

# **ACADEMIC POLICIES AND PROCEDURES**

- **Undergraduate Programs**
- **Graduate Programs**

**School of Education  
Howard University  
Washington, D.C. 20059**

**Approved by the Board of Trustees  
Effective August 1, 1983**

## INTRODUCTION

The academic policies and procedures outlined here are applicable only to the academic programs offered by the School of Education as a constituent school within Howard University.

These programs include the following:

- The Undergraduate Programs
  - Elementary Teacher Education
  - Secondary Teacher Education
- The Graduate Programs
  - Master of Education (M.Ed.)
  - Master of Arts in Teaching (M.A.T.)
  - Certificate of Advanced Graduate Study (C.A.G.S.)
  - Doctor of Education (Ed.D.)

At the graduate level, the School of Education offers two distinct but interrelated streams of graduate study. The "professional stream" consists of the degree programs listed above. The "research stream" consists of those programs leading to the Master of Arts (M.A.) and the Doctor of Philosophy (Ph.D.) degrees. These latter degree programs are offered by the School of Education through the Graduate School of Arts and Sciences. Students in these programs are subject to the academic policies and procedures of the Graduate School.

A "Code of Conduct" applicable to all students in the University, as well as a statement of student rights and responsibilities, may be found in **The H-Book**.

## TABLE OF CONTENTS

PART 1. Undergraduate Program.....	1
1.0 Admission.....	1
2.0 Academic Standards .....	2
3.0 Transfer of Credit .....	5
4.0 Student Teaching .....	5
5.0 Graduation .....	6
6.0 Student Exchange .....	6
7.0 Visiting Students.....	6
8.0 Unclassified Students .....	7
9.0 International Students .....	7
10.0 University Without Walls Students .....	7
11.0 Enrollment in Graduate Courses .....	7
PART II. Graduate Programs .....	8
1.0 Admission.....	8
2.0 Academic Standards .....	9
3.0 Transfer of Credit .....	11
4.0 Enrollment and Course Load .....	12
5.0 Expository Writing Proficiency.....	13
6.0 Advisement .....	13
7.0 Interruption of Program .....	13
8.0 Graduation .....	13
9.0 Waiver of Required Courses.....	14
10.0 Enrollment in the Consortium .....	14
11.0 Master of Education Degree .....	14
12.0 Master of Arts in Teaching Degree .....	15
13.0 Certificate of Advanced Graduate Study.....	18
14.0 Doctor of Education Degree .....	18

## **PART 1:**

### **UNDERGRADUATE PROGRAM**

#### **1.0 Admission**

##### **I.I Admission from Secondary School**

###### **Criteria**

**1.11** Applicants must have a high school diploma, a GED certificate, or the equivalent credential from a foreign institution.

**1.12** Applicants must rank in the upper half of their graduating class in cases where ranks are calculated and available.

**1.13** Applicants must score at least 350 on the Verbal and 350 on the Mathematics sections of the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Applicants whose SAT scores fall below the minimum may be admitted on a conditional basis and may be required to enroll in verbal and/or mathematical studies programs administered by the Center for Academic Reinforcement.

**1.14** Consideration will also be given to motivation, maturity, commitment to teaching, career goals, and other factors indicative of potential for success.

###### **Procedures**

**1.15** Applicants must complete the forms and supply the documents required by the Office of Admissions, including transcripts, three letters of recommendation, and an autobiographical sketch which discusses family background, school experiences, and reasons for wanting to become a teacher.

**1.16** Applicants who have received a score of three or higher on the Advanced Placement Examinations of the College Entrance Examination Board will be granted advanced placement. Applicants who earn the requisite score in English, a foreign language, a science, and history shall be awarded sophomore standing (30 semester hours credit) and shall be eligible, in fields examined, for specific advancement as determined by the departments concerned. Applicants so qualified will be exempt from one year of the required courses in humanities, natural science, social science, English, speech (if entitled to exemption on the basis of qualifying tests to be taken after entering Howard University), and the first year of a foreign language.

Applicants receiving a score of 3 or higher in fewer than four examinations will be eligible as determined by the appropriate department. Persons may also qualify for exemption as specified by the Director of Undergraduate Teacher Education on the basis of the total record or on the basis of Comprehensive College Tests of the College Entrance Examination Board.

### **International Students**

**1.17** International students must adhere to the admissions procedures outlined above.

**1.18** Applicants from non-English speaking countries must score satisfactorily on the Test of English as a Foreign Language (TOEFL).

### **1.2 Admission from Other Colleges or Universities**

**1.21** Students may be admitted at an advanced level who have been enrolled in other colleges or universities. Courses completed in other school(s) will be evaluated for transfer based upon their equivalence to courses in the undergraduate teacher education program at Howard University.

