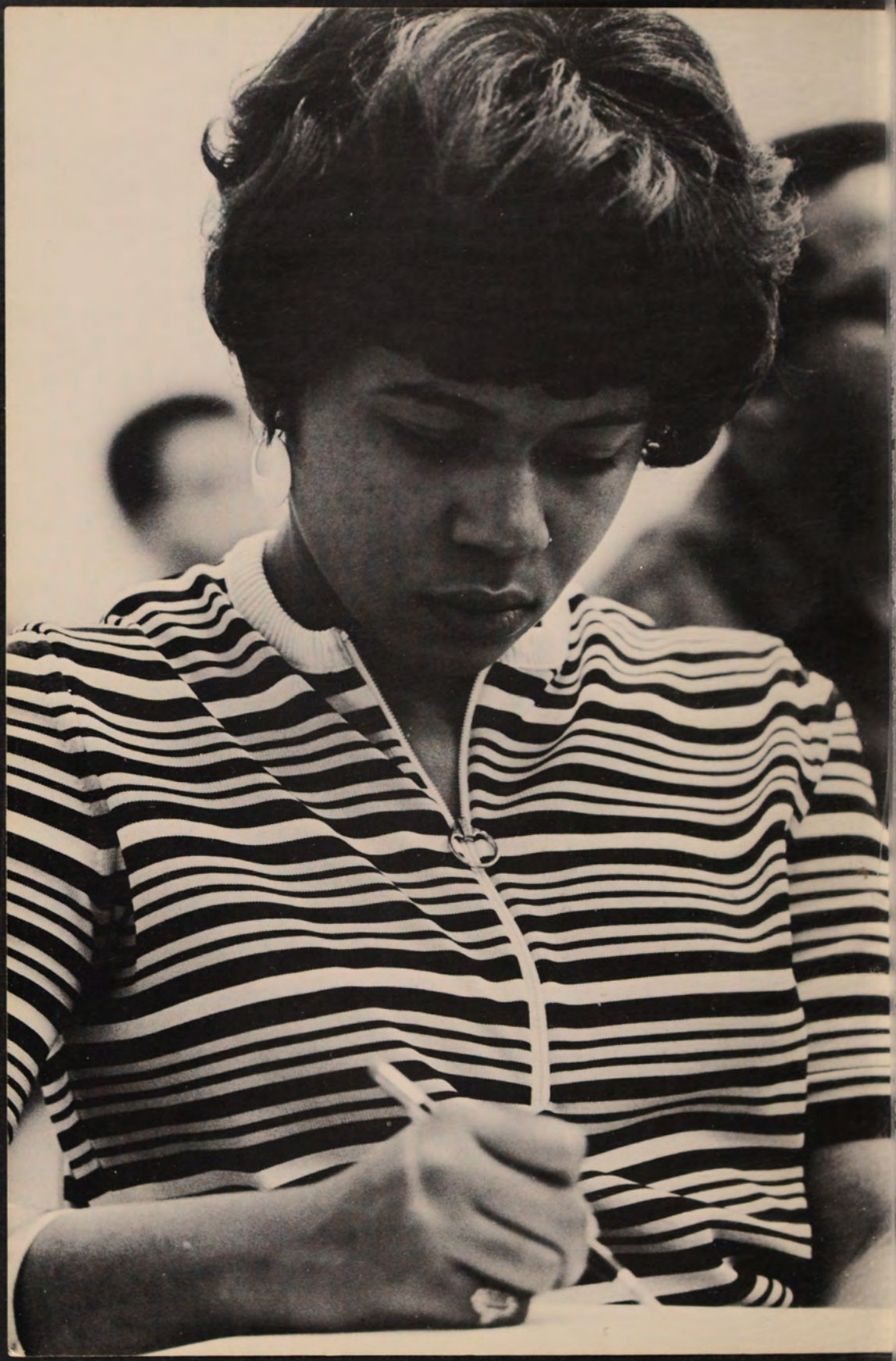
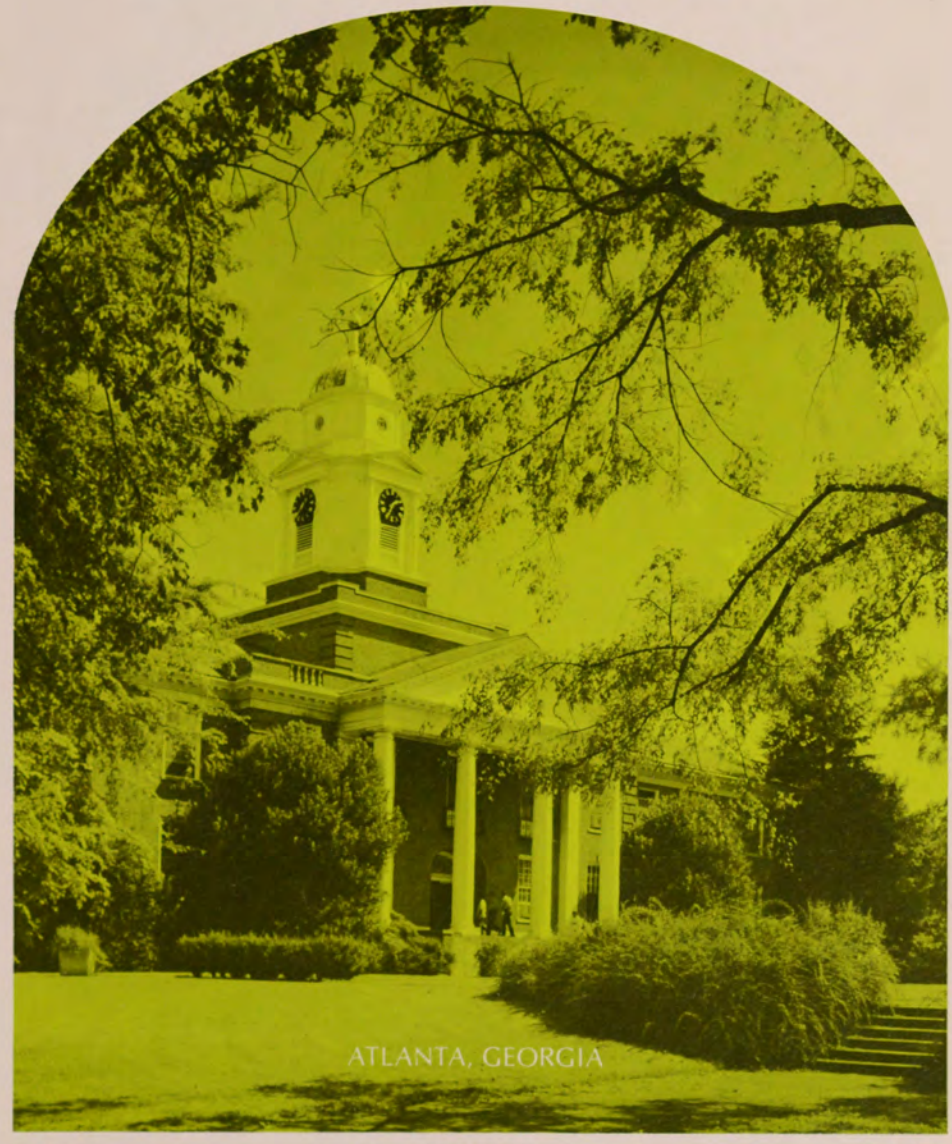
ATLANTA UNIVERSITY

ATLANTA, GEORGIA



SPECIAL COLLECTIONS
TREVOR ARNETT LIBRARY
ATLANTA UNIVERSITY

THE ATLANTA UNIVERSITY BULLETIN



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ACCREDITATION AND MEMBERSHIPS

Atlanta University is a member of the Southern Association of Colleges and Schools, the American Association of Colleges for Teacher Education, and the Council of Graduate Schools in the United States. The University is accredited by the Association of American Universities.

In its professional schools the program of the School of Library Service is accredited by the American Library Association, the School of Social Work by the Council on Social Work Education, and the School of Business Administration by the American Assembly of Collegiate Schools of Business.

Information in this Bulletin applies to the academic year and does not include the Atlanta University Summer School. For information pertaining to the summer session write to the Director of the Atlanta University Summer School.

GENERAL INFORMATION

History of Atlanta University

Atlanta University was chartered by the State of Georgia in 1867. The University opened formally two years later as an institution for "the liberal and Christian education of youth." Grammar school, high school and college courses were originally offered, the first college class being graduated in 1876. In 1894, all work below the high school level was discontinued, and in 1928 the institution offered college level courses only.

On September 25, 1929, Atlanta University began offering several undergraduate-graduate courses which yielded credit toward the master's degree. In 1930, all undergraduate courses were discontinued, and the University became a graduate school exclusively.

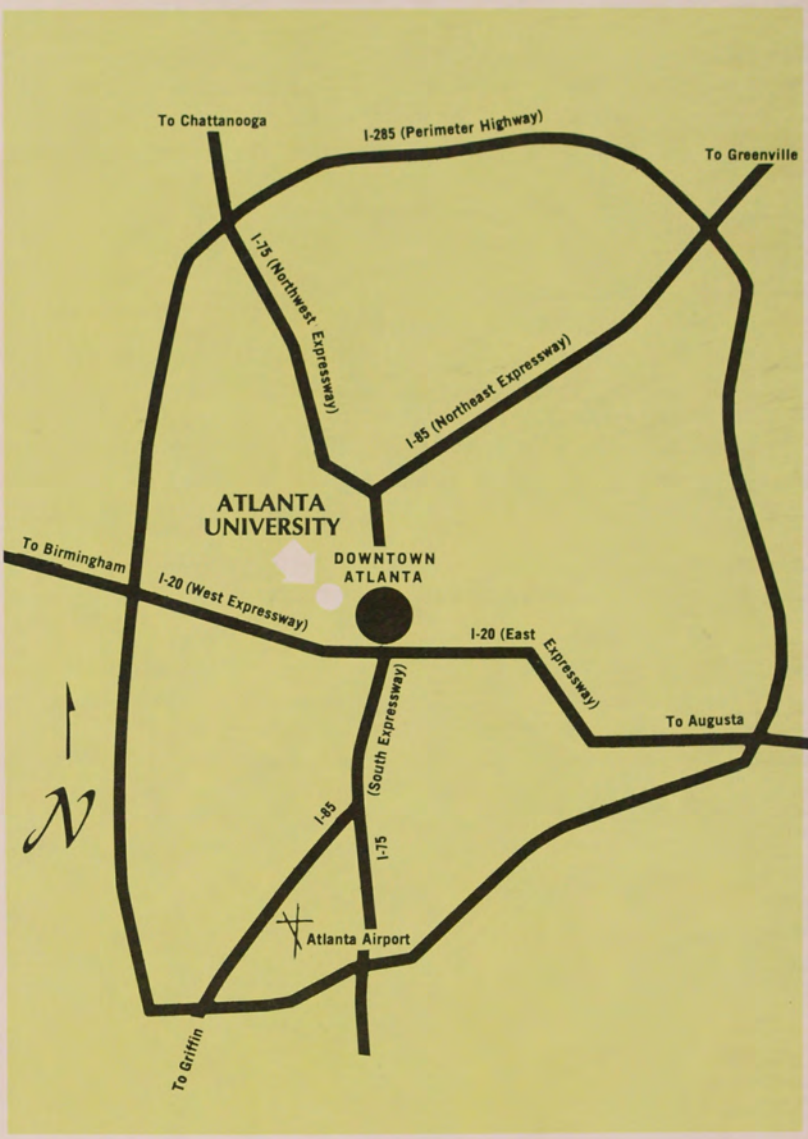
In cooperation with other institutions in the University Center, Atlanta University provides a limited number of undergraduate-graduate courses. The University also offers courses for graduate students in Afro-American Studies, biology, chemistry, business administration, economics, education, English, Foreign languages, history, mathematics, political science, public administration, social science, sociology and anthropology, library service, and social work.

Doctoral degrees are offered in biology, chemistry, educational administration, guidance and counseling, and political science.

History of the University Center

Atlanta University, Morehouse College, Spelman College, Morris Brown College, Clark College and the Interdenominational Theological Center make up the Atlanta University Center.

Each of these institutions is an independent organization with its own board of trustees and administration, but, through mutual agreement, many facilities and cultural and social activities of all the institutions are open to all students in the Center. These institutions also provide for exchange of some courses and faculty members.



Location

Atlanta University is situated in an ideal location—less than two miles from the heart of the city of Atlanta, the business and cultural center of the South. In the immediate vicinity are the five other institutions of the Atlanta University Center.

Wherever one lives, the University is easily accessible. A modern network of expressways facilitates transportation to the University by automobile or bus. The William B. Hartsfield International Airport brings passengers to the city from all parts of the country and the world.

