

STUDENT HANDBOOK

John H. Johnson
School of Communications
Undergraduate

Howard University
August, 2009

FOREWORD

Welcome to the John H. Johnson School of Communications! Howard University President Dr. Sidney Ribeau says that Howard is “a remarkable university, a truly international university, and one that has made significant contributions not only in the United States of America but also around the world, training principally African Americans for global leadership roles in America and the world.” In the School of Communications, we are very conscious of our responsibility to train our students to be leaders. You are enrolled in a dynamic school with a vision for the future of the rapidly evolving field of communications, a central component of the Information Age, which greets us as we enter the twenty-first century. We expect our graduates to become leaders for America and indeed for the world.

The Student Handbook is intended to provide you with basic information about the John H. Johnson School of Communications, its academic policies, and certain opportunities that are open to students of the School. Please take some time to familiarize yourself with its contents. If you have questions, refer to the offices indicated in the list of “Useful Telephone Numbers,” see your adviser or come to the Dean's Office. We recognize that communication is a two-way process and we welcome your feedback and suggestions about the program and about this handbook.

Be sure to read carefully three sections called “Avoiding Problems,” “Who cares about integrity?” and “Staying Real.” These sections draw attention to academic problems that can be avoided and to living intelligently on campus in today’s world.

Students may also wish to refer to the current *Howard University Code of Conduct and Judiciaries* for information on student rights, which is in the *H-Book*. The School also has an evolving website: <http://www.soc.howard.edu>. If you are interested in contributing to the website, let us know.

Jannette L. Dates
Dean

Rochelle Ford
Associate Dean
for Research and Academic Affairs

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AVOIDING PROBLEMS

- Incomplete Grades are given at the discretion of the instructor, upon request of the student, when there are legitimate circumstances (such as illness) that prevent a student from completing a course in a timely manner. Incomplete grades are to be accompanied by a form which specifies work completed, work still to be completed, and an assessment of the work completed. The form is filed with the student's adviser.
- An Incomplete Grade must be cleared by the last day of classes in the next semester of registration. Otherwise it turns into a hard grade. For example, if you get an I/D in December, 2009, you have until the last day of classes in April, 2010, to clear the grade. If you don't, your grade automatically becomes a hard D. Advice: Clear incompletes as early in the next semester as possible.
- Attendance in classes is expected to be regular and prompt. Faculty members may specify attendance requirements on their syllabi. Students are encouraged to inform faculty members of any prolonged absences and be sure that they have a clear understanding of any special requirements related to such absences.
- Participation in the Commencement Exercises is limited by the University to those students who have fulfilled all academic and financial requirements for their degree. Advice: Plan your program and finances carefully.
- Tough Courses (like math and stats) should not be put off until the end of the student's program, when failure may have the dire consequence of not graduating on time. Advice: Take tough courses early.
- See your adviser every semester before you register. Your adviser helps you plan your program so you finish on time.
- Online Registration can easily lead to errors. Advice: After reserving courses on-line, make a printout. CHECK IT FOR ACCURACY OF COURSE NUMBERS AND SECTIONS. AND BE SURE THAT YOU ARE SIGNED UP FOR CREDIT (STANDARD LETTER!!) DOUBLE CHECK IT!!.
- Emergencies. If you have to leave for home suddenly or for any other emergency, call your adviser or the dean's office to let someone know. If you are unable to return to campus, **you need to initiate a total withdrawal from the University. If you don't withdraw, you may get F's and lose the chance for a partial refund of tuition.**
- Pay attention to the UNIVERSITY CALENDAR available on the Howard website. Know deadlines for registration, change of program, payment of fees, last day to withdraw from a course or do a total withdrawal. It is your responsibility to keep track of deadlines.

- **If you need someone to talk to in confidence, call the University Counseling Service at 806-6870. It is located in our building (CB Powell) in Wing One, first floor.**

Who cares about integrity? Why bother with it?

I do want to say just a couple of things to young people. . . Try to keep your integrity. I know some people -- when they see a BMW, a Mercedes, or a Jaguar -- the first thing they start thinking about is how they can get rid of their integrity. . . . But I want to remind you of one thing, and warn you young people, the terrible thing about selling out is that you have nothing left to sell. . . Believe me, in this country once you have nothing left to sell, you are absolutely dispensable. So if you want to remain around with people wanting your services, don't sell out. Don't sell out! . . . Try to keep your integrity because you're going to find out in life that in the end that's all you've got. That's all you've got. Money won't count, I can assure you. And I used to have plenty of it. . .