**1.22** Students transferring from a regionally accredited college must be in good academic standing at that institution, must have a minimum cumulative grade point average of 2.5 (on a 4.0 scale), and at least 12 semester hours credit (or equivalent). Students with less than 12 credits must comply with the procedures for admission directly from secondary school (See 1.15 and 1.16).

**1.23** Students transferring from a state accredited college must be in good academic standing, have a minimum cumulative grade point average of 2.5, and have scores of at least 350 on the Verbal and 350 on the Mathematics sections of the SAT. Students with less than 12 semester hours must submit high school transcripts or GED certificates.

**1.24** Students transferring from an unaccredited college may receive advanced standing for no more than 60 semester hours, must be in good standing, must have a minimum cumulative grade point average of 2.5, and must score at least 350 on the Verbal and 350 on the Mathematics sections of the Scholastic Aptitude Test (SAT). Students with less than 12 semester hours must submit high school transcripts or GED certificates.

**1.25** Students transferring from another unit of Howard University will be subject to the provisions of 1.22.

**1.26** Students from non-English speaking countries must meet the provisions of 1.18 above.

**1.27** Students transferring from another college must make application on forms provided by the Office of Admissions and supply the documents required by that office.

## **2.0 Academic Standards**

### **2.1 Good Standing**

Good academic standing requires that a student maintain a minimum cumulative grade point average of 2.0 for the first 45 semester hours and 2.5 thereafter.

### **2.2 Probation**

**2.21** A student incurs probation when the cumulative grade point average falls below that required for good academic standing as defined in 2.1 above.

**2.22** A student who is on academic probation may enroll in no more than 12 semester hours credit in a single semester.

### **2.3 Suspension**

A student with 45 or less credits who has been placed on probation and who remains on probation after two semesters will be suspended from the undergraduate teacher education program. A student with more than 45 credits who has been placed on probation and who remains on probation after one semester will be suspended from the program.

### **2.4 Readmission After Suspension**

**2.41** A student who has been suspended from the undergraduate teacher education program may not be readmitted until one full semester has passed.

**2.42** A student who desires readmission after academic suspension must petition the Dean of the School of Education. The petition must include a discussion of reasons for the previous poor performance and of any new circumstances which would justify readmission.

**2.43** A student on academic suspension who enrolls in another undergraduate unit of Howard University may be readmitted when the cumulative grade point average has been brought to the level required for good academic standing as defined in 2.1 above.

**2.44** If readmission is recommended for a student on academic suspension who has not been enrolled in another unit of this University, the student will be placed on academic probation and will be subject to the requirements of that status (see 2.2 above).

**2.45** Petitions for readmission will be considered by the Committee on Academic Standards of the Department of Curriculum and Teaching.

## **2.5 Readmission of Students in Good Standing**

When the attendance of a student in good academic standing is disrupted for at least one semester, application for readmission must be made not later than 10 days prior to the registration date for the semester in which reenrollment is desired.

## **2.6 Grading Policies**

**2.61** Grading in undergraduate courses shall follow the University system of letter grades, viz, A,B,C,D, and F.

### **2.62 Pass/Fail Option**

**2.621** Students with at least sophomore standing, with a cumulative average of at least 2.5, and who are enrolled for at least 12 credits, may elect one additional course each semester in a department other than the major or minor departments under the pass/fail arrangement. This option is not open to students in fulfilling credits in general education but is restricted to elective courses exclusively.

**2.622** Under the pass/fail arrangement, a student will receive a "pass" if the work in the course is evaluated as "D" or better, and "fail" if the work is evaluated below "D." Credits earned with a "pass" designation will count toward graduation requirements but will not be included in the computation of the cumulative grade point average. Credits designated as "fail" will not be added to the student's record as failing credits nor as hours attempted and will not be included in the computation of grade point average.

**2.623** Students electing a course under the pass/fail arrangement cannot subsequently change to a letter grade basis for that course.

**2.63** A student may repeat only once a course in professional education and teaching methods for which a grade below C was earned. The previous grade will remain on the academic record, but it is not used in computing the cumulative grade point average.

## **2.7 Honors**

**2.71** Undergraduate students with a minimum cumulative grade point average of 3.2 will be included in the Dean's list.

**2.72** Students completing the undergraduate teacher education program will be awarded graduation honors based upon achieving cumulative grade point averages as follows:

Cum Laude: 3.2 - 3.49

Magna Cum Laude: 3.5 - 3.79

Summa Cum Laude: 3.8 - 4.0

## **2.8 Class Attendance**

Regular class attendance and participation are expected of all students in the undergraduate teacher education programs, and these factors may be considered by instructors in the evaluation of students.

## **2.9 Academic Load**

**2.91** Full time status requires enrollment in at least 12 semester hours of credit; students enrolled for less than 12 semester hours are considered to be in part time status.

