

ALABAMA A&M UNIVERSITY

OFFICE OF ACADEMIC AFFAIRS



ACADEMIC POLICIES

AND

PROCEDURES MANUAL

August 2013
(Revised)

Alabama Agricultural and Mechanical University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, educational specialist, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alabama Agricultural and Mechanical University.

Disclaimer

Although Alabama A&M University strives for accuracy in the Academic Policy and Procedure Manual publication, any publication may contain inaccuracies or typographical errors. Changes, corrections and improvements may be made periodically to these publications, and will be incorporated in new versions of these publications. Alabama A&M University may make corrections and/or improvements in its publications at any time without notice.

PURPOSE

This manual is a compilation of general academic policies and guidelines for graduate and undergraduate programs that serves as a quick reference for faculty, staff and administrators. Additional details regarding these policies may be found in the Graduate Catalogs and Undergraduate Bulletins.

This document is divided into eight sections:

1. General Academic Standards
2. Program Development
3. Academic Program Evaluation
4. Guidelines and Procedures for Credentialing Faculty
5. Change Management at AAMU
6. Classroom Code of Conduct
7. Undergraduate Policies
8. Graduate Policies

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.

ACADEMIC POLICY AND PROCEDURE MANUAL, AUG 2013

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Mission of the University

Alabama Agricultural and Mechanical University reflects the uniqueness of the traditional land-grant institution combining instruction, research, service, liberal arts, and sciences. 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 applied scientific, professional, scholastic skills and competencies. The University operates in the traditional functions of instruction, 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.

Organization

The University is organized into four undergraduate colleges with undergraduate and graduate programs and one graduate school, namely:

- College of Agricultural, Life and Natural Sciences
- College of Business and Public Affairs
- College of Education, Humanities and Behavioral Sciences
- College of Engineering, Technology and Physical Sciences
- School of Graduate Studies

Each college offers programs leading to degrees in disciplines that may be selected for majors and minors. University College serves freshmen, and transfer students.

Section I – GENERAL ACADEMIC STANDARDS

Statement of Principles of Student Academic Conduct

Faculty members are encouraged to identify, in each course syllabus, behaviors that constitute acceptable academic conduct. References may be made to existing stated rules, such as those in the STUDENT HANDBOOK, with additional expectations listed that may be particular to that discipline, department faculty member or course. Faculty members have the well-established 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 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 disciplinary action. 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.

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 final course average.
- Academic discipline resulting in the loss of scholarships, non-participation in academic related activities, etc.

Examination Policy

Progress Reports: During the semester, faculty are required to conduct periodic assessments to determine students' progress. A mid-term grade is required. These grades will be submitted to the Registrar electronically. Students may access them on-line. Sufficient work should be assigned and evaluated prior to midterm so that the student can clearly assess progress in the course.

Final Examinations: Unless prior written approval is obtained, 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 Term Calendar that is posted on the website. No change by the instructor in the final assessment schedule may be made unless it is approved, in writing, by the dean of the college. 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.

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. 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.

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 session (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, ADA statement, textbooks and /or required readings, etc.

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.

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:
3. Schedule for examinations.
4. Grading system and method of determining the final grade.
5. Exercise care in the organization and presentation of all materials to attain the stated instructional objectives.
6. Utilize the allotted time efficiently, maintaining course integrity.
7. Arrive promptly at all scheduled classes. If absence is anticipated the class should be informed in advance of arrangements.
8. Grade and return examinations within a reasonable period of time.
9. Maintain regular, posted office hours. The university requires a minimum of ten (10) office hours per week for full-time faculty.

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 available to the department chair at any time and remain the property of the University when the faculty leaves. Such records should demonstrate the grading system as described in the course outline.

Final grades for each course are required to be reported in the Banner System with the schedule published on the current University 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.

Collection of Fees from Students

Any regular or miscellaneous fees to be assessed and collected from students should be authorized by both the Provost and Vice President for Academic Affairs and the Vice President for Business and Finance, and listed in the University Bulletin/Catalog and other publications outlining fees. 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.

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.

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. All faculty members share the responsibility of providing advice and guidance to students on an individual basis. Moreover, each academic dean is responsible for the implementation of his/her college's program of academic advisement. The colleges must insure that each student with a declared major in that college is assigned a faculty advisor and records are kept of major advisement sessions.

Academic advising facilitates planning for successful achievement of educational goals. If the student has a minor, the student should also have an advisor for the minor.

The specific objectives of academic advising are:

1. To help students select the educational program which are consistent with their interests and career goals;
2. To explain the educational requirements, policies and procedures, and regulations of the University; and
3. To provide periodic evaluation of the students' progress toward achievement of educational goals.

Textbooks, Supplies and Equipment

Faculty, with the approval of their department chairperson, may select the desired textbooks and/or 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. Instructors are encouraged to make their own request directly to the publisher for desk copies. Such copies are usually provided free of charge by publishers when the textbook is on order or being used for the course.

Evaluation of Course Instruction

Students evaluate faculty near the end of the semester using the assessment of course instruction protocol given below:

1. All course evaluations will take place during the last three weeks of the semester, excluding the week of final examinations.
2. The department chair or program coordinator will arrange for a person other than the faculty of a given class to conduct the evaluation.
3. Completed evaluation forms will be immediately transmitted to the Office of Institutional Research.
4. The Office of Institutional Research will analyze and distribute results of all assessments to deans, department chairpersons, program coordinators and faculty at the beginning of the subsequent semester.
5. Department chairs or program coordinators are required to discuss results of the assessment with the faculty. A plan for the improvement of weak areas shall be established by the chair and faculty and communicated to the college dean.

Guidelines for Children in the Workplace and/or Classroom

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.

5. Examples of such high-risk safety areas generally include, but are not limited to:
 - a) Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
 - b) Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment;
 - c) Areas with excessive noise, temperatures, inadequate ventilation or pollutants;
 - d) University vehicles, heavy duty or other motorized equipment;
 - e) Any other high-risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.);
 - f) 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 college level and adhere to the criteria for establishing new programs. See ACHE website: August 20, 2001 – most recent revision of criteria for establishing new programs.

Definition of Terms

Academic year--the annual period of sessions of an academic institution that usually begins in August or September and ends before the beginning of the next academic year. The AAMU academic year begins in August and ends in July.

Degree--an award conferred by a college or university signifying that the recipient has satisfactorily completed a course of study.

Academic program--required and elective courses leading to a degree. Minimum hours are 120.

Major--subject of concentrated study within an academic program. Minimum hours are 24.

Concentration--a sub-field of concentrated study within a major field. Minimum hours are 21.

Minor--secondary field of concentrated study that may be a required or elective part of an academic program. Minimum hours are 18.

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.

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

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.
5. The quality of each instructional program is identified and maintained through: course objectives, learning experiences, assessment of student learning.

Strategic Planning

Each college, department and program unit must have a five year strategic plan on file in the Office of Institutional Research, Assessment and Planning that has been approved by the Provost/Vice President 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 five-year plan.

Procedures:

1. By September 1 of each academic year, each department, academic unit and college 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 college should file an update of its five-year strategic plan in the Office of Institutional Research, Assessment and Planning. This update should be based on an evaluation of the annual plan of work, including attainment or non-attainment of goals and objectives.

Five Year Program Evaluation

All academic programs of the University will be evaluated 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 productivity (including research activities, service activities, course teaching, advising activities)
 - d) Faculty salaries
 - e) Number of graduates and placement of graduates
 - f) Enrollment (student credit hours generated, number of majors, and contribution to general education)
 - g) Facilities and equipment
 - h) Faculty size
 - i) Curriculum Assessment for each degree
 - j) Summary of student evaluations of courses
2. The self-studies shall be submitted to external reviewers for assessment and recommendations.

3. The results of the self-study assessment shall be submitted to the Academic Standards and Curriculum Committee or Graduate Council for appropriate action through the Office of Academic Affairs.
4. Where appropriate, data compiled for accrediting agencies may 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 or Graduate Council for action. According to the various academic policies, one of the following actions will be taken:

1. Continue program.
2. Place a program on probation.
3. Place a program on hold. This means that no new students may be enrolled in this program..

Program Probation

Any program that is found to have significant deficiencies per the evaluation criteria during the general review will be notified of said deficiencies and placed on probation, pending further review.

Procedures:

1. The Office of Institutional Research and Assessment Planning will review and recommend findings of evaluation reports to the Academic Standards and Curriculum Committee or Graduate Council.
2. If a program is found to warrant probation status, the Office of Academic Affairs will notify the dean of the status.
3. The department will then develop a detailed plan of action within 90 days to address the deficiencies that resulted in the probationary status.
4. The program shall have a maximum of three years to correct the identified deficiencies and remove the probationary status.
5. Upon correction of deficiencies, the program shall complete a report requesting the removal of probationary status.

Program on Hold

Once a program 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. During the “hold” period, no new students can be admitted into the program.

Procedures:

1. If a program is found to warrant “hold status,” the Office of Academic Affairs will notify the dean in a report that outlines the basis of the hold status.
2. Within the first 90 days of the hold period, a teach-out plan must be developed and submitted to the Provost, ACHE and SACSCOC for approval.
3. After approval of the plan, the teach-out will be implemented.

Criteria

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

1. Fewer than thirty (30) enrollees in the total program.
2. Fewer than an average of 7.5 graduates from the program over 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 may 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.

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.
2. Faculty in each program should have a degree at no less than the master’s level in the teaching discipline. Degrees shall be from regionally accredited institutions. Non-U.S. degrees are evaluated by the appropriate agencies.

3. Faculty instructional loads are on average twelve (12) hours per semester for undergraduate courses and nine (9) hours for graduate courses. Instructional loads for faculty teaching both graduate and undergraduate course should be calculated for the academic year. No faculty member with a full assignment will be required to teach more than three (3) separate preparations per semester without additional compensation.
4. Evaluation of faculty should be conducted annually by their immediate supervisor 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 size of the faculty must be assessed in terms of the number of students, number of courses offered and the degree of specialization for each major.

Instructional Resources:

Provision must be made for adequate resources for the effective operation of each program and professional development of the faculty. The allocation of resources is based on program needs and the five-year strategic plan for program development.

Library Resources:

1. Library resources, services and related material should be sufficient to assure student and faculty access to them in a timely 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, faculty and staff with special needs.
4. There should be adequate maintenance of facilities and equipment.

Students:

There should be:

1. Clear policies and procedures for student advising and counseling.
2. Provision for student pre-professional development activities.
3. Provision for student academic and social organizations.

Organization for the Management of Academic Policies and Standards

Academic Standards and Curriculum Committee	Graduate Council	General Education Committee
Program Approval/Changes	Program Approval/Changes	GE Curriculum
Program Evaluation	Program Evaluation	GE Course Approval
Standards/Regulations	Admission Standards/Regulations	GE Curriculum Outcomes/Assessment
Course Approval	Academic Probation/Suspension	AGSC/STARS Compliance
Faculty Credentialing	Course Approval	
Faculty Evaluation	Faculty Standards	
Course Evaluation	Faculty Evaluation	
Academic Policies	Course Evaluation	
	Academic Policies	

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.

Academic Standards and Curriculum Committee

The Academic Standards and Curriculum Committee, chaired by the Provost and Vice President for Academic Affairs, is responsible for the formulation and monitoring of all policies and procedures related to undergraduate education. The Committee is vested with the authority of approval/disapproval of all actions related to undergraduate academic programs. Some actions require approval by the President and/or the Board of Trustees. The Committee is composed of associate provosts, college deans and department chairs, University Registrar, and two representatives of the Faculty Senate.

Graduate Council

The Graduate Council, chaired by the Dean of Graduate Studies, is responsible for the formulation and monitoring of all policies and procedures related to graduate education. The Council is vested with the authority of approval/disapproval of all actions related to graduate academic programs. Some actions require approval by the Provost and Vice President for Academic Affairs, President and/or the Board of Trustees. The Council is composed of faculty representatives from each graduate program and college deans.

General Education Committee

The General Education Committee is advisory to the Provost and Vice President for Academic Affairs and is responsible for the formulation and alteration of all policies and procedures related to general education and its outcomes assessment. The Committee consists of the appointed chair and representatives from the major general education areas. Chairs of departments offering general education courses and deans of colleges are ex-officio members.

Section IV – GUIDELINES AND PROCEDURES FOR CREDENTIALING FACULTY

Alabama A&M University follows the guidelines established by the Commission on Colleges, Southern Association of Colleges and Schools (Comprehensive Standard 3.7.1 of the Principles of Accreditation) for determining whether faculty (full- and part-time) and graduate teaching assistants have the appropriate credentials to teach in a given discipline. The specific credentials are given below.