From Max Robinson's words to the School of Communications Annual Communications Conference in 1988, his last public appearance before his untimely death a few weeks later. Max Robinson was the first African American to serve as a national broadcast television news anchor.

We make a lot of trivial short-term decisions that run counter to our long-term goals. It is easy to believe that a couple of doughnuts today won't make you fat tomorrow. It is easy to believe that telling a little half-truth to a friend to avoid embarrassment won't undermine that friend's trust in you. It may even be easy to believe that a glance at a neighbor's exam paper won't tarnish your character. It may be easy to believe that (a little) plagiarism, a (convenient) forgery, or . . . or . . . won't cost you your degree, your job, . . . or your character.

Max Robinson knew how the world worked out there. He had no illusions about the hypocrisy of the powerful and the unfairness of the system, but he knew when he spoke to us, only a few weeks before his death, that, in the end, all you have is your integrity.

Think about it today, because it will make (or break) you tomorrow.

The Administration and Faculty of the John H. Johnson School of Communications

Staying Real

Letter from Mbili Mwaniki, Class of 2000

How exciting, you've made it! you are now officially a college student. For most this is the first time being physically away from home for an extended period of time without the watchful eye of a guardian.

The question then becomes as a college student what does all this mean? Well...So does this mean that where limitations used to exist they no longer exist? YES. Does this mean that previous limitations on dating, curfew, food, dress, phone privileges and even drugs, alcohol and sex are now gone.

Yes. There really is no one to stop you from doing what you want to do, but you. In a word, college survival is all about individual responsibility. You are now totally responsible for your own destiny. It is you this time who will take the blame as to whether you fail or succeed, and not your guardians.

College is a haven of new experiences, new people and yes of course NEW PROBLEMS...NEW PRESSURES.

With all this in mind you must remember college is an investment that you must maintain and get your money's worth.

With tougher grading policies, strange new faces, attitudes and cultural norms, homesickness, peer pressure, roommate rivalries, dorm food and the list continues. And with such a list there is a need, search if you will for a release, a stress reliever.

Here is a strong piece of advice, when things get tough or uncertain turn to family, friends, God. Do not turn to alcohol, drugs or sex. These three things can ruin your total investment and life.

Appropriate Behavior and Attire

The John H. Johnson School of Communications does not have a formal code of specific rules for how to dress and how to behave. The expectation is that students become aware of the effect their choices of attire, language, and behavior have on others and also on their sense of themselves. A broad range of attire and behavior is observed in the various communication professions. Nonetheless, every human society develops a set of expectations about acceptable behavior, language, and dress. The School of Communications community is diverse with students, faculty, and staff from around the world. Although the School encourages tolerance of differences, its leadership recognizes the need to require adherence to the community's sense of responsible attire, language, and behavior, appropriate to such situations as the classroom, job interviews, or conferences with invited speakers from outside the Howard community.

Useful Telephone Numbers

Howard University Operator/Information	806-6100	
Dean's Office	806-7690	Wing 2
Jannette Dates, Dean	806-7694	W2-203G
Rochelle Ford, Associate Dean for Research and Academic Affairs	806-6528	
Administrative Services Coordinator	806-7694	W2-203I
Calena Smith, Administrative Assistant	806-4037	W2-203K
Educational Advisory Services		
Bernadette Terry-Williams, Senior Counselor	806-4044	C-107
Lincoln Brown, Counselor	806-7355	C-107
Nakia Pugh, Administrative Aide	806-7980	C-107
Office of Career Development and Job Fair		
Carol Dudley, Coordinator	806-5806	C-107
Annenberg Honors Program		
Audrey Byrd, Director	806-7692	C-201
Student Council Office	806-9080	C-122
Howard Journal of Communication	806-4057	W3-207G
Carolyn Stroman, Editor		
Department of Communication Sciences and Disorders		
Wilhemina Wright-Harp, Chair	806-6990	W6-243
William Hemsley, Administrative Asst.	806-6990	W6-243
Desirée DuBose, Admin. Aide, Howard Univ. Speech & Hearing Clinic	806-6991	W6-139Y
Department of Communication & Culture	806-6711	C-206
Laura Fleet, Chair	806-6369	C-124B
Brenda Bush, Administrative Secretary	806-6711	C-206
Department of Journalism	806-7855	C-246
Phillip Dixon, Chair		
Department of Radio, Television and Film	806-7927	C-230
Sonja Williams, Chair		
Candace Shannon, Assistant to the Chair		