**2.92** The maximum course load is 18 semester hours per semester. In exceptional situations, with the approval of the advisor, the Director of Undergraduate Teacher Education, and the Dean, students with a minimum cumulative grade point average of 3.0 may be permitted to enroll for more than 18 credit hours.

## **3.0 Transfer of Credit**

**3.1** Students in the undergraduate teacher education programs may take courses in other accredited institutions for transfer to Howard

University. Each transferred course must be specifically approved by the advisor, the Director of Undergraduate Teacher Education, and the Dean.

- 3.2** Only those courses may be transferred in which a grade of C or better was received.
- 3.3** Courses in teaching methods and in student teaching may not be transferred from another institution. Consortium courses taken while enrolled in Howard University are not considered transfer courses.
- 3.4** The last 30 semester hours of credit prior to graduation must be taken at Howard University.
- 3.5** Grades earned in transferred courses are not used in computing the cumulative grade point average but the credits earned may count toward the credits required for graduation.

#### **4.0 Student Teaching**

**4.1** Enrollment in student teaching in the elementary education program requires the prior completion of all professional education courses except 140-149 Diagnostic and Prescriptive Reading and Mathematics, which must be taken concurrently with student teaching. Professional education courses include all courses in the School of Education and all teaching methods courses offered in other units of the University.

**4.2** Students enrolled in other units of the University, who have approved majors or major/minor combinations, and who have completed the prescribed courses for the professional minor in secondary education (except 145-160 Improvement of Reading in the Secondary School which may be taken concurrently with student teaching) are eligible to apply for secondary student teaching.

**4.3** Admission to student teaching requires a formal application by the announced deadline date during the semester preceding the semester of anticipated enrollment in student teaching. Application is made to the Director of Undergraduate Teacher Education.

**4.4** Admission to student teaching for students in the elementary education program requires a minimum cumulative grade point average of 2.5 overall and 2.7 in professional education courses; for students in the secondary education program, the minimums are 2.3 overall and 2.5 in professional education courses. Professional education courses in which a grade below

C was earned must be repeated and a grade no lower than C must be earned.

**4.5** In evaluating applications for elementary and secondary student teaching consideration will be given to intellectual, physical, emotional, and social readiness for teaching. Applicants for secondary student teaching must have the recommendation of two faculty members and the major department chairman.

## **5.0 Graduation**

**5.1** The Bachelor of Arts degree in Elementary Education requires a minimum of 124 semester hours of credit and minimum cumulative grade point averages of 2.5 overall and 2.7 in professional education.

**5.2** All prospective graduates are required to take the National Teacher Examination in both the Common and the Elementary Education Teaching area.

**5.3** Graduation requires completion of the curriculum in effect at the time of initial enrollment. However, if the curriculum should be changed prior to graduation, the student will be expected to follow the new curriculum in those areas which affect professional certification; with respect to other kinds of curriculum change, the student may elect to change fully or partially to the new program with the concurrence of the Director of Undergraduate Teacher Education. Students who break enrollment and are not enrolled in the University for three or more continuous semesters (excluding summer) must meet the curriculum requirements in effect at the time of their return.

### **5.4 Filing for Graduation**

Undergraduate students must submit an application for graduation to the Director of Undergraduate Teacher Education within the first three weeks of the semester in which graduation is expected.

### **5.5 Clearance for Graduation**

Students will be recommended for graduation only after being cleared for graduation by having satisfied all financial and academic obligations to the University. Financial clearance is obtained by the student through the Office of Student Accounts; academic clearance is granted through the Director of Undergraduate Teacher Education.

## **6.0 Student Exchange**

Students who have attained at least Junior level classification (60 semester hours) are eligible to participate in a student exchange program, at a college with which Howard University has an exchange agreement. Fees will be paid to Howard University and grades earned will be calculated into semester hours and grade point average as though they were earned at Howard University.

## **7.0 Visiting Students**

Students in regular attendance and in good academic standing at a regionally accredited or foreign institution, may enroll for a limited number of courses upon written request by the Dean or head of academic programs at their institutions. Applications must be submitted to the Office of Admissions.

## **8.0 Unclassified Students**

- 8.1** An applicant seeking to take courses without becoming a degree candidate may be admitted in an unclassified student status. The applicant is subject to the same entrance regulations, fees, and course prerequisites as regular students.
- 8.2** A student admitted to the undergraduate program in the unclassified status may not enroll in graduate level courses.
- 8.3** The unclassified student may apply for admission to regular degree status and if accepted may transfer to a degree program no more than 18 semester hours of credit carried while in the unclassified status.

