



## CATHY HUGHES SCHOOL OF COMMUNICATIONS (CHSOC)

### POLICIES, PROCEDURES, RULES, AND REGULATIONS

#### GRADUATION REQUIREMENTS

1. In order to be eligible for graduation, a student:
  - must earn at least a 2.0 cumulative grade point average.
  - cannot receive a grade of “F” in *any* course required to satisfy graduation requirements.
  - cannot receive a grade of “D” in any major course.
  - cannot receive more than 12 credit hours with a grade of “D” in university general elective courses and no D’s in minor courses or First Year Writing course (English).
  - must earn a grade of “C” or better in all major courses.
2. All courses taken by students in fulfillment of CHSOC graduation requirements must be taken for a grade. Courses taken on a pass-fail and/or audit basis do not count toward graduation requirements.
3. In order to participate in the CHSOC Recognition Ceremony and *any* other graduation activities, a student must obtain academic, financial, and all other required University clearances.

#### ENROLLMENT REQUIREMENTS

4. “*In good academic standing*” is a designation applied to students who maintain a cumulative grade point average of at least a 2.0.

#### REGISTRATION

5. Students should register during the general registration period in order to avoid being assessed a late registration fee by the University. Tuition and full-time status covers 12 to 18 credit hours. Students interested in taking over 18 credit hours must have a 3.00 cumulative grade point average. Students interested in taking over 21 credit hours must have over a 3.5 cumulative grade point average and must seek special permission from the Dean.

#### RETROACTIVE REGISTRATION, ENROLLMENT, AND FINANCIAL AID

6. All retroactive registration, enrollment, and financial aid matters are addressed in the Mordecai Wyatt Johnson Administration Building. The CHSOC Academic Advisor’s Office does not entertain requests to initiate retroactive processes.

**CATHY HUGHES SCHOOL OF COMMUNICATIONS**  
**POLICIES, PROCEDURES, RULES, AND REGULATIONS**

**MAXIMUM CREDITS ALLOWED**

7. Any student who has exceeded 18 credit hours without the approval of the Office of the Dean is subject at any time to have the number of courses in his/her schedule reduced in order to achieve the appropriate course load. Any student on probation and/or returning from suspension is restricted to a total of 13 credit hours until he/she has earned a cumulative grade point average of at least a 2.0.

**MATH REQUIREMENTS**

8. All first-time-in-college and transfer students are required to take a math placement examination in order to determine their level of skill in mathematics. The math course in which a student is initially enrolled is determined by his/her performance on the examination.
9. The math sequence is mandatory and is as follows:

College Algebra I (MATH 006)  
College Algebra II (MATH 010) or Patterns of Math (MATH 012)

*Basic Mathematics I and II* (or any courses in the Center for Academic Reinforcement) do not count toward CHSOC graduation requirements.

**FOREIGN LANGUAGE REQUIREMENTS**

10. All students with a concentration in Journalism are required to complete four semester courses of the same modern foreign language. The other concentrations in CHSOC requires two semesters of the same language.

**PREREQUISITE REQUIREMENTS/ENFORCEMENT OF PREREQUISITES**

11. All prerequisites for a course must be satisfied prior to enrolling in the course. A student who enrolls in a course requiring a prerequisite cannot take the course and any of its prerequisites in the same semester. Students who have enrolled in a course without the proper prerequisite(s) will be withdrawn from the course.

**FACULTY ADVISORS**

12. Each junior (a student that has a minimum of 60 earned semester hours) and senior (a student that has a minimum of 90 earned semester hours) is assigned to a faculty advisor, who is a full-time member of the faculty housed in the department of the student's academic major. Advisors are expected to meet on a regular basis with students in an effort to enhance students' academic and professional development. The Academic Advising Office will clear senior's for graduation.