Facilities

The Trevor Arnett Library contains approximately 300,000 bound volumes, 30,000 of which are periodicals. The collection consists of materials carefully selected to support the educational program of the University with primary and secondary resource materials which make it one of the most valuable resource centers in the South. Also found in the building are art and literary collections depicting the history and struggles of Black people throughout the world. On the ground floor of the Library one will find the University's permanent collection of works of Black artists.

The Trevor Arnett Library is open every day of the week, giving greater time flexibility for study and research.

Other buildings on the Atlanta University campus include Clement Hall, the School of Education building; Dean Sage Hall, the School of Arts and Sciences building; Quarles Hall, the School of Social Work building; Wright Hall, the School of Business Administration building; the Biology Research building; and Merrill Hall, the Chemistry building, which is jointly used with Morehouse College; and Harkness Hall, the administration building.

POLICY OF ADMISSIONS

Admissions

To apply for admission to Atlanta University:

1. Write to the Registrar of Atlanta University for an Application for Admissions form.
2. Complete the form and return it to the Registrar of Atlanta University with a $15.00 application fee, which is not refundable.

3. Have sent to the Registrar of Atlanta University an official transcript of undergraduate work and transcripts of all previous graduate work, and a medical form executed by a physician.

To be eligible for admission, your record must show that you have ability to do graduate work and that you meet the requirements of the school or department in which you intend to enroll.

Applications are voted upon by the Committee on Admissions, and after being accepted, applicants are eligible to enroll in the fall, spring, and summer.

Atlanta University admits students of any race, color, national and ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or sex in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Atlanta University is an equal opportunity employer.

Foreign Students

Foreign students interested in attending Atlanta University will need proficiency in English since all courses are taught in the English language; therefore, the Test of English as a Foreign Language is required. After taking the test, you should request the Educational Testing Service, which administers the test internationally, to send your test scores directly to the Office of the Registrar of Atlanta University. To take the test, write to Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey 08540, U.S.A.

ACADEMIC REQUIREMENTS AND STANDARDS

Registration

After one has been accepted for admission, he/she will be notified of the dates for registration. The registration schedule will indicate where prescribed registration forms may be secured and executed.

Full academic load.—A full academic load ranges from nine to fifteen hours per semester.

General Requirements for a Master's Degree

The following requirements must be fulfilled before a student is eligible to receive a master's degree. They are:

1. Residency.—The minimum residence requirement is one academic year or three summer sessions of eight weeks each.
2. Semester Hours.—At least twenty-four (24) semester hours of graduate work at Atlanta University are required.
3. Examinations.—University- and School-required examinations must be satisfied within time periods specified.
4. Time Requirement.—All requirements for the master's degree must be completed within six calendar years of the date of matriculation. Work completed outside the six-year period will not be considered. Students required to enter the armed services may be given a grace period equivalent to the length of time spent in the armed services.
5. Communication Skills Requirement.—All entering students are required to take tests in reading and composition at the beginning of their first

term in the University. Failing to earning a passing score on either test, students are required to enroll that term and remain in a reading and/or composition course until the communication skills requirement has been satisfied.

Specific requirements prescribed by the various Schools and departments are listed under their individual entries in this publication.

General Requirements for the Specialist Degrees

The following requirements must be fulfilled before one is eligible to receive a specialist degree. They are:

1. Residency.—The minimum residence requirement is one academic year or three summer sessions of eight weeks each.
2. Semester Hours.—At least thirty (30) semester hours of post-master's work of which a minimum of twenty-four must be completed at Atlanta University.
3. Examinations.—University- and School-required examinations must be satisfied within time periods specified.
4. Time Requirement.—All requirements for the specialist degree must be completed within six calendar years of the date of matriculation. Work completed outside the six-year period will not be considered. Students required to enter the armed services may be given a grace period equivalent to the length of time spent in the armed services.

Specific requirements prescribed by the School of Education and the School of Library Service are listed under their individual entries in this publication.

General Requirements for Doctoral Degrees

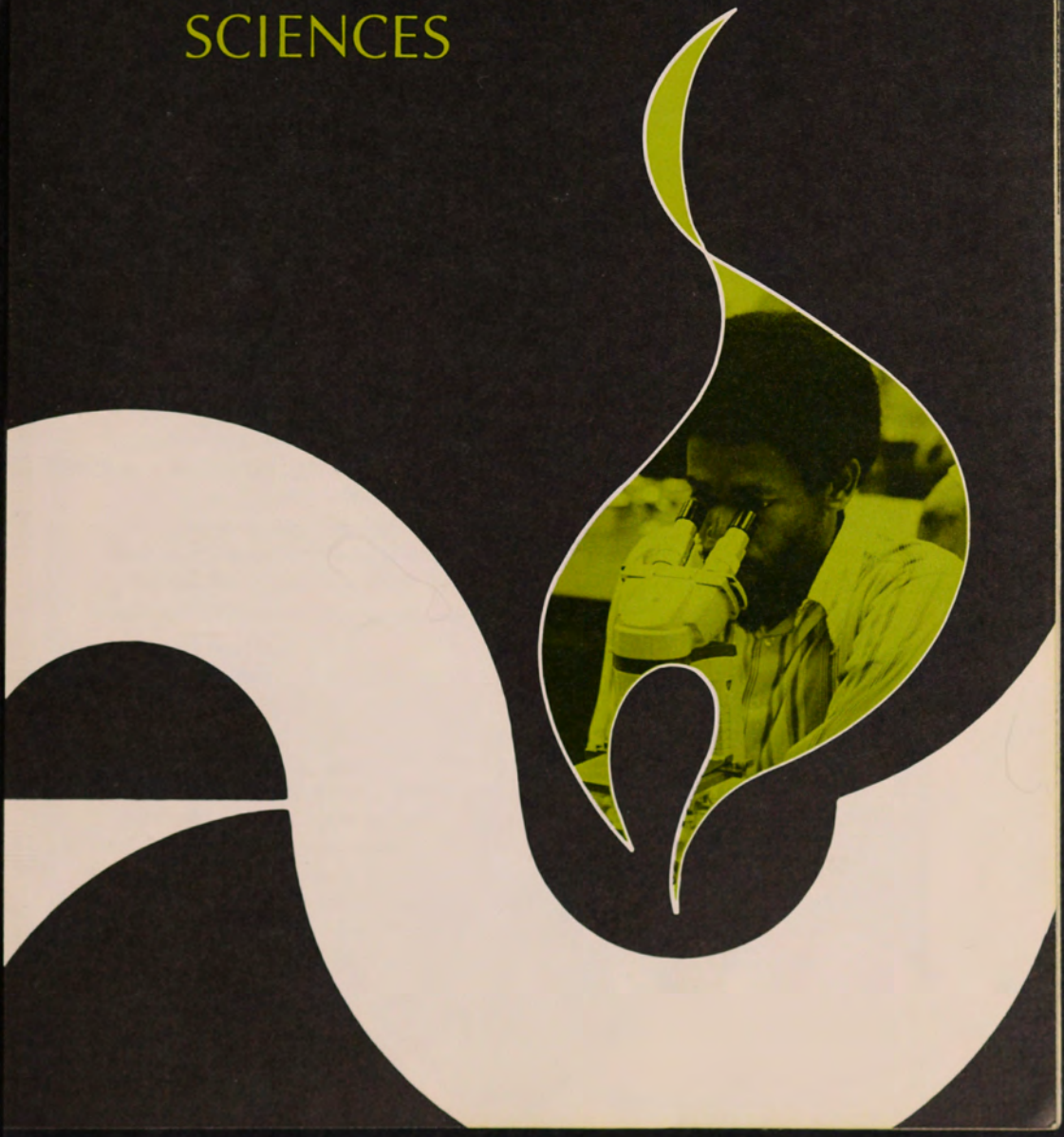
The following requirements must be fulfilled before one is eligible to receive a doctoral degree. They are:

1. Admission.—One must file a declaration of intent stating the area of study one plans to pursue (biology, educational administration, guidance and counseling, and political science).
2. Residency.—The minimum residence requirement is one academic year of two consecutive semesters exclusive of the summer session beyond the first year of graduate study.
3. Semester Hours.—At least seventy-two (72) semester hours of graduate work is required.
4. Examinations.—University- and School-required examinations must be satisfied within the time periods specified.
5. Time Requirement.—All work for the doctorate must be completed within five years of the date of admission to candidacy.
6. Admission to Candidacy.—One must pass a preliminary or qualifying examination administered by the department in which he/she is studying in order to be admitted to candidacy.
7. Dissertation.—One must complete a dissertation which demonstrates intellectual mastery of a subject and proof of skill in research and scholarship. The written document must be approved by a Dissertation Committee.
8. Final Examination.—One must defend the dissertation in the form of an oral examination.

ACADEMIC STRUCTURE

Schools	Areas of Concentration	Degrees
SCHOOL OF ARTS & SCIENCES	Afro-American Studies	M.A.
	Biology	M.S., Ph.D.
	Chemistry	M.S., D.A.
	Economics	M.A.
	English	M.A.
	Foreign Languages	M.A.
	History	M.A.
	Mathematics	M.S.
	Political Science	M.A. Ph.D.
	Public Administration	M.P.A.
	Social Science	M.A.
	Sociology & Anthropology	
SCHOOL OF BUSINESS ADMINIS-TRATION	Accounting	M.B.A.
	Finance	M.B.A.
	Marketing	M.B.A.
	Management & Organizational Behavior	M.B.A.
	Operations Management	M.B.A.
	Transportation Management	M.B.A.
SCHOOL OF EDUCATION	Administration & Supervision	M.A., Ed.S, Ed.D
	Early Childhood Education	M.A.
	Educational Psychology	M.A.
	Elementary Education	M.A.
	Guidance & Counselling	M.A., Ed.S., Ph.D.
	Reading	M.A.
	Secondary Education	M.A.
	Special Education	M.A., Ed.S
SCHOOL OF LIBRARY SERVICE	Academic Library Service	M.S. in L.S., S. in L.S.
	Public Library Service	M.S. in L.S., S. in L.S.
	School Library Service	M.S. in L.S., S. in L.S.
	Special Library Service	M.S. in L.S.
SCHOOL OF SOCIAL WORK	Autonomous Social Work Practice in Clinical Settings	M.S.W.
	Autonomous Social Work Practice Policy, Planning & Administrative Settings	M.S.W.

THE SCHOOL OF ARTS & SCIENCES



THE SCHOOL OF ARTS AND SCIENCES

General Information

The School of Arts and Sciences, since its establishment in 1930, has played a dominant role in the development of the excellence, the prestige, and the influence of the University as a graduate school. Many faculty members of the School have left an indelible imprint not only upon the University itself, but also upon the educational, social, political, cultural and economic life of Atlanta, the State of Georgia, and the nation. The quality and prestige of the faculty have served as magnets to attract good students. But perhaps the most significant evidence of the excellence and the uniqueness of the faculty has been its ability to transform students ill-prepared for graduate studies into competent scholars and researchers. Because of the dedication, the patience and the skill of these master teachers, many of these students have achieved a level of competence which enabled them to earn master's degrees and then earn more advanced degrees from other universities, competing with students from some of the most prestigious educational institutions in the nation.

Graduates of the School of Arts and Sciences hold positions of importance in every sphere of the intellectual, cultural, political, social and economic activity of this country, which fact is a living tribute and glowing monument to the dedication and unique skills of those men and women of the faculty who have contributed to the academic excellence of Atlanta University.

The School of Arts and Sciences consists of eleven departments—Afro-American Studies, Biology, Chemistry, Economics, English, Foreign Languages, History, Mathematics, Political Science, Public Administration and Sociology and Anthropology. All of these departments offer curricula leading to either the Master of Arts or the Master of Science degree. The curricula are designed to prepare graduates for diverse careers, including teaching on the secondary school or college level, for positions in industry and commerce, and also for study towards the Ph.D. degree.

Departments in the liberal arts and the social sciences are housed in Dean Sage Hall, a modern classroom and office building. Departments in the natural sciences are located in modern buildings especially constructed to meet the needs of students and teachers of biology and chemistry.

In addition to small, special collections of books and other printed materials in English-Education and Political Science housed in Dean Sage Hall, all students in the School of Arts and Sciences have available to them all of the resources of Trevor Arnett Library, the central University library, and those of other libraries in the Atlanta area.

Objectives

During the forty-one years that the School of Arts and Sciences has been in existence, its purpose and objectives have changed and expanded. From the beginning and presently, the continuing commitment of the School takes the form of providing for society the various kinds of leaders that society needs. Today the major objectives of the School are to train scholars for positions of leadership, and to initiate and promote research. Therefore, the School expects to broaden the student's knowledge and to provide for him knowledge in a specialized area of study, supported by a background in general education. It follows, then, that the work of the School should provide every student with the ideals and the disciplines of modern research which lead towards productive scholarship. Underlying both of these objectives is an especial concern for quality, whether it be in training for citizenship, teaching, or research.