1. Faculty teaching general education courses at the undergraduate level must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching baccalaureate courses must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). An exception will be made to these requirements for instructional personnel who are certified practitioner's in their field or who are otherwise noteworthy practitioners of their craft. However, significant justification and documentation must be presented to demonstrate their competence to teach in the discipline.
3. Faculty teaching graduate and post-baccalaureate course work must have an earned doctorate/terminal degree in the teaching discipline or a related discipline. An exception will be made to these requirements for instructional personnel who are certified practitioner's in their field or who are otherwise noteworthy practitioners of their craft. However, significant justification and documentation must be presented to demonstrate their competence to teach in the discipline.
4. Graduate teaching assistants must have a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, with direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Faculty teaching any course(s) for an AAMU degree must also meet the relevant disciplinary/professional accrediting agency's minimum faculty qualification requirements, if any.

The Role of Faculty

With the exception of graduate teaching assistants who are using their Alabama A&M University transcript to verify that they have eighteen (18) hours in the requisite discipline, it is the responsibility of the prospective instructor to provide the University with all of the documentation needed to verify their credentials. This documentation includes, but is not limited to, a curriculum vita, resume supplement, official transcripts (indicating terminal degree or other appropriate transcripts) appropriate licenses or certifications, and the verification of work related to teaching experience (as needed). The cost to obtain official transcripts and copies of licenses and certifications is borne by the prospective instructor. It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials, and to provide documentation of licensure and certification for inclusion in the faculty members' credentialing file in the Office of the Provost. The University may periodically request updated documents from faculty members to maintain the credentialing files. New faculty members must provide an official transcript before the time of hire. Official transcripts are defined as those transcripts transmitted directly from the issuing institution to the University's department to which the instructor will be assigned.

The Role of Department Heads/Program Heads

Prior to any instructor's appointment with the University, the Department Chair/Program Coordinator(as appropriate) will examine the prospective instructor's credentials to verify that the credentials meet the requirements of the position. If a transcript is unclear, the University will contact the institution producing the transcript, and request that the institution provide information regarding the transcript or courses in question. In the event, the institution ceases to exist and there are no records or method of verification, the instructor may be required to provide references to support academic course work. Transcripts from universities outside the United States (unless a branch campus of an American university) must be evaluated by external reviewers prior to the appointment of the instructor.

In cases where the instructor does not have the eighteen (18) hours in the discipline in which he or she will teach (as required by SACSCOC), exceptional alternative qualifications will need to be documented to justify the appointment of the instructor. These qualifications may include diplomas or certificates earned, professional licensure and certifications, honors and awards, publications and presentations in the field, and other demonstrated competencies. Relevant documentation beyond the curriculum vita will be forwarded to the dean of the college for verification and signature and subsequently to the Office of the Provost where the material will be placed into the instructor's file. The complete credentialing file is due at the Office of the Provost before any instructor is allowed to teach any class.

The Role of Deans

Prior to any instructor's appointment with the University, whether as a tenured or tenure-track faculty member, a clinical faculty member, a senior lecturer, a lecturer, a part-time faculty member, or a teaching assistant who will be teaching and grading a course, the dean of the college shall examine and approve the prospective instructor's credentialing file to ensure that the credentials meet the requirements listed by the respective accrediting agency. The dean will work with the department chair or program coordinator (as appropriate) to acquire the documents required for the credentialing process. The dean will forward the completed credentialing form as well as the transcript, letters of recommendation, and curriculum vita for each instructor to the Office of the Provost where the documents will be recorded and stored.

The Role of the Office of Academic Affairs

The Provost and Vice President for Academic Affairs is responsible for the verification and validation of all faculty credential requirements. The verification and validation of these requirements will be compiled and listed on the appropriate credentialing form for tenured and tenure-track faculty, non-tenure track faculty, and graduate teaching assistants. These forms combine the educational and experience requirement information from applicable accrediting agencies and the Southern Association of Colleges and Schools (SACSCOC), and identify and list the credentialing requirements for faculty members teaching in each College at the University.

The forms, the transcripts, letters of recommendation, and the current curriculum vitae that will accompany the forms will be stored in the faculty members' files in the Office of the Provost. The Office of the Provost will also maintain an electronic database of faculty credentials. The Office of the Provost will use the database to provide accurate, timely information to various accrediting agencies, federal, state, local agencies and to meet university administrative needs.

Currently Employed Faculty with Insufficient Documentation

Once a semester, the Provost's Office will coordinate with the Offices of the Registrar and Human Resources to create a complete listing by department of all faculty of record. The Office of the Provost will perform a review to ensure a completed faculty credentialing file is available for all currently appointed faculty. The Office of the Provost will also periodically conduct an audit of faculty members who are currently employed to determine whether there is sufficient documentation to justify teaching the classes to which each instructor has been assigned. The Office of the Provost will notify the appropriate dean if there are any discrepancies or deficiencies in an instructor's credentialing file. If there are discrepancies or deficiencies, the dean must submit the required credential documents within forty-five (45) days for tenured and tenure-track faculty and thirty (30) days for clinical faculty, lecturers, part-time faculty, graduate teaching assistants, and all other instructors of record.

Alternative Credentialing

When the credentials of the person do not meet the stated standards, but the prospective instructor possesses outstanding professional experience and demonstrated contributions to the teaching discipline, the individual may be alternatively credentialed on recommendation of the dean and approval of the Provost. Sufficient objective documentation to support outstanding experience and demonstrated contributions are required to warrant consideration. The candidate for alternative credentialing must provide to the Provost, through the appropriate dean, the following documents:

1. Current resume or curriculum vita;
2. Copy of official transcript(s);
3. Three letters of recommendation; and
4. A completed credentialing form with appropriate documentation by the instructor that addresses specific outstanding professional experience and specific demonstrated contributions toward the teaching discipline.

Official Transcripts

For purposes of this policy, an official transcript is defined as a transcript or other academic record that includes notation that it is official. Each individual official transcript must meet the authentication criteria based on that institution's standards. The transcripts must possess all of the following:

1. The issuing institution's official seal;
2. Signature of the appropriate authorizing agent, preferably the institution's registrar;
3. Date of issue.

The official transcripts are required to be sent to the instructor's department chair, program coordinator, or the Office of Academic Affairs (as appropriate). Official transcripts that are issued to the former student (i.e., the instructor of record) are acceptable as long as they meet the criteria defined above. With the exception of graduate teaching assistants who will be using their AAMU transcript to

demonstrate that they have eighteen (18) hours in the appropriate discipline, it is the responsibility of the instructor to provide the official transcript. The dean and the Provost are responsible for ensuring the authenticity of the transcript.

Foreign Transcripts

All transcripts submitted from foreign universities or schools by a prospective hire must be evaluated for equivalency to United States accredited course work by a University approved agency. All costs for these services will be borne by the individual faculty member. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. The Office of the Provost maintains and distributes information regarding the processing of foreign transcripts.

Transcripts from Non-Regional Accredited Institutions

The hiring of individuals whose qualifying degree is from a non-regionally accredited institution in the United States (U.S.) will be considered on a case-by-case basis. When hiring such individuals, deans must consider additional criteria beyond those listed in the Certification of Credential Form. Criteria to be considered include the degree issuing institution's reputation, whether the institution is accredited or recognized by other agencies or organizations, and a thorough evaluation of the candidate's course work and experience. If such a hire is deemed desirable, then the dean must fully evaluate the instructor's educational background and experience, and document the findings in a memorandum to the Provost. If the Provost agrees that the individual possesses the appropriate academic preparation and experience, the dean will prepare the instructor credentialing file in accordance with current standards and include the documentation of the findings in the file.

Pending Credentialing File

In rare instances, it may be necessary to have a faculty member begin teaching prior to the receipt of an official transcript. In these cases, a file will be prepared by the dean containing all of the information (current resume or curriculum vita, three letters of recommendation, and a completed credentialing form, which is available in the Office of Academic Affairs) except the official transcript(s). An unofficial transcript must be included in the file to show that the individual meets the credential requirements. A copy of the request for an official transcript must be included in the file. The dean will call the university from which the potential faculty member or lecturer graduated to obtain over the phone confirmation of the degree and major field. Additionally, the dean will attempt to confirm receipt of the transcript request and if there is any type of hold on the release of the transcript. Once the official transcript arrives, it will be placed in the credentialing file and all necessary signatures will be obtained. For tenured and tenure-track faculty, there is a maximum forty five (45) day period where a credentialing file can be listed as "pending" from the receipt of application. For all other faculty members, the file can be listed as pending for no more than thirty (30) days.

If after the respective thirty (30) or (45) day pending period has elapsed and the credentialing file has not been removed from "pending" status, the individual will not be considered for hire, or if already employed, the individual will be removed from his or her assignment. Removal may result in the instructor's placement on administrative leave without pay until the matter has been resolved. When the required documents have been received, the faculty member's respective dean may re-certify and place the faculty member in the former assignment.

Section V – CHANGE MANAGEMENT AT AAMU

Development of a New Academic Program

Proposals for offering a new academic program must be reviewed and approved by the appropriate individuals and groups. Typically, substantive change issues emanate from departments. The steps to be used to get review and approval for an issue that amounts to a substantive change are given below.

1. The faculty member(s) who wish(es) to propose a substantive change should submit a proposal for the change to the departmental curriculum committee.
2. If the proposal is approved by that committee, it is sent to the college curriculum committee for review.
3. After approval at the college level, the proposal is forwarded to the university-wide Academic Standards and Curriculum Committee by the college dean.
4. After approval by this committee, the proposal is then presented to the AAMU Board of Trustees for approval before submission to the Alabama Commission on Higher Education (ACHE).
5. When ACHE approval is obtained, a substantive change prospectus is developed and forwarded to the Office of Academic Affairs for transmittal to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Obtaining ACHE Approval of a New Program

The following steps should be used to obtain ACHE approval of a new degree program.

1. Submit a NISP (Notification of Intent to Submit Proposal) to the Office of Academic Affairs for submission to ACHE. All ACHE forms can be found at www.ache.state.al.us.
2. After reviews of the NISP have been received from other institutions in the state, the comments are used to prepare the proposal for the new program. Please note that the NISP must precede the proposal by at least two months.
3. The proposal is submitted to the Office of Academic Affairs for submission to ACHE.
4. The appropriate parties will be notified by the Office of the Provost when the proposal is placed on the Commission's agenda.
5. It is expected that the chair of the department that will house the new program and the dean of the college will accompany representatives of the Office of Academic Affairs to the Commission meeting on the scheduled date.

After ACHE has approved the program, the program must be implemented within 24 months. If the program is not implemented within this timeframe, the approval will be null and void, and the program will be removed from ACHE's academic program inventory.

Obtaining SACSCOC approval of a new program

The following steps should be used to obtain SACSCOC approval of a new degree program.

1. Submit a letter of intent to submit substantive change proposal (SCP) to SACSCOC.
2. After obtaining notification of receipt of intent and request to submit SCP from SACSCOC, SCP is prepared and submitted to the Office of Academic Affairs for review.
3. Final document is then submitted to the President's office (with a copy to the AAMU SACSCOC liaison) for transmittal to SACSCOC.

The typical time frame for a SACSCOC response to the SCP is six months. A new program cannot be implemented until approvals have been received from SACSCOC. Noncompliance with guidelines will result in loss of Title IV funding or requirement from the U.S. Department of Education to reimburse any money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to SACSCOC for the imposition of a sanction or removal from membership.

Notification will be sent to all concerned when ACHE and/or SACSCOC approvals have been obtained.

Once the Office of Academic Affairs receives approval from ACHE for the new program, it will provide electronic copies of the ACHE approval letter to all concerned as well as a proposed Letter of Intent for the President to send to SACSCOC. The Letter of Intent expresses AAMU's intent to submit a Substantive Change Prospectus (SCP). The Letter of Intent must be submitted to SACSCOC at least six months prior to the implementation of the new program. The Letter of Intent is routed to the President through the Provost's Office. Electronic versions of the proposed Letter of Intent are sent to all organizations involved, and once the signed letter is ready to send, copies are distributed to all involved offices.

Upon receipt of ACHE approval, the initiator of the new program will prepare the SCP. Guidelines for the SCP may be obtained from the SACSCOC website at www.sacscoc.org/SubstantiveChange.asp. An SCP for all new programs must be submitted to and approved by SACSCOC. This includes any program that is not in the approved inventory.

When the SCP is completed, it must be submitted to the Office of Academic Affairs for review and approval. The Office of Academic Affairs will develop the cover letter for the President's signature. Copies of the SCP are sent to SACSCOC with the cover letter. Electronic copies of the cover letter go to all involved, and after the letter is signed by the President, hard copies will follow within thirty (30) days.