## **9.0 International Students**

An international student must pursue a full course of study as defined by the U.S. Department of Justice Immigration and Naturalization Service Regulations governing Non-Immigrant "F-1" Foreign students. The student must register for a minimum of 12 semester hours. The University's international student advisor must authorize any course load below the minimum. Failure by students to comply with these requirements will render them ineligible to receive the Certificate of Eligibility (Form 1-20) to support their Non-immigrant (F-1) status.

## **10.0 University Without Walls Students**

Students may transfer to the undergraduate teacher education program credits in general education and content courses taken in the University Without Walls if approved by the Director of Undergraduate Teacher Education and the Dean. Courses in teaching methodology may not be transferred.

## **11.0 Enrollment in Graduate Courses**

Undergraduates may not enroll in graduate courses except during the final semester prior to graduation. Such graduate credits may be transferred to a graduate program provided they were not used in meeting the requirements for the undergraduate degree. Permission to take graduate courses must be secured in writing from the Director of Undergraduate Teacher Education and the Dean.

## **PART 11: Graduate Program**

### **1.0 Admission**

#### **1.1 Criteria**

**1.11** Applicants for regular admission to a Master's degree program are expected to have the bachelor's degree from a regionally accredited institution, a minimum cumulative grade point average (GPA) of 2.7 (on a 4.0 scale) and a minimum GPA of 3.0 in the major field. Applicants to a Certificate of Advanced Graduate Study program are expected to have a Master's degree from a regionally accredited institution. Applicants to a doctoral program are expected to have a Master's degree from a regionally accredited institution, and a minimum GPA of 3.4 (on a 4.0 scale) in the major field.

**1.12** Applicants with credentials from a foreign institution which are equivalent to those stated in 1. II may be considered for admission to a graduate program.

**1.13** An applicant is expected to have adequate educational preparation and experience for the field in which graduate work is to be done. Admission to graduate programs is under the jurisdiction of the various departments. Students with inadequate preparation may be required to take additional courses as prescribed by the department of major concentration.

#### **1.2 Procedures**

**1.21** Applicants for graduate study shall provide a handwritten statement of rationale for the choice of an area of specialization, transcripts of all previous college work and three letters of recommendation. Interviews and the completion of evaluation instruments may be required at the discretion of the department.

**1.22** Applications for admission and all supporting documents are received and held for evaluation by the Office of Admissions. The department in which a student plans to study shall determine whether the student is qualified to be admitted for graduate study in that department.

**1.23** Admission to a graduate program does not automatically admit a person to candidacy for a degree.

#### **1.3 Categories for Admission**

**1.31** Degree Student - Regular: An applicant who fully meets the stated requirements for a graduate program will be accepted as a regular degree student.

**1.32** Degree Student - Provisional: An applicant who has deficiencies in preparation or scholarship and who is otherwise judged as having potential for success in a graduate program, may be accepted on a provisional basis. The student in this category may take no more than nine graduate credit hours per semester and will be allowed a maximum of one calendar year to qualify as a regular degree student. In those cases in which the deficiency was inadequate preparation, the attainment of regular status will require the completion of those courses designated by the department with a minimum grade point average of 3.0 (on a 4.0 scale) and not more than 3 semester hours below the grade of B. When the deficiency was low scholarship, the attainment of regular status will require the completion of at least one semester full time (9 semester hours) or the equivalent number of semester hours in part time status (not exceeding one calendar year) with a minimum grade point average of 3.0 (on a 4.0 scale) and no more than 3 semester hours below the grade of B. If the provisions stipulated by the department are not met, the student will be suspended (academically) from the graduate program.

**1.33** Non-Degree Student: Persons who desire to enroll in graduate courses but do not wish to pursue a degree may be admitted as non-degree students. Applicants must meet the admission requirements as set forth by the department. Departments will determine the number of non-degree students that can be accepted. Non-degree students, upon approval by the department, may qualify for another category of admission and may transfer to a degree program a maximum of six (6) semester hours of credit with grades of B or better.

## **2.0 Academic Standards**

### **2.1 Good Standing**

Good academic standing requires that a student maintain a minimum cumulative grade point average of 3.0 (on a 4.0 scale). Only students in good academic standing will be recommended to receive a graduate degree.

### **2.2 Probation**

A student incurs academic probation when the cumulative grade point average falls below that required for good academic standing as defined in 2.1 above.

## **2.3 Suspension**

**2.31** A student who is on academic probation and does not achieve good academic standing by the end of the next semester in residence shall be suspended from the graduate program.

**2.32** A student who accumulates nine (9) or more semester hours of grades below B shall be suspended from the graduate program. This provision applies to each of the several degree programs, but is not cumulative from one degree to another.

## **2.4 Readmission After Suspension**

**2.41** A student who has been suspended from a graduate program may not be readmitted until one full semester (excluding the summer session) has passed.