Renée Harris, Office Manager
Sakinah Munir, Administrative Assistant

806-4507

C-216

Your John H. Johnson School of Communications



THE MISSION OF THE SCHOOL OF COMMUNICATIONS

The John H. Johnson School of Communications provides an excellent research and professional education to equip students with the knowledge and skills needed to process symbols for creating, analyzing, and disseminating messages. We focus on communication policies affecting underserved and underrepresented populations in this country and abroad. Practicum experiences prepare students to work in industry as well as in clinics for speech and hearing disabilities.

THE VISION OF THE JOHN H. JOHNSON SCHOOL OF COMMUNICATIONS

The John H. Johnson School of Communications is a multidisciplinary school committed to being a professional and research center of the first rank. We prepare students for leadership in a changing, technology-driven and communication-focused society. We seek to establish and maintain institutional linkages, both nationally and internationally, which extend and strengthen the visibility and impact of the School across the professional and academic community. Consistent with the historical and steadfast mission of Howard University, the School shall act to promote liberation from social injustice, including institutional racism, in the United States and abroad.

THE CORE VALUES OF THE JOHN H. JOHNSON SCHOOL OF COMMUNICATIONS

In addition to those core values embraced by the University, the John H. Johnson School of Communications is committed to excellence in all aspects of our professional and academic life. Both in principle and in practice, we are committed to respect for and elevation of the inherent dignity of all human beings. In this regard, we value and commit ourselves to a life of human service and to the maintenance of the highest ideals of ethical integrity.

THE DEPARTMENTS AND MAJOR SEQUENCES OF THE JOHN H. JOHNSON SCHOOL OF COMMUNICATIONS

Department of Communication Sciences and Disorders

- Speech-Language Pathology

Department of Communication and Culture

- Legal Communication
- Speech and Applied Communication

Department of Journalism

- Advertising
- Broadcast News
- Print/On-Line
- Public Relations

Department of Radio, Television, and Film

- FilmProduction
- Audio Production
- Telecommunications Management
- TelevisionProduction
- Master of Fine Arts in Film

John H. Johnson School of Communications Student Organizations

Alpha Epsilon Rho: student chapter of honorary broadcasting society. Requirements for membership in AERho are "B" (3.0 GPA) or equivalent in broadcasting courses and a minimum of "C" (2.5 GPA) or equivalent in other courses; must be major/minor in Broadcast Production, Broadcast Journalism, or Telecommunications Management.

Annenberg Honors Program: Supplemental academic and extracurricular program designed to expand and enrich the total learning and growth experiences of students throughout the School. Entry into program is open to all freshmen and first semester sophomores. GPA of 3.5 or better is required.

Barbara Jordon Legal Communication Society: open to all legal communication majors and minors in the John H. Johnson School of Communications; provides opportunities for students to learn about the legal profession and its career paths; provides exposure to professionals via guest lectures and field trips; provides preparation for LSAT and information for the law school application process.

Bison Information Network: student-video organization consisting mainly of broadcast majors, but open to all students in the school.

D. Parke Gibson Chapter, Public Relations Student Society of America (PRSSA): open to all majors with an interest in public relations.

Graduate Student Film Association: open to all graduate and undergraduate film majors.

Howard Association of Black Journalists (HABJ): student affiliate of the National Association of Black Journalists.

Lambda Pi Eta: a national communications honors society that recognizes competitive scholarly research by undergraduates in the field of communications. Open to all undergraduate majors in communications with a GPA of 3.2 or higher.

The Martin Luther King Jr. Forensics Society: consists of both the Individual Events (I.E.) Team and the Mock Trial Debate Team. The I.E. Team focuses on oratorical, poetic, and dramatic presentations. The Mock Trial Team engages in courtroom/litigation type debates. Both teams participate in regional and national intercollegiate competitions.

National Student Speech-Language-Hearing Association: open to all enrolled communication science majors.