**CATHY HUGHES SCHOOL OF COMMUNICATIONS**  
**POLICIES, PROCEDURES, RULES, AND REGULATIONS**

**REGISTRATION PERSONAL IDENTIFICATION NUMBERS (PINs)**

13. Freshmen and sophomores will receive the PIN required for the registration process from the Academic Advisor's Office. The Academic Advisor's Office will advise all new FTIC's, transfer, freshmen and sophomore students. Juniors and seniors must meet with their faculty advisor in order to obtain their registration PIN. The faculty advisor will review and document the student's academic progress.

**WAIT LIST AND CLOSED CLASS OVERRIDES: ADDING A COURSE WHEN THE SECTION IS FULL**

14. The CHSOC does not offer "Wait List" or "Override" options for a closed class. Students must obtain the permission of the instructor of the course, the chairperson of the department in which the course resides, for admission into a closed course. Under no circumstances is a student eligible for a course override if he/she has not met each of the prerequisites for the course. Furthermore, chairpersons will not support closed-class overrides when other sections of the course remain open for enrollment.

**PREREQUISITE, CLASS RESTRICTION, AND TIME CONFLICT OVERRIDES**

15. All aspects of the prerequisite override process for CHSOC classes are handled within the CHSOC. Students are eligible to receive **Prerequisite Overrides** only after they have completed and submitted a *Student Override Request Form* along with a transcript that indicates that they have met all of the prerequisites for the course. The override is granted at the discretion of the Academic Advisor.
16. All aspects of the time conflict override process are handled within the CHSOC through the Academic Advising Office. Students are eligible to receive **Time Conflict Overrides** only after they have completed and submitted *requested documentation* and a transcript. Students must obtain the approval of both instructors whose classes are affected by the time conflict in order to be eligible to enroll in the class. The override is granted at the discretion of the Academic Advising Office or Dean's Office.

**CHANGE OF PROGRAM/WITHDRAWAL FROM A COURSE**

17. Withdrawals processed before the change of program deadline are treated as course "drops" and, therefore, are not reflected on the student's transcript. Withdrawals processed after the change of program deadline are processed with a "W". Students must withdraw from a course on-line via BisonWeb. Mere absence from class does not constitute withdrawal from a course. Accordingly, students will receive a failing grade ("F") for courses in which they discontinue attendance without completing the formal withdrawal process.
18. A course withdrawal ("W") designation will not affect a student's eligibility to graduate with honors unless the withdrawal results in the student falling below full-time status (less than 12 credit hours).

## CATHY HUGHES SCHOOL OF COMMUNICATIONS

### POLICIES, PROCEDURES, RULES, AND REGULATIONS

#### COURSE REPEATS

19. The first time a student repeats a course in which he/she received a grade of “D” or “F” the lower grade will be not computed in the determining the student’s cumulative grade point average. Although the lower grade will not be computed, it will remain on the student’s academic record. All subsequent repeats will be counted equally in computing the student’s cumulative grade point average.
20. Students are not eligible to graduate with honors if they have repeated a course or if they have not carried at least 12 credit hours for each semester in which they have been enrolled.

#### INCOMPLETE GRADES

21. In order to be eligible to receive an incomplete grade, a student must submit a formal written request to the instructor. The decision to assign an incomplete grade (“I/B”, “I/C”, “I/D”, “I/F”) rests solely with the instructor. As a general rule, incomplete grades are assigned only in unusual circumstances and only to students who have attended and completed most of the course up to the last day to withdraw from classes but, as a result of circumstances beyond their control (e.g., illness or family emergency), are unable to complete the remainder of the course. An incomplete grade affords the student an opportunity to complete only that portion of the course which he/she missed. Accordingly, incomplete grades will *not* be assigned to students for the purpose of improving their grade in the course or re-doing portions of the course that they have already completed. Furthermore, under no circumstances will incomplete grades be assigned to students who would like to submit, at a later date, additional assignments in order to obtain a better grade than the one that the instructor submitted based on the student’s performance in the course. If the student has failed to complete the major portion of the course by the withdrawal date, he/she is advised to withdraw from the course. If the faculty member agrees to comply with the student’s request for an incomplete grade, the faculty member must document the specific work that the student needs to complete in the course on the *Incomplete Grade Processing Form*. The *Incomplete Grade Processing Form* is submitted to the Dean’s Office, a copy is given to the student and a copy is kept in the student’s academic file.
22. Students must remove incomplete grades prior to the last day of classes of the next semester in which they are enrolled. Failure to meet this deadline will result in the letter grade associated with the incomplete designation becoming the permanent grade in the course (e.g., an incomplete grade of “IF” will convert to an “F”). Requests for extensions of the deadline to remove incomplete grades must be submitted in writing to the department chairperson in the department in which the course resides at least ten days before the last day of classes of the next semester in which the student is enrolled. The extension is granted at the sole discretion of the department chairperson.

