and hence become subject to total load restrictions.

## **2. International Students-Transfer Credits**

Post secondary credits earned by international students in colleges and universities which pattern after the British or Non-American system of grading and promotion must be evaluated by the World Education System, Inc., P.O. Box 745, Old Chelsea Station, New York, New York 10011 USA. Applications for the evaluation may be secured from the Office of Admissions. Courses recommended by the World Education Services, Inc., will be accepted by Alabama A&M University. It is the responsibility of the student to execute, request, and pay the cost of the evaluations.

## **3. Transfer Credits for Advanced Standing**

In order for transfer credits to be accepted for advanced standing, all prior college work must be declared on the official application and supported by official transcripts. No credit for advanced standing will be accepted after the end of the first semester of the student's enrollment. All grades must be "C" or above.

## **4. Transfer Credits for Continuing Students**

Students registered at the University who desire to take courses at other institutions for credit applied toward their degree at the University must, upon recommendation of the student's advisor, complete appropriate forms in the Registrar's Office before taking the course. Students who receive such approval must submit official transcripts covering that course as soon as it is completed, whether they still desire credit for the course or not. The total number of hours taken cannot exceed the maximum allowed in a term at the University. All transfer grades must be "C" or above to be accepted.

## **5. Credit by Examination**

Advanced Placement (AP) Program. Several A&M University departments award credit to students who have earned designed scores on Advanced Placement (AP) Program examinations of the College Entrance Examination Board. AP examinations are usually taken at the end of an AP designed course of study in high school. Students may contact their major departments to determine specific areas where AP credits will be accepted.

College Level Examination Program (CLEP). CLEP, a nationwide system of credit-by-examination, is administered at many colleges and universities to award college credit to those who earn the designated minimum acceptable score. There are five general examinations and 30 specific subject examinations. The general examinations measure

college-level achievement in five basic areas of the liberal arts: English composition, humanities, mathematics, natural sciences, and social sciences-history. The subject examinations measure achievement in specific college courses and are used to grant exemption from and credit for these classes. Students must check with the Testing Services Center to determine the availability of and their eligibility for subject examination.

The Testing Services Center at AAMU is an open center for CLEP administrations. Examinations are scheduled on an individual basis and are available year-round, with the exception of the English Composition with Essay Examination. This test is only offered in January, April, June, and October.

Enrolled students who want to take CLEP examinations to substitute for specific courses or who want to obtain additional information about the CLEP, should contact the Testing Services Center. Credit awarded through the CLEP must be recorded on a student's transcript no later than the end of the semester in which the examination is taken

## **6. Military Education/Training Evaluation**

Alabama A&M University is a member of the Servicemembers Opportunity College (SOC) Consortium, a group of national higher education associations with over 1,850 institutional members. The consortium functions in cooperation with the Department of Defense, the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of servicemembers.

The Office of Admissions evaluates military transfer credits for AAMU. For evaluation, appropriate official copies of certificates, diplomas, or transcripts should be forwarded to the Office of Admissions. The Guide of the Evaluation of Educational Experiences in the Armed Services as sanctioned by the American Council on Education (ACE) is the standard reference work used by AAMU for awarding credit for learning acquired through the military.

## **7. Work Experience**

Non-traditional credit, not to exceed 54 non-transferable semester hours, may be awarded at the point of entry to persons who have earned a certificate, diploma or degree in the intended field of study, from a regionally accredited technical/career college and/or through work-related learning. A maximum of 30 semester hours may be awarded for a diploma or certificate and 36 semester hours may be awarded for an associate degree from an acceptable institution. Persons with a minimum of three years and a maximum of six years of relevant work-related learning, documented by employer/examination and/or approved by the major area, in accordance with established departmental criteria for non-traditional credit, may be awarded nine to eighteen academic credit hours, respectively.

## **8. Other Non-Collegiate Sponsored Instruction**

AAMU considers for college credit non-collegiate sponsored instruction approved and sanctioned by the American Council of Education and listed in the National Guide to Educational Credit for Training Programs. Appropriate official copies of certificates, diplomas or transcripts should be forwarded to the Office of Admissions for evaluation.

### **Visiting Student Program**

A cooperative arrangement exists with the University of Alabama in Huntsville, Athens State University, John C. Calhoun State Community College, Oakwood College and Alabama A&M University, whereby a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be enrolled full-time.
2. His/her total load must not exceed the established maximum number of hours established at the home school.
3. The student must have an overall average of “C” or better.
4. The course must be unavailable at the student’s home institution at the desired time, due to a scheduling conflict.
5. The student’s request must be approved by his/her advisor and other appropriate personnel.
6. Permission of appropriate personnel at the visiting institution is required and will be dependent upon availability of space for the visitor after the school’s own students are accommodated.
7. Enrollment must be completed prior to the initial meeting of the class at the visiting institution.
8. AAMU policies and regulations regarding course substitutions and transfer credits will be applied.
9. Grades earned as a visiting student are calculated into the GPA at the home institution.

In order to participate in this program, students must complete the Inter-Campus Visiting Student Form, which may be secured from the Office of the Registrar or on-line at [www.aamu.edu](http://www.aamu.edu).

## **Residency**

### **1. University Policy Pertaining to Student Entitlement to Resident Fees**

For the purpose of assessing tuition, Alabama A&M University classifies students as Alabama ‘residents’ or ‘non-residents.’ Residency for classification means domicile; domicile means living in Alabama with the intent to make Alabama a fixed and permanent home. By way of example, students may have more than one home address but only one domicile.

Information to assist the University in its administrative responsibility must be provided by the students. Residents of Alabama, as well as categories of non-residents hereinafter identified, may be enrolled upon payment of resident fees as follows:

1. (a) A student may register as an Alabama resident for tuition purposes only upon showing that he/she has been a resident of Alabama for a period of at least twelve months prior to registration.  
  
(b) No emancipated minor or person nineteen years of age or older shall be deemed to have gained or acquired Alabama residency status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he/she has in fact established residency in this state.
2. If a person is under nineteen years of age and living with parent(s) or guardian, he/she may register as an Alabama resident for tuition purposes only upon showing that his/her parent(s) or guardian has been a bona fide resident of Alabama for a period of at least twelve months prior to registration.
3. A full-time faculty member of Alabama A&M University and his/her spouse and dependent children under age 25 may register for the payment of resident fees even though they have not been bona fide residents of Alabama for the preceding twelve months.
4. The spouse of any person who is classified or is eligible for classification as an Alabama resident student for tuition purposes is likewise entitled to classification as an Alabama resident student for tuition purposes.
5. Military personnel and their dependents stationed in Alabama and on active military duty are entitled to Alabama residency classification for tuition purposes.



6. If either the student/applicant, spouse, parent or guardian who is not a resident of Alabama but has been employed full-time in Alabama for at least twelve (12) months and has filed an Alabama income tax return on which the student is claimed as a dependent or has filed jointly with the qualifying spouse for the tax year prior to the year in which the student is admitted, that student/applicant is entitled to Alabama residency classification for tuition purposes.
7. All international students shall be classified as non-resident students. However, an international student who is living in this country under a visa permitting the establishment of a permanent residence shall have the same privilege of qualifying for Alabama residency status for tuition purposes as a citizen of the United States.
8. Any Alabama resident student who remains in the State after his/her parent(s) or guardian (previously legal residents of Alabama or stationed in Alabama on military orders) move from the State, shall be entitled to remain classified as an Alabama resident student for tuition purposes as long as attendance remains continuous. Such students need not attend the summer session in order to render attendance continuous.
9. In the event that a bona fide resident of Alabama is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an Alabama resident student for tuition purposes until the expiration of one year from the date of court appointment, and then only upon proper evidence that such appointment was not made to avoid payment of non-resident fees.
10. Students determined to be eligible for resident tuition purposes by an Alabama state supported college or university retain that eligibility upon transfer to Alabama A&M University.

Any student granted status as an Alabama resident student for tuition purposes whose status is based on a sworn statement which is false is subject to disciplinary sanctions as may be imposed by the University.

## **2. Change of Residence Status**

Students/applicants who are classified by Alabama A&M University as non-residents but later claim to qualify as bona fide residents must file a "Petition for Alabama Residency Classification for Tuition Purposes" form with the Office of Admissions (undergraduate students) or the Office of Graduate Studies (graduate students). With only a few exceptions, a student can change his/her status from non-resident to Alabama resident student for tuition purposes only by actually coming into the State for the period required with the intention of residence within the State indefinitely and establishing a physical presence and place in the State which he/she considers to be his/her true, fixed and permanent home and place of habitation. **In determining whether the student is in fact an Alabama resident for tuition purposes, the burden of proof rests with the student.**

To receive consideration, petitions for change of status and all supporting documentation must be filed with the Admissions Office or Graduate Office at least two weeks prior to the beginning of the semester or summer session.

If the petition is approved, classification as a resident for tuition purposes will not be retroactive to the prior semester; however, any non-resident fees paid in advance for succeeding semesters will be adjusted. The Offices of Admissions and Graduate Studies will have the responsibility of classifying a student as an Alabama resident or non-resident for tuition purposes.

### **3. Appeals for Residency**

A student/applicant wishing to appeal the decision resulting from his/her “Petition for Alabama Residency Classification for Tuition Purposes” may request a review of that decision before the University Committee on Residence. Appeals must be made in writing within ten (10) working days of the decision of the Director of Admissions or the Dean of Graduate Studies.

## **Registration**

### **1. General Registration Guidelines**

All students of the University are expected to present themselves for registration in accordance with plans of registration established for the current semester or term and listed in the University Calendar.

No student will be permitted to attend class unless the instructor has received from the Registrar evidence of proper registration.

Students are considered registered only when they have conformed to all University and School regulations applying to registration.

Undergraduate students are required to register prior to the first day of classes in each semester. This is most conveniently accomplished for continuing students during the advance registration periods held in April for the Fall semester, in November for the Spring semester, and in February or March for the Summer term. There may be a period of late registration for which there is an additional fee.

Each student registering for courses in any term must submit to the Registrar, with the approval of the student's academic advisor, a list of courses and sections, identified by call numbers, for which registration is sought.

The University will attempt to meet the curricular needs thus indicated by the student and confirmed by the advisor so far as such course selection conforms with University regulations and so far as resources permit.

Registration after the final date as provided in the University Calendar must be by special permission of the Office of Academic Affairs. A student may add courses for credit, make section changes, or drop courses with the approval of the appropriate dean within the period provided in the University Calendar. A fee will be charged for this service.

Students generally enroll in courses in accordance with the following outline: 100-199 open primarily to freshmen; 200-299 open primarily to sophomores; 300-499 open primarily to juniors and seniors; 500 and above open primarily to graduate students.

### **2. Failure to Register and Improper Registration**

Students who fail to register during a semester, or whose efforts to register fail to conform with University and School regulations, may not at the end of such semester receive credit for courses or parts of courses completed. However, permission may be granted by the Provost and Vice President for Academic Affairs for appropriate retroactive registration, but only upon the recommendation of the advisor, the instructor from whom credit is sought and the Dean of the School in which the student is enrolled. However, it is to be noted here that such permission is highly unusual since it is illegal for an instructor to allow a student to remain in his/her class after the initial roster has been issued.

### **3. Late Registration**

A student registering after classes have begun, and before the last day to register, must obtain the written permission of the Dean of the School in which the student is enrolled. Permission of the instructor in each course is also required in all such cases. A late registration fee of \$50.00 will be assessed against all late registrants.

### **4. Dropping and Adding Classes**

Once a student has completed registration, all changes in his/her schedule must be made on a Drop/Add form and recorded in the Office of the Registrar. All forms must be validated by the Business Office.

The following changes must be made by Drop and Add:

1. Change from one course to another.
2. Change from one section of the same course to another section.
3. Addition to schedule.
4. Deletion from schedule.
5. Change in section due to inserting wrong call number. The call number is most important.

Students revising schedules (adding or dropping courses) must complete a Drop/Add form and pay the change-of-course fee. These forms are available in the administrative offices of each school. The signatures of the advisor and the instructor are required to authorize a schedule change during the schedule adjustment period. A late schedule adjustment also requires the signature of the instructor. The signature of the instructor for an add, subsequent to the department head's approval, is to indicate the availability of space and that the student can make satisfactory progress at the time that he/she enters.

The signature of the instructor for a drop will provide the necessary reminder for the instructor to record the grade of "W" on the student's record.

Classes dropped after the first week of the regular semester and through the end of one week prior to the last two calendar weeks of a semester and the last week of a summer session will receive a grade of "W."

All additions to a class roll must be made through the Registrar's Office for a student to be officially enrolled in a class. Credit for a course will not be allowed if the Registrar's Office has not officially enrolled a student in a class. Drop and Add fees can be waived for the following reasons:

1. A course has been cancelled.
2. A course has been rescheduled for a different time that conflicts with the student's schedule .
3. Other justifiable causes for changes made by the University.

### **Cancellation of Registration**

Students who have registered for an academic term at Alabama A&M University and decide not to attend or return that term must contact the Office of the Registrar to file a Cancellation of Registration form.

**Students who attend one or more class sessions are not eligible for a cancellation of registration.** Students who fail to cancel registration will be held accountable for fee payment for that semester. In the event a cancellation of registration is requested, students must complete the following steps.

1. Student will initiate the process by requesting cancellation in the Registrar's Office. If the term has already been completed, the Registrar's staff will require that students verify non-attendance of all classes.
2. Student will proceed to Office of Financial Aid for verification of financial status. Cancellation of requests for financial aid must be verified or processed.
3. If approved by the Financial Aid Office, the student will return the form to the Office of the Registrar. Courses will be removed from the student's record.
4. Student will present approved document to Bursar for removal of charges for the term.

### **Emergency Separation for Military Purposes**

Students who exit the University because of a military call-up or spouses of those called may withdraw without academic penalty. After the normal University withdrawal period, the student may choose to make arrangements with the instructor and/or department chairman to complete the course work.

Students who withdraw due to being called to active duty or spouses of persons called to active duty may be eligible for a full refund of required tuition and fees. Room and board will be refunded in accordance with the current University refund policy. All students who receive Title IV funds will be processed according to federal policies. Federal policy statements are available in the Office of Student Financial Aid.

### **Procedure**

1. Secure a copy of the Academic Affairs Form (Emergency Separation for Military Purposes).
2. Complete the form and secure appropriate documentation.
3. Submit the form to the Office of the Registrar, retaining the copy marked “student”.

### **Withdrawal from the University**

When a student finds it necessary to discontinue college work at any time other than at the end of a semester or summer term, he/she must execute a withdrawal form (obtained from the Office of the Registrar). The student must clear all University accounts. The following rules will apply:

1. When a student withdraws before completing the last two calendar weeks of any semester or last week of the summer session, the student will receive a grade of “W” in all courses.
2. If the student withdraws after the last two calendar weeks of a semester, this semester will be counted as a term in residence in all computation of requirements for re-admission.
3. When enrolled for a regular semester, a student may not withdraw during the last two calendar weeks prior to the first day of final examinations. In a summer session, a student may not withdraw during the last calendar week prior to the first day of final examinations.
4. When a student leaves the University at any time during a semester or a summer session without filing a Withdrawal Form and without clearing all University accounts, the student will receive a grade of “F” in all courses. Further, he/she will forfeit all rights to a statement of honorable dismissal, thereby jeopardizing the student’s re-entrance into the University or transfer to another accredited institution.

### **Procedures**

1. Secure a copy of the Withdrawal Clearance Form from the Office of the Registrar or on-line.
2. Complete the form and secure the appropriate signatures as indicated.
3. Submit the form to the Registrar’s Office.



### **Credit Hours**

The unit of credit is the “semester hour.” It is defined as one hour of regular class work or two or more hours of laboratory work per week for each credit hour. Semester hours translated into contact hours are calculated as follows based on 15 weeks per semester:

1 credit hour x 15 weeks = 15 contact hours

2 credit hours x 15 weeks = 30 contact hours

3 credit hours x 15 weeks = 45 contact hours

### **Method of Converting Quarter Hours to Semester Hours**

<b>Quarter hours</b>	<b>Semester hours</b>
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67

### **The University Year**

Alabama A&M University is organized on the semester system. The year is divided into two semesters and a summer session. Summer classes are so scheduled that an equivalent amount of time as for semester time is allotted so that a student will spend the necessary time in a course equivalent to that spent in a regular semester.

Each semester must include a minimum of fifteen (15) weeks. The number of credit hours translated to clock hours must be arranged during the summer to equal a semester.

The University may offer interim sessions between the regular semesters or the spring semester and summer school or summer school and the fall semester. All accelerated courses must meet the minimum contact hours based on the course credit hours.

**Definition of a Full-Time Student**

A full-time undergraduate student is one who is taking at least twelve semester hours of scheduled work during a semester or at least six semester hours in a summer session.

Any undergraduate student taking fewer than twelve hours in a regular semester or fewer than six semester hours in a summer session is a part-time student.

