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Academic Policies and Procedures

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Academic Policies and Procedures

Academic Progress

Students should track their academic progress each semester using Degree Works. Students who have completed seventy-five (75) credit hours in engineering and computer science majors and ninety (90) credit hours in the architecture major should meet with their faculty advisor to discuss all courses that have not yet been completed and the most feasible schedule for completion of degree requirements.

Academic Standing

Students must maintain a cumulative grade point average of no less than 2.0 in order to be in “good academic standing”. Students with a cumulative GPA less than 2.0 will be placed on academic probation for one semester, which may be followed by academic suspension.

Accreditation

The architecture program of study leads to the five-year Master of Architecture (M.Arch.) degree fully accredited by the National Architectural Accreditation Board ([NAAB](#)). Engineering and computer science degree programs are fully accredited by the Engineering Accreditation Commission of [ABET](#) and the Computing Accreditation Commission of [ABET](#).

ADA Accommodations

Process for Requesting Reasonable ADA Accommodations through the Office of Student Accessibility

In accordance with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, and other relevant federal, state, and local disability and anti-discrimination laws, Colleges and Universities are required to ensure equal access for all students.

The process for submitting a request for reasonable ADA accommodations to the Office of Student Accessibility (oss.disabilityservices@howard.edu) can be found at the following link: <https://studentaffairs.howard.edu/diversity-inclusion/accommodations-requests>

Important Considerations

Per the *Student Request for Accommodations Form*, which is available at the above link:

- “Note students must formally request accommodations for each semester enrolled at Howard University. The accommodations and services provided are not retroactive.”
- If a request for accommodations is approved by the University, then the requestor is “responsible for providing the accommodations letter to the appropriate party.”
- The Office of Student Accessibility has the responsibility to “collaborate with faculty and staff regarding essential course and/or program requirements and appropriate reasonable accommodations.”
- “The [University’s] Office of Student Services is responsible for providing services for students with disabilities as per Howard University procedure, and as a result faculty are not required to provide any accommodations without a plan from the [University’s] Office of Student Services.”

Rights of a Student with a Disability

At the above link, the following rights of a student with a disability at Howard University are listed:

- The right to choose when and to whom they will disclose their disability.
- Equal access to courses, programs, services, and activities offered by the University.
- Reasonable accommodations and adjustments, when needed, to achieve equal access.
- Decide whether to use the curricular and co-curricular accommodations for which you have been approved.
- Seek resolution to concerns about access or discrimination through the University's procedures for filing informal and formal grievances.
- All other rights and privileges available to other students at the University.

Responsibilities of a Student with a Disability

At the above link, the following responsibilities of a student with a disability at Howard University are listed:

- Meet qualifications of, participate in, and maintain the essential institutional standards for courses, programs and activities.
- Self-identify to Office of Student Services/Disability Support as a qualified individual with a disability when an accommodation is needed and seek information, counsel, and assistance as needed and in a timely manner.
- Demonstrate and/or provide documentation from an appropriately qualified professional explaining the way the disability limits participation in courses, programs and activities.
- Follow University procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- **Inform Office of Student Services/Disability Support of any concerns about classroom accommodations, disparate or disparaging treatment related to disability, or access issues on campus as soon as the issue arises.**

Recommendations for Faculty

- **When a student makes a request for consideration of their accommodation, please request their letter of accommodations from the University's Office of Student Accessibility.**
- You may seek assistance from the University's Office of Student Accessibility whenever you are unsure how to address a student's University approved accommodations.
- Keep in mind that providing a student flexibility (e.g., fifteen minutes of additional time for an exam), for whatever reason, is not equivalent to providing a student with adjustments that are in alignment with their University approved accommodations (e.g., double test time).

Admission

All CEA departments accept applications for spring admission. Students entering the architecture degree program in spring may only be permitted to enroll in elective courses, after consultation with the assigned faculty advisor. Students in all other CEA degree programs should meet with the assigned faculty advisor immediately to determine the most feasible academic scheme for timely completion of degree requirements.

Advanced Placement and Transfer Credit

The College of Engineering and Architecture does not award academic credit for work in lieu of courses. Students may receive credit for work completed in secondary school under the Advanced Placement (AP) Program administered by the College Board. Check the University website for the list of AP exams and scores required to be considered for transfer credit at Howard University. Advanced placement appears on a student's transcript as "T" for transfer credit.