Admission

In general, students are admitted to the School of Arts and Sciences by transcripts from approved colleges and recommendations of persons acquainted with the academic background of applicants. Transcripts must indicate both a degree of competence in the academic area of an applicant's interest as well as the potentiality of growth, and a broad general education. Specific departmental requirements are listed in the Atlanta University Catalogue.

Degree Requirements

For the master's degree in the School of Arts and Sciences, the general requirements include the satisfactory completion of from twenty-four to thirty semester hours of course work, depending upon the department in which the student is enrolled. A thesis is required, and yields six additional credit hours. Some departments have a foreign language requirement (French, German or Spanish) which may be satisfied by either the passing of an examination or the satisfactory completion of a non-credit course. Other departments permit, on an individual basis, substitution of other tools considered to be more relevant to the needs of their students. Two consecutive semesters of residence at Atlanta University or its equivalent is also required. Other general requirements of the University must be satisfied for admission to candidacy for degrees.

Specific Requirements for the Doctor of Philosophy Degree in Biology

PREREQUISITES FOR ADMISSION

1. B.S. or M.S. degree, with a major in the biological sciences or in biochemistry, from an approved institution is required.
2. An overall academic average of B or better is necessary.
3. A creditable Graduate Record Examination Score must have been achieved.

REQUIREMENTS

For persons holding the M.S. degree the courses taken shall be determined by the overall preparation of the student as determined by his application and supporting data. The major area of concentration may be either zoology, botany, or microbiology with a minor in either area or in chemistry (including bio-chemistry).

1. Foreign Language.—Reading proficiency in two foreign languages or reading proficiency in one foreign language and satisfactory performance in a one semester course in computer science is required.
2. Qualifying Examination.—This examination must be passed before the student is admitted to candidacy.
3. The Dissertation.—This will be a scholarly presentation of a research problem.
4. Final Examination.—An oral examination, primarily in defense of the dissertation, is administered by a thesis committee.

Specific Requirements for the Doctor of Philosophy Degree in Political Science

PREREQUISITES FOR ADMISSION

1. A master's degree in political science or one of the related social sciences is required. An overall academic average of B or better for all work beyond the baccalaureate is necessary.

REQUIREMENTS

1. Semester hours.—Each candidate must successfully complete a minimum of forty-two (42) graduate semester hours beyond the master's degree.
2. Foreign language.—Reading proficiency in two foreign languages is required. Upon the recommendation of the departmental faculty, courses in statistical analysis and/or computer science may be substituted for the foreign languages.
3. Required courses.—Before being admitted to candidacy the student must pass the following courses: Scope and Method of Political Inquiry, Blacks and the American Political System, and Government and Politics in Modern Africa.
4. Preliminary examination.—This examination must be passed before the student is admitted to candidacy.
5. Dissertation.—This will be a scholarly presentation of the research problem. Twelve semester hours credit will be given upon the satisfactory completion of the dissertation.
6. Final examination.—The final examination shall be an oral defense of the dissertation.

Specific Requirements for the Doctor of Arts Degree in Chemistry

A candidate for the Doctor of Arts degree must complete a minimum of 72 semester hours beyond the B.S. degree in a program of course work and

research approved by the chairman of the department in consultation with the student and his major professor. Minimum departmental requirements consist of the following:

1. Satisfactory completion of 30 hours of approved course work in chemistry, 18 hours of course work in higher education in chemistry (including 9 hours for the internship phase), and 6 hours of research (for the M.S. degree).
2. Evidence of satisfactory ability to carry out independent research by completion of a research M.S. degree in chemistry before admission to candidacy.
3. Evidence of proficiency in the use of two research tools which may be satisfied by reading proficiency in German, French, or Russian and proficiency in computer science (evidenced by passing a test or satisfactory completion of an approved graduate course). A course taken to satisfy this requirement can not be used to satisfy the 72 hour course requirement for the D.A. degree.
4. Completion of the dissertation requirement.

Receipt of the M.S. degree does not carry automatic admission to candidacy for the D.A. degree. Admission to candidacy is achieved through passing three of the four advanced comprehensive examinations offered in the major areas in the department and a final qualifying examination administered by the department. The qualifying examination requirement must be passed upon approximately two years of study beyond the B.S. degree but not later than nine months before the degree is to be conferred.

Courses of Study

Courses of study in the School of Arts and Sciences are specific to individual departments and therefore inappropriate for inclusion in this publication. This information is contained in the Atlanta University Catalogue.

Financial Assistance

Generous and varied amounts of financial aid are available to worthy students. A partial listing of the types of financial aid is:

9 fellowships of $5,000 for students in the Ph.D. program in Political Science.
4 grants of tuition waiver and stipends for students in the Atlanta University-Emory University Interinstitutional Program in American Studies.
17 grants of waiver of tuition and stipends in Biology and Chemistry.
11 research assistantships in Biology and Chemistry.
9 teaching assistantships for students in Chemistry.
1 teaching assistantship in French.
50 full tuition scholarships of $1,900 allotted to the School of Arts and Sciences.

Placement

There has always been a constant demand for graduates from the School of Arts and Sciences. The Placement Office of the University renders a valuable service in providing the facilities and services for placement. It should be pointed out, however, that departmental chairmen and the dean receive countless requests from colleges, school boards, business and industry, and others for recommendations of graduates for employment. There has been no difficulty in placing the graduates of the School; in fact, the problem has been producing enough graduates to fill the demands.

THE SCHOOL OF BUSINESS ADMINISTRATION

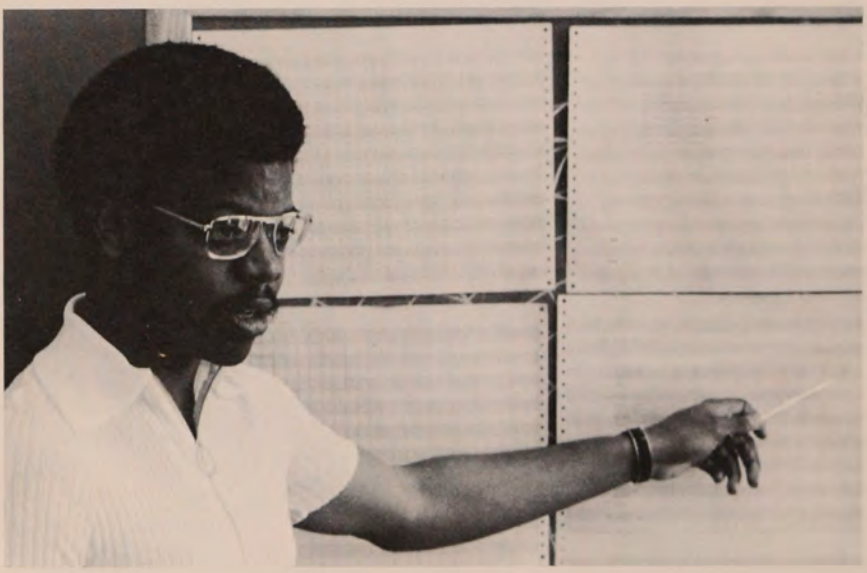
THE SCHOOL OF BUSINESS ADMINISTRATION

The School of Business Administration was established in 1946 to offer instruction in business administration leading to the Master of Business Administration degree. The School is accredited by the American Assembly of Collegiate Schools of Business. It is housed in a new three-story building, designed specifically for use as a School of Business Administration. Students have access to the latest business and professional periodicals in the School's reading room as well as the facilities of Trevor Arnett Library.

The size of the student body of the School is relatively small so that classes are manageable and there is opportunity for contact between faculty and students. The size of the student population also permits meaningful interchange among students in the program, who bring with them a varied background of experiences and cultures.

Most of the faculty have terminal degrees in their areas of specialization, which embrace all of the functional and behavioral aspects of business. The faculty in addition to its competency in teaching is selected for proficiency in research and ability to serve as consultants to business and not-for-profit organizations. Students who are interested and who demonstrate the necessary ability are offered the opportunity to assist faculty in their research and consultative efforts. Through its administrative officers, its faculty and students, the School is intimately involved in rural management development programs for minorities as well as management training for minority entrepreneurs.

The School has the unique advantage of offering a positive and creative approach in providing opportunities for minorities to participate in managerial training. From the vantage point of empathy with minority students, minority businessmen and the community at large, the School is able to broaden students' career opportunities, provide managerial leadership to the minority community and establish a meaningful liaison between minorities and the larger community.



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Objectives

The purposes of the School are to provide a high quality program of professional education for young men and women who wish to achieve responsible positions in business and not-for-profit organizations, or to become instructors in institutions of higher education; to contribute to knowledge about business and urban problems through research; and to provide continuing service to business and community oriented institutions.

Admission

Work experience, maturity and motivation, as well as academic history are considered in judging the applicant's potential for successful performance in the MBA program. Application is encouraged by persons with non-business undergraduate degrees such as engineering, liberal arts or science.

In addition to the general requirements for admission to the University, applicants for admission to the School of Business Administration are required to submit their test scores on Graduate Management Admission Test (GMAT). Application for the test may be obtained directly from Educational Testing Service, 20 Nassau Street, Princeton, New Jersey. Applicants should request that their test scores be sent to the School of Business Administration, Atlanta University, Atlanta, Georgia 30314.

Degree Requirements

In addition to the general requirements for a master's degree (see "Academic Requirements and Standards" for the University), the requirements for the degree Master of Business Administration are as follows:

The completion of not less than forty-eight (48) semester hours of graduate study in accordance with the Program of Study in Business Administration. Students must fulfill the required number of courses in accordance with their individual patterns of study.

Course of Study

The program of the School of Business Administration, oriented toward the management point of view, is sufficiently flexible to meet the needs of a variety of student interests. However, in accordance with the standards of the professional accrediting agency in business administration it is necessary for every student to receive instruction in the common body of knowledge of business administration. This encompasses courses concerned with the environment of business, the tools and methods of analysis, knowledge of the functional fields of business, and development of the individual as a member of the group.

Students with special interests may elect a minimum of three courses in the following functional areas of business:

ACCOUNTING. The student is given the opportunity to develop his understanding of modern accounting standards and concepts, and of acceptable forms and techniques in the preparation of accounting statements when he elects courses in this area. At least 18 hours of graduate accounting courses must be selected by students with such specialization interests so that they may pursue careers in corporate accounting or become eligible to sit for the Certified Public Accounting examinations.

FINANCE. Through rigorous analysis of cases, study in this functional area develops students' ability to weigh carefully alternative sources and forms of financing. Students preparing for careers in finance will find courses structured so that they develop an understanding of the funds flow and management of corporate working capital.

PRODUCTION AND OPERATIONS MANAGEMENT. Students electing courses in this area are exposed to problems involved in planning, organizing, executing, appraising and controlling the manufacturing activities of an enterprise. Courses offered provide insight into the major concepts and techniques of production and operations management. The sequence of courses offered is geared toward developing competence in recognizing, analyzing and making decisions about typical problems in the production function of a business.

MANAGEMENT AND ORGANIZATIONAL BEHAVIOR. The program in the management sequence introduces students to human motivation, to communications and to large and small group dynamics. Management decision-making and organizational structure and function are examined. Specific

situations are analyzed so that students are led to formulate realistic plans for responsible action and thus are able to develop rudimentary administrative skills.

MARKETING. Students seeking careers in marketing elect courses that apply and integrate fundamental marketing principles and theories toward solution of distribution problems. The interrelationship between marketing and the other functional areas of business is examined, and opportunity is provided for students to expand theoretical marketing concepts toward achieving organizational objectives.

Students are not required to complete a thesis to fulfill requirements for the master's degree in business administration. Emphasis is placed on developing the ability to make oral and written presentations in a logical and cogent manner as exemplified in the Research and Reports course. Two years are ordinarily required to complete a prescribed program leading to the Master of Business Administration Degree.

Financial Assistance

Financial aid is available through grants, foundations and governmental agencies to a limited number of students based on their academic record. These awards may range from $750 to $2,000 for each academic year. The Committee on Financial Aid of the School of Business Administration selects recipients during April of each year. Students should submit written applications to the Office of Financial Aid before April 1.

Loans and part-time employment constitute other sources of financial assistance available to full-time students. This information may be obtained by writing to the Director of Financial Aid, Atlanta University, Atlanta, Georgia 30314.

Placement

The demand for graduates of the School of Business Administration has far exceeded the supply. Every graduate who has sought employment has found a place with one of the many national and local companies or government agencies who send representatives to the campus to recruit for a wide variety of positions. Graduates have also found employment at educational institutions as faculty members or administrative staff. Some graduates have continued their studies toward advanced degrees at major universities.