**Classification of Students**

Persons other than special students are grouped in four classes according to total credits in semester hours as indicated:

Freshmen      0-30 SCH (Semester Credit Hours)

Sophomore    31-63 SCH

Junior          64-94 SCH

Senior          95 or more SCH

### **Student Load**

A student may not register for more than 19 semester hours for any semester except by approval of the advisor, the Dean of the School and the Provost and Vice President for Academic Affairs. The overload form must be processed through channels to the Provost and Vice President for Academic Affairs, and should contain the student's grade point average and a justification for the request. Requests for overloads will not be considered if the student has less than a 3.00 grade point average.

The maximum load for the summer session is 10 semester hours. With permission through channels from the Provost and Vice President for Academic Affairs, additional semester hours may be allowed providing the student is eligible for graduation the same semester by virtue of the additional hours. The maximum load for a summer session should not exceed 12 credit hours.

### **Academic Misconduct**

All students in attendance at Alabama A&M University are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic misconduct. This includes, but is not necessarily limited to, the following:

1. Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Plagiarism - representing the words, ideas, or data of another as one's own in any academic exercise.
3. Fabrication - unauthorized falsification or invention of any information or citation in an academic exercise.
4. Aiding and abetting academic dishonesty - intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.

### **Penalties for Academic Misconduct**

Acts of academic misconduct may be punishable by one of the following:

1. Letter of academic misconduct placed in the student's academic folder
2. Lowering of a final grade
3. Academic discipline resulting in the loss of scholarships, nonparticipation in academic related activities, etc.
4. Temporary suspension from the University
5. Expulsion from a class resulting in a failing grade
6. Lowering of a grade on a test or examination

### **Academic Progress**

A student at Alabama A&M University is expected to make positive academic progress toward a degree objective. An undergraduate student is said to be making satisfactory academic progress when his or her cumulative grade point average and credit hours fall within the classification system below.

<b>Classification</b>	<b>Number of Cumulative Semester Hours Earned</b>	<b>Cumulative Grade Point Average</b>
Freshman	0-30	2.00
Sophomore	31-63	2.00
Junior	64-94	2.00
Senior	95 or above	2.00

A student who fails to make such progress and accumulates excessive grade point deficiencies shall be placed on academic probation, suspended, or dismissed from the University. **Students who fall below the required cumulative GPA for his/her classification must increase their cumulative GPA to the required minimum within two semesters.** For example, a student with a 1.80 cumulative GPA at the end of the Fall Semester will have until the end of the Fall Semester of the next academic year to acquire the required GPA. During the two-semester grace period, the student is required to show steady progress toward increasing the cumulative GPA. Further, during the two-semester grace period, the student's record will be stamped Academic Probation.

### **Academic Alert**

Students are placed on academic alert the semester that the cumulative grade point average falls below the required minimum. Students will only be allowed to take 12 hours while on alert. They are required to register with and participate in the appropriate activities of the Office of Retention and Academic Support (ORAS).

### **Academic Probation**

A student is placed on academic probation the following semester after alert if the semester grade point average is below 2.0 and the cumulative grade point average fails to reach

1.85 for students with 0-30 semester hours earned

1.90 for students with 31-63 semester hours earned

1.95 for students with 64 hours or more

Students will only be allowed to take a maximum of twelve hours during the probationary period. Students with a cumulative grade point average at or above the previously listed grade point average by classification, but remain below the required 2.0 shall continue on academic alert. Students on academic alert or probation are required to participate in activities as assigned by ORAS. Students who are placed on academic alert or probation will have two semesters to bring their grade point average into compliance.

No student on academic probation may hold office in any student organization, participate in any organized non-class trip off campus, or represent the University publicly. This regulation does not apply to participation as a normal member in religious or recreational activities conducted completely on campus. However, participation in such activities may be required to be very limited in scope.

A student who fails a required course must repeat the course the first time the course is offered during a period in which he/she is enrolled after the failing grade has been reported. A student may be required to repeat an elective in which he/she receives a grade of "F" upon recommendation of his/her major Department Chairperson or School Dean.



## **Academic Suspension**

A student who has been placed on academic probation and fails to acquire the minimum cumulative GPA based on classification at the end of the two-semester grace period will automatically be suspended. Temporary academic suspension will result in the loss of one semester of matriculation. Academic suspension may be followed by readmission on academic probation.

A student under suspension for scholastic reasons may not obtain credit toward a degree in courses pursued at another institution during the period when he/she is ineligible to register.

## **Appeal for Reinstatement Following Suspension**

A student on academic suspension is required to remain out of the University for one regular semester and may apply for consideration for readmission after the lapse of one semester.

The appeal must be submitted in writing to the Academic Appeals Committee no later than the dates listed below for each term:

July 1	Fall Semester
January 1	Spring Semester
June 1	Summer Session(s)

Suspension appeals must contain the following:

- Statement describing circumstances that lead to the suspension
- Corrective actions (statement from the Office of Retention and Academic Support)
- Justification/Rationale for the appeal to include plan of action by the appealee
- Advisors Support Statement and Signature
- Signature of Office of Retention and Academic Support and Academic Advisor.

**A student may appeal for academic reinstatement after suspension only once during the student's academic career at Alabama A&M University.**

## **Indefinite Suspension**

A student is declared on indefinite suspension and will not be granted permission for readmission to the University if the student has: (1) completed two semesters on academic probation and failed to raise his/her grade point average to the required minimum of 2.00; or

(2) remained out of the University for one semester and is readmitted on probation or readmitted on appeal without staying out one semester, and is subsequently suspended.

### **Academic Honors**

The PRESIDENT'S CUP. Undergraduate students maintaining a 4.00 grade point average for two consecutive semesters with at least 12 semester hours each semester will qualify for President's Cup honors. Each recipient's name is engraved on a permanent trophy, which is housed in the Office of the President of the University. Additionally, each recipient will receive an engraved miniature cup and a "gold" certificate.

The PRESIDENT'S AWARD. Freshmen who obtain a 4.00 grade point average for one semester with at least 12 credit hours in the regular academic program will qualify for the President's Award.

The DEAN'S LIST. Any student who has attained a quality grade point average of 3.00 or better (scholastic average of "B" or above), has earned no grade below "C", has carried a minimum of 12 semester hours, and has no disciplinary restrictions for the semester, is eligible for the Dean's List. It is compiled at the end of each semester.

The HONOR ROLL. Students who achieve an overall (cumulative) quality point average of 3.3 and above, provided they have been enrolled in a minimum of 12 credit hours per semester for at least 2 semesters, will qualify for the Honor Roll.

The FRESHMEN HONOR ROLL. Freshmen who achieve a grade point average of 3.3 and above with a minimum of 12 credit hours in the regular academic program after one semester are eligible for the Freshmen Honor Roll.

Eligibility for Freshmen Honors is determined each spring semester based upon academic performance for the preceding fall semester.

A student who shows evidence of superior intellectual ability and has achieved a quality grade point average of 3.3 or above is eligible to become a member of Alpha Kappa Mu Honor Society.

### **Course Substitution**

The following procedures and standards apply to requests for course substitutions involving specific degree programs:

1. Courses approved for substitution credit must be comparable to those listed in the course descriptions.
2. Requirements of the general education program must be strictly observed.
3. Lower-level (100-200) courses cannot be substituted for upper-level courses (300-400).
4. Upper-level college courses from two-year colleges will not be accepted for credit as substitutes for upper-level degree requirements at AAMU.
5. Technical subject course requirements cannot be substituted for general education requirements (i.e., electronics for physical science).
6. Courses designated as fulfilling core curriculum requirements in one category cannot be substituted with courses from another category (i.e., speech for history; math for art, etc.)
7. Course substitutions for graduating seniors should be completed by April 1<sup>st</sup> for May graduates; July 1<sup>st</sup> for July graduates; and November 1<sup>st</sup> for December graduates.
8. The student's past academic program shall be evaluated, his/her new or continuing program shall be planned, and recommendations for substitutions as deemed appropriate shall be made during the student's first semester in the degree-granting program.
9. Recommendations for substitutions must be dated, signed by authorized departmental personnel, and/or the dean, and forwarded to the Office of the Registrar.

### **Intra-University Courses**

1. Courses recommended for approval must be comparable and designed to achieve the same basic educational outcome.
2. Lower level courses cannot be substituted for upper level courses.
3. Technical subject requirements cannot be substituted for general education requirements.

All requests for substitutions must be included on one of the following forms: Admission/Transfer/Substitution Credits; Intra-University Substitution Credits.

### **Class Attendance Policy**

A student is permitted one (1) unexcused absence for each credit hour generated by the class. For example, two (2) absences are allowed in a two-hour class.

#### **INSTRUCTORS**

1. Instructors will keep accurate attendance records.
2. Each student who exceeds the number of unexcused absences will be advised by the instructor regarding any applicable penalties as stated in the course syllabus.

#### **STUDENTS**

1. Class attendance is expected as well as a privilege and students are required to be punctual and prepared.
2. Learning experiences proceed at such a rapid pace that attendance is necessary if students are to acquire the knowledge and develop the competence, skills and strategies that students need to be successful in their endeavors.
3. Students are required to carry out all assigned work and to take examinations and quizzes at the class period designated.
4. Failure to take examinations and quizzes, and/or carry out assignments at the designated times may result in an appropriate reduction in the final grade, **except as provided in items 6 and 7 below.**
5. Arrangements for make-up work, due to excused absences, must be initiated by the student.
6. Excused absences can be obtained, upon presenting documentation to Student Affairs, for the following reasons indicated below:
  - A. **Personal Illness or Illness of a Family Member.** Documentation bearing the signature of Doctors, Dormitory Counselors, Infirmary and/or Hospital Officials, Athletic Trainers, etc. shall constitute proof.
  - B. **Death in the Family.** Funeral programs, newspaper obituaries, statements from funeral directors shall constitute proof.
  - C. **Subpoena for Court Appearance.** The student's copy of the document shall constitute proof.
  - D. **Emergencies or Circumstances over which the Student has no Immediate Control.** Appropriate corroboration, documentation and/or explanation shall constitute proof.

- E. **Trips and/or activities by members of student organizations sponsored by academic units, and activities officially authorized by the appropriate university.** Authorized excuses, dispatched from the appropriate offices, instructors, coaches or sponsors over the signature of the Department Chairperson and Dean or Director, shall constitute proof.

Unresolved problems regarding attendance and/or procedures shall be appealed through appropriate University grievance channels.

## **Grading System**

The University uses a letter system of grading which follows: A-exceptional scholarship; B- distinctively above average; C-average quality; D-barely passing; F-failure; I-incomplete; W withdrew. The grade of “W” is assigned when a student resigns or the course is dropped after one week beyond the mid-semester examination period.

The designation of WB is assigned when a student is approved for academic bankruptcy.

The grade of “P” is used to indicate satisfactory completion of Graduate Writing and History courses.

The grade “X” will be given for auditing a course; however, no credit will be awarded.

Credit for any course in which a student has received a grade of “F” can be obtained only by repeating the course and earning a passing grade.

### **1. Grade Point Average or Quality Points**

The University’s grading system is based on a 4.00 point scale; quality points are assigned as follows:

A = 4.00

B = 3.00

C = 2.00

D = 1.00

F = 0.00

X = Audit

The following grades are not included in the calculation of the GPA; W, I, P, X, or IP.

IP = (In progress; projects; thesis; dissertation; research)

WB = Bankruptcy withdrawal

WM = Military Withdrawal

Grades earned at another institution are not computed in the grade point average. Grades earned at another university cannot be used to improve a grade point average or eliminate a quality point deficiency.

**2. Example of Calculation of Grade Point Averages**

Grade	Grade Points Credit Per Credit Hr	Credit Hrs for Course	Hours Attempted for GPA	Quality Points	GPA
A	4	3	3	12	
W	0	3	0	0	
C	2	1	1	2	
B	3	4	4	12	
F	0	4	4	0	
D	1	3	3	3	
I	0	2	0	0	
	Totals		14	29	2.07

Quality Points (grade points x credit hours for course) divided by Hours Attempted equals the overall Grade Point Average.



### **Grade Reporting**

All grades must be signed in by the instructor submitting the grade. This includes midterm and end of term rosters, Removal of Incompletes Form, Change of Grade Forms, and Missing Grade Forms. Grades submitted at the departmental or dean's office to be forwarded to the Registrar, must be signed in at the receiving office. Persons submitting the grades to the Registrar's Office must also sign a roster indicating all reported grades submitted.

### **Missing Grades**

Missing grades must be received in the Registrar's office **within forty-five (45) days immediately following the grading period** (semester or summer session) in which the grade was given. All missing grades must be reported on the Missing Grade Form.

### **Changing of Grades**

All course grades (except “I” grades) are intended to be final and permanent. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is considered the faculty’s direct and personal responsibility to insure that grades are fair and reported correctly the first time. **Final grades cannot be improved by “make-up” work, after the end of the term.**

If an error occurs in the calculation or recording of a grade, it can be corrected using the following procedures:

1. The faculty of record will complete the Change of Grade Form, which must include:
  - a. The student’s name, student number, course designation by title and number, semester, and change desired.
  - b. A statement unequivocally identifying the person who made the error and explaining the nature of the error.
  - c. An explanation of how the new grade was computed.
2. The Change of Grade Form must bear the endorsement of the department chairperson and dean, and must to be addressed to the Provost and Vice President for Academic Affairs.
3. Requests for “I” grade changes must be made by faculty members directly to the Office of the Registrar on forms provided for that purpose.
4. Requests for grade corrections must be submitted to the Office of the Registrar by the end of the semester after the incorrect grade was submitted.

### **Incomplete Grades**

An “I” grade is intended to be only an interim course mark. It is to be used only if a student has satisfactorily (hereby defined as a C average or better) completed at least 75% of the course requirements, and there is an excusable and acceptable reason for his/her not having completed all requirements prior to grade reporting time. With the awarding of the grade “I” the instructor must include information (on the Grade Reporting Form) as to the specific requirements for changing the “I” to a permanent grade.

Students may obtain credit for courses in which their marks are “Incomplete” only by completing the work of the course in a satisfactory manner. The incomplete grade must be removed within one year of the date the “I” is awarded or the end of the next term that course is offered. If this is not done, the grade in the course automatically and permanently becomes a failure (“F”). The grade of “I” - Incomplete - shall be neutral in the calculation of the grade point average.

A grade of “Incomplete” must be changed to a permanent grade by the instructor within the time limit specified by submitting the proper **INCOMPLETE GRADE REPORT FORM** to the Registrar’s Office. **Delinquent Incomplete Grade Report Forms will not be requested or processed without the approval of the Provost and Vice President for Academic Affairs.**

A student does not need to re-register for a course in order to remove an I grade.

**SPECIAL NOTE:** All incomplete grades for graduating seniors must be removed by October 1 for December graduates, April 1 for May, June 15 for summer graduates.

### **Repeating Courses**

Any student who registers for credit for any course and who satisfies the requirement shall receive credit for that course; however, no student shall receive credit for the same course twice, unless the course description specifically states that the course may be repeated for credit.

Students may repeat courses to improve their grade point averages. Only the highest grade will be included in his/her grade point average. Credit will be allowed only once. All grades will be included on the student's records. This policy applies only to courses repeated at AAMU.

A student who fails a required course should repeat the course at the next time offered. A student should be encouraged to repeat an elective course in which he/she receives a grade of "F" by his/her advisor, major department chairperson or school dean.

### **Academic Appeals Process**

The academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as: unfair grading, poor instruction, unfair treatment, etc. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

- A. Appeals must originate from the student in written form and must be processed through the department chair, dean of the school, and to the Office of Academic Affairs, in that order.
- B. The appeal may be handled as final at any level, with the consent of the applicant student, with a copy of the decision forwarded to the Office of Academic Affairs.
- C. If the appeal reaches the Office of Academic Affairs without resolution, the request will be sent to the Academic Appeals Committee.
- D. The Academic Appeals Committee shall complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee.
- E. The Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations will be forwarded to the Provost and Vice President for Academic Affairs for final disposition.

### **Academic Bankruptcy**

A student may petition the Academic Appeals Committee for academic bankruptcy of an entire semester of work after completing a minimum of two semesters at Alabama A&M University. All work, however, remains on the student's transcript and records with a grade of WB, although it is not included in the computation of the grade point average or applied toward degree requirements. Petitions may be granted for one or more full semesters. A student will not be granted a grade-by-grade elimination. There must be a minimum of one calendar year between the date of the petition and the ending date for the period specified by the student's bankruptcy petition for application of relief. **A student will be granted academic bankruptcy only once during the student's academic career at Alabama A&M University.** For purposes of applying this policy, the student's academic career shall include all undergraduate work attempted. An academic bankruptcy approval is irrevocable.

Academic Bankruptcy forms are available in the Office of Academic Affairs, Office of the Registrar and Academic Units. Completed forms should be returned to the Office of Academic Affairs for review and recommendation by the Academic Appeals Committee.

### **Course Evaluations**

Basic to the improvement of all courses is the input and evaluation conducted by the students within the course. The students will evaluate each course during a time near the end of the semester as designated by the Office of Academic Affairs. The evaluation forms will be completed by students enrolled in each course and will reflect the students' perspective of the manner in which each instructor performs in his/her class activity. The evaluations will be administered by an appointed staff member or graduate assistant. Faculty members will not be present in the classroom during the evaluation period. After the evaluation is completed and the forms are checked for proper identification information, the completed forms will be submitted to the Office of Academic Affairs. After compilation, the forms will then be returned to each school for review by the dean, department chair and appropriate faculty members. This information is critical to the faculty members in their attempts to improve their courses, and therefore will be returned to them prior to the end of the following semester. It is the ultimate responsibility of each Dean and Department Head to insure integrity of the process and completion of the evaluations.