**2.42** A student who desires readmission after academic suspension must submit a University application to the Office of Admissions and must petition the Dean of the School of Education. The petition must include a discussion of the reasons for the previous poor performance and of any new circumstances which would justify readmission. Evidence may also be presented of either academic or professional productivity during the period of suspension.

**2.43** Petitions for readmission will be considered by the Committee on Academic Standards of the department in which the student was enrolled. The departmental recommendation will be forwarded by the chairman to the Dean. A recommendation to readmit a student must stipulate any conditions which attend the student's pursuit of the program upon reenrollment.

## **2.5 D and F Grades**

**2.51** No credit toward a graduate degree is given for a course in which a grade of D or F is earned. Such course must be repeated with a passing grade if it is to be counted as credit toward a degree.

**2.52** Grades of D and F are a permanent part of the student's record and are used in the calculation of the grade point average whether or not the courses are repeated.

## **2.6 Change of Grade**

A grade assigned for work in a course is not subject to change. Exceptions may be considered in the case of a specific error. Students who believe that an error was made in assigning a grade must petition the teacher within four weeks after the beginning of the next semester. Grading errors may be corrected upon petition by the teacher of the course to the Dean not later than six weeks after the beginning of the next semester.

## **2.7 Incomplete Grades**

The grade of Incomplete (I) may be given to those students who, upon petitioning the instructor, have provided acceptable justification for failure to complete some portion of the course requirements by the time when final grade reports are due. All Incomplete grades, except for thesis research, dissertation research, directed individual study, practicum and internship courses must carry an alternative grade indication which is the grade that the student would receive if the missing course requirements are never completed. Incomplete grades must be removed by the end of the next semester during which the student is enrolled in the University. If the Incomplete grade is not removed, the alternate grade becomes the permanent grade.

## **2.8 Undergraduate Courses Taken by Graduate Students**

Grades earned in undergraduate courses taken while enrolled in a graduate program are calculated in the grade point average, but credit earned in such courses may not be used in meeting the requirements for a graduate degree.

## **2.9 Time limitation for Graduate Course Credit**

**2.91** No course (except a transferred course) that was pursued more than five years prior to the term in which a student is recommended for a

Master's degree or the Certificate of Advanced Graduate Study, or more than seven years for the Doctor of Education degree, shall be credited toward the requirements of that degree.

**2.92** Exceptions may be granted and course credits renewed upon the written recommendation of the chairman of the department offering the course, based upon an examination of the candidate. Evidence shall be available to support the validity of each such recommendation. At the discretion of the department, a departmental comprehensive examination

may be used to validate the recommendation for renewal of courses. The concurrence of the Executive Committee is required for each renewal.

### **3.0 Transfer of Credit**

- 3.1** The transfer of credit refers to an arrangement whereby a course taken at another school is entered upon the student's official record at Howard University, and the credit earned is counted toward degree requirements.
- 3.2** The request for transfer of credit is initiated by the student to the major department, which transmits its recommendation to the Dean for consideration by the Executive Committee. When the course proposed for transfer is to be used to replace or as the equivalent of a course offered within the School of Education, the recommendation of the department which offers the course being replaced must also be transmitted to the Executive Committee.
- 3.3** Requests for transfer of credit must reach the Dean no later than the end of the second full week of the semester in which the student seeks to graduate. An official transcript reflecting the course to be transferred must accompany each request.
- 3.4** No more than six (6) semester hours of credit may be transferred to a Master's degree program or a Certificate of Advanced Graduate Study program, and no more than thirty (30) semester hours may be transferred to a Doctor of Education program. This limit on the number of transferable credits does not apply to credits earned in other graduate units of Howard University, but all such courses must be transferred formally in the prescribed manner if they are to count toward the requirements for a degree in the School of Education.
- 3.5** Courses requested for transfer must have been taken in a graduate school which has regional accreditation, and the courses must be recognized as regular graduate degree courses by the institution where they were taken. No correspondence courses will be approved for transfer.
- 3.6** Only those courses may be transferred in which a grade of B or better was earned.
- 3.7** Courses requested for transfer shall not have been used to meet the requirements for an undergraduate degree.
- 3.8** Transferred courses may not be used to satisfy the attendance requirements for a degree except as provided under 4.4 below.

## **4.0 Enrollment and Course Load**

- 4.1** A student is considered to be in full time enrollment during a regular semester (Fall, Spring) who is enrolled in at least nine (9) semester hours; in a summer session, full time enrollment requires enrollment in at least six (6) semester hours.
- 4.2** A student is considered to be in part time enrollment during a regular semester (Fall, Spring) who is enrolled in less than nine (9) semester hours; in a summer session, one is in part time enrollment who is enrolled in less than six (6) semester hours.
- 4.3** Programs in excess of twelve hours in a single semester require the written approval of the assigned advisor and the department chairman. Copies of these approvals must be submitted to the Office of the Dean prior to the deadline for withdrawing from a course in the current semester. When these approvals are lacking, the student may be required to drop courses in excess of the maximum.
- 4.4** A student must be enrolled for at least two semesters (either in part time or full time status) in a graduate program of the School to be recommended for a degree. Upon recommendation of the department, enrollment in the Graduate School of Arts and Sciences or in other graduate programs within the University may be counted toward this requirement.
- 4.5** A student Insist be enrolled (either in part time or full time status) during the semester in which the degree is to be awarded; this requirement may be waived for a student who has met all requirements for a degree except financial clearance, upon written petition to the Dean.