The Placement Office is available to assist students in making proper contacts for jobs.

THE SCHOOL OF EDUCATION

THE SCHOOL OF EDUCATION

General Information

The School of Education was organized originally as a Department of Education in the Graduate School, later changed to the School of Arts and Sciences, and was established as a professional school in 1944. It offers Master of Arts and Education Specialist degrees in Administration and Supervision, Elementary and Secondary Education, Early Childhood Education, Special Education, Reading, Guidance and Counseling, Educational Psychology, and the Professional Visiting Teacher.

Doctoral programs are offered in Educational Administration and in Guidance and Counseling.

In addition to preparing students for work in elementary and secondary education, the School prepares majors in Guidance and Counseling, Reading, and Administration for work at the college level. Approximately 85 per cent of its well-trained faculty have earned doctorates.

The School of Education is housed in Rufus E. Clement Hall, a modern, air-conditioned building with specially designed classrooms useful for various instructional purposes including demonstration and observation. The latest audiovisual equipment is available to students, as are the collections of material in Trevor Arnett Library, including one of the largest collections on Black culture. Facilities of the Atlanta Public School System, with which the School has a very close cooperative arrangement, are also available.

Objectives

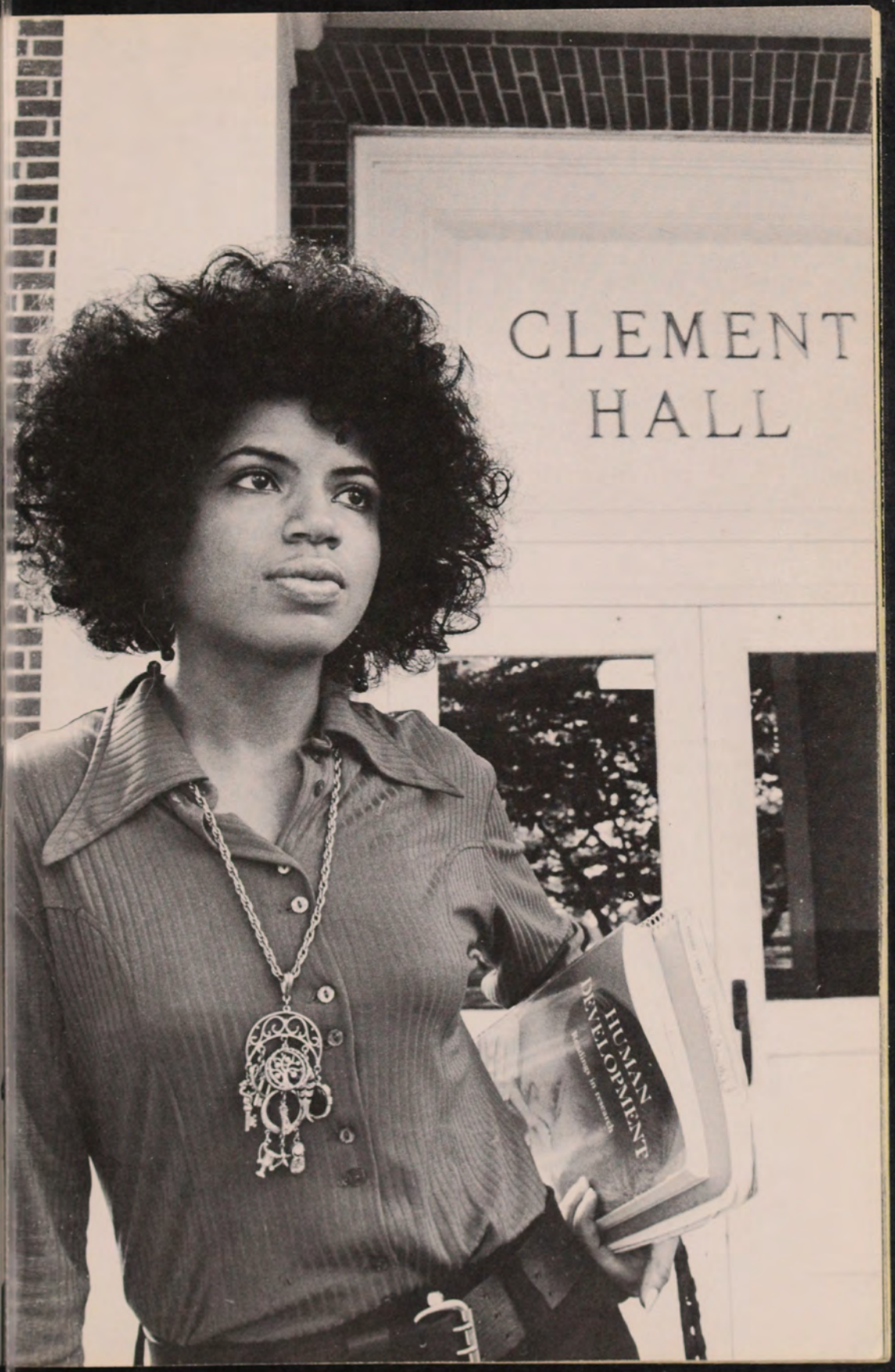
The School of Education aims to prepare educational leaders with competency in various educational roles and with empathetic understanding of the needs of the great masses of people who have been handicapped because of race, poverty, or ethnic background and who are committed to the expansion of democratic opportunities in teaching, administration, and all other educational roles; to introduce innovative theories, techniques, and practices to the field of education; to provide educational leadership to the community; to engage in a wide variety of cooperative programs with educational and other agencies in order to strengthen higher education, the public school, and community growth; and to anchor educational experiences to real situations by internship, laboratories, and other field experiences as part of the regular curricular offerings.

Admission

Entrance requirements are liberal; emphasis is on exit requirements. Applicants must be graduates of approved colleges and show evidence of being able to successfully pursue a program of graduate study. In addition, candidates for the Education Specialist and doctoral degrees must have had successful school experience, above average academic records, and acceptable standardized test scores.

Degree Requirements

Programs of study leading to the Master of Arts degree require a minimum of thirty-nine (39) semester hours of graduate work which must be completed within six calendar years with an average grade of B. Transfer credit up to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a maximum of six hours may be credited towards the degree with the approval of the faculty advisor and the dean. Students have the option of writing a thesis which counts for six semester hours.

Some departments require students to take a comprehensive examination before completion of the program. This examination is given in two parts: written and oral.

Programs of study leading to the Education Specialist degree require a minimum of thirty (30) semester hours of work beyond the master's degree and must be completed within six calendar years. Transfer credit up to a maximum of six hours may be approved by the faculty advisor and the dean. Candidates must conduct a field research project and complete a written report which they will defend in an oral examination.

Programs of study leading to the degrees of Doctor of Education and Doctor of Philosophy are offered in the areas of educational administration and guidance and counseling, respectively. Each program requires the completion of three years of academic work beyond the baccalaureate. Candidates are required to complete a dissertation and defend it orally.

Specific Requirements for the Specialist Degree

PREREQUISITES FOR ADMISSION

1. A master's degree in the field in which the specialist degree is sought is necessary.
2. Satisfactory performance on an approved standardized test is required.
3. Evidence of successful performance in the world of work must be presented.

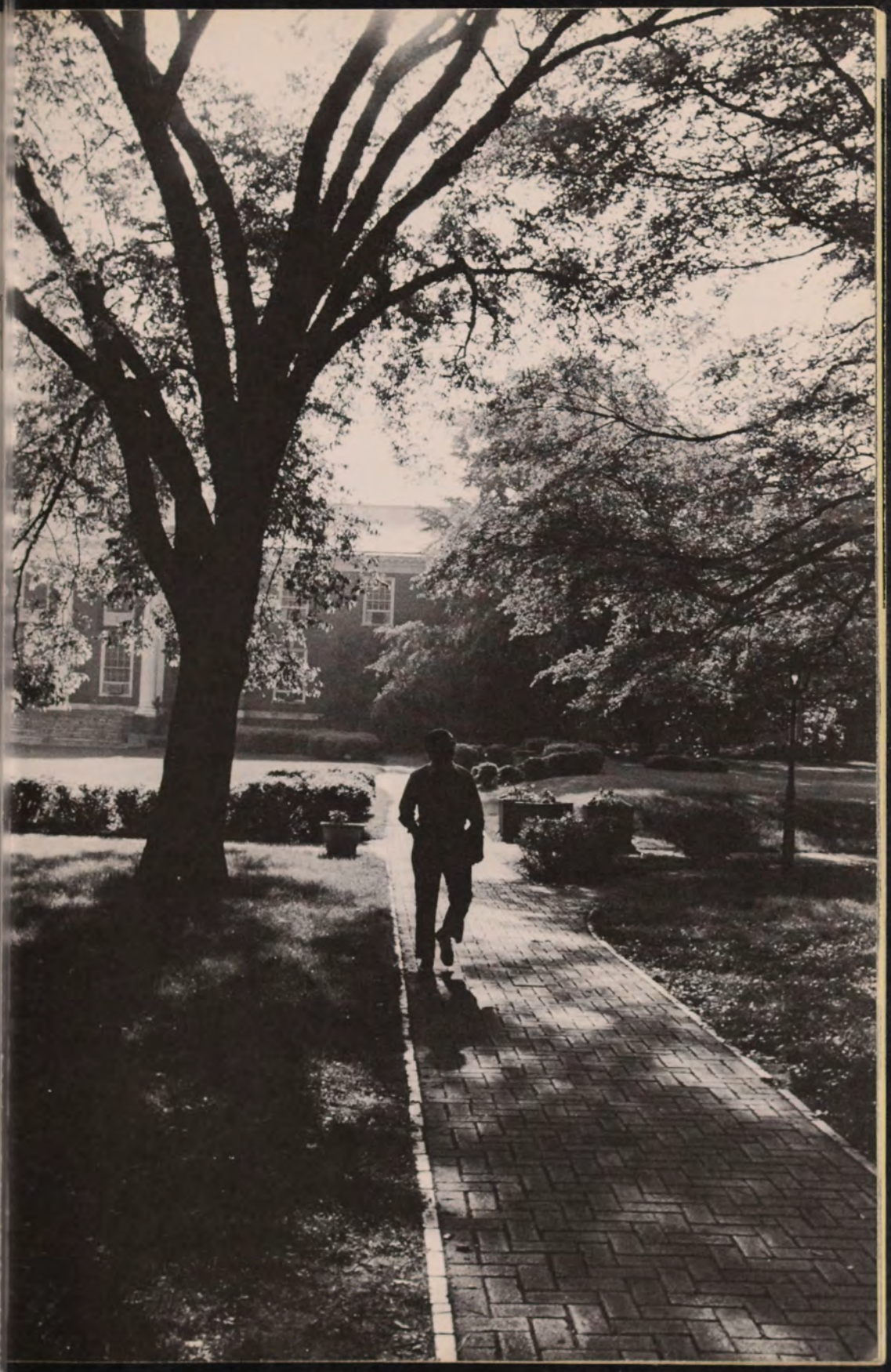
REQUIREMENTS

1. Semester Hours.—A minimum of 30 hours beyond the master's degree is required.
2. Examinations.—A comprehensive examination must be satisfactorily completed. In addition a final examination in defense of the research project is required.
3. Research Project.—A scholarly report of a research project which demonstrates special skills and understanding related to the area of specialization must be submitted.

Specific Requirements for the Doctor of Philosophy Degree in Guidance and Counseling and the Doctor of Education Degree in Administration and Supervision

PREREQUISITES FOR ADMISSION

1. The bachelor's degree from an approved institution is required. An academic average of B or better in all graduate work is also required.
2. Satisfactory performance on a standardized examination designed to measure capability to do advanced graduate work must be demonstrated. The specific test must be approved by the faculty of the School of Education.
3. Recommendations of former college faculty members who are acquainted with the applicant's academic ability must be submitted.
4. A relatively high degree of skill in social and interpersonal relations must be indicated.



5. Evidence of effective performance in the world of work must be presented.

REQUIREMENTS

1. A student who holds the two-year master's degree in guidance and counseling must earn forty-eight (48) graduate semester hours in work toward the doctorate. One who is working toward the Degree of Doctor of Philosophy in Guidance and Counseling and who does not hold the master's degree in this field will be required to earn ninety-six (96) graduate semester hours before he can obtain the degree. The Doctor of Education degree requires a minimum of seventy-two (72) semester hours.
2. Research Tools.—As part of the preparation to conduct meaningful research, candidates must demonstrate proficiency in the use of two research tools: foreign languages, statistics, computer sciences.
3. Preliminary Examination.—This examination must be passed before the student is admitted to candidacy.
4. The Dissertation.—This will be a scholarly presentation of a research problem.
5. Final Examination.—This will be an oral examination, primarily in defense of but not restricted to the dissertation.