### **Courses Auditing**

Persons who do not wish to register for credit may be permitted to register as auditors under the conditions that they obtain the consent of the instructor, pay the regular audit fee of \$100.00 per credit hour (no additional fee for students registered for a full-time credit load), and audit only courses for which there are adequate classroom facilities. Full-time students must also obtain the consent of their advisors. Skill and laboratory courses are not open for auditors.

All permissions and registrations for auditing courses shall be filed in the Office of the Registrar. Regular registration procedures are to be followed after permission has been granted.

The privileges of an auditor in a course are limited to attending and listening. The auditor assumes no obligation to do any coursework, and is not expected to take any of the time of the instructor. Auditors are not eligible to take any tests or examinations or to receive grades on all or any part of the course.

A student is permitted to change a course from credit to audit or audit to credit during the first three weeks of classes. In the Summer session, a change in course status (credit to audit or audit to credit) must be done within the first week and may require additional fees.



### **Changes of Majors and Schools**

Students who wish to change their major will complete an advising session with either the current program advisor or a program advisor for the intended major. The student will complete a **Change of Major Form (available on-line)**, which must be approved by the Program Advisor, Department Chairperson, and Dean of the School in which the student wishes to enroll. The signed application is sent to the Office of the Registrar for processing. All coursework regardless of major remain on the student's transcript and is computed in the grade point average.

### **Family Educational Rights and Privacy Act**

Alabama A&M University is required to bring to the attention of all students, partners and alumni provisions of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, also known as “The Buckley Amendment.” or FERPA Under the provisions of this law, all students and former students of the University have the right to inspect their official educational records in the Office of the Registrar. The right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor to access by students to financial records of their parents or guardians. Parents or guardians of a student may not see records nor receive grades unless the student specifically designates that such records and/or such grades may be made available to the parents or guardian’s named on his/her registration forms. Grades can be retrieved from the on-line Student Information System.

No-option “Directory Information” may be released by the University without the student’s written permission. No-option “Directory Information” includes the student’s name and enrollment status. The student must (at the time of registration) indicate if he or she approves additional directory information given without specific approval.

The Office of the Registrar, as custodian of the educational records of students, will make access of such records available to assistants, school officials and other designated persons for indicated specific and legitimate interests as outlined in the amendment. All requests from campus organizations to release a student’s grade point average to other students to determine the student’s eligibility for membership in that organization will not be honored unless the student involved has specifically requested the release of this information.

Students who have questions concerning their records should address them to the Office of the Registrar. To ensure prompt delivery of all AAMU correspondence, students should complete change of address and change of name in the Office of the Registrar immediately after such changes in status occur.

### **Request for Transcript**

In compliance with the Family Educational Rights and Privacy Act, Alabama A&M University does not release transcripts of a student's work at the University except upon the student's written request. A student or former student who desires a transcript of his/her record from the University must make this request in writing to the Registrar. Students or former students requesting transcripts should state all possible names under which their records may be located. **Telephone requests cannot be honored.**

A student may secure an unofficial transcript for his/her use, but official transcripts must be sent by the Registrar's Office to other colleges, organizations, companies and other interested sources. "Official" transcripts are not normally hand-carried without prior permission of the receiving institution. However, if this permission is granted, the transcript must be in a sealed envelope and marked "issued to student."

Each student is entitled to one (1) transcript without charge. A fee of \$3.00 is charged for each additional transcript, whether it is an official or unofficial copy.

Transcripts are not issued to or for students who have outstanding obligations to the University.

## **Degree Requirements**

### **Basic Requirements:**

The degrees of Bachelor of Arts and Bachelor of Science are awarded by authority of the Board of Trustees based upon recommendation of the Deans of each School to the candidates who have met the particular requirements of each degree and University scholastic regulations. Degrees are awarded only to students who are in good standing and who have met their obligations to the University.

Students are referred to the detailed statements of the various schools and departments for additional specific requirements. Each degree must meet the minimum requirement of 120 credit hours. The maximum limit for each degree must not exceed 128 credit hours, without special permission.

### **Minors and Concentrations**

Pursuing a minor allows a student to receive specialized and focused training in an academic discipline other than his or her major. The minimum University requirement for a minor is 18 credit hours. This does not include the hours needed to satisfy the prerequisites for the courses in these 18 hours. **There should be no more than 50% overlap in the coursework between the major and the minor.**

Pursuing a concentration allows a student to receive specialized and focused training in a particular sub-discipline within the major. The minimum University requirement for a concentration is 21 credit hours. This does not include the need to satisfy the prerequisites for the courses in these 21 hours. **There should be no more than 50% overlap in the coursework between the concentration and the minor.**

## **Double Majors**

A double major allows students in-depth exploration of two fields of study that are related. Students with diverse or multiple areas of interest have the option of expanding the breadth of their academic specialization by choosing double majors.

A double major is the awarding of one degree with two majors (e.g., a student completing a double major in electrical engineering and computer software engineering earns one B.S. degree in electrical engineering). The student must complete all course requirements to qualify for the baccalaureate degree plus extra credit hours required for the second major. Students opting for double majors must complete all requirements for the chosen majors in two departments. Thus, a student with a double major will have completed the minimum number of credit hours required by the department of the major that will be mentioned on the diploma plus additional credit hours required by the department of the second major to qualify for the baccalaureate degree. While on the transcript both majors will be mentioned, on the diploma only one major will be mentioned.

### **Requirements for a Double Major**

The student must, before completing the junior year, declare the two majors he or she intends to complete on the appropriate form available from the Registrar's Office.

The student must complete all course requirements for the major degree in both departments **with no overlapping courses**.

The student must have two advisors, one from each department in which they propose to study.

The student must have the approval of both departments and the school of the primary major.

### **Primary and Secondary Majors**

Requirements are similar to those for the double major but the student will declare on a separate form a primary major and a secondary major within the same school. **In this case, the student will be allowed to overlap some common courses between majors.**

The primary and secondary majors will be mentioned on the transcript. However, only the primary major will be mentioned on the diploma.

Though it is not required for the student to seek a second advisor in the department of the secondary major, they should be encouraged to do so.

The option of primary and secondary majors will be available to students interested in deepening their knowledge in an area of specialization, but are unable to fulfill all course requirements for the double major in a different department.

### **Second Baccalaureate Degree**

A student who has received one baccalaureate degree may receive a second one from another school (or from the same school) upon:

- Meeting all requirements for both degrees and,
- Presenting for the second-degree at least 30 credit hours in addition to those presented for the first degree.

To earn a second bachelor's degree, a student must complete all the additional requirements for the second degree (including coursework in the major field, school core requirements, and courses in support of the major). These additional requirements must total a minimum of 30 semester hours beyond the total of the first degree. Students who are completing a second degree must comply with all the same grade point requirements and residency requirements as other students. Students may elect to pursue and to receive the two degrees simultaneously, if school and departmental requirements can be met simultaneously. Courses taken toward one degree may count toward fulfilling parallel requirements in the other, but the total credits in the two degree programs must be at least 150 semester hours. Students should consult with their advisor concerning eligibility for a second degree.

### **Second Baccalaureate Degree for a Returning Student**

With the approval and recommendation of the faculty, students may qualify for a second baccalaureate after completion of the first degree if they fulfill general education requirements in effect at the time of admission for the second degree. The previous coursework to be used for the second degree must be current (within the statute of limitations) when the second degree is received.

Students who earned their first baccalaureate from another institution must meet requirements for a new major as specified by the major department, and must earn a minimum of thirty (30) semester units in residence at Alabama A&M University following the date of the first degree.

The thirty (30) semester units in residence must include twenty-four (24) units in upper division courses, six (6) units in general education, and at least fifteen (15) units in the second academic major whether the first baccalaureate was earned at Alabama A&M or elsewhere.



Units included in a second baccalaureate program may not be applied to a graduate degree. Candidates for second baccalaureates are eligible for the Dean's List or other semester academic honors according to the same criteria as candidates for first degrees.

### **Statute of Limitations**

Credits required for an undergraduate degree, whether earned at Alabama A&M University, transferred from another institution or received through advanced placement, must have been earned within ten (10) years of the date of readmission of the student. Students wishing to continue toward the degree after the ten year period must submit a request for waiver of the statute of limitations to the Dean of their School. An evaluation of content and credits will be made in terms of the curriculum requirements at the time of request. Additional courses may have to be taken beyond those required in the original curricular plan if a waiver of the statute of limitations is granted.

Evaluation of credits and content will be completed by the Program Advisor, the Chair of the Department and the Dean or designee. A waiver of the statute of limitations must be approved by the Dean of the School and go to the Provost/Vice President of Academic Affairs office for final action. In instances where a waiver is granted, the waiver covers specific courses and is intended for a specific period during which the program must be completed.

### **Responsibility Statement**

While Alabama A&M University will endeavor to provide timely and accurate advisement, each student is held responsible for reading, understanding, and meeting the requirements for graduation as set forth in the University Bulletin. Such requirements include the general education requirements as well as those specified by each degree-granting program.

## **Graduation Requirements**

### **1. Catalog Clearance**

A student applying for graduation will be processed using the *AAMU Undergraduate Bulletin* in effect at the date of the student's initial entry into AAMU. If the initial period of enrollment; however, is interrupted for two or more years, the student must follow the Bulletin in use at the time of re-entry. Students may move forward to a more recent Bulletin with the permission of their advisor, chair and dean. Students must comply with all requirements, both general education and major field of study, in the Bulletin being followed. All other changes require the approval of the school's Academic Standards and Curriculum Committee.

### **2. Application for the Diploma and Graduation**

Students who anticipate graduation must make a formal application a full calendar year before their expected date of graduation. The application must be approved by the student's advisor and dean and filed in the Office of the Registrar.

### **3. Residence Requirements**

No undergraduate degrees shall ordinarily be granted unless work of the last two semesters has been completed in residence. If an exception is made, the student must have earned a minimum of thirty credit hours at the University. Students desiring to transfer credits in the final 30 hours should be aware of residence requirements in the individual schools, and should get permission from the school and the Office of Academic Affairs in advance. This includes distance learning courses offered by other institutions.

### **4. Participation in Commencement**

Students registered for all courses necessary to complete requirements for graduation who encounter unusual and extenuating circumstances prohibiting the completion of all requirements, may petition the Office of Academic Affairs to participate in commencement.

### **5.Attendance at Commencement**

All students who complete degree requirements are required to attend the commencement exercises and Founder's Day Convocation. Absences must be approved by the Provost and Vice President for Academic Affairs. No student may participate in commencement unless final academic clearance is given by the Registrar, final financial clearance is given by the Business Office and Financial Aid, and clearance by Career Development Services.

## **6. Summary of General Graduation Requirements and Steps**

To become eligible for graduation from the University, a candidate must:

- a. Complete satisfactorily a curriculum in the School in which he/she is enrolled, including any special requirements established by the School and approved by the Academic Standards and Curriculum Committee.
- b. Achieve a cumulative grade point average of 2.00 or "C" average.
- c. Complete the final thirty semester hours of work at Alabama A&M University, unless special permission was obtained.
- d. Earn at least one-half the courses in his/her major sequence at Alabama A&M University.
- e. Submit to the school's Academic Advising Coordinator an application to become a candidate for graduation. The application consists of a form certifying that all requirements except courses in progress have been met.
- f. Satisfy all due and payable financial obligations to the University.
- g. Participate in the commencement exercise of his/her graduating class unless excused in writing by the Provost and Vice President for Academic Affairs.
- h. Complete financial aid exit counseling (if applicable).
- i. Register with Career Development Services (if not done earlier).

### **Graduation with Honors**

Candidates for graduation whose work has been of superior quality are honored at the commencement exercises as indicated below:

Summa Cum Laude – for candidates who have an average of 3.80 to 4.00

Magna Cum Laude – for candidates who have an average of 3.50 to 3.79

Cum Laude - for candidates who have an average of 3.00 to 3.49

A student must have completed at least three (3) years in residence at Alabama A&M University in order to be eligible to receive the "Summa Cum Laude" award.

Students with fewer than three (3) years at Alabama A&M University who have demonstrated superior achievement will be honored “Cum Laude” or “Magna Cum Laude.”

Periodically in a University the size and complexity of Alabama A&M there is a need to revoke a degree that has been awarded by the University.

The following policy and procedures will be followed to revoke a degree:

1. The Registrar's Office will make an assessment of the student transcript under question and prepare a Statement of Findings and Recommendation(s) to revoke the degree.
2. The Registrar will transmit the Statement of Findings and Recommendation(s) to the Provost and Vice President for Academic Affairs.
3. The Provost and Vice President for Academic Affairs will transmit the Findings and a Review Determination Statement to the Dean of the School where the former student was enrolled.
4. The Dean will convene the appropriate department(s) faculty and chairperson(s) to present the statement of Findings and Recommendations and the Provost and Vice President for Academic Affairs' Review and Determination Statement.
5. The faculty that recommended the degree will then review the former student's folder with the above stated documentation and take a formal (recorded) vote to recommend affirmatively or negatively to revoke the degree.
6. The student folder, with a set of minutes from the faculty meeting with the recorded vote, will be transmitted to the Dean.
7. The Dean will transmit the recommendation on behalf of the faculty to the Provost and Vice President for Academic Affairs who in turn will transmit the recommendation to the President of Alabama A&M University.
8. The President will review the folder, make a determination based on the record, and transmit the final recommendation to the Board of Trustees of Alabama A&M. The Board's Committee on Academic Affairs will review the President's recommendation and the student folder and transmit its final recommendation to the full Board of Trustees.

Only the Board of Trustees holds the authority to revoke a degree that has been granted. The Board of Trustees' decision is final and not subject to further administrative and/or policy review.

APPLICATION FOR ADMISSION\*

The application for admission must include the following:

1. A completed official AAMU On-line Application for Admission to the School of Graduate Studies and a non-refundable application fee (see <http://www.aamu.edu/gradschool> for current fees).
2. An official transcript in a sealed envelope from each collegiate institution attended and mailed directly from the institution to the School of Graduate Studies Office, P. O. Box 998, Normal, AL 35762. Notarized copies are not acceptable.
3. Official scores of the Graduate Record Examination (GRE) for all programs except for the Master of Business Administration (MBA), which requires Graduate Management Admission Test (GMAT) scores. The Master of Social Work program requires the verbal portion of the GRE only. Official scores are to be sent directly to AAMU from the testing agency using University Code: 1003. Copies are not acceptable.
4. Letters of recommendation that speak to the applicant's potential for successful completion of the graduate program to which he/she is applying. The number of letters varies by department. Please contact the specific department to obtain information on the number of letters required.
5. Details on any professional work experience(s), i.e. resume.
6. Other requirements specified by the particular degree program to which the applicant is applying. Please contact the specific department or visit their website to obtain information on additional requirements for admissions.

\*All documents submitted become the property of the University and will not be returned to the student nor forwarded or copied.



## **GRADUATE ADMISSION REQUIREMENTS**

When a student is admitted to graduate study prior to having received the baccalaureate degree, the degree must be awarded before the date of first registration in graduate courses; or a letter must be submitted by the degree granting institution verifying completion of degree requirements.

### **Categories of Admission**

All applicants to the School of Graduate Studies need a bachelor's and/or master's degree from a regionally accredited institution of higher education. The requirements for the admission of students from other countries for graduate studies at Alabama A&M University are spelled out elsewhere in this catalog. The accreditation of foreign universities and colleges will be verified by an external agency. Applicants to the Graduate School may be admitted in one of the categories listed below. Minimum requirements for each category of admission are given below but some programs may have additional requirements which can be found in the departmental section of this catalog.

*Regular Admission* - An applicant must meet the following criteria:

1. Have a minimum grade point average of 2.5 on a 4.0 GPA scale at the undergraduate level from a regionally accredited college/university.
2. Have a minimum score of 400 on the verbal or 4.5 on the analytical writing and a combined verbal and quantitative score of 800 on the GRE. Some programs may require higher GRE scores. MBA students are required to have a minimum GMAT score of 350.
3. Must have completed undergraduate and/or master's requirements for admission to the proposed graduate program.
4. Must have met any program-specific requirements.

NOTE: Individual departments may require higher scores or other specific requirements. See departmental sections for details.

*Conditional Admission* - Students who apply for a degree and do not meet the requirements for regular status (with the exception of the 2.5 GPA) will be offered admission under the category of conditional status for one semester or until completion of a maximum of 9 credit hours (exceptions are Communicative Sciences and Disorders,

and Social Work programs). **No overloads will be approved while in the conditional status.** Undergraduate and/or graduate deficiencies and/or remedial courses are not counted against the maximum 9 credit hours in the conditional admission status. Remedial or deficiency courses will not contribute toward completion of the graduate degree requirements. A student in Conditional Admission status will not be allowed to enroll in courses other than those specified by their program of study. Students are required to earn a minimum of a 'B' grade in these courses to progress to Regular Admission. Otherwise, the student will be dismissed from the School of Graduate Studies.

