TO: AU Campus Community

FROM: Jonathan Tubman, Vice Provost for Research and Dean of Graduate Studies
       Michael Keynes, Associate Dean of Graduate Studies

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RE: Re-admission of students to graduate programs

The Office of Graduate Studies would like to remind the campus community about appropriate procedures for the re-admission of graduate students to graduate degree or certificate programs. Specifically, there may be restrictions on re-admission and available credits for applicants with previous AU graduate coursework, not used to earn a degree or certificate. These restrictions include:

- AU coursework more than 6 years old for a master’s degree or 9 years old for a doctoral degree might not be eligible to count toward the degree upon readmission.
- Students who were on probation or who have a previous graduate GPA below 3.0 will need approval from OGS to be re-admitted to as an AU graduate student.
- Currently, a student cannot earn academic credit for work or other non-academic experiences, sometimes referred to as competency-based credit, unless it is explicitly described in the Academic Catalog for the AU graduate degree program.
- Transfer credits are limited to 6 credits without additional approvals.

Please see the Graduate Academic Regulations for a complete list of rules concerning re-admission of graduate students. A copy of these regulations can be found at http://www.american.edu/provost/grad/2015-Grad-Academic-Regs.cfm. All promises made to applicants about re-admissions and credits must be aligned with these regulations to be fulfilled.

Graduate Program Directors should consult with their Associate Deans and/or admissions staff from their academic units if there is any uncertainty about restrictions related to re-admissions before making promises to applicants. Academic unit personnel are encouraged to contact the Office of Graduate Studies for specific questions or clarifications regarding the Graduate Academic Regulations.