Once a transfer student is admitted, the transfer of courses from other institutions to Howard University is evaluated by his/her major department and the Office of Enrollment Management (for general education courses). The Chair, in consultation with faculty, uses the official transcript and course descriptions from the source institution to conduct an equivalency assessment of each transfer request in the context of curriculum requirements. Transfer credit is only awarded for courses of similar content and equal or greater credit hours, in which the student earned a grade of "C" or better. Generally, only sixty credits may be transferred toward CEA degree requirements (90 for Architecture), with the exception of special courses approved by the major Department Chair.

All courses taken at institutions other than Howard University that a student would like to have considered to be part of their degree program must be approved by the major department. Continuing students must receive approval prior to enrolling in courses from other institutions. To be considered for transfer credit, continuing students must submit to their faculty advisor the "Transfer Course Petition" and a detailed course description or syllabus that includes the topics covered in the course and number of credit hours. The advisor and department chair, in consultation with the appropriate faculty instructor(s), decide the merits of a transfer request in the context of curriculum requirements. Courses will only be approved from accredited institutions of higher education if the course is deemed to be of equal rigor and content as the course at Howard University. Once a student has received approval, by signature of the faculty advisor and department chair on the "Transfer Course Petition", the student may proceed with registration for the course following the procedures of the external institution. Upon completion of the course, students must provide a sealed, official transcript and copy of the Transfer Course Petition to the Office of the Registrar in order to transfer approved courses to the students' academic record. A student will receive transfer credit, not a grade, for any approved course in which they earned a grade of "C" or better.

Advising

Each CEA student is assigned a faculty advisor. Students should meet with their assigned faculty advisor at least once each semester to review academic progress and make course selections for the following semester. Students should email their assigned advisor to schedule an appointment or visit their office during advising hours, posted on office doors. Students with extenuating circumstances, conflicts, or serious academic difficulties

may be referred to the Department Chair or Office of Student Services. In addition to academic progress and course selection, advising meetings may also include discussions on opportunities for summer courses and internships, career counseling, and balancing school and personal responsibilities.

Change of Major

Process to Change Major

****The information below can be found at the webpage: <https://howard.edu/registrar/forms>. Important note: The [Change of Major, Minor & Concentration Form](#) is completed through Docusign.****

Intra-University Transfer (Changing Your Major From One School/College To Another)

- [Intra-University Transfer Form](#)
 - This form is intended for currently registered undergraduate students who would like to change their [major](#) school/college. For example, changing your major from a program within the [College of Arts & Sciences](#) to a program within the [School of Education](#).
 - Before completing this form, please consult with the Dean's Office of your intended school/college. You must ascertain the Dean of New School/College or Approved Designee's Howard-issued email to complete this form.
 - If you are unsure of the appropriate staff/faculty member to include on this form, please contact the *Associate Dean* of the new school/college. Again, **please note that all students must enter their Bison email address and the Howard-issued email address of the Dean/Designee in the respective fields for this form to be successfully processed.** Non-Howard email signers **will not** be processed. If you are experiencing issues with your Howard-issued email, please contact the [Help Desk](#) as soon as possible to troubleshoot a resolution.
 - All forms submitted by the end of the first week of the semester will be processed with an effective date for the *current* semester. For example, if a student submits a form on August 28, 2021, the new major/minor will be effective for Fall 2021. This can have real ramifications on your eligibility to register for courses with major restrictions. As such, we do implore all students to monitor the [University Calendar](#).
 - All forms submitted after the first week of the semester will be processed with an effective date for the *following* semester. For example, if a student submits a form on September 20, 2021, the new major/minor will be effective for Spring 2022.
 - This form is **not** intended for incoming undergraduate students who have not yet completed their first term of classes at Howard University.

Change Of Major (Within Your Current School/College), Minor, Or Concentration

- [Change of Major, Minor & Concentration Form](#)
 - This form is intended for currently registered undergraduate students who would like to 1) **change their [major](#) within the same school/college**, or 2) **change their [minor/concentration](#)** (either within the same school or a different school/college). For example; 1) Changing your major from one program within the [School of Business](#) to another. 2) Changing your minor from a program within the [College of Engineering & Architecture](#) to the [College of Nursing & Allied Health Sciences](#). 3) Changing your concentration from one program within the [School of Communications](#) to another.
 - If you are changing your school/college, you must complete the [Intra-University Transfer Form](#) instead.
 - Before completing this form, please consult with the advisor of your intended major/minor. You must ascertain the Advisor of the New Major/Minor's Howard-issued email to complete this form.
 - If you are unsure of the appropriate staff/faculty member to include on this form, please contact the department chair/undergraduate director of the new academic program. Again, **please note that all students must enter their Bison email address and the Howard-issued email address of the advisor in the respective fields for this form to be successfully processed.** Non-Howard email signers **will not** be processed. If you are experiencing issues with your Howard-issued email, please contact the [Help Desk](#) as soon as possible to troubleshoot a resolution.
 - This form is **not** intended for incoming undergraduate students who have not yet completed their first term of classes at Howard University.