#### REQUESTS FOR GRADE CHANGES

## **CATHY HUGHES SCHOOL OF COMMUNICATIONS**

### **POLICIES, PROCEDURES, RULES, AND REGULATIONS**

23. Students will have one semester to contest a final course grade. Requested changes to final course grades must be initiated, approved, and recorded by the last day of classes of the next semester during which the student is enrolled.

#### **STUDENTS WITH DISABILITIES**

24. Howard University is committed to providing access and reasonable accommodations to persons with documented disabilities in accordance with the Americans with Disabilities Act of 1990, Section 405 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability and anti-discrimination laws. Students must self-identify in writing with the Office of the Dean of Special Student Services in order to be eligible to receive any accommodation. The Office of the Dean of Special Student Services will then provide an accommodation letter to the student regarding reasonable accommodations. The student, in turn, will present this document to the faculty member, who will provide those reasonable accommodations as deemed necessary by the Office of Special Student Services.

#### **COURSE ATTENDANCE, CLASSROOM DECORUM, AND EXAMINATION PROCEDURES**

25. All students are expected to attend classes regularly and promptly. Students who are absent from classes are held responsible for the work that they have missed. More specific class attendance and examination policies (including but not limited to those pertaining to tardiness, absences, and exiting and re-entering the classroom) are determined by the instructor. Accordingly, each faculty member has the authority to refuse to admit a student into the classroom once instruction has begun as well as the right to refuse to permit a student to re-enter the classroom once he/she has departed. The faculty member may also deduct points from a student's grade for absence and/or tardiness and allow only those students who are in attendance at the time that an examination, quiz, in-class project, etc., is assigned or distributed to participate in that assessment activity. Please refer to each faculty member's syllabus for these and other rules pertaining to classroom decorum.

#### **ACADEMIC INTEGRITY AND ETHICAL STANDARDS**

26. Each student is required to adhere to the standards of integrity set forth in the "*Howard University Academic Code of Student Conduct*." The CHSOC has a zero-tolerance policy for student academic misconduct. Those students accused of an infraction will respond to charges in a hearing before the CHSOC Judiciary Committee. The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of the Code shall be no credit for the course assignment or examination in which the infraction(s) occurred. However, a more severe penalty, such as failure in the course or suspension from the University, may be imposed, depending upon the nature and extent of the infraction(s). Students who have been suspended for violations of the Howard University Academic Code of Student Conduct and wish to return to the University are required to formally apply for readmission through the University's Admissions Office. These students must also submit an appeal for readmission to the Office of the Dean.

**CATHY HUGHES SCHOOL OF COMMUNICATIONS**  
**POLICIES, PROCEDURES, RULES, AND REGULATIONS**

**STUDENT ACADEMIC GRIEVANCES (DISPUTES WITH FACULTY MEMBERS)**

27. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the instructor. If the student is unable to resolve the issue, the student seeks the intervention of the department chairperson. If the department chairperson cannot resolve the dispute, the matter is then forwarded to the Assoc. Dean. The Assoc. Dean seeks to reach an informal resolution through mediation between the parties. If the mediation at the Assoc. Dean's level is unsuccessful, the Assoc. Dean schedules a hearing by the School's Grievance Committee. At the hearing, the student and the faculty member present their cases. The Committee deliberates and recommends a decision to the Dean, who makes a final decision on the matter and informs the student of the decision in writing. The decision may be based on the Committee's recommendation or a modification thereof. Students should refer to the University's policy on "Student Academic Grievance Procedures" for more detailed information regarding the informal and formal processes to be followed when a student wants to initiate a grievance against a faculty member.