Courses of Study

The School of Education consists of four departments:

Administration and Supervision
Curriculum
Foundations
Guidance, Educational Psychology, and Special Education

Courses of study in the School are specific to these four departments and are, therefore, inappropriate for inclusion in this publication. This information is contained in the Atlanta University Catalog. It may be said, nevertheless, that programs are designed to be flexible so they can be tailored to each student's needs and experiential background.

Financial Assistance

For applicants who meet the admission requirements and who need financial assistance, there are available fellowships, scholarships, loans, and work study programs. Application for financial assistance forms may be secured from the Registrar of the University at the same time as application for admission forms. Further details may be secured from the chairman of the department of the applicant's major and from the Office of Student Financial Aid.

Placement

Although future placement cannot be guaranteed, the University makes every effort to assist students in finding positions for which they are being trained. Such assistance is offered through the various departments as well as by the Placement Office.

THE SCHOOL OF LIBRARY SERVICE

THE SCHOOL OF LIBRARY SERVICE

General Information

The School of Library Service, which was established in 1941, offers a thirty-six (36) semester hour program culminating in the Master of Science in Library Service degree. It also offers a sixth-year program representing thirty to thirty-six semester hours beyond the master's degree leading to the Specialist in Library Service Degree. The program of the School is accredited by the American Library Association, the Southern Association of Colleges and Schools and the Georgia State Department of Education. Some degree of specialization is offered in college and university, school, public and special librarianship, and in the areas of reference service and cataloging. The School offers an approved program for the T-5 and T-6 certificates for school librarians in the state of Georgia.

The School of Library Service is located on the first and third floors of the Trevor Arnett Library of Atlanta University. The special library of the School contains the essential books, journals and other materials pertinent to librarianship as well as the necessary audiovisual equipment. In addition, the reference, general and special collections of the Trevor Arnett Library and of other libraries in the Atlanta area are available to students and faculty.

The concept of librarianship presupposes a social awareness on the part of librarians and their assumption of responsibility for contributing to an informed citizenry. The preparation of librarians who are to assume educational leadership indicates a close relationship between professional education and general education; and it requires a program which emphasizes the basic concepts of knowledge, the character and content of recorded materials and the role of libraries as educational institutions.

Objectives

The objectives of the School of Library Service are:

1. To prepare professional librarians by means of a common body of knowledge, principles and techniques, to acquire, organize, and administer recorded information.
2. To develop in students a social awareness that recognizes the power of knowledge and the value of an informed citizenry in a democratic society.
3. To provide a program of library education for individuals and groups from varied economic levels and ethnic and educational backgrounds which will assist and motivate them in meeting their career goals.
4. To prepare librarians to assume responsibility and leadership in the development of library services locally, regionally, nationally and internationally.
5. To prepare librarians to contribute to the advancement of the library profession through research, publishing and other endeavors.
6. To encourage active participation in professional organizations.
7. To provide opportunities for continuing education through special courses, lectures, demonstrations, institutes and conferences designed to keep in-service librarians abreast of changes in the profession.

Admission

Students who are admitted to the School of Library Service are those whose academic records and personal qualities seem to indicate that they will succeed as professional librarians; therefore, applicants are required to have a broad general education deeply rooted in the social, scientific and humanistic disciplines.

After a student has been admitted to the School of Library Service, course programs are designed on an individual basis in terms of interests, previous experience, and professional and academic needs. Courses in other Schools in the University may be taken to strengthen and supplement the general education of the student and the various areas of specialization offered by the School of Library Service.

Only six semester hours of course work may be transferred, with the approval of the Dean, from another institution for credit toward the Master of Science in Library Service degree. Library science credit must have been earned at a graduate library school, the program of which is accredited by the American Library Association.

Degree Requirements

The general requirements for the Degree of Master of Science in Library Service include the satisfactory completion of 36 semester hours of course work. The thesis is optional and yields six semester hours credit. At least six semester hours of a modern foreign language is required. Other general requirements of Atlanta University must be satisfied for admission to candidacy for degrees.

Specific Requirements for the Specialist in Library Service Degree

PREREQUISITES FOR ADMISSION

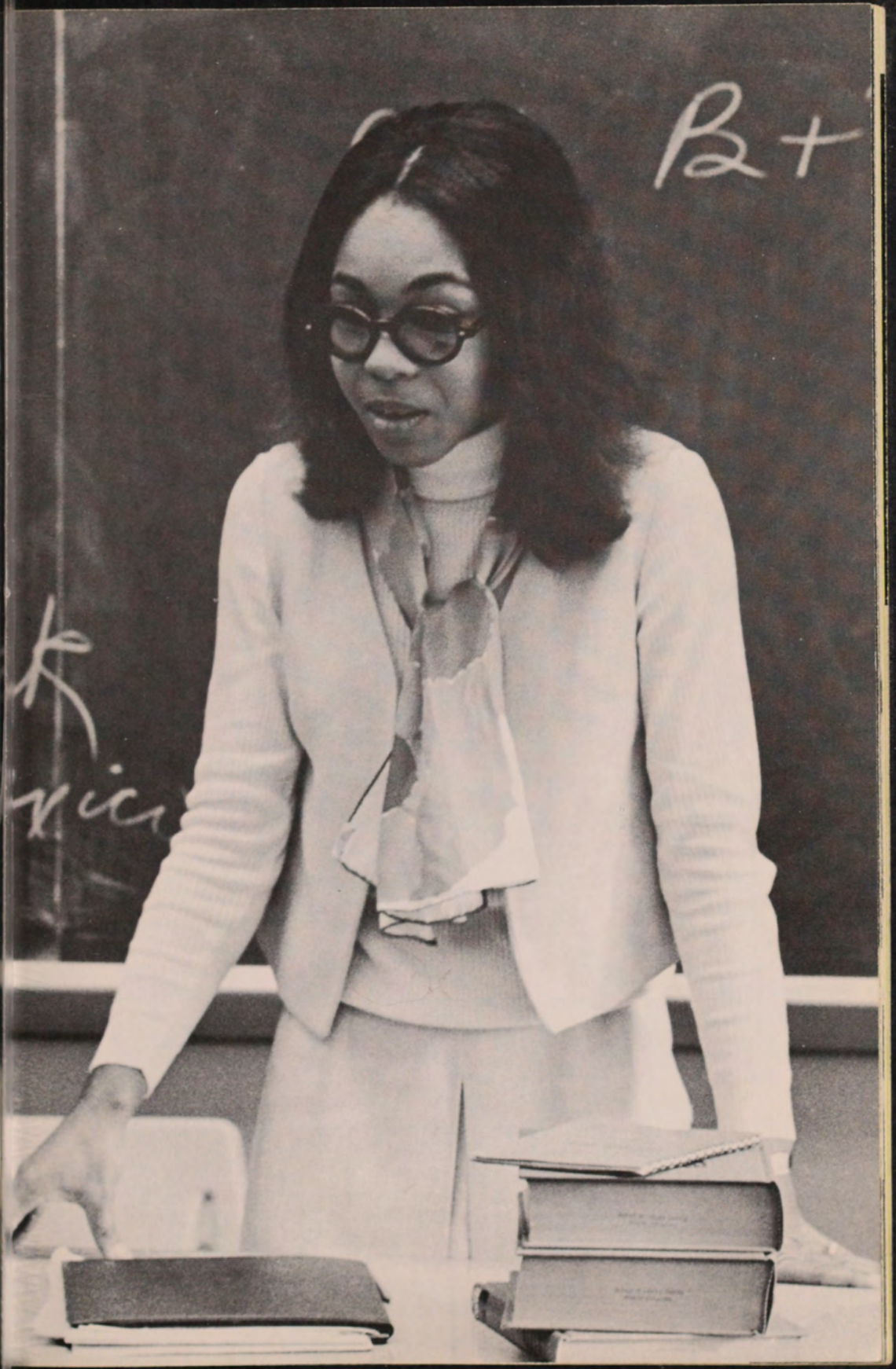
1. A master's degree in library service from a library school the program of which is accredited by the American Library Association is required.

The applicant should have earned credit in Research Methodology and Library Administration.

2. An academic average of B or better in all undergraduate and graduate work is required.
3. Recommendations of library school faculty members who are acquainted with the applicant's ability must be submitted.

DEGREE REQUIREMENTS

1. Semester Hours.—A minimum of thirty (30) semester hours beyond the master's degree in library service is required.
2. Examinations.—A comprehensive examination must be satisfactorily completed before admission to candidacy for the degree. The candidate must also pass a written and oral examination in defense of the research project.
3. Foreign Language.—The regulation of the School of Library Service regarding a reading knowldge of at least one modern foreign language must be satisfied before admission to candidacy.
4. Research Project.—The completion of a research project for six (6) semester hours credit is required.
5. Time Limit.—All requirements for the Specialist in Library Service Degree must be satisfied within six years of the date of matriculation in the sixth-year program.



Course of Study

The courses of study in the School of Library Service consist of five components: (1) foundation courses which are broadly cultural and informational, (2) literature courses, (3) library administration courses, (4) courses dealing with general library techniques, and (5) courses dealing with specialized library techniques. Students may select one of seven areas of specialization depending upon their career goals; however, certain courses in each of the five components are required in each area of specialization to assure each student of developing those competencies which are common to all types of library service. The areas of specialization are academic library service, school library service, special library service, public library service (general), public library service for children and young adults, reference and cataloging.

The instructional program is enriched by field trips to various types of libraries and library agencies in the Atlanta area and guest lecturers with outstanding reputations in librarianship and related fields.

Financial Assistance

Each year the School of Library Service has a limited number of full and partial tuition scholarships. When funds are available from the federal government and foundation grants, substantial fellowships are awarded.

Four assistantships with monthly stipends are available; two in the Trevor Arnett Library and two in the School of Library Service.

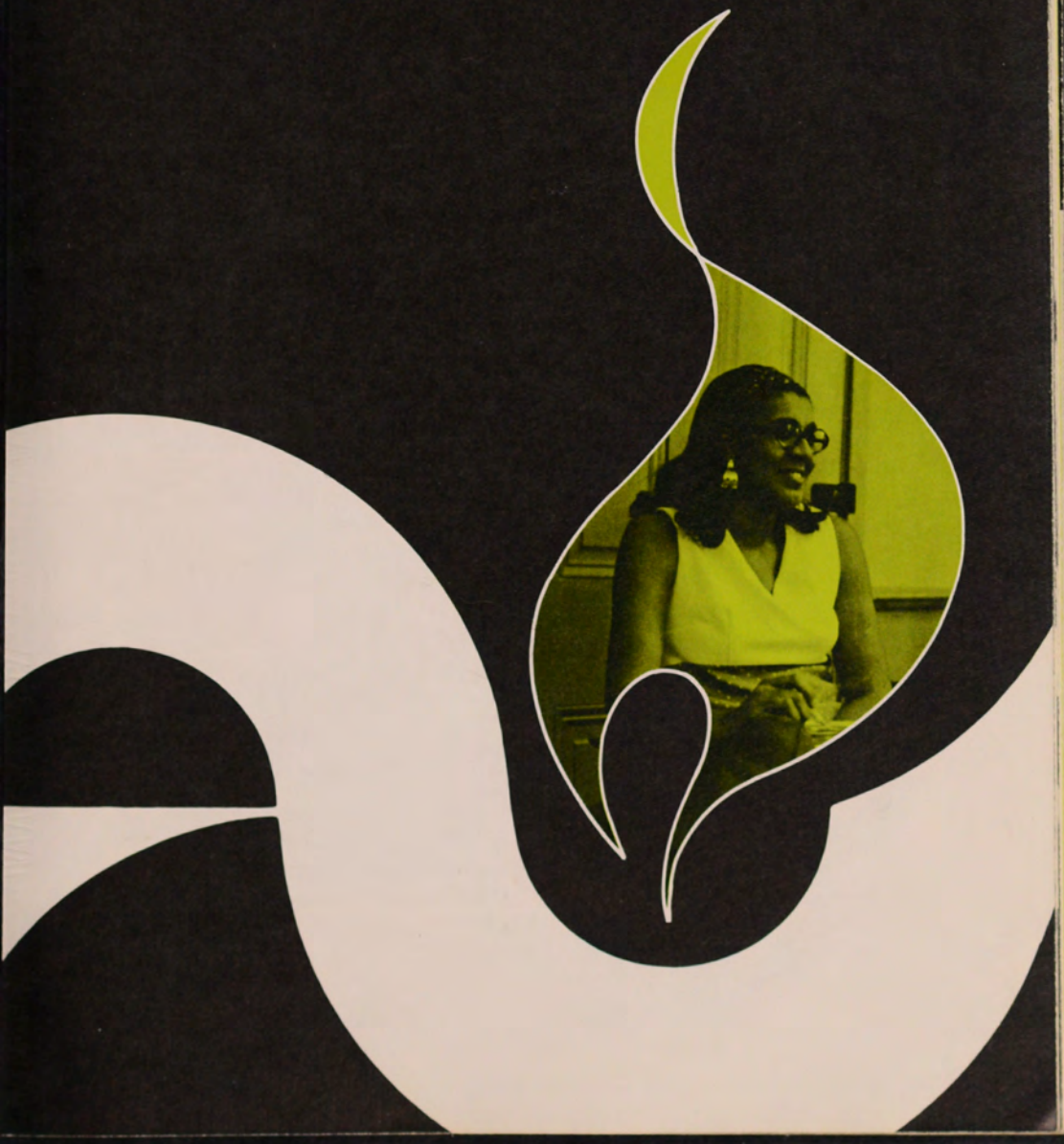
For students who are interested in careers as public librarians, there is a traineeship program in cooperation with the Atlanta Public Library. Students in this program are paid at an hourly rate for work in the Atlanta Public Library.