Within one semester period, the student must submit a completed set of application materials in time to be considered for regular admission prior to the start of the next semester. Students who do not complete the application process within the allowed one semester period are subsequently not admitted to the graduate program, and therefore will not be allowed to take additional graduate classes.

**NOTE: It is the student's responsibility to be acquainted with all requirements related to a desired program and to fulfill these requirements.**

***Transient Admission*** - An applicant who is a graduate student in good standing at another university, may be admitted to graduate study as a transient student upon submitting a supporting certificate or letter signed by the Graduate Dean of his home institution. Departmental degree programs may have more specific requirements; see departmental sections for details.

Transient students enrolling in Education courses must notify the specific departments of their status in the School of Education at Alabama A&M University.

***Non-Degree*** - This is a category for graduates of regionally accredited institutions in the United States with a minimum of 2.5 undergraduate GPA but who do not intend to seek an advanced degree from Alabama A&M University. This status grants permission to students to register for graduate courses provided that all prerequisites have been met. Such students usually include:

1. Those who intend to transfer graduate credits earned at Alabama A&M University to other institutions.
2. Those who intend to use graduate credits earned for professional certification. (Such students will be allowed to remain under this status until the completion of certification and/or certificate requirements.)
3. Those that enroll for personal enrichment.

Applications and schedules for non-degree students are processed directly by the School of Graduate Studies; no departmental signatures are required.

Admission to non-degree status does not constitute admission to a degree program. A non-degree student who subsequently seeks regular admission must satisfy the necessary requirements. Students initially granted permission to take graduate courses in a non-degree status will be allowed to apply **NO MORE THAN NINE (9) CREDIT HOURS TO THEIR INTENDED DEGREE PROGRAM.**

**Immigration laws should be consulted to determine eligibility of international students seeking non-degree status. In many instances, a non-degree seeking international student may not qualify for the issuance of the Form I-20.**

### **ADMISSION OF STUDENTS FROM OTHER COUNTRIES**

Alabama A&M University welcomes applications for admission from students of other countries. Applications should be initiated no less than six months before the registration date for each term. All applicants must meet School of Graduate Studies and departmental requirements listed in the full admission requirements as described above. In addition, international students need to meet specific requirements listed below. The non-refundable application fee should be made in United States dollars by cashier's check, money order, or personal check payable to Alabama A & M University (see <http://www.aamu.edu/gradschool> for current fees).

Official academic credentials accompanied by official/or notarized English translations must be directly forwarded from the institution(s) that issued them; personal copies are not acceptable. All original documents must be submitted directly to the Graduate School by the originating agencies. Documents must be authenticated by authorized officials at the institutions that issued them. Verifications issued by embassies, consulates, public notaries or other officials outside of academic institution are not acceptable. All non-United States educational institution transcripts must be translated and evaluated by World Education Services (WES) or a similar transcript translation service. All documents translated into English must be submitted together with the original language documents issued by the institutions. Alabama A&M University reserves the right to deny or accept transcript evaluations from an agency besides WES. Included must be evidence of the receipt of a degree comparable to the American bachelor's degree, which normally terminates 16 years of full-time study, four (4) years of which are at the post-secondary school level. The official transcripts must show all post-secondary work attempted, including grades or marks in each course, examination grades and standing in examinations and classes, or whatever other credentials are available to give a clear description of the student's academic accomplishments.

1. Scores of the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), as appropriate, must be sent directly to the School of Graduate Studies from the Educational Testing Services (ETS) (Alabama A&M University Code: 1003).
2. The Test of English as a Foreign Language (TOEFL) is required if the applicant's first language is not English; regardless of whether the official language of communication in a particular country is English. Additionally, a TOEFL score is required unless the applicant has a bachelor's or master's degree from a United States institution. The minimum score for admission is 173 (computer-based test), 500 (paper-based test) or 61 (Internet-based test) to Alabama A&M University (Code: 1003). This applies where English is not the native language, even if English

has been the medium of instruction. Please check at AAMU.edu for countries that are exempted.

The Educational Testing Service, Princeton, New Jersey 08540, administers these tests in various testing centers all over the world. Further information about the test and testing dates may be obtained at [www.ets.org](http://www.ets.org) or from the nearest U.S. Embassy, Consulate or United States Information Service, United States Educational Commission, and foundations abroad and bi-national centers.

International students who will be supported by other organizations or private funds will be required to submit certification of the non-University sources of support. A certified financial statement is required as evidence of sufficient finances to cover fees and personal expenses. Such certified financial documents must be sent directly by the certifying organization (such as, bank, etc.) to the Alabama A&M University, School of Graduate Studies.

The University reserves the right, even after the arrival and enrollment of students from another country, to make individual curricular adjustments whenever particular deficiencies or needs are found. Students may be required to take such courses without credit and at their own expense. This could also apply to additional course work in English as a foreign language, whenever necessary.

NOTE: All admitted international students are required to maintain an international student health insurance. Coverage for a spouse and/or dependents is available and must be purchased separately at the Student Health Center. A brochure explaining the coverage of the student health insurance program is available at the Student Health Center. In order to remain in legal status, all international students who hold the Form I-20 issued by Alabama A&M University must carry a minimum of nine (9) semester hours in the Fall and Spring semesters excluding Summer. International students who are graduate assistants must carry six (6) semester hours. Failure to carry a full academic load and maintain a GPA of 3.0 or higher constitutes a violation of U.S. immigration requirements and may lead to the dismissal of the student from the University.

**ALL REQUIREMENTS INDICATED ABOVE MUST BE MET BEFORE A FORM I-20 WILL BE ISSUED.**

### **RE-ADMISSION**

A student who has not registered for at least three credits during a twelve-month period will be transferred to inactive status. A student must be in an active status in order to qualify to take the comprehensive examination and/or to graduate. An application for readmission to graduate study must be submitted before being permitted to register again. Readmission is not automatic, nor does it necessarily reinstate the student in the status accorded prior to becoming inactive. When readmitted, the student must be prepared to demonstrate proper preparation to meet all current degree requirements. Readmitted students will be governed by the current catalog. Students enrolled in the School of Education must be in compliance with the current Alabama State Board of Education guidelines.

**PERMISSION FOR UNDERGRADUATE SENIORS TO TAKE GRADUATE COURSES**

Senior undergraduate AAMU students who are within 6 hours of completing their degree requirements for graduation and have a minimum of 2.5 GPA may enroll for a maximum of six credit hours of graduate work. A letter is required from the student's advisor granting permission to enroll in two graduate courses.

Graduate courses taken to satisfy undergraduate degree requirements may not be used as part of a future graduate program. Seniors who are completing their final semester at other institutions will be considered for admission when they present the following documents:

1. Official undergraduate transcript.
2. Official letter from the institution's Registrar, submitted directly to the Graduate Office, stating that the student has applied for graduation and will graduate that semester if the courses enrolled in are successfully completed.

## **REGISTRATION**

### **1. General Registration Guidelines**

All students of the University are expected to present themselves for registration in accordance with plans of registration established for the current semester or term and listed in the University Calendar.

No student will be permitted to attend class unless the instructor has received from the Registrar evidence of proper registration.

Students are considered registered only when they have conformed to all University and School regulations applying to registration.

Graduate students are required to register prior to the first day of classes in each semester. This is most conveniently accomplished for continuing students during the advance registration periods held in April for the Fall semester, in November for the Spring semester, and in February or March for the Summer term. There may be a period of late registration for which there is an additional fee.

Each student registering for courses in any term must submit to the School of Graduate Studies, with the approval of the student's academic advisor, a list of courses and sections, identified by call numbers, for which registration is sought.

The University will attempt to meet the curricular needs thus indicated by the student and confirmed by the advisor so far as such course selection conforms with University regulations and so far as resources permit.

Registration after the final date as provided in the University Calendar must be by special permission of the Office of Academic Affairs. A student must seek permission and submit correspondence on departmental letterhead from each instructor for which course registration is sought. A student may add courses for credit, make section changes, or drop courses with the approval of the appropriate dean within the period provided in the University Calendar. A fee will be charged for this service.

### **2. Failure to Register and Improper Registration**

Students who fail to register during a semester, or whose efforts to register fail to conform with University and School regulations, may not at the end of such semester receive credit for courses or parts of courses completed. However,



permission may be granted by the Provost and Vice President for Academic Affairs for appropriate retroactive registration, but only upon the recommendation of the advisor, the instructor from whom credit is sought and the Dean of the School in which the student is enrolled. However, it is to be noted here that such permission is highly unusual since it is illegal for an instructor to allow a student to remain in his/her class after the initial roster has been issued.

### **3. Late Registration**

A student registering after classes have begun, and before the last day to register, must obtain the written permission of the Dean of the School in which the student is enrolled. Permission of the instructor in each course is also required in all such cases. A late registration fee of \$50.00 will be assessed against all late registrants.

### **4. Dropping and Adding Classes**

Once a student has completed registration, all changes in his/her schedule must be made on a Drop/Add form and recorded in the Office of the Registrar. All forms must be validated by the Business Office.

The following changes must be made by Drop and Add:

1. Change from one course to another.
2. Change from one section of the same course to another section.
3. Addition to schedule.
4. Deletion from schedule.
5. Change in section due to inserting wrong call number. The call number is most important.

Students revising schedules (adding or dropping courses) must complete a Drop/Add form and pay the change-of-course fee. These forms are available in the administrative offices of each school. The signatures of the advisor and the instructor are required to authorize a schedule change during the schedule adjustment period. A late schedule adjustment also requires the signature of the instructor. The signature of the instructor for an add, subsequent to the department head's approval, is to indicate the availability of space and that the student can make satisfactory progress at the time that he/she enters.

The signature of the instructor for a drop will provide the necessary reminder for the instructor to record the grade of "W" on the student's record.

Classes dropped after the first week of the regular semester and through the end of one week prior to the last two calendar weeks of a semester and the last week of a summer session will receive a grade of "W."

All additions to a class roll must be made through the Registrar's Office for a student to be officially enrolled in a class. Credit for a course will not be allowed if the Registrar's

Office has not officially enrolled a student in a class. Drop and Add fees can be waived for the following reasons:

1. A course has been cancelled.
2. A course has been rescheduled for a different time that conflicts with the student's schedule.
3. Other justifiable causes for changes made by the University.

## **CROSS-REGISTRATION**

Alabama Agricultural and Mechanical University and the University of Alabama in Huntsville offer graduate students in the Biological Sciences the opportunity to cross-register. Each department at each institution retains the authority to establish the prerequisites for admission and the maximum enrollment in its home courses and to grant priority in registration to its own graduate students.

## GENERAL GRADUATE DEGREE REGULATIONS

Every graduate student is expected to become familiar with the general university regulations and the School of Graduate Studies' policies and procedures. In addition, the students should become familiar with the specific regulations of the academic Schools and specific program requirements as set forth in the Graduate Bulletin. **Students are responsible for the completion of degree requirements as prescribed.**

### **Graduate Grades and Credits**

**Letter Grades:** One of two types of grading systems is assigned to each course for recording the evaluation of each student's performance on his or her official transcript: (I) the Letter Grade System, and (II) the No Quality Point System as denoted by the grade of "P". Each department has the responsibility for developing supplemental procedures that will enable the student and interested persons to learn about the faculty's judgment of the student's competence.

Type I	A	Superior Attainment
	B	Satisfactory Graduate Attainment
	C	Attainment below Graduate Expectations
	D	Failure
	F	Failure
Type II	P	Satisfactory Graduate Attainment (A or B quality)

Type II Grading System: Each department, in cooperation with the School of Graduate Studies, determines when Type II grading will be available for a graduate course. The "P" grade is a critical and evaluative grade indicating satisfactory graduate attainment. With respect to each of its graduate courses, each department may forbid or request the use of the Type II system. The choice of a grading format must be approved by the Graduate Council.

In addition, the following non-evaluative letters are used, when appropriate:

W	Withdrawal from course
WM	Military Withdrawal
X	non-credit audit
I	Incomplete Work
IP	In Progress: Projects (Thesis, Dissertation, Research)

**Withdrawal:** A student may withdraw from a course under the conditions listed below:

1. Classes dropped after the first week of the regular semester and through the end of the withdrawal period specified in the course schedule will carry a grade of “W”.
2. Classes dropped after the withdrawal period will carry the actual grades obtained.

**Auditing:** A student may register to audit a course only with the approval of the instructor. The letters "X" will be recorded on the transcript if the student satisfies the conditions agreed upon with the instructor. All students who audit courses are required to be registered as auditors.

**Incomplete Work:** The letter "I" may be given in courses in which the scope of the student's project requires more time for its proper completion. An "I" grade given for courses other than thesis or dissertation research is to be removed within one year of the date the “I” is awarded. If this is not done, the grade in the course automatically becomes a failure (“F”). The grade of “I”- Incomplete- shall be neutral in the calculation of the grade point average.

**In Progress:** The letter "IP" is recorded for incomplete work in programmatically designated research, thesis and fieldwork courses

A course for which an "I" or "IP" is recorded is not included in the calculation of the GPA, and no credit is awarded until the course is completed with a quality grade. Removal of an "I" and “IP” must be authorized by the instructor and approved by the School Dean on a Removal of “I” Form. A student may not graduate without removing "I" or "IP" grades from his/her record.

**Credits and Quality Points:** The GPA is defined as the total number of quality points earned in courses divided by the total number of credits attempted. Credit is applied in the following manner; A = 4; B = 3; C = 2; D = 1 and F=0. Each credit for which “P” is recorded carries no designated number of quality points but implies a performance in the range of 3 or 4. Courses for which "W", "I", or "X" are recorded do not contribute either credits or quality points toward graduation. When a course is repeated, only the last grade received is counted in computing the GPA.

Graduate students must achieve the minimum GPA established by their programs; however, a student’s GPA must not fall below 3.00 on a 4-point scale to be eligible to take the comprehensive examination, to be admitted to candidacy or to be eligible for graduation.

## **RESIDENCY STATUS FOR IN-STATE TUITION**

### **Definition of Residency**

For the purpose of assessing tuition and fees, AAMU classifies students as Alabama residents or non-residents. Residency, for this purpose, means domicile; domicile means living in the state of Alabama with the intent to make Alabama a fixed and permanent home. By way of example, students may have more than one home address but only one domicile. All out-of-state students must pay non-resident fees. In general, a student who comes to Alabama for the purpose of attending an institution of higher education is considered a non-resident student. Registration for voting, obtaining an Alabama driver's license, purchasing of property, and employment in Alabama are necessarily in and of themselves sufficient grounds on which to establish residency for the purpose of attending an institution. Students from outside of Alabama will be assumed to be non-resident students unless they affirmatively fall within the criteria specified in the requirements for residency.

### **REQUIREMENTS FOR RESIDENCY**

Information to assist AAMU in its administrative responsibility for determining student's residency status must be provided by the students. Residents of Alabama, as well as categories of non-residents hereinafter identified, may be enrolled upon payment of resident tuition and fees as follows:

1. a) A student may register as an Alabama resident for tuition purposes only upon showing that he/she has been a resident of Alabama for a period of at least 12 months prior to initial registration.
- b) No emancipated minor or person 19 years of age or older shall be deemed to have gained or acquired Alabama residency status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he/she, in fact, has established residency in this state.
2. If a person is under 19 years of age and living with a parent or guardian, he/she may register as an Alabama resident for tuition purposes only upon showing that his/her parent(s) or guardian has been a bona fide resident of Alabama for a period of 12 months prior to initial registration.
3. A full-time faculty member of AAMU, his/her spouse and dependent children under age 25, may register for the payment of resident fees, even though they have not been bona fide residents of Alabama for the preceding 12 months.
4. The spouse of any person who is classified as or who is eligible for classification as an Alabama resident student for tuition purposes, except spouses of those granted residency as a result of graduate assistantships, are entitled to Alabama residency classification for tuition purposes.
5. Military personnel and their dependents stationed in Alabama and on active military duty are entitled to Alabama residency classification for tuition purposes.
6. A/an student/applicant, spouse, parent, or guardian, who is not a resident of Alabama but who has been employed full-time in Alabama for at least 12 months and has filed his/her Federal Personal Income Tax form jointly with a qualifying spouse for the tax year prior to the year in which the student is either admitted or registered for classes, is entitled to Alabama residency classification for tuition purposes.
7. International students shall be classified as non-resident students. However,

- that a non-US citizen living in this country under a visa permitting the establishment of a permanent residence shall have the same privilege of qualifying for Alabama residency status for tuition purposes as a citizen of the United States.
8. Any Alabama resident student who remains in the state after his/her parent(s) or guardian (previously legal residents of Alabama or stationed in Alabama on military orders) move(s) from the state shall be entitled to remain classified as an Alabama resident for tuition purposes as long as attendance is uninterrupted. Such students need not attend the summer session in order to render attendance uninterrupted.
  9. In the event that a bona fide resident of Alabama is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an Alabama resident for tuition purposes until the expiration of one year from the date of court appointment, and then only upon proper evidence that such appointment was not made to avoid payment of non-resident fees.
  10. Students determined to be eligible for resident tuition purposes by an Alabama state-supported college or university retains their resident eligibility for one academic year upon transfer to AAMU.
  11. Any student granted status as an Alabama resident student for tuition purposes whose status is based on a sworn statement which is false, is subject to disciplinary sanctions as may be imposed by AAMU.