**TRANSFERRING CREDITS FROM COURSES TAKEN AT OTHER INSTITUTIONS**

28. A student must be in good academic standing (a cumulative grade point average of at least a 2.0) and obtain prior approval from the Academic Advisor in order to obtain transfer credits for any classes taken at another institution. Students must have the requested course verified for its equivalency and must obtain the signature of an instructor of chair in the respective department at Howard University. If any of these courses were taken prior to the student's enrollment at Howard University, the student may petition to have them transferred with the documented support of the department chairperson and the course must be related to Howard's department requirements.
29. In order to receive transfer credits from course(s) taken at another institution, the student must have earned at least a grade of "C" in the course. (Grade of C- is not transferrable. Transfer credits of any kind (e.g., college, advanced placement) are not calculated into the student's cumulative grade point average. Credits for courses taken outside of Howard University when the student is on probation or suspension will not be accepted. Students will not receive credit for any course taken at another institution that is a repeat of a course that they had previously completed at Howard University.
30. Transfer credits for junior-level and senior-level communication courses must be obtained from another accredited four-year college or university.

Students who have 60 or more earned semester hours at the end of a particular semester may obtain transfer credits for courses only from another four-year college or university.



## CATHY HUGHES SCHOOL OF COMMUNICATIONS

### POLICIES, PROCEDURES, RULES, AND REGULATIONS

31. Students with less than 60 earned semester hours at the end of particular semester may usually obtain credit for courses taken at any two-year college or four-year university.
32. Students who need 30 credit hours or less to graduate may not obtain transfer credits for courses taken at any institution other than Howard University.

#### CONSORTIUM CLASSES

33. The Consortium of Universities of the Washington Metropolitan Area (Consortium) is a cooperative arrangement through which qualified Howard University students can enroll in courses at American University, Catholic University, Gallaudet University, Georgetown University, George Mason University, George Washington University, Marymount University, Southeastern University, Trinity College, The University of the District of Columbia, and The University of Maryland, College Park.
34. In order to be eligible to take courses at other institutions in the Consortium, students must be in good standing and validated at Howard University for the same semester in which they seek to take a course at one of the Consortium schools. Student enrollment in the Consortium cannot exceed the number of credits for which they are registered at Howard University. Furthermore, courses pursued through the Consortium must be those that are not available at Howard during the given semester. The *Consortium Registration Form*, which requires the signature of the department chairperson and the Academic Adviser, is available in Suite 105 of the Mordecai Wyatt Johnson Administration Building. Grades earned in the consortium are calculated into the student's grade point average. Graduating seniors should refrain from taking classes through the consortium their last semester of matriculation.

#### STUDY ABROAD

35. In order to be eligible to enroll in the Study Abroad Program, students must have either sophomore or junior standing, been enrolled at the University for at least one year, and earned a cumulative grade point average of at least 3.0. All grades and credit hours earned in the Study Abroad Program are calculated into the student's grade point average. Junior and senior level business courses taken abroad are accepted for credit only if they are taken at an ACEJMC-International approved school or approved by the department chair. Contact the Study Abroad Office in the Ralph Bunche International Affairs Center for more information about study abroad opportunities.

#### TRANSFERRING INTO THE CHSOC

36. In order to be eligible to transfer into the CHSOC students who initially enrolled in another school or college within Howard University as a first-time-in-college student must have earned a cumulative grade point average of at least a 2.7 and have earned at least 15 credit hours.