Course Enrollment through Consortium of Universities of the Washington Metropolitan Area

Process for Enrolling in Courses Offered Through the Consortium of Universities of the Washington Metropolitan Area (CUWMA)

Key Points to Keep in Mind: 1) There are certain eligibility requirements that must be met for you to enroll in a course offered by the CUWMA. 2) The consortium registration form is available at <https://consortium.org/programs-and-initiatives/academic-collaborations/cross-registration/>. 3) The form must first be signed by your department chair and then by the associate dean for academic affairs (email: CEA_AcademicAffairs@howard.edu), who is the dean's designee. 4) For more information on the CUWMA and participating universities course

schedules, visit <http://www.consortium.org>. 5) Return completed forms to consortium@howard.edu.

*The information below can be found at the webpage: <https://howard.edu/academics/exchange/cuwma>.

Washington Metropolitan Area Consortium

Howard University participates in the Consortium of Universities of the Washington Metropolitan Area (CUWMA). Through this consortium, Howard University offers its qualified undergraduate and graduate degree seeking students the opportunity to enroll in courses at:

- American University
- Catholic University
- Gallaudet University
- Georgetown University
- George Mason University
- George Washington University
- Marymount University
- Trinity Washington University
- University of the District of Columbia
- University of Maryland, College Park
- University of Maryland Global Campus (NOT CURRENTLY ACCEPTING CONSORTIUM STUDENTS)

Howard University does not accept consortium course requests for participation at area community colleges.

To be eligible to take classes through Consortium, a student must meet the following requirements:

1. Be a fully admitted degree-seeking student who has completed at least one semester in residence at Howard University.
2. Be enrolled in courses at Howard University in the same term the consortium course(s) is being taken.
3. Be in good academic/financial standing - (2.0 GPA for UG students and 3.0 for GR students).
4. Obtain the following approvals to participate in the Consortium Program:
 1. **ACADEMIC APPROVAL-Signature of the Academic Dean and Department Chairperson/Advisor**
 2. **ADMINISTRATIVE APPROVAL- Return consortium form to the Consortium Coordinator** (consortium@howard.edu) for signature.

RULES, REGULATIONS AND PROCEDURES IN EFFECT FOR HOWARD UNIVERSITY COURSE REPEATS AND INCOMPLETES ARE ALSO APPLICABLE FOR CONSORTIUM COURSE REPEATS AND INCOMPLETES.

Restrictions for HU Students

- Students enrolled in First Professional Degree Programs in Dentistry, Law and Medicine, or Non-Degree programs, at any level, are not eligible to participate in Consortium cross-registration.
- Students who are in their first or last semester at HU are not eligible to take Consortium courses (excluding students who are taking ROTC courses through the ROTC program).
- Enrollment in Independent Study, Special Institutes, Tutorials and Study Abroad, Online/Distance Education is prohibited.
- The total number of hours taken through the Consortium must not exceed forty percent of the total hours required for the degree.

Consortium Program Policies and Procedures

Please read the following information below. It is important to note that the Cross-Registration function of the Consortium is a privilege, not a right. Availability of classes cannot be guaranteed.

Registration

- All completed and approved forms must be submitted one week prior to the first day of classes for the requested term (Please access the [Academic Calendar](#) for dates). The consortium registration form is available at <https://consortium.org/programs-and-initiatives/academic-collaborations/cross-registration/>. For more information on the CUWMA and participating universities course schedules, please visit <http://www.consortium.org>. Completed forms should be returned to consortium@howard.edu.
- All registration for consortium courses is completed here at Howard University (HU) by the Consortium Coordinator. HU students should not register themselves at the visited institution.
- Consortium registration dates are determined by HU registration dates, not the dates of the host institution.