John H. Johnson School of Communications Student Council: consists of four executive officers (President, Vice President, Treasurer, and Secretary) and two undergraduate Student Assembly Representatives who are all elected by the John H. Johnson School of Communications student body; three student representatives from each Department.

Society of Professional Journalists (SPJ): open to students in print and broadcast journalism.

Thomas Burrell Chapter, American Advertising Federation: open to students interested in advertising as a career.

WHBC-AM 830: student-operated radio station which broadcasts in most of the dormitories and in the University center; usually operates on a 12-hour a day schedule during the school year; open to all majors.

What Can I Do with a Degree in Communications? Internships and Career Opportunities

Your first experience with career opportunities will probably be through an internship. As part of your major, you will take a practicum which will give you a supervised internship experience. The SOC encourages you to explore additional internship possibilities through the Office of Career Development (806-5806) in room C-107. Internships not only give you hands-on experience in the job market, but they also increase your chances of getting a good placement after you graduate. Companies look for candidates with professional experience. Some internships pay stipends. The Office of Career Development maintains listings, both national and local, to help place you in advantageous internships and jobs. In addition, you may wish to consult with faculty in your department for internship opportunities. Some internship sites require you to register for credit in order to qualify for an internship with them. A pass-fail course, Field Experience (SCOM 200), is available for this purpose. It is administered by the Associate Dean for Student Affairs (Room 203 D).

Some of the career opportunities associated with the four departments of the John H. Johnson School of Communications are listed below. Of course, there are many more exciting and creative applications of the training you receive in the John H. Johnson School of Communications.

Communication Sciences and Disorders: Speech Pathologist, Audiologist, Research and Training Grants Specialist, Teacher/Professor, Health Information Specialist.

Communication & Culture: Teacher/Professor, Lobbyist, Public Speaker, Legislative Assistant, Lawyer (law degree required), Paralegal, Human Resources Specialist, Researcher, Consultant, Administrator, Training and Development Specialist, Community Relations Director, Publicist, College Recruiter, Human Rights Officer, Human Resources Manager, Mediation Specialist, Political Campaign Director, Director of Corporate Communication.

Journalism: Writer/Reporter/Editor, Anchor/On-Air Personality, Advertising Account Executive, Publisher, Public Relations/Public Affairs Officer, Advertising Graphics Designer, Newspaper/Publishing Sales/Marketing Executive, Publicist.

Radio, Television and Film: Filmmaker, Music Producer, Story Editor, Director, Scriptwriter, Account Executive, Cable/TV/Radio Station Owner, Cameraperson, Producer, Production Assistant, Marketing Executive, Programming Executive, Audio Technician, Editor, Pre-Law.

Academic Affairs



STUDENT ADVISEMENT

Once a student has been admitted to the John H. Johnson School of Communications he/she will be assigned alphabetically to an academic adviser from the Educational Advisory Services Office. All academic related matters (e.g. advisement, registration, change of program, etc.) must be approved by the advisers. Students must meet with their advisers before registering for classes. After approval of their schedule, they will receive an alternate PIN, which is used in addition to their regular ID in on-line registration.

The academic advisers also work in conjunction with various student service offices throughout the University to assist students in all phases of campus life and educational development.

In order for a student (freshman or transfer) to declare a major in the John H. Johnson School of Communications, the Scheme of Graduation Requirements form must be signed and dated by both the student and his/her academic adviser at the time the major is declared. One copy of the major form will be given to the student and the other copy will be a part of the student's record.

Similarly, a student wishing to minor in the JHJSOC must register his/her minor in the Advisory Office.

Graduation Schemes and Prerequisites

Each concentration within a major has its own graduation scheme. For example, the journalism major has four concentrations, each with its own graduation scheme. Each scheme lays out a suggested distribution of the 125 hours needed to graduate. The courses are arranged by semester in an order that satisfies all prerequisites. On the back of each scheme is a listing of all major courses with their prerequisites. NOTE: Prerequisites must be completed with a grade of C or better before the student can sit in the class. Banner permits registration in a course during Mandatory Registration, provided that the student is currently registered in the prerequisite course(s). If the student subsequently withdraws or earns a D or F in a prerequisite, s/he must drop the course or else be administratively dropped.