### **CHANGES IN RESIDENCE STATUS**

Applicants who are classified by AAMU as non-residents but who later claim to qualify as bona fide residents of Alabama for tuition purposes must file a Petition for Alabama Residency Classification for Tuition Purposes with the Office of Graduate Studies. With few exceptions, a student can change his/her status from a non-resident to an Alabama resident student for tuition purposes only by actually residing in the state for the period required, with the intention of assuming residence within the state indefinitely and by establishing a physical presence and place in the state which he/she, true, has fixed a permanent home place of habitation. **In determining whether the student is in fact an Alabama resident for tuition purposes, the burden of proof rests with the student.**

To receive consideration, petitions for change of status and all supporting documentation must be filed with the Office of Graduate Studies for the prospective session on or before

Fall Semester	July 15
Spring Semester	November 15
Summer Sessions	April 15

When a petition is approved, classification as a resident for tuition purposes will not be retroactive to the prior semester; however, any non-resident fees paid in advance for succeeding semesters will be adjusted. The Office of Admissions and School of Graduate Studies will have the responsibility for classifying a student as an Alabama resident or non-resident for tuition purp Date Revised March 1, 2008oses.

### **APPEALS OF RESIDENCY STATUS**

A student who wishes to appeal the decision resulting for his/her petition for Alabama residency may request a review of that decision before AAMU Residency Review Committee. Appeals must be made in writing to the chairperson of that committee within 10 working days of the decision.

## **FINANCIAL AID**

Alabama A&M University provides financial support for as many graduate students as possible. The University has a complete financial aid program composed of the following forms of aid:

1. Carl D. Perkins Loans
2. Federal Stafford Loans
3. Private Loans

**Loans and Part-Time Employment:** A limited number of part-time jobs are open to graduate students. Students interested in loans or part-time employment may obtain detailed information by writing to: Director of Financial Aid, Alabama Agricultural and Mechanical University, P.O. Box 907, Normal, Alabama 35762 or by visiting the Financial Aid Web page at [www.aamu.edu.financial\\_aid](http://www.aamu.edu.financial_aid).

## QUALITY OF WORK

A student must do work of high quality and must earn a cumulative average of "B" (3.00 GPA) or better in courses for which credit is given towards the graduate degree. The maximum number of C's that will be accepted for graduate credit is two.

**Repetition of Courses:** In every case, "D" and "F" grades must be repeated. Graduate students normally are not permitted to repeat courses for which they have received credit; however, a department may authorize an exception to this policy. When a graduate student repeats a course in which the subject matter has not changed, only the last grade received is counted in computing the quality point average.

**Grade Changes:** A grade given by an instructor for completed work will not be changed unless an error had been made in reporting or recording the grade. Evidence must be provided to support the request for the grade change. Re-examination or extra work may not be used as a basis for a change of grade.

**Independent Study:** Before a student is permitted to take an independent study course, the student must have completed a minimum of 12 semester hours of graduate work. The student must contact their department for further instructions.

**Field Research:** Registration for Field Research is limited to students in good academic standing who wish to study or carry out a project in an area not normally available in a formal course. The work must be under the direct supervision of a faculty member who has approved the proposed work in advance of registration. A detailed description of the work should be recorded in the student's file in both the department and the School of Graduate Studies, Office of the Dean by the directing faculty member.

### **ACADEMIC PROBATION AND DISMISSAL**

Any graduate student who fails to maintain a minimum overall GPA of 3.00 or to make satisfactory progress in a degree program will be dismissed from graduate study at the University. Prior to dismissal, the student will be placed on an automatic academic probation for no more than two semesters and for a maximum of nine (9) credit hours to provide an opportunity to return to good standing (3.00 GPA or better). Students on academic probation are not eligible for appointment to assistantships or fellowships. These students are also not eligible to take comprehensive examinations or to be admitted to candidacy or graduation.

Note: Individual departments may have other requirements. (See department sections for details.)

**Academic Conduct and Honesty:** Graduate students are expected to have a very high level of integrity and honesty in all the matters pertaining to academics; some examples include developing and writing original field reports, lab reports, term papers, thesis/dissertations, etc. Further, any information or statement made by a student to gain admission into the School of Graduate Studies, if found to be false, the student will be subject to disciplinary action, up to and including dismissal from the School of Graduate Studies.

## **TRANSFER CREDIT**

Transfer credit must be acceptable to the student's advisory committee and be pertinent to the student's planned degree program. A petition for transfer of graduate credit and one official transcript upon which the transfer courses are recorded must be submitted to the Graduate Dean. Only courses with grade "B" or better will be approved. Courses with a "P" grade are not acceptable.

Students seeking **Master's** degrees may, upon departmental approval, transfer *a maximum of twelve credit hours* of approved graduate credits from an accredited institution. Credits must have been earned within the past six years. A student who has completed course credits in a certification program at Alabama A&M University may transfer such credits into a master's degree program with the consent of the departmental program or school. Such credits may be transferred only if they fall within the past six years set for the master's degree.

Students seeking a **Ph.D.** may transfer credits subject to the following conditions:

1. All credits submitted for transfer must be evaluated by the department and approved by the Dean of the School of Graduate Studies.
2. Only such courses, which are the same or similar in content as the courses listed for the particular specialization, will be approved for transfer.
3. A student who has earned the Master's degree may transfer up to a maximum of 24 credit hours (subject to the approval of the department); whereas a student who does not have a master's degree in the area where they are seeking a Ph.D. may transfer up to a maximum of 12 credit hours (subject to the approval of the department).

**Transfer Credit for Teacher Certification:** For students admitted to the Educational Specialist program, previous and appropriate post- master's degree credit earned at the Alabama A&M University or any regionally accredited university before a student applies for admission to the Ed.S. Program can be applied toward the Ed.S. Degree provided 1) it meets the time limitation test, 2) the student meets residency requirements, and 3) the Graduate Dean of Alabama A&M University approves such credit for acceptance.

Because the purpose of the Ed.S. degree may differ from that of the AA-Certificate; credit earned in an AA program at Alabama A&M is not automatically applicable to an Ed.S. program. Instead, if a holder of an AA-Certificate enters an Ed.S. program at a later date; the Ed.S. Advisory committee will recommend to the School of Graduate Studies, Office of the Dean how much of the credit earned in the AA certificate should be credited toward the

Ed.S. program. The Ed.S. Committee and the School of Graduate Studies, Office of the Dean, in light of the objectives of the department, will decide to accept toward an Ed.S., as much as all, or as little as none, of the credit earned in an AA-Certificate program. The only exception is the residency requirement.

**Foreign Transfer Credits:** Transfer of foreign graduate credit hours must be in accordance with regulations set forth above.

## **STATUTE OF LIMITATIONS**

Graduate students must complete the requirements for a master's degree within six years from the date of their first enrollment, exclusive of any time spent in the Armed Forces of the United States on active duty. Any graduate work completed by extension (off campus courses offered by AAMU) or transferred from another institution must have commenced not more than six years prior to graduation in order for the credits to be applied toward the graduate degree.

Students enrolled in Master's of Urban and Regional Planning (MURP) and Master's of Social Work (MSW) programs will have up to seven years to complete all requirements.

Doctoral students must complete the requirements for the degree within ten years from the date of their first enrollment, exclusive of any time spent in the Armed Forces of the United States.



## **FEDERAL REGULATIONS**

Alabama A&M University, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital, or handicap status. This commitment is made by the University and required by federal, state, and local laws and regulations, including Title IX, 86.9.

Each student at the University has the right to inspect his/her student records as per Federal Register, Vol. 40 Number 3, Part III, Privacy Rights of Parents and Students.

## **COURSE ENROLLMENT**

A maximum of ten graduate credit hours are considered a full academic load during the regular academic semesters, Fall & Spring. Six graduate credit hours are considered a full academic load during the Summer Session. However, to maintain a graduate assistantship (Teaching or Research), a student must be enrolled in a minimum of 6 graduate hours during the regular academic semester and a minimum of 3 during the summer session. Enrollment in more than 9 hours is not permitted for graduate assistants. Any exceptions to these guidelines need to be pre-approved by the advisor and the School of Graduate Studies.

*Note: International students must maintain full-time status during the fall and spring semesters.*

**FEES, DEPOSITS AND OTHER EXPENSES**

Consult the University's current fee schedule. The University reserves the right to change fees, rules, and regulations without prior notice.

## **REFUND POLICIES**

Consult the University's current fee schedule. The University reserves the right to change fees, rules, and regulations without prior notice.

## **GENERAL REQUIREMENTS FOR DEGREE PROGRAMS**

The Department Chairperson or Dean, School of Graduate Studies assigns each graduate student admitted to a degree program an advisor prior to the formation of a graduate committee, if applicable. Each student must consult with his or her major advisor before enrolling in courses.

**Credit Hour Requirements:** For the master's degree, see specific requirements listed in this catalog under each degree program. Candidates for the Education Specialist degree (Ed.S.) and Ph.D. degree should review appropriate departmental guidelines in this regard.

**All students seeking degrees in the School of Education must see their department/academic advisor for current requirements.**

**Program of Study:** Each graduate student is required to prepare a Program of Study in consultation with his or her major advisor(s) and graduate committee. This should be submitted to the Office of Graduate Studies during the first semester of admission into the program. The advisor, only under EXTREME circumstances and with adequate justification, should request changes in REQUIRED courses with the concurrence of the Chairperson and the Dean of the respective School. All changes in the planned degree program should be made prior to the student's application for graduation; exception will ONLY BE allowed if a course is canceled after the student had submitted an application for graduation. **Under no circumstances should a change in the Program of Study be requested for failing a required course.**

**English Writing Proficiency:** Each graduate student must demonstrate a minimum level of competency in written communication. Students may meet this requirement by:

1. Scoring a minimum 400 in the verbal section of the Graduate Record Examination;  
or
2. Scoring 24 or more on the verbal section or 4.5 on the analytical writing section of the Graduate Management Admission Test for students entering the MBA Program.

In each case, the English Writing Proficiency requirement must be fulfilled before the student completes their first semester of graduate work at the University.

Students who do not complete the requirement before completion of the first semester will be required to enroll in ENG 500, Writing for Graduate Students, the next semester and pass it with a "B" or "A" grade.

**Basic Mathematics Skills:** Each graduate student must demonstrate a minimum level of competency in mathematics. Students may meet this requirement by:

1. Scoring a minimum combined (verbal and quantitative) score of 800 or a minimum 400 in the quantitative section of the Graduate Record Examination.
2. Scoring a combined score of 350 in the Graduate Management Admission Test for students entering the MBA Program.

In each case, the Mathematics skills requirement must be fulfilled before the student completes their first semester of graduate work at the University.

Students who do not complete the requirement before completion of the first semester will be required to enroll in MTH 500, Quantitative Review for Graduate Students, the next semester and MUST pass it with a grade of “B” or better.

In every case, the Mathematics skills requirement must be fulfilled before the student completes 12 semester hours of graduate work, including transfer credits.

**Graduate Record Examinations/Graduate Management Admission Test:** Each student must take the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), if the student intends to pursue an MBA program. Students accepted without the GRE/GMAT on conditional basis **must complete this requirement during the first semester of their enrollment.**

Students should make application for the examination directly to the Educational Testing Service, Box 955, Princeton, New Jersey 08540, (800) 473-2255 or the local test centers and should designate Alabama Agricultural and Mechanical University, Normal, Alabama 35762, as the institution to receive the score (AAMU Test Code: 1003).

### **TRANSFER CREDIT POLICY**

Graduate students may be able to use a limited amount of transfer course work in meeting the requirements for a master's degree. The use of transfer course work on a student's planned degree is subject to the following provisions:

1. The course work being transferred must:
  - a. have been taken at an accredited college or university.
  - b. be acceptable for credit toward a graduate degree at the institution where the course work was taken.
  - c. have completed with a grade of "B" or better.
  - d. have been completed within the student's time limitation which is required for completion of the requirements for the master's degree at A&M.
2. An absolute maximum of 12 credit hours towards any master's degree.
3. Use of transfer work on a student's planned program is subject to all other policies concerning planned program work. In no case will independent work, research, thesis or dissertation, correspondence, credit by examination, and courses with nontraditional grades be acceptable.
4. **FOREIGN TRANSFER CREDITS** - Graduate credit transfer is in accordance with the Graduate Bulletin. However, if transfer credits are expected from an international university, they must be sent to the World Education Service or similar foreign credit evaluation service for evaluation at least one semester before application for graduation.
5. In all cases, the use of transfer course work on a student's planned program is subject to the acceptance and approval of the academic unit's graduate advisor and the Dean of the School of Graduate Studies. A course taken at another institution after admission to Alabama A&M University is rarely accepted for credit toward a master's degree and can only be accepted if the student has received prior approval of both the academic unit graduate advisor and the Dean of Graduate Studies.
6. Total approved transfer credits and grade points will be entered on the Alabama A&M transcript the last semester enrolled in graduate school.
7. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" on those credits.

## **LEAVE OF ABSENCE POLICY**

A leave of absence permits a student to continue under the curriculum requirements which applied prior to the absence and may be granted for a maximum of one year. Students in good standing who have completed at least six (6) semester hours of course work towards a degree may qualify for a leave of absence. A "Request for Leave of Absence" letter is the responsibility of the student and must provide the academic unit graduate advisor and the Dean of Graduate Studies appropriate information in order to make a decision. Any one of the following circumstances may be grounds for requesting a leave of absence

1. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy which make it impossible or inadvisable for a student to register for class.
2. Activities which enhance a student's professional career objectives.
3. Active duty in the armed forces of the United States.
4. Other reasons at the discretion of the Dean of Graduate Studies. After review by the Graduate Studies Office, the academic unit, and the Registrar's Office, a response is mailed to the student. A first-time leave of absence of one semester only will normally be granted upon request for students who qualify and will not require an application for readmission to the university. Registration materials for the semester following the leave will be sent to the student. Students requesting a subsequent leave or a leave longer than one semester are required to provide appropriate documentation (e.g., doctor's recommendation, verification of employment). Such requests must also be endorsed by the academic program advisor. A leave granted for more than one semester does not reserve a place for the student at this university, nor does it guarantee financial assistance. An application for admission must be filed in order to be readmitted and permitted to enroll when the leave terminates. The leave of absence, however, will not count as part of the time limitations required for a degree.

*Note: Leave of absence does not negate adherence to the policy on statute of limitations.*



## **GRADUATE STUDENT GRIEVANCE PROCEDURE**

Sincere attempts should be made to resolve student grievance regarding grades or other academic matters promptly, yet in an informal manner. The University believes that such matters should be resolved at the lowest level possible. Only after the student has made serious efforts at solving the problem by consultation with the instructor should he/she pursue a formal appeal to higher administrative levels. In any case, however, the recourse for dissolving student grievances is as follows:

1. **Student - Instructor Conference.** Any student having an academic grievance should first seek to dissolve the grievance through consultation with the instructor with whom the grievance originated.
2. **Department Chairpersons.** Should no satisfactory settlement be reached between the student and the instructor, the student may make a written appeal to the department chairperson or immediate supervisor of the employee within five (5) school days of receipt of the decision rendered at step one. The department chairperson will arrange a meeting with the student and the instructor.
3. **Dean of Academic School.** If the student remains dissatisfied after disposition of the grievance at the second step he/she may file a written appeal with the Dean of the respective school within five (5) school days of the decision at step two. The Dean will arrange to meet with all parties concerned - chairperson, instructor, and student.
4. **Dean of Graduate Studies.** Any further appeal should be made in written form to the Dean of Graduate Studies within five (5) school days of receipt of decision rendered at step three. The Dean will consult with all parties concerned.
5. **Academic Appeal Committee.** Should no satisfactory settlement be reached at step four, the student may request that his/her problem be referred to the Academic Appeals Committee. The student must file another written request to the Dean of Graduate Studies within five (5) school days of receipt of the decision rendered at step four. The Graduate Dean will forward the appeal to the committee via the office of the Vice President for Academic Affairs. The student should receive written notification within two weeks informing him/her of the committee's decision or a progress report on the appeal. The decision of the Academic Appeals Committee shall be considered as final. The Academic Appeals Committee will consist of 4 graduate faculty members not previously involved in the grievance and chaired by the Vice President for Academic Affairs.

### **EDUCATIONAL SPECIALIST DEGREE**

The objectives of the Educational Specialist Degree Program are to provide advanced level training in educational research, to develop innovative teaching strategies, and to develop educational leadership. It is designed to provide in-depth opportunities for further professional growth and specialization for persons who have completed the Master's degree. Upon completion of a specialist degree, the student should be current in the latest theory, practice, and research in his/her area of specialization. He/she should be able to provide leadership for other practitioners in the area, to make application of current research and theory, and to provide innovative solutions to local problems. Also, upon completion of the Ed.S., the student is eligible for AA certification by the Alabama State Department of Education.