- Consortium classes cannot be reserved in advance.
- Students cannot be registered for more consortium credits than HU credits in the same semester. If students HU credits drop below the number of consortium credits, their consortium registration will be cancelled-**NO EXCEPTIONS**
- The University of Maryland does not register incoming Consortium students until the first day of class.
- Students must adhere to HU's drop/withdrawal deadline dates. Please access the [Academic Calendar](#) for dates.
- It is taken into consideration that some institutions' semester may start later than HU's. In these cases, the drop deadline date (for consortium courses only) extends to the first day of class at the Consortium institution. THIS EXTENSION DOES NOT APPLY TO HOWARD UNIVERSITY CLASSES. The student is required to inform the Consortium Coordinator the very next day of his/her intention to drop the class. Any decision to withdraw from the class after that date will result in a "W".
- DO NOT DROP OR WITHDRAW FROM CONSORTIUM CLASSES online using BisonWeb. To drop or withdraw from a consortium class, please contact the Consortium Coordinator (consortium@howard.edu).

Tuition and Fees

- Tuition for courses taken under the Consortium agreement is assessed at the current HU tuition rate and paid to HU.
- Students are responsible for payment of any additional course fees including, but not limited to; lab fees, course materials, etc. that are attached to the consortium course. Payment must be made at the Student Accounts Office of the consortium institution. Visiting consortium students who have not paid their course fees by the end of the semester in which they occur, will have a "Hold" placed on future registrations at Howard University until such fees are paid.

Courses

- Courses pursued through the Consortium Program must be courses not available at HU during the given semester.
- Undergraduate students are restricted to undergraduate level courses; Graduate students are restricted to graduate level courses.
- The total number of hours taken through the Consortium must not exceed forty percent of the total hours required for the degree.

Grading

- All grades are submitted to HU's Consortium Coordinator, by the Consortium institution's coordinator and will be posted upon receipt. Consortium grades for Howard students are received in the Office of the Registrar and are recorded on the student's permanent academic record.
- Grade reporting for consortium courses may be delayed depending on the administrative processes of the home or visited institution.
- Consortium courses are not approved for audit grading.

Visiting Students

- Visiting students should contact the Consortium Coordinator at their home institution for information regarding procedures and to complete required paperwork.
- Students may be responsible for contacting instructors and/or course departments for courses that require approval or permission.
- Students may be requested to submit academic transcripts prior to course registration approval.

Credit Hours

Assignment of credit hours:

Courses are assigned credit hours based on the amount of classroom instruction, or its academic equivalent, an enrolled student receives. One credit hour generally represents one hour of classroom or direct faculty instruction and at least two hours of out-of-class student work each week in a typical fifteen-week semester.

Maximum credit hours:

CEA students in good academic standing are permitted to enroll in no more than twenty-one (21) credit hours each semester, with faculty advisor approval. The faculty advisor and Department Chair or Director must approve all requests to exceed the maximum credit hour policy. Excess tuition rates will apply. Students who are on academic probation or have been approved for a one-semester extension of the probationary period may enroll in no more than 13 or 14 credit hours, as approved by the faculty advisor.

English Courses

Any student unable to register for a required course in the English Department via BisonWeb must visit the Department of English, if the prerequisites for that course are met. Check BisonWeb for a list of all prerequisite requirements.

Electives

African American Studies

Students will receive African American elective credit for a grade of D or better in any course from the University African American elective list (below) or any course with an AFRO subject code. Courses are listed by subject code, course number and course title.

- AFST 101 African World
- MUTP 100 Blacks in the Arts
- AFRO 005/006 Introduction to Afro-American Studies
- ENGL 054/055 African-American Literature
- HIST 005/006 Introduction to Black Diaspora
- POLS 006 Pan-Africanism
- FASH 102 African-American Dress
- ARTH 193 Black Body Dress and Culture

Humanities and Social Sciences

All CEA students should make humanities and social sciences elective selections from the College of Arts & Sciences Divisional Requirements. For Humanities, use Divisional Studies A list. For Social Sciences, use Divisional Studies B and/or Divisional Studies C lists. A list of approved electives may also be provided in the major department's undergraduate handbook.

Family Educational Rights and Privacy Act (FERPA)

FERPA and Process for Providing Permission to Release Education Record Information

Key points to keep in mind: 1) *If you want faculty and staff to be able to talk to your parents about your education record*, simply complete the [Permission to Release Education Record Information form](#) and return it to the Office of the Registrar. 2) Students may choose at any time to have their directory information marked confidential by filling out the "[Request for Non-Disclosure of Student Information](#)" form and submit it to the Office of the Registrar.

(The information below can be found at the webpage: <https://howard.edu/registrar/FERPA>.)