Expanding an Existing Program to a New Location

SACSCOC approval must be obtained before a current program can be offered at a location that has not been previously approved. The Institutional Effectiveness Committee (IEC), composed of all academic program assessment coordinators, must review and approve all proposals to offer an existing program at a new location before they are reviewed by the appropriate academic council. If the program is a graduate program, it must be reviewed and approved by the Graduate Council. Undergraduate programs to be offered at a new location must be reviewed by the Academic Standards and Curriculum Committee.

Expanding an Existing Program to an Already Approved Location

1. The Office of Academic Affairs will prepare a Letter of Intent for the President to send to SACSCOC informing them of AAMU's intent to offer an existing (approved) program for the first time at a location that has already been approved by SACSCOC.
2. The Letter of Intent should be sent to SACSCOC six months prior to the implementation of the existing approved program at the already approved AAMU location.
3. SACSCOC requires only a Letter of Notification to SACSCOC from the President for academic programs at approved locations providing 49% or less of the instruction in the classroom setting (over 51% through AAMU Online or some other approved method).
4. SACSCOC does not require a Letter of Notification when 24% or less of an academic program is offered at an approved teaching location (over 75% through AAMU Online or some other approved method).

Expanding an Existing Program to a Location that has not been Previously Approved by SACSCOC for AAMU

1. SACSCOC requires AAMU to submit a Letter of Intent six months prior to the implementation and to submit a Substantive Change Prospectus within three months of the implementation of an existing program for the first time at a location that has not been previously approved by SACSCOC for AAMU.
2. The dean of the college that is proposing to offer the program in the new location will be responsible for the preparation of the Substantive Change Prospectus.
3. The Office of Academic Affairs will send a Letter of Intent for the President to send to SACSCOC expressing AAMU's plan to submit a Substantive Change Prospectus. Electronic versions of the letter are to be sent to all involved. Once the President signs the letter, copies are sent to all concerned.

Modifications to Existing Academic Programs

Changes to programs, including changes to course prefixes, changing track numbers, addition of courses, changing of course requirements for a program, must be provided as information items and approved by the Academic Standards and Curriculum Committee (for undergraduate courses) or the Graduate Council for graduate courses.

Notification must be provided to ACHE on modifications, such as changing the name of a program, addition of concentration or track, or extending or altering a program. This notification should include the date the modification was implemented.

Approval must be requested from ACHE for the significant addition or extension of the content of an existing concentration or program. Further information on ACHE requirements for reporting modifications to existing academic programs can be found at www.ache.state.al.us.

The Provost submits a letter to the ACHE Director of Instruction and Special Projects regarding these changes.

Offering a Cohort

SACSCOC requires a Substantive Change Prospectus to be submitted six months prior to implementation of an academic program at any new location. This requirement includes offering a cohort program for one time at any non-approved teaching location, such as a school, hotel, hospital, or government building.

The university must submit a Letter of Notification and Substantive Change Prospectus to SACSCOC for approval for any cohort where 50% or more of the program is being taught in a classroom (face-to-face) setting. If over 25% but less than 50% of the program offered to a cohort is being taught face-to-face, only a Letter of Notification must be submitted to SACSCOC.

Closing a Program, Instructional Site, Branch Campus or an Institution

If an institution decides to close an educational program, approved instructional site, branch campus, or the entire institution, it must choose one of the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of an approved instructional site or a branch campus, or the operations of an institution after students have graduated.
(Teach-out plan)
 - a) A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach out plans must be approved by SACSCOC in advance of implementation.
 - b) To be approved, a teach-out plan must include the following information:
 - i. Date of closure
 - ii. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
 - iii. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense
 - iv. Signed copies of teach-out agreements with other institutions, if any
 - v. How faculty and staff will be redeployed or helped to find new employment
 - vi. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets
2. The institution enters into a contract for another institution or organization to teach out the education programs or programs.
(Teach-out agreement)

Section VI – CLASSROOM CODE OF CONDUCT

Students are expected and required to abide by the Classroom Code of Conduct.

Individual breaches of codes of conduct or dress codes will be dealt with by the instructor, on a case-by-case basis, based on the severity of the infraction. Punishment can range from being marked "absent for that day" to being dismissed from the class. Severe or repeat infractions may be turned over to the appropriate body for judiciary action.

General Decorum

1. Students must be able to present their ID cards for inspection. It is recommended that the card be visibly displayed, whether clipped to a waistband or breast pocket or worn on a lanyard.
2. Students must attend class regularly, missing no more than the allowed number of absences:
 - a) Absent 1 hour of class for a 1 credit hour course
 - b) Absent 2 hours of class for a 2 credit hour course
 - c) Absent 3 hours of class for a 3 credit hour course
 - d) Absent 4 hours of class for a 4 credit hour course
3. Students whose absences exceed the above will receive a reduction in their final course averages as determined by the faculty member. Exceptions to this policy on point reduction may be granted by the faculty upon presentation of documentation from the Vice President of Academic Affairs that an official excuse has been granted for the student's absence. Conditions warranting such an approval include cases involving death in the family, illness of the student or his/her immediate family members or for military duty. It is the student's responsibility to provide legitimate, official documentation of excused absences to the instructor(s) of the courses involved. Other reasons for absences not covered here must be cleared with the appropriate Dean of the College.
 - a) Undergraduate Catalog, p. 57.
4. Students must be on time to class and must remain until dismissed.
5. Students must prepare for each class meeting by reading assignments and completing any required written work. It is thus imperative that students purchase their books in a timely manner (i.e., within the first two weeks of the semester).
6. Students must meet all deadlines, including those established by the instructor and those set by the University.
7. Students must never have electronic devices such as cell phones, PDA's, iPods, or similar items in use during class time unless recommended or approved by the instructor.
8. Students are expected to act with courtesy and respect to instructors, guests, staff members, and fellow classmates and may not disrupt a classroom or a faculty member's conduct of a class. For example, students should refrain from talking during class while the instructor or another student "has the floor." Failure to behave with proper courtesy and respect could result in disciplinary action. A student who disrupts a classroom may be removed or ejected from the class or classroom.
9. Students must not come to class under the influence of drugs or alcohol.
10. Food and drinks are not allowed in the classroom, lecture hall, or lab.

Student Dress Code

1. Pajamas, sleep wear and inappropriate exercising clothes (i.e., P.E. uniforms, bicycle shorts, under armor, uncovered spandex) are not allowed in the classroom. Shirts/tops must be worn at all times. Sweat pants are allowed when worn with appropriate undergarments.
2. All students must wear shoes, boots, or other types of footwear made for outside wear: bedroom shoes/slippers, shower shoes, or similar footwear are not allowed in the classroom.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student; for example, no sunglasses are allowed in the classroom; excessive body piercings, tattoos, and "grillz" are not recommended.
4. Hats, hoods, caps, stocking caps, wave caps, do-rags, and other head coverings are not to be worn in the classroom; no hair curlers whether covered or uncovered are allowed in classrooms. Head coverings designed for religious, cultural, or medical/illness purposes are allowed.
5. Attire must not display language and/or images which are derogatory, profane, or sexually explicit, or abusive, or which "advertise" drugs or alcohol.
6. Dress must be modest and appropriate for a professional or serious setting; no midriff tops, halter tops, sports bras, strapless tops or dresses, camisole tops with spaghetti straps, see-through blouses or shirts, or extremely short or revealing shorts or skirts will be allowed in the classroom. If a student chooses to wear a midriff top, halter top, sports bra, camisole with spaghetti straps, or a tank top or sundress with straps less than 2 inches wide (male or female), the student must wear a shirt or jacket over it.
7. Clothing which allows undergarments to be seen is not permitted: NO SAGGING PANTS will be allowed. No undergarments should be visible at any time.

8. It is assumed that students will practice personal cleanliness. Additionally, clothing should not carry excessive odors, i.e., tobacco, body sprays, or colognes.

Section VII – UNDERGRADUATE POLICIES

U.G. Policy #01 – Admissions – Requirements and Procedures

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. These scores are evaluated as a part of the admission decision.

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. Students may be “accepted” before the end of their last term at their previous education institution, but the complete transcript must be submitted before they begin their matriculation at AAMU.

High School Grade Point Average – Students entering Alabama A&M University directly from high school must have maintained a grade point average of “C” in the following subjects: English, mathematics, science and history and political science.

Application Deadline – Applications for admission to AAMU may be submitted as much as one year prior to expected enrollment. Below, however, are the last dates for which applications will be accepted for each term. Applications for admission to the University must be on file in the Office of Admissions prior to the beginning of the semester or session in which the student enrolls.

Term	Application Deadline
Fall	June 15
Spring	November 01
Summer	April 15

The application can be completed and submitted on-line at www.aamu.edu; however, the application fee, test scores, transcripts, and other supporting materials must be received in the Office of Admissions by the deadlines listed above.

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. Students who report to the University for enrollment should bring the letter of acceptance.

Fees – The twenty-five (\$25.00) non-refundable application fee must accompany the application.

Re-Admission to the University – When a student’s attendance is interrupted in excess of two regular semesters, for any reason, an application for re-admission, accompanied by the \$25.00 application fee, must be filed with the Office of Admissions.

U.G. Policy #02 – Admission Categories

High School Graduates –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 on the GED. Transcripts of last attendance in high school as well as the GED transcript are also required. Students must have a score of at least 18 on the ACT/equivalent SAT.

High School Accelerated Program – Unusually high performing students who have completed their sophomore or junior year of high school may be considered for admission through the High School Accelerated Program.

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 transferrable 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. 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 Public Two-Year Colleges

(and from Alabama Four-Year Colleges with Freshman or Sophomore Classification)

The STARS Transfer Guide is to be honored for a period of four years from the date printed off the web site by all other public institutions of higher education within the state that offer programs in the specified discipline. Students should keep a copy of this guide for verification purposes. The STARS Transfer Guide remains valid and is guaranteed only if the student continues in the major specified on his/her transfer agreement. Changes made by accrediting and/or other regulatory agencies could result in specific requirements being added to the Transfer Agreement (i.e., No Child Left Behind Mandates). Any changes made by an institution in its degree programs will affect the transfer student in the same manner as the students native to the University.

Catalog Year Issue - The students who use transfer guides will be graduated under the catalog in effect on date that the guide is printed unless they choose to go under the catalog in effect at time of transfer. This issue is covered in item #1 on the actual transfer agreement that prints out at the end of the transfer guide.

Students intending to transfer to AAMU are encouraged to consult with their public two-year college advisors and obtain a STARS transfer guide from the AGSC/STARS Website, <http://stars.troy.edu/stars/stars.htm>.

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 from outside the United States must be received by the following deadline dates:

Semester Term/Session	Application Deadline
Fall	May 15
Spring	October 01
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. The Test of English as a Foreign Language (TOEFL) or the International English Testing Systems (ELS) Certification Examination is required if the applicant’s first language is not English; the minimum score for admission on the TOEFL is 500 (paper-based test) or 61 (internet-based test), and 5.5 on the ELS Certification Examination. The Alabama A&M University Code is 1003. A letter of recommendation from an applicant’s principal or college advisor is also required. International students who receive certificates of eligibility (the I-20) 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 two or more regular terms and who wishes to return should consult with the Office of Admissions to determine enrollment status and to apply for readmission. Students who are readmitted to the University after a two-year absence will be governed by the Bulletin under which they re-enter.

Special (Non-degree) Students – Persons who wish to register for courses without pursuing a degree may apply for admission as Special Students. Such students must show evidence of high school/GED completion. Applications for such persons will be considered by the Director of Admissions. Special students may take a maximum of twelve semester hours. This limit, however, does not apply to students seeking teacher certification as directed by the State Department of Education. A Special Student may enter a degree program if he/she meets all requirements for admission 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. Criteria for approval includes current enrollment at

AAMU and a cumulative GPA of at least 2.0. 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 official transcript must be sent by the institution attended. 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: 19 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 acceptable for transfer credit 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. If this happens, missing credit hour(s) must be made up in the course subject.

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 term.

Transfer Readmit – Alabama A&M University students who have attended another institution(s) after leaving the university must apply to return. Students must request that the registrar of each institution attended forward an official transcript to AAMU's Office of Admissions. Each school must be listed 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 or university 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.

Second Baccalaureate Degree -- Students desiring a second baccalaureate must complete another application for admission to AAMU.

U.G. Policy #03 – 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:

1. minimum GPA of 3.0 on a 4.0 scale
2. recommendation of guidance counselor
3. ACT of 18 or higher or equivalent SAT or pre-ACT/SAT scores.

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.
 - a) Enclose with the application the required \$25.00 non-refundable application fee. Make check or money order payable to Alabama A&M University.
 - b) Request that the principal or guidance counselor send a letter of recommendation to the Office of Admissions.
2. Request that an official copy of your high school transcript be forwarded to the Office of Admissions, Alabama A&M University.