Restrictions. Some courses may have restrictions on who is permitted to take a course. Courses may be restricted to particular departments or schools or may require permission of the instructor or department chair.

Undergraduate and Graduate Courses. Courses are coded in Banner either as "undergraduate" or "graduate" and appear in distinct undergraduate or graduate transcripts in Banner. Undergraduate students can only get undergraduate credit toward graduation by taking undergraduate courses. If a course is dual listed as both undergraduate and graduate, undergraduates must register for the undergraduate number of that course.

Orientation (SCOM 100) is required of all communications majors and should be taken in the first semester of residence. This course is a prerequisite to all major classes in the School.

ACADEMIC STANDARDS

Transfer Students

All transfer students should note the **residence requirement** discussed below under Graduation Requirements on p. 15.

Inter-University Transfer Students. Advanced standing will be determined by the number of credits accepted by the John H. Johnson School of Communications from regionally accredited institutions. Courses with grades lower than C (including C-) or its equivalent are not acceptable for advanced standing. Transfer credit may be used to satisfy the major or the minor requirements if accepted by the department chair. However, the maximum number of credits accepted in the major field will be six (6) hours from a two-year accredited institution and twelve (12) hours from a four-year accredited institution. NOTE: All inter-university transfer students must pass the JHJSOC Writing Exam,

Intra-University Transfer Students. Students transferring to the John H. Johnson School of Communications from another school or college at Howard University will have their previous work at Howard University evaluated for appropriateness to the SOC individual sequences. A minimum of 15 credit hours with a GPA of 2.7 is required. NOTE: All intra-university transfer students into the Department of Journalism must pass the JHJSOC Writing Exam.

Pre-Approval of Transfer of Credit for Non-Consortium Courses

If a John H. Johnson School of Communications student wishes to take a course outside of Howard University AND outside of the Consortium of Universities of the Washington Metropolitan Area, the student must obtain written preapproval from his/her academic adviser, and, in some cases, from his/her department chair and the (Associate) Dean. Only grades of C (not C-) or better may be transferred.

- Simultaneous registration at Howard and another university: Student must obtain approval for non-Consortium courses from adviser, chair, and Dean's Office.
- Courses in the student's major: Student must obtain approval from adviser and chair.
- Other courses: Student must always obtain his/her adviser's approval.

The student initiates the process by bringing a copy of the catalogue description of the course to his/her adviser and filling out the Preapproval Form for Transfer of Credit for Courses Taken Outside the Washington Consortium of Universities.

After the form is completed, it is kept in the student file.

Grading Policy

Grading. Quality points are determined by multiplying the number of semester hours which a course yields by the quality point value of the grade received. The several grades yield quality points as follows: A=4 points, B=3points, C=2 points, D=1 point, and F=0 points. The grade point average is determined by dividing the sum of attempted semester hours into the sum of the points. Courses taken at other accredited institutions -- except those in the Consortium of Universities of the Washington Metropolitan Area (see below) and in the Howard University Exchange Program -- will not be used to calculate the overall grade point average.

Pass/Fail. Except for those courses specifically designated as "Pass/Fail" by the John H. Johnson School of Communications, students may enroll on a Pass/Fail basis only with the prior written approval of their Department Chairperson and the Dean. Sophomores, Juniors, and Seniors with a cumulative average of 2.0 or higher who enroll in at least 12 semester hours per semester may elect under the pass/fail arrangement, one additional course each semester in a department outside of their major and minor fields. Pass/Fail courses may be used to meet general elective requirements.

Incomplete Grades. Incomplete grades are given to students in accordance with policy established by the John H. Johnson School of Communications. All incomplete grades carry an alternate grade (e.g. I/B, I/C, I/D, I/F). Students have until the deadline (published in the University calendar) of the next semester in which they are enrolled in the University to remove the alternate grade. The alternate grade

will become the permanent grade if students fail to complete the required assignments within the specified time period. In the event an instructor who awarded the incomplete grade is not in residence, it will be the responsibility of the Department Chairperson to determine the criteria for completion of unfinished assignments.

The alternate grade counts in the GPA until the incomplete is removed. For example, an I/F counts as an F. Furthermore, a grade of I/D or I/F does not satisfy a prerequisite requirement for a more advanced course.