**Course Requirements:** The program of study for the Educational Specialist degree (Ed.S.) will consist of a minimum of 36 semester hours: 30 semester hours of course work beyond the Master's degree PLUS six semester hours of THESIS RESEARCH. The student must successfully complete 12 semester hours of prescribed core courses, 18 semester hours in the area of specialization (including the six semester hours of thesis in the student's area of specialization). All work, INCLUDING EACH COURSE taken by the student, must be approved by the student's advisory committee and must carry a grade of "B" or better in order to be credited toward the Educational Specialist degree. In addition, the candidate must have a minimum GPA of 3.25/4.00 in order to graduate. IN ADDITION TO THE REGULAR COURSE EXAMINATIONS, A COMPREHENSIVE EXAMINATION ON THE CONTENT OF THE PLANNED PROGRAM IS REQUIRED OF ALL CANDIDATES FOR THE EDUCATIONAL SPECIALIST DEGREE. Students who have not completed Educational Research and Educational Statistics in a master's program will be required to register for FED 502, Educational Statistics, and FED 503, Educational Research. (See Secondary Education section of catalog for course descriptions.)

**Planned Degree Program:** Ed.S. students must follow the same procedure as stipulated for the master's candidates.

**English Writing Proficiency:** Ordinarily, Ed.S. students are not required to demonstrate, by test, a minimum level of writing skills. However, the Dean's office reserves the right to require demonstration of minimum writing skills when it considers it necessary.

**Graduate Record Examinations:** All Ed.S. students must take the Verbal, Quantitative, and Advanced portions of the Graduate Record Examinations. Students who have not taken the Graduate Record Examinations may register as conditional matriculants, but all

applicants are required to complete this test during the first semester of their enrollment or show proof that the test has been taken. Students should make application for the examination directly to the Educational Testing Service, Box 995, Princeton, New Jersey 08540, and should designate Alabama Agricultural and Mechanical University, Normal, Alabama 35762 as the recipient of the scores.

**Thesis Research:** In addition to fulfilling the general course requirements, students seeking the Ed.S. degree must include a supervised thesis research component in their program of study. Students are expected to conduct an Ed.S. project, which should be an in-depth study carried out under the guidance and direction of the major advisor. Upon completion of 10 semester hours, the student will meet and plan with his/her advisor the direction and objectives of his/her thesis research. Before registering for thesis, a study plan, approved by the major professor, department chairman, and Dean of the Graduate School, must be on file in the office of the Graduate Dean.

**Doctor of Philosophy Degree:** For admission into Food Science, Applied Physics, Plant and Soil Science, and Reading, see the requirements as listed, in the department section of the Graduate Catalog.

**AA-CERTIFICATE (SIXTH-YEAR SPECIALIST CERTIFICATE)**

The requirements for AA certification are embedded within the Educational Specialist Degree.

## COMPREHENSIVE EXAMINATION ELIGIBILITY REQUIREMENTS

**MS/MEd**: All non-thesis Master's degree students, with the exception of MBA students, are required to pass a written comprehensive examination designed to evaluate the student's proficiency in the theory and practice of their field. This examination is taken in both major and minor fields. Before sitting for the Comprehensive Exam, students' must do each of the following:

1. Attain Regular/Full admission status.
2. Have a program of study on file.
3. Maintain a 3.00 GPA or better.
4. Complete all core/required courses in field.
5. Complete all core/required courses for the degree.
6. Remove all I's, except thesis/dissertation grades.
7. Remove all "D" and "F" grades.

**Ed.S.**: All Ed.S. students are required to pass the written comprehensive examination (eligibility requirements are similar to Master's students) and write a thesis.

**Ph.D.**: All Ph.D. students are required to write a dissertation and defend it successfully. They are also required to pass qualifying and /or candidacy examination(s) as required by the department. Eligibility requirements for these tests are defined in the departmental section of this bulletin.

Students eligible for taking Comprehensive Examination must formally petition for the test on the prescribed form in the office of Graduate Studies by the deadline date.

If a student fails the Comprehensive Examination, at least one semester must intervene before the second examination is given. If the student fails this examination the second time a referral will be made to a departmental committee, which will determine the appropriate action; this action should not eliminate the student from retaking the comprehensive examination for a **third and final time**. A student who fails the comprehensive examination after a third try will be dismissed from that program of study.

## **THESIS/DISSERTATION REQUIREMENTS**

Those students who choose the option of writing a thesis/dissertation must adhere to the following:

1. Each student is responsible for selecting a major professor, choosing a research topic, and writing and editing the thesis, or dissertation. The major professor serves as the chairperson of the student's research advisory committee. The student and the major professor select the members to serve on the research advisory committee. The advisory committee consists of a minimum of four (4) members for candidates of the master's and educational specialist degrees; whereas a minimum of five (5) members are required for doctoral level candidates; at least one comes from outside of the student's major area of emphasis. Once the research advisory committee members have been selected and approved by the Dean of the School of Graduate Studies, they serve as advisors on the intellectual content of the thesis or dissertation for the candidate in the development of the research proposal.
2. The subject of the thesis/dissertation should be chosen from the candidate's field of academic interest and must be approved by the departmental advisory committee. The thesis/dissertation should demonstrate the student's capacity to carry out independent study or research.
3. The student is advised to consult with the School of Graduate Studies and the publication entitled: "Thesis and Dissertation Guidelines for Graduate Students" for general information regarding the preparation of a thesis/dissertation. The "Graduate Thesis and Dissertation Guidelines" is the official AAMU manuscript preparation guide that contains established criteria for uniformity in the physical format of theses and dissertations. The regulations contained therein supersede any style manual instructions regarding format information. If there are conflicts between the styles or requirements set forth in this manual and those in a discipline's journals or department guidelines, the current "Thesis and Dissertation Guidelines for Graduate Students" publication takes precedence. Format includes manuscript arrangement, organization of specific preliminary pages, spacing, typeface, margins, page number order, page number placement, and the required permission to reproduce copyrighted material. Under no circumstances, should a student use theses or dissertations previously submitted to the School of Graduate Studies as a guide for the preparation and submission of their thesis or dissertation. The School of Graduate Studies reserves the right to update and revise its "Thesis and Dissertation Guidelines for Graduate Students". All thesis or dissertation candidates are responsible for following the guidelines that are in effect when their manuscript is filed in the School of Graduate Studies.

4. Once students begin formal writing of their thesis/dissertation (proposal), they must be continuously enrolled in thesis/dissertation hours until the final research is submitted to the Graduate School and approved by the Dean of the School of Graduate Studies for formal publication. Registration is required for thesis/dissertation writing in each semester until the student completes, defends, makes any post-defense revisions, and submits the thesis/dissertation for final approval by the Dean of the School of Graduate Studies. A student's obligation to register for thesis/dissertation credits will end once the Graduate School has received the final version of the formatted manuscript (both paper and electronic versions), and the submission and verification of all supporting documents. The Graduate School is not authorized to waive this registration requirement.
5. The student must also submit a committee-approved final draft to the Dean of Graduate Studies two weeks prior to the scheduling of the oral defense. After successfully completing the oral defense of the thesis or dissertation and completing the recommended changes, the candidate must obtain all signatures and receipts required for submission of the final thesis or dissertation to the School of Graduate Studies. Prior to the printing of the final manuscript on officially approved paper for binding, the candidate must seek approval from the Dean of the School of Graduate Studies on the Thesis/Dissertation Printing Authorization Form. Once the thesis/dissertation has been approved, the student must submit an exact electronic copy, four unbound copies of the thesis/dissertation, proof of payment for binding and ProQuest processing fees to the Graduate Office at least one month prior to graduation.
6. All students retain the copyright to their work; hence, the requirement that the copyright page be included in the thesis/dissertation. However, a student may formalize their copyright protection by paying ProQuest directly to file a claim of copyright with the Library of Congress on their behalf.
7. Submitting a thesis/dissertation by the deadline date does not guarantee that a student will be awarded the degree in the corresponding semester; it only makes a student eligible for graduation in that semester. A student's graduation date will be advanced at a later semester if:
  - The student fails to make all corrections in the time allotted;
  - The student fails to make all corrections by the conferral date; and
  - The student's thesis/dissertation is incomplete and/or lacking original authorized signatures.

**Note:** Students should schedule their defenses in time to make all changes and corrections as well as to obtain the necessary signatures in advance of the deadline date. No exceptions will be made for professors or department chairpersons who are on vacation, on leave or who are not available to sign forms by the deadline dates.

### **A-CERTIFICATE**

Students seeking Master of Science degrees, who also desire A-Certification in Teacher Education, must adhere to the requirements specified for candidates seeking the Master of Education degree. In some areas, additional requirements may be specified. A thesis is required with M.S. programs.

Candidates for Master of Education degrees who also desire A-Certification must confer with their department advisor so that an A-Certification program can be planned.

After a prescribed A-Certification program is completed, the student must apply for certification through the University Teacher Certification Office. The Graduate Office does not assume this responsibility.



## GRADUATION

**Application for Graduation:** Students must apply for graduation **before** the deadline dates as noted in the university calendar. However, if they fail to meet the requirements for the semester applied, they must **reapply**.

### **DEADLINE DATES:**

See the university calendar for established deadline dates

**Clearance for Degree:** Each candidate for a degree will receive a letter from the Graduate Office verifying clearance after final grades are submitted.

**Conferring of Degree:** The University awards advanced degrees during the Commencement Exercises at the close of the fall and spring semesters. A student completing requirements during a summer term receives a diploma at the Fall Commencement Exercises.

Attendance at the commencement exercise is strongly encouraged.

**Second Master's Degree:** With the approval of the appropriate department/program and the Graduate Dean, a graduate student who had completed a master's degree from Alabama A&M University may **transfer up to ten appropriate credits** from the first program to the second. All requirements for the master's degree in the second program must be met.

Candidates seeking a second master's degree from AAMU School of Education shall be allowed to transfer up to 21 credit hours to the second masters from the first AAMU School of Education masters to prevent duplication of School of Education required foundation coursework.

## **GRADUATE COUNCIL**

The Graduate Council is the principal legislative body of the Graduate school. Its' purpose is to study, formulate, and recommend to the Vice President for Academic Affairs general policies and procedures concerning graduate studies and graduate student academic affairs. Actions of the Graduate Council are subject to approval by the Vice President for Academic Affairs. The Graduate Council meets at regular intervals during the academic year and minutes of the council meetings are distributed to all department chairpersons and deans in order that they may inform the graduate faculty and students of the action taken by the Council. (The policies, rules, and procedures established by the Graduate Council serve as the framework, and set the minimum standards within which the Graduate Studies Committees in the various academic units formulate, publish, and make their own graduate policies, rules and procedures). This purpose is fulfilled, in part, as the Council:

1. Initiates Graduate School policies and acts on questions affecting those policies.
2. Establishes rules governing graduate programs.
3. Submits recommendations about proposals for adopting new courses and curricula involving graduate credit or for altering or abolishing existing ones.
4. Submits recommendations about adopting or abolishing academic degrees administered by the Graduate School.
5. Encourages and stimulates scholarly research and creative activities.
6. Improves, modifies, or reverses actions taken by the standing committees.
7. Approves, modifies or reverses actions taken by the Graduate Studies Committees of the Academic Units.

### **Membership**

The Graduate Council consists of twenty (20) members of the graduate faculty, representing the various degree granting departments along with special adjunct university programs, two (2) graduate students, the vice president for Academic Affairs (Ex-officio) and is chaired by the Dean of the Graduate School. Election of Members to the Graduate Council - The Dean shall distribute to the graduate faculty a list of those faculty eligible for election to the Graduate Council and state the number to be elected from each academic unit. Retiring members of the Graduate Council shall not be eligible

for re-election for one year. Each member of the graduate faculty who submits a nomination shall nominate exactly two persons for each vacancy. Those persons receiving the four largest nominee votes shall, be declared nominees (i.e., the four persons receiving the largest number of votes, plus any ties). The four nominees shall be matched in a run-off election with each member of the faculty voting for all four in a rank order, (i.e., 1,2,3,4 ...) with 1 being the highest ranking. The nominee receiving the lowest sum in voting shall be declared the elected member from that academic unit. The Dean shall prescribe time and procedures for the nominations, elections, and tabulations, providing the nominating and the election shall be secret, and those procedures relating thereto shall be completed by the end of the third week in October. After the election of a faculty member from each academic unit has been completed, the Dean of the School of Graduate Studies will conduct an election to fill the remaining electorate vacancies on the committee as faculty members-at-large. The procedure involving each electorate shall be separate but shall be identical to that used for electing members from each academic unit. November 15 of each year shall be the date for the beginning and expiration of terms of membership on the Graduate Council.

Student members of the Graduate Council are elected for a one-year term. One is elected by the Graduate Student Association and the other is appointed by the Dean of the School of Graduate Studies. The work of the Graduate Council encompasses the entire spectrum of graduate study at the University. While the Council is primarily concerned with the formulation of policies and regulations which will assure the maintenance of a high level of scholarship, it is equally concerned with the development of new programs and courses consistent with the mission of the University and the demands of society. Some specific functions of the Council are:

1. To periodically review and make recommendations for improving policies, procedures, and regulations in the graduate program.
2. To act on proposals for new graduate courses and degree programs.
3. To act on applications for admission to the Graduate school in cases where applicants do not clearly meet unconditional admission requirements.
4. To study trends in new graduate program development.
5. To seek ways to stimulate proposal development and research activities by faculty and students.
6. To develop proposals for programs to strengthen graduate education at the University.
7. To study the graduate curriculum and recommend changes that will facilitate improvement of graduate education at the University.

8. To develop and implement plans which will facilitate the recruitment of students who have potential for successful graduate study.
9. To act on recommendations for approval of nominees as graduate faculty members.
10. To review graduate degree requirements and recommend changes.

### **Standing Committees**

Each member of the Graduate Council will serve on at least one of the standing committees of the Graduate Council each year of his/her tenure on the Council. The Dean of the School of Graduate Studies will appoint members to the standing committees. Graduate Council work is carried out by six (6) standing committees: The Executive Committee; Graduate Assistantship and Scholarship Committee; Research and Curriculum Committee; Recruitment and Admission Committee; Policy and Standards Committee; and International Student Evaluation Committee.

### **Executive Committee**

The Executive Committee which consists of the Dean of the School of Graduate Studies (or his/her appointed representative), of the Vice President for Academic Affairs, the Dean of each school (or their appointed representative), and the President (or his/her appointed representative) (ex-officio):

1. Acts on the Graduate Faculty nominations made by the Graduate Council.
2. Makes final decisions concerning all students' petitions.

### **Graduate Assistantship and Scholarship Committee**

1. Recommends policies and rules related to the administration of graduate assistantships.
2. Serves as an advisory committee to the Dean of Graduate School with reference to recommendations for scholarship awards.
3. Develops proposals for funding to support additional scholarship and assistantship awards.
4. Develops proposals requesting funds to support new teaching, administrative and research assistantships.
5. Carries out other assignments which are consistent with the functions of the Committee.

### **Research and Curriculum Committee**

1. Formulates plans which will help stimulate interest in research by faculty and students.
2. Develops proposals for funding to support research.
3. Periodically reviews research activities of graduate students which are associated with thesis preparation and advises the Graduate Council on the status and quality of the research.
4. Meets periodically with research committees in the various departments in order to stimulate research activities and promote the needs of the University relative to research functions.
5. Periodically reviews the curricular offerings with the Schools and consults with the department chairpersons and the deans about new curricula and proposals for new programs.
6. Studies the graduate curricula and makes suggestions for the development of interdisciplinary courses in order to eliminate unnecessary duplication.
7. Studies the curricula relative to the demand or lack of demand for existing courses and reports findings to the Council.
8. Makes periodic reports to the Council on trends in graduate degree program development, and new approaches in teaching methodology.
9. Reviews proposals for new degree programs and courses and makes recommendations to the Graduate Council.
10. Carries out other assignments which are consistent with the functions of the committee.

### **Recruitment and Admission Committee**

1. Studies and presents plans to increase the recruitment of students qualified to pursue graduate studies at Alabama A&M University.
2. Studies Graduate Emphasis Day (a program used to recruit current undergraduates from Northern Alabama) and makes suggestions on improving it.
3. Makes recommendations on key ways which the graduate program might be made more visible on and off-campus.

4. Reviews applications for admissions from students who do not clearly meet the unconditional admissions requirements of the University.
5. Makes periodic review of the University's admissions requirements and recommends changes that are consistent with the goals, purposes, and academic programs of the University.
6. Makes periodic reports to the Council on new trends in admission policies, procedures, and standards in American graduate schools.
7. Develops plans which will facilitate a more active involvement of students in the development of enrichment activities such as seminars, exhibits, tours, etc.
8. Develops plans and activities and assists in the activities of the Graduate Student Council.
9. Carries out other assignments which are consistent with the functions of the committee.

**Academic Policy and Standards Committee**

1. Periodically reviews the academic policies of the Graduate School and makes recommendations for amendments.
2. Recommends new policies and procedures which facilitate the improvement of graduate education at the University.
3. Serves as an advisory committee to the Dean of the School of Graduate Studies with reference to the interpretation of Graduate School policy as it relates to specific areas wherever interpretation becomes necessary.
4. Periodically reviews the overall and specific standards and requirements for degrees, and recommends additions, deletions, and other changes.
5. Meets at various times with department chairpersons and deans in order to exchange ideas relative to the improvement of standards and policies.
6. Reviews periodically the academic quality of the graduate faculty relative to degrees held, research, publications, and other academic accomplishments and makes recommendations on the same to the Dean of Graduate School.
7. Investigates and reports on programs, workshops, fellowships, research, and other opportunities that are available to the graduate faculty.
8. Develops proposals requesting funds to support faculty development.