FERPA - Family Educational Rights and Privacy Act

HOWARD UNIVERSITY PROMOTES interactive problem solving and open communication between students and their families. However, the University is required to comply with certain federal and state regulations governing the disclosure of student information. The dominant federal law pertaining to student information is the Family Educational Rights and Privacy Act (FERPA). FERPA permits Howard faculty, staff and representatives to discuss the content of a student's education record with a third party only if specific regulations are met. *(Please see the Howard University [Student Privacy Rights Policy](#) for more information.)* Below is a list of frequently asked questions to help you understand these regulations.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords a third party the right to access their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Q: What can I do if I want faculty and staff to be able to talk to my parents about my education record?

A: Simply complete the [Permission to Release Education Record Information form](#) and return it to the Office of the Registrar.

Q: Can I submit the form online?

A: Yes. The U.S. Department of Education passed legislation allowing an electronic consent for the release of records. Howard University encourages students to fill out, download, and submit the waiver form online to the Office of the Registrar via email at registrar@howard.edu.

Q: Once I submit the form, how long is it in effect?

A: Consent will remain in effect until a student submits a subsequent written request to the Office of the Registrar, revoking their consent to release information.

Q: Do parents or guardians of college students have the right to see their children's education records? Does it make a difference if they are paying the tuition?

A: The rights under FERPA transfer from parent to student once the student turns 18 or enters a postsecondary institution. The rights are not waived based upon who is paying for the student's education. An institution may disclose information from a student's education record to the parents of the student without the student's consent if the student is a dependent for federal income tax purposes. Neither the age of the student

nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. While Howard University will accept other documentation of dependent status, we encourage submission of the release form as a preferred approach to the release of education records since it does not have to be submitted annually.

Q: What constitutes an education record?

A: An education record is any record, file, document, and other material maintained by the institution which contains information directly related to a student. This includes, but is not limited to, grade information, disciplinary documentation, and billing and financial aid data.

Q: What is not an education record?

A: Records not considered part of an education record include, but are not limited to, records of the law enforcement unit of an educational institution, records made or maintained by a physician or other recognized professional acting in his or her professional capacity, and records that only contain information about an individual after they are no longer a student at the institution.

Q: Under what circumstances may an institution disclose information from education records without consent?

A: There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. One exception is that institutions may disclose "directory information" at their discretion.

Q: What is "directory information"?

A: Howard University defines directory information as the following: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

Q: What should I do if I want my "directory information" handled as confidential information?

A: Students may choose at any time to have their directory information marked confidential by filling out the "[Request for Non-Disclosure of Student Information](#)" form and submit it to the Office of the Registrar. This request will be effective during the current academic year and will expire at the start of the following academic year.

Please carefully consider the consequences of a decision to withhold directory information. The University will honor your request to withhold directory information from non-institutional persons or organizations. Regardless of the effect upon you, Howard assumes no liability as a result of honoring your instructions to withhold this information.

Q: May an institution disclose to a parent, without the student's consent, information regarding a student's violation of the rules regarding use or possession of alcohol or a controlled substance?

A: Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

[FERPA Permission to Release Education Record Information Form](#)

[Request for Non-Disclosure of Directory Information Form](#)

Forms

Each semester, students must complete a Registration Request Form, in consultation with their faculty advisor. This form lists all courses that the advisor has approved for the student to enroll in during the following semester. Students are responsible for keeping a copy of this form for their records and providing a copy to their major department and the Office of Student Services for their student file.

All courses taken at institutions other than Howard University must be pre-approved by the student's major department. Approval by the faculty advisor and Chairperson are required on the Transfer Course Petition. Courses will only be approved from accredited institutions of higher education if the course is deemed to be of equal rigor and content and equal or great credit hours as the course at Howard University.

Students who receive a prerequisite/test score, class restriction, or time conflict error must receive approval to bypass the error from their instructor(s) or advisor, as applicable, on the Registration Error Request Form. The signed, completed Registration Error Request Form must be submitted to the CEA Office of Student Services before the last day of general registration.

Full-Time Status

Undergraduate students must be enrolled in no less than 12 credit hours in order to be considered full-time students.

Final Grade Disputes

CEA students have thirty (30) days from the start of the following semester to contest a final course grade. Students must meet with the instructor to request the change. Grade changes are considered in cases of grade computation error. To request a meeting with the instructor, a student must contact the instructor by email, with copy to the Department Chair. If a grade change is approved, a Special Grade Report must be completed by the instructor and submitted to the CEA Office of Student Services no later than the end of the semester in which the student meeting with the instructor takes place.