There are opportunities for part-time work in the libraries of the Atlanta University Center and the Atlanta Area.

Placement

The School maintains a placement service for its graduates, aiding them in securing their first positions and in advancing to other positions throughout their professional careers. While the School cannot guarantee positions, the demand for well-qualified librarians is such that graduates are reasonably certain of obtaining desirable positions. For a number of years the School has not been able to fill as many as 10 per cent of the positions for which it has been requested to make recommendations.

THE SCHOOL OF SOCIAL WORK



THE SCHOOL OF SOCIAL WORK

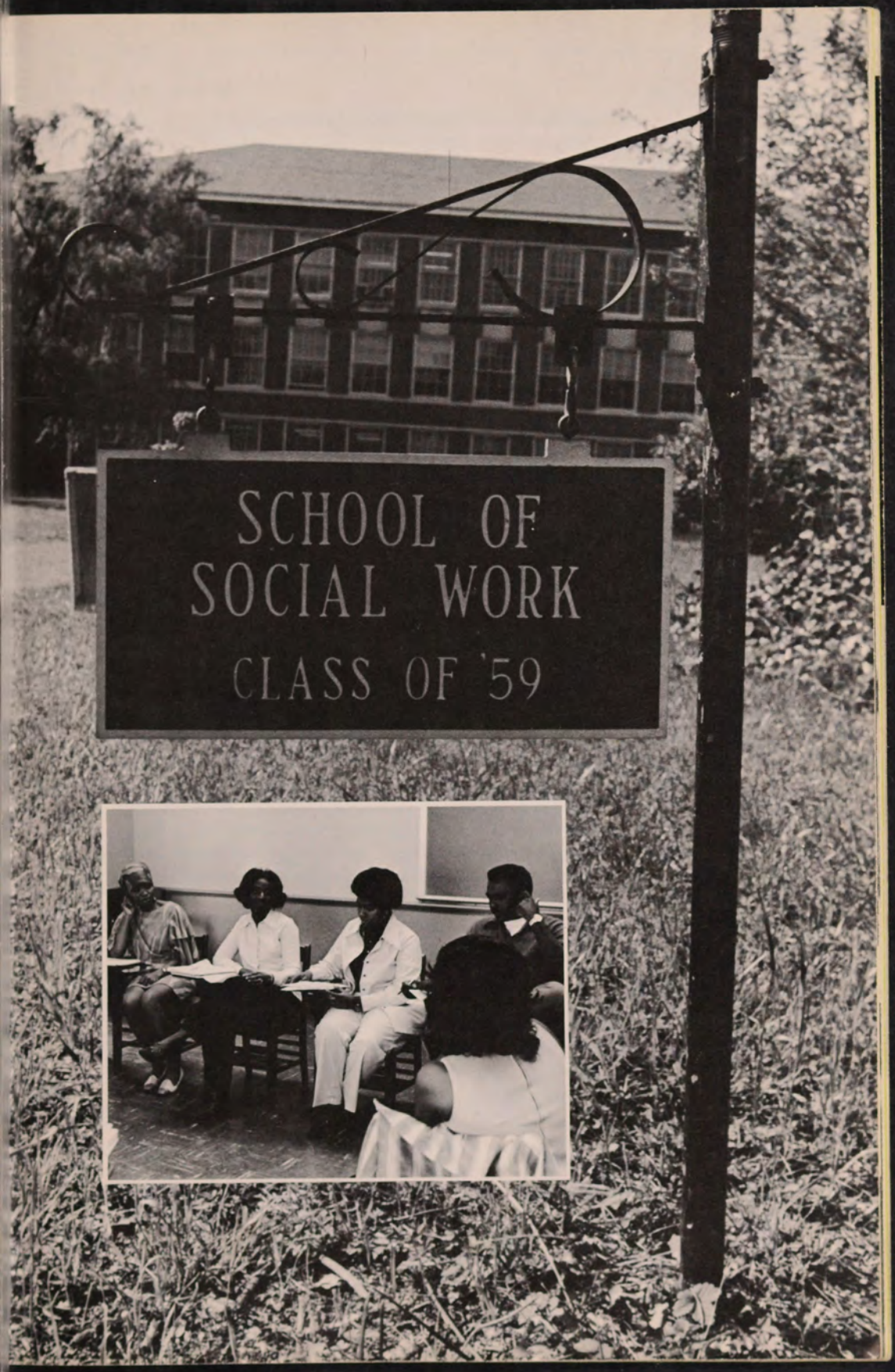
General Information

The School of Social Work was established over fifty years ago to provide professional education for human service related roles and occupations. The earlier curriculum reflected the belief that those serving minority peoples needed not only the basic social work education provided in the few existing schools of social work but additional learning about the target group whom they would serve. However, during the 1950's and the early 1960's the Atlanta University School of Social Work became a prototype of every other school of social work, a consequence of the School's response to pressures from accrediting and federal funding sources.

Today the School has gone full cycle and is reaffirming its historical mandate, with a more pluralistic orientation. Fifty years after its inception the School of Social Work clearly articulates its commitment to provide quality education for all who wish to help oppressed and disadvantaged minorities. The product of the School is no longer the narrow clinician—the casework counselor prone to meddling. Students develop skill in an epidemiological approach which enables them to solve the social welfare problems of a community and to strengthen community potential for solving its own problems.

The educational program and experience of the School of Social Work focus upon the fact that all human beings have both a universal human experience and a unique ethnic experience. To accept and affirm one's own individual ethnicity enables one to recognize and value persons from various ethnic backgrounds. In a society that constantly purports, through its various media, the white subculture as the prototype of universal human culture, it is particularly important for white students in the social work profession to have learnings and experiences that will free them to value their own ethnic heritage as but one among myriad sub-cultures. The School seeks, therefore, to attract all qualified persons, regardless of race, color or creed, who will enter into transactional relationships with the oppressed and disadvantaged; value knowledge and accept endless involvement in learning from and about those whom they would serve; engage with the School in scholarly pursuit of theoretical concepts which refute the Jensen and Shockley efforts to stereotype Blacks as congenitally inferior; demonstrate in their social work roles skills in sharing knowledge and processes of problem-solving with Black and other minority communities, thus contributing to their liberation of self through education.

In addition to its two-year Master of Social Work program, the School has implemented a one-year degree program for social welfare majors from selected baccalaureate programs. In keeping with the University's commitment to serve its community, to foster interdisciplinary education and to develop manpower resources for the human services, the School has expanded its services to include a dual degree program and a ministerial community leadership training program with the Interdenominational Theological Center, a visiting teacher degree program and a Headstart Leadership Development training program and demonstration center with the School of Education, and an urban transportation program with the School of Business Administration.


SCHOOL OF
SOCIAL WORK
CLASS OF '59

Objectives

The social work profession has a responsibility to equip its practitioners with values, knowledge, and skills necessary to work with people everywhere in their quest to control their destinies and to achieve "humanistic self and communal actualization." Therefore, the School has historically been mandated to set the following goals for its educational program.

1. An educative process which emphasizes aspects of the experiences of blacks and of other minorities and uses these aspects both affectively and cognitively to sensitize students to the impact of ethnicity on social welfare systems.
2. Educational experiences aimed toward preparing "Autonomous Social Workers" who have commitment, skills, and knowledge necessary to act independently or jointly with others to insure humane interaction with people.
3. A unified curriculum whose conceptual framework reflects poor and minorities as human beings who have been victimized by society's failure to achieve the level of humanity which would protect their rights and opportunities to share fully in society's distributive resources.

Admission

Applications for the MSW program are reviewed from November 1 until the quota is filled for the following academic year. Applications received after April will be considered only if space permits.

Requests for application material may be made to the Chairperson of Admissions and Recruitment, School of Social Work, Atlanta University, Atlanta, Georgia 30314.

Admission to the School is granted to graduates of approved colleges and universities. Applicants must present evidence of a combination of personal qualities essential for professional practice of social work.

Students from other accredited schools of social work may be accepted in the Atlanta University School of Social Work. Credit for work achieved prior to admission to Atlanta University will be granted on the basis of the credit requirements of this University.

Students pursuing part-time programs are admitted on the same basis as those engaged in full-time work. If such students expect to earn the Master of Social Work degree, the first year's work may be completed in two or more years; but upon completion of the first year on a part-time basis the student must enroll full-time for the second year.

Degree Requirements

The degree of Master of Social Work, a professional degree, is conferred by Atlanta University upon students who have fulfilled the admission requirements, met the residence requirements, earned the required number of credit hours in classroom and field work, and presented acceptable theses (individual or group), or taken six additional hours of research.

For the degree of Master of Social Work, the general requirements include (1) completion of all requirements within six years after enrollment in the School; (2) completion in residence of at least one field work experience; (3) filing of application for admission to candidacy by the date listed in the University Calendar; and (4) regularity of attendance in class and field; and (5) completion of the substantive paper requirement on the theme of minority family survival and enhancement.

Course of Study

The educational program of the School is structured to reflect its philosophy and to attain the goals outlined above. In addition, the curriculum incorporates certain humanistic values deemed necessary for the effective practice of social work.

In acknowledgement of the increasing trend toward employing the B. A. level practitioner in direct service positions, the School of Social Work has identified its role as one of educating students for high-level and middle-level administrative and supervisory functions. Offered is an option of a concentration in clinical practice or a concentration in policy, planning and administration practice. However, the core curriculum provides for all students educational experiences indigenous to the roles of administrator, planner, change agent, teacher/consultant and advocate in social welfare programs.

The course of study for the School of Social Work is composed of four content areas. All students take a prescribed curriculum in the first semester. Thereafter electives are selected in the areas of Human Behavior, Social Welfare Policies and Services, Interventive Modalities, and Research. Students engage in both a first and second year block practicum experience.

Our study, analysis and evaluation over the past few years has convinced us that present separation of social work into case work, group work, and community organization is no longer a useful or accurate way to describe the helping process of social work. Such separation provides unrealistic, rigid, narrow, discriptive and otherwise dysfunctional and artificial categories.

We have therefore attempted to move toward a more general, integrated, problem-solving approach to social work practice. At the same time, however, we recognize the dominant reality that agencies are organized around particular functions. We also recognize the diversity of students and faculty interests and abilities. Consequently, we have developed a curriculum with two major emphases: Autonomous social work in clinical areas of practice specialization and autonomous social work in policy, planning and administration areas of practice specialization. Our major aim is to provide a core curriculum which will enable all of our students to acquire (1) a commitment to humanistic values; (2) advocacy skills for the "have nots" of oppressive societies; (3) autonomous social work practice skills including the ability to organize people to accomplish goals and tasks; and (4) a social work problem-solving orientation which stems from an awareness of the influence of systemic forces in causing psycho-social problems. These, then, are the constants which all students are expected to acquire independent of whether they are enrolled in our clinical area of practice specialization or our policy, planning and administration area of practice specialization.

For our purposes we have made the following distinction between the two areas of practice specialization:

THE CLINICAL AREA OF PRACTICE SPECIALIZATION refers to micro-oriented helping techniques utilized in private agencies, institutions, organizations and in private practice which focus primarily on providing discrete services to individuals and groups such as the provision of food, clothing, shelter, economic assistance, counseling, health care, education, and consultation.

THE POLICY PLANNING and ADMINISTRATION AREA OF PRACTICE SPECIALIZATION refers to macro-oriented techniques and strategies utilized in systems, institutions, organizations, and agencies which focus primarily on the developemnt of humane social policies, programs and plans which are designed to provide services.