U.G. Policy #04 – Advanced Placement Credit for High School Students

The University awards three semester credit hours to students who score three 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.

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 to the Office of Admissions.

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.

U.G. Policy #05 – Transfer Credits

Acceptance of Transfer Credit – The Office of Admissions accepts transfer credits for the University. The deans of Colleges or department chairpersons approve transfer credits for degree programs. Developmental (remedial) courses, orientation, or religion courses in a specific religion are not acceptable. Exploratory/overview/survey courses that discuss more than one 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 to the Office of Admissions 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 credit.

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 currently on academic probation or suspension are not in good standing, and, therefore, will not be accepted by Alabama A&M University.

Grades below “C” are not transferable except as provided for in the AGSC/STARS guidelines for transfer credits for Alabama public two-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 at another institution for credit toward a degree at AAMU 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:

- The student will be considered in a distance learning course from the time he or she received permission until the Registrar receives a grade or evidence of discontinuation.
- Distance learning courses taken at another university cannot be used in the calculation of the quality point average or GPA if the institution is not a part of the Visiting Student Program.
- 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.

Transfer Credits for International Students – Post secondary credits earned by international students in colleges and universities which pattern after the 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.

Credit by Examination –

1. 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 major-related AP credits will be accepted.
2. College Level Examination Program (CLEP). A nationwide system of credit-by-examination, is administered at AAMU 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.

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 service members.

The Office of Extended Studies 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.

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 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.

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.

U.G. Policy #06 – Visiting Student Program

A cooperative arrangement exists with the University of Alabama in Huntsville, Athens State University, John C. Calhoun State Community College, Oakwood University 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.
10. Courses taken under the Visiting Student Program cannot be counted as a repeated course.

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

U.G. Policy #07 – Residency Establishment for Fees

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 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 initial registration.
 - a) 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 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.

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.

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.

General Registration Guidelines – Students are considered registered only when they have conformed to all University and College regulations applying to registration as published in the Schedule of Classes which is available on the Registrar’s Office website. Students should consult with their academic advisor prior to registration. 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. There will be a period of late registration for which there is an additional fee. All financial obligations to the University must be cleared before a student is permitted to register for courses.

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 College regulations, may not at the end of such semester receive credit for courses or parts of courses completed. It is a violation of University policy for an instructor to allow a student to remain in his/her class if the student does not appear on the official roster. A student who schedules courses during registration makes a financial commitment to the University. The University assumes no responsibility for students who attend classes without proper registration.

Late Registration -- After the initial registration period, all eligible students who have not yet registered may register during Late Registration. Dates, times and procedures for Late Registration are available on the University Calendar and the Registrar’s Office website. Enrollment during this period is considered as late enrollment for which an additional charge is made. No student may register after the close of late registration.

Class Schedule Changes -- Withdrawal from a course (“dropping”). A student may withdraw from, or drop, an individual course two or more weeks prior to final exams. (Student should refer to current University calendar for date.)

A student contemplating withdrawal from a course is strongly encouraged to contact their academic advisor before changing their academic schedule inasmuch as it can result in delayed graduation. Also, dropping below full time status* may impact insurance [health & auto], financial aid, and scholarships. *Full time status is 12 credit hours for undergraduate students.

Classes dropped two or more weeks before final examinations will receive a grade of ”W”. The grade and hours of courses with a grade of ”W” will not be computed into the grade point average.

Students with holds that prevent registration must go to the Office of the Registrar to drop a course or to completely withdraw. The Registrar cannot drop courses after the deadline to drop has expired.

U.G. Policy #09 – 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.
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.

After the first day of class, the student must provide written verification of non-attendance on departmental letterhead from each instructor and then complete the steps above.

Students who attend one or more class sessions are not eligible for a cancellation of registration. If you register for classes and then decide not to attend, you will be held responsible for tuition and fees and also for grades received for your registered courses. Non-attendance of a registered class does not constitute a formal withdrawal from that class, nor does it entitle you to a refund.

U.G. Policy #10 – Emergency Separation for Military Purposes

Withdrawal when called to active military duty. When a student or spouse of the student is called to active military service during an academic term, he or she may choose one of the following three options listed below. The student is responsible for notifying his/her instructors of the option they choose.

1. The student may request retroactive withdrawal to the beginning of the semester, with a full refund of tuition and fees.

2. If at least 75 percent of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed. The final decision about grading is left to the faculty member.
3. If the faculty member assigns a grade of “I,” the student must complete course requirements within one year after the student returns to campus.

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:

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.”

U.G. Policy #11 – 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 session, 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 will 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. Withdrawal from the University does not relieve the student from any financial obligation owed at that time.

Withdrawal Procedures:

- Step 1: Secure and complete Withdrawal Clearance Form. Forms are available in the Registrar’s Office. Obtain all appropriate signatures.
- Step 2: Complete exit interview with the Office of Special Student Services.
- Step 3: Obtain signature from Financial Aid Office.
- Step 4: Obtain signature from Cashier’s Office
- Step 5: Return completed Withdrawal Clearance Form to the Office of the Registrar.

U.G. Policy #12 – 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:

Quarter Hours	Semester Hours
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67

U.G. Policy #13 – Academic Year

Fall/Spring Semesters: Alabama A&M University is organized on the semester system. The year is divided into two semesters and one summer session.

Summer Session: The summer session usually covers a period of eight weeks, typically beginning the first week in June. Regardless of the length of the session, summer classes, which may be offered in shorter sessions, e.g., four weeks, are so scheduled that the amount

of time allotted for class instruction is equivalent to that provided in the regular semester. Classes held during the summer session usually meet daily.

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

U.G. Policy #14 – 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.

U.G. Policy #15 – Student Classification

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

Freshmen	0-30 semester credit hours (SCH)
Sophomore	31-63 SCH
Junior	64-94 SCH
Senior	95 or more SCH

U.G. Policy #16 – Student Load

The maximum student load is 19 semester hours per regular semester and 10 hours per summer session. A student may not register for more than 19 semester hours for any semester. Students who desire to register for more than 19 hours should submit a completed Course Overload Request form signed by the academic advisor to the Office of the Registrar for approval. Permission for an overload is restricted to students with a cumulative GPA of 3.0 or above.

The maximum load for the summer session is 10 semester hours. With permission from the Registrar, two additional semester hours may be allowed providing the student will be eligible for graduation the same semester by virtue of the additional hours. Under no circumstances will a student be allowed to earn more than 12 credit hours during a summer session.

U.G. Policy #17 – 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

U.G. Policy #18 – Satisfactory 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.

- A minimum cumulative 1.50 grade point average (GPA) by the end of 24 attempted credit hours.
- A minimum of 1.75 GPA by the end of 48 attempted credit hours.
- A minimum 2.0 GPA thereafter.

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."

U.G. Policy #19 – Academic Alert/Warning, Probation and Suspension

Academic Warning (First-time Freshmen Only) – If at the end of the first semester of matriculation a student has not attained the minimum required grade point average, the student will receive an official warning notification from the Office of the Registrar. This notification shall warn the student that their academic performance is not up to par and that continued sub-par performance will result in academic probation. While on warning status, a student may only enroll in a maximum of 12 semester credit hours.

Academic Probation – A student will be placed on academic probation when his or her cumulative grade point average fails to meet the standard for satisfactory academic progress described above. Students who are placed on academic probation will have to raise their cumulative GPA to that required for satisfactory academic progress to end probation. To avoid academic suspension, a student on probation must earn a GPA within the required period equal to or above the level required for satisfactory academic progress. During the period of academic probation, students will be allowed to enroll in a maximum of 12 semester hours. Students on probation who register for more than 12 credit hours will not retain credit for hours above 12. No student on academic probation may hold office in any campus organization, participate in any organized non-class off-campus trip, or officially represent AAMU. This regulation does not apply to participation in activities conducted completely on campus. Participation in such activities, however, may be very limited in scope. A student on academic probation may be ineligible to receive financial aid, and could be required to repay aid that was previously awarded. Questions related to financial aid should be directed to the Office of Financial Aid.

Academic Suspension – A student who has been placed on academic probation and fails to acquire the minimum GPA for satisfactory academic progress within the required period will automatically be suspended. Academic suspension will result in the loss of one semester of matriculation. A student under suspension may not obtain credit toward a degree in courses pursued at another institution. Academic suspension may be followed by readmission on academic probation.

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 or her grade point average to the required minimum.
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.

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 of readmission after the lapse of one semester. Appeals for reinstatement from academic suspension are available only for students who can provide documentation that has affected their academic status. A student may appeal for academic reinstatement after suspension only once during the student's academic career at Alabama A&M University.

Academic Appeals (The Academic Appeals Committee) – The Academic Appeals Committee serves as a review and recommending body on matters of academic appeals filed by students and sets forth recommendations regarding issues against students that have been filed by faculty members. The actions reviewed by the committee include appeals regarding probation, suspension, and academic violations by students or grievances filed against faculty members by students. The Academic Appeals Committee consists of four faculty members, one from each undergraduate college, a representative from University College, a representative from the Student Government Association, and a representative from the Faculty Senate, all of whom are appointed by the Provost and Vice President for Academic Affairs. The committee meets twice a semester, once during the week of registration and once during the second week following mid-term. Other meetings are scheduled on an as-needed basis.

Appeals for Reinstatement –
Procedures:

1. Complete Academic Appeals Reinstatement Application and submit to the Academic Appeals Committee (Contact the Office of Academic Affairs for Application deadline dates)
2. Reinstatement Applications should include the following:
 - a) Term for re-admittance (Fall, Spring, Summer)
 - b) Student I.D. Number
 - c) Return address to receive response to your request
 - d) Typed ONLY (No hand written requests)
 - e) Brief and clearly stated explanation of extenuating factors leading to the current status
 - f) Plan of action
 - g) Signature of Advisor and Retention Counselor
3. Reinstatement Application should be submitted to the following address:

Academic Appeals Committee
Office of Academic Affairs
Alabama A&M University
P.O. Box 287
108 Patton Building
Normal, Alabama 35762
Fax: (256) 372-5278

U.G. Policy #20 – 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.

U.G. Policy #21 – Course Substitution

The following procedures and standards apply to requests for course substitutions to meet requirements for graduation:

1. Courses recommended for substitution credit must be comparable to those listed in the AAMU Bulletin in terms of content and competency requirements as indicated by 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) without approval based on content from the Chair of the department that houses the course.
4. Upper-level (300 and 400 level) college courses from two year colleges will not be accepted for credit towards 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 1st for May graduates; July 1st for July graduates; and November 1st 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 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. 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.

U.G. Policy #22 – Class Attendance

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 during the attendance verification period.
2. Instructors must include on their syllabi applicable penalties for unexcused absences beyond those permitted based on credit hours.
3. Each student who exceeds the number of unexcused absences will be counseled by the teacher regarding any applicable penalties as stated on the 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.

U.G. Policy #23 – Grading System

AAMU 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; IP-in progress; W-withdrew. The grade of "P" is used to indicate satisfactory completion of graduate writing and history departmental seminars. The grade "X" will be assigned for auditing a course; however, no credit will be allowed. The designation of WB is assigned when a student is approved for academic bankruptcy.

Credit for any course in which a student has received a grade of "F" can be obtained only by repeating the course at AAMU and earning a passing grade. If the passing grade is earned at AAMU, that grade replaces the "F" in the GPA calculation but the "F" remains on the transcript.

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.

Example of Calculation of Grade Point Averages					
Grade	Grade Points	Credit Hrs of Course	Quality Points	Hours Attempted	GPA
A	4	3	12	3	
W	0	3	0	0	
C	2	2	4	2	
B	3	4	12	4	
F	0	2	0	2	
D	1	3	3	3	
I	0	2	0	0	
Totals			31	14	2.21

Grade points x Course credit hours = Quality points earned.

Quality points earned Total ÷ Hours attempted Total = 2.21 Grade Point Average(GPA)

U.G. Policy #24 – Grade Reporting

Grade Reporting – All grades must be signed in by the instructor submitting the grade. This includes Removal of Incompletes Form, Change of Grade Forms, and Missing Grade Forms. Persons submitting the grades to the Registrar’s Office and Academic Affairs 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.

All forms should be submitted by the instructor of the registered course(s) with proper documentation and justification to the Provost Office.

U.G. Policy #25 – 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” or “missed 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.

U.G. Policy #26 – 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. Requests for Removal of Incomplete grades must be made by the faculty member directly to the Office of the Registrar.

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. 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 student does not have to be enrolled to remove the “I” grade.