Former Student Returning

Former Student Returning

Key Point to Keep in Mind: There are specific readmission requirements for:

- Voluntary Withdrawal
- Withdrawn for health reasons
- Suspended or Dropped for Poor Scholarship
- Disciplinary Suspension and/or Withdrawal
- Account holds

(*The information below can be found at <https://admission.howard.edu/undergraduate/returning-student>.)

Former Student Returning (Readmission)

A student who was pursuing a degree at Howard University, who has not been registered at the University for the previous semester, and who wishes to return to the same school/college, department, and degree program. In general, Former Students Returning are readmitted to the last school in which they were enrolled at Howard University. Generally, students seeking readmission must submit the [Undergraduate Returning Student Application](#) no less than 30 days prior to the start of the semester to which they are seeking readmission.

Before readmission is granted, students who are absent from the University for the following reasons must fulfill the below requirements by the application deadline.

Students who have attended another college/university during the gap period must submit official transcripts for consideration. Transcripts should be submitted via an e-Transcript system (if available -- if accessed for the recipient's email address, please provide transfer@howard.edu) or via mail. Upon receipt of an official transcript, [credit will be awarded](#) (if eligible) for those courses taken that are comparable to courses offered at Howard University in which the student has earned a grade of C or better.

Specific Case: Readmission after Academic Suspension

1. Requests for readmission must be initiated by submitting to the Office of Admission, at least 60 days prior to the registration period:
 - a. an application for readmission; and,
 - b. a completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.
2. Requests for readmission will be reviewed by the appropriate designee of the school of last attendance and an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.
3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in automatic suspension from the University.
 - a. Establish and maintain contact (at least once per month) with designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services
 - b. Enroll in appropriate courses in the Center for Academic Reinforcement and/or other support programs as stipulated by the admission committee.
 - c. Enroll in a maximum of 13 credit hours if full-time, and seven credit hours if part-time, until the cumulative grade point average meets the requirement for removal of probation.
 - d. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with

the published program for their degree.

e. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

Mailing Address

University Registrar

Attn: Returning Student Admission
2400 6th Street NW,
Washington, DC 20059

Grades of “D”

Students must not earn a grade of “D” in more than 1/6th of the total credit hours required in the academic scheme for their degree program in order to meet degree requirements. Courses must be repeated, as needed, to ensure adherence to this maximum “D” credit policy. Students must also comply with prerequisite requirements for all courses, which may include a grade of “C” or better. Check BisonWeb for all prerequisite requirements.

Architecture students who earn a grade of “D” in the first semester of design may be allowed to proceed to the second semester within that academic year. However, before proceeding to the next year of design, the course in which the grade of “D” was received must be repeated and a minimum grade of “C” must be achieved. Students may make up a grade of “D” in Design Studio courses ARCH-199 through ARCH-205 during the summer session, pending prior written approval of the Department Chair. Work in the make-up course must be presented for review by the Department Chair prior to credit being given for the make-up course.

Graduation Requirements

In addition to successful completion of all required coursework, students must also meet the following requirements:

- Cumulative GPA: Prospective graduates are required to earn a cumulative GPA of at least 2.0. This will be the cumulative GPA that displays on the BisonWeb transcript.
- Major GPA: Prospective graduates must also earn a GPA of 2.0 in their major. The major GPA is computed using grades earned in all required courses other than general education courses.
- “D” Credits: No student can be cleared for graduation if he/she has earned a “D” in more than 1/6th of the total semester hours required for the degree. If a “D” grade was replaced in accordance with the University grade replacement policy, the original “D” does not count toward the total “D” credits.

Grievances

Student Academic Grievance Procedures

(The information below can be found on page 13 of the [Student Handbook](#) and <https://howard.edu/academics/student-academic-grievance-procedure>. Note, the dean’s designee is the associate dean for academic affairs [email: CEA_AcademicAffairs@howard.edu].)

The Informal Process

1. A student who believes that they have been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute then, the student is advised to seek the intervention of their department chairperson.
3. All disputes which are not resolved at the departmental level are then brought to the Dean’s Office, where upon the Dean or their designee will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or their designee.
2. A student written statement, along with supportive evidence, constitutes a case document which will be submitted to each member of the committee.
3. The second party to dispute is also requested to provide the Office of the Dean with their account of the matter in dispute, which becomes part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs them of the charges, date of the meeting, as well as a statement requesting their presence.
6. During the hearing, the student presents their case; after the accused party is allowed to present the other side, each side is permitted to have witnesses to testify on their behalf.
7. Following the hearing, members of the committee after deliberation on their assessment of the case should be resolved.
8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

Honors

Honors are designated on student transcripts, diplomas, and in the commencement program. In order to graduate with honors, in addition to meeting all degree requirements, a student's cumulative grade point average must be within the following ranges. Additionally, courses may not have been repeated to raise the GPA for honors eligibility.