Within the above areas of practice specialization further skill development and professional enhancement is available within three substantive areas: **Comprehensive Health,** which involves the delivery of community mental health, physical health and substance abuse services and related planning, policy development and implementation issues; **Child and Family Advocacy,** which involves child and family welfare, criminal justice, school social work, rehabilitation, family counseling and related planning, policy development and implementation issues; and **Institutional Development,** which involves community development in urban and rural settings, fund-raising, social planning, human service administration, social policy analysis, and development and other macro-societal intervention strategies.

The preceding institutional development competencies (macro-modalities) are presented in the context of their relevancy to micro- and mezzo-levels of interpersonal intervention.

Financial Assistance

The School awards a number of tuition scholarships, traineeships, and loans provided by means of University funds and special grants to full-time students.

Awards granted annually by the School on the basis of scholastic achievement, potential for social work practice, and financial need include work-tuition scholarships, National Mental Health Act Traineeships, Veterans Administration Work-Study Plans, Agency Stipends, Research and Staff Assistantships and Law Enforcement Education Programs grants and loans.

SUMMER SCHOOL

The summer school is conducted by Atlanta University in cooperation with Clark College, the Interdenominational Theological Center, Morehouse College, Morris Brown College, and Spelman College.

A graduate student from an approved college or university may, through summer school courses, earn degree credit.

For further information, write or call the Director of the Atlanta University Summer School.

STUDENT SERVICES

STUDENT SERVICES

Housing

For students who wish to live on campus, there are two dormitories, Bumstead Hall for women and Ware Hall for men, each of which can accommodate 100 students. Attractive living rooms, reading rooms, reception rooms and service areas are provided for the convenience of students. The cost of a room is $275.00 per semester.

Students should request room reservations as soon as they are accepted for admission to the University. With the request they should also send a room reservation fee of $25 which will be credited to the first semester's room rent. Should a student fail to enroll, the fee is not refundable.

Student Health Service

A complete physical examination is required before admission to the University. The University may require further examinations when necessary to maintain and protect the health and general welfare of its students.

A medical fee, payable at the student's first registration during each academic year, is automatically charged each student registered in the University. This fee helps to provide a first aid station and a Mental Health Clinic for all students.

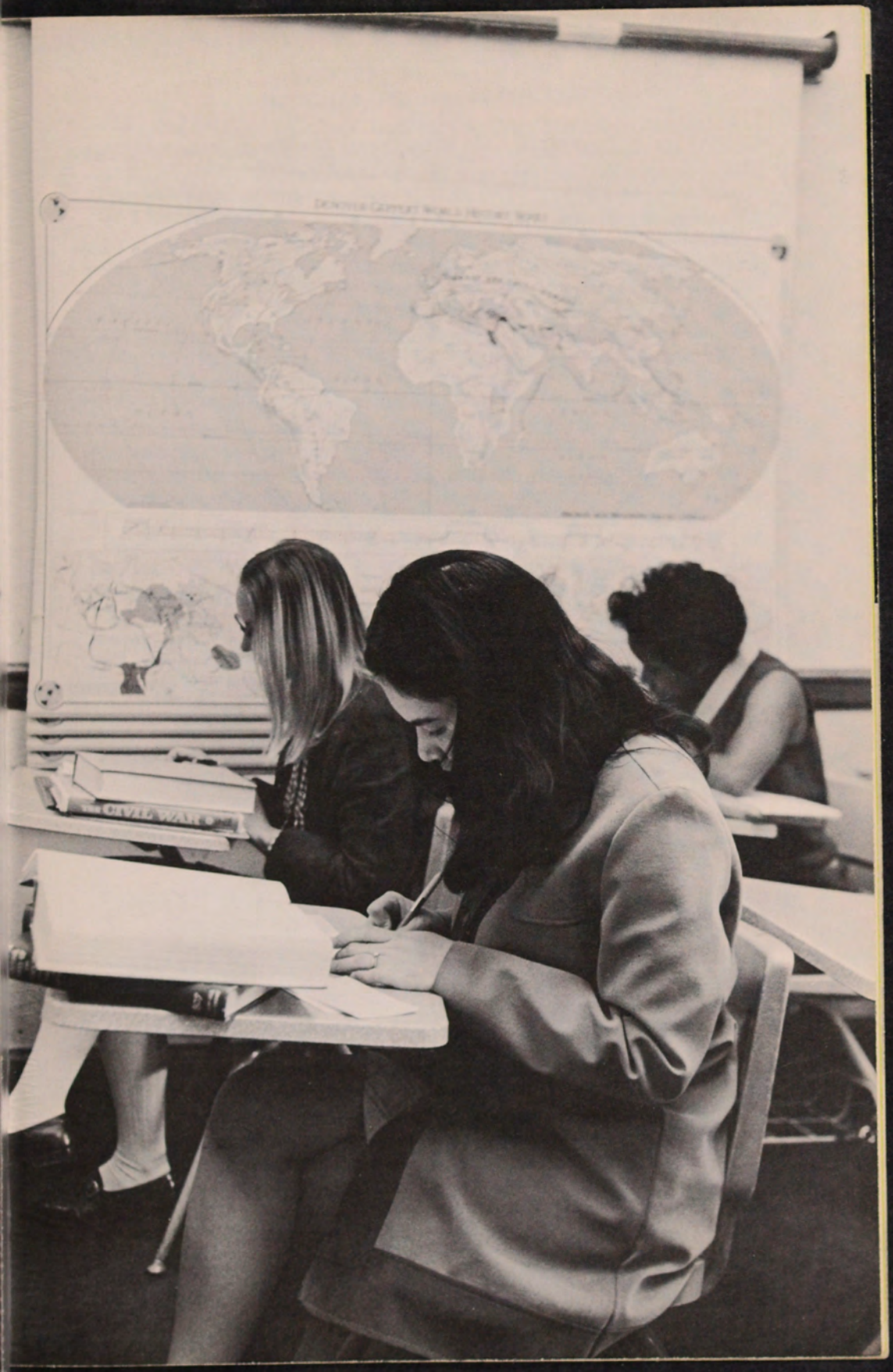
The University provides, in addition, a hospitalization insurance for sickness and accident which is available to all students and mandatory for all dormitory students and all students from foreign countries. Complete details on the student accident and sickness insurance coverage are printed in a brochure which may be obtained from the office of the Dean of Students.

The Student Crisis Center, maintained by the Atlanta University Center, is available to all students in the six institutions of the Center. This service is provided in order to help students who may experience pressures that affect academic work or difficulty in adjusting to the campus environment as well as those who have personal problems which may interfere with or prohibit successful work in the University.

The Clinic is located in the Atlanta University Center. Appointments may be made directly by students or by referral from their institutions. It is open Monday through Friday.

Veterans

Atlanta University will do all it can to assist veterans of any branch of the armed forces to enter its graduate programs. The University makes to veterans whatever considerations are possible without lowering its standards and impairing the prestige of its degrees.


CIVIL WAR

STUDENT RIGHTS AND FREEDOMS

Atlanta University is a place of individual freedom—freedom to teach, to learn, to speak, write and publish. Following the liberties found in the United States Constitution, all members of the University community have the rights of peaceful assembly, freedom of the press and the right to petition for redress of grievances.

The use of force or violence will not be tolerated in any way at the University, and any action which infringes on the Constitutional rights of others will be prohibited.

Atlanta University considers itself a place of freedom to teach and to learn. Anything which hampers this intent is out of tune with the University's basic purposes and cannot be tolerated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Atlanta University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University for the protection of the rights and privacy of the student and its responsibility to society.

A student has the right, upon request to the proper official, to know of the existence and content of all materials that are in his official records kept by the University and to inspect and review such records except personally signed confidential documents placed in the file before January 1, 1975.

The student shall have the opportunity for a hearing by appropriate officials to challenge the content of the student's official University records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein.

The information listed below is considered "public directory" information and may be released without permission from the student. A student does, however, have the right to direct that any or all of this information not be released without consent. Such request must be filed, in writing, with the Registrar's Office.

Such items include:

a. whether or not the student is currently enrolled;
b. the school or division in which the student is or was enrolled and his or her class or year;
c. dates of enrollment;
d. degree or degrees earned (if any, date of degree, major or area of concentration and honors received;
e. local address and telephone number;
f. home address

All other information is considered confidential and may be released only under specific conditions. A full copy of the University's policy may be obtained in the Registrar's Office.

EXPENSES

Tuition and Fees

Application fee—payable at time of initial application and not refundable	$ 15.00
Matriculation fee—payable at first registration and not refundable	5.00
Tuition for the year—one-half payable at the time of registration each semester	$1,600.00
Fees for single courses, totaling fewer than 9 credit hours per semester—per credit hour for one semester	89.00
Late registration fee (per semester)	10.00
Change of program fee—after registration	1.00
Laboratory fee—per course per semester	25.00
*Chemistry and biology research fee per semester	25.00
**Thesis consultation fee	25.00
Chemistry and biology breakage fee per semester	5.00
***Graduation fee	25.00
Student sickness and accident insurance, per semester	6.50
Medical fee—payable at first registration ($15.00 each semester) by all students during each academic year	30.00
Cost of room per year (nine months)	550.00
Room—per semester	275.00

*The University matches this fee up to $25.00 for chemicals and supplies. Additional costs of research material over $50.00 are borne by the student.

**This fee is charged each semester or summer session in which the student receives consultation from his thesis advisor, or uses the facilities of the University in the execution of his research, provided no other tuition fees are paid to the University by the student during that semester or summer session.

***This fee is charged to each candidate for graduation whether or not he/she participates in the ceremonies.

Tuition and fees, including laboratory fees, are due and payable at the beginning of each semester.

Room rent is charged by the semester and payable at the time of registration. It is not refundable. When a room is reserved for a semester, it is expected that the student will remain in the dormitory throughout the semester in which he is enrolled at the institution.

The dormitories will be closed during the Christmas Holidays. No deductions will be made in the charges for room for any fraction of a week, nor for opening and closing weeks.

Each student who resides in the dormitory must deposit $10.00 against damage to furniture and a $5.00 key deposit.

No student will receive his diploma until all University bills have been paid.

Parents or guardians responsible for the expenses of a student should make their payment directly to the University. This will prevent many mistakes and will enable the parents or guardians to be sure at all times how the student's account with the University stands.

All payments should be sent to the Business Office, Atlanta University, Atlanta, Georgia 30314.

Financial Responsibility of Foreign Students

All foreign students who have not been awarded scholarships must assume full financial responsibility for their education and maintenance while enrolled in Atlanta University. This will amount to approximately $2,813.00 exclusive of graduation fee, laboratory charges, and board for an academic year of nine months duration. In addition, foreign students must be responsible for paying their travel expenses from their home countries to Atlanta and travel expenses from Atlanta to their home countries after graduation or withdrawal from the University.

Those foreign students who have been awarded University scholarships must be responsible for the difference between the amount of the scholarship and their total expenses. All foreign students must clearly understand that under no circumstances will the University assume responsibility for financial assistance in excess of the stated amount of the scholarship, nor will the University act as a "sponsor" for a foreign student. All foreign students who are recipients of a scholarship must be responsible for their own travel expenses to and from Atlanta, Georgia.

Linen

Each resident living in the Atlanta University Dormitories is required to furnish sheets, pillow cases, blankets, bedspreads and towels to meet his needs.

Refunds

Students who withdraw within the first month after the last scheduled registration day will be reimbursed two-thirds of their tuition fee; during the next thirty days, one-third of the semester tuition will be refunded; there will be no refunds after that period. Fees are not refundable.

The same policy as that applicable to withdrawing from school will be applied to dropping a course if the total number of course hours is lowered thereby. Dropping one course and adding another simultaneously will be considered a change in schedule providing the credit hours are the same. Additional credit hours will be charged at the usual rate.

Estimate of Expenses

The necessary expenses of a student at Atlanta University are not high. The exact amount will vary according to the habits and economy of the individual. The following estimate, exclusive of graduation fee, laboratory charges, and board, will enable the student to form an idea of the yearly expenses.

Tuition	$1,600.00
Room	550.00
Fees (Matriculation, Health Service, Application)	63.00
Laundry, pressing and incidentals	400.00
Textbooks and supplies	200.00
Total	$2,813.00

Students are urged to prepare a budget before entering the University. This budget should include an estimate of income from all sources and an estimate of expenses.

FINANCIAL AID

Atlanta University offers several kinds of financial assistance to students who qualify for financial aid in terms of ability and need.

As a member of the Council of Graduate Schools in the United States, Atlanta University subscribes to the general policy of the Council regarding the acceptance of scholarships, assistantships, or fellowships by prospective graduate students prior to formal matriculation at the University.

If a prospective graduate student is offered a graduate assistantship, scholarship, or fellowship before April 15, he will have complete freedom through April 15th to accept or resign his appointment in order to accept another appointment in another institution. An acceptance given or left in force after April 15th commits the student not to accept another appointment without first obtaining formal release for that purpose.