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. This approval must be received by the Registrar’s Office no later than 45 days after the expired semester.

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 graduates, and June 15 for summer completion.

U.G. Policy #27 – 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. Courses taken under the Visiting Student Program cannot be counted as a repeated course.

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 college dean.

U.G. Policy #28 – 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:

1. Appeals must originate from the student in typed form and must be processed through the department chair, dean of the school, and to the Office of Academic Affairs, in that order.
2. 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.
3. If the appeal reaches the Office of Academic Affairs without resolution, the request will be sent to the Academic Appeals Committee.
4. 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.
5. 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 Appeals Procedure: 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:

1. 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.
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3. If the appeal reaches the Office of Academic Affairs without resolution, the request will be sent to the Academic Appeals Committee.
4. 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, or other means as deemed appropriate by the Committee.
5. 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.

U.G. Policy #29 – 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 and Academic Support Services. Completed forms should be returned to the Office of Academic Support Services for review and recommendation by the Academic Appeals Committee.

U.G. Policy #30 – 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.

U.G. Policy #31 – Course Auditing

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

Permission to enroll and registration 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 work in the course. Auditors do not submit any work and are not required to take any tests or examinations nor receive grades on any part of the course.

U.G. Policy #32 – Change of Major

Students who wish to change their respective majors must complete an Application for Change of Major (available on-line via the Office of the Registrar webpage). The form must be signed by the department chairperson and the advisor of the college major in which the student is currently enrolled. After action has been taken by this department chairperson and advisor, the application is sent to the department chairperson and advisor of the college in which the student desires to enroll. Once the gaining department chairperson and advisor have responded, the application will be forwarded to the Office of the Registrar for appropriate action. All course work taken will remain on the transcript and will be computed in the grade point average.

If a student changes his/her major, the student will then be governed by the catalog in force when he/she enters the new program under which the student will be graduating.

U.G. Policy #33 – Privacy Act

Alabama A&M University is required to bring to the attention of all students, parents 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.

U.G. Policy #34 – 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 on the appropriate form. Students or former students requesting transcripts should state all possible names under which their records may be located. Telephone or faxed requests cannot be honored.

A student may secure an unofficial transcript for his/her use through Banner, but official transcripts must be sent by the Registrar’s Office directly 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.”

A fee of \$5.00 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.

U.G. Policy #35 – 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 College 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 college and departments for additional specific requirements. Each degree must meet the minimum requirement of 120 credit hours. The number of credit hours for each degree should not exceed 128 credit hours, without special permission.

U.G. Policy #36 – 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 courses and the minor courses.

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.

General Education and department/core courses cannot be overlapped with a minor or concentration.

Students can pursue two separate baccalaureate degrees while enrolled at Alabama A&M University. Though the General Education courses can be used for both degrees, students must fulfill the major requirements for both degrees.

U.G. Policy #37 – Double Major

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 from two different colleges (e.g., a student completing a double major in electrical engineering and marketing, receives one diploma that lists both majors). 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 plus additional credit hours required by the department of the second major to qualify for the baccalaureate degree.

Requirements for a Double Major –

1. 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.
2. The student must complete all course requirements for the major degree in both departments with no overlapping major courses.
3. The student must have two advisors, one from each department in which they propose to study.
4. The student must have the approval of both departments and the college of the first major.
5. The only courses that can be used twice are General Education courses.

U.G. Policy #38 – Primary and Secondary Majors

A primary/secondary major is the awarding of one degree with two majors from the same college. Requirements are similar to those for the double major but the student will declare on a separate form available from the Office of the Registrar, a primary major and a secondary major. In this case, the student will be allowed to overlap some (no more than 50%) common courses between major courses.

The primary and secondary majors will be displayed on the transcript and on the diploma.

The student must have two advisors, one for each major.

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 college.

U.G. Policy #39 – Second Baccalaureate Degree

Second Baccalaureate Degree – To earn a second bachelor’s degree, a student must complete all the requirements for the second degree including:

- 25% of total program hours must be fulfilled at AAMU. This 25% must include coursework in:
 - a) Major field (15 SCH minimum)
 - b) College core and courses in support of the major at the 3xx-4xx level (24 SCH minimum)
 - c) General education (6 SCH minimum)

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 25% in residence at Alabama A&M University following the date of the first degree.

- 25% of total program hours must be fulfilled at AAMU. This 25% minimum must include coursework in:
 - a) Major field (15 SCH minimum)
 - b) College core and courses in support of the major at the 3xx-4xx level (24 SCH minimum)
 - c) General education (6 SCH minimum)

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.

U.G. Policy #40 – Statute of Limitations on Earned Credits

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 College. 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 College 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.

U.G. Policy #41 – 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.

U.G. Policy #42 – Graduation Requirements

Bulletin 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. Only one Bulletin must be adhered to; two or more cannot be used together. All other changes require the approval of the University’s Academic Standards and Curriculum Committee.

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 (see the University Calendar and Class Schedule for deadline dates)

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 25% of program credit hours at the University. Students desiring to transfer credits in the final 25% of program credit 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.

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. Students must meet the minimum requirements to graduate in order to participate in commencement. Students with outstanding coursework will not be permitted to participate.

Attendance at Commencement – All students who complete degree requirements are required to attend the commencement practice, 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 Office of Financial Aid, and clearance by Career Development Services.

Summary of General Graduation Requirements and Steps – To become eligible for graduation from the University, a candidate must:

1. Complete satisfactorily a curriculum in the College in which he/she is enrolled, including any special requirements established by the College and approved by the Academic Standards and Curriculum Committee.
2. Achieve a cumulative grade point average of 2.00 or “C” average or higher GPA as required by some programs.
3. Complete the final 25% of program semester hours of work at Alabama A&M University, unless special permission was obtained.
4. Earn at least one-half the courses in his/her major sequence at Alabama A&M University.
5. Submit to the Chair of the major department 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 and the Graduation Check Sheet.
6. Satisfy all due and payable financial obligations to the University.
7. Participate in the commencement practice and exercise of his/her graduating class unless excused in writing by the Provost and Vice President for Academic Affairs.
8. Complete financial aid exit counseling (if applicable).
9. 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.”

U.G. Policy #43 – Degree Revocation

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 College 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.

U.G. Policy #44 – Overlap of Courses

General Education – General education courses cannot be used to fulfill any other degree requirement.

Major/minor – A maximum 50% overlap of courses is allowed between the major required courses and a minor.

Major/major – 50% overlap is allowed.

Minor/minor – 50% overlap is allowed.

Concentration/concentration – 50% overlap is allowed.

Major/concentration – 50% overlap is allowed.

U.G. Policy #45 – Posthumous Degrees

Posthumous degrees will be awarded with the following conditions:

1. Only if requested by the family
2. Can be offered at different levels (certificate, recognition or degree)
3. Only for a recent attendee
4. Only if the student meets the residency requirement
5. Only if the student was in good academic standing
6. To be awarded the degree, certificate or recognition, the student must have been one semester from graduating

U.G. Policy #46 – Curriculum Changes Applied to Students

Curriculum changes are applied to students based on the publishing of the Bulletin. The Bulletin is published annually at the beginning of each Fall semester. Therefore, any curriculum changes made during one academic year will be applied to students who enter the University in the following academic year. For example, if changes are made in Spring 2013, those changes will not be published/applicable until Fall 2013 when the Fall 2013 through Summer 2014 Bulletin comes out.

U.G. Policy #47 – Courses Graded as Pass/No Pass

There is no limit on the number of pass/no pass classes or credits allowed per degree, major, concentration or minor. The total number is defined by the degree program and approved by the Provost and Vice President for Academic Affairs.

U.G. Policy #48 – Independent Study

Independent study courses cannot be used to fulfill major, minor or concentration requirements unless approved by the Provost. This includes major electives.

U.G. Policy #49 – Request for Alternate PIN

This Pin should only be given after the student has been advised. Advisors should be required to keep records that they advised the student before issuing the PIN. PINs must not be issued over the phone. If not in person, it should be done by email (Bulldog Email only), with copies of the correspondence placed in the student's folder.

U.G. Policy #50 – Declaration of Major

Students will be mandated to declare a major by 60 credit hours earned.

U.G. Policy #51 – Internships

There is no limit on the number of internship credits allowed per degree, major, concentration or minor. The total number is defined by the degree program and approved by the Provost and Vice President for Academic Affairs.

U.G. Policy #52 – Residency Requirements for Programs

Twenty-five percent of program coursework credit hours must be completed via coursework offered at Alabama A&M University.

Fifty percent of major coursework credit hours must be completed via coursework offered at Alabama A&M University.

U.G. Policy #53 – Retroactive Withdrawal Policy

Students who leave the University (for any reason) without submitting the proper withdrawal form have one year from the time of departure to complete the retroactive withdrawal form and submit it to the Office of Academic Affairs.

U.G. Policy #54 – General Education Course Guidelines

1. Courses must be collegiate-credit courses at the freshman or sophomore level (i.e., 100 or 200 level).
2. Courses must be broad in scope, present major intellectual or aesthetic ideas, and not be specialized or vocational in purpose.
3. Courses must present the essential characteristics and basic processes of inquiry and analysis in the discipline.
4. Courses must encourage the development of critical thinking skills and require students to analyze, synthesize and evaluate knowledge.
5. Courses must consider the subject in its relation to other disciplines and its application to human concerns.

U.G. Policy #55 – No-Show & Attendance Verification

Beginning with the 2011 Fall semester, Federal regulations mandated by the U.S. Department of Education require that students must have begun attendance in classes to be eligible to receive Federal Financial aid. Federal financial aid funds such as Pell Grant, Federal Loans, Federal SEOG, etc., will not be credited to the student's account until their attendance is verified. Therefore, it is of utmost importance that students attend all of their scheduled classes and that the attendance is properly noted by instructors. Failure to report attendance will result in the delay or ultimate forfeiture of the disbursement of Federal financial aid funds to the student's account.

U.G. Policy #56 – Security and Confidentiality of Student Files

To be compliant with the Family Educational Rights and Privacy Act (FERPA) of the U.S. Department of Education, student files that are maintained in any academic office must be kept confidential and must be secured at all times.

At the Department level, student files should be actively maintained for the duration of the student's matriculation and at least two years thereafter before being archived.

Section VIII – GRADUATE POLICIES

GR. Policy #01 – 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 of \$45.00 (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. Two letters of recommendation on official Alabama Agricultural & Mechanical University “Letter of Recommendation” forms. These recommendations should speak to the applicant’s potential for successful completion of the graduate program to which he/she is applying (usually, letters of recommendation are from the applicant's former professors). Additional recommendations may come from employers or supervisors who are familiar with the applicant's work experience.
5. Details on any professional work experience(s), i.e. resume.
6. Applicants must demonstrate adequate academic preparation in their proposed area of study. Those with deficiencies in academic preparation may be required to take additional coursework to strengthen their backgrounds.
7. 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.

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

GR. Policy #02 – 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 146 on the verbal and 140 on the quantitative portions of the GRE. Together the combined score must be a minimum of 286. Some programs may require higher GRE scores. MBA students are required to attain a minimum GMAT score of 350.
3. Hold a baccalaureate degree or its equivalent from a regionally accredited college or university for admission to a Master’s degree program or Specialist program and a Master’s degree in the appropriate field for admissions to a doctoral 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) may be offered admission under the category of conditional status for one semester or until completion of a maximum number of hours prescribed by their program of study (exceptions are Communicative Sciences and Disorders, and Social Work programs). However, under no case will students in conditional status be allowed to enroll in more than 9 hours as a conditionally admitted student. 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 credit hours in the conditional admission status. Remedial or deficiency courses will not contribute toward completion of the graduate degree requirements. A conditionally admitted student will not be allowed to enroll in courses other than those specified by their program of study. Students are required to meet the conditions specified in their letter of admissions and to earn the grade of "B" in the courses in which they are enrolled, within the time period allotted above, to progress to Regular Admission. Students failing to meet this requirement are eligible to file one appeal to the Dean of Graduate Studies. Students granted a reprieve must meet the all requirements within the semester in which the reprieve is granted or they will be dismissed from graduate study. Under no circumstance will a student be granted a second appeal.

The Office of Graduate Studies updates the records of students, who were admitted conditionally, during the first two weeks of each semester and during the following periods:

April 15-25
July 15-25
November 15-30

The Office of Graduate Studies will not process any student seeking a change of status outside of the dates listed above.

Conditionally admitted students have two semesters (inclusive of summer sessions) to remove all provisions outlined in the original letter of admissions. Students who fail to remove conditions at the end of **two semesters** will be ineligible to receive student loans or other forms of financial assistance.