## **5.0 Expository Writing Proficiency**

All graduate degree programs require that each student recommended for graduation shall have demonstrated competency in the English language as evidenced by a passing score on the Graduate Expository Writing Examination administered under the aegis of the Graduate School of Arts and Sciences, or by the satisfactory completion of the expository writing course(s) prescribed by the Graduate Expository Writing Program.

## **6.0 Advisement**

- 6.1** Upon admission, each student shall be assigned to a faculty member who shall provide academic advisement related to matters such as program

planning, course selection, and the satisfaction of degree requirements. Students have the right to change advisors; faculty members have the right to change advisees. All requests for such changes must be made in writing to the chairman of the department.

- 6.2** Within the first semester of a student's enrollment, the faculty advisor shall assist the student in developing a tentative program of study which will include all courses needed to obtain the degree, as well as courses to be transferred, waived, or used as substitutes for required courses. A copy of this tentative program, signed by the advisor and advisee, shall be deposited with the advisor, the student, and the chairman of the department.
- 6.3** The program of every graduate student shall be endorsed at registration by a representative of the major department, normally the assigned advisor.
- 6.4** Departmental faculty are expected to provide continuous advisement to students throughout their residence **in** a graduate program.
- 6.5** The faculty in each department shall have the responsibility for monitoring and advising students on academic probation.

## **7.0 Interruption of Program**

Students whose work is interrupted by absence from residence for any cause for more than two consecutive semesters (excluding summer) should not expect to be graduated under the degree requirements in effect at the time of their initial enrollment, but rather under those requirements in effect at the time of their return to residence. Residence means part or full time enrollment.

## **8.0 Graduation**

- 8.1** Students in all degree programs must file with the Office of the Dean an application for graduation by the deadline date announced by the University for the specific semester in which graduation is expected.
- 8.2** Students will be recommended to receive degrees by vote of the faculty, based upon certification of departmental approval and verification by the Dean that academic and financial obligations have been satisfied.

## **9.0 Waiver of Required Courses**

- 9.1 A department has the right to require that its own courses be taken.
- 9.2 Any required course other than that explicitly excluded by a department as indicated above may be waived if a student can present satisfactory evidence to the department offering the course that the course objectives have already been attained.
- 9.3 A request for waiver of a course must be initiated by the student to the department offering the course, with the approval of the major department. The recommendation of both departments shall be forwarded to the Dean for consideration by the Executive Committee.
- 9.4 Approval for the waiver of a course does not confer graduate credit, but merely eliminates that course as a requirement. The total credits required for a particular degree must be satisfied regardless of the waiver of one or more courses.

## **10.0 Enrollment in the Consortium of Metropolitan Universities**

Graduate students in the School of Education may enroll in courses in other schools through the Consortium of Metropolitan Universities according to the policies and procedures adopted by the University and promulgated in the official schedule of course offerings each semester. All such policies and procedures are incorporated here by reference.

## **11.0 General Requirements for the Master of Education Degree**

### **11.1 Total Credits**

The minimum credit required for the Master of Education degree is 36 semester hours; individual departments may require credits in excess of the minimum and students admitted provisionally **may** be required to earn more than the minimum.

### **11.2 Course Distribution**

**11.21** All programs leading to the Master of Education degree include a common core of required courses (or approved equivalents) as specified by the faculty of the School.

**11.22** All programs leading to the Master of Education degree require a minimum of twelve (12) semester hours of credit in the major area as prescribed by the respective departments.

**11.23** The remaining credits may be taken in the major area, or in other areas as approved by the major department.

**11.24** The faculty of each department shall specify the departmental requirements for each of its programs. Such departmental programs must have the approval of the Executive Committee and the faculty of the School.

### **11.3 Comprehensive Examination**

**11.31** Candidates for the M.Ed. degree must pass a written comprehensive examination as prescribed by the faculty of the major department, prior to being recommended for the degree. Students desiring to take the examination must give notice of intent by the announced deadline date within the semester when the examination will be taken.

**11.32** Students must be enrolled in the University and be in good academic standing in the School of Education during the semester in which the comprehensive examination is taken.