- Cumulative GPA Honors Designation
- 3.20 to 3.49 Honors (cum laude)
- 3.50 to 3.79 High Honors (magna cum laude)
- 3.80 to 4.00 Highest Honors (summa cum laude)

Incomplete Grades and Special Grade Reports

Instructors must complete a special grade report to remove incomplete grades or correct errors in assignment of final grades. Students must complete the work specified by the instructor, in writing, no later than the last day of classes of the semester in which the student is next in residence. Instructors must submit special grade reports by the last day of the semester. The instructor/department must indicate and verify the following to ensure prompt processing of special grade reports. Special grade reports must include the following:

- Course Registration Number (CRN)
- Course Title
- Course Number
- Number of Credits
- Student Registration Status
- Student ID Number
- Semester Student Last Enrolled in Course
- Original Grade
- New Grade

Intra-University Transfers (Change of Major)

Minimum requirements for students desiring to change their major will be the same as admission requirements for transfer students. An intra-university transfer or new transfer applicant must have:

- 15 transferable credit hours
- Cumulative GPA of 2.5 or higher
- Final grades of "C" or better in Freshman Composition and Calculus I (for engineering and computer science degree programs) or Pre Calculus (for the architecture degree program).
- A final grade of "C" or better in General Chemistry, General Biology, or Physics I for Science & Engineering Majors/ General Physics for Architecture Majors is preferred and strongly recommended.

Minors

Minors

Key Points

- Any CEA student can seek to pursue a minor. To do so, they do not require permission from their department or the College. The student would require permission from the minor department and must complete the following form: <https://howard.edu/registrar/forms> and then click on "Change Of Major (Within Your Current School/College), Minor, Or Concentration"
- Eligible students who enroll and complete a minor will receive credit on their transcript. Note, when a student enrolls and completes a minor, there is no indication of the minor's completion on their diploma.
- A department cannot require additional courses as part of the requirements for a minor.

Physical Education Courses

Students will receive physical education credit for a grade of D or better in any one-credit course with an HHPL subject code. Student athletes are not exempt from physical education course requirements. Not all departments require physical education courses. Students should check program degree schemes to verify physical education requirements.

Physics Transfer Credit

Engineering and computer science students will not receive transfer credit for the calculus-based PHYS 013: Physics I for Science & Engineering Majors 013 or PHYS 014: Physics II for Science & Engineering Majors with an algebra-based physics course. Architecture majors are permitted to enroll in algebra-based Physics.

Prerequisites

Each student must abide by the prerequisite and co-requisite stipulations in the academic scheme for their degree program. Students who have not successfully completed prerequisite requirements listed in BisonWeb for any course may be dropped from that course by the Office of Enrollment Management.

Probation and Suspension

A student whose cumulative grade point average is less than 2.0 will incur academic probation. Students on probation must adhere to the following conditions for continued enrollment:

- Enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time.
- Establish and maintain contact with a designated University official for academic advising, counseling, assistance, and referral to support services at least once per month.

Probationary status will be removed when the student has achieved a cumulative average of at least 2.0. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension. Any student who voluntarily withdraws from the University while on probation will be subject to stipulations as a condition for readmission. A student who fails to remove his/her probationary status within one semester, exclusive of summer sessions, will be suspended. A one-semester extension of the probationary period may be requested by appealing in writing to the major Department Chair 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. In the College of Engineering and Architecture, a student may request an extension only if there is a mathematical possibility that the student's cumulative GPA can be raised to a 2.0 within one semester. Each academic department must complete the GPA calculation and request the probationary extension in writing, including the courses in which the student must enroll, which must total 14 or fewer credit hours. If the appeal is granted, the student will be required to follow specific stipulations during the extension period. If the appeal is denied or the student's GPA cannot be mathematically raised to a 2.0 within one semester, the student is not eligible for readmission for at least one semester.

Professionalism and Academic Conduct

Professionalism is extremely important in the College of Engineering and Architecture. Students should reference and adhere to the professionalism expectations in the CEA Syllabus Addendum for All Courses. CEA students must also adhere to the Academic Code of Conduct, available for review on the University webpage.