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 students who do not intend to seek an advanced degree from Alabama A&M University. Persons seeking to enroll as non-degree students must possess an undergraduate degree from a regionally or nationally accredited institution. They also must have a cumulative undergraduate GPA of 2.5 (on a 4.0 scale). Non-degree students usually include:

1. Those who intend to transfer graduate credit earned at Alabama A&M University to other institutions.
2. Those who intend to use graduate credits earned for professional certification.
3. Those that enroll for personal satisfaction.

A non-degree student who subsequently seeks full admission must satisfy requirements for admission to the specific program. 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.

Alabama A&M University welcomes applications from students from other countries. Applications should be sent three to six months before the registration date for each term. All applicants must meet Graduate School and departmental requirements as described in this catalog. In addition, international students must submit an official academic transcript accompanied by official/or notarized English translations. These documents must be sent directly from the institution(s) attended. Personal copies are not accepted. All foreign (non-U.S.) transcripts must be translated and evaluated by the World Education Services (WES). This review must provide conclusive evidence that the applicant is the recipient of a degree comparable to the American bachelor's degree, which normally terminates 16 years of full-time study, 4 years of which are at the post-high school level. The official transcripts must show all post-high school 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. Other requirements for international students include:

1. Scores of the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT). Test results must be sent directly to the School of Graduate Studies from the Educational Testing Services (Alabama A&M University Code: 1003).
2. A certified financial statement indicating the applicant's ability to pay for the cost of education. An original/official bank statement no more than six months old at the time of registration must be submitted to the Graduate School in order to obtain the I-20 for the F-1 student visa. In certain cases, advance payment of tuition and fees may be required.
3. The Test of English as a Foreign Language (TOEFL) or the International English Testing System (ELS) Certification Examination is required if the applicant's first language is not English; the minimum score for admission on the TOEFL internet-based version is 500 (paper-based test) or 61 (internet-based test), and the 5.5 on the ELS Certification Examination. The Alabama A&M University Code is 1003.

The Educational Testing Service, Princeton, New Jersey 08540, administers these tests in testing centers all over the world. Further information about the test and testing dates may be obtained at 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.

Admission to graduate study does not carry any implication concerning the award of financial aid. Assistance for graduate students in the form of assistantships is available from some departmental programs and administrative units, but applicants from abroad are in competition with U.S. students for available awards. 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 international students are required to maintain an international student health insurance once admitted to the University. 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.

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.

GR. Policy #04 – Re-Admission

A student who has not registered for at least three credits during a twelve-month period will be transferred to inactive status and must file an application for readmission. Readmission is not automatic, nor does it necessarily reinstate the student in the status accorded prior to becoming inactive. Students not enrolled over a twelve-month period, who have not exceeded twenty-four months, may apply directly to the Dean of Graduate Studies for readmission. Students not registered in more than twenty-four months must submit a new admission application (along with required fees and appropriate credentials) directly to the Office of Graduate Studies and have their credentials reviewed by their respective department before a decision on readmission can be rendered.

GR. Policy #05 – Undergraduate Seniors to Take Graduate Courses

Senior undergraduate AAMU students who have completed all required courses, and are within 6 hours of graduation may enroll for a maximum of six semester hours of graduate work. Students seeking to enroll in a Graduate course must have a 2.5 GPA (on a 4.0 scale) and a letter from their academic advisor granting permission to enroll a graduate course.

When graduate courses are taken for undergraduate credit, they 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. Letter from the institution's Registrar stating the student has applied for graduation and will graduate that semester if the courses enrolled in are successfully completed.

Admission, if granted, will be contingent upon the receipt of the diploma or a letter from the Registrar indicating that the student has completed the requirements for the degree and when the degree will be awarded. The student will also be required to provide the School of Graduate Studies, Office of the Dean with an official transcript within 30 days of registration.

GR. Policy #06 – Registration

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 session. 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 to 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.

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.

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.

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.

GR. Policy #07 – 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.

GR. Policy #08 – General Degree Regulations

Every graduate student is expected to become familiar with the University and all Graduate School regulations. The information and educational requirements in the catalog represent a flexible program that may be altered where such alterations are thought to be in the mutual interest of the University and its students. **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.

GR. Policy #09 – 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. For example, students may have more than one home address but only one domicile. All out-of-state students must pay non-resident fees. 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 considered necessary components of establishing residency. Students from outside of Alabama will be assumed to be non-resident students, unless they affirmatively fall within the criteria specified below.

GR. Policy #10 – Requirements for Residency

In Alabama, as in all other states, tuition at publicly supported four-year universities is higher for non-resident students than for resident students. The rules used in determining residency seek to ensure that only legal Alabama residents are assessed the resident fee. Many of these rules appear below:

1. Residency is a person's true, fixed, and permanent home and place of habitation. It is the place where a person intends to remain and to which the person expects to return when the person leaves without intending to establish a new domicile elsewhere. In order to establish a domicile in Alabama, a person must maintain a predominant physical presence in Alabama for 12 consecutive months after moving to the state.
2. 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, unless the individual makes a clear demonstration that he/she has established residency in this state.
3. A financially dependent person who is claimed as a dependent by another person who has not established and maintained an Alabama residency shall be presumed to be a nonresident. This presumption may be overcome by evidence of the student's long-standing presence in Alabama and demonstration of other factors (For complete details, contact the Office of the Registrar)
4. A full-time employee 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 residents of Alabama for the preceding 12 months.
5. Military personnel and their dependents stationed in Alabama and on active military duty are entitled to Alabama residency classification for tuition purposes.

For full details about residency, contact the Office of the Registrar.

GR. Policy #11 – 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.

GR. Policy #12 – Residency Appeals

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 Dean of Graduate Studies within 10 working days of the decision.

GR. Policy #13 – Financial Aid

Alabama A&M University attempts to provide 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. Assistantships/Fellowships (research and teaching assistantships).
2. National Direct Student Loans.
3. Work-study jobs.
4. Guaranteed student loans.

Assistantships/Fellowships

A number of graduate fellowships and assistantships are available in departments that offer graduate degree programs. Students interested in graduate fellowships should address inquiries to: The Dean, School of Graduate Studies, Alabama Agricultural and Mechanical University, P.O. Box 998, Normal, AL 35762 or inquire directly with the Department/Programs they desire to enter. All graduate assistantships are administered under the following terms and/or conditions:

1. Must be admitted to a graduate degree program at Alabama A&M University.
2. Must attain a cumulative final undergraduate GPA of 3.0.
3. Must maintain a cumulative GPA of 3.0 or above for all graduate work completed at Alabama A&M University.
4. Be enrolled in a minimum of nine (9) graduate credit hours during each semester of enrollment at Alabama A&M University.
5. All Graduate Assistants (GA), Teaching Assistants (TA), Research Assistants (RA), and General Assistants get similar compensation.
6. The number of hours any of the three types of graduate assistants can work are a minimum of 10 hours per week (1/4-time assistantship) to a maximum of 20 hours per week (full-time assistantship).
7. The assistantship for Graduate Assistants at M.S. level is \$500-1000 per month; Ed.S. level is \$500-1500 per month, and Ph.D. level is \$500-1800 per month. In cases where an academic unit prefers the funding agency to pay tuition, the compensation is structured as follows: the minimum amounts defined above plus the tuition (ex: M.S. student - \$1000 per month plus tuition but never \$1300 per month and tuition). The maximum amount of time an M.S. student can receive an assistantship is two academic years (i.e., fall and spring) (exclusive of summers). The maximum amount of time an Ed.S. and Ph.D. student can receive an assistantship is five years inclusive of summers. Doctoral students who have researched during the five-year period can appeal for up to two one-year extensions. However, in no case will a doctoral student be funded beyond seven years. Master's level students who have researched during the two-year limit can appeal for an additional semester. However, in no case will a master's student receive an assistantship beyond five semesters.
8. Research fellowships/scholarships by such agencies as NSF and NASA and graduate research assistantships by the academic units are offered to graduate students to conduct research in specific areas. A graduate student is eligible to receive one of these awards, whichever is in his or her favor or preference.
9. A graduate student can receive a scholarship award for academic excellence from an outside agency without giving up the research assistantship of the university, if the scholarship has no ties attached to the student's research project or requires any time commitment by the student. However, it is advised to get the clearance from the scholarship-awarding agency before any graduate assistantship.
10. All graduate students receiving any type of financial assistance including work study, university employment, fellowships, scholarships, assistantships, Research Institute employment, etc., are required to process their Personnel Action Forms or other types of payment paper work through the University's academic channels; at minimum, the Budget Manager, Graduate Dean, and the VP for Academic Affairs. Other signatures at departmental, school, and university levels may be required for some awards.

Loans and Part-Time Employment

Student 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. Graduate students seeking part-time employment must:

1. Hold an undergraduate grade point average of at least 3.0 at the time of employment, if they are in the first semester of graduate study at Alabama A&M University, or a cumulative graduate grade point average of 3.0 if they are a continuing student at the time of initial employment.
2. Must maintain a cumulative GPA of 3.0 or above for all graduate work completed at Alabama A&M University.

Graduate School Scholarship

The University has designated a limited number of scholarships for graduate students. These scholarships are awarded through an application process. Applications are available in the Graduate Office. In addition, many degree programs also have a limited number of scholarships available for graduate students. For information on departmental scholarships, please contact individual programs for details.

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GR. Policy #14 – Satisfactory Academic Progress

Satisfactory Academic Progress

A student must meet the standards of Satisfactory Academic Progress in order to receive Title IV funds. The concept of Satisfactory Progress goes beyond good standing to mean evidence of positive movement toward the student's degree. Alabama A&M University is required by federal regulation, to establish standards of Satisfactory Academic Progress Policy for students receiving assistance through the below named programs:

1. Federal Direct Loan Program
2. Federal Carl D. Perkins Loan
3. Federal Work Study (FWS)
4. Federal Supplemental Educational Opportunity Grant
5. Federal Stafford Loan Program
6. Federal Parent Loans to Assist Students
7. Federal Pell Grant
8. Alabama Student Assistance Grant
9. Academic Competitiveness Grant (ACG)
10. National SMART Grant
11. Teacher Education Assistance for College and Higher Education Grant (TEACH)

Each of the following components must be met by the aid recipient:

- Qualitative Component (the grade point average you must maintain)
- Quantitative Component (the number of hours you must successfully pass)
- Time Frame Component (the length of time you will be eligible to receive aid).

To receive aid, students must successfully earn the required percentage of attempted hours, obtain the grade point average and not exceed the number of hours of eligibility. All students who desire to become or who are recipients of Title IV funds must meet the Standards of Satisfactory Academic Progress Policy requirements. Students who fail to meet the requirements for Satisfactory Academic Progress, may file a financial aid appeal. Appeals can be submitted online via the financial aid website. The appeals must include the reason why the student failed to make “Satisfactory Academic Progress” as well as a plan of action that will allow the student to make SAP at the next evaluation. If an appeal is approved, the student is placed on probation for a one semester period. Students who have not met the requirements after the probationary period are required to submit a new appeal along with an academic plan which will ensure that they are able to meet Satisfactory Academic Progress by a specific point in time. This timeframe must coincide with the maximum timeframe outlined in the University’s Satisfactory Academic Policy.

Graduate students must maintain a cumulative GPA of 3.00. The maximum allowable hours that a graduate student can attempt and remain eligible to receive Title IV funds are outlined below:

Maximum Credit Hrs	Description
70	Maximum allowed for a traditional master’s degree.
80	Maximum credit hours allowed for those seeking a graduate business degree
100	Maximum credit hours allowed for a specialist's degree or a second master's degree (Both include hours taken for a master's degree)
120	Maximum credit hours allowed for a doctoral degree program (includes master's degree hours)

- Grades of "I" received during the first two semesters, by graduate students enrolled in Thesis or Dissertation courses are exempt, from being included in the total hours attempted.
- Title IV funds will not be granted to graduate students who have attempted more than 120 credit hours.

However, in all cases graduate students are required to earn at least 67% of the hours which they attempt. All periods of a student enrollment count when calculating Satisfactory Academic Progress, even periods in which the student did not receive Title IV funds.

Withdrawals

Students who withdraw from classes officially or unofficially should understand how withdrawals affect their eligibility for financial aid as determined by this Satisfactory Academic Progress procedure. Withdrawals affect students Cumulative Grade Point Averages. Financial aid will not be awarded, if the Grade Point Average (GPA) falls below the required level. Moreover, hours enrolled in which a student failed to complete will affect the student's completion rate. If the student falls below the required number of hours that must be completed, the student will be ineligible for further aid until all deficiencies have been resolved. In determining whether the student meets the qualitative and quantitative components, the following will not be considered as credits successfully completed: Grades of "F", "I" (Incomplete), "W" (Withdrawals), "WP" (Withdrawals while Passing); or "FA" (Failure to Appear). These grades, however, are counted as hours attempted. Transfer hours accepted toward completion of a student's program must be counted as hours attempted and hours earned. Repeated courses will also be included in the total hours attempted and earned.

