

Subject: Special Course Types

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No. 2911: Courses Taken for Audit

Students do not receive credit for audited courses. Faculty may establish standards of class participation and/or attendance for auditing students. When a student fails to meet those standards for auditing a course, the instructor will assign the grade of ZO (administrative withdrawal from audit).

No. 2912: Capstone Experience

One capstone experience is required both from undergraduate and graduate students as part of their major. The capstone must be a practicum in nature. The Dean of the academic unit will determine the nature and scope of the capstone experience and specific requirements will be included in the Program of Study. The structure, content and grading of the capstone examination, as well as any policy on retaking the examination, will be determined by the academic unit.

No. 2913: Master's Thesis

Graduate students may select a Research Track by the end of their first year of study. Such students will write a master's thesis. Students who are writing a thesis are expected to demonstrate their capacity to do original, independent research. A master's thesis equates to 18 semester credit hours.

A thesis advisory committee shall consist of at least two members of the ADA University faculty. In consultation with the Thesis Chair, the student must solicit faculty for the committee and must submit their names for approval by the Associate Dean or designee.

A thesis must be submitted to the University Library in electronic format after final approval by the Examining Committee. The submission of the thesis to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document on the ADA University public domain. Distribution is subject to a release date stipulated by the student and approved by the University. As the owners of the copyright of the thesis, students have the exclusive right to reproduce, distribute, make derivative works based on, and publicly perform and display their work, and to authorize others to exercise some or all those rights.

No. 2914: Internships and Career Development Skills for Undergraduate and Graduate Students

Qualified, undergraduate degree-seeking students in all full-time programs must enroll in credit-bearing Internships with career development course built in them, which are part of the student's studies at ADA University. Graduate degree-seeking students in all full-time programs of the School of Public and International Affairs, and the School of Education have credit-bearing Internship offered to them as a Technical elective within their programs of study at ADA University.

Undergraduate students enroll in Career Development Skills and Strategies course during their third year of study. To enroll in Internships, undergraduate students must have completed 120 earned credits, while graduate students must have completed at least 36 credits at the University.

Credit hours assigned for Career Development Strategies and Skills course is set at 6 ECTS. Internship is a required part of the course. Graduate Credit-bearing internship course as a Technical elective is set at 6 ECTS.

General requirement for all degree students for the credit-bearing internship is - minimum of 120 hours over minimum 4-6 weeks are required for each internship. Students, with the permission of their instructors, may vary their scheduled hours if they meet the total minimum requirement by the end of the term. Students who elect to work more than the minimum may do so, without any impact on the credit hours.

Internships can be paid or unpaid consisting of work assignments with a significant experiential component under the guidance of an ADA University instructor. Instructor and teaching unit approvals are required for internships. An important component of any internship is the availability of an internship placement opportunity that will provide sufficient substantive work to merit academic credit.

To receive academic credit, the work for the internship must be more substantive than administrative, with non-administrative work comprising in general at least sixty percent (60%) of the work performed. The course instructor must provide the student an academic syllabus with clear learning outcomes for the course and internship, communicate regularly with the student, and require assignments designed to provide a foundation and support for the internship. The assigned faculty mentor is responsible for the assessment of the student's internship performance, which must include an assessment by the workplace supervisor. The workplace supervisor's assessment can count for no more than half the final grade. The academic component of the course must be valued as at least half of the final grade.

Internship and Career Development Skills and Strategies (CDSS) course are graded as Pass/Fail. Detailed Guidelines and Forms for the Credit-bearing internship will be provided within the CDSS course by the School Career Advisor.

No. 2915: Substituting Courses

In cases where repeating a failed course or taking a course from Program of Study is not possible due to discontinuation of a course, a student may petition to substitute one course for another, as long as the course content is significantly similar. The substitute course must be at the same level as the original course. Lower level courses may not be used to substitute for upper level courses.

The student's academic advisor and the Dean of the student's program must approve of the substitution by signing the Course Substitute form. If approved, the grade in the new course taken will be included in the GPA calculation. In case of a repeat of a discontinued course the grade of the first course taken will remain on the transcript with an asterisk and will be excluded from the

GPA and earned credit calculation. The grade for the substitute course will be included in the GPA and earned credit calculation.

In cases when a course is discontinued, and substitution is not possible, the course requirement can be waived upon the approval of Academic advisor and the Dean. A course waiver does not decrease the overall credit requirements for graduation.