**11.33** A student whose performance on the comprehensive examination is unsatisfactory may request a second attempt. The second examination may be taken no earlier than the next regular administration of the comprehensive examination. A student who fails the second examination will be dropped **from** the program. The department may require the student to take additional course work in preparation for the second attempt.

## **12.0 General Requirements for the Master of Arts in Teaching Degree**

### **12.1 Total Credits**

The minimum academic credit required for the degree of Master of Arts in Teaching (M.A.T.) is 36 semester hours of graduate credit; individual departments may require credits in excess of the minimum and students admitted provisionally may be required to earn more than the minimum.

### **12.2 Course Distribution**

**12.21** All programs leading to the Master of Arts in Teaching degree include a common core of required courses (or approved equivalents) as prescribed by the faculty of the school.

**12.22** An internship experience is required as prescribed by the major department.

**12.23** The remaining credits may be distributed among courses in professional education, in a teaching subject field, and in elective areas as prescribed by the major department.

**12.24** The faculty of the department in which the student is majoring shall specify the departmental requirements for each of its programs. Such departmental programs must have the approval of the Executive Committee and the faculty of the School.

### **12.3 Thesis**

**12.31** The M.A.T. degree requires a candidate for the degree to prepare and submit a curriculum thesis based upon the internship experience. A maximum of three (3) semester hours of credit toward the total credit required for the degree may be earned for an approved thesis. To earn this credit, the student must enroll in the designated departmental course for thesis research.

**12.32** Students who are working on the thesis are required to maintain enrollment in a thesis research course so long as they are using University facilities or are conferring in person with the thesis advisor. When the maximum number of thesis credits allowable in the program has been accumulated, such students shall enroll as auditors (non-credit).

**12.33** The thesis shall be typed double spaced upon 20 pound bond paper, 8 1/2 by 11 inches. The margins shall be 1 1/2 inches top, bottom, and left, and 1 1/4 inches on the right. All typed matter shall come within these margins. An original ribbon copy and first copy (or clear reproduction) on 20 pound bond paper, certified as approved by the major department, must be submitted to the Dean by the announced deadline date for the semester in which the student is to be recommended for the degree.

**12.34** The thesis must conform in matters of form and style to a manual of style as prescribed by the major department. Deviations from the manual of style must be approved in advanced in writing by the Office of the Dean. The department will notify the Office of the Dean as to the prescribed manual of style.

**12.35** The title page of the thesis shall conform to the sample form following.

**12.36** Sample Title Page for the Master of Arts in Teaching Thesis.

**TITLE OF THESIS**

A thesis submitted to the  
Faculty of the School of Education

of

**HOWARD UNIVERSITY**

in partial fulfillment of the requirements for the degree of

**MASTER OF ARTS IN TEACHING**

Department of Curriculum and Teaching

by

Name of Candidate

Washington, D.C.

Current Date

## **13.0 General Requirements for the Certificate of Advanced Graduate Study**

### **13.1 Total Credits**

The minimum academic credit required for the Certificate of Advanced Graduate Study is 30 semester hours of graduate credit beyond the Master's degree. Individual departments may require credits in excess of the minimum, and students admitted provisionally may be required to earn more than the minimum.

### **13.2 Course Distribution**

**13.21** All programs leading to the Certificate of Advanced Graduate Study (CAGS) include a common core of required courses (or approved equivalents) as specified by the faculty of the School.

**13.22** All programs must include a minimum of twelve (12) semester hours of upper level graduate courses in the major area of specialization.

**13.23** Any remaining credits may be earned in the major area or in areas supporting the major area as approved by the department.

**13.24** The faculty of the department in which the student is majoring shall specify the departmental requirements for each of its programs. Such departmental programs must have the approval of the Executive Committee and the faculty of the School.

## **14.0 General Requirements for the Doctor of Education Degree**

### **14.1 Total Credits**

The minimum academic credit required for the Doctor of Education degree is determined for each program by the department offering the degree with the approval of the Executive Committee and the faculty of the School. Within the framework of departmental requirements, individual student programs are determined by the student's Guidance Committee.

### **14.2 Enrollment**

At least three semesters of full time enrollment in the School of Education at Howard University are required, two of which must be consecutive and are exclusive of the Summer semester.

### **14.3 Advisement**

During the first semester of enrollment, each student will be assigned to a Guidance Committee, which has the responsibility of developing a total

curriculum for the student within the framework of the approved departmental program.

#### **14.4 Qualifying Examinations**

**14.41** Satisfactory performance on a written preliminary qualifying examination is required. This examination is to be taken during the third 18 semester of full time study or after the completion of 24 semester hours of doctoral study, whichever comes first. The examination covers the major field of study and requires a minimum period of six clock hours.

**14.42** Satisfactory performance on a written comprehensive qualifying examination is required. This examination is to be taken after the student has passed the preliminary examination and has completed all required course work (except internship) for the degree. The examination covers the major area and requires a minimum period of twelve clock hours.