Financial Aid Appeals Process

Students losing aid may appeal to have their Title IV aid reinstated only under the following conditions: undue hardship as a result of extenuating circumstances such as; student's illness, or the illness or death of a parent or spouse. All students seeking to redress a financial aid decision must file an appeal within two weeks of the date the student is notified of the financial aid suspension. For more information on the Appeals process visit: <http://www.aamu.edu/Admissions/fincialaid/importantinformation/Pages/Satisfactory-Academic-Progress-Policy.aspx>

GR. Policy #15 – 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 one.

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.

GR. Policy #16 – Academic Probation and Dismissal

Probation

Students enrolled in graduate degree programs offered by Alabama Agricultural & Mechanical University are expected to maintain a 3.00 cumulative grade-point average. Students whose cumulative grade-point average fall below 3.0 or who fail to make satisfactory

progress may be placed on academic probation. Graduate students placed on academic probation are required to restore their overall grade-point average to 3.0 within 9 additional semester hours of graduate work, including repeated and dropped courses. Failure to do so may result in dismissal from graduate study.

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

Dismissal

Students wishing to be readmitted following a dismissal must wait at least one year before applying. (One year is defined as two semesters or one semester and one summer session.) During this period, they are ineligible for admission to any program at Alabama Agricultural & Mechanical University. However, a grade below B after readmission in any course will result in immediate dismissal.

GR. Policy #17 – Academic Integrity

The integrity of the academic enterprise of any institution of higher education requires honesty in all aspects of its endeavor. Maintaining academic integrity is therefore the responsibility of all faculty, staff, and students at Alabama Agricultural & Mechanical University. Academic dishonesty is prohibited in all programs of Alabama A&M University. Sanctions may be imposed on any student who has committed an act of academic dishonesty.

Definitions of Academic Dishonesty

Academic dishonesty includes but is not limited to:

1. Cheating - use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one's academic work. Submission of the same work in its entirety for credit in two courses without obtaining the permission of the instructors constitutes cheating. Collaborating with others when not explicitly allowed by the instructor constitutes cheating.
2. Fabrication - falsification or invention of any information or citation in any academic exercise (including the graduate school application process).
3. Plagiarism - representing, whether intentionally or unintentionally, the words or ideas of another as one's own work in any academic exercise.
4. Facilitating dishonesty - helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself, or allowing others to represent as their own one's papers, reports, or academic works.

GR. Policy #18 – 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 Dean of Graduate Studies. Only courses with grade "B" or better will be approved. Courses with a "P" grade are not acceptable. Alabama A&M University only accepts transfer credit from institutions of higher education that have been accredited by one of the regional accrediting commissions recognized by the Council for Higher Education Accreditation (CHEA).

Students seeking Master's degrees may, upon departmental approval, transfer a maximum of twelve semester 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.

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.

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 can transfer up to a maximum of 24 semester hours of credit, whereas a student who does not have a master's degree can transfer up to a maximum of 12 semester hours of graduate credit.

Foreign Transfer Credits

All foreign credits that students seek to transfer must be translated and evaluated by the World Education Services (WES). This review must provide a conclusive course by course evaluation of all coursework the student seeks to transfer. In addition, all foreign coursework that students seek to transfer must meet the conditions set forth above.

GR. Policy #19 – Statute of Limitations

There is a statute of limitation on all graduate courses of six years, with the exception of Urban and Regional Planning, Communicative Sciences & Disorders, and Social Work, which have seven years. The statute of limitation for all Ph.D. programs is eight years. In extraordinary cases, students may apply for an extension of the statute of limitation. The request must be approved by the department and submitted to the Dean of Graduate Studies for final action. Requests for an extension of the statute of limitations must be accompanied by a written departmental assessment of the work and its relevance to the current curriculum mandates of the degree program. Courses over 12 years will not be accepted for credit toward any degree program.

GR. Policy #20 – 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.

GR. Policy #21 – Course Enrollment

A maximum of nine graduate credit hours are considered a full academic load during the regular academic semesters, Fall & Spring. However, to maintain a graduate assistantship (Teaching or Research) a student must be enrolled in a minimum of 6 graduate hours offered by Alabama A&M University during the regular academic semester. During summer sessions students must enroll in 3 semester hours offered by Alabama A&M University to qualify for a graduate assistantship. **International students must maintain full-time status during the fall and spring semesters.**

GR. Policy #22 – Fees and Expenses

Tuition rates and fees are posted on the University's web site. The University reserves the right to change fees, charges, rules and regulations without prior notice.

GR. Policy #23 – Refund of Fees

Tuition and Fees

The tuition and fees are refundable in accord with the following schedule when a student withdraws from the University after completing the registration process:

Fall and Spring Semesters

From the first day of class through the seventh calendar day – 90%.

From the eighth calendar day through the fourteenth calendar day – 80%.

From the fifteenth calendar day to the twenty-first calendar day – 70%.

From the twenty-second calendar day through the thirtieth calendar day – 60%.
After the thirtieth calendar day – there are no refunds.

Summer Session

Before classes start – 90%.

From the first day of class through the fifth day of class – 75%.

From the sixth day of class through the twelfth day of class – 50%.

After the thirteenth day of class – there are no refunds.

A full refund will be issued, if a course is cancelled by AAMU. Fees paid with credit card will be credited to the customer's card.

GR. Policy #24 – 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). Completed programs of studies must be received from each student by the start of the second semester of enrollment. Students who do not file a program of study within the specified deadline will not be allowed to register for the next term. Programs of study must include a detailed listing of the available options within each student's area of emphasis. Only under extreme circumstances and with adequate justification should changes be made to programs of study. All changes to programs of studies must have the approval of the student advisor, Department Chairperson and the Dean of the respective School. All changes in the planned degree program must be made at least one semester prior to the student's application for graduation. Under no circumstances should a change in the program of study be requested for failing a required course. 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.
2. Scoring 24 or more on the verbal section of the Graduate Management Admission Test for students entering the MBA Program.

Students who fail to obtain requisite scores on the GRE or GMAT are required to enroll in ENG 500 and pass the course with a grade of B or A. Enrollment in ENG 500, or MTH 500 is not a substitute for GRE Verbal or the GRE Mathematics Exam. Nor is enrollment in the courses a substitute for low GRE performance. Students who fail to obtain the requisite GRE scores are urged to take the GRE a second time. Failure to obtain requisite scores by the end of the first year of enrollment may lead to dismissal from Graduate Study. However, in every case, the English Writing Proficiency requirement must be fulfilled during the student's first semester of enrollment. Students who fail to complete this requirement within the specified deadline will not be allowed to register for the next term unless permission is granted by the Dean of Graduate Studies.

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.

Students who fail to obtain requisite scores on the GRE or GMAT are required to enroll in MTH 500 and pass the course with a grade of B or A. Enrollment in ENG 500, or MTH 500 is not a substitute for GRE Verbal or the GRE Mathematics Exam. Nor is enrollment in the courses a substitute for low GRE performance. Students who fail to obtain the requisite GRE scores are urged to take the GRE a second time. Failure to obtain requisite scores by the end of the first year of enrollment may lead to dismissal from Graduate Study. However, in every case, the Mathematics Skills Proficiency requirement must be fulfilled during the student's first semester of enrollment in an Alabama Agricultural & Mechanical graduate degree program. Students who fail to complete this requirement within the specified deadline will not be allowed to register for the next term unless permission is granted by the Dean of Graduate Studies.

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).

GR. Policy #25 – 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 Catalog. 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.

GR. Policy #26 – Leave of Absence

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.

GR. Policy #27 – Graduate Student Grievance Procedure

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints under this Graduate School Grievance Process. The School of Graduate Studies administers the Graduate School Grievance Process (GSGP) for pursuing resolution of complaints and grievances for most academic aspects of a graduate student's program. This includes issues related to the program of study, research, comprehensive exams, scholarship, or artistic production, which comprise the core of graduate degree programs. However, as indicated above not all issues are covered under the GSGP, these include: (a) students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran (students who believe that they have been discriminated against on the basis of race should refer to the Student Handbook, "Student Complaints: Handling and Resolution," pg. 19-20); (b) students seeking to overturn a disciplinary proceeding for misconduct, including plagiarism and cheating (disciplinary hearing for misconduct fall under the provisions of the Student Conduct Code contained in the Student Handbook. See page 19-20); (c) students seeking adjustment in financial aid award amounts must appeal directly to the Office of Financial Aid (students seeking to adjust their status from conditionally admitted to fully admitted, after the specified clearance dates posted in the Graduate Catalog, will not be processed); and (d) students seeking to dispute or overturn a decision about residency (students seeking to overturn a decision about residency must submit a letter of appeal to the University's Residency Committee for deliberation).

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. Grievance hearings are held during the fall and spring semester. Students who believe that they have been subjected to unfair treatment in the administration of academic policies during summer sessions can file the appropriate grievance paperwork during the summer session. However, the University will not hold any grievance hearing during the summer. Grievance hearing for such cases will be held within the first three weeks of the start of fall semester.

Listed below are the procedures for dissolving student grievances:

Level I

The objective of the (GSGP) is to achieve a fair and equitable resolution of complaints or grievances at the earliest possible time at the lowest possible level. A graduate student who elects to pursue a complaint or grievance through the GSGP must first attempt to resolve the issue with the faculty member, supervisory committee, or administrator involved. If the conflict remains unresolved, the graduate student should make a written appeal to the department head or immediate supervisor, and, if pertinent, with any relevant departmental faculty member or Departmental Grievance Committee. If the complaint involves the department head or chair, the student should discuss the conflict with their respective College Dean who will appoint another faculty member within the student's department or from a related area to discuss the problem. The outcome of this conflict resolution process shall be a **written document**. The document should be signed by all participating parties to confirm their receipt. Copies of the signed document will be provided to the complainant (via certified mail), relevant faculty members, and College Dean in the conflict resolution session. The official copy shall be sent to the Graduate School to be retained in the student's file. Departmental Grievance Committees usually consist of at least 3 graduate faculty members from the department or a related department and the Director of Institutional Research who will serve in an ex-officio capacity. Departmental Grievance Committees may also but are not required to contain at least one student. Grievances filed by students on the Departmental level must contain a letter outlining the problem as well as the student's suggested resolution. Within fifteen days of receipt of the written appeal, the department head or immediate supervisor will schedule a

meeting of a Departmental Grievance Committee. The department head will also notify the student and all concerned faculty members of the date and time of the meeting of the Departmental Grievance Committee. During the meeting of the Departmental Grievance Committee the students and relevant faculty members, individually, may present pertinent information related to the dispute. Each side has twenty minutes to present relevant facts about the case. Within seven days of the hearing, the Departmental Committee will produce a **written document** that denotes the findings of the committee as well as recommended resolution(s). The document should be signed by all participating parties to confirm their receipt. Copies of the signed document will be provided to the complainant (via certified mail), relevant faculty members, and the College Dean in the conflict resolution session. The official copy shall be sent to the Graduate School to be retained in the student's file.

Level II

If the student is not satisfied with the outcome within the Department and wishes to appeal the decision, he or she must petition, within ten days of receipt of the conflict resolution letter by providing notification to the respective College Dean. Notification must be made in the form of a letter that details the issue(s) in question as well as the student's suggested resolution. Upon receipt of the letter, the College Dean will notify the student in writing, within fifteen days, informing him or her of the date and time of a college-level hearing. College-Level Grievance Committees will consist of at least three faculty from the College (to exclude faculty from the department or class from which the issue arose), the College Dean or their designee (who will serve as chair), and the Director of Institutional Research. The Committee may also include one or two graduate students from the College (excluding students from the department or class from which the issue arose).

College-Level Grievance Committees (CLGC) may decide to conduct a further review of the case, with the option of calling in parties to the dispute. The College Dean will, in that case, solicit documents pertinent to the case (at a minimum, the original grievance to the department, documentation used by the department in deciding the grievance, the department's written notification of its decision to the student and all reports relevant to the case). The Dean of Graduate Studies, or his or her designee, will be present at all College-Level Grievance Committee meeting. The College-level Grievance Committee releases the results of its findings within ten days of holding its meeting. The College Dean will notify the student (via certified mail), and the department chair of the Committee's verdict. The official copy of the decision shall be sent to the Graduate School to be retained in the student's file.