ATLANTA UNIVERSITY CALENDAR

1976

June	7	Monday	Registration for Summer School.
	8	Tuesday	Registration for Summer School.
	9	Wednesday	Summer School classes begin.
	10	Thursday	Examination in Communication Skills.
	11	Friday	Last day to register for credit.
	14	Monday	Examination in foreign languages; required for the master's degree in Arts and Sciences and Library Service.
	16	Wednesday	Last day to file candidacy for graduate degrees to be conferred in July, 1976.
July	5	Monday	Independence Day holiday.
	7	Wednesday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in July, 1976.
	21	Wednesday	Final examinations for candidates for degrees to be conferred in July, 1976 (Oral, Course, and Comprehensive).
	29	Thursday	Final examinations.
	30	Friday	Summer School Convocation. Closing of Summer School.
September	1	Wednesday	Registration for first semester.
	3	Friday	Registration (with extra charges).
	4	Saturday	Examination in Communication Skills.
	4	Saturday	Last day for first semester registration (Both regular students and in-service teachers).
	6	Monday	Labor Day. A holiday.
	7	Tuesday	Classes begin.
	28	Tuesday	Examination in foreign languages; required for the master's degree in Arts and Sciences and Library Service.
October	4	Monday	Last day to file candidacy for work to be completed in December, 1976.
	15	Friday	Atlanta University Charter Day.
November	24	Wednesday	Thanksgiving Holidays begin at end of scheduled classes.
	29	Monday	Classes resume, 8:00 a.m.
December	1	Wednesday	Last day to file with appropriate Deans approved theses or dissertations for work to be completed in December, 1976.
	8	Wednesday	Semester examinations begin.
	15	Wednesday	First semester closes.
	15	Wednesday	Christmas Recess begins at end of scheduled classes.

1977

January	5	Wednesday	Registration for second semester.
	7	Friday	Registration (with extra charges).
	8	Saturday	Examination in Communication Skills.
	8	Saturday	Last day for second semester registration (Both regular students and in-service teachers).
	10	Monday	Classes begin.
	15	Saturday	A holiday in observance of the birthday of Martin Luther King, Jr.
	26	Wednesday	Examination in foreign languages, required for the master's degree in Arts and Sciences and Library Service.
February	11	Friday	Last day to file candidacy for degrees to be conferred in May, 1977.
	13	Sunday	University Center Religious Emphasis Convocation.
March	1	Tuesday	Spring Recess begins at end of scheduled classes.
	7	Monday	Classes resume at 8:00 a.m.
	29	Tuesday	University Center Convocation.
April	8	Friday	Good Friday. A holiday.
	18	Monday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in May, 1977.
May	2	Monday	Semester examinations begin.
	4	Wednesday	Final examinations for candidates for master's degrees to be conferred in May, 1977 (Oral, Course, and Comprehensive).
	10	Tuesday	Second Semester examinations end.
	10	Tuesday	Second Semester closes.
	16	Monday	Commencement Day.
June	6	Monday	Registration for Summer School.
	7	Tuesday	Registration for Summer School.
	8	Wednesday	Summer School classes begin.
	10	Friday	Last day to register for credit.
July	6	Wednesday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in July, 1977.
	29	Friday	Summer School Convocation. Closing of Summer School.

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1977

June	6	Monday	Registration for Summer School.
	7	Tuesday	Registration for Summer School.
	8	Wednesday	Summer School classes begin.
	9	Thursday	Examination in Communication Skills.
	10	Friday	Last day to register for credit.
	13	Monday	Examination in foreign languages; required for the master's degree in Arts and Sciences and Library Service.
	15	Wednesday	Last day to file candidacy for graduate degrees to be conferred in July, 1977.
July	4	Monday	Independence Day holiday.
	6	Wednesday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in July, 1977.
	20	Wednesday	Final examinations for candidates for degrees to be conferred in July, 1977 (Oral, Course, and Comprehensive).
	28	Thursday	Final examinations.
	29	Friday	Summer School Convocation. Closing of Summer School.
September	5	Monday	Labor Day. A holiday.
	7	Wednesday	Registration for first semester.
	9	Friday	Registration (with extra charges).
	10	Saturday	Examination in Communication Skills.
	10	Saturday	Last day for first semester registration (Both regular students and in-service teachers).
	12	Monday	Classes begin.
	27	Tuesday	Examination in foreign languages; required for the master's degree in Arts and Sciences and Library Service.
October	3	Monday	Last day to file candidacy for work to be completed in December, 1977.
	14	Friday	Atlanta University Charter Day.
November	23	Wednesday	Thanksgiving Holidays begin at end of scheduled classes.
	28	Monday	Classes resume, 8:00 a.m.
December	1	Thursday	Last day to file with appropriate Deans approved theses or dissertations for work to be completed in December, 1977.
	14	Wednesday	Semester examinations begin.
	21	Wednesday	First semester closes.
	21	Wednesday	Christmas Recess begins at end of scheduled classes.

1978

January	11	Wednesday	Registration for second semester.
	13	Friday	Registration (with extra charges).
	14	Saturday	Examination in Communication Skills.
	14	Saturday	Last day for second semester registration (Both regular students and in-service teachers).
	16	Monday	Classes begin.
	14	Saturday	A holiday in observance of the birthday of Martin Luther King, Jr.
February	1	Wednesday	Examination in foreign languages, required for the master's degree in Arts and Sciences and Library Service.
	17	Friday	Last day to file candidacy for degrees to be conferred in May, 1978.
	19	Sunday	University Center Religious Emphasis Convocation.
March	7	Tuesday	Spring Recess begins at end of scheduled classes.
	13	Monday	Classes resume at 8:00 a.m.
	24	Friday	Good Friday. A holiday.
	28	Tuesday	University Center Convocation.
April	17	Monday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in May, 1978.
May	8	Monday	Semester examinations begin.
	10	Wednesday	Final examinations for candidates for master's degrees to be conferred in May, 1978, (Oral, Course, and Comprehensive).
	16	Tuesday	Second Semester examinations end.
	16	Tuesday	Second Semester closes.
	22	Monday	Commencement Day.
June	12	Monday	Registration for Summer School.
	13	Tuesday	Registration for Summer School.
	14	Wednesday	Summer School classes begin.
	16	Friday	Last day to register for credit.
July	12	Wednesday	Last day to file with appropriate Deans approved theses or dissertations for degrees to be conferred in August, 1978.
August	4	Friday	Summer School Convocation. Closing of Summer School.

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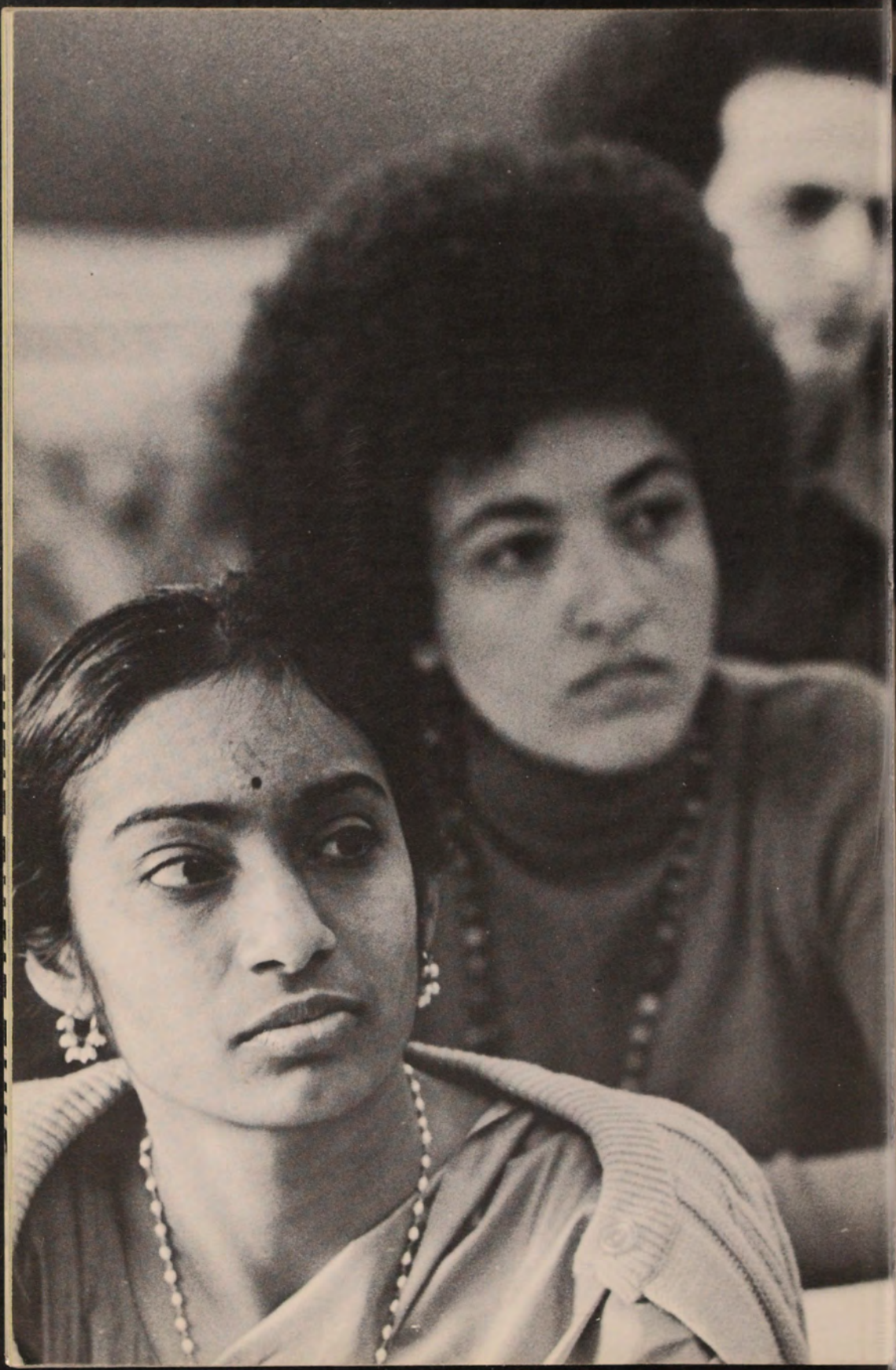

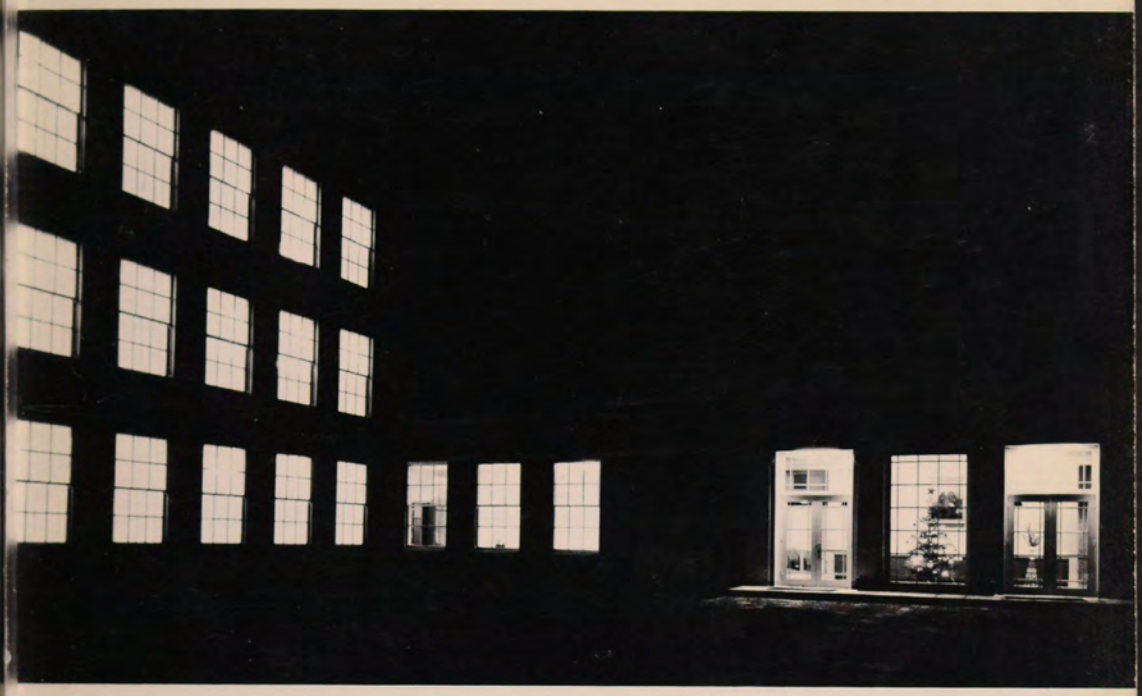

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