**14.43** Satisfactory performance on an oral qualifying examination is required. This examination is administered in connection with the defense of the dissertation and covers the candidate's field of research and related areas of study (see 14.74 below).

**14.44** In the event there are areas of the written examinations (see 14.41 and 14.42 above) which the examination committee feels require further elaboration before an evaluation can be rendered, the committee may schedule an oral examination covering part or all of the written examination.

**14.45** A student whose performance on any qualifying examination is unsatisfactory may request departmental approval for reexamination after one semester. Any student who fails the examination for a second time will not be permitted to continue work for the Ed.D. degree.

#### **14.5 Foreign Language Proficiency**

**14.51** Each student is required to demonstrate reading proficiency in a foreign language or acquire alternative competencies as determined by the department.

**14.52** Foreign language proficiency may be demonstrated by satisfactory performance on the Graduate School Foreign Language Test administered by the Educational Testing Service, or on the departmental examination prepared by the foreign language departments at Howard University.

**14.53** Alternatives to foreign language proficiency are determined by the department with the approval of the Executive Committee and the faculty of the School.

## **14.6 Candidacy**

**14.61** Admission to candidacy constitutes formal recognition of a student's advanced standing, and approval by the department of the student's course of study. It also serves to notify the University of the probable completion date. It is prerequisite for enrolling in dissertation research.

**14.62** Recommendation to candidacy is initiated by the student through the major department and is forwarded to the Dean for approval by the Executive Committee. Recommendations must reach the office of the Dean no later than the end of the second full week of the semester in which the student expects to graduate.

**14.63** To be eligible for departmental recommendation to candidacy, the student must have fulfilled the following requirements:

- Graduate Expository Writing Examination;
- all formal course work except internship;
- the foreign language proficiency requirement or approved option;
- the preliminary and comprehensive qualifying examinations;
- an approved proposal for the dissertation.

## **14.7 Dissertation**

**14.71** The candidate for the Ed.D. degree is required to present a scholarly dissertation which is the result of sustained research or the extensive evaluation of an educational program.

**14.72** A maximum of twelve semester hours of dissertation research may be counted toward the total credits required for the degree. The student must be enrolled in a dissertation research course as long as he is using University facilities or is conferring in person with the dissertation committee. When the maximum number of credits has been earned which can count toward the degree, enrollment in dissertation research should be by audit (non-credit).

**14.73** Upon a student's admission to candidacy, and at the recommendation of the department chairman, the Dean shall appoint a committee of at least four persons to supervise the studies upon which the dissertation will be based.

**14.74** The candidate shall be required to pass a final oral examination in defense of the dissertation. Although the examination shall be based primarily upon the investigation, it may also include related aspects of the field (see 14.43).

**14.741** The oral dissertation examination shall be conducted by an oral examination committee composed of at least five persons; one member shall come from outside the University, and at least four members must be full time faculty members in the School of Education at Howard University.

**14.742** The oral examination committee, which may not necessarily be identical to the dissertation committee that guided the dissertation research, shall be appointed by the Dean upon recommendation by the department chairman.

**14.743** The oral dissertation examination shall be open to the University community, but the deliberations of the committee shall be private.

**14.744** A quorum of the oral examination committee for conducting a valid oral dissertation examination shall be the minimum committee membership described in 14.741 above. A passing evaluation requires the unanimous affirmative vote of a quorum.

**14.745** The oral dissertation examination shall be scheduled by the Dean upon petition from the department chairman based upon certification by the committee that guided the dissertation research that the dissertation is in final form. Such petition shall be made no later than three weeks before the proposed date for the oral dissertation examination.

**14.75** Within two weeks after passing the oral examination, the student shall submit to the Dean one original and two carbon copies (or clean reproductions) of the dissertation, certified as approved by the oral examination committee. It shall be accompanied by four copies of an abstract which is approximately 600 words in length.

**14.76** Each copy of the dissertation shall be presented on 20 pound bond paper with dimensions of 8 1/2 by 11 inches, and with margins of 1 1/2 inches top, bottom, and left side, and 1 1/4 inches on the right side. The dissertation shall conform in form and style to a manual of style prescribed by the department. Deviations must be requested and

approved by the Dean in advance of the final submission of the dissertation.

**14.77** The title page of the dissertation shall conform to the sample following.

**14.77** Sample Title Page for the Doctor of Education Dissertation.

**TITLE OF THESIS**

A Dissertation  
Submitted to the Faculty  
of the  
School of Education

of  
HOWARD UNIVERSITY

in partial fulfillment of  
the requirements for the  
degree of

**DOCTOR OF EDUCATION**

Name of Department

by

Name of Candidate

Washington, D.C.

Current Date