9. Carries out other assignments at various times, which are within the preview of the Committee.

**International Student Committee**

1. Assists in the evaluation of international student credentials and makes recommendations of international students to the Graduate Dean for admission.
2. Assists in developing hospitality programs for International Students.
3. Assists in the development and implementation of an orientation program for International Students.
4. Assists in the development and implementation of a welcoming ceremony or a welcome wagon (i.e., this could be in cooperation with the undergraduate and/or community international programs, both the hospitality orientation programs and welcome wagon type activities should also be coordinated with the International Student Organization).

## **APPOINTMENT OF GRADUATE FACULTY**

The Graduate Faculty directs work and research towards graduate degrees and serves in an advisory capacity to the Graduate Council. Membership demonstrates high attainment and high professional standing. The Graduate Faculty is composed of those members of the general faculty of the university (full-time teaching, research or extension) who meet the requirements based on academic qualifications, experience on graduate committees, teaching of graduate courses, and research attested by scholarly publications or other proof of creativity; professional excellence, activity, and dedication. Full (five years) or associate (three years) member appointments are made by the Graduate Dean upon the recommendation of the Graduate Council. Recommendations to the Graduate Council are made by the Credentials Committee. Members of the Graduate Faculty are listed in the Graduate Bulletin and on the Graduate School Website. In some cases, outside experts (non-Alabama A&M University employees) are appointed to the Graduate Faculty as Special Members for a fixed duration upon the approval of the Graduate Dean.

### **Procedure for Nomination**

Each nomination to the Graduate Faculty must be approved by a majority of the members of the Graduate Faculty in the nominee's department, by the department chairperson, and by the academic dean. The nomination letter must be signed by the nominee, graduate coordinator of the unit, the department chairperson, and the academic dean. It is then sent to the Dean of the School of Graduate Studies who in turn forwards the applications to the Credentials Committee. The Credentials Committee, which meets once a semester, evaluates the applications and makes recommendations to the Graduate Dean.

### **Qualifications**

Nominees to the Graduate Faculty must hold the terminal degree, Ph.D/Ed.D., in their teaching or research discipline. However, in certain disciplines where the accrediting bodies recognize master's level degree as the terminal degree (examples: MFA, MLS), that degree is considered as the terminal degree. If the terminal degree is not held, exceptional achievement is expected in research or other scholarly and creative activities which establishes the faculty member as a recognized authority or leader in the field involved. The nominee must have three years experience in participating regularly in the graduate program at Alabama A&M University, or at another institution of higher education, or has demonstrated, in some outstanding manner, their ability to direct graduate level research. If experience has been gained in other than academic institutions, it must be documented. Participation in a graduate program includes service on graduate student advisory committees, teaching graduate courses, participation in graduate seminars, and direction of graduate research. However, it is not specifically required that



the nominee should have taught at the graduate level during the three years. Experience in industry, government, and similar activity which may prepare a faculty member to direct the scholarly development of graduate students may be considered. The nominees must have served on at least three examining committees. These may be three final master's examinations or three doctoral examinations, general or final, or combinations of these. Waiver of this requirement is rare and must be justified on the basis of exceptional research and publication achievements, as well as other experience.

### **Scholarly and Creative Activities**

Publication requirements are satisfied by at least two full-length research articles carried in reputable refereed journals as identified by the faculty in the nominee's department or academic area. Research methods or other analytical methods and techniques in these articles should be appropriate to the nominee's field. The nominee must be the senior author of at least one of these articles. Publication of a book or research monograph satisfies this requirement completely if it makes a scholarly contribution to the field of specialization and demonstrates clearly the author's research competence. Papers or manuscripts accepted but not yet published may be used to meet these requirements upon proof that the work has been accepted for publication. Where publication is not the customary goal of scholarly and creative activity, proof of comparable achievement is required. When evaluating artistic fields, the originality, scope, and depth of the nominee's work determine the criterion for artistic merit. Distinguished exhibition or quality performance is evidence of excellence in research and creativity. In addition, evidence of scholarly commitment may also include: reading papers before learned and professional organizations; writing book reviews, scientific and industrial reports, popular articles, or similar materials; rendering consulting service demonstrating professional standing; participating in activities of appropriate scholarly, scientific, and/or professional organizations by holding office or serving in other responsible capacities; performing significant administrative duties connected with the graduate program of department or of the University; and obtaining extramural support.

### **Full Graduate Faculty Members**

Full members are subject to re-evaluation at the end of their five-year appointment. Requests for reappointment are made by the faculty member to the department chairperson, who calls for a vote by the department's Graduate Faculty members and follows the procedures described under the *Procedures for Nomination* section. Here, the contributions made by the nominee primarily since the last nominations are considered. Not showing evidence of scholarly accomplishments, described under the *Scholarly and Creative Activities*, since the last appointment may result in the denial of reappointment. Those denied reappointment may not serve as a major advisor to graduate students. They may, however, serve on advisory committees for students. They may teach 500-level courses but not those at the 600 level or above. Department chairpersons should reassign the individual's graduate students and higher level classes as soon as possible, but no later than the end of the spring semester following written notification of denial of reappointment.

### **Associate Graduate Faculty Members**

Those with terminal degrees but not yet qualified to be a full member on the Graduate Faculty may be granted associate membership. The nomination procedure is similar to the one followed for the full membership and described under *Procedure for Nomination*. These members assume the responsibility and exercise the privileges of full membership except they may not direct doctoral committees. They can chair master's level committees and serve on doctoral and masters level thesis committees. An associate member is appointed for 3 years, during which time application for full membership may be initiated when the faculty member believes qualifications have been met.

### **Appeals**

Those denied appointment or reappointment to the Graduate Faculty may appeal by letter to the Dean of the School of Graduate Studies. The letter should have the approval of the departmental chairperson and the academic dean, and should detail the reasons for the appeal. An Appeals Committee shall be appointed by the Graduate Dean. The report of the Appeals Committee is acted on by the Graduate Dean except when the Appeals Committee is deadlocked. Such cases go to the full Graduate Council.

### **Reapplication**

University faculty members denied Graduate Faculty membership, reappointment, or associate membership may reapply at any time the requirements for membership have been met.

### **Graduate Faculty Appointment Exceptions**

The Dean of the School of Graduate Studies, the Credentials Committee, and the Graduate Council have the responsibility of determining whether nominees are qualified to direct the research and scholarly development of graduate students. Exceptions to the rules may be made for faculty members with outstanding records of achievement and national standing in their fields who may not in all cases meet the other requirements.

### **Special Members**

Special membership is reserved for scientists, scholars, artists, and other highly qualified individuals from other universities, federal and state agencies or international bodies that are willing to serve on graduate student advisory committees or teach a course or conduct a workshop, etc. The nomination in this case is made by a single Graduate Faculty in a department and approved by the department chair, academic dean and the Graduate Dean. The lengths of these appointments are specific to the duration of the task for which the person is appointed.

## **APPOINTMENT & CRITERIA FOR GRADUATE TEACHING ASSISTANTS**

A graduate teaching assistant (GTA) is one who serves in an instructional role in a class or laboratory within a specific department at Alabama A&M University and who performs pedagogical functions such as preparing lectures, teaching classes, constructing and grading tests, holding conferences, assigning course grades, or provides support for a faculty member in charge of a course. In all cases, the GTA **MUST** work under the supervision of an experienced faculty member. To this end, the GTA works to gain teaching skills and a better grasp of the essentials of his/her academic discipline.

### **CRITERIA FOR APPOINTMENT:**

#### A. Remedial or tutorial courses

1. GTA **MUST** hold a bachelor's degree in a discipline related to the teaching assignment
2. Classroom experience in a discipline related teaching assignment, or
3. Graduate training in remedial education 4 (See B-4, 5, and 6)

#### B. Baccalaureate level courses

1. **MUST** have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or
2. Hold the minimum of a master's degree with a major in the teaching discipline, or
3. **MUST** have earned at least 18 graduate semester hours in their teaching discipline, be under the **DIRECT** supervision of a faculty member **EXPERIENCED** in the teaching discipline
4. **MUST** participate and receive regular in-service training
5. **MUST** be regularly evaluated (monthly basis)
6. GTAs for whom English is a second language may be appointed only when a test of spoken English, or other reliable evidence of applicants proficiency in oral or written communication and speech, indicates the appointment is appropriate.

### C. Master's level courses

1. GTA MUST hold a terminal degree (usually the earned doctorate, in the teaching discipline or a related discipline, or
2. In some instances, the master's degree may be considered the terminal degree: M.F.A., M.S.W., and M.L.S. In others, a master's degree in the discipline coupled with a doctor's degree in a related discipline is required. Criteria "B" and "C" do not apply to graduate teaching assistants who are engaged in assignments such as laboratory assistance, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

#### **Academic Load for GTA:**

To be a Graduate Teaching Assistant, a student must be enrolled in a minimum of six (6) graduate hours during the regular semester and three semester hours during summer term. Assistants may enroll in nine (9) graduate hours each academic semester except the summer term. NO OVERLOAD IS PERMITTED WHILE THE STUDENT IS A TEACHING ASSISTANT.

#### **Responsibilities of Graduate Teaching Assistants**

A Teaching Assistant incurs the same responsibilities as the teaching faculty. The Assistant may serve as the instructor for no more than two (2) undergraduate courses ONLY during a given semester. Posted office hours are expected, as are obligations to provide an appropriate syllabus, to make clear grading policies, and to carry out student evaluations of work done. Other responsibilities may be assigned by the chairperson of the respective departments. Teaching Assistants will be evaluated in the same fashion as temporary faculty. Since this program is new at Alabama A&M University, appointment dates may change as experience in administering the program grows. However, it is projected that Teaching Assistants will be nominated by April 15 of each year for the following academic semester.

#### **Eligibility for Graduate Teaching Assistant:**

To be eligible for Graduate Teaching Assistantship, students may not hold a non-degree, special, or probationary status at the University. Exceptions to this regulation must be approved by the Dean of the Graduate Studies. The GTA must be fully admitted to a graduate program devoting full time toward the degree. To qualify for a GTA appointment, a student must satisfy the following eligibility requirements:

1. Must be pursuing a graduate degree at Alabama A&M University.
2. Must be registered in the Graduate School for a minimum of six graduate credit hours except in summer when three credit hours are accepted.

3. Must maintain reasonable academic progress towards a graduate degree (Complete 18 hours/academic year).
4. Must satisfy other requirements published by the employing department.

International students applying for assistantships must score a minimum of 500 on the "Test of English as a Foreign Language" (TOEFL) and must also submit satisfactory scores on the "Test of Spoken English" (TSE). These scores should be sent directly to Alabama A&M University from the testing agency. All other scores will be unofficial.

### **ACADEMIC LOADS**

Nine (9) graduate credit hours are considered a full academic load during the two regular academic semesters. Six (6) graduate credit hours are considered a full academic load during the Summer Session. To maintain a graduate assistantship (Teaching or Research), a student must be enrolled in a minimum of six (6) graduate hours during the regular academic semester and three (3) during the summer session. As an assistant, a student may enroll in up to nine (9) graduate hours during the regular academic semester and six (6) during the summer session with the Graduate Dean's approval. Enrollment in more than 10 hours is not permitted.

## **GRADUATE CO-OP**

To register for Graduate Co-op, the following must be met:

1. 3.0 GPA or higher.
2. Must have completed all *CORE* courses in program.
3. Co-op must be on the students Planned Degree Program at the time of registration.
4. Letter from the Department Chairperson stating that the Co-op is approved.
5. The Registration Form requesting registration in Graduate Co-op must have the signatures of the Department Chairperson and Dean of the School of Graduate Studies.

Graduate Co-op sites and Co-op supervisors must be visited and recommended for approval by the Graduate Co-op Coordinator. Exception to this policy must have the approval of the Department Chairperson and the Dean of the School of Graduate Studies. A site visit and an interview with the potential supervisor of the Graduate Co-op must be made. Once a site is "officially" approved, only the Co-op supervisor need be contacted.

Students may not register for a Graduate Co-op at a site if employed by that site. International students on "Practical Training" may not register for Graduate Co-op credit or for any classes at A&M while in Practical Training.

See the Career Development Services Office for additional requirements.

### **DEVELOPMENT OF COMPREHENSIVE EXAMINATIONS**

1. A departmental Comprehensive Examination Committee shall identify competencies or skill and content areas to be developed for the various programs offered at the graduate level in the department.
2. The Comprehensive Examination Committee shall meet to analyze and condense the developed content based upon the program curricula offered in the department.
3. The Comprehensive Examination Committee shall categorize the content based on the broad areas of expertise needed by current and future graduates in the program developing and objectives for the content.
4. The objectives shall be submitted to the departmental graduate faculty for discussion and consensus.
5. Based on the identified content, the Committee shall determine the most appropriate format for measuring the student's mastery of the material, written and/or oral.
6. The Comprehensive Examination Committee shall meet to translate the content into questions that sample the essential content area as specified in the program objectives/content.
7. The Comprehensive Examination Committee shall meet to assemble the examinations based upon the questions identified in 6, above.
8. The test shall be submitted to the faculty for examination with input used to make revisions.

### **Administration of the Comprehensive Examination**

The Comprehensive Examination will be administered to students who have:

1. Been fully admitted to the graduate school;
2. Maintained a minimum of 3.0 GPA;
3. Completed all required courses in the major area as determined by the department;



4. Completed 24 hours of course work and have met other departmental requirements as specified by the department;
5. Removed all "incomplete" (I) grades except the thesis, dissertation or terminal research grades; and
6. Currently enrolled in the Graduate Program, or have been enrolled in the previous semester to taking the examination.

### **Master's Degree Level**

1. A written or oral comprehensive examination written jointly by the course instructors in the student's major area(s) will be administered to each graduate student.
2. For **non-thesis students**, the examination will normally be taken after the student has completed the major portion of their program or all coursework in their major area, as determined by the department.
3. For **thesis students**, the examination will be given after the students have completed their major coursework but before the students have progressed well into his/her research and thesis problem.
4. The examination may be written, oral or both. Written examinations will be administered by the student's major advisor, or according to established departmental policy.
5. Oral examinations shall be administered by the student's supervisory committee. All members of the supervisory committee must be present during the oral examination.
6. A written notice of the time, place, and type (written or oral) of examination must be sent to the Graduate Dean at least two weeks before the Comprehensive Examination Week, as designated by the School of Graduate Studies. The examination date must be scheduled from Monday through Friday of the designated week. Effective Fall Term, 1996, no comprehensive examination will be given on Saturday or Sunday.
7. After approval by the Graduate School, a notice to the candidates stating the time and place of the examination will be sent by the respective departments. If applicable, each supervisory committee member will also be notified.

8. The student's major professor/committee chairperson will administer the written examination and must be present during the designated time of the examination, or as determined by established departmental policy.
9. The comprehensive examination must be given a minimum of four weeks before the student's date of graduation.

### **Ph.D. Degree Level**

Two examinations are given at the Ph.D. level. They are the **Ph.D. Qualifying Examination** and the **Ph.D. Candidacy Examination**.

1. If the student does not pass the comprehensive examination, it may be retaken only one additional time, for a maximum of two attempts.
2. The objective of the Ph.D. qualifying examination must be stated by each department. The purpose of the qualifying examination is to test the student's knowledge of the relevant undergraduate content area.
3. The doctoral committee will review the areas to be covered in the qualifying examination.
4. The qualifying examination will be administered twice per year. A student who has been admitted to a program on regular status must complete the qualifying examination after the completion of the first semester in the program. A student who is admitted provisionally must complete the examination no later than one year after provisional entry into the program.
5. The candidacy examination is administered after the completion of all of the student's coursework. The candidacy examination will be given in two parts, one written and one oral. The oral portion of the candidacy shall cover the research area of the student's dissertation proposal. The proposal must be approved by the student's doctoral committee and submitted to the Graduate School prior to the administration of the candidacy examination.
6. Upon a successful completion of the candidacy examination and departmental specific requirements, the student may be admitted to candidacy for the degree Doctor of Philosophy.

### **Development, Preparation, and Challenge of the Keys for the Examinations**

- 1a. A key for the Comprehensive Examination shall be developed by the Comprehensive Examination Committee. Faculty members shall meet as a group and develop a key. The final test key shall be prepared by the Chair of the Committee and disseminated to committee members.

- 1b. If the result of the Comprehensive Examination is challenged by a student in writing to the Graduate Dean, the committee shall reconvene and review the response(s) in question. The committee members, by majority vote, shall determine whether a change is warranted and shall effect the necessary change on the answer key.
2. If the nature of the examination is such that a specialty area key is to be developed, the student's major advisor or Supervisory Committee Chair shall assume major responsibility for this task. The process used to develop, prepare, and/or change the examination key shall be the same as described in I(a) above except that the advisor or Supervisory Committee Chair will assume the responsibilities of the Comprehensive Examination Committee Chair.