Level III

If a student is not satisfied with the outcome rendered by the College-Level Grievance Committee, he or she must (within ten days of receipt of the letter from the CLGC) submit a formal appeal application to the Dean of the Graduate School. Appeal applications must also be accompanied by copies of the findings from the Department and College-Level Grievance Committees. Within fifteen days of receipt of the completed application, the Dean of Graduate Studies will convene a University Grievance Committee that consists of at least three graduate faculty (to exclude faculty from department or class from which the issue arose and faculty who served on the College-Level Grievance Committee). The Dean of Graduate Studies will also identify a member of the graduate faculty to serve as chair of the committee. The Committee may also include a graduate student (to exclude students from the department or class from which the issue arose) and the Director of Institutional Research who will serve in an ex-officio capacity. At least seven days before the hearing, the Office of Graduate Studies will submit to members of the Committee any documents or physical evidence to be presented at the hearing. The Committee chair shall establish a time and place for a hearing to be held no later than ten days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties the Committee chair schedules the hearing for a later specified date. Hearings are conducted, with the Committee chair presiding, in closed session. Only evidence submitted in a timely manner, to the Graduate School, is considered in determining the validity of the complaint. Hearings are conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits. Students submitting a complaint are not allowed to bring an associate or companion. Moreover, the presence of an attorney is neither necessary nor recommended. However, if the student elects to have counsel present, the University's attorney must also be afforded an opportunity to attend. Accordingly, the student must notify The Graduate School, in writing, at least seven days prior to the Hearing if he/she intends to have an attorney present. The attorney's presence at the Hearing does not change the proceeding. Examination of witnesses, questioning of parties or direct participation in the proceeding by the attorney is not permitted. An attorney may speak in an unobtrusive manner with his/her client in an advisory capacity.

Within 15 days after the Hearing adjourns, the Committee shall present to the Dean of The Graduate School its report, including findings, conclusions, and recommendations for action. A written summary of the proceedings and an audio recording of testimony are retained for at least one year.

The Dean of The Graduate School, within 5 days after receipt of the Committee report, shall approve and transmit the report to the University Provost for review and ratification. At this juncture, the report is sent back to the Dean of Graduate Studies for dispensation. The dispensation process shall include an evaluation of the validity of the grievance and a statement of the action to be

taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, the Dean of the College, within fifteen days of receipt of the signed document, by the Dean of Graduate Studies.

The decision of the Dean of Graduate Studies shall become final at the close of the seventh day after issuance of the final document with the Provost's review and ratification unless the student or any other party directly involved files a written request for consideration of the findings to the Provost, whose review will be limited to the hearing record. The Provost upon review of the hearing record has the option of sustaining the decision of the University Grievance Committee or requesting a second hearing by another University Grievance Committee, composed of new members. If a second University Grievance Committee is requested the body will meet within fifteen days of the Provost's decision. Within five days of the hearing, the University Grievance Committee will submit a written report of their findings to the Provost for review and ratification. At this juncture, the report is sent back to the Dean of Graduate Studies for dispensation. The dispensation process shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, the Dean of the College, within fifteen days of receipt of the signed document, by the Dean of Graduate Studies. The decision of the second University Grievance Committee is final unless a written request for consideration is received within five days of the issuance of the final document by the Dean of Graduate Studies. At this point student may request a final appeal to the University President whose review will be limited to the hearing records.

GR. Policy #28 – Graduate Credit for National Board Certified Teachers

There is a possibility for a National Board Certified Teacher (NBCT) to receive up to 3 semester hours of graduate credit to apply to an elective course in a program of study at Alabama Agricultural & Mechanical University. To pursue this possibility a graduate student must be admitted into one of the College of Education's graduate programs and must have completed the NBPTS process and awarded National Board Certification. To pursue this possibility, the graduate student must do the following:

1. Confer with his/her graduate advisor and the Dean of the School of Education to determine if National Board Certification can be applied to his/her specific program of study. If approved, credits for National Board Certification can only be used as elective credits. All persons receiving approval to use National Board Certification must complete the National Board Certification Credit Acceptance form and receive approval from his/her graduate advisor, the program Department Chair, the Dean of the School of Education, and the Dean of Graduate Studies. In addition, persons receiving approval to use National Board Certification must submit a new program of study to reflect the elective course(s) in which the credits would replace. In all cases, credits for National Board Certification must be submitted by the start of the second semester of enrollment (The University will not accept National Board Certification credits submitted after the second semester of enrollment).
2. The NBCT must contact ACE and request two transcripts. To do this, he/she can go to the NBPTS website and click on "click here to apply for graduate credit" in the top right corner. That link takes them to the ACE web site. ACE verifies that they are a NBCT and issues them a transcript showing between six and nine academic credits (Alabama A&M University will only accept a maximum of 3 semester hours of National Board Certification credits). There is a \$100 application fee for each transcript that the student will pay to ACE for this service. Transcripts must be mailed to Alabama A&M University, Office of Graduate Studies, P.O. Box 998, Normal, Alabama 35762. The transcript that is issued means that NBPTS recommends the NBCT for graduate credit for consideration by the NBCT's university. As stated, it is up to the university to decide if it will recognize those credits.

GR. Policy #29 – Comprehensive Examination

Students eligible for take the Comprehensive Examination must formally apply for the test on the prescribed form in the office of Graduate Studies. Students who fail to apply in a timely manner will be prohibited from sitting for the Comprehensive Examination. The scores of students who sit for a Comprehensive Exam without receiving prior approval from the Graduate School will be voided.

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 two times, 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.

Comprehensive exams are designed to evaluate the candidate's proficiency in the theory and practice in both the major and minor fields of the designated area of study. Before sitting for the Comprehensive Exam, student must:

1. Obtain Regular/Full admission status.
2. Maintain a GPA of 3.00 or above.
3. Complete all required deficiency courses for the degree.
4. Complete all required courses for the degree.
5. Remove all I's, except thesis grades.

6. Remove all grades of "D" and "F" in the student's current program of study.

All students seeking to take a comprehensive exam must be enrolled in a class or classes during the semester in which the student seeks to take the comprehensive exam.

M.S./M.Ed.

All non-thesis Master's students, with the exception of students enrolled in the degree programs in Business Administration and Materiel Engineering, are required to pass a written comprehensive examination.

Ed.S.

All Ed.S. students are required to pass a written comprehensive examination and write a thesis or complete an Action Research paper.

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 Catalog.

GR. Policy #30 – Thesis/Dissertation Requirements

Students who choose the option of writing a thesis must adhere to the following:

Each student is responsible for identifying 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 advisory committee. The student and the major professor select the members to serve on the research advisory committee. The committee usually consists of four to five members; at least one comes from outside of the student's major area of emphasis. Once the advisory committee has been selected and approved, they will serve as advisors for the candidate in the development of the research proposal. Before the end of the second semester of enrollment, the student must complete (1) a Planned Degree Program, (2) attend the thesis/dissertation preparation workshop, and (3) prepare and acceptable thesis or dissertation proposal. All thesis and dissertation papers must conform to either the APA, Chicago, or MLA writing styles (depending on the preference of the specific department).

The subject of the thesis/dissertation should be chosen from the candidate's field of major interest and must be approved by the departmental advisory committee. The thesis/dissertation should reveal a capacity to carry on independent study or research. The student is advised to consult the School of Graduate Studies and the publication "Thesis and Dissertation Guidelines for Graduate Students" for general information regarding the preparation of a thesis/dissertation.

Each student is required to enroll in at least one semester hour of thesis/dissertation writing during the semester he/she expects to defend his/her thesis/dissertation. The student must also submit a committee-approved draft to the Office of Graduate Studies at least two weeks prior to the scheduling of the oral defense. **Thesis and dissertation papers must be submitted electronically by the following dates:**

October 19, 2012	Fall semester
March 22, 2013	Spring semester
May 28, 2013	Summer semester

For more details about the electronic submission of thesis, and dissertation papers see the *Thesis and Dissertation Guide*.

Immediately following the candidate's oral defense examination, the student should consult either the advisor or the Graduate Office or the Thesis and Dissertation Guide for specific directions concerning binding, labeling and other routine procedures.

GR. Policy #31 – Changing from a Thesis to a Non-Thesis Option

Students are allowed one change from thesis to non-option for all degree programs. Thesis courses will not be counted toward the requirements of the non-thesis option. Students seeking to change from the thesis option to the non-thesis option must:

1. Officially withdraw from all thesis courses;

2. Complete a new program of study which shows the additional courses the student will need to complete to finish the non-thesis option;
3. Reapply for graduation and admission to candidacy;
4. Complete all of the identified requirements (including curriculum) of the new-degree program curriculum.
5. All students who change from a thesis to a non-thesis option are prohibited from graduating in the semester in which the change from thesis to non-thesis option was initiated.

GR. Policy #32 – 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. All students seeking to graduate must be enrolled in courses at Alabama A&M University in the semester in which they seek to graduate. [Revision approved 09-20-11 at Graduate Council]

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 session 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 and the Graduate Dean, a graduate student who has 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. Students holding a master's or other advanced degree from Alabama A&M University seeking a second master's or other advanced degree from Alabama A&M University are not required to submit a new GRE/GMAT score if the original GRE score is five years old or less.

GR. Policy #33 – 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).

GR. Policy #34 – 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 Catalog 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.

GR. Policy #35 – Appointment and 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

Baccalaureate level courses

1. Must hold a Master in the discipline or a Master in another discipline with at least 18 graduate semester hours in the teaching discipline.
2. Must be under the direct supervision of a faculty member experienced in the teaching discipline
3. Must participate and receive regular in-service training
4. Must be regularly evaluated (monthly basis)
5. GTAs for which English is a second language may be appointed only when a test of spoken English, or other reliable evidence of applicant's proficiency in oral or written communication and speech, indicates the appointment is appropriate.

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 session. Assistants may enroll in nine (9) graduate hours each academic semester except the summer session. **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.

GR. Policy #36 – 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. During summer sessions students must enroll in 3 semester hours offered by Alabama A&M University to qualify for a graduate assistantship. 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.

GR. Policy #37 – 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.

GR. Policy #38 – Comprehensive Examination Policy

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

1. Keys
 - a. 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.
 - b. 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. Specialty Keys
 - a. 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.

GR. Policy #39 – 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 session, 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.

GR. Policy #40 – 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".

GR. Policy #41 – Registration

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 session. 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 to 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.

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.

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.

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.

GR. Policy #42 – 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 Catalog 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.

GR. Policy #43 – Action Research Requirements

All students seeking Ed.S. degrees must complete an Action Research paper. Action Research projects are designed to solve practical problems through the application of the scientific method. Most projects are concerned with a local problem and are conducted in a local setting. Action research problems may employ either a quantitative or qualitative methodology. In the completion of the Action Research Project students must adhere to the following:

1. Enroll in the courses FED 696 and FED 697 (courses must be taken in sequence).
2. Prepare an Action Research paper proposal in conjunction with the instructor of FED 696. Each proposal must:
 - a. Briefly state the rationale for the study.
 - b. Describe the population from which the study will target. How many subjects will be used and how will they be selected (If consent will have to be given by proxy, be sure to include a statement of why this particular project is merited with this population).
 - c. Describe in non-technical terms the experimental research procedures to which subjects will be exposed. Include sufficient detail so that the instructor of FED 696 can independently evaluate the risks to subjects. If questionnaires will be used, include copies of these items with your proposal.
 - d. Describe the procedures you will use to insure that information gleaned from participants will remain confidential, or give reasons why this cannot be done. In cases involving sensitive or potentially harmful information, where subject identities are to be retained please describe your security procedures.
3. Once project has been approved by instructor of FED 696 student continue to development of the Action Research proposal in FED 697.
4. After the final paper has been approved by the instructor of FED 697 the student must submit a copy of the paper electronically to the Office of Graduate Studies using the ETD process (for more information see the Action Research/Final Research Submission Criteria on the Graduate School website). All papers submitted to the Graduate School must be received at least three weeks before the end of the semester in which the student seeks to complete the degree program.

GR. Policy #44 – Final Research Papers for Non-Thesis Options of Master's Degree Programs

All students completing the non-thesis option of master's degree programs must submit a copy of the final paper/final research project (electronically) to the Office of Graduate Studies using the ETD process (for more information see: Action Research/Final Research paper submission criteria on the Graduate School website). All papers submitted to the Graduate School must be received at least three weeks before the end of the semester in which the student seeks to complete the degree program.

GR. Policy #45 – 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 Catalog.

GR. Policy #46 – 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 Catalog.

GR. Policy #47 – 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.

GR. Policy #48 – 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 Catalog. 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 Catalog.

GR. Policy #49 – Academic 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.

GR. Policy #50 – 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.

GR. Policy #51 – 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, and June 15 for summer graduates.

GR. Policy #52 – 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 \$5.00 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.

GR. Policy #53 – 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.

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).

GR. Policy #54 – 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.