Readmission after Academic Suspension

Requests for readmission must be initiated by submitting to the Office of Enrollment Management, at least 60 days prior to the registration period:

- an application for admission and,
- a completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and

appropriate supporting documentation.

Requests for readmission will be reviewed by the appropriate designee of the school of last attendance and an admission decision will be rendered based on the student's previous academic record, contents of the request for readmission, and other relevant factors.

Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in automatic suspension from the University.

- enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time, until the cumulative grade point average meets the requirement for removal of probation;
- establish and maintain monthly contact with a designated University official for academic advising, counseling, assistance, and referral to support services;
- remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published degree program;
- and earn a minimum grade of "C" in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

Registration

Students register for courses through BisonWeb, after receiving advisor approval. The University establishes the registration dates and disseminates the information to students in the University calendar on the University web site. Students should schedule their advising meeting so that their course selections are determined and approved prior to the start of the registration period. To initiate registration in BisonWeb, students must use their PIN (personal identification number), which is provided by their faculty advisor during the advising meeting. Student PINs change each semester to prevent students from registering without advisement.

Registration Errors

Students who receive a prerequisite/test score, class restriction, or time conflict error must receive approval to bypass the error from their instructor(s) or advisor, as applicable, on the Registration Error Request Form. The signed, completed Registration Error Request Form must be submitted to the CEA Office of Student Services before the last day of general registration. Other types of errors may not be bypassed.

Title IX

****The information below can be found at the university webpage [Title IX FAQs](#)****

What Conduct Is Prohibited By The HU Title IX Policy?

The Howard University Policy Prohibiting Sex and Gender-Based Discrimination, Sexual Misconduct and Retaliation (Title IX Policy) prohibits discrimination on the basis of sex and gender, in compliance with Title IX of the Education Amendments of 1972, a federal law prohibiting sex and gender-based discrimination in federally funded education programs and activities.

What Are Howard University's Obligations When Notified Of Title IX-Related Incidents?

Howard University is obligated to take immediate action to eliminate the harassment, discrimination, or misconduct; prevent its recurrence; and address its effects.

What Are The Confidential Resources On Campus?

An employee who is a licensed medical, clinical, or mental health professional, when acting in their role of providing services to a patient; any clergy or other religious or spiritual advisor, when serving in their religious or spiritual capacity; victim/survivor advocates; and any employee providing administrative support to employees in the aforementioned roles are considered Confidential Employees and are not obligated to report disclosures of sex or gender-based discrimination, harassment or violence to the Title IX Office. Rather, they are able to provide confidential support services to members of the University community.

Confidential Resources on campus include the following:

- Howard University Interpersonal Violence Prevention Program (IVPP)
- University Counseling Service
- Howard University Student Health Center
- Chaplains
- Employee Assistance Program

What Are The Reporting Obligations Of University Staff, Faculty, And Other Employees And Appointees?

All University employees, except for those designated as Confidential Resources, are considered Responsible Employees and must report all knowledge of incidents related to gender-based discrimination, sexual harassment, sexual abuse, sexual assault, dating violence, domestic violence, or stalking to the Title IX Director. For more information, see the Guide to Title IX Reporting Obligations.

How May A Student, Faculty, Or Staff Member Report A Title IX Violation?

A student, faculty or staff member may report a Title IX violation directly to the Title IX Office via the [ONLINE REPORTING FORM](#). You may also contact the Title IX Office by phone at 202-806-2550, or by email at TitleIX@howard.edu.

You may also report to a Responsible Employee, who will in turn report your disclosure to the Title IX Office, as required under the Title IX Policy. You also have the right to make a report to the Howard University Department of Public Safety (phone: 202-806-1100) or local law enforcement (phone: 911), if a crime has been committed (e.g., sexual violence) or if you believe that you are in danger. However, you are not required to file a complaint with law enforcement in order to pursue a complaint with the University through the Title IX Office, or vice versa. In addition, you are encouraged to seek any health, counseling, or other support services you may need from a confidential resource, on or off campus. If you experience a potential Title IX violation, you may choose any or all of these options. And if you are a Responsible Employee, you must report any potential Title IX violations you become aware of to the Title IX Office. Learn more about your Rights, Resources and Options.

Is There A Time Limit For Making A Report To The Title IX Office?

There is no time limit for making a Title IX report. However, we do encourage our students, faculty, and staff members to make a report as soon as possible to maximize our ability to respond promptly and effectively.

Transfer Credit

See Page 1 of [CEA policy](#) on Advanced Placement and Transfer Credit.)

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