Repetition of Courses. A student may repeat a course for which he/she has received a grade of D or F. In such cases a single grade -- the lower of the two -- with its attendant credit shall be discounted in the calculation of the student's cumulative average. In the event of two identical grades, only one shall be discounted. All grades are recorded on the transcript.

Course Load and Program Changes

Normal Load. A normal course load in the John H. Johnson School of Communications is 15-18 semester hours. The maximum number of hours a student may enroll in is 18 hours in a semester or 7 hours in each summer session.

Full-time Students. Full-time students are those who register for and complete a minimum of 12 semester hours per semester.

Part-time Students. Part-time students are those who register for and complete less than 12 semester hours per semester.

Change of Program. No change of program will be permitted after the announced deadline. Students may add or drop courses in accordance with the University's published calendar (on-line). Program changes must be approved by the designated adviser. Students will receive a failing grade for a course in which they discontinue attendance unless they complete the proper change of program forms.

Total Withdrawal. The last day for students to effect total withdrawal from the University is as listed in the published calendar (on-line). Students should consult their advisers or the associate dean concerning the process of total withdrawals.

Non-Credit Courses

The John H. Johnson School of Communications reserves the right to establish compulsory non-credit courses, laboratories, and/or requirements in accordance with University regulations.

Exemptions from Prerequisites in Language and Mathematics

Students who demonstrate proficiency in language or mathematics at an advanced level will be exempted from the prerequisite level requirements. In such cases, students will replace the exempted courses with general electives of their choice so that they maintain the same number of required hours to graduate (125). For example, a student who takes a placement test in Spanish and is placed in Spanish III will be exempt from Spanish I and II. A student who transfers a calculus course from another university will be exempt from College Algebra I and II. All other prerequisite courses must be satisfied before a more advanced course is taken.

Directed Study

Some departments offer a special course, called "Directed Study," for variable credit (one to three credits). The purpose of the directed study is to provide an opportunity for a student to work

independently with a professor on a special topic of interest . A Directed Study form must be filled out with a plan for the study and signed by the supervising faculty member and the department chair. Copies of the signed agreement must be given to the instructor of record (who will receive the grade from the supervising faculty member) and to the student file. The form will be used to justify how the directed study will count in the student's graduation scheme.

Class Attendance and Examinations

All students are expected to attend classes regularly and promptly. Students who are absent from any particular class or laboratory period are held responsible for the work that they missed. Students are required to take all examinations on the dates announced unless there are extenuating circumstances as determined by the instructor. A student who is absent from an announced examination or an unannounced quiz due to extenuating circumstances may provide appropriate evidence to the faculty member if special consideration is desired.

Good Academic Standing

Good Academic Standing in the John H. Johnson School of Communications is defined as students who have a cumulative grade point average of 2.0 or better.

Probation

Students whose cumulative GPA is less than 2.0 will be placed on academic probation. Probationary status is removed when a cumulative GPA of 2.0 is achieved.

Probationary students shall not be permitted to enroll in more than thirteen (13) hours in a semester and not more than six (6) hours in a summer session. Students on academic probation are required to visit the Educational Advisory Services in the John H. Johnson School of Communications for counseling and assistance with respect to academic status, participation in University activities and other related matters.

Academic Suspension

Students failing to remove probationary status by the end of the next semester, exclusive of summer sessions, shall be suspended. Students may request permission for readmission, after serving one semester on suspension, by applying to the Dean of the John H. Johnson School of Communications. It is expected that applicants for readmission will have provided tangible evidence of their readiness to meet academic standards in the John H. Johnson School of Communications. Interim evidence should include satisfactory completion of academic work at another accredited institution of higher learning (recommended a GPA of 2.5 with at least 12 hours of coursework) and/or any other indications that the suspended student may now be reasonably expected to succeed academically where past performance has indicated otherwise.

Readmission After Suspension

After being suspended, a student is not eligible to apply for readmission for at least one semester. Readmission after academic suspension shall be considered only upon written application to the Dean. Students may apply for readmission on the basis of new evidence of their ability to achieve a 2.0 average.

Honors

Dean's List. The Dean's List is published at the end of each semester and is comprised of all full-time students (with at least 12 credit hours) who earned at least a 3.2 average for that semester.

Honors at Commencement. Honors at Commencement will be awarded as follows:

- Cum laude: a 3.2 to 3.49 cumulative GPA.
- Magna cum laude: a 3.5 to 3.79 cumulative GPA.
- Summa cum laude: a 3.8 or better cumulative GPA.