### **Scoring/Grading**

1. A meeting to score all comprehensive examinations shall be convened not later than five working days after the administration of the examination. Faculty members from each area in which an examination was administered shall be included. Examinations shall be distributed, in the meeting, to faculty members by the Department Chair and shall be returned to the Chair at the conclusion of the meeting.
2. Examinations shall be scored independently by a minimum of three faculty members with at least one from the student's area of emphasis.
3. The criteria for passing the examination shall be determined by the department in which the examination is given. These criteria shall be written and be on file in each department.

### **Preparation of Report and Submission to Graduate School**

The following procedures will be adhered to for preparing and reporting students' performance on the comprehensive examination(s) to the Graduate School:

1. After all examinations have been scored, the department chair shall compile the data and generate a report to be submitted to the Dean of the Graduate School within two days after the official scoring has taken place by the departmental comprehensive exam committee.
2. A meeting of the departmental Graduate Faculty shall be convened to verify and approve the report for submission to the Graduate School.
3. The Chair shall deliver the report to the Dean of the appropriate Academic School to be approved by the Dean of that School. The Academic Dean will then forward the report to the Dean of Graduate Studies.

## **Notification to Students**

The following procedures will be adhered to for preparing and reporting students' performance on the comprehensive examination(s) to the Graduate School:

1. No faculty or staff member shall be allowed to disseminate results of the examination to the student in any form.
2. The official reporting of the performance to the students will be handled through the Office of the Graduate School.
3. The Graduate School will be expected to send official notification to each student on his or her performance rating on the Comprehensive Examination, indicating a pass or fail.

## **Security**

1. The Comprehensive Examination, the Graduate School list of approved examinees, and the answer keys shall be secured in a locked cabinet in the Department's office before and after the administration of the examination. The examination shall not be removed by individual faculty members from the department building except by the examination coordinator on the examination day if it is administered in another building.
2. After the examinations have been scored, one file copy of each examination administered, answer keys, the Graduate School list of the approved examinees indicating students who actually took the examination, and the students' response sheet will be secured in the Department's office for a period of five years. The original examinations will be destroyed within one year from the date the examination was administered.

## **WITHDRAWAL FROM THE UNIVERSITY**

When a student finds it necessary to discontinue his or her enrollment at any time other than at the end of a semester or summer term, he or she must complete a withdrawal form obtained from the Registrar's Office. The student must clear all AAMU accounts as listed on the form. When a student withdraws before the last two weeks of any semester or summer session, the student will receive a grade of "W" in all courses. When enrolled for a regular semester, however, a student may not withdraw during the last two calendar weeks prior to the first day of final examinations. In a summer session, a student may not withdraw during the last calendar week prior to the first day of final examinations.

When a student leaves AAMU at any time during the semester or a summer session without filing a Withdrawal Form and without clearing all University accounts, the student may receive a grade of "F" in all courses. Further, he or she will forfeit all rights to a statement of honorable dismissal, thereby jeopardizing re-entry into AAMU or transfer to another accredited institution.

### **Procedures for Withdrawing From the University**

Step 1: Secure and complete Withdrawal Clearance Form. Forms are available in the Registrar's Office. Obtain all appropriate signatures.

Step 2: Complete an exit interview with the Office of Special Student Services.

Step 3: File completed Withdrawal Clearance Form with the Office of the Registrar.

### **EMERGENCY SEPARATION FOR MILITARY PURPOSES**

Students who exit the University because of a military call-up or spouses of those called may withdraw without academic penalty. After the normal University withdrawal period, the student may choose to make arrangements with the instructor and/or department chairperson to complete the course work.

Students who withdraw due to being called to active duty or spouses of persons called to active duty may be eligible for a full refund of required tuition and fees. Room and board will be refunded in accordance with the current University refund policy. All students who receive Title IV funds will be processed according to federal policies. Federal policy statements are available in the Office of Student Financial Aid.

#### **Procedures for Emergency Separation for Military Purposes:**

1. Secure a copy of the Academic Affairs Form (Emergency Separation for Military Purposes).
2. Complete the form and secure appropriate documentation.
3. Submit the form to the Office of the Registrar, retaining the copy marked "student".

## REGISTRATION

### 1. General Registration Guidelines

All students of the University are expected to present themselves for registration in accordance with plans of registration established for the current semester or term and listed in the University Calendar.

No student will be permitted to attend class unless the instructor has received from the Registrar evidence of proper registration.

Students are considered registered only when they have conformed to all University and School regulations applying to registration.

Graduate students are required to register prior to the first day of classes in each semester. This is most conveniently accomplished for continuing students during the advance registration periods held in April for the Fall semester, in November for the Spring semester, and in February or March for the Summer term. There may be a period of late registration for which there is an additional fee.

Each student registering for courses in any term must submit to the School of Graduate Studies, with the approval of the student's academic advisor, a list of courses and sections, identified by call numbers, for which registration is sought.

The University will attempt to meet the curricular needs thus indicated by the student and confirmed by the advisor so far as such course selection conforms with University regulations and so far as resources permit.

Registration after the final date as provided in the University Calendar must be by special permission of the Office of Academic Affairs. A student may add courses for credit, make section changes, or drop courses with the approval of the appropriate dean within the period provided in the University Calendar. A fee will be charged for this service.

### 2. Failure to Register and Improper Registration

Students who fail to register during a semester, or whose efforts to register fail to conform with University and School regulations, may not at the end of such semester receive credit for courses or parts of courses completed. However, permission may be granted by the Provost and Vice President for Academic Affairs for

appropriate retroactive registration, but only upon the recommendation of the advisor, the instructor from whom credit is sought, and the Dean of the School in which the student is enrolled. However, it is to be noted here that such permission is highly unusual since it is illegal for an instructor to allow a student to remain in his/her class after the initial roster has been issued.

### **3. Late Registration**

A student registering after classes have begun, and before the last day to register, must obtain the written permission of the Dean of the School in which the student is enrolled. Permission of the instructor in each course is also required in all such cases. A late registration fee of \$50.00 will be assessed against all late registrants.

### **4. Dropping and Adding Classes**

Once a student has completed registration, all changes in his/her schedule must be made on a Drop/Add form and recorded in the Office of the Registrar. All forms must be validated by the Business Office.

The following changes must be made by Drop and Add:

1. Change from one course to another.
2. Change from one section of the same course to another section.
3. Addition to schedule.
4. Deletion from schedule.
5. Change in section due to inserting wrong call number. The call number is most important.

Students revising schedules (adding or dropping courses) must complete a Drop/Add form and pay the change-of-course fee. These forms are available in the administrative offices of each school. The signatures of the advisor and the instructor are required to authorize a schedule change during the schedule adjustment period. A late schedule adjustment also requires the signature of the instructor. The signature of the instructor for an add, subsequent to the department chair's approval, is to indicate the availability of space and that the student can make satisfactory progress at the time that he/she enters.

The signature of the instructor for a drop will provide the necessary reminder for the instructor to record the grade of "W" on the student's record.

Classes dropped after the first week of the regular semester and through the end of one week prior to the last two calendar weeks of a semester and the last week of a summer session will receive a grade of "W."

All additions to a class roll must be made through the Registrar's Office for a student to be officially enrolled in a class. Credit for a course will not be allowed if the Registrar's



Office has not officially enrolled a student in a class. Drop and Add fees can be waived for the following reasons:

1. A course has been cancelled.
2. A course has been rescheduled for a different time that conflicts with the student's schedule .
3. Other justifiable causes for changes made by the University.

## **TRANSIENT STUDENTS**

Students registered at AAMU who desire credits taken at other collegiate institutions to be applied toward their degrees at AAMU must receive approval before enrolling at the other institution. The completed Transient Student Form must be signed by the student's advisor and submitted to the School of Graduate Studies. Students who receive such approval must submit official transcripts documenting the work as soon as it is completed, whether they still desire credit for the work or not. The total number of hours taken at another institution or the sum of credits taken at AAMU and another institution during the same term cannot exceed the maximum allowed during the same enrollment term at AAMU: 10 credit hours for fall and spring semesters; 9 credit hours for the summer session. All transfer grades must be "B" or above to be accepted.

Advisors will evaluate whether or not the courses for which the student intends to enroll will transfer back to AAMU based on a comparison of course descriptions in the AAMU Bulletin and the bulletin of the institution the student wants to attend. Approval of transient credit is contingent upon whether the intended course is equivalent to a course at AAMU and whether or not it will be accepted by the major department for fulfilling of degree program course requirements.

Students and advisors are reminded that they should carefully review the number of credit hours that will be awarded for courses taken at another institution. Since AAMU awards credit for course work based on semester hours, credit hours awarded for course work completed at institutions which use a quarter system must be converted to semester hours upon transfer. In some instances, such a conversion may result in the student receiving an insufficient number of credit hours to fulfill the required number of semester hours for a course.

**RESPONSIBILITY STATEMENT**

While Alabama A&M University will endeavor to provide timely and accurate advisement, each student is held responsible for reading, understanding, and meeting the requirements for graduation as set forth in the University Graduate Bulletin.

## **DEGREE REQUIREMENTS**

### **Basic Requirements:**

The degrees of Master of Science, Master of Education, Master of Engineering, Master of Business Administration, Master of Social Work, Master of Urban & Regional Planning, Education Specialist, and Doctor of Philosophy are awarded by authority of the Board of Trustees based upon recommendation of the faculty of the School of Graduate Studies to the candidates who have met the particular requirements of each degree and University scholastic regulations. Degrees are awarded only to students who are in good standing and who have met their obligations to the University.

Students are referred to the detailed statements of the various programs and departments for additional specific requirements in the Graduate Bulletin.

### **CHANGE OF PROGRAM**

Students who wish to change their major will complete an advising session with either the current program advisor or a program advisor for the intended major. The student will complete a **Change of Program Form (available on-line)**, which must be approved by the Program Advisor, Department Chairperson, and Dean of the School in which the student wishes to enroll. The signed application is sent to the Office of Graduate Studies for processing. All coursework regardless of major remain on the student's transcript and is used to calculate the grade point average.

## **CONCENTRATIONS**

Pursuing a concentration allows a student to receive specialized and focused training in a particular sub-discipline within the major as listed in the Graduate Bulletin. The minimum requirements for a concentration may vary with programs. The student should therefore check with the various departments for any variations. These variations may also be listed in the Graduate Bulletin.

### **THE UNIVERSITY YEAR**

Alabama A&M University is organized on the semester system. The year is divided into two semesters and a summer session. Summer classes are scheduled so that an equivalent amount of time spent during the regular semester is also applicable.

Each semester must include a minimum of fifteen (15) weeks. The number of credit hours translated to clock hours must be arranged during the summer to equal a semester. The University may offer interim sessions between the regular semesters or the spring semester and summer school or summer school and the fall semester. All accelerated courses must meet the minimum contact hours based on the course credit hours.

## **GRADE REPORTING**

All grades roster must be signed and submitted by the instructor on record. This includes midterm and end of term rosters, Removal of Incompletes Form, Change of Grade Forms, and Missing Grade Forms. Persons submitting the grades to the Registrar's Office must also sign a roster indicating all reported grades submitted.

### **Missing Grades**

Missing grades must be received in the Registrar's office **within forty-five (45) days immediately following the grading period** (semester or summer session) in which the grade was given. All missing grades must be reported on the Missing Grade Form.



### **INCOMPLETE GRADES**

An “I” grade is intended to be only an interim course grade. It is to be used only if a student has satisfactorily (hereby defined as a C average or better) completed at least 75% of the course requirements, and there is an excusable and acceptable reason for his/her not having completed all requirements prior to grade reporting time. With the awarding of the grade “I” the instructor must include information (on the Grade Reporting Form) as to the specific requirements for changing the “I” to a permanent grade.

Students may obtain credit for courses in which their grades are “Incomplete” only by completing the assigned course work in a satisfactory manner. The incomplete grade must be removed within one year of the date the “I” is awarded or the end of the next term that course is offered. If this is not done, the grade in the course automatically and permanently becomes a failure (“F”). The grade of “I” - Incomplete - shall be neutral in the calculation of the grade point average.

A grade of “Incomplete” must be changed to a permanent grade by the instructor within the time limit specified by submitting the proper **INCOMPLETE GRADE REPORT FORM** to the Registrar’s Office. **Delinquent Incomplete Grade Report Forms will not be requested or processed without the approval of the Provost and Vice President for Academic Affairs.**

A student is not required to re-register for a course in order to remove an “I” grade.

**SPECIAL NOTE:** All incomplete grades for graduating seniors must be removed by October 1 for December graduates, April 1 for May, June 15 for summer graduates.

### **REQUEST FOR TRANSCRIPT**

In compliance with the Family Educational Rights and Privacy Act, Alabama A&M University does not release transcripts of a student's work at the University except upon the student's written request. A student or former student who desires a transcript of his/her record from the University must make this request in writing to the Registrar. Students or former students requesting transcripts should state all possible names under which their records may be located. **Telephone requests cannot be honored.**

A student may secure an unofficial transcript for his/her use, but official transcripts must be sent by the Registrar's Office to other colleges, organizations, companies and other interested sources. "Official" transcripts are not normally hand-carried without prior permission of the receiving institution. However, if this permission is granted, the transcript must be in a sealed envelope and marked "issued to student."

Each student is entitled to one (1) transcript without charge. A fee of \$3.00 is charged for each additional transcript, whether it is an official or unofficial copy. Each student should consult the University's fee schedule or contact the Office of the Registrar to verify the current fee for a copy of the transcript.

Transcripts are not issued to or for students who have outstanding obligations to the University.

### **ACADEMIC MISCONDUCT**

All students in attendance at Alabama A&M University are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic misconduct. This includes, but is not necessarily limited to, the following:

1. Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Plagiarism - representing the words, ideas, or data of another as one's own in any academic exercise.
3. Fabrication - unauthorized falsification or invention of any information or citation in an academic exercise.
4. Aiding and abetting academic dishonesty - intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.

#### **Penalties for Academic Misconduct**

Acts of academic misconduct may be punishable by one of the following:  
Letter of academic misconduct placed in the student's academic folder

1. Lowering of a final grade
2. Academic discipline resulting in the loss of scholarships, nonparticipation in academic related activities, etc.
3. Temporary suspension from the University
4. Expulsion from a class resulting in a failing grade
5. Lowering of a grade on a test or examination

Any case of academic dishonesty must be reported in writing to the Graduate Council.

The Council makes a determination as to what punishment in items 1-6 above is applicable. The decision of the Council is communicated to the student by the Dean of the School of Graduate Studies. The student may appeal the Council's decision to the Academic Appeals Committee (See GR Policy #52 for additional information).

## **DEGREE REVOCATION**

Periodically in a University of the size and complexity of Alabama A&M, there is a need to revoke a degree that had been awarded by the University.

The following policy and procedures will be followed to revoke a degree:

1. The Registrar's Office will make an assessment of the student transcript under question and prepare a Statement of Findings and Recommendation(s) to revoke the degree.
2. The Registrar will transmit the Statement of Findings and Recommendation(s) to the Provost and Vice President for Academic Affairs.
3. The Provost and Vice President for Academic Affairs will transmit the Findings and a Review Determination Statement to the Dean of Graduate Studies who will then notify the Dean of the School where the former student was enrolled.
4. The Dean of the School will convene the appropriate department(s) faculty and chairperson(s) to present the statement of Findings and Recommendations and the Provost and Vice President for Academic Affairs' Review and Determination Statement.
5. The faculty that recommended the degree will then review the former student's folder with the above stated documentation and take a formal (recorded) vote to recommend affirmatively or negatively to revoke the degree.
6. The student folder, with a set of minutes from the faculty meeting with the recorded vote, will be transmitted to the Dean of the School.
7. The Dean of the School will transmit the recommendation on behalf of the faculty to the Dean of the School of Graduate Studies who will contact the Provost and Vice President for Academic Affairs who in turn will transmit the recommendation to the President of Alabama A&M University.
8. The President will review the folder, make a determination based on the record, and transmit the final recommendation to the Board of Trustees of Alabama A&M. The Board's Committee on Academic Affairs will review the President's recommendation and the student folder and transmit its final recommendation to the full Board of Trustees.

Only the Board of Trustees holds the authority to revoke a degree that has been granted. The Board of Trustees' decision is final and not subject to further administrative and/or policy review.

### **ACADEMIC APPEALS PROCESS**

The academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as: unfair grading, poor instruction, unfair treatment, etc. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

- A. Appeals must originate from the student in written form and must be processed through the department chair, dean of the school, and to the Office of Academic Affairs, in that order.
- B. The appeal may be handled as final at any level, with the consent of the applicant student, with a copy of the decision forwarded to the Office of Academic Affairs.
- C. If the appeal reaches the Office of Academic Affairs without resolution, the request will be sent to the Academic Appeals Committee.
- D. The Academic Appeals Committee shall complete an assessment of the issue(s) through (1) a hearing, (2) individual interviews, (3) acquisition and review of pertinent data, and/or other means as deemed appropriate by the Committee.
- E. The Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations will be forwarded to the Provost and Vice President for Academic Affairs for final disposition.