Students who initially transferred from an outside university into another college in Howard University are eligible to apply to transfer into the CHSOC after completing

**CATHY HUGHES SCHOOL OF COMMUNICATIONS**  
**POLICIES, PROCEDURES, RULES, AND REGULATIONS**

15 credit hours at Howard University with a cumulative grade point average of at least a 2.7.

Each student applying to transfer to the CHSOC must complete the *Transfer Request Form*.

The deadline for applications for intra-University transfers is established by the University's calendar.

**THE COMMUNICATION MINOR**

37. To register for a minor in SLMC or MJFC (Journalism), students must complete a *Declaration of Minor Form*, which is available in the Academic Advising Office, and submit the form to the Office of Enrollment Management for processing. The required cumulative grade point average is 2.7 for SLMC or MJFC (Journalism) minor. The required cumulative grade point average is 3.0 for COSD (Speech Pathology) minor. **18 credits are required for each minor.**

**ACADEMIC PROBATION, SUSPENSION, AND READMISSION**

38. A student whose cumulative grade point average is less than 2.0 at the end of the first or any subsequent semester will incur academic probation. Full-time students on probation are eligible to enroll in a maximum of 13 credit hours. Part-time students on probation are eligible to enroll in a maximum of 7 credit hours. All students on probation must meet with their designated academic advisor at least twice a month.
39. A student on probation has one semester (exclusive of summer sessions) to raise his/her cumulative grade point average to at least 2.0 or he/she will be suspended for one academic semester. A one-semester extension of the probationary period may be requested by appealing in writing to the Office of the Dean no later than 60 days prior to the first day of classes for the Fall semester and 15 days prior to the first day of classes for the Spring semester. If the appeal is granted, the student will be required to follow specific stipulations during the extension period. If the appeal is denied, the student is not eligible for readmission for at least one semester.
40. Students who have been suspended for academic reasons and wish to return to the University are required to submit an application for admission to the Office of Enrollment Management and a petition for readmission to the Office of the Dean at least 60 days prior to the registration period of the semester in which they wish to return. The petition for readmission must include a description of the student's activities during the suspension period, the steps that the student has taken to ensure success if the request is approved, and appropriate supporting documentation. Requests for readmission will be reviewed by the Office of the Dean, which will render a final decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors. If a student is readmitted after suspension, he/she must adhere to the conditions outlined by the Office of the Dean. Failure to meet these stipulations will result in suspension from the University.



**CATHY HUGHES SCHOOL OF COMMUNICATIONS**  
**POLICIES, PROCEDURES, RULES, AND REGULATIONS**

**TOTAL WITHDRAWAL FROM THE UNIVERSITY**

41. Students who seek to withdraw from all of their classes during a particular semester for which they have already registered must complete a *Total Withdrawal Request Form*. (See the University calendar for withdrawal deadlines and applicable tuition refund information.) The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form. The withdrawal form is available online through Bison web. Once the withdrawal has been completed, the student will receive a grade of “TW” for each course in which he/she had been enrolled.
42. Students who wish to return to the University after a total withdrawal are required to formally apply for readmission through the University’s Admissions Office. No application fee is required.

**Graduation**

43. All prospective graduates must submit a CHSOC Graduation Application a semester before their anticipated graduation date. Application can be found on the CHSOC web site, under Resource; Academic Advisor. The application must be typed and submitted after the student’s academic file has been reviewed and the student is on track to complete academic requirements the next semester. A list of all prospective graduates are submitted to the Dean for the faculty’s vote.
44. The semester a student is graduating, the student must submit the HU University’s Graduation Application that is located on Bison web. Advisor must lift the graduation restriction from Banner, so that the student can apply. \*\*CHSOC requires two graduation applications (CHSOC graduation application and HU graduation application)

**Forms:**

- **Summer School Request**
- **Transfer Request (major/minor)**
- **Transfer Equivalency Form**
- **Faculty Graduation Clearance Form**
- **CHSOC-Graduation Application**