Students are not eligible to graduate with honors if they have not carried at least 12 credits for each semester enrolled (with the exception of the last semester in residence) and they have not completed the last half of the work required for their degree in residence at Howard. A student who has repeated a class is not eligible to graduate with honors.

Grades in non-credit courses are not considered in determining honors.

GRADUATION REQUIREMENTS

In order to receive the Bachelor of Arts or Bachelor of Science degree from the John H. Johnson School of Communications the following requirements must be met:

- Completion of all departmental major and minor requirements.
- Completion of all general education requirements.
- Completion of the required 125 semester hours.
- Completion of the last 30 semester hours at Howard University while enrolled in and under the advisement of the John H. Johnson School of Communications (**Residence Requirement**).
- No more than 12 semester hours of "D" grades shall be counted towards the completion of the required 125 semester hours for graduation.
- Grades in courses to be applied toward the major in the John H. Johnson School of Communications must be "C" or better. Only one "D" grade will be accepted in the minor. All other grades in the minor must be "C" or better.
- Earning of at least a cumulative grade point average of 2.00.
- Payment of all fees and the settlement of all other financial obligations with Howard University.
- Completion of an application for graduation with the advisory services at the time graduation status is determined.
- Completion of all academic and financial requirements.

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

The Consortium of Universities of the Washington Metropolitan Area includes The American University, The Catholic University of America, Gallaudet University, George Mason University, Georgetown University, The George Washington University, Howard University, Marymount University, Mount Vernon College, Trinity College, The University of the District of Columbia, and the University of Maryland-College Park. The Consortium is a cooperative arrangement in post secondary education which is designed to permit the sharing of academic resources by member institutions and to offer qualified students the opportunity to **enroll at other institutions for courses not available on their own**

campus. For information, call the Office of Records and Articulation at 806-2709. Consortium classes are open to graduate students and undergraduate junior and senior students. (Off-campus courses in law, medicine, and dentistry may not be taken through the Consortium.)

Application forms for the Consortium are available in the Office of Records and Articulation.

The Regulations for the Consortium are published every semester in the Student Reference Manual and Directory of Classes. Howard University students must meet the following requirements to be eligible for participation in the Consortium:

- Be a fully admitted degree seeking student.
- Be actively enrolled in courses at Howard University at the same time that the consortium course is being taken and carry as many hours at Howard as at the other Consortium institution.
- Be in good academic standing.
- Obtain approval to participate in the Consortium.

SUMMER COURSES AT ANOTHER COLLEGE OR UNIVERSITY

- Students must check with their adviser in the Educational Advisory Services to determine if the college or university they wish to attend is regionally accredited by the American Council on Education and obtain written approval for courses they wish to attend.
- Students must obtain a grade of "C" or better (no C-) in order to receive transfer credit.
- Upon completion of the course(s), the student will have an official transcript forwarded to his/her adviser. The adviser will award the appropriate credit on an advanced standing form.

STUDENT EXCHANGE

Students who have attained at least sophomore level classification [30 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. For information, call the Office of Domestic Exchange (A-Building Rm. 105; 806-2709) or the Office of International Exchanges (Bunche Center; 806-5902).

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. Immigration questions should be directed to the Office of International Student Services at 806-7517.

FINANCIAL AID

Direct financial aid questions to the Office of Financial Aid at 806-2800.

GRIEVANCE PROCEDURE

Students who have complaints against faculty members may have these matters addressed as follows:

- The aggrieved student shall consult with the faculty member to resolve the issue.

- If the matter is not resolved to the student's satisfaction, the student may submit to the department chair, in writing, the particulars of the grievance.
- The department chair at his/her discretion, may render a decision or submit the grievance to the departmental Student Affairs Committee within **15 working days of receipt of the written grievance. If the departmental Student Affairs Committee receives the grievance, it must make its recommendation to the department chair within 15 working days of its receipt of the grievance.**
- The aggrieved student may appeal the departmental level decision in writing to the School-wide Student Affairs Committee via the Office of the Dean. The School-wide Student Affairs Committee will make a recommendation to the Dean within 15 working days of its receipt of the grievance. There is no appeal of the Dean's decision.